



MEETING OF THE TOWN BOARD
Town Board Room
807 Mountain Avenue
Town of Berthoud, Colorado
Tuesday, February 25, 2025, 6:30 p.m.

This is an IN-PERSON meeting at the location and time noted above.

This meeting will be streamed live on YouTube. The live stream is accessible by visiting www.berthoud.org/stream

The Town Board may take action on any of the following agenda items as presented or modified prior to or during the meeting and items necessary or convenient to effectuate the agenda items.

1. Meeting Called To Order - Mayor William Karspeck
2. Pledge Of Allegiance - Mayor William Karspeck
3. Roll Call - Mayor William Karspeck
4. Citizen Participation
5. Scheduled Items And Estimated Time For Discussion

5.I. Consent Agenda

Introduction By: Christian Samora

Documents:

[MEMO RE CONSENT AGENDA.PDF](#)
[A. FEBRUARY 25, 2025 MEETING AGENDA.PDF](#)
[B. FEBRUARY 11, 2025, MEETING MINUTES.PDF](#)
[C. FEBRUARY 2025 BOARD REPORT.PDF](#)

5.II. Appointment To Tree Advisory Committee

Introduction By: Town Board

Documents:

[MEMO RE COMMITTEE APPOINTMENTS.PDF](#)
[VOLUNTEER COMMITTEE APPLICATIONS.PDF](#)

5.III. After Prom Committee Funding Request
Introduction By: After Prom Committee

Documents:

[MEMO RE AFTER PROM COMMITTEE REQUEST.PDF](#)

5.IV. 330 Mountain Ave Historic Landmark Alteration Request
Introduction By: Anne Johnson

Documents:

[MEMO RE 330 MOUNTAIN AVE REQUEST.PDF](#)
[01 HPAC INFORMAITON FORM 2025 02 11.PDF](#)
[02 HPAC MINUTES 2025 02 18.PDF](#)
[03 APPLICATION MATERIALS FOR 330 MOUNTAIN AVENUE
FACADE.PDF](#)

5.V. Dark Sky Update
Introduction By: Brian Dubois

Documents:

[MEMO RE DARK SKY MENTORSHIP.PDF](#)

5.VI. Transit Assessment Priorities
Introduction By: Chris Kirk

Documents:

[MEMO RE TRANSIT ASSESSMENT UPDATE.PDF](#)

6. Elected Official Reports

1. Town Board - Tim Hardy, May Albrecht, Sean Murphy, Karl Ayers, Chris Kurtz, and Brett Wing
2. Mayor - William Karspeck
3. Staff - Town Administrator, Attorney

7. Adjourn

The order of agenda items listed above is approximate and intended as a guideline for the

Town Board. Individuals needing special accommodation may request assistance by contacting the Town Clerk 807 Mountain Avenue, Berthoud, Colorado 80513, 970-532-2643 at least 24 hours in advance.

BOARD OF TRUSTEES INFORMATION



ADMINISTRATION DEPARTMENT

Meeting Date:	February 25, 2025
Agenda Title/Subject:	Consent Agenda
Type of Item:	Regular Item
Purpose:	The Consent Agenda contains routine items that can be approved with a single action by the Board.
Presented by:	Christian Samora

ATTACHMENTS:

- a) February 25, 2025, Meeting Agenda
- b) February 11, 2025, Meeting Minutes
- c) February 2025 Board Report

BACKGROUND:

The Consent Agenda is a group of routine matters to be acted on with a single motion and vote. The mayor will ask if any Board Member wishes to remove an item for separate discussion. Items removed from the consent agenda should be considered immediately following adoption of the amended Consent Agenda.

UPDATE/NEXT STEPS:

Any updates or next steps for the items on the Consent Agenda will be articulated in the information sheet provided for each item on the Consent Agenda.

FISCAL IMPACT AND FUND SOURCE:

Any fiscal information for the items on the Consent Agenda will be articulated in the information sheet provided for each item on the Consent Agenda.

COMMUNITY TOUCHSTONES:

Any Community Touchstones for the items on the Consent Agenda will be articulated in the information sheet provided for each item on the Consent Agenda.

RECOMMENDED ACTION(S):

“Move to combine and approve the items on the Consent Agenda.”

Followed by a second and a vote.



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The Town Board may take action on any of the following agenda items as presented or modified prior to or during the meeting and items necessary or convenient to effectuate the agenda items.

- I. REGULAR MEETING CALLED TO ORDER** – Mayor William Karspeck
- II. PLEDGE OF ALLEGIANCE** – Mayor William Karspeck
- III. ROLL CALL** – Mayor William Karspeck
- IV. CITIZEN PARTICIPATION**
- V. SCHEDULED ITEMS and ESTIMATED TIMES FOR DISCUSSION**
 - 1. Consent Agenda** (Christian Samora) (5 Min)
Consent Agenda items are considered to be routine by the Town Board and will be enacted with a single vote. There will be no separate discussion of these items. If discussion is deemed necessary, that item should be removed from the Consent Agenda and considered separately.
 - a) February 25, 2025, Meeting Agenda
 - b) February 11, 2025, Meeting Minutes
 - c) February 2025 Board Report
 - 2. Appointment to Tree Advisory Committee** (Town Board) (10 Min)
 - 3. After Prom Committee Request** (After Prom Committee) (10 Min)
 - 4. 330 Mountain Ave Historic Landmark Alteration Request** (Anne Johnson) (10 Min)
 - 5. Dark Sky Update** (Brian Dubois) (15 Min)
 - 6. Transit Assessment Priorities** (Chris Kirk) (45 Min)
- VI. ELECTED OFFICIAL REPORTS** (10 Min)
 1. Town Board – Tim Hardy, May Albrecht, Sean Murphy, Karl Ayers, Chris Kurtz, and Brett Wing
 2. Mayor – William Karspeck
 3. Staff – Town Administrator, Attorney
- VII. ADJOURN**

Town Clerk or Deputy Town Clerk

William Karspeck, Mayor

February 25, 2025, Meeting Agenda

The order of agenda items listed above is approximate and intended as a guideline for the Town Board. Individuals needing special accommodation may request assistance by contacting the Town Clerk 807 Mountain Avenue, Berthoud, Colorado 80513, 970-532-2643 at least 24 hours in advance.



MEETING MINUTES OF THE TOWN BOARD
Town Board Room
807 Mountain Avenue
Town of Berthoud, Colorado
Tuesday, February 11, 2025, 6:30 p.m.

2/11/2025 - Minutes

1. Meeting Called To Order - Mayor William Karspeck

Mayor Karspeck called the meeting to order at 6:29 pm.

2. Pledge Of Allegiance - Mayor William Karspeck

Mayor Karspeck led the Pledge of Allegiance.

3. Roll Call - Mayor William Karspeck

The following Board members were present:

May Albrecht, Trustee
Tim Hardy, Trustee
Chris Kurtz, Trustee
Brett Wing, Trustee
Sean Murphy, Mayor Pro-Tem
Will Karspeck, Mayor

The following Board members were absent:

Karl Ayers, Trustee

The following staff members were present:

Alicia Garcia, Town Attorney
Chris Kirk, Town Administrator
Christian Samora, Town Clerk
Lexi Dovel, Deputy Town Clerk
Sergeant Justin Williamson, Larimer County Sheriff
Jeremy Olinger, Deputy Town Administrator
Ken Matthews, Director of Water Utilities

4. Citizen Participation

Lynn Larsen spoke on the meaning of the Pledge of Allegiance.

5. Scheduled Items And Estimated Time For Discussion

5.I. Consent Agenda

Items:

- a) February 11, 2025, Meeting Agenda
- b) January 28, 2025, Meeting Minutes
- c) Red-Tail Ridge Open Space MOU
- d) River Trails Annexation Continuance

Trustee Kurtz moved to combine and approve the items on the Consent Agenda. Trustee Wing seconded the motion. In a 6-0 roll call vote, THE MOTION CARRIED.

5.II. Appointments To Volunteer Committees

Mayor Pro-Tem Murphy reported on interviews for the vacancies on the Tree Committee. Appointments for the Tree Committee will be postponed until the February 25th Town Board meeting.

Trustee Wing reported on interviews for the vacancies on the PORT Committee.

