



**Garden
Spot of
Colorado**

**MEETING OF THE TOWN BOARD
Town Board Room
807 Mountain Avenue
Town of Berthoud, Colorado
Tuesday, September 23, 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. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. CITIZEN PARTICIPATION
5. SCHEDULED ITEMS AND ESTIMATED TIME FOR DISCUSSION

5.I. Consent Agenda

Documents:

MEMO RE CONSENT AGENDA.PDF
A. SEPTEMBER 23, 2025 MEETING AGENDA.PDF
B. SEPTEMBER 9, 2025, MEETING MINUTES.PDF
C. SEPTEMBER 2025 BOARD REPORT.PDF
D. FICKEL FARM 5TH FILING CONTINUANCE.PDF

5.II. Appointments To Fill Vacancies On Volunteer Committees

Documents:

BOARD INFORMATION SHEET COMMITTEE APPOINTMENTS.PDF
HPC VOLUNTEER APPLICATIONS.PDF
PORT ADVISORY COMMITTEE APPLICATIONS.PDF
TREE ADVISORY COMMITTEE APPLICATIONS.PDF
YOUTH ADVISORY COMMISSION APPLICATIONS.PDF

5.III. Colorado Main Street Program Presentation

Documents:

[MEMO RE MAINSTREET COLORADO PRESENTATION.PDF](#)

5.IV. 270 Mountain Avenue Lease Agreement

Documents:

[1- BOARD INFORMATION 290 MOUNTAIN AVE. HNS LEASE 09232025.PDF](#)
[2 - 290 MOUNTAIN AVE PRESENTATION.PDF](#)
[3 - BERTHOUD HNS LEASE.FINAL.CLEAN.06 20 25.PDF](#)
[4- PURCHASE OPTION AND ROFO.DRAFT.PDF](#)

5.V. PUBLIC HEARING: Mountain Avenue Overlay District Amendment

Documents:

[MEMO RE MOUNTAIN AVE OVERLAY.PDF](#)
[01 ORDINANCE 1362 \(25\) MTN.PDF](#)
[02 EXHIBIT A MOUNTAIN OVERLAY REDLINE.PDF](#)
[03 EXHIBIT B MOUNTAIN OVERLAY CLEAN.PDF](#)
[04 PUBLICATION.PDF](#)
[05 DRAFT MINUTES OF THE AUGUST 14 PC MEETING.PDF](#)

6. ELECTED OFFICIAL REPORTS

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

7. EXECUTIVE SESSION

Pursuant to C.R.S. § 24-6-402(4)(e)(I) to determine positions relative to matters that may be subject to negotiations, developing a strategy for negotiations, and instructing negotiators. The purpose of this executive session is to discuss:

- Cell Tower Lease Negotiation

8. 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:	September 23, 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) September 23, 2025, Meeting Agenda
- b) September 9, 2025, Meeting Minutes
- c) September 2025 Board Report
- d) Fickel Farm 5th Filing Continuance

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.



BOARD OF TRUSTEES REGULAR MEETING

**807 Mountain Avenue
Town Board Meeting Room
Berthoud, Colorado 80513
Tuesday, September 23, 2025, at 6:30 PM**

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

The Town Board may act 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. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

IV. CITIZEN PARTICIPATION

V. SCHEDULED ITEMS and ESTIMATED TIMES FOR DISCUSSION

1. Consent Agenda

(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, an item may be removed from the Consent Agenda and considered separately.

- a) September 23, 2025, Meeting Agenda
- b) September 9, 2025, Meeting Minutes
- c) September 2025 Board Report
- d) Fickel Farm 5th Filing Continuance

2. Appointments to Fill Vacancies on Volunteer Committees

(15 Min)

3. Colorado Main Street Program Presentation

(30 Min)

4. 270 Mountain Avenue Lease Agreement

(60 Min)

5. PUBLIC HEARING: Mountain Avenue Overlay District Amendment

(30 Min)

- a. ORDINANCE 1362 - AN ORDINANCE AMENDING THE DEVELOPMENT CODE OF THE TOWN OF BERTHOUD TO ADOPT PROPOSED AMENDMENTS TO THE MOUNTAIN AVENUE OVERLAY DISTRICT, AMENDING CHAPTER 30, SECTION 3-115 OF THE BERTHOUD MUNICIPAL CODE

VI. ELECTED OFFICIAL REPORTS

(20 Min)

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

VII. EXECUTIVE SESSION

Pursuant to C.R.S. § 24-6-402(4)(c)(I) to determine positions relative to matters that may be subject to negotiations, developing a strategy for negotiations, and instructing negotiators. The purpose of this executive session is to discuss:

- Cell Tower Lease Negotiation

September 23, 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.

VIII. ADJOURN

Town Clerk or Deputy Town Clerk

William Karspeck, Mayor

September 23, 2024, 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, September 9, 2025, 6:30 p.m.**

9/9/2025 - Minutes

1. CALL TO ORDER

The meeting was called to order at 6:30 pm.

2. PLEDGE OF ALLEGIANCE

Mayor Karspeck led the Pledge of Allegiance.

3. ROLL CALL

The following Board members were present:

May Albrecht, Trustee
Karl Ayers, Trustee
Mark Brodie, Trustee
Tim Hardy, Trustee
Brett Wing, Trustee
Sean Murphy, Mayor Pro-Tem
Will Karspeck, Mayor

The following staff members were present:

Erin Smith, Town Attorney
Chris Kirk, Town Administrator
Christian Samora, Town Clerk
Lexi Dovel, Deputy Town Clerk
Sergeant Justin Williamson, Larimer County Sheriff
Anne Johnson, Community Development Director

4. CITIZEN PARTICIPATION

The following citizens spoke regarding a petition to pass an ordinance limiting the height of buildings on Mountain Ave to two stories or less:

Jessica Higgins
David Morley
Leigh Jacobs
Dave Melanson
Rebecca Dittmer
Christine Alvarez
Don Rickard

The following citizens spoke regarding the Sonoco building project:

Marleene Buttice

Whitney Way

Richard Rupp

Brian Laak

David Sampson

Dan Riffell spoke regarding both the petition and the Sonoco building project.

Sarah Lincoln spoke regarding Newell Farm Park.

5. SCHEDULED ITEMS AND ESTIMATED TIME FOR DISCUSSION

5.I. Consent Agenda

Items:

a) September 9, 2025, Meeting Agenda

b) August 26, 2025, Meeting Minutes

c) July 2025 Financial Information

Trustee Wing moved to combine and approve the items on the Consent Agenda. Trustee Brodie seconded the motion. In a 7-0 roll call vote, THE MOTION CARRIED.

5.II. Constitution Week Proclamation

Mayor Karspeck read the Constitution Week Proclamation aloud.

Raenette Hamann with the Daughters of the American Revolution spoke about the Constitution Week Proclamation.

5.III. VFW Activity Update And Funding Request

Kraig Patriquin with the VFW provided an update on recent VFW activity and put in a request for additional funding.

Mayor Karspeck opened the item to public comment.

No one spoke during public comment.

Mayor Pro-Tem Murphy moved for staff to work with the VFW and the American Legion to support rental and utility assistance up to \$15,000 for the coming year. Trustee Ayers seconded the motion. In a 7-0 roll call vote, THE MOTION CARRIED.

5.IV. District Attorney Annual Report Presentation

District Attorney, Gordon McLaughlin, gave an annual report presentation.

Mayor Karspeck opened the item to public comment.

No one spoke during public comment.

5.V. Appointment To Fill Vacancy On Planning Commission

Mayor Pro-Tem Murphy and Trustee Albrecht provided information on the interviews to fill the Planning Commission vacancy.

Mayor Pro-Tem Murphy moved to appoint Bryce Filho to the Planning Commission for a term to end on September 28, 2027. Trustee Albrecht seconded the motion. In a 7-0 roll call vote, THE MOTION CARRIED.

5.VI. Berthoud Golf Course Concept Presentation

Administrator Kirk provided an introduction for the Berthoud Golf Course Concept.

Jeffrey McNair gave a presentation.

Mayor Karspeck opened the item to public comment.

Marleene Buttice, Whitney Way, John Wilhelm, and Justin Raddatz spoke during public comment.

The Board was supportive of having further discussion at the September 16 Study Session.

Mayor Karspeck called for a 5-minute break.

5.VII. INTRODUCTION: Mountain Avenue Overlay District Amendment

Community Development Director, Anne Johnson, gave a presentation on the Mountain Avenue Overlay District Amendment.

Trustee Ayers moved to extend the meeting to 10:00 pm. Trustee Brodie seconded the motion. With all in favor, THE MOTION CARRIED.

Mayor Karspeck opened the item to public comment.

No one spoke during public comment.

The Board was supportive of bringing this item back for a Public Hearing on September 23.

6. ELECTED OFFICIAL REPORTS

Trustee Wing:

Wing discussed citizen comments on the Sonoco building.

Trustee Hardy:

Hardy expressed concern over street lights being out on 287 and over the use of motorized scooters in Town. Hardy discussed a potential donation box at the Bike Park.

Trustee Brodie:

Brodie reported on the recent staff picnic.

Trustee Ayers:

Ayers inquired about the height of buildings around Town and requested updates on the intersection at Berthoud Parkway & Highway 287.

Trustee Albrecht:

Albrecht reported on recent discussions of the Youth Advisory Commission. Albrecht requested a future agenda item to discuss the petition regarding building height along Mountain Ave.

Mayor Pro-Tem Murphy:

Murphy discussed the petition regarding building height along Mountain Ave.

Mayor Karspeck:

Karspeck requested an update on tree lawns in Hammond and on a meeting regarding the front range passenger rail. Karspeck reported on the recent staff picnic. Karspeck discussed the Sonoco building and community engagement.

Administrator Kirk:

Kirk provided an update on discussions between RAFT and BATS. Kirk reminded the Board of a Study Session on September 16.

Attorney Smith:

Smith reported that she will be absent for the next two meetings.

7. ADJOURN

The meeting was adjourned at 10:05 pm.

Town Clerk or Deputy Town Clerk

William Karspeck, Mayor

Berthoud Board Update

September 2025



October Events

OCTOBER 4: OKTOBERFEST

Town Park

11:00 - 6:00 PM

Berthoud Oktoberfest brings Bavarian tradition to Town Park on October 4th with live music, authentic food, games, and local vendors—celebrating community, culture, and fun for all ages.

Visit [Berthoud Oktoberfest](#) for more information.

OCTOBER 8: HOMECOMING PARADE

Mountain Ave 6:00 PM

Hosted by the Berthoud High School Athletic Booster Club, this annual tradition will roll down Mountain Ave, showcasing various clubs and teams at our local schools.

The Homecoming football game will be played from 7:00 PM - 9:00 PM on October 10 against Valley High School.

OCTOBER 18: ZOMBIE FUN RUN

Waggener Park 4:30 PM

Get ready for a spine-tingling adventure at the Zombie Fun Run! Race through a post-apocalyptic world swarming with zombies. Will you outpace the undead or join their ranks?

Lace up your running shoes, rally your courage, and prepare for an unforgettable experience!

PROJECTS

Submitted By Daniel Buendia

New Section!



Spartan Ave. was widened between 10th and 9th, and striping was installed to allow parking and continue bike lane. School speed limit signage to be installed 9/10. Trees will be returned to the corner once the grasses are established, though they will be installed a bit more attractively than those that were removed.



Before (left) and after (right) photos of residential alley between 1st and E 2nd streets and Iowa and Colorado Aves. Residents have been thrilled to see this work done, if a little concerned about the speed that some drivers may be able to now utilize on their caffeine-fueled commutes.





Residents at their wildest will dig into Robert's Lake park to attempt to remove the water out of their yard. This groundwater issues have been building for years, but this summer it burst to the surface – much like the water! This trench has been returned to sod and the water levels finally dropped to historic levels.



The ephemeral pond along Waggener Farm Park East side has returned for another year. While Open space spent hours pumping the levels down daily, it would return ad infinitum, that is, until late August when the water finally subsided. As Loveland Lake & Ditch moved their flows south, so too did the water issues here and along Bunyan drop. Working with geologists and hydrology teams, monitoring wells are to be installed in this area to provide a clearer picture of the potential sources for these springs.



The non-pot meter was finally installed at Pioneer Park, no longer will teams have to use all their fingers and toes (and then some) to bill the HOA accordingly. This required to adjustment of the blowout riser, but all zone valves were able to remain in place. Great job to Jones Excavating and Plumbing team for shoehorning this connection into the tightest of areas.

FORESTRY / OPEN SPACE

Submitted By Paul Furnas, Town Forester

The Forestry and Open Space departments are wrapping up the end of summer by keeping up on summer maintenance and projects but also getting ready for major projects coming up in Fall. The Open Space Department finished their seeding project at the Pioneer Park north addition this month seeing great success. Open Space is keeping on top of mowing, while helping with weed mitigation, fence repairs, and some detailed work on enhancing Berthoud's Open Spaces. The Forestry Department wrapped up any last clearance pruning and stump grinding as we move into the fall planting season. With most planting spaces prepped, Forestry Staff is just waiting for cooler temps to start tree planting projects at Waggener Rec Center, the Bike Park, and Hillsdale Open Space. Forestry staff also added a little plant diversity to the Rec Center ornamental bed to kick off planting season.



One of the last sites needing a good clearance prune was on the trees outside of Town Hall.

Oak removal at Bein – looking for answers
A Swamp White Oak was removed from Bein Park at the beginning of the month that had finally died this year. It started down a quick decline in health over the last two years and this year the Forestry Department decided it was time to cut it down. With no clear signs of damage to the tree, a disease or pest was suspected as the cause of death of the tree, so samples were collected from the tree and sent off to the CSU plant diagnostic laboratory to get some answers.



Forestry gets a head start on fall plantings. Seven trees were planted to kick off planting season at the end of August, three at Waggener, three at the Dog Park, and one at Pioneer.



Forestry: Other fall plantings
Forestry staff is also looking at adding plants in planter beds around town where dead plants have left open spots. The large bed near the entrance of Waggener, Nebraska, and around the Pickleball courts are all getting new perennials this year to freshen up their looks.





Open Space – Hand pulling weeds -The xeric demonstration garden has struggled with bindweed this year. Hand pulling these aggressive vines is the only effective method for control. Pressure washed the dock and cut down the cattails at the Berthoud Reservoir.



Broken split rail fences that were repaired.

Open Spaces were cut back and cleaned up



Open Space staff approached the project of establishing seed around the north side of the pond at Pioneer Park this month with new ideas and enthusiasm, and their success is clear to see.

1 Final site prep was performed to clear out weeds without using herbicide. 2. Small top-dressing of compost to improve soil quality. This was incorporated into the soil. 3. A mix of 20lbs of native grass seed to 10lbs of annual ryegrass were soaked in water a couple days before spreading the seed on site to speed up the germination, and reduce the amount of watering needed up front.

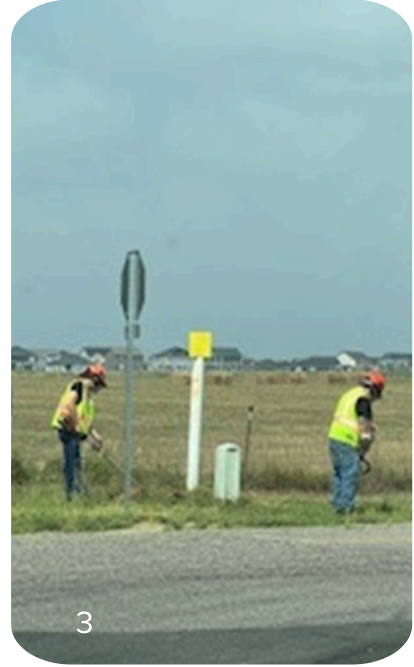
These two pictures are the seeding area only 20 days apart. One thing to note is the grass we are seeing out there is the vigorous annual ryegrass sprouting and growing first. The intent of using a mix of annual ryegrass and native grass is that the quick establishing annual ryegrass acts as a protective cover crop for the slower developing Colorado native grasses. As the annual ryegrass grows it shades, and protects the native seed that is still sitting dormant or just starting to germinate. As the name implies, annual ryegrass is an annual and will die when freezing temperatures get here, but the dead grass will still help protect the native seeds from erosion, or being scavenged by hungry birds and rodents. The hope is that come next spring, our native grass will have either overwintered protected under the annual ryegrass cover crop, or will have protection when it starts sprouting in spring.



STREETS DEPARTMENT

Submitted By Brandon Keegan, Streets Supervisor

August was a busy and productive month for our team. We focused on painting curbs, striping parking stalls, and installing thermoplastic stop bars and crosswalks to improve roadway safety and visibility. We also completed maintenance work on the Nielsen and Robert's drainage channels to improve water flow and reduce potential flooding.



- 1) Mountain Avenue- Streets Department came in early to street sweep Mountain Avenue 2) Berthoud Pkwy & Woodcock Street roundabout- Streets Department replacing the thermoplastics in the roundabout 3) 4th Street- Streets crew weed trimming around above-ground utilities



Mountain Avenue- Locates were called in to make sure the concrete bases for the RRFBs are installed without hitting utilities





Canyonlands Street- A complaint was received about residents parking in front of the fire hydrant. In response, the Streets crew painted a red curb at the location to clearly mark the no-parking zone



Serenity Ridge- Streets crew painting parking stalls throughout the neighborhood



Robert's Lake- Streets crew jetting the storm drain outlet and cleaning the concrete channel



RECREATION

Submitted By Amanda Gustafson, Director of Recreation | Cultural Services

Operations, Memberships & Marketing

This month, the operations team continued to make progress on both member-facing improvements and internal systems. We finalized updates to multiple facility and membership resources, including the rental forms, closer sheets, and alarm codes. Our team also ensured accuracy and accountability by reviewing annual renewals, personal training tracking sheets, and the financial report for June. Additionally, updates were made to the BYAC and membership websites, along with policy displays, keeping our digital communication clear and consistent for members.

Sports & Programs



Sports began preparing for the fall season by inventorying their areas, getting organized, and ensuring a smooth transition into upcoming programs. During the annual closure, the team worked hard on several key projects, including cleaning and rerouting the holds on the bouldering wall and thoroughly cleaning out the concession stand at Bein Softball Field. Towards the end of August, Sports kicked off the fall season with strong participation numbers. A total of 567 youth registered across programs including little strikers, Lombardis, flag football, volleyball, soccer, cross country, and softball. Adult leagues also launched with great turnout, featuring 15 volleyball teams, 22 pickleball teams, and 7 soccer teams.

Fitness

We have welcomed three new members to the fitness team this month. Marina DeBiasi will be joining as a Group Fitness Instructor, and brings an exuberant personality, the necessary certifications, and ideas for new classes. Pete McLaughlin was hired as a Personal Trainer and has brought a fresh and unique perspective on how personal training can look in a community like ours. Gianni Thomas was also recently hired as a Personal Trainer, and has immediately shown that his personality and knowledge will be an asset to the Rec.



Active Adults 50+

During August, Active Adult programming was once again a hit. Programs like Drop-In Volleyball and Game Time and Afternoon Social ran with high enrollment and participation. Forever Fit also had high numbers, with the average class size being 33 even with the changes in the schedule for the fitness floor renovation. Silver Sneakers Splash ran every class with at least 8 participants, and Silver Sneakers Yoga had an average of 18 participants per class.

Aquatics

The all-staff EAP training was held halfway through shut down week. Almost 70 staff members from around the recreation center attended the event. The aquatics team was successful in leading by example and supporting each team member as they worked through four scenarios including a seizure, concussion with a rolled ankle, bloody head wound, and a heart attack.

Shut down week brought a deep clean and drain of all pools. The aquatics team with the support of the recreation center full-time staff were successful in draining all the pools (lap about 2/3s) then cleaning the floors, walls, and the surge pits. The pools were then filled with fresh water. In addition to this the deck was deep cleaned, the feature scrubbed, the slide stairs power washed, and all equipment in and out of the pool area received attention through inspection and or cleaning. We took time as well to have four major contractual jobs completed. The activity pool floor was repaired where we have been seeing delamination, the slide return leak was repaired, the spa light was replaced, and the leaking valve on the filters was replaced along with a weld that had gone bad. Finally, a deep cleaning of the pool filters (18 hours) a fix to the Sentry heaters were also completed.

Maintenance



The entire Recreation staff pitched in to clean and make repairs at the Berthoud Recreation Center.



Fitness floor replacement



COMMUNITY DEVELOPMENT

Submitted By Anne Johnson, Planning Director

Building Division data for August 2025



New Residential

10 - August 2025

98- Year to Date



New Commercial

4 - August 2025

18 - Year to Date



Total Number of Permits

93 - August 2025

488 - Year to Date



Total Valuation

\$11,345,693.05 - August



Engineering

Construction Site Inspections: 58

Town Projects Inspected: 50

Response to Citizen Questions: 6

MS4 Inspections: 14

ROW Inspections: 8

Planning



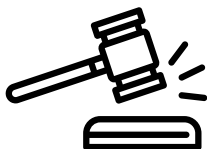
Public Assistance

Walk-ins : 5

Emails : 7,195

Phone calls : 68

Site Visits : 4



Pre-Application meetings : 1

Public Hearings/Applications presented: 7

Codes/Comp Plan Action Items in-process: 3

Applications in Process: 35



PARKS / CEMETERY

Submitted By Sami Kouns, Parks Supervisor

Parks/Cemetery

Another month here and gone for the Parks and Cemetery Departments in 2025. August served as another maintenance filled month with a couple of outlier bigger projects like demoing the Harper Hawk machine, installing safety base pegs at Town ballfields, installing metal base markers on all ballfields, and replacing the top beam on the Waggener outdoor bathroom partitions.



As parks continue to be irrigated, repairs are at the forefront of things to do. During the month of August, irrigation repairs were needed at Town Park, Fickel-Farm Park, Pioneer Park, Bein Park, the Parks Shop and Waggener Farm Park.



Parks – Mowing and Demo

Once again irrigation and mowing go hand in hand. As the grass is irrigated and turns green is grows very fast and needs to be mowed on a weekly schedule. Sometimes this schedule cannot accommodate the speed at which the grass grows which is where the Harper Hawk demo comes into play. This machine operates as a turf vacuum that can pick up grass layover after it is cut so we don't have to mow the large athletic fields with Walker mowers.



Parks – Ballfield Maintenance/Upgrades

This month the ballfields received some much needed upgrades. Both Town North and Town South had a safety base sleeve installed at 60 feet for all future softball games. The Parks Department has been searching for a solution to the fence base distance markers problem, and we have found a solution. We labeled different colored metal tags with varying distances to hang on the chain link to help people using the fields locate base plugs more easily.





Parks – Facility Repairs

The top beams on the outdoor partitions for the men's and women's bathrooms at Waggener Farm Park were warped and peeling. These boards were replaced with more 2x6 boards and repainted black to match the original look of these partitions.



Parks/Cemetery – Burials, Cutbacks and Edging
The month of August at the Green Lawn Cemetery was a busy one. It featured three burials, cutbacks on overgrown trees and shrubs, edging all headstones in the flat sections and weed whipping around all headstones in the upright sections. These large jobs required some assistance from the Parks crew to keep on schedule and not get behind with other maintenance tasks.



WATER / WASTEWATER

Submitted By Marie Mitchell, Administrative Tech Water

Water Operations

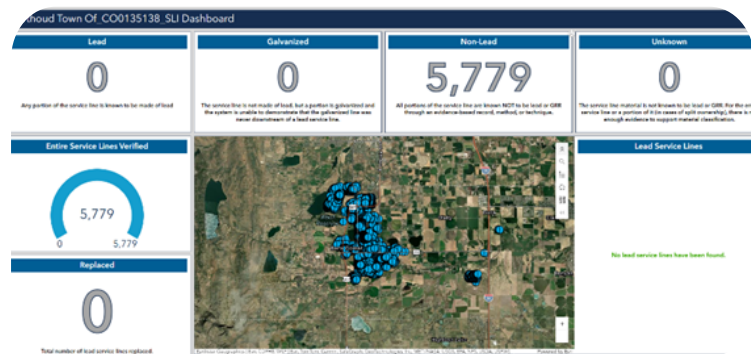
Lead and Copper Rule Revisions (LCRR) Compliance

As part of the ongoing compliance with the Lead and Copper Rule Improvements (LCRI) passed in October 2024, municipalities are required to replace all lead service lines within a 10-year timeframe. Water Utilities received a technical assistance grant from the Colorado Department of Public Health and Environment (CDPHE) to support these efforts.



Key Actions:

- WSF Engineering and Badger Daylighting performed potholing for the Lead & Copper Water Service Line Material Verification.
- An online database was created to track and verify lead service lines, as part of the grant deliverables.



Water Break – Bunyan & 2nd

Details:

- A 6" Cast Iron Pipe was affected.
- Gopher Excavating completed the necessary repair



WATER / WASTEWATER

Submitted By Ramey Environmental Compliance

Water and Wastewater Treatment Plant

SCADA Master and Cybersecurity Project:

- Multiple site visits were completed with ACE for the SCADA Master and Cybersecurity Project.

Flow Monitoring and Selenium Sample:

- Flow monitoring and selenium sampling were conducted in the Prairie Star subdivision to assess wastewater impact.

Stream Sampling:

- Stream sampling of the Little Thompson River was performed to test for selenium concentrations upstream and downstream of the WWTP outfall.

BNR Improvement Project:

- Moltz Construction mobilized on-site and began preliminary work for the Phase 1A Biological Nutrient Removal (BNR) Improvement Project.

Town of Berthoud Water Treatment Plant (WTP), submitted by REC

Preventative Maintenance:

- Monthly maintenance performed on all chemical dosing pumps, pH probes, and turbidimeters.
- Monthly inspections conducted for fire extinguishers and light emergencies.

Total Coliform Sites Compliance:

- Completed monthly Total Coliform sampling at the TOB WTP for State compliance.

Reservoir Checks:

- Routine checks and rounds performed for both the East and West Cells of the Berthoud Reservoir, including litter collection around the reservoir. (see picture below)

Super Sack of PAC:

- Successfully loaded the super sack of PAC (Powdered Activated Carbon) into the PAC wet well, assisted by the TOB Streets Department. (see picture below)

“David Buoy” LG Sonic Maintenance on Berthoud Reservoir:

- Completed monthly preventative maintenance on the "David Buoy" LG Sonic and cleaned sensors to remove algae smearing or dirt accumulation. (see picture below)

Lead and Copper Compliance:

- Collected and tested all lead and copper compliance sample bottles ahead of the August 18 deadline, ensuring timely submission for compliance.



TECHNOLOGY

Submitted by Nathan Gabbard - GIS Analyst



It is now possible to search the Green Lawn Cemetery for loved ones, for research purposes, or to find available plots on your mobile device . Set up with ARCGIS, the system will give you coordinates and help you locate the resting place for which you search while you are at the cemetery.

[Green Lawn Cemetery](#)



Worth Noting

WORTH NOTING

YOUR VOICE

To the editor:

Observing for some time now the curb, gutter and sidewalk work that is taking place in the old part of Berthoud, I would like to thank the Town for hiring the E&M Concrete company. But especially, I would like to thank the company's teams of workers. In these times of trade work prices going up and trade work quality generally going down, it is a real pleasure to watch these fellows work with such proficiency and professionalism. I think they deserve recognition for their high-quality contributions to the attractiveness of old Berthoud. Too often, this kind of infrastructure work just seems to happen with no acknowledgement, so I say—"Here's to the guys that did it!" Hopefully the town will give them some official recognition.

