



## MEETING MINUTES OF THE TOWN BOARD

Town Board Room  
807 Mountain Avenue  
Town of Berthoud, Colorado  
Tuesday, July 22, 2025, 6:30 p.m.

7/22/2025 - Minutes

1. Meeting Called To Order - Mayor William Karspeck

Mayor Karspeck called the meeting to order at 6:31 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  
Mark Brodie, Trustee  
Tim Hardy, 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:

Erin Smith, Town Attorney  
Chris Kirk, Town Administrator  
Christian Samora, Town Clerk  
Lexi Dovel, Deputy Town Clerk  
Tawn Hillenbrand, Planning Manager  
Luke Seeber, Engineering Supervisor  
Anne Johnson, Community Development Director

4. Citizen Participation

Brian Laak spoke regarding trees on 2nd Street, the Dad Bods and Hot Rods event, and inquired about the Town's road closure notification process.

5. Scheduled Items And Estimated Time For Discussion

## 5.I. Consent Agenda

Items:

- a) July 22, 2025, Meeting Agenda
- b) July 8, 2025, Meeting Minutes
- c) July 2025 Board Report
- d) Broadmeadow Annexation Continuance
- e) House of Neighborly Service Utility Assistance Funding Request
- f) Adoption of I-Codes - Update
- g) Ordinance 1357 - Extension of Wastewater Bond Refunding Authority

Mayor Karspeck noted that the Broadmeadow Annexation application has been withdrawn by the applicant.

Trustee Albrecht requested item "e" be removed from the Consent Agenda for individual consideration. Trustee Wing requested item "g" be removed from the Consent Agenda for individual consideration.

**Trustee Wing moved to combine and approve the items on the Consent Agenda, less items "e" and "g" and with the exception of item "d". Trustee Hardy seconded the motion. In a 6-0 roll call vote, THE MOTION CARRIED.**

The Board had further discussion on item "e") House of Neighborly Service Utility Assistance Funding Request.

**Mayor Pro-Tem Murphy moved to approve item "e". Trustee Albrecht seconded the motion. In a 6-0 roll call vote, THE MOTION CARRIED.**

The Board had further discussion on item "g") Ordinance 1357 - Extension of Wastewater Bond Refunding Authority.

**Trustee Wing moved to approve item "g". Trustee Brodie seconded the motion. In a 6-0 roll call vote, THE MOTION CARRIED.**

## 5.II. Welcome - Newly Appointed Town Trustee Mark Brodie

Mayor Karspeck welcomed newly appointed Trustee, Mark Brodie.

## 5.III. Larimer County Update By Commissioner Shadduck-McNally

Larimer County Commissioner Jody Shadduck-McNally gave a presentation.

## 5.IV. Farmstead 3rd Filing - Public Hearing

Planning Manager, Tawn Hillenbrand, gave an introduction on the Farmstead 3rd Filing.

Steve Schroyer with Schroyer Resources, representing applicant, LGI homes, gave a presentation.

Engineering Supervisor, Luke Seeber, provided additional information.

Mayor Karspeck opened the Public Hearing.  
Sarah Lincoln spoke during the Public Hearing.  
Mayor Karspeck closed the Public Hearing.

**Trustee Wing moved to close the evidentiary portion of the Public Hearing. Trustee Albrecht seconded the motion. In a 6-0 roll call vote, THE MOTION CARRIED.**

**Trustee Hardy moved to approve Resolution 2025-13, a Resolution of the Town of Berthoud Board of Trustees, approving a Neighborhood Master Plan for a Development known as the "Farmstead 3rd Filing" Development in the Town of Berthoud with the following conditions:**

- 1) The 9 residential lots west of the detention pond and the future Newell Farm property shall be single story. A note shall be placed on the Neighborhood Master Plan, Preliminary Plat and Final Plat indicating such height restriction.
- 2) A safe location for a RRFB pedestrian crossing of County Line Road 1 at or near Sugar Beet Ln shall be provided and indicated on the Preliminary and Final Plat. Fencing and landscape design shall be planned to direct pedestrian traffic.
- 3) A note shall be placed in the Neighborhood Master Plan, Preliminary Plat and Final Plat noticing future property owners of potential noise on adjacent properties such as Newell Farm and the existing Gun Club.