Trustee Wing moved to appoint Michael Brennan to the PORT Committee for a term to expire September 30, 2026. Trustee Kurtz seconded the motion. With all in favor, THE MOTION CARRIED.

5.III. Waggener Farm Park Pool Expansion Update

Deputy Town Administrator, Jeremy Olinger, gave a presentation on the Waggener Farm Park Pool Expansion update.

Mayor Karspeck opened the item to public comment.
Ruth Fletcher-Carter and Bill Hindman spoke during public comment.
Mayor Karspeck closed public comment.

The Board provided feedback to staff on the pool design.

5.IV. Transit Assessment Update And Priorities

Administrator Kirk gave an introduction on the Transit Assessment update.

Steven Conaway with RAFT gave a presentation.

Mayor Karspeck opened the item up to public comment.
Ruth Fletcher-Carter spoke during public comment.
Mayor Karspeck closed public comment.

Trustee Kurtz moved to extend the meeting past 9:30 pm to 10:00 pm. Mayor Pro-Tem Murphy seconded the motion. With all in favor, THE MOTION CARRIED.

Mayor Karspeck called for a 5-minute break.

5.V. Water Efficiency Plan Update

Director of Water Utilities, Ken Matthews, gave a presentation on the Water Efficiency Plan.

Trustee Kurtz moved to extend the meeting to 10:15 pm. Trustee Albrecht seconded the motion. With all in favor, THE MOTION CARRIED.

6. Elected Official Reports

Trustee Albrecht:

Albrecht reported on the Youth Advisory Commission and an upcoming summit. Albrecht expressed concern about the sustainability of the Arboretum project.

Mayor Karspeck:

Karspeck reported on an email from a citizen regarding code updates.

Administrator Kirk:

Kirk reported on an upcoming credit rating process that the Town will be going through.

7. Adjourn

The meeting was adjourned at 10:24 pm.

Town Clerk or Deputy Town Clerk

William Karspeck, Mayor

Berthoud Board Update

February 2025



The long-awaited Welcome to Berthoud signs went up at the end of January and they look fantastic.

They made the front page of the Herald-Reporter and was featured on 9News.



Town installs new 'retro' welcome signs

reporterherald.com



Sign painter Brian Oliver

9NEWS

[Click to see story on 9News](#)

[Click to view Reporter Herald article](#)

FORESTRY / OPEN SPACE

Submitted By Paul Furnas, Town Forester



The Forestry and Open Space department kept busy through the month of January with snow and ice removal as needed with recent snow storms. Significant projects wrapped up in January were the take down of holiday lights throughout the town and starting OSHA safety trainings. New staff are looking into training to get them up to speed for 2025 by getting Colorado Department of Agriculture Certified Operator pesticide licenses and start training for ISA accreditation. With a couple of snow storms hitting in January, staff received training on snow removal at the Waggener Recreation Center parking lot in the two plow trucks. With spring approaching, Forestry and Open Space staff is working on wrapping up any training before the busy season arrives.



Holiday lights taken down and put away for the year. Forestry and Open Space staff assisted parks in taking down all of the lights put up for the holidays in Town.





Christmas Tree Recycling Program –

Another successful year. In total around 150 trees were dropped off at this year's annual Christmas Tree Recycling program. These trees will live on around town as mulch.

Better through training



Both Forestry and Open Space staff take advantage of the slow periods over the winter to catch up on trainings needed for their positions. New employees, Richard Calhoun and Zane Mas, are studying for their Certified Operator pesticide applicator licenses. Calhoun, the new Forestry Tech, will be switching his focus after the pesticide applicator license to getting his International Society of Arboriculture License to be recognized as an ISA Certified Arborist. All staff in both Forestry and Open Space enrolled in OSHA 10 Trainings for general job safety. Tyler Parker and Austin Miller in Open Space are working towards getting their National Association of Landscape Professionals Certified Landscape Technician certification where they will train in irrigation maintenance and repair.

With a few new staff members and new snow removal equipment, every snow storm has become an opportunity to get our new crew trained up on our snow removal routes to keep the town clear of snow. All of Parks, Forestry and Open Space staff are training in snow plowing operations to clear the Waggener Recreation Center parking lot as needed.



Town Forester Paul Furnas was invited to teach students attending Ivy Stockwell's annual STEM night about trees and plants with help from Kathy Mitchell and school faculty. Topics covered were, seed dispersal methods of different plants, what happens when wood gets 'sick', and an experiment to see capillary forces of water, an important driving force of water movement in plants.



STREETS DEPARTMENT

Submitted By Brandon Keegan, Streets Supervisor

January brought cold temperatures and snowfall, keeping the streets crew busy as they worked to clear roads and make sure it was safe for motorists to travel.



After clearing priority roads, the streets crew focuses on cleaning up snow piles and break up ice at intersections and drain pans.

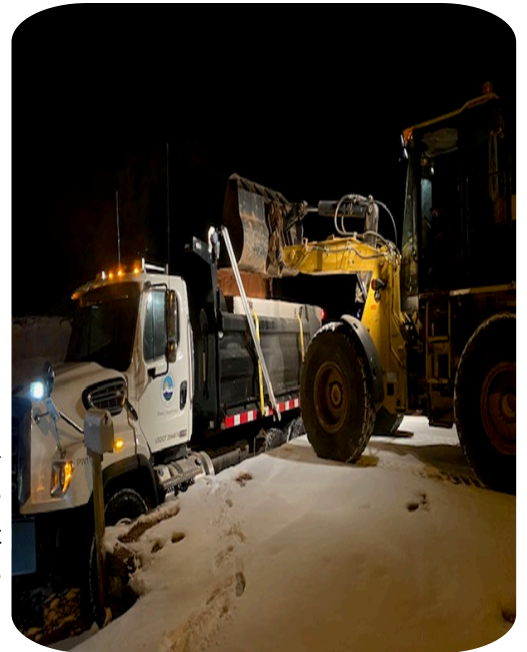


Downtown-The Streets crew takes pride in cleaning up downtown first thing to make all the business accessible for the public.





Mountain Avenue-
Streets crew cleaning up the
street after it snowed



Berthoud Recreation Center-
Streets crew cleaned up the
piles of snow that were left
from the open space
department.



Wastewater-
Streets crew using the box
scraper to clean up the road



Greenlawn Cemetery-
Streets crew hauled off grass
clippings and dirt and transported it
to the sand shed.



RECREATION

Submitted By Amanda Gustafson, Director of Recreation | Cultural Services

Operations, Memberships & Marketing

This month, the recreation team accomplished a wide range of operational improvements that included finalizing and implementing 2025 operational fees in DaySmart, troubleshooting and resolving online rental and pass report issues, and ensuring membership accuracy. Operations checked in 14,469 people and sold 95 new memberships during the month of December.

Sports & Programs



2024 got off to a smooth start. Our youth basketball program kicked off practices and games with 150 youth registered across 16 teams. The Bouldering program began classes with 21 participants, the largest number of participants we have ever had for that program. Our Little Dribblers (basketball) and Little Spikers (football) programs started their Friday classes with 49 sign ups up Dribblers and 24 for Spikers.



Fitness & Active Adults



We hosted the first Fitness Frenzy on the first Saturday of the year and offered all our Specialty Fitness classes for free. There were 45-minute classes offered on the hour, every hour. Many of the classes were at capacity and most of the participants were not ones who had taken any of our classes before. Alongside the variety classes offered all day, we had a table outside of the fitness studio, that had the class schedule, fitness instructor biography flyers, information about our 2025 challenges and personal trainer packets. After a full day of amazing energy, many of our classes were filled or close to meeting their capacity and there were over 100 registrations for February and March.



Active Adults (50+)

Active Adult Volleyball has been an ongoing program that was created in the beginning of 2024. It was a small group traveling from surrounding areas. In the last 4 months the group has grown to 3-4 teams. In 2025, this group is exploring to join the CSVA- Colorado Senior Volleyball Association. This is a league in Northern Colorado for Active Adults who are looking for a bit more than open gym time and will go and compete as a league against others representing Berthoud.



Aquatics

Right out of the gate, January 2025 began with the aquatics team running three different classes, certifying lifeguards, lifeguard instructors, and recertifying current staff that were set to expire to ensure our Recreation Center is a safe place for families to enjoy.