*Bill Gans
Berthoud*

While we mostly hear of the issues with the projects we conduct, one resident was willing to go out on a limb and offer some thanks to the brave teams that work in this town. Many people will know that there is a lot of concrete work happening in old town, luckily the great folks at E&M Concrete LLC. have been doing a great job not just with the concrete work, but also communicating and telegraphing their next steps with a sincere and genteel manner that has put at least one citizen at ease. Great job team!



BOARD OF TRUSTEES INFORMATION



COMMUNITY DEVELOPMENT DEPARTMENT

Meeting Date:	September 23, 2025
Agenda Title/Subject:	Request for continuance of the Public Hearing for the Preliminary Plat for Fickel Farm 5th Filing
Type of Item:	Public Hearing
Purpose:	Application materials are not completed for presentation at a public hearing.
Presented by:	Tawn Hillenbrand, Planning Manager

ATTACHMENTS:

Draft minutes from the September 11, 2025, Planning Commission public meeting.

BACKGROUND:

Application materials are not completed for presentation at a public hearing.

UPDATE/NEXT STEPS:

The applicant will provide complete application materials to Staff, and once received, the public hearings will be rescheduled. This is a continuance to a date uncertain. Because the continuance date is uncertain, new public notice will be required.

FISCAL IMPACT AND FUND SOURCE:

There is no negative impact to the Town in consideration of this request.

COMMUNITY TOUCHSTONES:

Consideration of this request does not negatively impact community touchstones and in fact, the continuance ensures the Applicant's request is in conformance with the Town's Codes, policies and Master Plans.

RECOMMENDED ACTION(S):

Planning Commission recommends that the Town Board of Trustees continue this land use matter.



**Garden
Spot of
Colorado**

**Town of Berthoud Planning Commission
Town Hall
Board Room
807 Mountain Avenue, Berthoud, CO 80513
September 11, 2025 at 6:00 p.m.**

1. Meeting called to order – Chairperson Anderson at 6:00 p.m.
2. Pledge of Allegiance
3. Roll Call

The following Planning Commission members were present:

Karen Anderson, Chair
Abigail Smith, Vice Chair
Marc Hofmans, Commissioner
Nick Semedalas, Commissioner
Bryce Filho, Commissioner

The following Planning Commission members were absent:

Stacy Sigman, Commissioner
David Pond, Commissioner

The following staff members were present:

Anne Johnson, Community Development Director
Tawn Hillenbrand, Planning Manager
Bella Manzo, Planner

4. Approval of Minutes from August 28, 2025 were moved for approval by Commissioner Smith and a second to the motion was made by Commissioner Semedalas.
5. Public Hearing: Fickel Farms 5th Filing Preliminary Plat
 - a. Commissioner Semedalas moved to continue the public hearing to a date uncertain. A second to this motion was made by Commissioner Hofmans.
6. Report by Staff:
 - a. An update on the Mountain Avenue Overlay amendment. The first reading of the amendment was given for the Town Board of Trustees on September 9, 2025.
 - b. The September 25, 2025 meeting of the Planning Commission will consist of an orientation for new Commissioner Bryce Filho, and a discussion with Town Attorney Erin Smith.
 - c. The October 8, 2025 meeting of the Planning Commission will have one agenda item, a reading of the proposed changes to Chapter 30 of the Berthoud Development Code.
 - d. The October 24, 2025 meeting of the Planning Commission will have a virtual field trip on model tree strip landscaping, and may have a land use matter.

7. Adjourn

The meeting was adjourned by Motion of Commissioner Semedalas and seconded by Commissioner Hofmans at 6:23 p.m.

Chairperson

Secretary

BOARD OF TRUSTEES INFORMATION



ADMINISTRATION DEPARTMENT

Meeting Date:	September 23, 2025
Agenda Title/Subject:	Appointments to Various Committees
Type of Item:	Regular Item
Purpose:	To appoint citizen volunteers to the various committees and commission.
Presented by:	Town Board Interview Committees

ATTACHMENTS:

- Historic Preservation Advisory Committee Applications
- Tree Committee Applications
- PORT Committee Applications
- Youth Advisory Commission Applications

BACKGROUND:

Appointments are made to the various committees in the fall of each year. Appointments are needed on the, Tree Advisory Committee, Historic Preservation Advisory Committee, Youth Advisory Commission, and the Park, Open Space, Recreation and Trails Committee. Interviews are conducted by committees consisting of two Board Members, one staff member and one committee member. Following the interviews, each 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.

Historic Preservation Advisory Committee (HPAC)

There is one vacant seat on the Historic Preservation Advisory Committee, with three terms expiring on the HPAC at the end of September 2025. The HPAC Interview Committee is scheduled to conduct interviews on the evening of September 22, 2025. The following applicants applied for the vacancies on the Historic Preservation Advisory Committee:

- Ryan Durfee
- Lee Hardies
- John Belcastro
- Cheryl Szydlo
- Joan Cullen

The Interview Committee was established as follows:

- Two Town Board Members (Hardy/Ayres)
- Historic Preservation Advisory Committee Member

- Town Staff Member

The current members on the Historic Preservation Advisory Committee are as follows:

Historic Preservation Advisory Committee	Term Expires
Carrie Grimditch	9/30/2026
Cheryl Szydlo	9/30/2025
Leslie Moore	9/30/2026
Fred Maine	9/30/2025
Courtney VanHooser	9/30/2026
Lee Hardies	9/30/2025
Vacant	

The Interview Committee will make a recommendation as to how the expiring terms should be filled.

Parks, Open Space, Recreation and Trails Committee (PORT)

There are three terms that will expire at the end of September 2025. The PORT Interview Committee is scheduled to conduct interviews on the evening of September 22, 2025. The following applicants applied for the vacancies on the PORT Committee:

- Lauren Roth
- Carolyn Hobson
- Michael Cadrobbi
- Eleanor Hasenbeck
- Paul Sattler
- Julie Jessee
- Adam Teicher
- Leigh Monterac
- Chris Abbett

The Interview Committee was established as follows:

- Two Town Board Members (Ayers/Brodie)
- PORT Committee Member
- Town Staff Member

The current members on the Planning Commission are as follows:

PORT Committee	
Lauren Roth	9/30/2025
Carolyn Hobson	9/30/2025
Kari Weisen	9/30/2026
Anna Murphy	9/30/2026
Callie West	9/30/2026
Sean Henry	9/30/2025
Michael Brennan	9/30/2026

The Interview Committee will make a recommendation as to how the expiring terms on the PORT Committee should be filled.

Tree Advisory Committee

There are three terms that will be expiring on the Tree Committee at the end of September 2025. The Tree Advisory Interview Committee is scheduled to conduct interviews on the evening of September 22, 2025. The following applicant applied for the vacancy on the Tree Advisory Committee:

- Richard Kurcab
- Ashley King
- Aaron Perry
- Natalie Peitsmeyer
- Paul Buckner
- Ted Walker

The Interview Committee was established as follows:

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

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
Daniel Buendia	9/30/2026

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

Youth Advisory Commission

The Youth Advisory Interview Committee is scheduled to conduct interviews on the evening of September 22, 2025. The following applicants applied for the vacancy on the Youth Advisory Commission:

- Bennet Soricelli
- Oliver Ray
- Madeline Brasch
- Syrena Mosdell
- Jackson McKinney

The Interview Committee was established as follows:

- Two Town Board Members (Karspeck/Albrecht)
- Youth Commission Member
- Town Staff member

The current members on the Planning Commission are as follows:

Planning Commission	
Cloud Clark	
Joe Johnke	
Audrey Roth	
Harper Wiesen	
Vacant	
Vacant	
Vacant	

The Interview Committee will make a recommendation as to how the vacancy on the Planning Commission should be filled.

UPDATE/NEXT STEPS:

- Advertising will continue to fill any vacancies that still exist after appointments are made.

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 _____, _____, _____, and _____ the Historic Preservation Advisory Committee for a term of 2 years. Followed by a second and a Roll Call Vote.

A Board Member may move to appoint _____, _____ and _____ to the Parks, Open Space, Recreation and Trails Committee for a term of 2 years. Followed by a second and a Roll Call Vote.

A Board Member may move to appoint _____, _____, and _____ to the Tree Advisory Committee for a term of 2 years. Followed by a second and a Roll Call Vote.

A Board Member may move to appoint _____, _____, _____, and _____ the Youth Advisory Commission for a term of 2 years. Followed by a second and a Roll Call Vote.

Print

Advisory Committee Application - Submission #7472

Date Submitted: 8/12/2025

Name of Committee or Commission

Historic Preservation Advisory Committee

First Name

Ryan

Last Name

Durfee

Address

1296 Coffman Drive

City

Berthoud

State

CO

Zip Code

80513

Email Address

ryandurfee4@gmail.com

Phone Number

4803695096

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

Since 2020.

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

Yes. NanoCrete (an advanced materials company) and turnkey managemnt (a management company)

res. managers (an advanced materials company), and family management (a management company).

What interests you about becoming a member of this committee?

I love history, engineering, and want become involved in the community to drive sustainable growth practices.

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?

First is preservation process and plan for Berthoud. I believe this committee should establish clear guidelines to effectively incentivize and promote preservation during this time of expansive growth. Second, I think the committee needs more members and should enlist me as one to grow awareness.

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

I'm a dad, engineer, entrepreneur, business manager, history enthusiast, boyscout, performer, puppeteer, and patriot. I can read, write, and think critically.

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.

None

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:

Let me know what's available.

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)

Ryan Durfee

Date

8/11/25

Print

Advisory Committee Application - Submission #7476

Date Submitted: 8/13/2025

Name of Committee or Commission

Historic Preservation Advisory Committee

First Name

Lee

Last Name

Hardies

Address

1551 Rivergate Way

City

Berthoud

State

CO

Zip Code

80513

Email Address

leehardiesarch@gmail.com

Phone Number

720-684-9448

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

2 years and seven months

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

Currently serve on the Historic Preservation Advisory Committee

currently serve on the Historic Preservation Advisory Committee

What interests you about becoming a member of this committee?

This my second historic preservation committee, having also served in Longmont. I believe in the goals of the committee and in preservation in general. My professional background as an architect included several historic preservation projects.

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?

1. Loss of historic fabric through neglect and lack of information about preservation options for property owners. Education and community outreach are essential in order to slow this trend. 2. Demolition and alteration of historic buildings without appropriate care and methods. We should continue to lobby for better code management of the demolition phase, in particular. Wherever we can support financial incentives for good stewardship of historic properties, we should make that a priority.

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

44 years as a licensed architect, including several years leading historic rehabilitation projects and preparing Historic Structure Assessments.

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 am considering applying for a board position with Berthoud Main Street. I am not aware of any conflict of interest there, but I would notify the committee and recuse myself from any votes or discussions as needed.

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:

None

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)

H. Lee Hardies

Date

08/13/25

Print

Advisory Committee Application - Submission #7539

Date Submitted: 8/19/2025

Name of Committee or Commission

Historic Preservation Advisory Committee ▼

First Name

John

Last Name

Belcastro

Address

306 Columbine Circle

City

Berthoud

State

Colorado

Zip Code

80513

Email Address

Jsbelcastro@comcast.net

Phone Number

720 3190992

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

3 years

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

Yes. but not in Berthoud

100, 200, 300, 400, 500, 600, 700, 800, 900, 1000

What interests you about becoming a member of this committee?

I used to being involved in the community and I'm very interested in history and the preservation of historical structures.

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?

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

I have 20 years of experience on a variety of boards and advisory committees in higher education and the local community.

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.

No conflicts I can think of.

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)

John S Belcastro

Date

8/19/25

Print

Advisory Committee Application - Submission #7674

Date Submitted: 9/3/2025

Name of Committee or Commission

Historic Preservation Advisory Committee

First Name

Cheryl

Last Name

Szydlo

Address

748 8th St

City

Berthoud

State

CO

Zip Code

80513

Email Address

cheryl.szydlo@gmail.com

Phone Number

7206354168

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

8 years

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

I have been a member of HPAC for three terms and currently serve as its secretary.

I have been a member of HPAC for three terms and currently serve as its secretary.

What interests you about becoming a member of this committee?

I would like to stay on the committee to continue being part of the initiatives we have in place. At this time we have one vacant committee seat and find there are very few applications submitted. Leaving my seat and secretary role open would be detrimental to the effectiveness of the committee and could endanger required quota levels.

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?

Preservation of the historic homes, commercial buildings and other sites with historic significance is key to retaining the town's character and heritage. The committee can work with the town and other local, county, and state agencies to identify programs and grants that can be useful to achieve identified goals. As properties within the historic district change hands, community outreach by the committee to raise awareness about inclusion on our local historic register and restoration and renovation opportunities is an important role.

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

Due to my current participation on the committee I have gained knowledge of the Town of Berthoud Codes, processes and procedures and how HPAC can work with town staff to help identify programs and initiatives.

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.

N/A

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:

Yes, I would be interested in serving on any of the other advisory committees.

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)

Cheryl Szydlo

Date

9/3/2025

Print

Advisory Committee Application - Submission #7667

Date Submitted: 9/3/2025

Name of Committee or Commission

Historic Preservation Advisory Committee ▼

First Name

JOAN

Last Name

CULLEN

Address

1120 RIDGEFIELD DRIVE

City

BERTHOUD

State

CO

Zip Code

80513

Email Address

JOANCULLEN972@GMAIL.COM

Phone Number

2678855520

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

Since July 8, 2025

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

I was elected to and served two terms on my local school board in Pennsylvania (2015-23). and one interim

I was elected to and served two terms on my local school board in Pennsylvania (2010-2012), and one interim term on my county planning commission. I've also just started my second year as a member of the University of Alabama Parent Advisory Committee, for which I am the chair of a subcommittee of the Career and Transition Committee.

What interests you about becoming a member of this committee?

While I am not a longtime resident of Berthoud, I am interested in its history and the preservation of it. I was born and raised in beautiful, historic Bucks County, PA, founded by William Penn. George Washington crossed the Delaware from a spot in my county to surprise the Hessians in Trenton. I am fascinated by the historical past of places, and keen on helping to preserve that history for future generations. I would endeavor to help the Town of Berthoud honor its past while moving forward to the future.

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?

As a newcomer to town, I know that growth and development are ever-present in the minds of the town's residents - and rightly so. Berthoud is a lovely place - that's why my husband and I were drawn to it! Coming from somewhere like Bucks County, PA, I am well aware of how growth and development can seem at odds with historical preservation, but I know that with care, a town can grow while also preserving its history, and the charm that made it so inviting in the first place.

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

I have a bachelor's degree in Secondary Education - Social Studies from Penn State University. I have an interest in not just history, but all of the social sciences. My service on school board, the UA Parent Advisory Committee, planning commission, and the numerous other community volunteer roles I have held have given me a wealth of experience in working with the public, and groups with divergent goals.

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 am a freelance writer who contributes to the Berthoud Weekly Surveyor. If I am appointed to any of the town's advisory committees, I would refrain from reporting on town business.

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:

I would welcome the opportunity to serve on any committee where there is a need; they are all interesting to me. I suppose if I were to rank them, it would be Historical first, followed by Planning, Tree, and PORT. I notice there is also a Youth Advisory, but the website doesn't indicate that you need anyone for it. If you do, I would be happy to help. NOTE: My husband and I have been trying to get settled in our new home, with a bit of back-and-forth travel to Pennsylvania. We also only have one of our vehicles in CO currently. That's why I've not made it to any meetings. But I have it on my To-Do List!

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)

Joan M. Cullen

Date

09/03/2025

Print

Advisory Committee Application - Submission #7452

Date Submitted: 8/11/2025

Name of Committee or Commission

Parks, Open Space, Recreation, and Trails Advisory Committee (PORT) ▼

First Name

Lauren

Last Name

Roth

Address

1735 Exeter Street

City

Berthoud

State

CO

Zip Code

80513

Email Address

Laurenroth11@hotmail.com

Phone Number

3038750328

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

7 years

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

PORT committee 2021-present

PORT Committee 2021 present

What interests you about becoming a member of this committee?

Continuing to work on projects that have been in the works, helping to create projects that will better our small 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?

1. Planning and implementing projects that will benefit our community, listening to the community to ensure projects are things that interest the community and will be utilized. 2. Land and open space: working towards acquiring and planning open space to create open space and trail connectivity with future development.

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

PORT Committee member since 2021 PORT Committee chair since 2023

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.

None

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:

No thank you

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)

LAUREN ROTH

Date

08/11/2025

Print

Advisory Committee Application - Submission #7610

Date Submitted: 8/26/2025

Name of Committee or Commission

Parks, Open Space, Recreation, and Trails Advisory Committee (PORT) ▼

First Name

Carolyn

Last Name

Hobson

Address

817 Greenwood Drive

City

Berthoud

State

CO

Zip Code

80513

Email Address

hobson.cm@gmail.com

Phone Number

9702220206

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

14 years

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

Yes. I currently serve on the PORT committee.

your primary role on the PORT committee.

What interests you about becoming a member of this committee?

I have always been passionate about helping to shape the community around me. I enjoy serving the town in this capacity and being involved in various committees and boards related to our local schools. My family frequently uses the various parks and open spaces in the area and I love being a part of helping that flourish and grow. I feel that PORT amenities have a tremendous positive impact on a community and Berthoud's are only going to continue to be developed. I want to continue to be a part of that development.

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 believe the most important issue is an outdoor pool. With this issue comes many others, such as where this should happen and in what timeline. With so many parks in the works, the town staff needs clear direction on how PORT, the town board and ultimately the people of Berthoud would like them to prioritize different projects.

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

I work in healthcare, played an integral role in bringing club soccer to Berthoud last year and am the president of the Berthoud Schools Fund, raising money for Berthoud schools.

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.

None.

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:

None.

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)

Carolyn Hobson

Date

8/26/25

Print

Advisory Committee Application - Submission #7416

Date Submitted: 8/7/2025

Name of Committee or Commission

Parks, Open Space, Recreation, and Trails Advisory Committee (PORT) ▼

First Name

Michael

Last Name

Cadrobbi

Address

1113 Dutch Peak Dr

City

Berthoud

State

CO

Zip Code

80513

Email Address

mikecad@gmail.com

Phone Number

5202714654

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

1.5 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?

As a parent of a 5 and 8 year old I spend a lot of time in our local parks and on our trails and I have an interest in improving and expanding them.

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 would say the lack of walking/biking trails in Berthoud and the lack of a public outdoor pool. I believe that the committee should work toward expanding the walking/biking trails and installing a new outdoor pool.

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

I'm deeply passionate about exploring and recreating in nature, while also working to preserve it for future generations.

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.

None

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:

Planning Commission

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)

Michael Cadrobbi

Date

08/07/25

Print

Advisory Committee Application - Submission #7426

Date Submitted: 8/8/2025

Name of Committee or Commission

Parks, Open Space, Recreation, and Trails Advisory Committee (PORT) ▼

First Name

Eleanor

Last Name

Hasenbeck

Address

725 Bruce Dr

City

Berthoud

State

CO

Zip Code

80513

Email Address

eleanorhasenbeck@gmail.com

Phone Number

5736453606

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

1 year

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

I have not served on a municipal committee. At work. I currently serve on a committee supporting activities

I have not served on a municipal committee or a town, regional, state or a committee supporting activities and professional development for student interns at the National Oceanic and Atmospheric Administration's Boulder Labs.

What interests you about becoming a member of this committee?

I'm interested in serving on the P.O.R.T. advisory committee because Berthoud's parks and trails are a central part of my daily life and one of the things I value most about living here. I use Berthoud's parks every day walking my dog at Waggener Farm and Roberts Lake parks. We also enjoy playing fetch at the dog park, biking, and attending community events such as the Berthoud Market. My husband and I primarily get around town on foot, and we rely on our parks not just for recreation, but as important, safe connections to access Berthoud's downtown businesses. Our parks, trails, and open spaces are vital to foster community, encourage active lifestyles, and connect neighborhoods. Serving on this committee would be an opportunity to give back to the parks and open spaces that I enjoy so much, while helping to ensure they continue to meet the needs of residents.

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

As Berthoud grows, I think it is critical that we do so in a smart way that recognizes community identity. Our parks and open spaces are essential to maintaining this identity. I think existing plans adequately address these challenges, so long as they are implemented and not left to sit on a shelf. I would like to continue to support active implementation of the Parks Master Plan. I also think it is critical that new developments include parks and open space that fit Berthoud's character. Thoughtful planning now will allow Berthoud to grow without losing what makes it special. Berthoud's parks are more than community spaces—they are an important part of the Town's overall water portfolio. If selected as a committee member, I could approach planning for parks and in a way that also integrates water planning. By managing parks' water rights and irrigation strategically, the Town can maintain vibrant green spaces while also creating flexibility in how water is used across the community to best respond to drought. The PORT committee can help by continuing to champion water re-use, efficient irrigation systems, drought-resilient landscaping, and policies that allow park water resources to be shifted or optimized in response to changing conditions.

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

I am a communications and water resources professional, currently working for CU Boulder's Cooperative Institute for Research in Environmental Sciences supporting NOAA's National Integrated Drought Information System. I am also a part-time law student at the University of Denver, having completed coursework in outdoor recreation law, construction law, and water law, with particular interest in land use and recreation. I also hold a master's in water resources, which included courses in civil engineering and water governance. My skills intersect engineering, law, and community engagement, giving me expertise to understand the technical, legal, and social elements of development proposals. Though I have not served on a municipal committee, I am very familiar with local government. I covered the municipal governments of Steamboat Springs, Hayden, and Craig as a newspaper reporter, where I reported on proposed parks and trails as they worked their way from ideas, to design concepts, to funding, to execution and construction. There, I also completed Steamboat Springs' City 101 program, a training program to introduce residents to municipal government, completing 64 hours of learning about municipal government, from understanding the role of council and committees to riding along on a cross country ski track groomer with the parks and recreation department. Finally, I've worked in outdoor and public recreation. As a teen, I spent two years on the lifeguard stand at the public pool working for the Poplar Bluff, Missouri parks and recreation department. I also worked at a national scout camp, where I saw firsthand how introducing kids to new activities like mountain biking, rock climbing, and hiking can challenge and empower them.

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 own a home adjacent to Roberts Lake Park. If recommended by the town's conflict of interest policy, I would recuse from decisions related to Roberts Lake Park.

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:

I would also be interested in serving on the planning commission.

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)

Eleanor Hasenbeck

Date

08/08/2025

Print

Advisory Committee Application - Submission #7436

Date Submitted: 8/9/2025

Name of Committee or Commission

Parks, Open Space, Recreation, and Trails Advisory Committee (PORT) ▼

First Name

Paul

Last Name

Sattler

Address

630 Welch Ave.

City

Berthoud

State

CO

Zip Code

80513

Email Address

paulmartinsattler@hotmail.com

Phone Number

3037466899

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

14+ 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 would like to have a better perspective and involvement in the direction of Berthoud's outdoors development.

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?

The direction and expansion of the recreation dept and their facilities and how to gather and prioritize community input on this subject. The same goes for the inclusion of useful or maintained open space near the town and expansive areas beyond, where the town may eventually grow into.

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

I have volunteer coached several of my children's recreational teams since moving to Berthoud. I was involved in the group of local citizens that petitioned the town to keep and renovate the old town park pool. I grew up on a farm in the Hygiene area and know the importance of retaining adequate open space to maintain the small agricultural town aspects that Berthoud is known for.

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.

None that I can think of.

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)

Paul Sattler

Date

8/9/2025

Print

Advisory Committee Application - Submission #7448

Date Submitted: 8/11/2025

Name of Committee or Commission

Parks, Open Space, Recreation, and Trails Advisory Committee (PORT) ▼

First Name

Julie

Last Name

Jessee

Address

452 Wagon Bend Rd

City

BERTHOUD

State

CO

Zip Code

80513

Email Address

Julie.jessee@yahoo.com

Phone Number

5205088140

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

2 months

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

HOA board in Arizona

What interests you about becoming a member of this committee?

What to be involved in our new 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?

Deciding on a new park or park expansion by rec center. Decision should be based on what is best for majority of residents and best for town budget.

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

Past HOA board membership and executive committee

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.

None

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:

Yes, Planning or historic preservation

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)

Julie Lynne Jessee

Date

8/11/2025

Print

Advisory Committee Application - Submission #7584

Date Submitted: 8/23/2025

Name of Committee or Commission

Parks, Open Space, Recreation, and Trails Advisory Committee (PORT) ▼

First Name

Adam

Last Name

Teicher

Address

3002 Newfound Lake Road

City

Berthoud

State

CO

Zip Code

80513

Email Address

adamteicher@gmail.com

Phone Number

970-744-8160

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

Three 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 avid user of parks, trails and other recreational opportunities and would bring a consumer's point of view.

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?

Berthoud Is growing and it's vital that it keeps up with that growth from the standpoint of recreational opportunities. It's understandable given its population that Berthoud lags behind some other Northern Colorado communities in terms of recreational opportunities but the city needs to expand its offerings.

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

I am a cyclist, runner, hiker and kayaker. I understand how important these activities and others are to the quality of life of a community.

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.

None.

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:

Planning commission

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)

Adam Teicher

Date

08/23/2025

Print

Advisory Committee Application - Submission #7597

Date Submitted: 8/25/2025

Name of Committee or Commission

Parks, Open Space, Recreation, and Trails Advisory Committee (PORT) ▼

First Name

Leigh

Last Name

Monterac

Address

1618 Tundra Avenue

City

Berthoud

State

CO

Zip Code

80513

Email Address

leigh.monterac@gmail.com

Phone Number

3037253844

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

Over 3 years

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

AORE in 2023

What interests you about becoming a member of this committee?

I am really passionate about our parks and green spaces. I'm currently working on a personal project to create a map of our walking paths in town

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 believe the preservation of open space and the creation of spaces that serve the community are two incredibly important issues for this committee. I don't necessarily have the answers, but I have been keeping myself informed with community discourse on social media, which is leading me to believe that some folks don't feel heard or straight up don't know what's going on, and I'd like to address that.

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

I work in the outdoor industry. My career is heavily rooted in creative problem solving. I walk 4+ miles of our beautiful town daily, and have built relationships with a lot of the business owners, workers, and fellow walkers in Berthoud.

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.

N/A

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:

No

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)

Leigh Monterac

Date

8/25/25

Print

Advisory Committee Application - Submission #7270

Date Submitted: 7/27/2025

Name of Committee or Commission

Parks, Open Space, Recreation, and Trails Advisory Committee (PORT) ▼

First Name

Chris

Last Name

Abbett

Address

3025 Piper Glen Drive

City

Berthoud

State

COLORADO

Zip Code

80513

Email Address

chrisabbett@comcast.net

Phone Number

7703163692

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

9 months

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

I have not served on anv committees here

I have not served on any committees here

What interests you about becoming a member of this committee?

I recently retired from the National Park Service and love the parks and recreation amenities that Berthoud has to offer. I would love to help the community continue to meet community needs

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?

Maximizing use of existing community park facilities and setting aside open space and developing parks and trails for the future of Berthoud.

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

Was a community planner with the National Park,Service and familiar with federal technical assistance and funding resources to support community parks.

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.

None

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:

Possibly planning

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)

Chris abbett

Date

7/27/25

Print

Advisory Committee Application - Submission #7415

Date Submitted: 8/7/2025

Name of Committee or Commission

Tree Advisory Committee

▼

First Name

Richard

Last Name

Kurcab

Address

1109 Gabriella Ln

City

Berthoud

State

Co

Zip Code

80513

Email Address

rkurcab@yahoo.com

Phone Number

303-907-1433

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

3 1/2 years

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

Tree Advisory Committee 2023 - present.

What interests you about becoming a member of this committee?

