



MEETING OF THE HISTORIC PRESERVATION ADVISORY COMMITTEE
807 Mountain Avenue
Town of Berthoud, Colorado
Monday, March 10, 2025, 5:30 p.m.

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

1. Roll Call

- Todd Duval, Chair
- Leslie Moore, Vice-Chair
- Cheryl Szydlo, Secretary
- Lee Hardies
- Fred Maine
- Carri Grimdtich
- Courtney VanHooser
- Tim Hardy, Board Liason
- Andrew Wayland, Historical Society Liason
- Ethan Mattson, Town Staff Representative
- Anne Johnson, Town Staff

2. Approval Of Minutes

Documents:

[MINUTES. 02_10_25.PDF](#)

3. Discussion Items

1. Select Chair, Vice-Chair, and Secretary Positions
2. CLG Grant Recommended for Funding - no action required
 - a. Update of funding status expected April 1st

b. RFP/Q update

3. 330 Mountain Ave Results from Meeting with Town Trustees

4. Other Business

Documents:

[PRESERVATION PLAN RFP REVISION 1.PDF](#)
[CLG GRANT RESPONSE LETTER.PDF](#)

4. Public Comment Period

5. Adjourn

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



Request for Proposal

Berthoud Historic Preservation Plan

Town of Berthoud, Colorado

807 Mountain Avenue

Berthoud, CO 80513

DRAFT

2025

Overview

This request for proposal (RFP) is being issued by the Town of Berthoud, Colorado. The goal is to solicit proposals from qualified consultants with experience in historic preservation plans and policy, planning, and community member involvement/participation to prepare a new Historic Preservation Plan. The Town of Berthoud intends to fund the preparation of the Preservation Plan with a Certified Local Government (CLG) Grant.

Berthoud is a statutory town located in Larimer and Weld Counties, Colorado. With a current population of approximately 12,700 residents, Berthoud is experiencing rapid growth, with significant new construction, which raises awareness and concern for the protection of the town's historic character.

Below are photos that represent a sample of the Town of Berthoud's existing historic buildings.



Berthoud Historic Preservation

The Historic Preservation Advisory Committee (HPAC), formed in 2002, provides guidance and recommendations to the town government and will participate in the consultant selection process, as well as review of the Preservation Plan process.

Project Description

The Historic Preservation Plan will serve as a guide for preservation decision-making over the next ten years. The plan will combine the town's existing preservation efforts and the desires expressed by the community during the planning process and will recommend actions for integrating historic preservation into town policies and regulatory activities. The scope of this plan includes the town's entire planning area (i.e. Berthoud's town limits and Growth Management Area).

Scope of Services

The scope of work is intended to guide the consultant, but also allow for flexibility in terms of the project approach. The Town of Berthoud welcomes innovation and creativity from the consultant on any of the following tasks:

A. Data Collection and Analysis

The consultant will document Berthoud's existing historic preservation approach, review the Office of Archaeology and Historic Preservation Compass database, review locally, designated landmarks and districts, and existing plans and policies. Most of this work must be completed prior to any public engagement initiatives/meeting(s).

B. Public Involvement

Phase 1: Introductory Meetings

Following introductory meetings with the historic preservation advisory committee (HPAC), planning commission, elected officials, and town staff to identify major issues and concerns, the consultant will present the project schedule, process, goals and objectives in a public meeting. A historic preservation plan committee will be formed by the town at this time. The committee may be comprised of representatives from key groups including, but not limited to the town Board of Trustees, HPAC, Planning Commission, and the Berthoud Historical Society.

Phase 2: Public Engagement Initiatives

The consultant will facilitate preparatory stakeholder interviews, as appropriate, to review stakeholder, property owner, neighbor, and citizen concerns, identifying plan opportunities and constraints. Additionally, the consultant will lead a minimum of two (2) public engagement initiatives. While the actual format of the public engagement/meetings will be determined jointly by the consultant and town staff, they will be highly interactive and allow the community a variety of opportunities for input.

Phase 3: Plan Composition, Draft Plan Presentation/Revisions

The consultant will prepare and distribute a draft plan to the project manager for review

by staff and/or the historic preservation plan subcommittee (depending on the approach used). The historic preservation plan subject matter may include the following:

- A. Description of benefits of historic preservation
- B. History of and legal basis for historic preservation efforts
- C. Analysis of historic properties and assets using recently updated local district survey information
- D. Explanation and diagnosis of existing preservation approach
- E. Trends affecting historic preservation properties
- F. Historic preservation goals and policies
- G. Linkages between historic preservation goals/policies and other community goals/policies, including reconciling any conflicts (i.e. naturally occurring affordable housing, gentrification, etc.)
- H. Strategies for improving education and outreach for historic preservation
- I. Historic preservation action plan and implementation schedule
- J. List of preservation resources and partner organizations

A consolidated set of comments will be provided, and revisions will be made by the consultant. Depending on the quality of the initial/subsequent drafts, this process may occur twice (or more as needed, within reason). The consultant project manager and/or town project manager will present the draft plan to the historic preservation advisory committee and the planning commission in a joint public meeting. After review and comment by the historic preservation commission and planning commission, the plan will be presented publicly to the town board and citizens. The draft plan will be amended and the final plan, with its accompanying regulatory language, will be incorporated into a final report.

Phase 4: Plan Adoption

The HPAC will review the proposed final plan and make a formal recommendation. The planning commission will then review the final plan and give their recommendation. The town Board of Trustees will discuss the proposed final plan, historic preservation advisory committee recommendation, and planning board recommendation in a public meeting format. The Board of Trustees may hold a public hearing and then take action on the proposed plan.