Swim lessons saw great registration with over 150 enrolments for the January sessions. The CARA swim team filled and had another mock swim meet at home on January 26th. This gave the team another opportunity to compete against themselves in a relaxed home environment.



PARKS / CEMETERY

Submitted By Sami Kouns, Parks Supervisor

Parks/Cemetery

The jobs of January varied about as much as the weather did. From snow and snow removal to sun and installing trail material/crusher fines, January had the Parks and Forestry Departments completing both inside and outside jobs, both of which were weather dependent.



This month new playground signs were ordered for the Bein playground to replace the ones that had been damaged with graffiti.

January 13th was the official day we started to take down all of the holiday decoration throughout town. Though it took us weeks to put everything up, it only took us three days to take everything down.



Though January was a lighter month with only one burial ceremony, the Cemetery Technician II worked with various electric companies to troubleshoot the issues with the lights for each flagpole. We received information on the issues and quotes for labor/repairs but also got one light working in the process!





Parks/Cemetery – Community Garden Trail Material

Between snowstorms and with the yo-yoing of the outdoor temperature, some trail material was installed at the community garden in between beds where snow/ice were not present. This will be an ongoing process over the next couple of months to finish the community garden and have it ready for Berthoud Local by springtime.



Additional grey crusher fines were added to four different beds throughout town (old skate park X2, the corner of Welch Ave and Berthoud Parkway, and the Waggener Skate Park), to bring the level of the crusher fines to the same level as the surrounding sidewalk to help eliminate trip hazards and make these areas safer for the public.



Parks/Cemetery – Snow Removal

With three different snowstorms hitting Berthoud in the month of January, the Parks and Cemetery staff spent a large amount of time clearing sidewalks and ice for safe travel around the town's parks and along the trails.



COMMUNITY DEVELOPMENT

Submitted By Anne Johnson, Planning Director

Building Division data for January, 2025



New Residential
18 in January, 2025



New Commercial
6 in January, 2025



Number of "Other"
35 in January, 2025



Total Valuation
\$9,496,947.37

Planning



Public Assistance

Walk-ins : 8
Emails : 4,480
Phone calls : 68
Site Visits : 4



Pre-Application meetings : 4
Public Hearings/Applications presented : 4
Codes/Comp Plan Action Items in-process: 2
Applications in Process: 6

WATER / WASTEWATER

Submitted By Marie Mitchell, Administrative Tech / Water

January 2025 Water Utilities Highlights

Water Utility Locates:

- Emergency – 10
- Normal – 424

Water Customer Service/ Billing/ New Connections

- 6 Service calls completed
- 3 Emergency calls completed
- 21 new meters installed
- 16 final meter inspections passed
- 9 non-read repairs completed
- 61 non-payment shut offs completed

Water Utilities Water Operations Projects:

- Spectra-shield application on Prairie Star manholes continuing.
- New shut-off policy implemented (cut-off times for payments were changed to 2pm)

Water Utilities and Building Department

Pleased to report on the successful collaboration between the Water Utilities team, Permitting, and Community Core, the online software permit provider, to enhance the Town of Berthoud building permit portal. As part of this integration, Water Utilities-specific processes—such as water meter installations, inspections, and backflow prevention/compliance—have been incorporated into the platform. This integration has improved the efficiency of tracking, documentation, and reporting for Water Utilities, Backflow Compliance and Billing Utilities. Currently, all residential permit types have been fully implemented, and the teams are in the process of testing the non-residential permits and Right-of-way permits. We look forward to completing the testing phase and ensuring a seamless experience for all users.

TOB and Ramey Environmental Compliance (REC) WTP January 2025 highlights

- Completed monthly preventative maintenance on all chemical dosing pumps.
- Completed TOB WTP Total Coliform sites for monthly compliance.
- Started working on the Sed Basin cleaning at the WTP facility in preparation for the upcoming CDPHE Sanitary Survey.



Welcome

WELCOME

Ethan Mattson joined the Community Development Department on January 27, coming most recently from CDOT. Throughout his career, Ethan has pursued constant learning alongside building lasting relationships with colleagues, consultants, and the public. Ethan is a Landscape Architect and will be collaborating with local businesses, the development community and Town staff in performing development review. In his free time, he enjoys recording music, watching as many movies as he can, and hosting parties for his friends and family.



BOARD OF TRUSTEES INFORMATION



ADMINISTRATION DEPARTMENT

Meeting Date:	February 25, 2025
Agenda Title/Subject:	Appointment to Tree Advisory Committee
Type of Item:	Regular Item
Purpose:	To appoint citizen volunteer to the Tree Advisory Committee
Presented by:	Town Board Interview Committee

ATTACHMENTS:

- Tree Committee Applications

BACKGROUND:

Appointments are made to the various committees in the fall of each year. An additional appointment is needed on the Tree Advisory Committees. Interviews are conducted by committees consisting of two Board Members, one staff member and one committee member. Following the interviews, the committee will make a recommendation of appointment. Applicants may have been interested in more than one committee and may have been considered for a committee that is different than the committee they initially applied to serve.

Tree Advisory Committee

There is one vacant seat on the Tree Committee that will expire at the end of September 2026. The Tree Advisory Interview Committee is scheduled to conduct interviews on the evening of February 25, 2025. The following applicants applied for the vacancy on the Tree Advisory Committee:

- Daniel Buendia
- Kenyon Kehoe
- Thomas Reger

The Interview Committee was established as follows:

- Two Town Board Members (Karspeck/Murphy)
- Tree Advisory Committee Member
- Town Staff Member

(Continued)

The current members on the Planning Commission are as follows:

Tree Board Advisory Committee	
Lynn Larson	9/30/2025
Richard Kurcab	9/30/2025
Amy Lentz	9/30/2025
Kathy Mitchell	9/30/2026
Randy R. Niece	9/30/2026
Hannah Daniels	9/30/2026
Vacant	9/30/2026

The Interview Committee will make a recommendation as to how the vacant seat on the Tree Advisory Committee should be filled.

UPDATE/NEXT STEPS:

- There will not be any additional steps needed after the vacancy is filled.

FISCAL IMPACT AND FUND SOURCE:

There is no anticipated fiscal impact.

COMMUNITY TOUCHSTONES:

All committees and commissions work to carry out the goals and Community Touchstones identified by the Town Board in their strategic planning sessions. *Community Identity, Resiliency and Sustainability.*

RECOMMENDED ACTION(S):

A Board Member may move to appoint _____ to the Tree Advisory Committee to a term expiring September 30, 2026. Followed by a second and a Roll Call Vote.

Name of Committee or Commission

Tree Advisory Committee

First Name

Thomas

Last Name

Reger

Address

1130 Jefferson drive

City

Berthoud

State

Colorado

Zip Code

80513

Email Address

Reger_thomas@svvsd.org

Phone Number

303-827-4609

How long have you resided within the boundaries of the Town of Berthoud?

4 years

Do you currently serve, or have you served previously, on a board, commission or committee? If so, please list.

No

What interests you about becoming a member of this committee?

I enjoy the outdoors and feel like this would be a good opportunity to give back to the community.

Briefly explain what you believe are the two most important issues facing this committee, and how do you believe this committee should address each issue?

Preserving existing trees in the community and promoting more planting of new trees. Encourage through education the importance of planting and maintaining trees. Perhaps reach out to a nursery to help sponsor reduction in cost of purchasing new trees to plant here in town.

List any abilities, skills, licenses, certificates, specialized training, past related experience or interests you have which are applicable to this committee.

I consider myself pretty handy and possess the ability to adapt to most situations. I maintain and take pride in the care of all my trees on my property.

Please specify any activities which might create a conflict of interest that would prevent you from official action if you should be appointed to this committee.

I do have one commitment every first Saturday morning of each month that keeps me until 9:00 am.

Have you recently attended a meeting of the committee you are applying to?

☐

Yes

☒

No

If not appointed at this time, would you be interested in serving on any other advisory committees? If so, please list any preferences:

All applicants are strongly encouraged to attend a regularly scheduled meeting of the committee for which they are applying prior to submitting an application. The Town of Berthoud will make reasonable accommodations for access to Town services, programs, and activities and will make special communication arrangements for persons with disabilities. Please call (970) 532-2643 for assistance. I certify that all statements on this form are true and complete. I further understand that false statements shall be sufficient cause for rejection of this application.