As a long time Landscape Contractor, I would like to continue sharing some of my knowledge and ideas to help Paul and his department further their goals for Berthoud's urban forest. I also look forward to learning more from Paul and the other knowledgeable people on the 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?

First, with the addition of new and recent right of way trees in the new subdivisions, I think it's important that the HOA's and homeowners are educated on the responsibilities to maintain and replace those trees as needed. This will ensure the health of our future urban forest and make the Forestry Department's work easier in the future. Secondly, actively work with the Planning Department and the PORT Committee on upcoming projects by giving input on tree preservation and selection on relevant projects.

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

I have 45+ years of experience in Landscape Construction with a particular interest in trees and landscape plants. I've held a nursery and contractors licenses with specialized training in irrigation systems. I have worked in a plant nursery planting, digging and handling trees. I also was a board member and still consult with a Youth Sports Association.

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.

None that I know of.

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:

Yes, the PORT Committee.

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)

Richard Kurcab

Date

8-7-2025

Print

Advisory Committee Application - Submission #7552

Date Submitted: 8/20/2025

Name of Committee or Commission

Tree Advisory Committee

▼

First Name

Ashley

Last Name

King

Address

986 Greenwood Dr.

City

Berthoud

State

Colorado

Zip Code

80513

Email Address

iamking68w@gmail.com

Phone Number

817-521-4359

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

3 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?

What interests me about becoming a member of this committee is my passion and care for our community. Since moving to Colorado I have become fascinated with our trees, caring for them, and learning more about them.

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 have had the opportunity to sit in on the last 2 Tree Advisory Meetings. From the information gathered at those meetings, I believe the two most important issues facing this committee are managing dead/ dying/ diseased trees, and the Arboretum. I believe the committee should address the trees by continuing to follow the plans in place. From what I have seen and heard from this committee, I am confident that Berthoud has a strong team of skilled and knowledgeable people who care. I also believe that the plan to move forward with the Arboretum looks well thought out and discussed. I like how well the board members work together, communicate, respect each other, and bring up ideas and concerns for consideration and implementation.

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

I currently serve on the Landscape Committee on my neighborhood HOA (Rose Farm Acres). I have no professional experience with trees but have planted and maintained several trees, hedges, flowers, and grasses on my properties in both Texas and Colorado. I experience real joy when I am able turn around a sick plant or tree. In my "free time" you will often find me in the yard doing something with my trees, flowers, or grass.

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.

None.

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:

Possibly the Historic Preservation Advisory Committee

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)

Ashley Kling

Date

8/20/2025

Print

Advisory Committee Application - Submission #7608

Date Submitted: 8/26/2025

Name of Committee or Commission

Tree Advisory Committee

▼

First Name

Aaron

Last Name

Perry

Address

325 Colorado Avenue

City

Berthoud

State

Co

Zip Code

80513

Email Address

aperryj@aol.com

Phone Number

303-301-5798

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

50 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 love our town and really enjoy seeing all the trees we have. I would love to work with others in problem solving and persevering the wonderful trees and foliage of our garden 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?

Identifying and coming up with solutions of water usage for our community landscape which could be resolved by coming up with ideas for natural landscape. Which I believe is already being addressed

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

I have an associate degree in horticulture, but really enjoy planting many varieties of plants and trees that beautify my property and would enjoy in the preservation of the beauty of our community. I'm also open to learning more

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.

None

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:

Yes, planning committee

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)

Aaron W Perry

Date

8/26/2025

Print

Advisory Committee Application - Submission #7244

Date Submitted: 7/25/2025

Name of Committee or Commission

Parks, Open Space, Recreation, and Trails Advisory Committee (PORT) ▾

First Name

Natalie

Last Name

Peitsmeyer

Address

245 Mayfly Lane

City

Berthoud

State

CO

Zip Code

80513

Email Address

ranger.natalie@aol.com

Phone Number

303-325-6111

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

1 month

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

I have served on committees within my capacity of a science teacher.

I have served on committees within my capacity as a science teacher.

What interests you about becoming a member of this committee?

I am passionate about environmental stewardship and increasing access to natural areas for individuals of diverse backgrounds and needs. Berthoud is going through rapid growth. Preserving and enhancing outdoor spaces is integral to Berthoud's identity of the Garden Spot of Colorado.

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?

Based on the survey results, participants indicated a need for more sidewalks and trails to access current and future outdoor spaces. Berthoud is going to continue to grow. P.O.R.T. is an important component to Berthoud planning for the town. It is an integral component to maintaining the quaint aspect of the town and avoiding a suburban sprawl with a sea of houses and concrete.

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

I am a 30-year retired science teacher. I am adept at public speaking and educating individuals of diverse backgrounds. My Degrees: Biology (BA), Curriculum & Instruction (MA) and Equity in Education (EdD). I have lived in Colorado since 1977. I love the outdoors and hiking. Retired Science Teacher, Cherry Creek School District. I most recently worked as a Park Guide at a National Historic Site. I am a team player who enjoys collaborating and brainstorming new ideas.

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.

N/A

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:

As needed.

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)

Natalie Peitsmeyer

Date

07/25/25

Print

Advisory Committee Application - Submission #7377

Date Submitted: 8/4/2025

Name of Committee or Commission

Parks, Open Space, Recreation, and Trails Advisory Committee (PORT) ▼

First Name

Paul

Last Name

Buckner

Address

631 5th Street

City

Berthoud

State

Colorado

Zip Code

80513

Email Address

paulhbuckner@gmail.com

Phone Number

7203359763

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

3 years

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

I have not previously served on a town committee, commission, or board.

I have not previously served on a town committee, commission, or board.

What interests you about becoming a member of this committee?

I believe parks and open spaces will play an essential role in maintaining Berthoud's distinct small-town feel and sense of place as it continues to rapidly grow and expand. The town's agricultural heritage is important to this sense of community, and I would like to see it continue to be a priority in park and open space design and planning. I know how important recreational opportunities are for fostering a sense of community and growth in participants. In college, I worked as a camp counselor for two summers. The first summer I served on the physical education staff while for the second summer I was a sailing instructor and developed evening programs for campers. I understand the challenges that go into building recreational programs that help people grow, stay healthy, and stay happy. I am excited to be considered to serve on PORT to contribute to its important work in this space.

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?

The two most important issues facing the committee are balancing growth with sustainability and getting the public invested in preserving natural areas. I believe the committee should continue to design parks and open spaces that recognize and interpret Berthoud's history and heritage. I recommend the committee increase public investment in preserving natural areas by hosting more volunteer opportunities to bring the community together to care for these valuable community recreational and natural resources.

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

I am employed professionally as a consulting archaeologist and I recently contributed to a resource management plan for a new open space in Castle Rock, Colorado. I have some experience with that type of land use planning and resource management that I hope would be helpful to PORT. I am also an FAA Part 107 licensed drone pilot and could contribute that experience to help address any issues or questions regarding drone use as it relates to parks and open spaces.

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 am employed by a company called HDR, Inc., that occasionally undertakes planning, design, and engineering work related to parks and open spaces for municipalities in Colorado. If the Town of Berthoud contracted with HDR for a PORT-adjacent project, or if PORT was asked to review bid proposals that included a submission from my employer, I would recuse myself from those discussions to prevent a conflict of interest.

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:

Yes, I would also be interested in serving on the Planning Commission or the Tree Advisory Committee.

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)

Paul Buckner

Date

August 4, 2025

Print

Advisory Committee Application - Submission #7541

Date Submitted: 8/19/2025

Name of Committee or Commission

Parks, Open Space, Recreation, and Trails Advisory Committee (PORT) ▼

First Name

Ted

Last Name

Walker

Address

206 E Turner Ave

City

Berthoud

State

CO

Zip Code

80513

Email Address

tincupwalker@gmail.com

Phone Number

3039411172

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

2 years in December

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

9 yrs experience on Tin Cup Civic Association Board. positions include Secretary and Treasurer. 3 years

5 yrs experience on the Cap City Association Board, positions include Secretary and Treasurer. 6 years experience on Evergreen Highlands Homeowners Association. Seven years experience on Jeffco Sheriff Citizen's Advisory Committee.

What interests you about becoming a member of this committee?

Wife and I retired to this community and love it. We are active and enjoy the outdoors. Having lots of spare time, feel I might be able to contribute to the Town this way.

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?

Choosing options given limited funding, and looking for ways to maximize impact of any funds spent. I believe in "the most bang for the buck", so opportunities that include the largest segment of the population should be prioritized.

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

Have climbed 24 of Colorado's 14ers, have through- hiked the 500 mile Colorado Trail. Have played adult league sports in basketball, softball, indoor soccer, outdoor soccer and pickleball. Wife & I rv camp and enjoy non motorized watercraft.

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.

yearly hunting trips with my two adult sons are my highest personal priorities. dates are Sept 12-19 and Nov 7-10. otherwise my 3 adult children live in Arvada with our 7 grandchildren, so holidays (Thanksgiving and Christmas) are very important to me.

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:

Would consider anything pertinent to the Township

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)

Ted Walker

Date

08/19/2025

Print

Advisory Committee Application - Submission #7619

Date Submitted: 8/27/2025

Name of Committee or Commission

Youth Advisory Committee▼

First Name

Bennett

Last Name

Soricelli

Address

City

Berthoud

State

CO

Zip Code

80513

Email Address

Phone Number

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

Berthoud

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?

Volunteering in my community and gaining experience for college and future leadership roles

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?

One of the most important issues facing this committee is how to advocate for more youth in the community. My solution to this issue is to have youth advisory at every town event polling the youth in the community on current town issues. A second issue is that most youth in the community cannot be hired at businesses in town. As a solution for this, a small group of youth from the commission could schedule meetings with individual business owners to discuss hiring teenagers at a younger age.

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

I am a high school student who has a Microsoft Office certification, experience in leadership with Civil Air Patrol, and have a history of diligent problem solving. I was in the cub scouts for several years in Berthoud and learned about community service. I am also working on a youth art project with Wildfire art.

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.

None that I can think of.

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)

Bennett Soricelli

Date

8/27/2025

Print

Advisory Committee Application - Submission #7425

Date Submitted: 8/8/2025

Name of Committee or Commission

Youth Advisory Committee

First Name

Oliver

Last Name

Ray

Address

City

Berthoud

State

Colorado

Zip Code

80513

Email Address

Phone Number

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

A year and a half

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

I have not served on a board. commission. or committee.

I have not served on a board, commission, or committee.

What interests you about becoming a member of this committee?

An interest in gaining experience in work-like and political environments, in addition to an interest in being present and helpful in my community work together to form an interest in becoming a member of the Youth Advisory 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?

I believe the two most important issues facing this committee are the lack of recruitment methods and a missing community in Berthoud. With a bigger board there are more options to build connections and provide a greater field of support throughout the town, as well as the varying perspectives that more members have to offer. I believe that more internet influence could greatly positively impact this, as well as more participation from the BYAC in hosting and volunteering for town events. My reasoning for finding issue with the community in Berthoud is simple; in a town as small as ours, it's important to build community and safe spaces for everyone. While it's not completely missing events and close companionship, I believe it would be very beneficial to the townspeople of Bethoud to strengthen what current community we have beyond knowing only a handful of people out of the hundreds living here. As a solution to this issue, I propose holding more townwide events in Berthoud that allow more townspeople to connect and meet one another.

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

I believe my attendance at Niwot High School can aid the BYAC by not only creating awareness of the BYAC in a different community likely finding new members, but also by giving me the ability to observe the issues and fixes in the Niwot high community, creating the necessary knowledge of what may or may not work in our own community. My organizational skills that help with both physical materials, time management, and spoken knowledge may also help the BYAC.

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 not participate in any activities that could create a conflict of interest between me and the BYAC.

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:

I would not be interested in serving any other advisory committees 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)

Oliver Ray

Date

8/8/2025

Print

Advisory Committee Application - Submission #7441

Date Submitted: 8/10/2025

Name of Committee or Commission

Youth Advisory Committee

First Name

Madeleine

Last Name

Brasch

Address

City

Berthoud

State

CO

Zip Code

80513

Email Address

Phone Number

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.

Student Council. BHS 24/25.

What interests you about becoming a member of this committee?

Being able to speak out for the youth in Berthoud.

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?

Two of the most important issues I would note include, improvements in our schools and positive things for kids to do around Berthoud .This can be supported by the committee through educating the town on how important ballot issues are for our students and the staff. Secondly, as a lifeguard, and swimmer for Berthoud an issue important to me and other youth in Berthoud is the outdoor pool. The committee can support this by spreading awareness about the possibility of a future outdoor pool build and supporting it.

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

This past school year I was a member of the Berthoud High School student council, I learned a lot about leadership and how to fight for the things important to students. I am also a BHS Cheerleader and I know how to rally a crowd's attention and get them excited about important wins for Berthoud. Additionally, as a lifeguard for the Town of Berthoud, I am already serving the community and protecting the youth of Berthoud.

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.

None.

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:

None.

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)

Madi Brasch

Date

8/10/25

Print

Advisory Committee Application - Submission #7470

Date Submitted: 8/12/2025

Name of Committee or Commission

Youth Advisory Committee

First Name

Syrena

Last Name

Mosdell

Address

City

Berthoud

State

Colorado

Zip Code

80513

Email Address

Phone Number

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

8 Years

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

Youth environmental committee for the sustainable living association.

What interests you about becoming a member of this committee?

I am interested in expressing my views while working to help our community, meeting other motivated youth, and learning about public policy and decision making.

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 believe connecting youth with environmental and academic opportunities within schools and as a extra-circular opportunity. This can be done by working with local nonprofits, putting on fundraising events, and creating our own opportunities.

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

I have public speaking experience, collaboration, knowledge of some policy from debate, robotics, and other academic clubs. As well as connections to various nonprofits.

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.

weekday academic clubs and school hours.

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)

Syrena Michele Mosdell

Date

8/12/2025

Print

Advisory Committee Application - Submission #7540

Date Submitted: 8/19/2025

Name of Committee or Commission

Youth Advisory Committee

First Name

Jackson

Last Name

McKinney

Address

City

Berthoud

State

Colorado

Zip Code

80513

Email Address

J

Phone Number

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

I have resided within the boundaries of the Town of Berthoud for five years.

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

I have not served currently or previously on a board, commission, or committee.

I have not served currently or previously, on a board, commission, or committee.

What interests you about becoming a member of this committee?

I would like to make Berthoud a better place by participating at town meetings and events, and by providing recommendations for opportunities for Berthoud youth.

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 believe that the two most important issues facing this committee are communication and meetings for youth. I believe that this committee could address the issue of communication by posting on the community page, Facebook, and putting flyers in places like the boards in Hays Market or outside the library. The other major issue facing the Youth Advisory Committee is making a time, place, and event specifically directed towards teens.

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

I participate in the leadership group at my middle school. I also volunteer at the Berthoud Library, do well under pressure, and enjoy helping others.

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.

On Wednesdays, I volunteer at the local library; I can talk to the head librarian if the timing conflicts with town meetings.

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 nferences:

my preferences.

If not appointed at this time, I would not be interested in serving any other advisory committees.

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)

Jackson McKinney

Date

8/19/25

BOARD OF TRUSTEES INFORMATION



ADMINISTRATION DEPARTMENT

Meeting Date:	September 23, 2025
Agenda Title/Subject:	Colorado Main Street Program Presentation
Type of Item:	Presentation
Purpose:	Informational Presentation
Presented by:	Gayle Langley, State Coordinator

BACKGROUND:

This item is an informational presentation by the Colorado Main Street Program Coordinator.

BOARD OF TRUSTEES INFORMATION

ADMINISTRATION DEPARTMENT



Meeting Date:	September 23, 2025
Agenda Title/Subject:	Agreements with House of Neighborly Services (HNS) for Lease and Option to Purchase property at 270 Mountain Ave
Type of Item:	Regular Item
Purpose:	To consider draft agreements with HNS for a lease and option to purchase property at 290 Mountain Ave
Presented by:	Chris Kirk, Town Administrator

ATTACHMENTS:

- Presentation
- Draft Lease Agreement between HNS and the Town
- Draft Option to Purchase and Right of First Offer Agreement between HNS and the Town

BACKGROUND:

In August 2024, the House of Neighborly Service (HNS) approached the Town Board to request \$6 Million in financial support for the construction of a new 20,000 sq ft facility in Berthoud, planned at land owned by HNS located just south of Mountain Avenue and west of 10th Street. While the Town Board generally expressed support for HNS and their mission, the Board was unable to provide the requested support and directed Town Staff to look for creative alternatives.

In November 2024, Town Staff presented a creative solution to the Town Board whereby the Town would purchase 270 Mountain Avenue with the intent of redeveloping the building and the site. The redevelopment would create a new downtown parking lot, new retail and restaurant space, new community meeting space, and space available for lease to HNS for their offices, and the offices of many other local and regional non-profits.

In December 2024, the Town Board authorized the purchase of the building for the purposes of redeveloping the site and the Town closed on the property in April 2025 at a cost of \$2,950,000. Approximately 75% of the purchase was funded with federal grant funds and the remaining 25% of the purchase was paid for with Town general funds.

Since that time, Town Staff have been working on a draft lease agreement with HNS for the space presented to the Board in November 2024. Staff also developed an Option to Purchase and Right of First Officer agreement. Both documents are attached to this memo for consideration by the Town Board at the September 23, 2025 Board meeting.

In summary, the terms of the two agreements are as follows:

Lease

- Lease of approximately 19,000 sq ft.
- 30-year lease term with two 10-year extension options, for a total of 50-years.
- In light of the \$3-4 Million investment in the building that HNS will make to construct their spaces, rent charged at \$0.50/sq ft per year for first 10 years, increasing at 10-year intervals.
- HNS can only use the space for human or community services and the administration of those services.
- HNS may sublease to other non-profit organizations that provide community services. Rates shall be below market rate. Town shall approve any subleases.
- HNS will have designated use of a portion of the parking lot during business hours.
- HNS will pay 50% of trash removal, snow removal, and exterior lighting costs.

Purchase Option

- After HNS has completed their interior improvements, the Town will work to subdivide the lot to create commercial condominiums.
- Following the creation of the new unit, HNS has 5 years to exercise its option to purchase. The purchase price shall be \$215,000. After 5 years, the Town may set a new sales price.
- The new condo unit will be subject to a common interest ownership association. The unit will be subject to covenants, rules, and regulations of that association which the Town will create.
- If, after purchase, HNS ever wishes to sell the condo, the Town will have the Right of First Offer to purchase the condo at a formula to be agreed upon prior to signing the option agreement.

The low lease rate for HNS is intended to reflect their investment in the property, as well as the value that HNS and other local non-profits that may locate there bring to the Town. If we assume a \$3.5 Million investment (approx. \$185/sq ft) in the interior finish, this translates to an investment of approximately \$117,000 per year for 30 years that HNS will have invested. That then translates to approximately \$6.17/sq ft/year. Current lease rates for the building are approximately \$7/sq ft/year.

Additionally, the Town purchased the property for \$2,950,000. Only a portion of that price was paid for with Town funds. The amount of Town funds- not including Federal grant funds- used for the purchase was roughly \$750,000. While HNS will control more than half the building in the proposed arrangement, the Town will control the public parking area. Assuming a portion of the Town funds went to pay for the parking area, the \$215,000 purchase option price represents a relative portion of the building cost paid with Town funds at purchase.

Finally, the Town hired Asher Architects to develop construction drawings for the project. Asher used previous HNS designs for a different building location to determine space needs and layout at 270 Mountain Avenue. Additional design work is needed to finalize the remaining community meeting/senior center space owned by the Town, as well as the future restaurant and retail space that will be owned and controlled by the Town.

Design work for the entire redevelopment project is expected to last approximately six months, and construction could start as early as summer of 2026, pending Board approval and funding availability.

The restaurant and hospitality space not occupied by HNS will be leased to a third-party operator to fund and construct the interior improvements. These will also require Town Board approval, and the operator is expected to be selected through a competitive selection process. New retail and restaurant space will generate property tax revenue, as well as sales tax revenue not currently realized at the existing building.

COMMUNITY TOUCHSTONES:

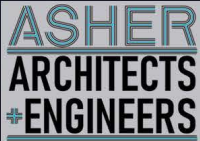
This project will redevelop an old manufacturing property in the heart of our downtown and convert it to a useful destination space for the community. In addition to strengthening our *Community Identity*, it will also improve our long-term community *Sustainability* by creating additional economic impact, social and community gathering spaces, and increasing the availability of important social and community services. This redevelopment project may also be the catalyst for additional commercial and retail activity in our downtown.

RECOMMENDED ACTION(S):

REVIEW DRAFT AGREEMENTS BETWEEN HNS AND THE TOWN; AUTHORIZE THE TOWN ADMINISTRATOR TO FINALIZE AND SIGN THE AGREEMENTS; OR PROVIDE ADDITIONAL DIRECTION TO TOWN STAFF



270 Mountain Avenue (Sonoco Building)
Redevelopment Concept Rendering





The 30,000 square foot building at 270 Mountain Ave was originally constructed in 1971 and has historically been used for a variety of light industrial uses. It sits on a 1.66-acre site and is zoned M-1 (Light Industrial). The property has been for sale for many years and there is one lease tenant in the building currently that occupies approximately 15,000 square feet. The property sits within the Mountain Avenue Overlay District.





View from property, looking south. East side of building.



View from Mountain Ave, looking north. West side of building.





Interior of unoccupied space. Currently, the power is off in this portion of the building and there are no windows.

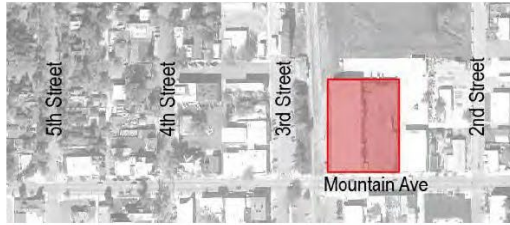


Warehouse Development Opportunity

There are many inspiring examples of buildings that have been repurposed instead of replaced, and they're often more unique and authentic than a new building. The RINO District (Denver) and Granville Island (Vancouver) are prime examples because they focused their efforts on repurposing existing buildings that are rooted in the community and their placemaking power is remarkable.

The existing steel warehouse is not much to look at now, but it has a lot of potential. The image on the opposite page illustrates one concept for the adaptive reuse of this building.

The expansive parking lot next to the warehouse could also be improved with a few simple changes such as new asphalt surfacing, artistic striping and tree plantings. See photos on the bottom of this page.



Platform used for outdoor dining
Sun Shade
Existing steel building frame to remain
Existing building foundation used as elevated platform
Terrace guardrail planters
Bus Stop

Murals
Planting beds to introduce trees & shrubs
Additional Parking
Accessible routes

Industrial uses in rear of building
Truck loading docks to remain
Raised concrete terrace
Creative asphalt striping

In 2019, the Town Board adopted the Mountain Avenue Overlay plan, establishing visions for the future development of Mountain Avenue, from Hwy 287 to I-25. The building at 270 Mountain Ave was extensively discussed and identified as a future redevelopment opportunity.



In August 2024, the House of Neighborly Service (HNS) approached the Town Board to request \$6 Million in financial support for the construction of a new larger facility in Berthoud. While the Town Board generally expressed support for HNS and their mission, the Board was unable to provide the requested support and directed Town Staff to look for creative alternatives.

In November 2024, Town Staff presented a creative solution to the Town Board whereby the Town would purchase 270 Mountain Avenue with the intent of redeveloping the building and the site. The redevelopment would create a new downtown parking lot, new retail and restaurant space, new community meeting space, and space available for lease to HNS for their offices, and the offices of many other local and regional non-profits.

<https://berthoudsurveyor.com/town-board-signs-off-on-multiple-acquisitions/>

In December 2024, the Town Board authorized the purchase of the building for the purposes of redeveloping the site and the Town closed on the property in April 2025 at a cost of \$2,950,000. Approximately 75% of the purchase was funded with federal grant funds and the remaining 25% of the purchase was paid for with Town general funds.

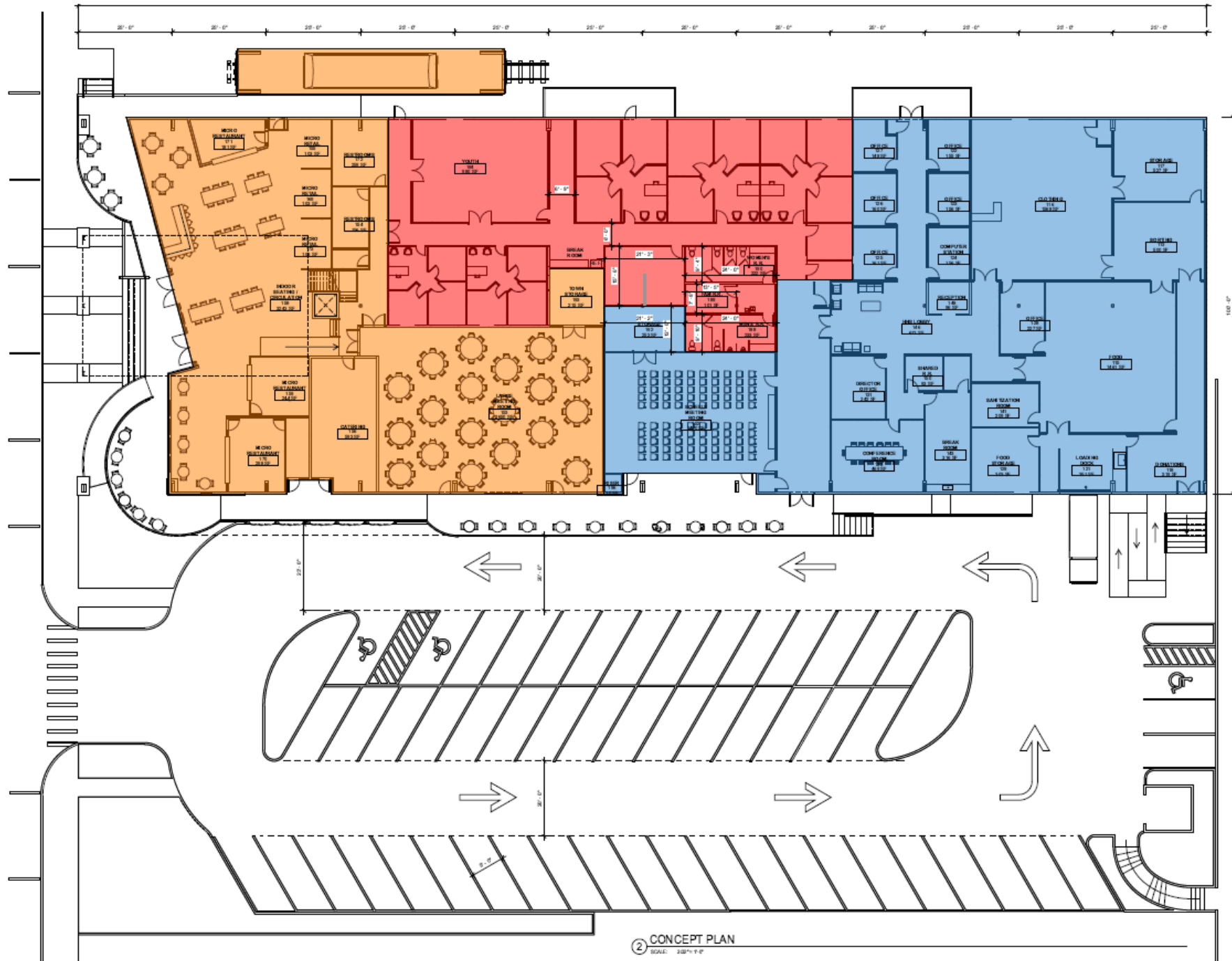
ABOUT HOUSE OF NEIGHBORLY SERVICE

HNS is a local non-profit that provides a large variety of social services such as family support, crisis prevention, pre-packaged food support, clothing, and utility assistance and other similar programs for Berthoud individuals and families. It is currently located at 375 Meadowlark Dr in Berthoud and is open on Tuesdays and Thursdays from 9:00 AM to 5:00 PM. HNS does not and shall not discriminate on the basis of race, color, religion, gender, gender expression, age, ancestry, disability, marital status, sexual orientation, military status in accordance with State and Federal law.