Trustee Wing seconded the motion. In a 6-0 roll call vote, **THE MOTION CARRIED.**

Trustee Albrecht moved to approve Ordinance 1354, an Ordinance of the Town of Berthoud Board of Trustees, amending the zoning map of the Town of Berthoud to rezone the Farmstead 3rd Filing Property previously zoned to Planned Unit Development to Suburban Residential, Suburban Commercial, and Urban Residential Districts. Trustee Hardy seconded the motion. In a 6-0 roll call vote, **THE MOTION CARRIED.**

#### 5.V. 2024 Annual Presentation Of The Audited Financial Statements

Jim Hinkle with Hinkle & Company gave the Annual Presentation of the Audited Financial Statements.

**Trustee Brodie moved to accept the 2024 Audited Financial Statements as presented. Trustee Hardy seconded the motion. In a 6-0 roll call vote, THE MOTION CARRIED.**

#### 5.VI. Graffiti Art Program Request

Administrator Kirk provided an introduction to the Graffiti Art Program Request.

Aaron Perry with New Freedom Outreach and a representative of Wildfire Arts Center provided additional information.

Mayor Karspeck opened the item to public comment.  
Bennett Soricelli spoke on the item.

**The Board was supportive of the Town working with New Freedom Outreach and Wildfire Arts Center on the Graffiti Art Program.**

#### 5.VII. Short Term Rental Regulation Change - Introduction

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

Planning Manager, Tawn Hillenbrand, gave a presentation on the Short-Term Rental Regulation change.

Mayor Karspeck opened the item to public comment.  
Dave Hughes and Mindy Hughes spoke on the item.

**Mayor Pro-Tem Murphy moved to deny Ordinance 1356. Trustee Wing seconded the motion. In a 2-4 roll call vote, THE MOTION FAILED.**

**Trustee Wing moved to change the 200 foot setback requirement to a 100 foot setback. Trustee Albrecht seconded the motion. In a 3-3 roll call vote, THE MOTION FAILED.**

#### 6. Elected Official Reports

Trustee Hardy:

Hardy reported on a request for an email that he had received and thanked the planning department for their communications on a short-term rental software.

Trustee Albrecht:

Albrecht provided a suggestion for extending meetings.

Mayor Pro-Tem Murphy:

Murphy reported on the recent tree committee meeting and discussions about Emerald Ash Borer beetles.

Trustee Wing:

Wing reported on parking complaints for 3rd of July event.

Mayor Karspeck:

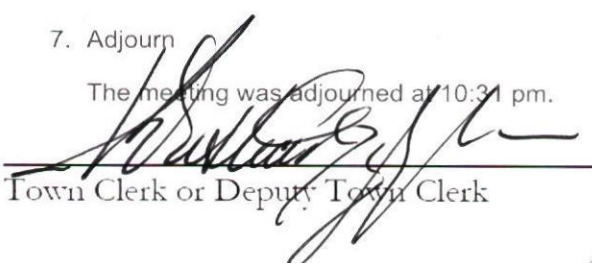
Karspeck reported on community use of the Bustang, and on the splash pad water feature at Town Park. Karspeck inquired about an update on the fire pit.

Administrator Kirk:

Kirk reported on upcoming special meeting for Harvest West and development code. Kirk reported on the mosquito trapping and a potential meeting to discuss spraying. Kirk reported on the upcoming National Night Out event on August 5th.

7. Adjourn

The meeting was adjourned at 10:31 pm.

  
Town Clerk or Deputy Town Clerk

  
William Karspeck, Mayor