Signature (Please type your name)

Thomas Reger

Date

1/4/2025

Print

Advisory Committee Application - Submission #4769

Date Submitted: 1/3/2025

Name of Committee or Commission

Tree Advisory Committee

First Name

Daniel

Last Name

Buendia

Address

1040 7th St.

City

Berthoud

State

CO

Zip Code

80513

Email Address

240redblock@gmail.com

Phone Number

9283802396

How long have you resided within the boundaries of the Town of Berthoud?

6 months

Do you currently serve, or have you served previously, on a board, commission or committee? If so, please list.

Not on any Berthoud-based committees. I am a member of staff council at my work.

What interests you about becoming a member of this committee?

I worked as a forester and arborist for over 6 years in the Northeast. I am a new resident of Berthoud and am very interested in working to keep it beautiful. I have a lot of passion and enthusiasm for my community and would like to be able to do more to positively impact the area.

Briefly explain what you believe are the two most important issues facing this committee, and how do you believe this committee should address each issue?

I think the most difficult obstacle is balancing the need for expansion and safety with the need to maintain the beauty, charm, and integrity of the town. The other great issue I see concerning this committee is looking toward the future and what is sustainable in terms of water consumption and resistance to pests and disease.

List any abilities, skills, licenses, certificates, specialized training, past related experience or interests you have which are applicable to this committee.

I have years of experience working with the State forester of Vermont as a logger and arborist. I have a class B forester certification from USFS. I have many years of experience working in Christmas trees, from planting to harvesting. I work with the Landscape Architect at CU - Boulder to specify ideal locations and species for campus plantings.

Please specify any activities which might create a conflict of interest that would prevent you from official action if you should be appointed to this committee.

I cannot think of any at this time, but I am open to consultation in any situation as required.

Have you recently attended a meeting of the committee you are applying to?

☐

Yes

☒

No

If not appointed at this time, would you be interested in serving on any other advisory committees? If so, please list any preferences:

1. Planning commission 2. PORT 3. Local licensing commission

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Signature (Please type your name)

Daniel Buendia

Date

01/03/2025

Name of Committee or Commission

Tree Advisory Committee

First Name

Kenyon

Last Name

Kehoe

Address

3453 Curlew Dr

City

Berthoud

State

CO

Zip Code

80513

Email Address

kehoesolutions23@gmail.com

Phone Number

3032414617

How long have you resided within the boundaries of the Town of Berthoud?

4 months

Do you currently serve, or have you served previously, on a board, commission or committee? If so, please list.

No

What interests you about becoming a member of this committee?

I am an ISA C certified Arborist and would like to be in loved with the tree committee

Briefly explain what you believe are the two most important issues facing this committee, and how do you believe this committee should address each issue?

EAB, emerald ash borer is exterminating our ash trees all over the state and we need to do our best to preserve the ash trees that we still have here. With proper pesticide prevention methods. Broken branches and storm damage in parks as well as making sure there's minimal targets for potential failure of trees.

List any abilities, skills, licenses, certificates, specialized training, past related experience or interests you have which are applicable to this committee.

ISA certified

Please specify any activities which might create a conflict of interest that would prevent you from official action if you should be appointed to this committee.

Have you recently attended a meeting of the committee you are applying to?

☐

Yes

☒

No

If not appointed at this time, would you be interested in serving on any other advisory committees? If so, please list any preferences:

Not at this time

All applicants are strongly encouraged to attend a regularly scheduled meeting of the committee for which they are applying prior to submitting an application. The Town of Berthoud will make reasonable accommodations for access to Town services, programs, and activities and will make special communication arrangements for persons with disabilities. Please call (970) 532-2643 for assistance. I certify that all statements on this form are true and complete. I further understand that false statements shall be sufficient cause for rejection of this application.

Signature (Please type your name)

Kenyon Kehoe

Date

12-15-2024

BOARD OF TRUSTEES INFORMATION



ADMINISTRATION DEPARTMENT

Meeting Date:	February 25, 2025
Agenda Title/Subject:	After Prom Committee Request
Type of Item:	Presentation
Purpose:	This item is a request.
Presented by:	Ken Matthews, Director of Water Utilities

BACKGROUND:

This item is a request. There may be a presentation and additional information distributed at the Town Board meeting.

TOWN BOARD INFORMATION

COMMUNITY DEVELOPMENT DEPARTMENT



Meeting Date:	February 25, 2025
Agenda Title/Subject:	Request for a Major Alteration to a Local Historic Landmark façade located at 330 Mountain Avenue
Type of Item:	Regular Item
Purpose:	Consider a request for a Major Alteration to the façade of a Local Historic Landmark located at 330 Mountain Avenue [former Berthoud Drug location]
Presented by:	Anne Johnson, Community Development Director

ATTACHMENTS:

- Information Form from Historic Preservation Advisory Committee meeting 2/10/2025
- Draft minutes from Historic Preservation Advisory Committee meeting 2/10/2025
- Application materials for 330 Mountain Avenue Renovations dated February 3, 2025 provided by the applicant

BACKGROUND:

The property located at 330 Mountain Avenue was designated a Local Historic Landmark in the Downtown Commercial character district in 2008. The most recent tenant at this location was Berthoud Drug. The building occupies nearly 50' of 300' building façade frontage on the north side of Mountain Avenue between 3rd and 4th Streets. There is an approximate 20-foot alley along the west side of 330 Mountain Avenue. Many storefront facades on the south side of Mountain Avenue between 3rd and 4th Streets have been renovated to be sympathetic with historical architecture if not restored to the original facades.



Rather than repeat information found in the Historic Preservation Advisory Committee (HPAC) Information Form attached to this memo, an overview is provided. The proposed façade amendments to 330 Mountain Avenue can be found in the façade overview document provided by the applicant and attached. The applicant is illustrating the removal of the shake shingle awning and projecting box sign, installing new windows and doors, among other improvements.

UPDATE/NEXT STEPS

Similar to a land use application, the Land Development Code provides parameters for review and consideration for approval of an applicant's request for a Major Alteration of a Local Historic Landmark. These parameters can be found in Section 30-9-111. Specifically, Staff and HPAC found the standards were met due to the rationale for approval found in the attached HPAC Agenda Memo.

HPAC heard the applicant's request at their meeting on Monday, February 10, 2025 and provided a recommendation for approval by the Town Trustees to consider at their February 25, 2025 meeting.

FISCAL IMPACT AND FUND SOURCE

The fiscal impact to the Town in approving this proposed Major Alteration to a Local Historic Landmark's facade will be the creation of new Commercial/Retail space in the Downtown Commercial Character District. Approval of the applicant's request is accompanied by an application fee. The future building permit process will ensure adherence to the Building and architectural standards established by the Town of Berthoud.

COMMUNITY TOUCHSTONES

Increased retail activity is a positive contributor to the sustainability and resiliency of the Town especially to the retail environment in Downtown and provides opportunities for employment. The renovation planned is sympathetic to the structure and will enhance the historic context of the block to further strengthen the sense of place for the Downtown Commercial District.

RECOMMENDED ACTION(S)

HPAC recommends that the Town Board of Trustees approve the request for a Major Alteration to a Local Historic Landmark for the building façade at 330 Mountain Avenue with the following conditions:

1. Tinted windows are discouraged in Section 30-2-117.C.4 of the Municipal Code as well as in the Town's Architectural Guidelines [page 54 of 63, point 3 and page 57/63, point 8]. The applicant may consider Low-E windows or awnings as the façade is south-facing. The Applicant shall revise the building permit.
2. The historic character of downtown Berthoud includes the use of red brick [Architectural Guidelines page 57 of 63 points 2, 4, 5 and 10]. The applicant shall provide information regarding brick selection with their building permit application for architectural review. The building permit application shall be amended, if needed.
3. If original brick exists and is found to be wholly or partially viable during demolition of the 1950's façade, the applicant shall consider using the original brick in whole or part vs. the new brick façade. If the original brick is found and is damaged beyond re-use, the applicant is encouraged to examine the corbal, corice, and any other architectural features that can be replicated using salvaged brick material. Replicate the original brick bonding. Refer to the staff response provided for letter "b." for details regarding the preservation and salvaging of historic façade materials.
4. The building permit shall not be processed until the Historic Preservation Advisory Committee has reviewed the submittal and provided a recommendation, in addition to the Town Trustees approving this request.