<https://www.honservice.org/>

In addition to its regular services, HNS provides utility assistance for the Town of Berthoud Water and Wastewater departments, and assists the Town in managing and providing recreation program scholarships to local youth who may not be able to afford to participate in our sports and activities.





The current concept plan for the project includes:

-11,700 sq ft for HNS, including community meeting room. (blue)
This space is intended as a very low-cost lease with option to purchase.

-7,000 sq ft for other local and regional non-profits including possible teen center. (red)
This space is intended as a very low-cost lease with an option to purchase.

-8,800 sq ft for a community meeting room/Senior Center controlled by the Town as well as retail and restaurant space to be retained and leased by the Town to a third-party yet to be determined. (orange)

-Remaining building square footage will be converted to outdoor patio space on Mountain Avenue.

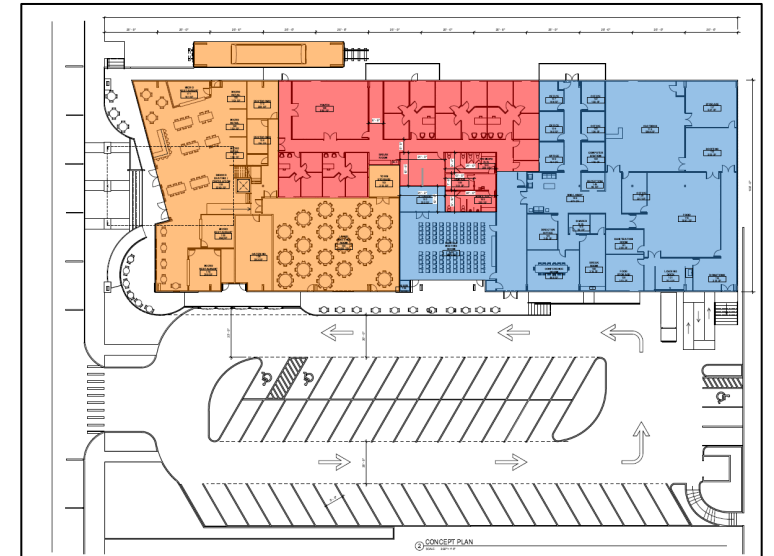
-61 new public parking spaces

To make this project a reality, the Town hired Asher Architects to develop construction drawings. Asher used previous HNS designs for a different building in order to determine space needs and layout at 290 Mountain Avenue.

Design for the entire redevelopment is expected to take six months, and construction could start as early as spring of 2026, pending Board approval and funding availability. The Town currently envisions renovating the outside of the building and constructing new parking areas.

A lease agreement has been drafted for Town Board consideration for the portion of the building planned for HNS and non-profit use. This lease requires HNS to fund the construction of their spaces (details on next page).

The remaining restaurant and hospitality space will be leased to a third-party operator who will be expected to fund and construct the majority of the interior improvements. These will also require Town Board approval, and the operator is expected to be selected through a competitive selection process.



Current Draft Lease and Purchase Option with HNS

The current draft of the lease agreement and option to purchase with HNS will be presented to the Town Board for initial consideration on September 23, 2025. A summary of the general terms of those agreements are outlined below.

Lease

- Lease of approximately 19,000 sq ft.
- 30-year lease term with two 10-year extension options, for a total of 50-years.
- In light of the \$3-4 Million investment in the building that HNS will make to construct their spaces, rent charged at \$0.50/sq ft per year for first 10 years, increasing at 10-year intervals.
- HNS can only use the space for human or community services and the administration of those services.
- HNS may sublease to other non-profit organizations that provide community services. Rates shall be below market rate. Town shall approve any subleases.
- HNS will have designated use of a portion of the parking lot during business hours.
- HNS will pay 50% of trash removal, snow removal, and exterior lighting costs.

Purchase Option

- After HNS has completed their interior improvements, the Town will work to subdivide the lot to create commercial condominiums.
- Following the creation of the new unit, HNS has 5 years to exercise its option to purchase. The purchase price shall be \$215,000. After 5 years, the Town may set a new sales price.
- The new condo unit will be subject to a common interest ownership association. The unit will be subject to covenants, rules, and regulations of that association which the Town will create.
- If, after purchase, HNS ever wishes to sell the condo, the Town will have the Right of First Offer to purchase the condo at a formula to be agreed upon prior to signing the option agreement.





Lease Rate Consideration

The low lease rate for HNS reflects their investment in the property. Assuming an approximately \$3.5 Million investment in the finish of the 19,000 square feet, that represents approximately \$117,000 per year value for 30 years that HNS will have invested. That translates to approximately \$6.17/sq ft/year. Current lease rates for the building are approximately \$7/sq ft/year.

Purchase Price Consideration

The Town purchased the property for \$2,950,000. Only a portion of that price was paid for with Town funds. The amount of non-Federal grant funds used for the purchase was roughly \$750,000. While HNS will control more than half the building in the proposed arrangement, the Town will control the parking area. Assuming a portion of the Town funds went to pay for the parking area, the \$215,000 purchase option price represents a relative portion of the building cost paid at purchase.



LEASE AGREEMENT

THIS LEASE AGREEMENT is entered into this ____ day of _____, 2025, by and between the **TOWN OF BERTHOUD, COLORADO**, a Colorado municipal corporation whose address is 807 Mountain Avenue, Berthoud, Colorado (herein called Town) and **HOUSE OF NEIGHBORLY SERVICES**, a Colorado nonprofit whose address is 1511 East 11th Street, Loveland, Colorado (herein called HNS).

Town is the owner of property situated in the Town of Berthoud, County of Larimer, State of Colorado, described as 270 Mountain Avenue, Berthoud Colorado. For purposes of this Lease Agreement, the approximately 19,000 square feet of interior space in the north portion of the building located on said property is hereafter referred to as the "Premises".

HNS hereby agrees to lease from Town the Premises upon the following TERMS and CONDITIONS:

1. Term and Rent. Town leases to HNS the Premises for a term of thirty years (30) years, commencing on the date of occupancy and terminating on the thirtieth anniversary of the date of occupancy ("Term"). HNS shall have the option to renew this lease agreement for two successive 10-year periods, with at least six month's notice to Town of HNS's intent to exercise the option. Rent shall be \$0.50 per square foot per year for years one through ten of the Term. Rent shall be \$0.75 per square foot per year during years eleven through twenty. Rent shall be \$1.00 per square foot per year during years twenty-one through thirty. Beginning in year thirty-one, the rent shall increase 2.5% per year through the end of the lease. Rent shall be paid monthly and payments shall be made to Town of Berthoud, at 807 Mountain Ave., Berthoud, CO 80513.

2. Use. HNS (and any subtenants) shall use and occupy the Premises solely for the purpose of the operation of human or community services, including administration in support of such services. Town represents that the Premises may lawfully be used for some such purposes, however, some uses may require additional permitting. Nothing herein shall be construed or interpreted as the Premises being used or held for a governmental purpose within the meaning of Section 31-15-713, C.R.S., as the same may be amended from time to time. Tenant shall pay the first month's rent on the occupancy date and thereafter on each monthly anniversary of the occupancy date.

3. Improvements, Design and Construction. The Parties agree that significant renovation and remodeling to the Premises are necessary. Design and construction decisions related to the core and shell and to the exterior and site improvements shall be made at the sole discretion of Town.

- a. Town shall pay:
 - i. All costs for designing improvements to the Premises, including site development and through the completion of the design

- development phase for 60% design of the tenant improvements;
and
- ii. All costs to provide a core and shell sufficient to support the reasonable interior finishes of HNS as determined by Town; and
- iii. All costs to construct improvements to the site, including parking lot, landscaping, exterior lighting and fencing improvements as determined by Town.

b. HNS shall pay:

- i. All costs associated with designing tenant improvements beyond 60%; and
- ii. All costs of constructing tenant-specific improvements.

4. Alterations. HNS shall not, without first obtaining the written consent of Town, make any alterations, additions, or improvements, in, to or about the Premises, other than non-structural alterations reasonably necessary to the uses of the Premises identified in paragraph 2 above. All work shall be done at such times and in such manner as Town may designate. If a construction or mechanic's lien is placed on the Premises as a result of the work, such shall be satisfied by HNS within ten (10) days thereafter at HNS's sole expense. HNS shall be considered in breach of this Lease Agreement upon failure to satisfy said lien.

5. Ordinances and Statutes. HNS shall obtain all necessary licenses and permits for its business and comply with all statutes, ordinances and requirements of all municipal, state and federal authorities now in force or which may hereafter be in force, pertaining to the Premises, occasioned by or affecting the use thereof by HNS.

6. Assignment and Subletting. HNS shall have the right to sublet portions of the Premises to other non-profit organizations (Subtenants) that provide human or community services to members of the Berthoud community and the northern Colorado region, provided that the Subtenants abide by all terms and conditions of this Lease Agreement and its sublease with HNS. In support of other non-profit organizations, any space that HNS sublets, shall be rented at a reasonable rate below market price. The Town shall have the right to inspect subleases upon request. HNS shall not assign this Lease Agreement or sublet any portion of the Premises for any purpose other than for uses described in Paragraph 2 above. Any such assignment or subletting for any other use without Town's consent shall be void and, at the option of the Town, may terminate this Lease Agreement.

7. Parking. HNS has the use of 15 undesignated parking spaces in the shared parking lot.

8. Common Area Maintenance Costs. HNS shall pay 50 percent (50%) of all Common Area Maintenance Costs ("CAM Charges") for the Premises. CAM Charges include trash removal, snow removal and electricity for parking lot lighting and other electricity demands not associated with the interior uses of the Premises.

9. Entry and Inspection. HNS shall permit Town or Town's agents to enter upon the Premises at reasonable times and upon reasonable notice, for the purposes of inspecting the same, and will permit Town, at any time within sixty (60) days prior to the expiration of this Lease Agreement, to place upon the Premises any usual "To Let" or "For Lease" signs and permit persons desiring to let the same to inspect the Premises thereafter.

10. Liability. Town shall not be liable for any damage or injury to HNS, or any other person or to any property, occurring on the Premises or any part thereof, and HNS agrees to hold Town harmless from any claim for damages. Nothing herein contained shall be deemed or construed to waive any of the protections afforded to Town by the Colorado Governmental Immunity Act, Sections 24-10-101 et seq., C.R.S., as the same may be amended from time to time (the "GIA").

11. Insurance. HNS, at its expense, shall maintain the following insurance policies:

- a. Public liability insurance including bodily injury in an amount not less than the limits of liability contained in the GIA as it may be amended from time to time; and
- b. Commercial liability insurance against claims for bodily injury (including sickness, disease, death, sexual abuse, or molestation, or failure to report sexual abuse or molestation) and property damage in an amount not less than \$1,000,000 combined single limit bodily injury and property damage, each occurrence; \$2,000,000, aggregate; and
- c. HNS shall provide Town with a Certificate of Insurance showing compliance with this paragraph. The Certificate shall provide for a ten-day written notice to Town in the event of cancellation or material change of coverage. To the maximum extent permitted by insurance policies which may be owned by Town or HNS, HNS and Town, for the benefit of each other, waive any and all rights of subrogation which might otherwise exist. In addition, HNS shall name Town as "additionally insured" on HNS's liability policies which shall have a minimum limit \$2,000,000.00.
- d. In all subleases, HNS shall include an insurance provision identical to this Section 11 substituting subtenant for HNS.

12. Eminent Domain. If the Premises or any part thereof or any estate therein, or any other part of the building materially affecting HNS's use of the Premises, shall be taken by eminent domain, this Lease Agreement shall terminate on the date when title vests pursuant to such taking. Current Rent, and any additional rent, shall be apportioned as of the termination date, and any rent paid beyond that date shall be repaid to HNS. HNS shall not be entitled to any part of the award for such taking or any payment in lieu thereof, but HNS may file a claim for any taking of fixtures and improvements owned by HNS, and for moving expenses.

13. Indemnification. During the term of this Lease Agreement, HNS shall indemnify and hold harmless Town and each of its officers, employees, agents and consultants, from and against any and all claims, demands, suits, actions, proceedings, judgments, losses, damages, injuries, penalties, costs and expenses (including reasonable attorneys' fees), and liabilities, of, by or with respect to third parties ("any claims") to the extent they arise from or may be alleged to arise, directly or indirectly, in whole or in part, from the intentional misconduct or negligent acts or omissions of HNS or any of its agents, employees or subtenants (including such subtenants' agents or employees) in connection with this Lease Agreement. Further, HNS hereby agrees to indemnify, defend and hold harmless Town and each of its officers and employees from and against any and all claims, demands, suits, actions, proceedings, judgments, losses, damages, injuries, penalties, costs and expenses (including reasonable attorneys' fees) and liabilities of, by or with respect to, third parties ("any claims"), arising directly or indirectly, in whole or in part, from the intentional misconduct or negligent acts or omissions of HNS, its agents, employees or subtenants (including such subtenants' agents or employees) which causes or allows to continue a condition or event which deprives Town or any of its officers or employees of its sovereign immunity under the GIA. The obligations of the indemnifications extended by HNS to Town under this section shall survive termination or expiration of this Lease Agreement. Further, nothing herein is intended as nor shall it be construed as a waiver by Town of the privileges and immunities afforded Town pursuant to the GIA.

In all subleases, HNS shall include an indemnifications provision identical to this Section 13 substituting subtenant for HNS.

14. Tax Increase. The Town is a tax-exempt entity so no real property taxes will be due. HNS shall be responsible for any personal property or possessory interest taxes.

15. Attorneys' Fees. In case suit should be brought for recovery of the Premises or for any sum due hereunder, or because of any act which may arise out of the possession of the Premises, by either party, the prevailing party shall be entitled to all costs incurred in connection with such action, including reasonable attorneys' fee.

16. Notices. Any notice which either party may, or is required to give, shall be given by mailing same, postage prepaid, to HNS at the Premises, or Town at the address shown above, or at such other places as may be designated by the parties from time to time.

17. Heirs, Assigns, Successors. This Lease Agreement is binding upon and inures to the benefit of the heirs, assigns, and successors in interest to the parties.

18. Non-appropriation. As required by Article X, Section 20 of the Colorado Constitution, any financial obligations of Town not to be performed during the current fiscal year contained in this Lease Agreement are subject to annual appropriation of sufficient funds by the Berthoud Town Board of Trustees. Should the Board of Trustees, in any year during the term of this Lease Agreement, not appropriate sufficient funds for

the performance of its obligations herein contained, the Premises shall be vacated and possession returned to the Town on the last day for which a valid appropriation exists.

19. Tenant Licenses. HNS agrees to maintain all professional licenses as required by the Town of Berthoud.

20. Care and Maintenance of Premises. HNS acknowledges that the Premises are in good order and repair, unless otherwise indicated herein. HNS shall, at his own expense and always, maintain the Premises in good and safe condition. Town shall have the right to inspect the Premises each year and at any other time subject to Town's reasonable discretion. Town shall give HNS at least 24 hour's notice of inspection, unless there is a risk to safety or property were such inspection to be delayed. HNS shall be responsible for any and all repairs and maintenance as may be required as a result of such inspection or otherwise. HNS shall surrender the Premises at termination of this Lease or the expiration of the Term, in as good condition as received, normal wear and tear excepted. Tenant fixtures shall remain with the Premises unless otherwise agreed by Town. HNS shall be responsible for all repairs required as a result of damage caused by HNS, its employees, invitees, agents, representatives, and volunteers.

21. Termination. Town may terminate this Lease Agreement effective immediately upon an Event of Default or at the end of the Term. The lease may also be terminated by agreement of the parties.

22. Default by HNS: The following events shall be deemed to be an Event of Default under this Lease Agreement:

- a. HNS fails to comply with any term, provision or covenant of this Lease Agreement and does not cure such failure within twenty (20) days after receipt of written notice of such failure from Town to HNS.
- b. HNS fails to vacate the Premises immediately upon termination of this Lease, by lapse of time or otherwise.

23. Entire Agreement. The foregoing constitutes the entire lease agreement between the parties. The Parties may enter into additional agreements related to the Premises, for example an Option-to-Buy agreement. Such agreement does not affect this Lease Agreement. This Lease Agreement may only be modified in a writing signed by both parties, and approved by the Berthoud Town Board of Trustees.

END OF AGREEMENT

[signature page to follow]

TOWN:
TOWN OF BERTHOUD

HNS:
HOUSE OF NEIGHBORLY
SERVICE

By: _____
_____, Mayor

By: _____
House of Neighborly Service

ATTEST:

_____, Town Clerk

STATE OF COLORADO)
) ss.
COUNTY OF _____)

Before me this _____ day of _____, 20____, personally appeared
_____, who acknowledged the above Lease Agreement.

{S E A L}

My commission expires: _____

Notary Public

OPTION TO PURCHASE AND RIGHT OF FIRST OFFER AGREEMENT

THIS AGREEMENT is entered into this ____ day of _____, 2025, by and between the **TOWN OF BERTHOUD, COLORADO**, a Colorado municipal corporation whose address is 807 Mountain Avenue, Berthoud, Colorado (herein called “Town”) and **HOUSE OF NEIGHBORLY SERVICE**, a Colorado nonprofit whose address is 1511 East 11th Street, Loveland, Colorado (herein called “HNS”).

Town is the owner of property situated in the Town of Berthoud, County of Larimer, State of Colorado, described as 270 Mountain Avenue, Berthoud Colorado. For purposes of this Agreement, the approximately 19,000 square feet of interior space in the north portion of the building located on said property is hereafter referred to as the “Premises”.

The Parties anticipate that HNS will lease the Premises under the terms of a separate agreement (Lease Agreement). At the time of the execution of this Agreement, the Premises are a portion of 270 Mountain Avenue, Berthoud, CO (Larimer County) which legal description is:

[Insert Legal Description]

In consideration of the mutual promises contained herein and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

1. Town shall use best efforts to subdivide the existing lot in order to create of the Premises a legal and legally marketable commercial condominium lot (herein called “New Unit”).
2. Trigger Event. The creation of the New Unit or the issuance of a certificate of occupancy of the Premises, whichever is later, shall create for the benefit of HNS an option and right to purchase the New Unit.
3. Terms of the Option to Purchase. HNS shall have the right to purchase the New Unit with the following conditions:
 - (a) If HNS exercises the option within five years of the Trigger Event, the purchase price shall be \$215,000. After Year 5, and every five years thereafter, Town may set a new sale price; and
 - (b) The sale price shall not be offset by costs of any improvements or other investments or fees paid by HNS; and
 - (c) Because HNS will have been the tenant under the Lease Agreement and in control of the Premises prior to the sale of the New Unit, the New Unit shall be sold to HNS “as-is;” and

- (d) At the time HNS exercises the option, the Parties shall negotiate a contract for the sale of the New Unit in good faith. The Parties shall be entitled to the rights, obligations and benefits under the Colorado Real Estate Commission's Contract to Buy and Sell Real Estate (Commercial) in effect at the time HNS exercises the option, as modified by and subject to the standard provisions of contracts with Colorado governmental entities, including but not limited to non-appropriation, approval by the governing body required for binding agreement, and non-waiver of the Colorado Governmental Immunity Act; and
- (e) In consideration of the investments that HNS will make to the Premises, no option fee will be due; and
- (f) The Option may not be assigned or transferred without the agreement of the Parties.
4. Execution of Option to Purchase. In order to exercise the Option, HNS shall give written notice to Town at 807 Mountain Avenue, Berthoud, CO 80513 or at such other places as may be designated by Town.
5. Common Interest Ownership Association. New Unit may be a member of and subject to a common interest ownership association. By signing this Agreement, HNS acknowledges that the New Unit may be subject to covenants, rules, regulations and/or other restrictions and obligations of a common interest ownership community. HNS herein agrees to any such restrictions and obligations that may be associated with common interest ownership, including paying Common Area Maintenance (CAM) expenses, dues or other charges.
6. If, after purchase, HNS desires to sell the New Unit, Town shall have a Right of First Offer ("ROFO") to purchase the New Unit with the following conditions:
- (a) [insert the price or formula for calculating the price]; and
 - (b) HNS shall notify Town in writing of its intent to sell the New Unit before offering it to any other prospective buyers; and
 - (c) [If no price or formula is set in (a)] The notice must include the price, terms, and conditions desired by HNS; and
 - (d) Town shall have 60 days from receipt of the notice to make an offer to purchase the New Unit;
 - (e) HNS shall have 45 days from receipt of the Town's offer to accept or reject it. During this period, the Parties shall negotiate in good faith to agree to a sale of the property to Town; and

- (f) Upon reaching an agreement, the Parties shall in good faith negotiate and execute a contract for the sale of the New Unit. The Parties shall be entitled to the rights, obligations and benefits under the Colorado Real Estate Commission's Contract to Buy and Sell Real Estate (Commercial) in effect at the time Town exercises its ROFO, as modified by and subject to the standard provisions of contracts with Colorado governmental entities, including but not limited to non-appropriation, approval by the governing body required for binding agreement, and non-waiver of the Colorado Governmental Immunity Act; and
 - (g) If Town declines or does not timely respond to the ROFO or the Parties do not reach agreement for the sale of the New Unit to Town, HNS may offer the New Unit to third Parties, but at terms no more favorable to the buyer than those which Town offered; and
 - (h) If HNS violates the provisions of this Paragraph 5, the remedy shall be specific performance. In the event that HNS sells the New Unit without first offering the Town the right of first offer as stipulated herein, any such contract for sale shall be void and the sale shall be reversed; and
 - (i) This ROFO may not be assigned nor transferred without the signed agreement of Town; and
 - (j) This ROFO has no expiration.
7. Colorado Governmental Immunity Act ("CGIA"). Nothing herein is intended as, nor shall it be construed as, a waiver by Town of the privileges and immunities afforded Town pursuant to the CGIA, Colorado Revised Statutes section 24-10-101, et seq., as it may be amended from time to time.
8. Attorneys' Fees. In case suit should be brought under the terms of this Agreement, the prevailing party shall be entitled to all costs incurred in connection with such action, including reasonable attorneys' fee.
9. Notices. Any notice which either party may, or is required to give, shall be given by mailing same, postage prepaid, to HNS at the Premises, or Town at the address shown above, or at such other places as may be designated by the Parties from time to time.
10. Heirs, Assigns, Successors. This Agreement is binding upon and inures to the benefit of the heirs, assigns, and successors in interest to the Parties.

11. Revocation. Town may revoke the Purchase Option under this Agreement upon an Event of Default under the terms of the Lease Agreement, at the end of the Term of the Lease Agreement or at any other time the Lease Agreement is terminated.

12. Termination. This Agreement may be terminated by agreement of the Parties.

13. Entire Agreement. The foregoing constitutes the entire agreement between the Parties. The Parties may enter into additional agreements related to the Premises. Any such agreement does not affect this Agreement, unless specified herein or in such additional agreement.

14. This Agreement may only be modified in a writing signed by both Parties, and approved by the Berthoud Town Board of Trustees.

END OF AGREEMENT

[signature page to follow]

TOWN:
TOWN OF BERTHOUD

HNS:
HOUSE OF NEIGHBORLY
SERVICE

By: _____
_____, Mayor

By: _____
House of Neighborly Service

ATTEST:

_____, Town Clerk

STATE OF COLORADO)
) ss.
COUNTY OF _____)

Before me this _____ day of _____, 20____, personally appeared
_____, who acknowledged the above _____ Agreement.

{S E A L}

My commission expires: _____

Notary Public

BOARD OF TRUSTEES INFORMATION

COMMUNITY DEVELOPMENT DEPARTMENT



Meeting Date:	September 23, 2025
Agenda Title/Subject:	Ordinance 1362 (Series 2025) Public Hearing to present proposed amendments to the Mountain Avenue Overlay District, amending Chapter 30, Section 3-115 of the Berthoud Municipal Code
Type of Item:	Public Hearing
Purpose:	Presentation of the Planning Commission recommendation of approval to the Board of Trustees of an amendment to repeal and replace Section 30-3-115, Mountain Avenue Overlay District of Chapter 30 of the Berthoud Municipal Code
Presented by:	Anne Johnson, Community Development Director

ATTACHMENTS:

- Ordinance 1362 (2025)
- Code Amendments in redline format, Section 3, Mountain Avenue Overlay District
- Code Amendments in clean format, Section 3, Mountain Avenue Overlay District
- Public Notice
- Planning Commission Minutes

MOUNTAIN AVENUE OVERLAY DISTRICT BACKGROUND

In 2019, the Town Trustees adopted the Mountain Avenue Overlay District with the goal of protecting and enhancing the existing historic context of downtown while guiding the general character of Mountain Avenue, the Town's Main Street. Staff and Trustees toured the Downtown Commercial and Residential Conversion Districts in February 2025 and determined that the majority of the Neighborhood Conversion District had already been converted to commercial uses. Therefore, integrating the Residential Conversion District into the Downtown Commercial District was a logical step in managing the future development of downtown Berthoud.

The Code presentation before you includes minor clean-up work to refine the boundary between the Downtown Commercial and Residential Conversion Districts. Planning Commissioners requested further information at their July 10, 2025 meeting regarding this subject. Following this request, staff and Planning Commission members participated in walking tours of the Mountain Avenue Overlay character districts (Downtown Commercial and Residential Conversion). Town Trustees also toured the Downtown area in February, 2025.

UPDATE/NEXT STEPS:

The Planning Commission's recommendation of approval was presented to the Town Board of Trustees for consideration at first reading on September 9, 2025 and will be presented at a second reading on September 23, 2025.

FISCAL IMPACT AND FUND SOURCE:

There is no negative fiscal impact to the Town in amending the Town Development Code, Chapter 30 of the Municipal Code to amend the Mountain Avenue Overlay District standards.

COMMUNITY TOUCHSTONES:

Consideration of the amendment request does not negatively impact community touchstones. Consideration of approval of the request does provide support for enhancing community identity, provides support to strengthen the Town's sustainability and resiliency goals and affords the community with a transparent set of standards to know what the expectations are for developing and redeveloping within the Mountain Avenue Overlay District.

RECOMMENDED ACTION(S):

Planning Commission recommends the Town Board find the changes to the district boundaries between the Residential Conversation and Downtown Commercial Districts be approved for the rationale found in the Ordinance with all attached Appendices, the draft Planning Commission minutes and this memo.

**TOWN OF BERTHOUD ORDINANCE
NUMBER 1362 (2025)**

**AN ORDINANCE TO REPEAL AND REPLACE BERTHOUD MUNICIPAL CODE SECTION
30-3-115 REGARDING THE MOUNTAIN AVENUE OVERLAY DISTRICT**

WHEREAS, the Town of Berthoud is a municipal corporation possessing all powers granted to a statutory town by Title 31 of the Colorado Revised Statutes; and

WHEREAS, the Town amends the Municipal Code when necessary for clarification and to keep current with best management practices as well as the changing nature of the community; and

WHEREAS, the Town adopted the Mountain Avenue Overlay District in 2019. Staff and Trustees toured the District in February 2025. Staff and Planning Commission toured the District in July, 2025. Results of the tour indicated expanding the Downtown Commercial District into a portion of the Residential Conversion District is appropriate as the majority of the properties have already been converted to commercial uses; and

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN BOARD OF TRUSTEES OF THE TOWN OF BERTHOUD, COLORADO:

Section 1. The attached Exhibit A contains a redline version of Section 30-3-115 and shall be repealed and replaced in its entirety reflective of Exhibit B which is a clean version of Section 30-3-115.