**This phase, including revisions, can likely be completed without consultant assistance.*

D. Project Schedule

Project commencement is anticipated for May 2025. The CLG Grant was awarded as of March 2025. Funding for CLG Grant is anticipated to arrive in April 2025. The project must be complete before June 1, 2026.

E. Project Management

The project manager for the Town of Berthoud will be Brian Dubois, Assistant to the Town Administrator. Town staff will assist the consultant with coordination of meetings. The consultant will prepare a work plan including a refined scope of work, timeline, and budget.

F. Proposal Submittal

Respondents should submit a written proposal that includes:

1. **Cover Letter:** This letter shall briefly introduce the consulting team, indicate interest in the project, and be signed by an authorized company executive. Letters should be one page or less.
2. **Firm Profile:** A brief history of the firm and relevant details.
3. **Team:** Identification of the individual or individuals in the firm/firms who will work on the project. This information should include a list of each person's relevant experience and/or qualifications. This proposal shall highlight the firm or team's experience in completing similar projects for public agencies and include a reference for each project for the selection team to contact. This section shall also identify the key individuals that will be a part of the project team, their role and assignments in the project, and their individual qualifications/professional experience.
4. **Experience/Examples:** Examples of previous work and relevancy to this project. This should include official references for the town's consideration.
5. **Services Offered:** A description of the range of services and list of products or deliverables to be provided. This should include a description of what work will be performed directly by the lead consultant and what work will be performed by sub-consultants or affiliated team members (if any).
6. **Work Scope:** A scope of work to complete the project based on this RFP.
7. **Budget/Costs:** Costs for the project, including hourly rates and a not-to-exceed total budget. The proposed fees for the project should include the hourly rates and estimated hours of each member of the team assigned to the project; any fixed expenses, and any other fees or expenses anticipated. The Proposed Fee should represent the full cost of completing the Preservation Plan.
8. **Schedule:** A schedule for the project, in month-long increments, including deadlines for completion of each phase, dates for public outreach initiatives, and deadlines for draft plans and presentations.
9. **Submittal Format:** The proposal shall be submitted in electronic form, PDF format by email to:

*Brian Dubois, Assistant to the Town Administrator
bdubois@berthoud.org*

Submittal Process/Contact with Town of Berthoud Staff

If you or your company is interested in responding to this proposal, please send an email to the address listed below containing contact information for your firm, no later than **5:00 p.m. on TBD, 2025**. This is a non-binding statement, but this will form the list of parties who will receive notification of any questions and their answers.

All questions or requests for clarification, or official submittals to this RFP should be made through the following email address:

Brian Dubois, Assistant to the Town Administrator
bdubois@berthoud.org

Responses to any questions will be provided to all interested parties within 3 business days. If a more detailed response is required, you will be informed of a timeline in the initial response. The company that submits a question will not be identified in the public response.

To be considered for this RFP, an official Response submittal must be made by 5:00 PM on Tuesday, TBD, 2025 and sent to the e-mail address above. Late submissions will not be accepted.

All material submitted regarding this RFP shall become the property of the Town. The Town has the right to use any or all ideas presented in reply to this RFP, regardless of the consultant awarded; disqualification of any consultant does not eliminate this right. The Town reserves the right to reject or accept any or all proposals or waive any formalities, informalities, or information therein.

RFP Timeline and Selection Criteria

All time frames are expected targets, with the exception of Response due date of October 15, 2024. Unless notified in writing, no proposals will be accepted after this date.

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| • Release of Request for Proposal | TBD, 2025 |
| • Deadline for Questions on RFP | 5:00 p.m. on TBD 22, 2025 |
| • Answers to Questions sent by email | TBD 25, 2024 |
| • Bid Responses Due by Electronic Delivery
(email proposal response to bdubois@berthoud.org) | 5:00 p.m. on TBD 29, 2025 |
| • Bid response review by Town Staff | TBD 4-5, 2024 |
| • Notification of any parties selected for further evaluation | TBD 6, 2024 |
| • Interviews of selected parties, if necessary | TBD 11-12, 2024 |
| • Staff recommendation and Board selection | TBD 14, 2024 |

The Town reserves the right to withdraw or cancel this RFP at any time. The Town also reserves the right to select any consultant that it believes can perform the work, in its sole discretion, regardless of fee estimate. Any contract negotiated between Town staff and the selected firm is subject to Town Board approval.



March 3, 2025

Anne Johnson
Town of Berthoud
807 Mountain Ave
Berthoud, CO 80513

Dear Anne Johnson:

History Colorado has completed its review of grant applications submitted to the Certified Local Government Subgrant Program for the 2025 fiscal year. The Town of Berthoud's application for a Preservation Plan was recommended for funding by reviewers, but History Colorado's ability to award grants has been delayed due to funding availability.

Certified Local Government grants are funded in part by the federal Historic Preservation Fund. For federal fiscal year 2025 (October 1, 2024-September 30, 2025), History Colorado has not yet received notice of the total budget available for these grants. We may not have clarity until a budget or continuing resolutions are passed by the United States Congress.

If timing on this project is important or there is particular urgency, we encourage you to consider applying for a State Historical Fund grant. A Letter of Intent must be received by March 18, 2025 for the next application deadline of April 1, 2025.

We will plan to update you on the status of Certified Local Government Subgrants by April 1, 2025. Please let me know if you have any questions.

Sincerely,

Lindsey Flewelling
Preservation Planner
State Historic Preservation Office
(720) 921-0920 | lindsey.flewelling@state.co.us