HISTORIC PRESERVATION ADVISORY COMMITTEE STAFF REPORT



COMMUNITY DEVELOPMENT DEPARTMENT

Meeting Date:	February 10, 2025
Agenda Title/Subject:	Request for a Major Alteration to a Local Historic Landmark façade located at 330 Mountain Avenue
Type of Item:	Regular Item
Purpose:	Consider a request for a Major Alteration to the façade of a Local Historic Landmark located at 330 Mountain Avenue [former Berthoud Drug location]
Presented by:	Anne Johnson, Community Development Director

ATTACHMENTS:

- 330 Mountain Avenue Renovations dated February 3, 2025 provided by the applicant

BACKGROUND:

The property located at 330 Mountain Avenue was designated a Local Historic Landmark in the Downtown Commercial character district in 2008. The most recent tenant at this location was Berthoud Drug. The building occupies nearly 50' of 300' building façade frontage on the north side of Mountain Avenue between 3rd and 4th Streets. There is an approximate 20-foot alley along the west side of 330 Mountain Avenue. Many storefront facades on the south side of Mountain Avenue between 3rd and 4th Streets have been renovated to be sympathetic with historical architecture if not restored to the original facades.



The south side of Mountain Avenue from 3rd to 4th Streets is captured in the image below. The image is from east/left to west/right. Please note that the perspective of each façade is off a bit due to the camera angle however, the impact of the building improvements made on this side of Mountain can be felt through this image.



The north side of Mountain Avenue from 3rd to 4th Streets is captured below. This presentation was made to illustrate the mirror image of both sides of Mountain Avenue. Please note that the perspective of each façade is off a bit due to the camera angle however, the impact of the building improvements made on this side of Mountain can be felt through this image.



The proposed façade amendments to 330 Mountain Avenue can be found in the attached document and represents removing the shake shingle awning and projecting box sign, installing new windows and doors, among other improvements.

UPDATE/NEXT STEPS

Section 30-9-111.3 of the Land Development Code indicates that a proposal for major alterations requires the Historic Preservation Advisory Committee to discuss and make a recommendation to the Town Board. This recommendation may be for approval, approval with conditions or denial of the applicant's request. The item is scheduled for discussion with the Historic Preservation Advisory Committee on February 10, 2025 followed by staff's presentation of the Historic Preservation Advisory Committee's recommendation at the Town Board meeting on February 25, 2025.

This report reflects discussion regarding the proposed façade treatment and does not reflect comments regarding the use of the structure or the site planning for the building in relationship to the Mountain Avenue Overlay District Plan, the Berthoud Architectural Guidelines and the Town Code regarding site planning or commercial development. The applicant will be required to meet with Town Staff regarding the building and site plan permitting process.

Municipal Code Section 30-9-102 defines the term Alteration as follows: An addition, removal, change, or reconfiguration which alters the exterior character of a Local Historic Landmark including new construction in Historic Districts.

- i. Minor alterations shall include painting, repair or replacement of roof using the same or similar materials as the existing roof, or foundation repair.
- ii. Major alterations shall include window or door replacement, additions, and removal of architectural elements, for example.

Staff has determined upon review of the term, "Alteration" that the proposed work falls into the category of "Major Alterations."

The following standards shall be discussed and included in the Historic Preservation Advisory Committee's recommendation to the Town Board and must be met to approve a major alteration of a Local Historic Landmark. Each of the standards found in the Town Code are listed below followed by a response from staff in italic font. Staff's response is based on the materials submitted for the consideration of a Major Alteration of a Local Historic Landmark.

30-9-111.6: Minor or Major Alterations: Authorization from the Town Staff is required for work identified as minor alterations as defined in this Section as defined in this Section. Authorization from the Town Board of Trustees with a recommendation from the Committee is required for work identified as major alterations to the exterior as defined in this Section. In order to approve an application for an alteration of a Local Historic Landmark, or a Contributing Structure in an approved Historic District, the approving authority shall find that the proposal meets the following standards:

- a. A property shall be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.

Staff response: The applicant has not determined the precise use of the structure other than stating the intended use for each storefront will be a mercantile-type business [commercial and retail businesses with indoor sales and service] which is similar to the most recent use as a Pharmacy and Retail Store. A "Commercial and Retail Business" is defined in the Land Use Code and is a contemplated use in the Commercial Zone District, C-1 through the Site Plan process.

The application materials submitted for the façade alteration also suggest the structure may be used for a Place of Assembly. A Place of Assembly is defined in the Land Use Code and is a contemplated use in the Commercial Zone District, C-1 through the Site Plan process.

- b. The historic character of a property shall be retained and preserved. The relocation of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property shall be avoided.

Staff response: Removal of the shake shingle canopy, the plastic internally-illuminated box sign, and the "Berthoud Drug" letters over the entrance will remove former improvements made that were not historically sympathetic.

The addition of dentils at the building façade cornice, new windows, doors, directional lighting and the proposed signage style are more reflective of the historical context of the building and support the historical integrity of the structure.

If portions of the original façade remain intact, the applicant is encouraged to preserve these elements. If the original material cannot be preserved, the applicant is encouraged to salvage the material and integrated the material into the new façade. If the original material cannot be salvaged, the applicant is to select new materials that reflect the style of the original brick façade. New material shall be natural red brick and shall not be painted.

- c. A property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, shall be discouraged.

Staff response: The applicant is proposing a sympathetic façade improvement which will result in a structure that fits into the historic context of the Downtown Commercial Character and Mountain Avenue Overlay Districts as well as enhance the character of the block.

The applicant has provided historical photos of the building façade and the proposed changes are sympathetic to the original intent. Some conjecture has been made to determine material selection and while the proposed changes do not represent restoration to the original façade, the proposed changes do represent restoration to the correct time period of the structure and adjacent structures.

- d. Changes to a property that have acquired historic significance in their own right shall be retained and preserved.

Staff response: The features of the building being removed and renovated do not contribute to the historic significance to the original building structure. The façade as seen in the 1950's photo provided by the applicant may have acquired historical significance because of the date of renovation. While some façade elements from the 1950's are suggested for removal, this particular standard need not apply to the 1950's era as the applicant is proposing a renovation to the original context of the block and the Mountain Avenue Overlay. Neither the shake shingle canopy, the internally-illuminated sign, nor the mounted "Berthoud Drug" letters carry historical significance and are proposed for removal.

- e. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.

Staff response: Please see the written response to criteria b above. The proposed renovation will bring historically-similar materials, features and finishes back to the property and a significant frontage of the north side of Mountain Avenue.

- f. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and, where possible, materials. Replacement of missing features shall be substantiated by documentary and physical evidence.

Staff response: Please see the written response to criteria b above.

- g. Chemical and physical treatments, if appropriate, shall be undertaken using the gentlest means possible. Treatments that cause damage to historic materials shall not be used unless otherwise approved by the Town Staff.

Staff response: The Applicant has not presented that they will be undertaking the work listed in this standard. Please see the written response to criteria b above for details regarding the preservation and salvaging of historic façade materials.

- h. Archaeological resources should be protected and preserved in place. If such resources must be disturbed, mitigation measures should be encouraged.

Staff response: The Applicant has not presented that they will be undertaking the work listed in this standard.

- i. New additions, exterior alterations, or related new construction shall not destroy historic materials, features, and spatial relationships that characterize the property. The new work shall be differentiated from the old and shall be compatible with the historic materials, features, size, scale and proportions, and massing to protect the integrity of the property and its environment.

Staff response: The proposed renovation is significant and will reflect the historic context of the block and the original facade. The proposed windows have similar massing and scale to those shown in the historic photos dating back to 1915. Refer to the staff response provided for criteria b for details regarding the preservation and salvaging of historic facade materials.

- j. New additions and adjacent or related new construction shall be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

Staff response: No additions to the building are proposed.

RECOMMENDED ACTION(S)

The Historic Preservation Advisory Committee heard the applicant's request at their February 10, 2025 meeting. The Committee recommends that the Town Board of Trustees approve the request for a Major Alteration to a Local Historic Landmark for the building façade at 330 Mountain Avenue with the following conditions:

1. Tinted windows are discouraged in Section 30-2-117.C.4 of the Municipal Code as well as in

the Town's Architectural Guidelines [page 54 of 63, point 3 and page 57/63, point 8]. The applicant may consider Low-E windows or awnings as the façade is south-facing. The Applicant shall revise the building permit.