Section 2. Interpretation: This Ordinance shall be so interpreted and construed to effectuate its general purpose.

Section 3. Effective Date: The provisions of this Ordinance shall take effect thirty (30) days following the date of public hearing to adopt Ordinance 1362 (2025).

[INTENTIONALLY LEFT BLANK]

INTRODUCED, READ, AND APPROVED on first reading this 9th day of September, 2025.

TOWN OF BERTHOUD

By _____

William Karspeck, Mayor

ATTEST:

By: _____

Christian Samora, Town Clerk

INTRODUCED, READ, ADOPTED, AND APPROVED on second reading this 23rd day of September, 2025.

TOWN OF BERTHOUD

By _____

William Karspeck, Mayor

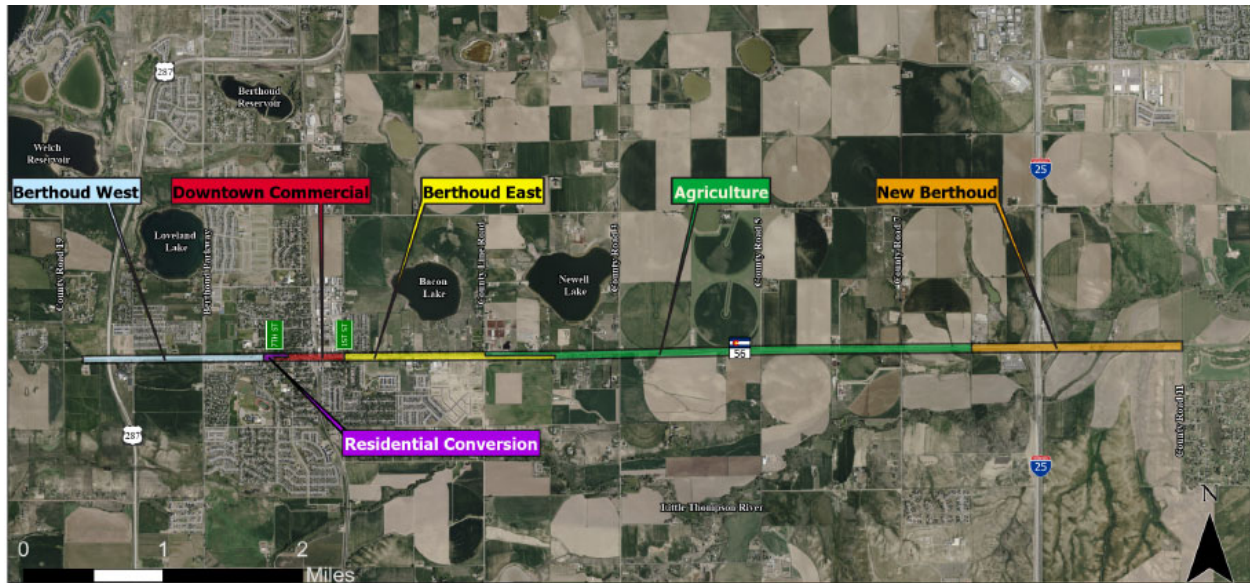
ATTEST:

By: _____

Christian Samora, Town Clerk

30-3-115 Mountain Avenue Overlay District

1. *Intent:* The Mountain Avenue Overlay District is a corridor focused on protecting and enhancing the existing historical districts and directing the general character of new development and redevelopment along Mountain Avenue/Highway 56. The overlay district defines and emphasizes unique character districts along the corridor and sets specific guidelines as to architecture, site planning, parking, urban design and streetscapes within this area. The underlying zoning remains, and but specific design, architecture and setback requirements are governed by the overlay district.
2. *Applicability/Boundaries:*
 - a. *Boundary of Mountain Avenue Overlay District.* The boundary of this Mountain Avenue Overlay District (herein referred to as the "Mountain Avenue Overlay District") shall be the area so labeled and depicted in the map below, and as approved in the official zoning map, which is incorporated herein by reference; which generally extends along HWY 56 and is applicable to all properties within 150 feet of the centerline of Hwy 56, Larimer County Road 8, and Weld County Road 44 within Town Limits.



- b. *Applicability.* All of the regulations and requirements of this Section shall fully apply when any of the following occur (the property must be brought into full compliance with this Article when any of the following occur):
 1. Construction of any new Structure.
 2. Parking area reconfiguration (repair and restriping of existing parking lot is exempt).
 3. Structural Alterations. Any structural alteration shall follow the Mountain Avenue Overlay District regulations as follows:
 - i. *Exterior Walls.* When any change is made to the façade or an exterior wall of an existing structure, all of the façade visible from Mountain Avenue, shall be brought into full compliance with the Mountain Avenue Overlay District found herein.
 - ii. *Addition(s):* Any addition must be in full compliance with the Mountain Avenue Overlay.

4. See [the Section on Signs in this Mountain Avenue Overlay District regulations as well as the separate Section on Signs in this Chapter](#)~~Section 7 Signs.~~
5. Change of Use. Any change of use will require compliance with applicable standards of the Mountain Avenue Overlay [District](#).
- c. *Exemptions:*
 1. General property maintenance and/or general property repair, such as roof repairs, interior remodels and repair, paint, and any other non-structural repair, or;
 2. The maintenance, repair, upgrading or replacement of any water, sewer, HVAC, or electrical facilities will not trigger a requirement that such property or structure be brought into compliance with the Mountain Avenue Overlay District.
 3. Existing single-family homes are exempt from the requirements of this overlay and shall follow the development standards of the underlying zoning district.
- d. *Legal Non-conformities.*
 1. Except as provided in this District to the contrary; all nonconforming uses, nonconforming structures and nonconforming lots, shall be governed by [the Section regarding Nonconformities in this Chapter](#)~~Section 30-3-107.~~
3. *Overlay Requirements—Character Districts.* The 7.75-mile corridor passes through several distinct environments, each with a unique and definable character that separate them from other places along the corridor. These districts are often defined by architecture, land uses, scale, density, streetscapes, and landscaping. This Overlay protects and enhances the character of each district.
 - A. *Berthoud West Character District.* This is a largely undeveloped district with views of the Rocky Mountains, and in close proximity to downtown and Highway 287. This area is envisioned as a vibrant walkable commercial district with opportunities for shopping, employment and other services. Though this district is in close proximity to the town core, it will build on the unique characteristics of downtown, but not replicate it.
 1. *District Extent:* This district extends approximately 800 feet west of Hwy 287 and east to 8th Street. [Refer to the Mountain Avenue Overlay District map found in this Section.](#) ~~The parcels that are located within this district are highlighted in the map below.~~

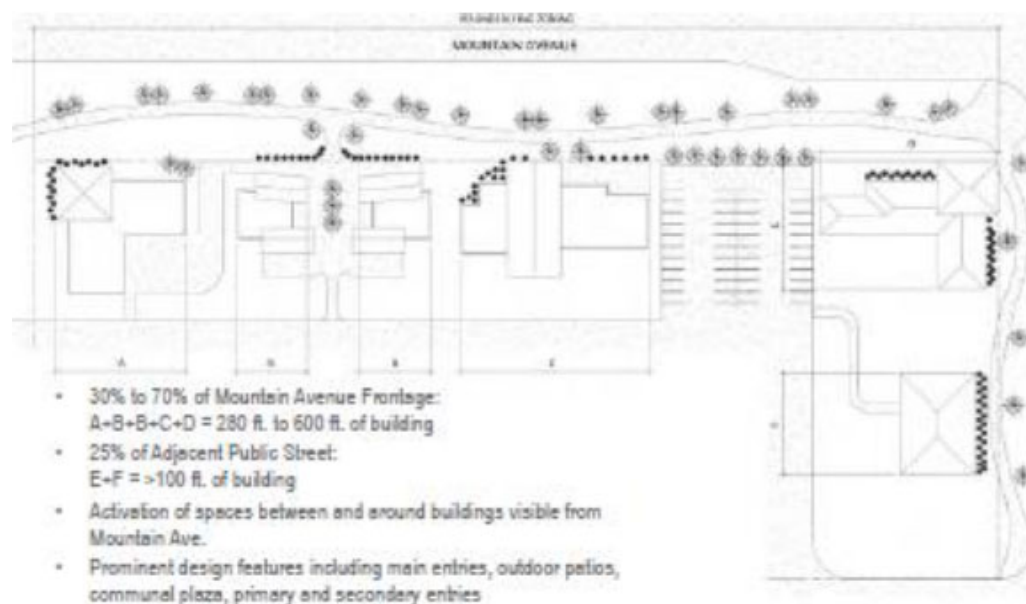


2. *Architecture:*

Intent: As primarily a commuter route with limited business access, high vehicular speeds have been the norm, but are expected to be reduced with development to encourage pedestrians and cyclists. Building location and entry orientation will also play a key role in enhancing the patron's experience.

- a. *Building Façades.* Buildings'-façades along Mountain Avenue shall extend along a minimum of 35 percent but not more than 75 percent of the total property frontage and be built to the required setback line with minor variations for façade-articulation.

Figure 3.8: Building Frontage Requirements



- b. *Overall Building Location and Placement of Key Features.*
 - i. *Configuration:* Configuration and placement of buildings shall give intentional shape and layout to adjacent exterior gathering spaces and pedestrian/bicycle connections, while being site-specific in response to landscape and hardscape features. "Cookie-cutter" flat-façade buildings that lack articulation and site-specific features will not be allowed. Building placement should follow the principles in Figure 3.9 below.
 - ii. *Site Planning:* Modern site planning principles include efforts to combine the infrastructure required to develop from building to building or lot to lot. Sharing infrastructure such as detention, parking, internal pedestrian spaces are strongly encouraged.
 - iii. *Staggered Setbacks and Heights:* A variation in building placement by staggering setbacks as well a variation in building heights is required for any multi-tenant site plan or Master Plan.
 - iv. *Limited Access:* Limited access directly from Mountain Avenue allows for long stretches of uninterrupted streetscapes, improves traffic flow on Mountain Ave, and increases the need for automobile access to developments from cross-streets and back streets.

Figure 3.9: Building Placement Example



c. *Exterior Activation.*

- i. *Requirement for Exterior Activation:* Each building/site plan property must possess at least one of the following locating the features so they are readily-visible to and from Mountain Avenue to ensure a strong visual connection: outdoor patios, primary and secondary entries, canopies and other features help "activate" a development.
- ii. *Screening:* Three-dimensional building elements to act as screening for service type accessories including roof- and ground-mounted HVAC equipment, electrical/gas meters, loading docks/service entries, etc. These service equipment components shall not be visible from the public R.O.W. or from adjacent properties/uses.

d. *Massing and Articulation.*

- i. *Compatibility and Configuration:* A building's three-dimensional configuration plays a significant role in determining the impact it will have on the surrounding environment. The proposed building shall be designed to be compatible with other structures in the surrounding vicinity in size, scale and character. Building mass shall be well-proportioned and organized to define various horizontal and vertical

elements while clearly expressing the internal function of the building. See Figure 3.10.

- ii. *Multiple Buildings:* Multiple buildings in a common commercial development shall be consistent in architectural form/detailing, materials, roof styles and colors to achieve a harmonious design vocabulary and continuity within itself.
- iii. *Multi-tenant buildings/Buildings over 60 Feet Long:* Large retail buildings shall be broken down into a series of complementary forms with a clearly defined pattern. Blend larger flat roof areas with smaller pitched roof elements that denote key functions such as entries or primary window groupings. Horizontal step backs of the ~~façade~~façade shall be significant in relation to the overall length and scale of the building. For instance, a 60 feet long building should have two to three primary massing elements with at least four feet to six feet of grade plane changes (i.e. eight to ten percent of the overall length). Screening elements for items such as ground-mounted or roof-mounted mechanical equipment shall be integrated into the building design and not appear as an after-thought. Creating large expanses of windows with a branded display wall in close proximity to the glass so that it is readily visible from the exterior is not permitted.

Figure 3.10: Four-Sided Architecture Example



e. *Materials and Colors.*

- i. *Exterior Materials:* ~~façade~~façade materials shall be high-quality, durable products such as brick, stone or decorative precast concrete. The primary building skin shall be a high-quality, aesthetically pleasing, durable material such as brick, natural stone, manufactured stone, especially at the base of the building that is susceptible to damage by maintenance equipment such as plows, shovels, mowers, etc.
- ii. *Primary Material:* The primary material shall constitute at least 65 percent of the total wall area for the front and side ~~façades~~façades visible from Mountain Avenue and at least 50 percent for the rear ~~façade~~façade; excluding the glazing area of the façade.
- iii. *Glazing:* Exterior glazing shall be high-performance clear glass (not tinted or reflective) with a low-E coating and visible light transmittance (Tvis) of 60 percent or higher. Use of opaque/spandrel glass to simulate ground-level vision windows is discouraged. Creating large expanses of windows

with a branded display wall in close proximity to the glass so that it is readily visible from the exterior is not permitted.

- iv. *Secondary façade materials:* may include cement-based stucco, hardboard siding or decorative metal panels with concealed fasteners and low-gloss finish.

Figure 3.11: Façade Examples

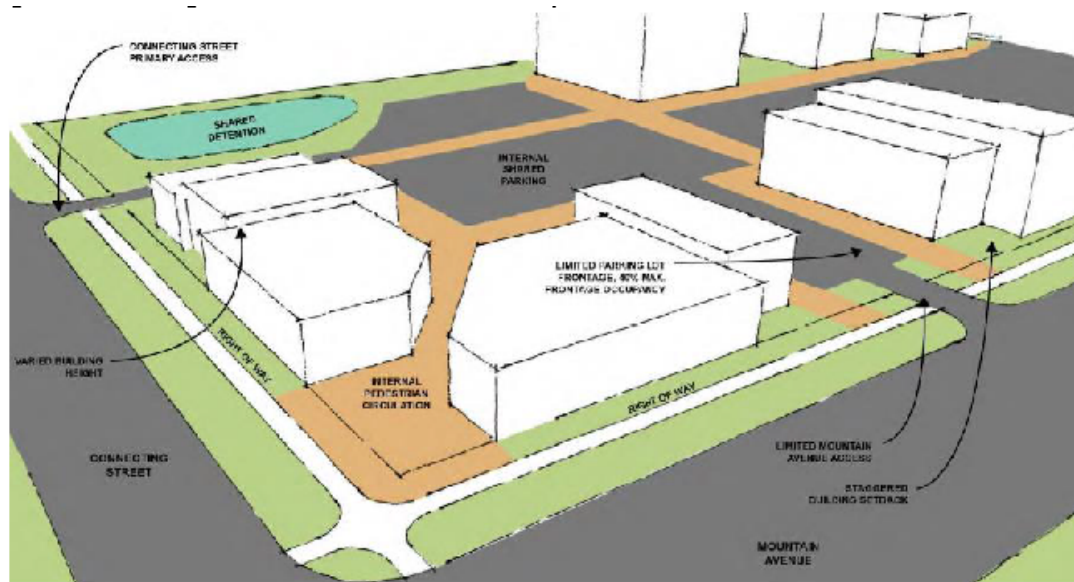


- v. *Screening elements:* such as site walls for parking lots and trash enclosures shall be of the same high-quality durable material as the primary building skin.
- vi. *Primary Façade Colors:* Primary building façade colors shall be non-reflective, muted neutral or earth tones with only small "pops" of bright, higher intensity colors. High-gloss, metallic finishes or fluorescent colors are not allowed.

3. *Parking:*

- a. *Parking:* On-street diagonal parking is proposed on Gateway Park Blvd within the proposed village center. To reduce its visual presence on Mountain Avenue, required parking shall be located behind and between buildings. Required parking areas shall not occupy more than 40 percent of the Mountain Avenue frontage and must not be forward of any building or structure. In addition, such parking areas shall be screened by a landscape hedge, wrought iron fence, or wall as detailed in Table 3.4.
- b. ~~Drive Thru~~ *Drive through Areas:* Restaurant and bank drive-through areas shall be oriented away from Mountain Avenue and shall only be accessed by a rear access drive, with no visible drive-through areas fronting Mountain Avenue, as described in Table 3.4.
- c. *Shared Parking:* New off-street parking lots should be shared to reduce the overall footprint of paved parking areas and be tucked behind and between buildings to minimize their visual presence.

Figure 3.12: Parking and Pedestrian Circulation Examples



4. *Signage:*

[Refer to the Sign Section in this Chapter Section 7 Signs](#) for specific signage requirements.

Table 3.4 Berthoud West Character District Dimensional Standards

Mountain Avenue Development Criteria		
Description		Berthoud West
	Density and Lot Coverage	Per Underlying Zoning
A	Building Height ⁵	Maximum: 3 Stories (40 feet)
B	Minimum Lot Width	Per Underlying Zoning
	Building Orientation	Parallel to Front lot line
Building Setbacks		
C	Mountain Ave / Highway 56 ^{6,7}	14 ft. min, 20 ft. max
D	Secondary or side street	20 ft. min ⁸
E	Side yard (3 stories)	10 ft. min
E	Side yard (2 Stories)	Per Underlying Zoning
E	Side yard (1 Story)	Per Underlying Zoning
F	Rear	Per Underlying Zoning
G	Rear Alley	Per Underlying Zoning
Off-Street Parking and Driveway Setbacks		
H	Mountain Ave / Highway 56 ⁹	20 ft min. or 5 ft greater than building setback, whichever is greater
I	Secondary or side street	20 ft. min
J	Side yard	5 ft. min 0 ft. if shared
K	Rear	5 ft. min 0 ft. if shared
	Max parking and driveway frontage ⁴	40% of lot frontage
Mountain Avenue ROW Encroachments		
	Outdoor dining areas and display areas	0 ft.
	Awnings	0 ft.
	Balconies	0 ft.

	Bay windows and building projections	0 ft.
	Building eaves	0 ft.
	Patio cover roof	0 ft.

Notes:

1. The ground floor front façade may be recessed/setback to accommodate outdoor dining and or display areas, and such areas shall have a zero-foot setback.
2. A six-foot minimum unobstructed clear zone shall be provided within the ROW around outdoor dining areas for pedestrian circulation.
3. Balconies, bay windows, and other building projections extending in and to the public ROW shall provide a ten-foot minimum vertical clearance above the sidewalk elevation or finished grade.
4. Off street parking areas and driveways fronting Mtn Avenue/Hwy 56 and/or secondary side streets shall be screened from view from the Public ROW. Screening shall be three feet min. in height and shall be accomplished with berms, low walls, plantings, etc. Wall materials shall match materials used on the associated building. Wood fences are not allowed.
5. Small tower elements and roof forms/parapet walls associated with primary building areas may exceed the maximum building height by 15 percent.
6. Permanent features such as steps, ramps, landings, and uncovered porches shall not extend more than 40 percent into the required setback.
7. Front setbacks abutting Mountain Avenue/HWY 56 shall be measured from the edge of the ROW.
8. Zero-foot setbacks are allowed for buildings fronting Gateway Park Blvd located at the proposed village center.
9. Drive-through windows shall not be oriented towards Mountain Avenue and shall be located only at the rear of the building, and not fronting Mountain Avenue/HWY 56.

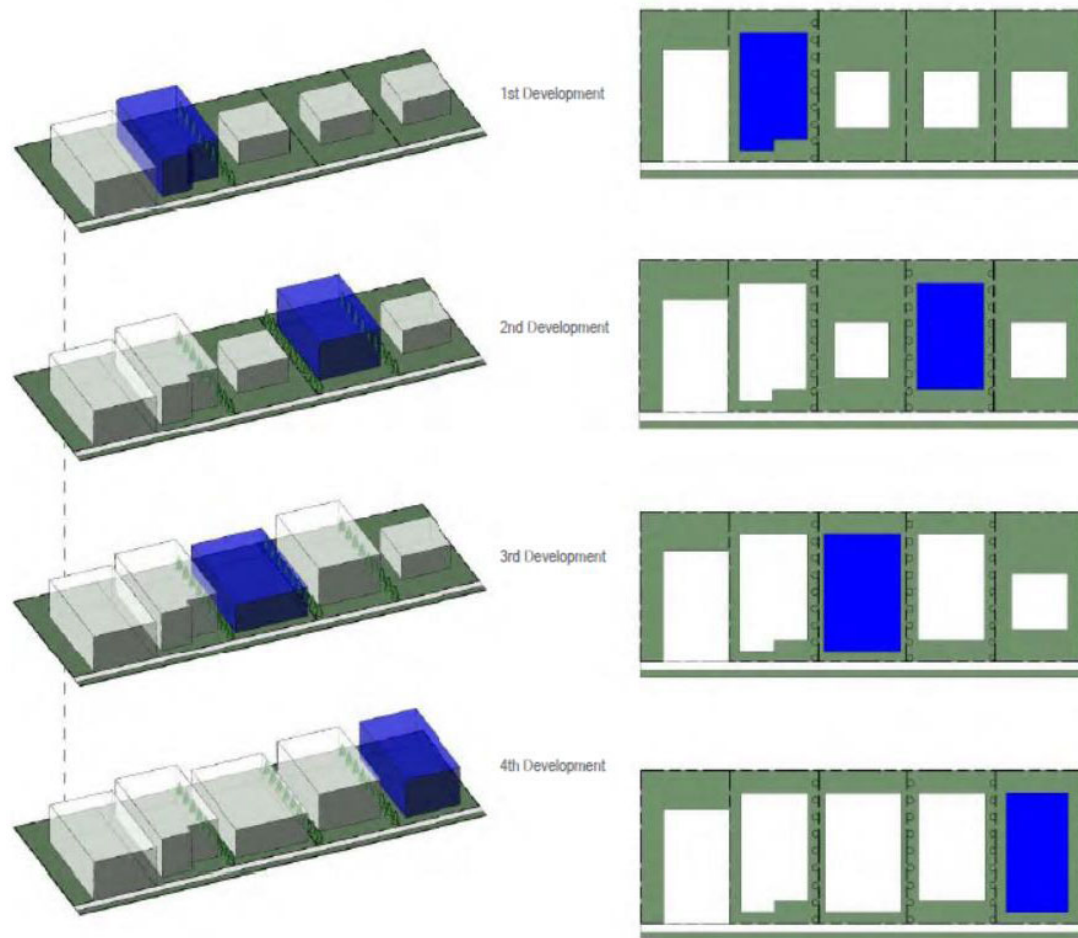
B. *Residential Conversion District.* This district is characterized by charming older homes occupied by businesses and commercial uses. Majestic street trees create a seemingly continuous canopy over Mountain Avenue, and expanded green spaces surrounding the homes and detached walks with tree lawns create a walkable neighborhood.

1. *District Extents:* The Residential Conversion character district extends along Mountain Avenue between 8th Street and 7th Street on the south side of Mountain Avenue. The Residential Conversion character district extends along Mountain Avenue between 8th Street and the western half of the block between 5th and 6th Streets. 5th Street in the downtown area. Refer to the Mountain Avenue Overlay District map found in this Section. The parcels that are located within this district are highlighted in the map below.



2. *Preservation of Historic Homes and Context:*
 - i. Additions should be located to the side and/or rear of the house and should be consistent with the scale of the original home. Side additions should be setback from the front face enough to allow the profile of the original structure to be clear and obvious.
 - ii. When converting a single-family house to a new use, original location and character of the front porch/ stoop shall be maintained.
 - iii. Providing handicapped accessibility to existing historic homes that typically have elevated stoops and porches must maintain the integrity of the original historic structure.
3. *Building Setbacks:* Building setbacks within the Residential Conversion District will need to maintain a portion of the typically large front lawn space of original historic homes, while allowing for the transition to smaller front and side yard lot line necessary for newer developments. Building Setbacks must follow Figure 3.13 below.

Figure 3.13: Special Residential Conversion District Infill Setback Examples



The diagram above shows the progression of new development adjacent to existing residential structures and how, over time, the block can infill with a higher density while respecting the residential character that currently exists.

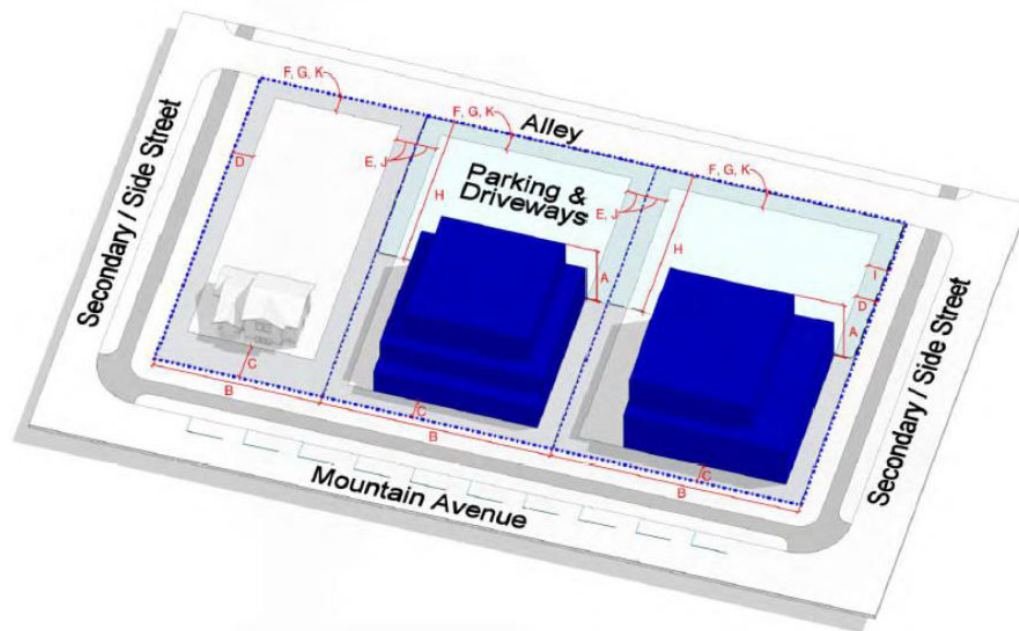
4. *Architectural Guidelines For New Construction:*

- i. General proportions should be consistent with adjacent structures, including similar floor-to-floor heights and solid-to-void ratios.
- ii. Divide larger structures into smaller components that more closely mimic the traditional single-family home dimensions. These series of smaller components should not be more than 25 feet to 30 feet wide and be expressed in wall panel changes of at least eight feet; as well as material changes.
- iii. Although plate-lines/roofs on new construction will be taller, they should be consistent in form and character. This can be accomplished by blending predominately flat roof areas over larger expanses with sloped roof elements at key accent locations such as entries and highly-visible corners.
- iv. Step down stories and rooflines from back to front and from side to side.
- v. The diversity of architectural styles that currently exists shall be retained to the greatest extent possible.
- vi. New buildings shall be oriented parallel to their lot lines with the primary entry integrated into a porch or portico design element facing Mountain Avenue.

5. *Parking:*

- a. *Parking:* Required parking shall be located behind and between buildings. Only 40 percent of required on-site parking may be allowed along Mountain Avenue frontage and shall not be forward of any building or structure. In addition, such parking areas shall be screened by a landscape hedge, wrought iron fence, or wall as detailed in Table 3.5.
- b. *Drive-through Thru Areas:* Restaurant and bank drive-through areas ~~thrus~~ are not permitted.
- c. *Shared Parking:* New off-street parking lots should be shared to reduce the overall footprint of paved parking areas and be tucked behind and between buildings to minimize their visual presence.

Figure 3.14: Parking Location



6. *Signage:* The type, scale and style of signage should be designed to complement the residential character of this district.
 - a. Building mounted, monument signs are preferred; pole signs are prohibited
 - c. See Section 7 Signs for additional signage requirements.

Table 3.5 Residential Conversion Character District Dimensional Standards

Mountain Avenue Development Criteria		
Description		Residential Conversion
Density and Lot Coverage		Per Underlying Zoning
A	Building Height ⁵	Maximum: 3 Stories (40 feet) Minimum: 2 Stories (20 feet)
B	Minimum Lot Width	Per Underlying Zoning
	Building Orientation	Parallel to Front lot line

Building Setbacks		
C	Mountain Ave / Highway 56 ^{6,7}	10 ft. min, 20' max
D	Secondary or side street	10 ft min, 15 ft. max
E	Side yard (3 stories)	10' ft. min
E	Side yard (2 Stories)	5 ft. min
E	Side yard (1 Story)	5 ft. min
F	Rear	Per Underlying Zoning
G	Rear Alley	Per Underlying Zoning
Off-Street Parking and Driveway Setbacks		
H	Mountain Ave / Highway 56 ⁹	Behind building, accessed from alley where possible
I	Secondary or side street	5 ft. min
J	Side yard	0 ft. min
K	Rear	0 ft. min
	Max parking and driveway frontage ⁴	0%
Mountain Avenue ROW Encroachments		
	Outdoor dining areas and display areas	8 ft. max. ²
	Awnings	6 ft. max
	Balconies	4 ft. max ³
	Bay windows and building projections	2 ft. max
	Building eaves	2 ft. max
	Patio cover roof	2 ft. max.

Notes:

1. The ground floor front façade may be recessed/setback to accommodate outdoor dining and or display areas, and such areas shall have a zero-foot setback.
2. A six-foot minimum unobstructed clear zone shall be provided within the ROW around outdoor dining areas for pedestrian circulation.
3. Balconies, bay windows, and other building projections extending in and to the public ROW shall provide a ten-foot minimum vertical clearance above the sidewalk elevation or finished grade.
4. Off street parking areas and driveways fronting Mtn Avenue/Hwy 56 and/or secondary side streets shall be screened from view from the Public ROW. Screening shall be three feet min. in height and shall be accomplished with berms, low walls, plantings, etc. Wall materials shall match materials used on the associated building. Wood fences are not allowed.
5. Small tower elements and roof forms/parapet walls associated with primary building areas may exceed the maximum building height by 15 percent.
6. Permanent features such as steps, ramps, landings, and uncovered porches shall not extend more than 40 percent into the required setback.
7. Front setbacks abutting Mountain Avenue/HWY 56 shall be measured from the edge of the ROW.
8. Zero-foot setbacks are allowed for buildings fronting Gateway Park Blvd located at the proposed village center.
9. Drive-through windows shall not be oriented towards Mountain Avenue and shall be located only at the rear of the building, and not fronting Mountain Avenue/HWY 56.

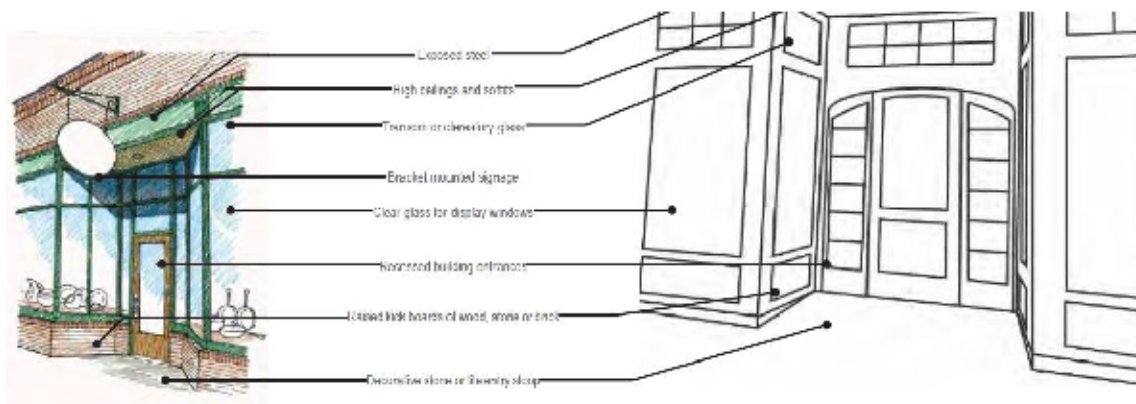
C. *Downtown Commercial Character District.* Berthoud's Downtown District represents a concentration of character and personality, and shapes much of the Town's identity. Its buildings give a sense of history, its businesses and restaurants show the liveliness of the town, and its quirks set it apart from other towns in Northern Colorado.

1. *District Extent:* The Downtown Commercial character district extends along Mountain Avenue between 7th Street and 1st Street on the south side of Mountain Avenue and between the east half of the block between 5th and 6th Street to 1st Street on the north side of Mountain Avenue in the downtown area. Refer to the Mountain Avenue Overlay District map found in this Section



2. *Architectural Guidelines:*
 - a. *Ground level storefronts:* Ground level retail storefronts are indicative of the mercantile economy of historic downtowns of the late 19th and early 20th centuries. They often feature formal, symmetrical ~~façades~~ ^{façades}, large expanses of display windows flush with the building front walls, recessed entrances and decorative glass transoms. Such storefronts should possess the following characteristics as depicted in Figure 3.156 and as described below:
 - i. Retail storefronts create an intimate, pedestrian scale along the street, encouraging residents to slow down, interact and window shop.
 - ii. Primarily glazed, ground level storefronts create a distinction between the public retail ~~façade~~ ^{façade} and the more private areas of the upper levels, often expressed by individual punched window openings.
 - iii. The higher ceilings of historic, ground level retail storefronts have a character not often found in more modern construction.

Figure 3.15: Ground Level Storefront Example

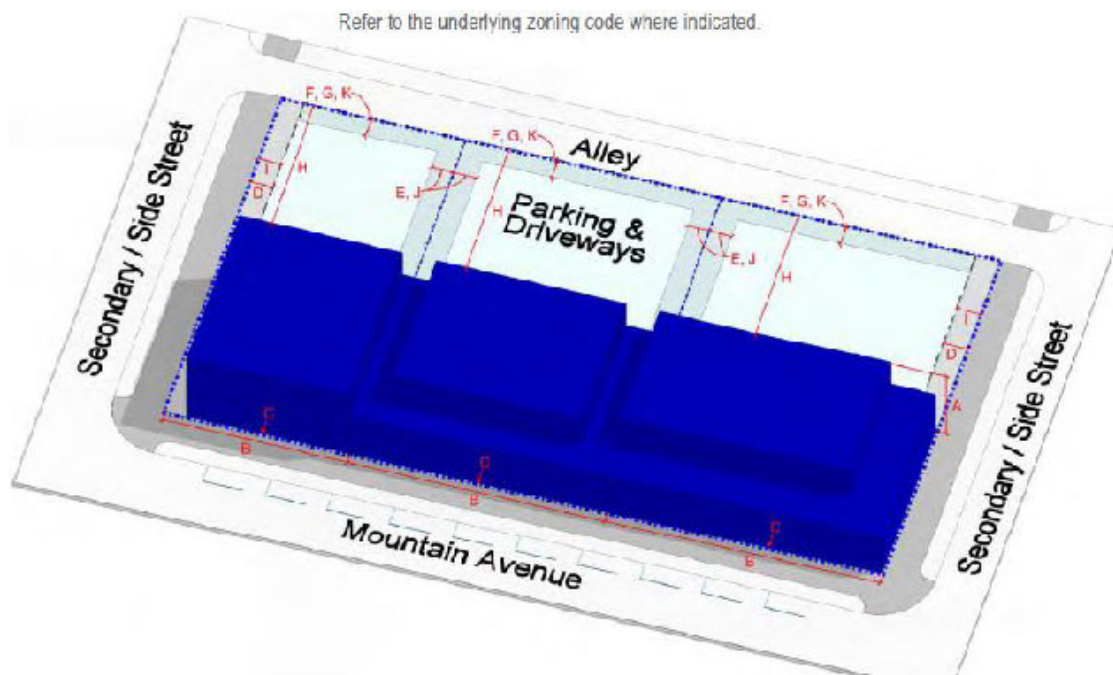


- b. *Infill development/Design:* Communities are encouraging infill development of vacant downtown properties and redevelopment of inappropriate or underutilized buildings to revitalize their historic downtowns. Designed properly, new construction can blend seamlessly with original, historic buildings to create a vibrant downtown environment.
 - i. Maintain natural materials and colors that often utilize local materials and represent the workmanship of local craftsmen. Modern metal siding and other industrial materials are inappropriate as primary ~~façade~~ ~~façade~~ materials in the historic downtown area.
 - ii. New infill development shall not mimic the exact historic designs and details of existing structures but pick up on the rhythm and spacing of elements to be compatible with and complementary to them.
 - iii. Orient building parallel to street and align front ~~façade~~ ~~façade~~ with established sidewalk edge.
 - iv. If a portion of the building must be set back, use traditional urban site features to maintain defined sidewalk edge noted above
 - v. Create a clearly defined front entry recessed at least three feet so out-swinging doors do not project into the perpendicular circulation path
 - vi. Predominate massing at the front property line should be one- or two-stories with setbacks for additional stories
 - vii. Floor-to-floor heights shall appear to be consistent with heights traditionally seen in older adjacent buildings
 - viii. Building Materials: Utilize similar high-quality, durable materials such as brick or stone with only accents of more modern materials
- c. *Building Awnings:* Awnings have been used for centuries to shade the ~~façades~~ ~~façades~~ and display windows of buildings and provide residents with protection from the elements. Awnings also provide a unifying design element to enhance the downtown streetscape and provide opportunities for colorful accents and signage.
 - i. Awnings Encouraged: Awnings are encouraged on all development.
 - ii. Awnings should be consistent with primary building, and color should accent the primary building. On-Street Parking:

3. *Parking and Access:*

- a. On-site parking areas shall be located at the rear of any building as depicted on Figure 3.165.
- b. Curb Cuts: No new curb cuts from Mountain Avenue shall be allowed.
- c. Drive-through Thru Areas: Restaurant and bank drive-through areas are not permitted.
- d. Shared Parking: New off-street parking lots should be shared to reduce the overall footprint of paved parking areas and be tucked behind and between buildings to minimize their visual presence.

Figure 3.16: Parking and Access Examples



4. **Signage:**
 - a. In general, building mounted signs are recommended in this district. This includes wall mounted signs, window signs, and awning signs. The type, scale and style of the signage should be designed to complement the character of this district and the building that the sign is associated with.
 - b. Sidewalk Signs: Please see Section 30-7-110
 - c. Monument signs are prohibited in this district.
 - d. See Section 7 Signs for additional signage requirements.

Table 3.6 Downtown Commercial Character District Dimensional Standards

Mountain Avenue Development Criteria		
Description		Downtown Commercial
	Density and Lot Coverage	Per Underlying Zoning
A	Building Height ⁵	Maximum: 3 Stories (40 feet) Minimum: 2 Stories (20 feet)
B	Minimum Lot Width	Per Underlying Zoning

	Building Orientation	Parallel to Front lot line
Building Setbacks		
C	Mountain Ave / Highway 56 ^{6,7}	0 ft. min, 10 ft. max ¹
D	Secondary or side street	0 ft. min, 10 ft. max ¹
E	Side yard (3 Stories)	0 ft.
E	Side yard (2 Stories)	0 ft.
E	Side yard (1 Story)	0 ft.
F	Rear	Per Underlying Zoning
G	Rear Alley	Per Underlying Zoning
Off-Street Parking and Driveway Setbacks		
H	Mountain Ave / Highway 56 ⁹	Behind building, not accessed from Mountain Avenue
I	Secondary or side street	5 ft. min
J	Side yard	0 ft. min
K	Rear	0 ft. min
	Max parking and driveway frontage ⁴	0%
Mountain Avenue ROW Encroachments		
	Outdoor dining areas and display areas	8 ft. max ²
	Awnings	6 ft. max
	Balconies	4 ft. max ³
	Bay windows and building projections	2 ft. max
	Building eaves	2 ft. max
	Patio cover roof	2 ft. max.

Notes:

1. The ground floor front façade may be recessed/setback to accommodate outdoor dining and or display areas, and such areas shall have a zero-foot setback.
2. A six-foot minimum unobstructed clear zone shall be provided within the ROW around outdoor dining areas for pedestrian circulation.
3. Balconies, bay windows, and other building projections extending in and to the public ROW shall provide a ten-foot minimum vertical clearance above the sidewalk elevation or finished grade.
4. Off street parking areas and driveways fronting Mtn Avenue/Hwy 56 and/or secondary side streets shall be screened from view from the Public ROW. Screening shall be three feet min. in height and shall be accomplished with berms, low walls, plantings, etc. Wall materials shall match materials used on the associated building. Wood fences are not allowed.
5. Small tower elements and roof forms/parapet walls associated with primary building areas may exceed the maximum building height by 15 percent.
6. Permanent features such as steps, ramps, landings, and uncovered porches shall not extend more than 40 percent into the required setback.
7. Front setbacks abutting Mountain Avenue/HWY 56 shall be measured from the edge of the ROW.
8. Zero-foot setbacks are allowed for buildings fronting Gateway Park Blvd located at the proposed village center.
9. Drive-through windows shall not be oriented towards Mountain Avenue and shall be located only at the rear of the building, and not fronting Mountain Avenue/HWY 56.

CD. Berthoud East Character District. A transition district from the rural agrarian areas to the downtown core. The undeveloped land on the south side of Hwy 56 is envisioned as a vibrant walkable residential district with a mixed-use area near the intersection of County Line Road 1 providing opportunities for shopping, dining, employment and other services. Appropriate land use, scale and density transitions from existing residential neighborhoods are critical.

1. *District Extents:* The parcels that are located within this district ~~are highlighted in the map below~~ are found on the Mountain Avenue Overlay District map found in this Section. Generally, the

boundary is described as from 1st Street to County Line Road 1 on the north side of Mountain Avenue/ State Highway 56 and from 1st Street to one – half mile east of County Line Road on the south side of Mountain Avenue/ State Highway 56.

~~North side of Hwy 56 — 1st Street to County Line Road 1.~~

~~South side of Hwy 56 — 1st Street to one-half mile east of County Line Road 1.~~

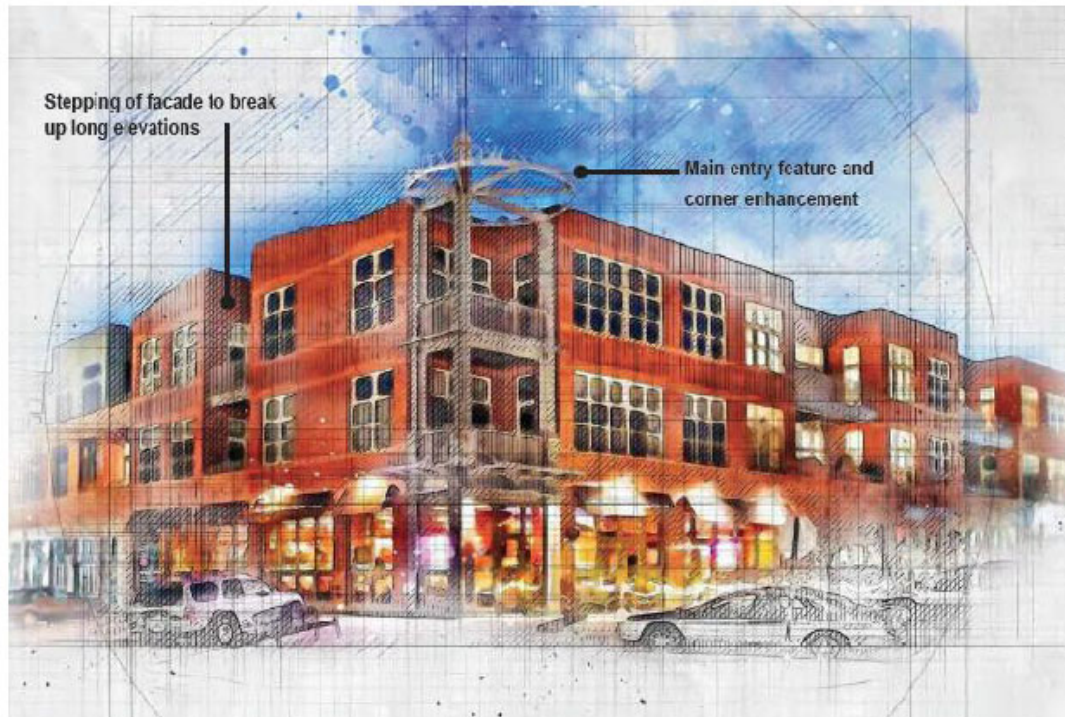


2. *Architectural Guidelines for Berthoud East District:* Similar to the Berthoud West District, the "East District" focuses on building massing and articulation, and to carefully balance economic interests with the public good by ensuring strong pedestrian and bicycle connectivity with the downtown and residential districts to the west.

- a. *Scale and Density Focus.*

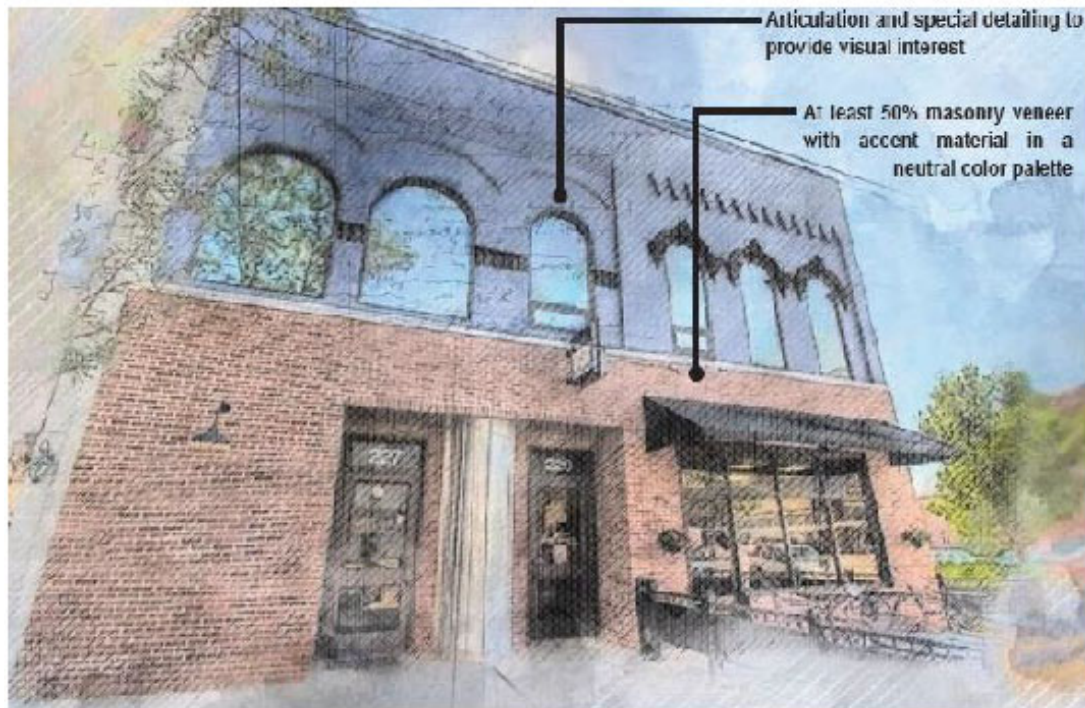
- i. Multi-story, mixed use buildings will be encouraged in the denser mixed-use areas immediately adjacent to Mountain Avenue and then taper off in height, size and intensity of use as development extends further away from the overlay district.
- ii. Long façades shall be broken down into smaller architectural expression through stepping. Stepping can be accomplished in both building elevation and in plan. Third story step-backs provide a gradual scale transition between building heights and opportunities for rooftop patio space.

Figure 3.17: Stepping Examples



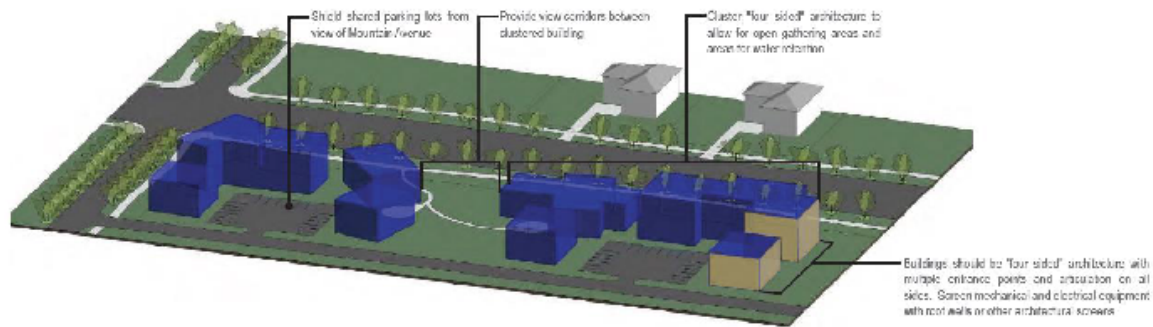
- b. *Building Materiality.* Buildings are meant to convey a sense of permanence and vitality with the use of appropriate materials reinforcing this goal. Materials should be predominantly brick, stone and architectural concrete with accents of wood, stucco or metal wall panels. Variation in materiality is encouraged but should be limited to a maximum of four materiality changes over the total building façade.
- i. Recommended percentage of material variation is as follows:
50 percent to 60 percent — Masonry veneer (brick or stone), architectural concrete
 - ii. Up to three accent materials required:
15 percent to 20 percent — Accent material 'A' (wood, stucco or metal wall panel)
15 percent to 20 percent — Accent material 'B' (wood, stucco or metal wall panel)
15 percent to 20 percent — Accent material 'C' (wood, stucco or metal wall panel)
 - iii. Articulation and special detailing that provides visual interest and breaks up large expanses of a single building material is supported.
 - iv. Color: Color palettes should be primarily of neutral tones with pops of accent color. Accent color and location are to be reviewed and approved with the Site Plan approval process.

Figure 3.18: Materiality Examples



- c. *Balancing Developed Spaces:* Shaping multiple buildings into dense clusters of development, formed around pedestrian and bicycle pathways while leaving reasonable expanses of open areas, will provide view corridors from Mountain Avenue and allow space for water retention.
 - i. Buildings shall define a strong street edge with upper floor step back and architectural embellishments at corners and main entry features.
 - ii. Buildings shall be oriented on front edge of setback to Mountain Avenue to allow parking in the rear. This provides for a more aesthetic streetscape by screening parking from Mountain Avenue.
 - iii. Provide "four-sided" architecture with multiple entrance points or articulation and mechanical and electrical equipment screening. All mechanical equipment is to be screened from views from across the street and/or middle of intersections or adjacent properties, whichever is further.

Figure 3.19: Four Sided Architecture



d. *Materials and Colors.*

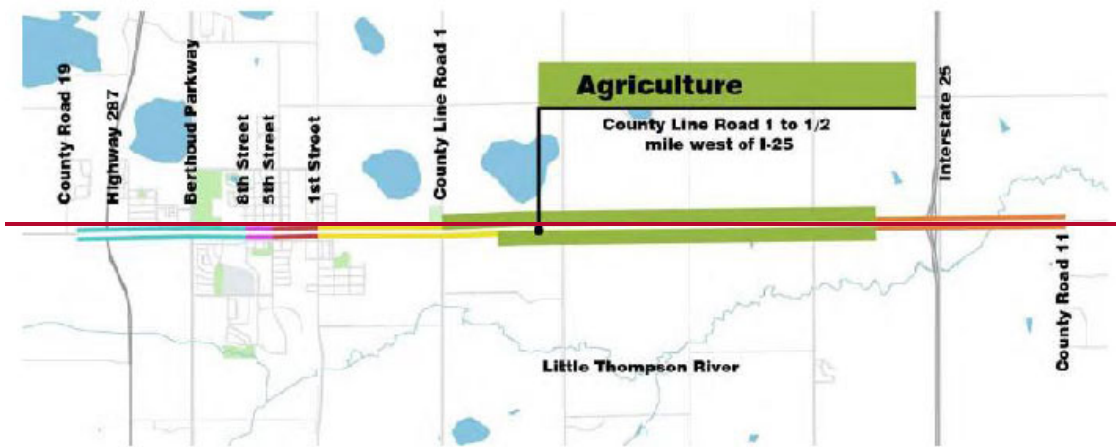
- i. Exterior ~~façade~~~~façade~~ materials shall be high-quality, durable products such as brick, stone or decorative precast concrete.
- ii. The primary building ~~façade~~~~façade~~ shall be of high-quality durable materials such as brick/stone veneer or decorative precast concrete, especially at the base of the building that is susceptible to damage by maintenance equipment such as plows, shovels, mowers, etc.
- iii. The primary material shall constitute at least 70 percent of the total wall area for the front and side ~~façades~~~~façades~~ visible from Mountain Avenue and at least 50 percent for the rear ~~façade~~~~façade~~; excluding glass.
- iv. Exterior glazing shall be high-performance clear glass (not tinted or reflective) with a low-E coating and visible light transmittance (Tvis) of 60 percent or higher. Use of opaque/spandrel glass to simulate ground-level vision windows is discouraged. Creating large expanses of windows with a branded display wall in close proximity to the glass so that it is readily visible from the exterior is not permitted.
- v. Secondary ~~façade~~~~façade~~ materials can include cement-based stucco, hardboard siding or decorative metal panels with concealed fasteners.
- vi. Screening elements such as site walls for parking lots and trash enclosures shall be of the same high-quality durable material as the primary building skin.
- vii. Primary building ~~façade~~~~façade~~ colors shall be non-reflective, muted neutral or earth tones with only small "pops" of bright, higher intensity colors. Metallic or fluorescent colors are not allowed. ~~Trademark colors specific to a corporate brand shall only be permitted on building signage subject to the sign code.~~

3. *Parking:*

- a. *Parking:* Required parking shall be located behind and between buildings. Only 40 percent of required on-site parking may be allowed along Mountain Avenue frontage and shall not be forward of any building or structure. In addition, such parking areas shall be screened by a landscape hedge, wrought iron fence, or wall as detailed in Table 3.5.
- b. *Drive-through~~Thru~~ Areas:* Restaurant and bank ~~drive through areas~~~~thrus~~ are not permitted.
- c. *Shared Parking:* New off-street parking lots should be shared to reduce the overall footprint of paved parking areas and be tucked behind and between buildings to minimize their visual presence.

4. *Signage:*
- Building mounted signs and ground mounted monument signs with horizontal massing are preferred.
 - See Section 7 Signs for additional signage requirements.
- E. *Agricultural Character District.* Farms, big skies, distant views, and scattered farmsteads provide a pleasant separation between Interstate 25 and the Town which adds to Berthoud's small-town appeal. The primary goal of this district is to retain the rural and agrarian character and to protect the iconic views to the Rocky Mountains.
1. *District Extents:* The Agriculture Character District extents vary on the north and south frontages. Refer to the Mountain Avenue Overlay District map found in this Section. In general, the District extends from County Line Road 1 to one-half mile west of Interstate 25 on the north side of Mountain Avenue/ Highway 56 and one-half mile east of County Line Road 1 to one-half mile west of Interstate 25 on the south side of Highway 56.