2. The historic character of downtown Berthoud includes the use of red brick [Architectural Guidelines page 57 of 63 points 2, 4, 5 and 10]. The applicant shall provide information regarding brick selection with their building permit application for architectural review. The building permit application shall be amended, if needed.
3. If original brick exists and is found to be wholly or partially viable during demolition of the 1950's façade, the applicant shall consider using the original brick in whole or part vs. the new brick façade. If the original brick is found and is damaged beyond re-use, the applicant is encouraged to examine the corbal, corice, and any other architectural features that can be replicated using salvaged brick material. Replicate the original brick bonding. Refer to the staff response provided for letter "b." for details regarding the preservation and salvaging of historic façade materials.
4. The building permit shall not be processed until the Historic Preservation Advisory Committee has reviewed the submittal and provided a recommendation, in addition to the Town Trustees approving this request.

Berthoud Historic Preservation Advisory Committee
Minutes of Meeting, Monday, February 10, 2025, at 5:30 PM
Berthoud Town Hall (807 Mountain Ave.)

I. ROLL CALL

Committee members present included: Leslie Moore (Vice Chair), Cheryl Szydlo (Secretary), Lee Hardies, Fred Maine, Carri Grimdtich and Courtney VanHooser. Town of Berthoud: Brian Dubois (Town Staff Representative), Ethan Mattson (Town Staff Representative), Anne Johnson (Community Development Director), and Andrew Wayland (Historical Society Liaison). The meeting was held in person.

A. The meeting was called to order at 5:42pm. A roll call attendance was taken.

II. MINUTES

Minutes from the January 13, 2025 meeting were reviewed, a motion to approve the Minutes was made by Lee Hardies and seconded by Fred Maine. Minutes were approved unanimously.

III. PUBLIC COMMENT PERIOD

There were no public comments presented.

IV. DISCUSSION ITEMS

1. Brian Last meeting, Ethan Mattson introduction – no action required
2. Select Chair, Vice-Chair and Secretary Positions
 - A motion was made by Lee Hardies to delay the selection process to the March meeting, 2nd by Fred Maine. Motion was approved unanimously.
3. CLG Grant Submitted – no action required
 - Announcing grant awards on March 3
 - Post RFP in a few weeks
 - Brian and Ethan will choose timing of the RFP post.
 - The RFP, as written, will be compared to the final grant application to make sure they still align.
4. Alteration Application Review
 - Information presented by Anne Johnson
 - Provide recommendation for Town Board
 - HPAC reviewed and discussed the Alteration Application for 330 Mountain Avenue submitted by the property owner and the HPAC Staff Report prepared by the Community Development Department and presented by Anne.
 - a. The committee agrees the proposed work is a Major Alteration per Municipal Code Section 30-9-102.
 - b. In addition to complying with Town of Berthoud Municipal Code and Architectural Guidelines re: use of tinted windows and red brick, HPAC recommends the following:
 - i. The applicant may consider Low-E windows or awnings as the façade is south-facing. The Applicant shall revise the building permit.
 - ii. The applicant shall provide information regarding brick selection with their building permit application for architectural review. The building permit shall be amended, if needed.
 - iii. If original brick exists and is found to be wholly or partially viable during demolition of the 1950's façade, the applicant shall consider using the original brick in whole or part vs. the new brick façade. If the original brick is found and is damaged

beyond re-use, the applicant is encouraged to examine the corbel, cornice, and any other architectural features that can be replicated using salvaged brick material. Replicate the original brick bonding. Refer to the staff response provided for letter “b.” of the Staff Report for details regarding the preservation and salvaging of historic façade materials.

- iv. The building permit shall not be processed until the Historic Preservation Advisory Committee has reviewed the submittal and provided a recommendation, in addition to the Town Trustees approving this request.
- c. Cheryl Szydlo made a motion for the following recommendation, it was seconded by Courtney VanHooser: HPAC recommends that Staff present these findings, (b. i.-iv.), in the Staff report to the Town Trustees and that the Town Trustees approve the request for a Major Alteration to a Local Historic Landmark for the building façade at 330 Mountain Avenue.
 - i. The motion was approved unanimously.

5. Review and Provide Referral Comments on River Trails Project

- The committee reviewed and discussed the River Trails – Project Summary provided by the Community Development Department.
 - The following recommendations were agreed upon by the committee:
 - a. It is recommended that the applicant provide interpretive historical signs near or in proposed seating areas along the trail reflecting the history and ecology of the adjacent farmland, ditches, and Little Thompson River. HPAC has expressed a willingness to assist in the development of information for the interpretive signs. The Developer will need to design and install the signs.
 - b. It is recommended that the applicant hire an archaeologist to complete a Class I Survey, as defined by the [Colorado Cultural Resource Survey Manual](#), to assess the potential for archaeological resources at the property. The Class I Survey should provide recommendations on whether further survey is warranted, and whether an archaeological monitor should be present during construction of the development.
 - c. It is recommended that the applicant select a contractor well-versed and trained in manners of archeological findings as to ensure proper procedures if resources described above are present.
 - d. If the owner of the property not included in the Neighborhood Master Plan, described as the Southern parcel, 9.46 acres (94-25-000003), has interest in pursuing the Local Landmark status for their property, HPAC is willing to guide them through the necessary steps.
 - i. This property has been known locally and historically as the Beefus Farmstead.

6. Other Business – no action required

- Saving Places Conference
 - Leslie Moore and Carri Grimdtich attended the conference held in Colorado Springs, January 29-February 1.
 - a. Leslie noted there have been slight changes to State Tax Credits that are intended to make the process easier.
 - b. A listing of good ideas that were learned at the conference will be a future topic for the committee.

- Hand out Shirts
 - Committee members received shirts provided by the Town that include the Town logo and are embroidered with Historic Preservation.

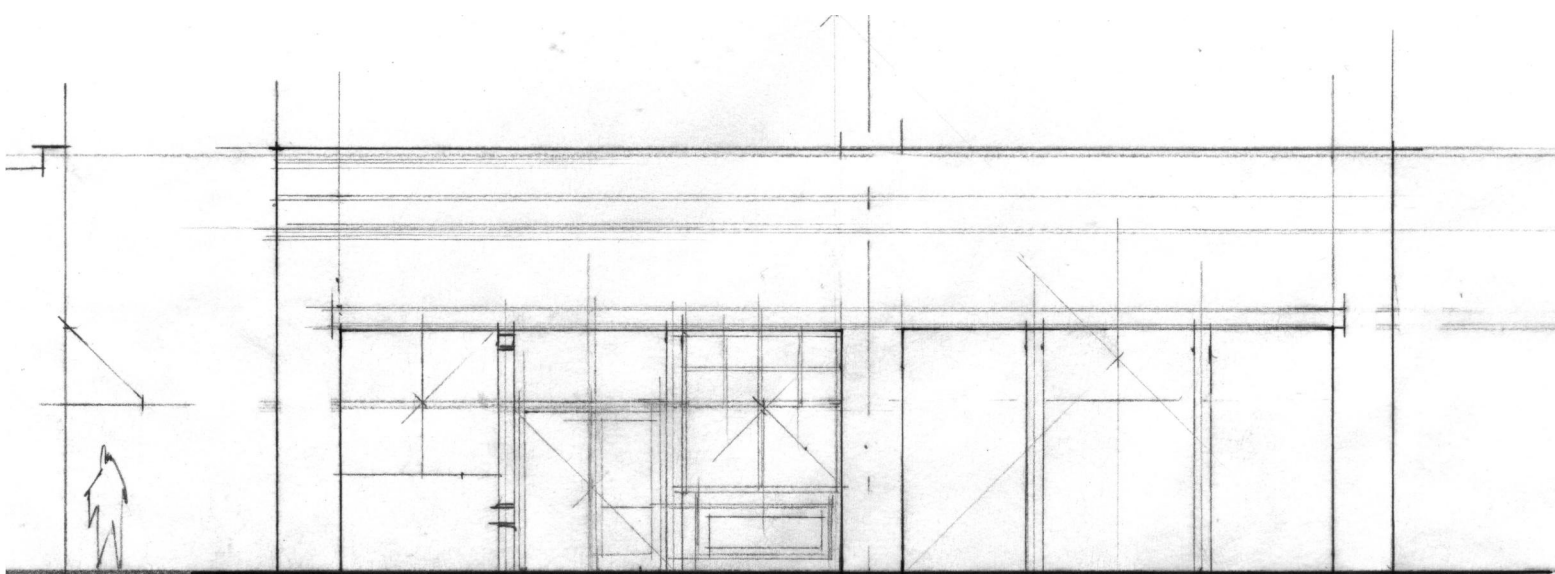
V. Adjourn

Lee Maines motioned to adjourn, Carri Grimdtich seconded, the meeting adjourned at 8:01pm.