- North side of Hwy 56 — County Line Road 1 to one-half mile west of I-25
- South side of Hwy 56 — One-half mile east of County Line Road 1 to one-half mile west of I-25.



2. *Agricultural Character District Architectural Guidelines:* The architectural style of this area is of an agricultural or farmstead nature. It is recommended that all new development compliment this agricultural/farmstead nature.
- Building materials should be of residential grade and include cement-based stucco, hardboard siding, brick, stone, or decorative metal panels with concealed fasteners.
 - Roof lines should be of gable end, hip, and valley styles, with dormers, and shed roofs. Clay and concrete tiles are not encouraged.
 - Primary Building Façade Colors shall be non-reflective, muted neutral or earth tones, with limited accent colors. Metallic or fluorescent colors are prohibited.

Figure 3.20: Examples of Agricultural Style Development



3. *Signage:*
 - a. Building mounted signs and ground mounted monument signs with horizontal massing are preferred.
 - be. Please see Section 7 Signs for additional signage requirements.

Figure 3.21: Agricultural Character Setback Graphic

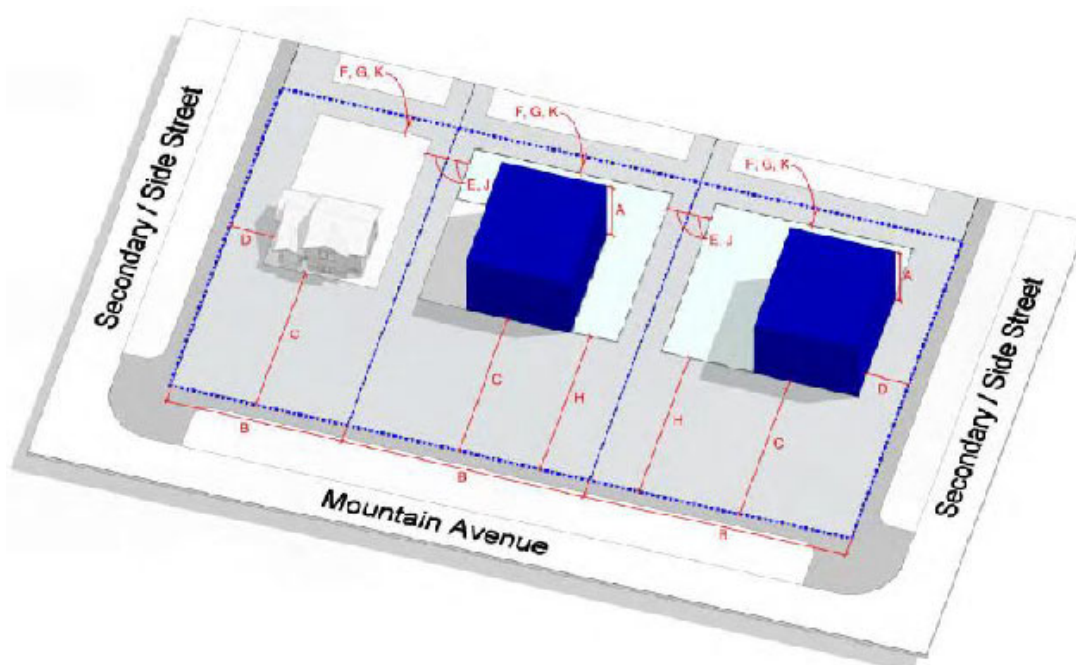


Table. 3.7 Agricultural Character District Dimensional Standards

Mountain Avenue Development Criteria		
Description		Agriculture
	Density and Lot Coverage	Per Underlying Zoning
A	Building Height ⁵	Maximum: 2 Stories (35 feet)
B	Minimum Lot Width	Per Underlying Zoning
	Building Orientation	Parallel to Front lot line
Building Setbacks		
C	Mountain Ave / Highway 56 ^{6,7}	80 ft. min

D	Secondary or side street	20 ft. min
E	Side yard (3 Stories)	NA
E	Side yard (2 Stories)	Per Underlying Zoning
E	Side yard (1 Story)	Per Underlying Zoning
F	Rear	Per Underlying Zoning
G	Rear Alley	Per Underlying Zoning
Off-Street Parking and Driveway Setbacks		
H	Mountain Ave / Highway 56 ⁹	80 ft. min
I	Secondary or side street	
J	Side yard	5 ft. min, 0 ft. if shared
K	Rear	5 ft. min, 0 ft. if shared
	Max parking and driveway frontage ⁴	40% lot frontage
Mountain Avenue ROW Encroachments		
	Outdoor dining areas and display areas	0 ft.
	Awnings	0 ft.
	Balconies	0 ft.
	Bay windows and building projections	0 ft.
	Building eaves	0 ft.
	Patio cover roof	0 ft.

Notes:

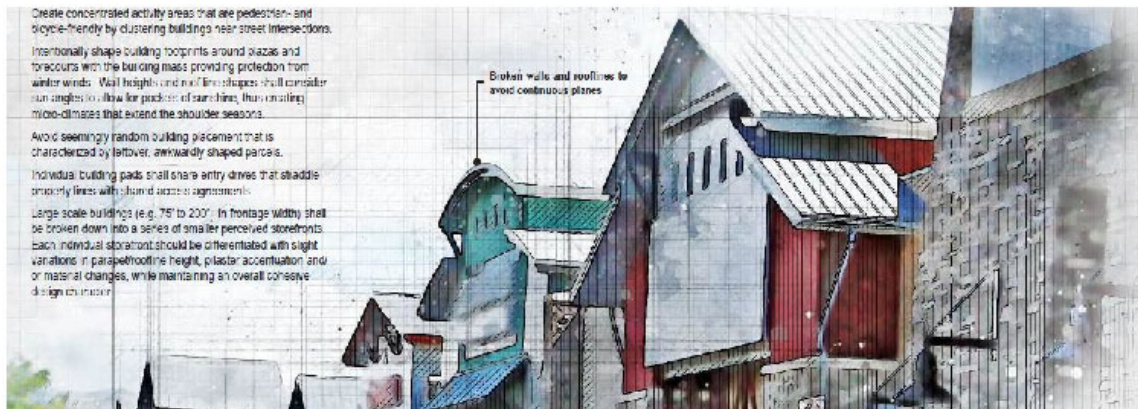
1. The ground floor front façade may be recessed/setback to accommodate outdoor dining and or display areas, and such areas shall have a zero-foot setback.
 2. A six-foot minimum unobstructed clear zone shall be provided within the ROW around outdoor dining areas for pedestrian circulation.
 3. Balconies, bay windows, and other building projections extending in and to the public ROW shall provide a ten-foot minimum vertical clearance above the sidewalk elevation or finished grade.
 4. Off street parking areas and driveways fronting Mtn Avenue/Hwy 56 and/or secondary side streets shall be screened from view from the Public ROW. Screening shall be three feet min. in height and shall be accomplished with berms, low walls, plantings, etc. Wall materials shall match materials used on the associated building. Wood fences are not allowed.
 5. Small tower elements and roof forms/parapet walls associated with primary building areas may exceed the maximum building height by 15 percent.
 6. Permanent features such as steps, ramps, landings, and uncovered porches shall not extend more than 40 percent into the required setback.
 7. Front setbacks abutting Mountain Avenue/HWY 56 shall be measured from the edge of the ROW.
 8. Zero-foot setbacks are allowed for buildings fronting Gateway Park Blvd located at the proposed village center.
 9. Drive-through windows shall not be oriented towards Mountain Avenue, and shall be located only at the rear of the building, and not fronting Mountain Avenue/HWY 56.
- F. *New Berthoud Character District.* New Berthoud straddles the I-25/Hwy 56 interchange and is the gateway into Town. The lasting impression should relate to "Berthoud Proper" and offer a fresh new twist.

1. *District Extent:* The New Berthoud Character District extends one-half mile west of [Interstate 25](#) to County Road 11. [Refer to the Mountain Avenue Overlay District map found in this Section](#) ~~Parcels located within this district are highlighted in the map below.~~



2. *Architectural Guidelines for New Berthoud District:* Expansive master planned developments are anticipated in the New Berthoud District with large scale retail/lifestyle uses near the I-25/Mountain Avenue interchange, then transitioning to mixed-use and residential developments further away.
 - a. *Massing and Form.*
 - i. The configuration and massing of these large buildings should give the appearance of individual buildings in the manner of traditional town centers.
 - ii. Wall and rooflines should be broken to avoid continuous planes, giving the appearance of individual buildings being built over an extended period of time but with a consistent architectural vocabulary.
 - iii. Pedestrian approaches should be well-defined with large overhangs or dynamic canopy elements provided for weather protection.
 - iv. Buildings should be clustered near street intersections to create concentrated activity areas that are pedestrian- and bicycle-friendly.
 - v. Building footprints around plazas and forecourts with the building mass providing protection from winter winds. Wall heights and roofline shapes shall consider sun angles to allow for pockets of sunshine, thus creating micro-climates that extend the shoulder seasons.

Figure 3.22: Massing New Berthoud Character District



b. Massing and Form for Buildings over 75 feet in length.

- i. Individual building pads shall share entry drives that straddle property lines with shared access agreements.
- ii. Large scale buildings (e.g. 75 feet to 200 feet or more in frontage width) shall be broken down into a series of smaller perceived storefronts. Each individual storefront should be differentiated with slight variations in parapet/roofline height, pilaster accentuation and/or material changes, while maintaining an overall cohesive design character.
- iii. Large scale buildings (e.g. 75 feet to 200 feet or more in frontage width) shall be designed to have scale-defining elements that reduce the perceived size.
- iv. Provide cornice details that terminate in the main field wall while more prominent overhangs cap the defining architectural wall elements.
- v. Provide transom windows to direct natural light deeper into space.
- vi. Pedestrian-scale canopy elements are encouraged to provide shelter from adverse weather conditions, while defining the break between the base and the body of the building.
- vii. First floor storefront base with large expanses of vertically oriented glass (more than 50 percent of façade area) are encouraged for commercial development.

Figure 3.23: Massing for Buildings 75' in width or larger



3. *Parking:*

- Parking:** On-street diagonal parking is proposed on Gateway Park Blvd within the proposed village center. To reduce its visual presence on Mountain Avenue, required parking shall be located behind and between buildings. Required parking areas shall not occupy more than 40 percent of the Mountain Avenue frontage and must not be forward of any building or structure. In addition, such parking areas shall be screened by a landscape hedge, wrought iron fence, or wall as detailed in Table 3.4.
- Drive-through Thru Areas:** Restaurant and bank drive-through thru areas shall be oriented away from Mountain Avenue and shall only be accessed by a rear access drive, with no visible drive-through thru areas fronting Mountain Avenue, as described in Table 3.4.
- Shared Parking:** New off-street parking lots should be shared to reduce the overall footprint of paved parking areas and be tucked behind and between buildings to minimize their visual presence.

4. *Signage:*

- Building mounted signs and ground mounted monument signs with horizontal massing are preferred.
- See Section 7 Signs for additional signage requirements.

Table 6.8 New Berthoud Character District Dimensional Standards

Mountain Avenue Development Criteria		
Description		New Berthoud
	Density and Lot Coverage	Per Underlying Zoning
A	Building Height ⁵	Maximum: 3 Stories (40 feet)
B	Minimum Lot Width	Per Underlying Zoning
	Building Orientation	Parallel to Front lot line
Building Setbacks		
C	Mountain Ave / Highway 56 ^{6,7}	80 ft. min
D	Secondary or side street	20 ft. min
E	Side yard (3 Stories)	Per Underlying Zoning
E	Side yard (2 Stories)	Per Underlying Zoning
E	Side yard (1 Story)	Per Underlying Zoning
F	Rear	Per Underlying Zoning
G	Rear Alley	Per Underlying Zoning
Off-Street Parking and Driveway Setbacks		
H	Mountain Ave / Highway 56 ⁹	80 ft. min
I	Secondary or side street	
J	Side yard	5 ft. min, 0 ft. if shared
K	Rear	5 ft. min, 0 ft. if shared
	Max parking and driveway frontage ⁴	40% lot frontage
Mountain Avenue ROW Encroachments		
	Outdoor dining areas and display areas	0 ft.
	Awnings	0 ft.
	Balconies	0 ft.
	Bay windows and building projections	0 ft.
	Building eaves	0 ft.
	Patio cover roof	0 ft.

Notes:

1. The ground floor front façade may be recessed/setback to accommodate outdoor dining and or display areas, and such areas shall have a zero-foot setback.
2. A six-foot minimum unobstructed clear zone shall be provided within the ROW around outdoor dining areas for pedestrian circulation.
3. Balconies, bay windows, and other building projections extending in and to the public ROW shall provide a ten-foot minimum vertical clearance above the sidewalk elevation or finished grade.
4. Off street parking areas and driveways fronting Mtn Avenue/Hwy 56 and/or secondary side streets shall be screened from view from the Public ROW. Screening shall be three feet min. in height and shall be accomplished with berms, low walls, plantings, etc. Wall materials shall match materials used on the associated building. Wood fences are not allowed.
5. Small tower elements and roof forms/parapet walls associated with primary building areas may exceed the maximum building height by 15 percent.
6. Permanent features such as steps, ramps, landings, and uncovered porches shall not extend more than 40 percent into the required setback.
7. Front setbacks abutting Mountain Avenue/HWY 56 shall be measured from the edge of the ROW.
8. Zero-foot setbacks are allowed for buildings fronting Gateway Park Blvd located at the proposed village center.
9. Drive-through windows shall not be oriented towards Mountain Avenue and shall be located only at the rear of the building, and not fronting Mountain Avenue/HWY 56.

30-3-115 Mountain Avenue Overlay District

1. *Intent:* The Mountain Avenue Overlay District is a corridor focused on protecting and enhancing the existing historical districts and directing the general character of new development and redevelopment along Mountain Avenue/Highway 56. The overlay district defines and emphasizes unique character districts along the corridor and sets specific guidelines as to architecture, site planning, parking, urban design and streetscapes within this area. The underlying zoning remains, and specific design, architecture and setback requirements are governed by the overlay district.
2. *Applicability/Boundaries:*
 - a. *Boundary of Mountain Avenue Overlay District.* The boundary of this Mountain Avenue Overlay District (herein referred to as the "Mountain Avenue Overlay District") shall be the area so labeled and depicted in the map below, and as approved in the official zoning map, which is incorporated herein by reference; which generally extends along HWY 56 and is applicable to all properties within 150 feet of the centerline of Hwy 56, Larimer County Road 8, and Weld County Road 44 within Town Limits.



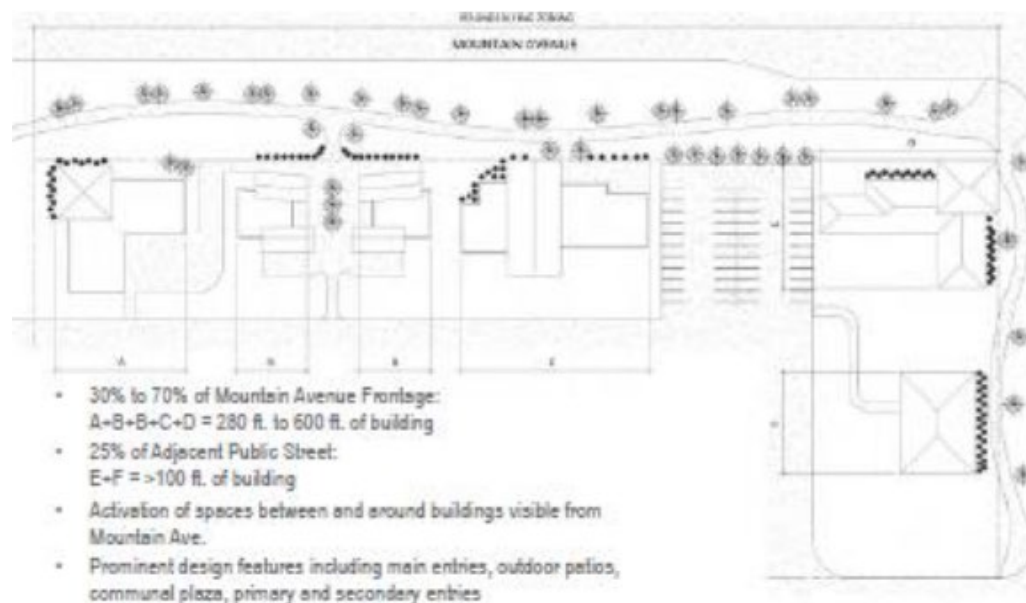
- b. *Applicability.* All of the regulations and requirements of this Section shall fully apply when any of the following occur (the property must be brought into full compliance with this Article when any of the following occur):
 1. Construction of any new Structure.
 2. Parking area reconfiguration (repair and restriping of existing parking lot is exempt).
 3. Structural Alterations. Any structural alteration shall follow the Mountain Avenue Overlay District regulations as follows:
 - i. *Exterior Walls.* When any change is made to the façade or an exterior wall of an existing structure, all of the façade visible from Mountain Avenue, shall be brought into full compliance with the Mountain Avenue Overlay District found herein.
 - ii. *Addition(s):* Any addition must be in full compliance with the Mountain Avenue Overlay.
 4. See the Section on Signs in this Mountain Avenue Overlay District regulations as well as the separate Section on Signs in this Chapter.

-
5. Change of Use. Any change of use will require compliance with applicable standards of the Mountain Avenue Overlay District.
- c. *Exemptions:*
 1. General property maintenance and/or general property repair, such as roof repairs, interior remodels and repair, paint, and any other non-structural repair, or;
 2. The maintenance, repair, upgrading or replacement of any water, sewer, HVAC, or electrical facilities will not trigger a requirement that such property or structure be brought into compliance with the Mountain Avenue Overlay District.
 3. Existing single-family homes are exempt from the requirements of this overlay and shall follow the development standards of the underlying zoning district.
 - d. *Legal Non-conformities.*
 1. Except as provided in this District to the contrary; all nonconforming uses, nonconforming structures and nonconforming lots, shall be governed by the Section regarding Nonconformities in this Chapter.
3. *Overlay Requirements—Character Districts.* The 7.75-mile corridor passes through several distinct environments, each with a unique and definable character that separate them from other places along the corridor. These districts are often defined by architecture, land uses, scale, density, streetscapes, and landscaping. This Overlay protects and enhances the character of each district.
 - A. *Berthoud West Character District.* This is a largely undeveloped district with views of the Rocky Mountains, and in close proximity to downtown and Highway 287. This area is envisioned as a vibrant walkable commercial district with opportunities for shopping, employment and other services. Though this district is in close proximity to the town core, it will build on the unique characteristics of downtown, but not replicate it.
 1. *District Extent:* This district extends approximately 800 feet west of Hwy 287 and east to 8th Street. Refer to the Mountain Avenue Overlay District map found in this Section.
2. *Architecture:*

Intent: As primarily a commuter route with limited business access, high vehicular speeds have been the norm, but are expected to be reduced with development to encourage pedestrians and cyclists. Building location and entry orientation will also play a key role in enhancing the patron's experience.

 - a. *Building Façades.* Buildings'-façades along Mountain Avenue shall extend along a minimum of 35 percent but not more than 75 percent of the total property frontage and be built to the required setback line with minor variations for façade-articulation.

Figure 3.8: Building Frontage Requirements



b. Overall Building Location and Placement of Key Features.

- i. **Configuration:** Configuration and placement of buildings shall give intentional shape and layout to adjacent exterior gathering spaces and pedestrian/bicycle connections, while being site-specific in response to landscape and hardscape features. "Cookie-cutter" flat-façade buildings that lack articulation and site-specific features will not be allowed. Building placement should follow the principles in Figure 3.9 below.
- ii. **Site Planning:** Modern site planning principles include efforts to combine the infrastructure required to develop from building to building or lot to lot. Sharing infrastructure such as detention, parking, internal pedestrian spaces are strongly encouraged.
- iii. **Staggered Setbacks and Heights:** A variation in building placement by staggering setbacks as well a variation in building heights is required for any multi-tenant site plan or Master Plan.
- iv. **Limited Access:** Limited access directly from Mountain Avenue allows for long stretches of uninterrupted streetscapes, improves traffic flow on Mountain Ave, and increases the need for automobile access to developments from cross-streets and back streets.

Figure 3.9: Building Placement Example



-  Group elements such as trash/ recycling enclosures with service/ delivery access and use buildings to screen from street view.
-  Orient primary and secondary entries towards street and thus pedestrian connections.
-  Cluster buildings to share exterior gathering spaces and other features.
-  Building clusters to be address primary street intersections to activate corner.
-  Clear and direct pedestrian connections from sidewalk along street to entries.

c. *Exterior Activation.*

- i. *Requirement for Exterior Activation:* Each building/site plan property must possess at least one of the following locating the features so they are readily-visible to and from Mountain Avenue to ensure a strong visual connection: outdoor patios, primary and secondary entries, canopies and other features help "activate" a development.
- ii. *Screening:* Three-dimensional building elements to act as screening for service type accessories including roof- and ground-mounted HVAC equipment, electrical/gas meters, loading docks/service entries, etc. These service equipment components shall not be visible from the public R.O.W. or from adjacent properties/uses.

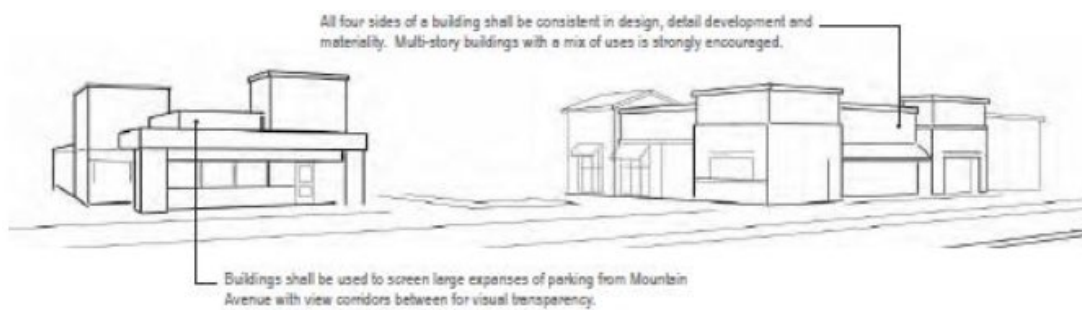
d. *Massing and Articulation.*

- i. *Compatibility and Configuration:* A building's three-dimensional configuration plays a significant role in determining the impact it will have on the surrounding environment. The proposed building shall be designed to be compatible with other structures in the surrounding vicinity in size, scale and character. Building mass shall be well-proportioned and organized to define various horizontal and vertical

elements while clearly expressing the internal function of the building. See Figure 3.10.

- ii. *Multiple Buildings:* Multiple buildings in a common commercial development shall be consistent in architectural form/detailing, materials, roof styles and colors to achieve a harmonious design vocabulary and continuity within itself.
- iii. *Multi-tenant buildings/Buildings over 60 Feet Long:* Large retail buildings shall be broken down into a series of complementary forms with a clearly defined pattern. Blend larger flat roof areas with smaller pitched roof elements that denote key functions such as entries or primary window groupings. Horizontal step backs of the façade shall be significant in relation to the overall length and scale of the building. For instance, a 60 feet long building should have two to three primary massing elements with at least four feet to six feet of grade plane changes (i.e. eight to ten percent of the overall length). Screening elements for items such as ground-mounted or roof-mounted mechanical equipment shall be integrated into the building design and not appear as an after-thought. Creating large expanses of windows with a branded display wall in close proximity to the glass so that it is readily visible from the exterior is not permitted.

Figure 3.10: Four-Sided Architecture Example



e. *Materials and Colors.*

- i. *Exterior Materials:* façade-materials shall be high-quality, durable products such as brick, stone or decorative precast concrete. The primary building skin shall be a high-quality, aesthetically pleasing, durable material such as brick, natural stone, manufactured stone, especially at the base of the building that is susceptible to damage by maintenance equipment such as plows, shovels, mowers, etc.
- ii. *Primary Material:* The primary material shall constitute at least 65 percent of the total wall area for the front and side façade visible from Mountain Avenue and at least 50 percent for the rear façade; excluding the glazing area of the façade.
- iii. *Glazing:* Exterior glazing shall be high-performance clear glass (not tinted or reflective) with a low-E coating and visible light transmittance (Tvis) of 60 percent or higher. Use of opaque/spandrel glass to simulate ground-level vision windows is discouraged. Creating large expanses of windows

with a branded display wall in close proximity to the glass so that it is readily visible from the exterior is not permitted.

- iv. *Secondary façade materials:* may include cement-based stucco, hardboard siding or decorative metal panels with concealed fasteners and low-gloss finish.

Figure 3.11: Façade Examples

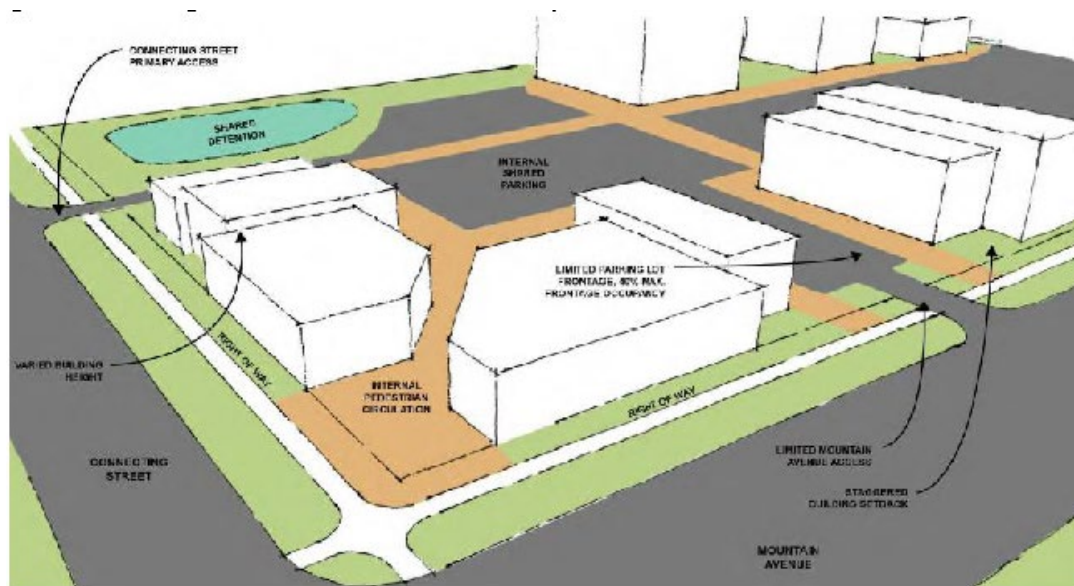


- v. *Screening elements:* such as site walls for parking lots and trash enclosures shall be of the same high-quality durable material as the primary building skin.
- vi. *Primary Façade Colors:* Primary building façade colors shall be non-reflective, muted neutral or earth tones with only small "pops" of bright, higher intensity colors. High-gloss, metallic finishes or fluorescent colors are not allowed.

3. *Parking:*

- a. *Parking:* On-street diagonal parking is proposed on Gateway Park Blvd within the proposed village center. To reduce its visual presence on Mountain Avenue, required parking shall be located behind and between buildings. Required parking areas shall not occupy more than 40 percent of the Mountain Avenue frontage and must not be forward of any building or structure. In addition, such parking areas shall be screened by a landscape hedge, wrought iron fence, or wall as detailed in Table 3.4.
- b. ~~Drive Thru~~ *Drive through Areas:* Restaurant and bank drive-through areas shall be oriented away from Mountain Avenue and shall only be accessed by a rear access drive, with no visible drive-through areas fronting Mountain Avenue, as described in Table 3.4.
- c. *Shared Parking:* New off-street parking lots should be shared to reduce the overall footprint of paved parking areas and be tucked behind and between buildings to minimize their visual presence.