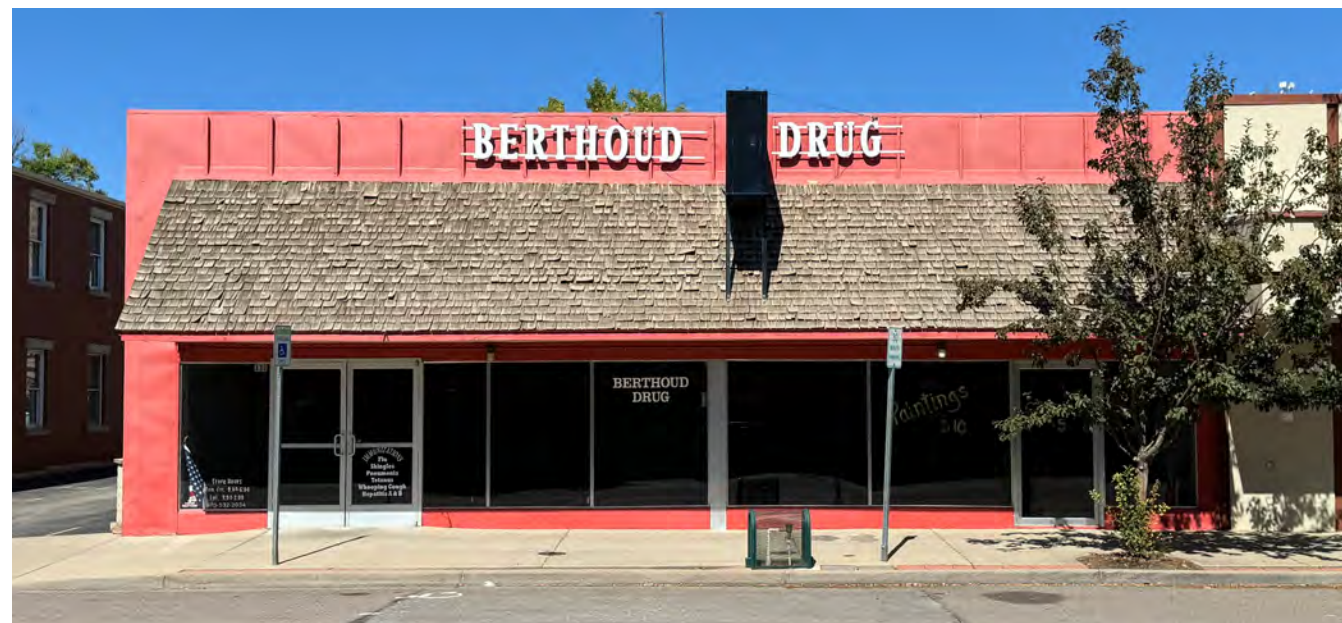
Respectfully submitted,
Cheryl Szydlo
Berthoud HPAC Secretary



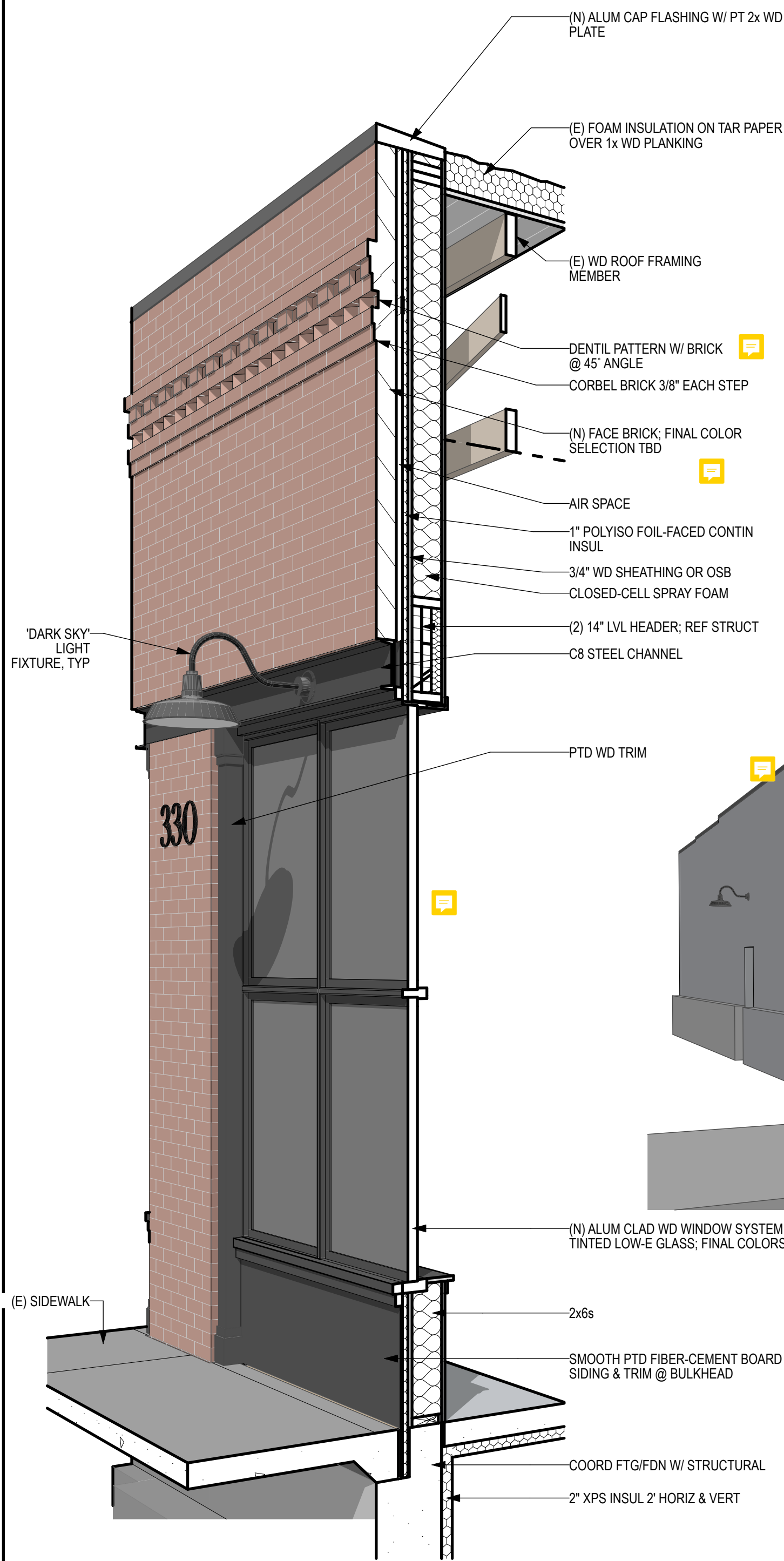
NOTE CANOPY OVER DOUBLE DOORS



facade study



present day

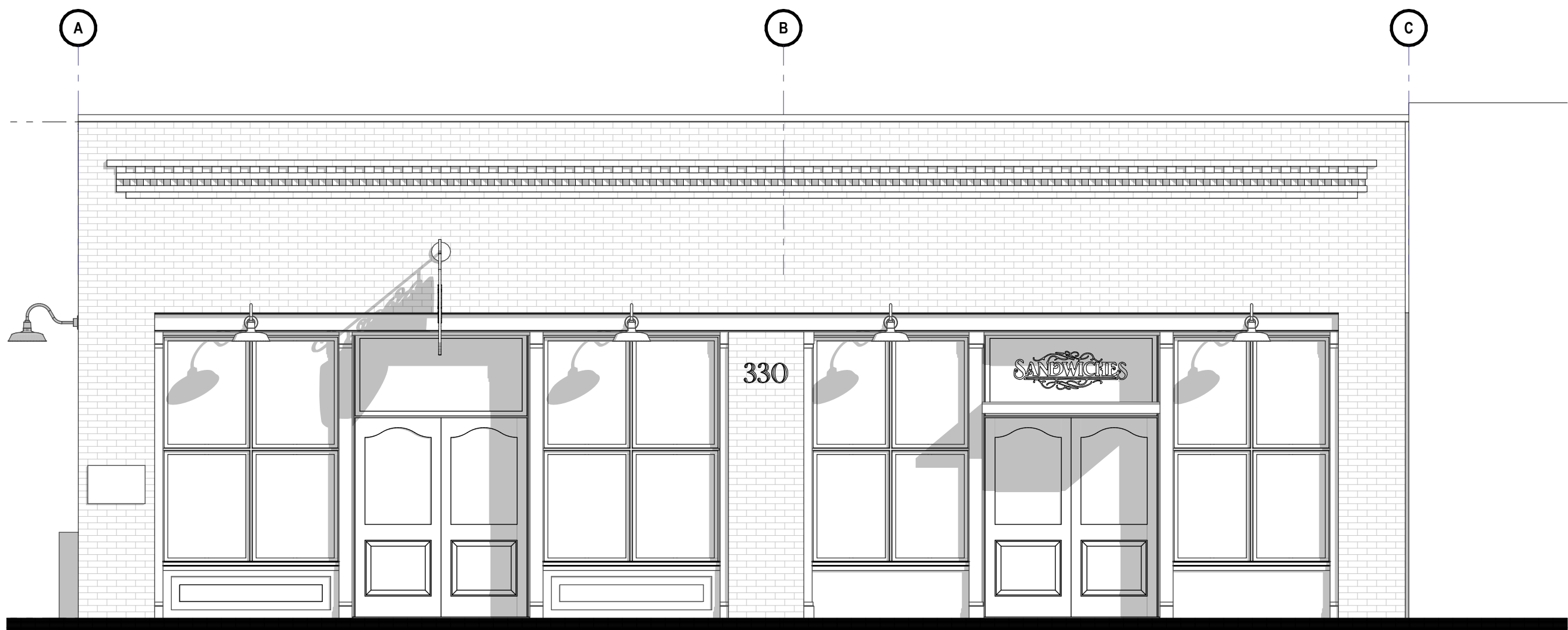


3 SECTION
SCALE: 3/16\"/>

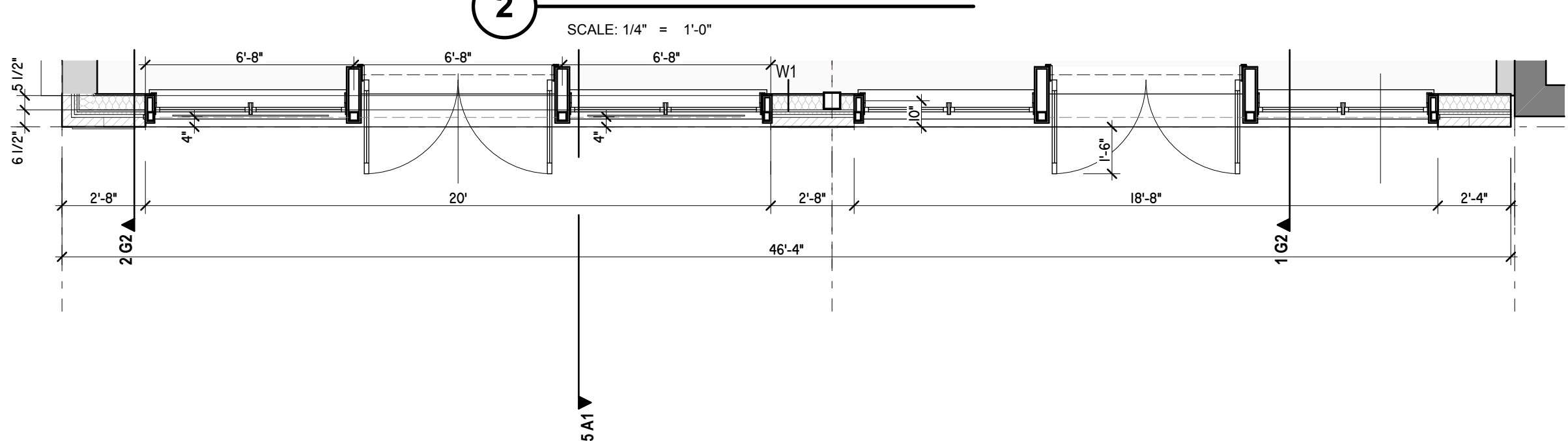


HISTORIC LANDMARK
Built in 1890 this building is listed on The Town of Berthoud Historical Register as a landmark property. This structure is an important reminder of the rich history of the Town and has been preserved in photographs that document changes to the facade over the years. This facade has been reconstructed with modern materials and construction techniques with the intent of restoring the facade to the original aesthetic.

PLAQUE



2 NEW SOUTH FACADE



1 FACADE PLAN
SCALE: 1/4\"/>



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(970) 786-0456
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ISSUE/REVISION HISTORY
Date 02/03/2025
00 PERMIT & CONSTRUCTION (ARCH & STRUCT ONLY)



Project Name:
330 Mountain Avenue Renovations
Berthoud, CO

Project Number
24004
Date
02/03/2025
Sheet Contents
FACADE

A2

BOARD OF TRUSTEES INFORMATION



ADMINISTRATION DEPARTMENT

Meeting Date:	February 25, 2025
Agenda Title/Subject:	Dark Sky Mentorship
Type of Item:	Presentation
Purpose:	Mentor and Program Introduction
Presented by:	Brian Dubois

ATTACHMENTS:

- None

BACKGROUND:

Town staff has been working over the last few years to complete the goal of becoming a Dark Sky Community through DarkSky International. Staff has made significant steps such as updating the town code, purchasing and placing sky quality meters around the Town to begin collecting readings, creating a new partnership with Little Thompson Observatory, and hosting meetings to further this certification.

Town staff recently applied for and were awarded a grant through the Colorado Tourism Office to receive 70 hours of mentorship through the Colorado Dark Sky Certification Mentor Program. Through this mentorship, Town staff will further their progress to complete all steps to be completed as part of the application process. The mentor assigned to the Town is Mark Laurin, who has assisted and is currently assisting others in completing this certification throughout Colorado. Initial meetings with Mark have been very productive in identifying the best ways to navigate the various remaining steps. The Town has a great start to the process, but these mentorship hours will be vital in bringing the community together to accomplish the goal of becoming the first Dark Sky Community along the Front Range.

UPDATE/NEXT STEPS:

- Continue steps to become Dark Sky Community

FISCAL IMPACT AND FUND SOURCE:

Grant Funded

COMMUNITY TOUCHSTONES:

Community Identity and Sustainability

RECOMMENDED ACTION(S):

Presentation Only. No Action Required.

BOARD OF TRUSTEES INFORMATION



ADMINISTRATION DEPARTMENT

Meeting Date:	February 25, 2025
Agenda Title/Subject:	Continued Transit Discussion
Type of Item:	Regular Item
Purpose:	Continue the transit focused discussion held on February 11, 2025
Presented by:	Chris Kirk

BACKGROUND:

At the Regular Town Board meeting held February 11, 2025, presentations were given to the Board from Town staff and Steve Conway, from the Rural Alternatives For Transportation (RAFT). These presentations provided brief overviews of each organizations current transportation services. In addition, staff also provided a review of the Town's 2022 Transit Assessment and the resulting priorities.

Since that meeting, Town staff prepared and circulated a survey to the Trustees to gather feedback about transit challenges, opportunities, and priorities. A review of those survey results will be provided at the February 25, 2025, Board meeting. Further discussion is expected and staff is hoping to receive additional direction from the Board about any modified priorities or projects the Board would like further investigated.

FISCAL IMPACT AND FUND SOURCE:

There is no current fiscal impact associated with this discussion.

RECOMMENDED ACTION(S):

Provide additional feedback and direction to Town Staff