Figure 3.12: Parking and Pedestrian Circulation Examples



4. *Signage:*

Refer to the Sign Section in this Chapter for specific signage requirements.

Table 3.4 Berthoud West Character District Dimensional Standards

Mountain Avenue Development Criteria		
Description		Berthoud West
	Density and Lot Coverage	Per Underlying Zoning
A	Building Height ⁵	Maximum: 3 Stories (40 feet)
B	Minimum Lot Width	Per Underlying Zoning
	Building Orientation	Parallel to Front lot line
Building Setbacks		
C	Mountain Ave / Highway 56 ^{6,7}	14 ft. min, 20 ft. max
D	Secondary or side street	20 ft. min ⁸
E	Side yard (3 stories)	10 ft. min
E	Side yard (2 Stories)	Per Underlying Zoning
E	Side yard (1 Story)	Per Underlying Zoning
F	Rear	Per Underlying Zoning
G	Rear Alley	Per Underlying Zoning
Off-Street Parking and Driveway Setbacks		
H	Mountain Ave / Highway 56 ⁹	20 ft min. or 5 ft greater than building setback, whichever is greater
I	Secondary or side street	20 ft. min
J	Side yard	5 ft. min 0 ft. if shared
K	Rear	5 ft. min 0 ft. if shared
	Max parking and driveway frontage ⁴	40% of lot frontage
Mountain Avenue ROW Encroachments		
	Outdoor dining areas and display areas	0 ft.
	Awnings	0 ft.
	Balconies	0 ft.

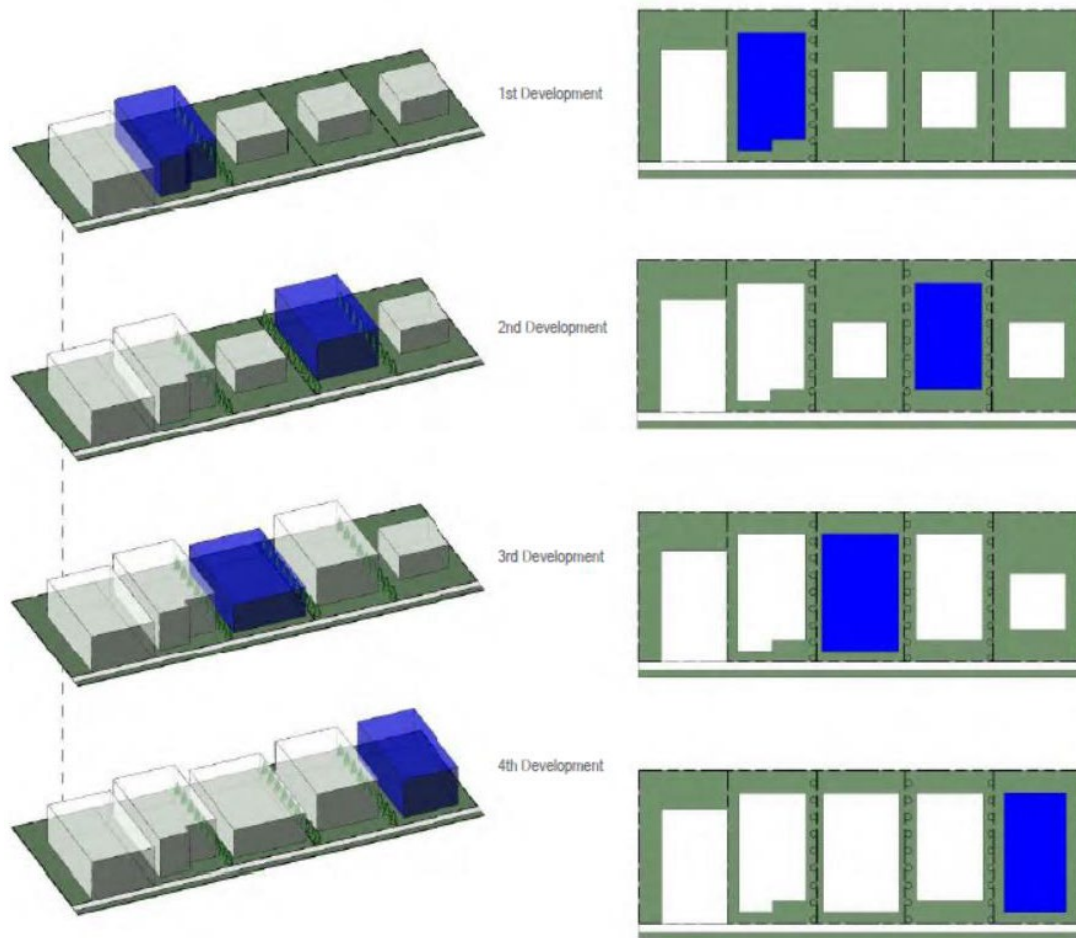
	Bay windows and building projections	0 ft.
	Building eaves	0 ft.
	Patio cover roof	0 ft.

Notes:

1. The ground floor front façade may be recessed/setback to accommodate outdoor dining and or display areas, and such areas shall have a zero-foot setback.
 2. A six-foot minimum unobstructed clear zone shall be provided within the ROW around outdoor dining areas for pedestrian circulation.
 3. Balconies, bay windows, and other building projections extending in and to the public ROW shall provide a ten-foot minimum vertical clearance above the sidewalk elevation or finished grade.
 4. Off street parking areas and driveways fronting Mtn Avenue/Hwy 56 and/or secondary side streets shall be screened from view from the Public ROW. Screening shall be three feet min. in height and shall be accomplished with berms, low walls, plantings, etc. Wall materials shall match materials used on the associated building. Wood fences are not allowed.
 5. Small tower elements and roof forms/parapet walls associated with primary building areas may exceed the maximum building height by 15 percent.
 6. Permanent features such as steps, ramps, landings, and uncovered porches shall not extend more than 40 percent into the required setback.
 7. Front setbacks abutting Mountain Avenue/HWY 56 shall be measured from the edge of the ROW.
 8. Zero-foot setbacks are allowed for buildings fronting Gateway Park Blvd located at the proposed village center.
 9. Drive-through windows shall not be oriented towards Mountain Avenue and shall be located only at the rear of the building, and not fronting Mountain Avenue/HWY 56.
- B. *Residential Conversion District.* This district is characterized by charming older homes occupied by businesses and commercial uses. Majestic street trees create a seemingly continuous canopy over Mountain Avenue, and expanded green spaces surrounding the homes and detached walks with tree lawns create a walkable neighborhood.
1. *District Extents:* The Residential Conversion character district extends along Mountain Avenue between 8th Street and 7th Street on the south side of Mountain Avenue. The Residential Conversion character district extends along Mountain Avenue between 8th Street and the western half of the block between 5th and 6th Streets. . Refer to the Mountain Avenue Overlay District map found in this Section.
 2. *Preservation of Historic Homes and Context:*
 - i. Additions should be located to the side and/or rear of the house and should be consistent with the scale of the original home. Side additions should be setback from the front face enough to allow the profile of the original structure to be clear and obvious.
 - ii. When converting a single-family house to a new use, original location and character of the front porch/ stoop shall be maintained.
 - iii. Providing handicapped accessibility to existing historic homes that typically have elevated stoops and porches must maintain the integrity of the original historic structure.
 3. *Building Setbacks:* Building setbacks within the Residential Conversion District will need to maintain a portion of the typically large front lawn space of original historic homes, while

allowing for the transition to smaller front and side yard lot line necessary for newer developments. Building Setbacks must follow Figure 3.13 below.

Figure 3.13: Special Residential Conversion District Infill Setback Examples



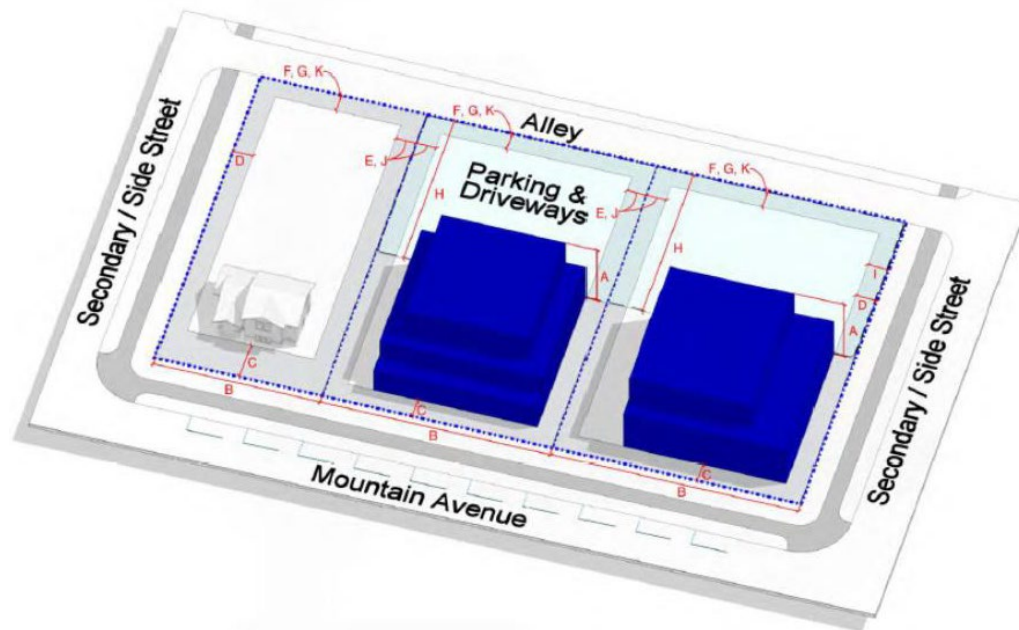
The diagram above shows the progression of new development adjacent to existing residential structures and how, over time, the block can infill with a higher density while respecting the residential character that currently exists.

4. *Architectural Guidelines For New Construction:*

- i. General proportions should be consistent with adjacent structures, including similar floor-to-floor heights and solid-to-void ratios.
- ii. Divide larger structures into smaller components that more closely mimic the traditional single-family home dimensions. These series of smaller components should not be more than 25 feet to 30 feet wide and be expressed in wall panel changes of at least eight feet; as well as material changes.
- iii. Although plate-lines/roofs on new construction will be taller, they should be consistent in form and character. This can be accomplished by blending predominately flat roof areas over larger expanses with sloped roof elements at key accent locations such as entries and highly-visible corners.

- iv. Step down stories and rooflines from back to front and from side to side.
 - v. The diversity of architectural styles that currently exists shall be retained to the greatest extent possible.
 - vi. New buildings shall be oriented parallel to their lot lines with the primary entry integrated into a porch or portico design element facing Mountain Avenue.
5. *Parking:*
- a. *Parking:* Required parking shall be located behind and between buildings. Only 40 percent of required on-site parking may be allowed along Mountain Avenue frontage and shall not be forward of any building or structure. In addition, such parking areas shall be screened by a landscape hedge, wrought iron fence, or wall as detailed in Table 3.5.
 - b. *Drive-through Thru Areas:* Restaurant and bank drive-through areas are not permitted.
 - c. *Shared Parking:* New off-street parking lots should be shared to reduce the overall footprint of paved parking areas and be tucked behind and between buildings to minimize their visual presence.

Figure 3.14: Parking Location



- 6. *Signage:* The type, scale and style of signage should be designed to complement the residential character of this district.
 - a. Building mounted, monument signs are preferred; pole signs are prohibited
 - c. See Section 7 Signs for additional signage requirements.

Table 3.5 Residential Conversion Character District Dimensional Standards

Mountain Avenue Development Criteria	
Description	Residential Conversion
Density and Lot Coverage	Per Underlying Zoning

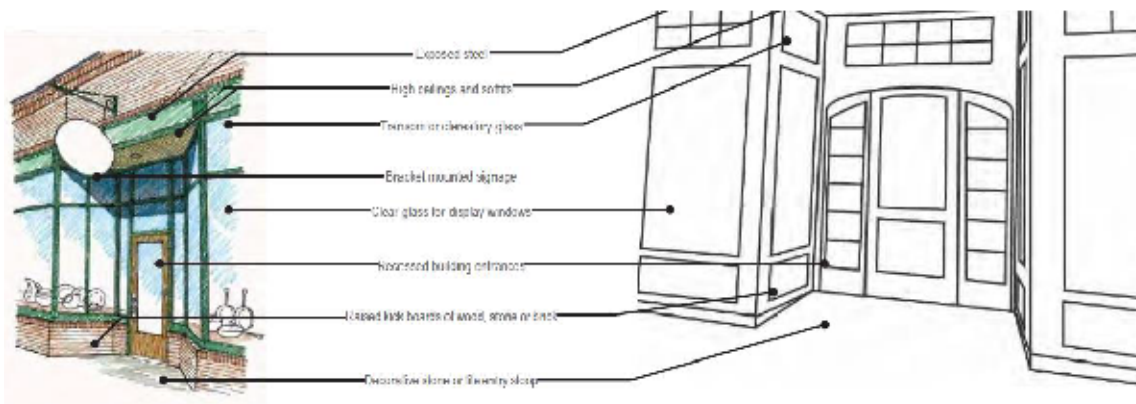
A	Building Height ⁵	Maximum: 3 Stories (40 feet) Minimum: 2 Stories (20 feet)
B	Minimum Lot Width	Per Underlying Zoning
	Building Orientation	Parallel to Front lot line
Building Setbacks		
C	Mountain Ave / Highway 56 ^{6,7}	10 ft. min, 20' max
D	Secondary or side street	10 ft min, 15 ft. max
E	Side yard (3 stories)	10' ft. min
E	Side yard (2 Stories)	5 ft. min
E	Side yard (1 Story)	5 ft. min
F	Rear	Per Underlying Zoning
G	Rear Alley	Per Underlying Zoning
Off-Street Parking and Driveway Setbacks		
H	Mountain Ave / Highway 56 ⁹	Behind building, accessed from alley where possible
I	Secondary or side street	5 ft. min
J	Side yard	0 ft. min
K	Rear	0 ft. min
	Max parking and driveway frontage ⁴	0%
Mountain Avenue ROW Encroachments		
	Outdoor dining areas and display areas	8 ft. max. ²
	Awnings	6 ft. max
	Balconies	4 ft. max ³
	Bay windows and building projections	2 ft. max
	Building eaves	2 ft. max
	Patio cover roof	2 ft. max.

Notes:

1. The ground floor front façade may be recessed/setback to accommodate outdoor dining and or display areas, and such areas shall have a zero-foot setback.
2. A six-foot minimum unobstructed clear zone shall be provided within the ROW around outdoor dining areas for pedestrian circulation.
3. Balconies, bay windows, and other building projections extending in and to the public ROW shall provide a ten-foot minimum vertical clearance above the sidewalk elevation or finished grade.
4. Off street parking areas and driveways fronting Mtn Avenue/Hwy 56 and/or secondary side streets shall be screened from view from the Public ROW. Screening shall be three feet min. in height and shall be accomplished with berms, low walls, plantings, etc. Wall materials shall match materials used on the associated building. Wood fences are not allowed.
5. Small tower elements and roof forms/parapet walls associated with primary building areas may exceed the maximum building height by 15 percent.
6. Permanent features such as steps, ramps, landings, and uncovered porches shall not extend more than 40 percent into the required setback.
7. Front setbacks abutting Mountain Avenue/HWY 56 shall be measured from the edge of the ROW.
8. Zero-foot setbacks are allowed for buildings fronting Gateway Park Blvd located at the proposed village center.

-
9. Drive-through windows shall not be oriented towards Mountain Avenue and shall be located only at the rear of the building, and not fronting Mountain Avenue/HWY 56.
- C. **Downtown Commercial Character District.** Berthoud's Downtown District represents a concentration of character and personality, and shapes much of the Town's identity. Its buildings give a sense of history, its businesses and restaurants show the liveliness of the town, and its quirks set it apart from other towns in Northern Colorado.
1. **District Extent:** The Downtown Commercial character district extends along Mountain Avenue between 7th Street and 1st Street on the south side of Mountain Avenue and between the east half of the block between 5th and 6th Street to 1st Street on the north side of Mountain Avenue in the downtown area. Refer to the Mountain Avenue Overlay District map found in this Section
 2. **Architectural Guidelines:**
 - a. **Ground level storefronts:** Ground level retail storefronts are indicative of the mercantile economy of historic downtowns of the late 19th and early 20th centuries. They often feature formal, symmetrical façades, large expanses of display windows flush with the building front walls, recessed entrances and decorative glass transoms. Such storefronts should possess the following characteristics as depicted in Figure 3.156 and as described below:
 - i. Retail storefronts create an intimate, pedestrian scale along the street, encouraging residents to slow down, interact and window shop.
 - ii. Primarily glazed, ground level storefronts create a distinction between the public retail façade and the more private areas of the upper levels, often expressed by individual punched window openings.
 - iii. The higher ceilings of historic, ground level retail storefronts have a character not often found in more modern construction.

Figure 3.15: Ground Level Storefront Example



- b. **Infill development/Design:** Communities are encouraging infill development of vacant downtown properties and redevelopment of inappropriate or underutilized buildings to revitalize their historic downtowns. Designed properly, new construction can blend seamlessly with original, historic buildings to create a vibrant downtown environment.
 - i. Maintain natural materials and colors that often utilize local materials and represent the workmanship of local craftsmen. Modern metal siding and other

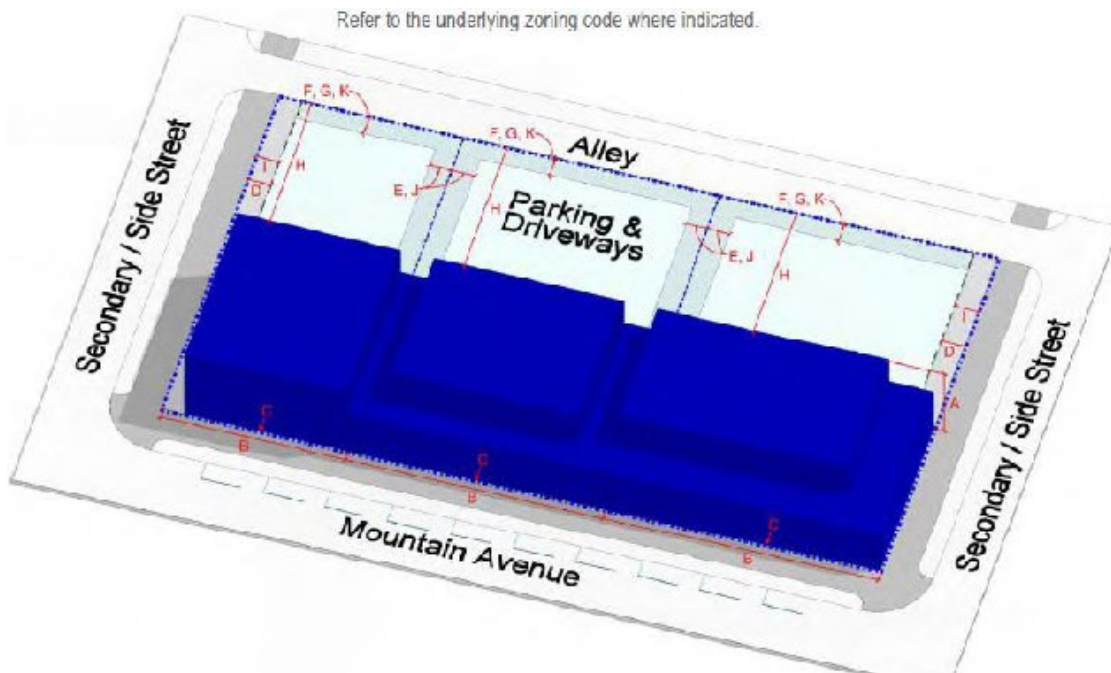
industrial materials are inappropriate as primary façade materials in the historic downtown area.

- ii. New infill development shall not mimic the exact historic designs and details of existing structures but pick up on the rhythm and spacing of elements to be compatible with and complementary to them.
 - iii. Orient building parallel to street and align front façade with established sidewalk edge.
 - iv. If a portion of the building must be set back, use traditional urban site features to maintain defined sidewalk edge noted above
 - v. Create a clearly defined front entry recessed at least three feet so out-swinging doors do not project into the perpendicular circulation path
 - vi. Predominate massing at the front property line should be one- or two-stories with setbacks for additional stories
 - vii. Floor-to-floor heights shall appear to be consistent with heights traditionally seen in older adjacent buildings
 - viii. Building Materials: Utilize similar high-quality, durable materials such as brick or stone with only accents of more modern materials
- c. *Building Awnings:* Awnings have been used for centuries to shade the façades and display windows of buildings and provide residents with protection from the elements. Awnings also provide a unifying design element to enhance the downtown streetscape and provide opportunities for colorful accents and signage.
- i. Awnings Encouraged: Awnings are encouraged on all development.
 - ii. Awnings should be consistent with primary building, and color should accent the primary building. On-Street Parking:

3. *Parking and Access:*

- a. On-site parking areas shall be located at the rear of any building as depicted on Figure 3.165.
- b. Curb Cuts: No new curb cuts from Mountain Avenue shall be allowed.
- c. Drive-through Thru Areas: Restaurant and bank drive-through areas are not permitted.
- d. Shared Parking: New off-street parking lots should be shared to reduce the overall footprint of paved parking areas and be tucked behind and between buildings to minimize their visual presence.

Figure 3.16: Parking and Access Examples



4. *Signage:*

- a. In general, building mounted signs are recommended in this district. This includes wall mounted signs, window signs, and awning signs. The type, scale and style of the signage should be designed to complement the character of this district and the building that the sign is associated with.
- b. Sidewalk Signs: Please see Section 30-7-110
- c. Monument signs are prohibited in this district.
- d. See Section 7 Signs for additional signage requirements.

Table 3.6 Downtown Commercial Character District Dimensional Standards

Mountain Avenue Development Criteria		
Description		Downtown Commercial
	Density and Lot Coverage	Per Underlying Zoning
A	Building Height ⁵	Maximum: 3 Stories (40 feet) Minimum: 2 Stories (20 feet)
B	Minimum Lot Width	Per Underlying Zoning
	Building Orientation	Parallel to Front lot line
Building Setbacks		
C	Mountain Ave / Highway 56 ^{6,7}	0 ft. min, 10 ft. max ¹
D	Secondary or side street	0 ft. min, 10 ft. max ¹
E	Side yard (3 Stories)	0 ft.
E	Side yard (2 Stories)	0 ft.
E	Side yard (1 Story)	0 ft.
F	Rear	Per Underlying Zoning
G	Rear Alley	Per Underlying Zoning
Off-Street Parking and Driveway Setbacks		

H	Mountain Ave / Highway 56 ⁹	Behind building, not accessed from Mountain Avenue
I	Secondary or side street	5 ft. min
J	Side yard	0 ft. min
K	Rear	0 ft. min
	Max parking and driveway frontage ⁴	0%
Mountain Avenue ROW Encroachments		
	Outdoor dining areas and display areas	8 ft. max ²
	Awnings	6 ft. max
	Balconies	4 ft. max ³
	Bay windows and building projections	2 ft. max
	Building eaves	2 ft. max
	Patio cover roof	2 ft. max.

Notes:

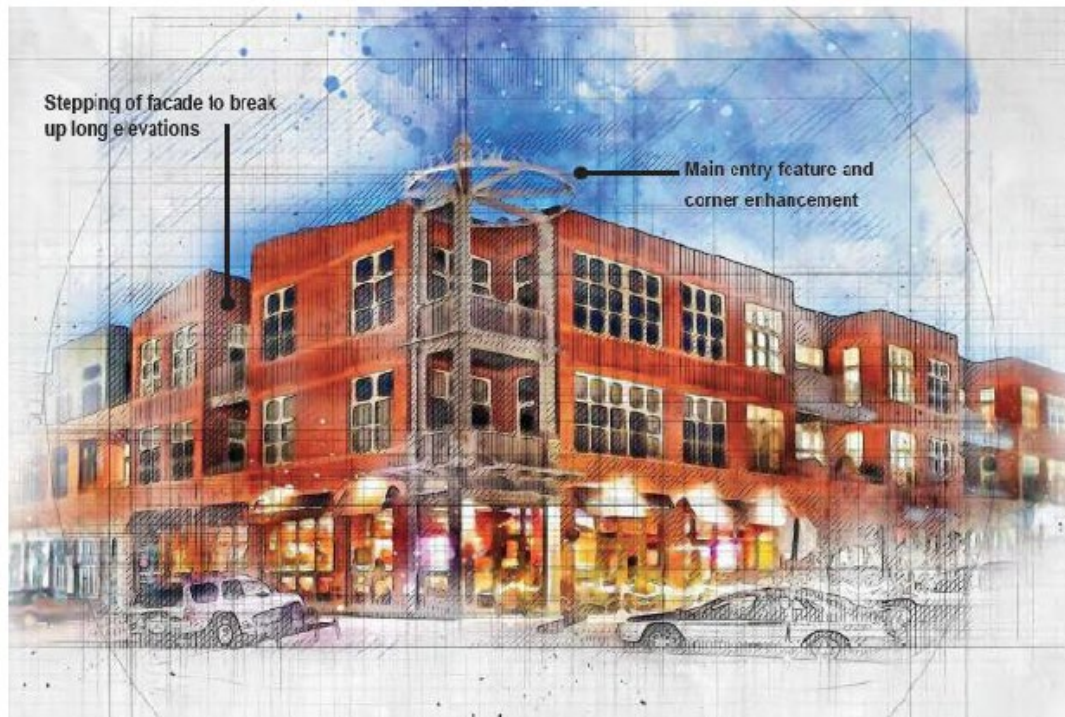
1. The ground floor front façade may be recessed/setback to accommodate outdoor dining and or display areas, and such areas shall have a zero-foot setback.
2. A six-foot minimum unobstructed clear zone shall be provided within the ROW around outdoor dining areas for pedestrian circulation.
3. Balconies, bay windows, and other building projections extending in and to the public ROW shall provide a ten-foot minimum vertical clearance above the sidewalk elevation or finished grade.
4. Off street parking areas and driveways fronting Mtn Avenue/Hwy 56 and/or secondary side streets shall be screened from view from the Public ROW. Screening shall be three feet min. in height and shall be accomplished with berms, low walls, plantings, etc. Wall materials shall match materials used on the associated building. Wood fences are not allowed.
5. Small tower elements and roof forms/parapet walls associated with primary building areas may exceed the maximum building height by 15 percent.
6. Permanent features such as steps, ramps, landings, and uncovered porches shall not extend more than 40 percent into the required setback.
7. Front setbacks abutting Mountain Avenue/HWY 56 shall be measured from the edge of the ROW.
8. Zero-foot setbacks are allowed for buildings fronting Gateway Park Blvd located at the proposed village center.
9. Drive-through windows shall not be oriented towards Mountain Avenue and shall be located only at the rear of the building, and not fronting Mountain Avenue/HWY 56.

C. *Berthoud East Character District.* A transition district from the rural agrarian areas to the downtown core. The undeveloped land on the south side of Hwy 56 is envisioned as a vibrant walkable residential district with a mixed-use area near the intersection of County Line Road 1 providing opportunities for shopping, dining, employment and other services. Appropriate land use, scale and density transitions from existing residential neighborhoods are critical.

1. *District Extents:* The parcels that are located within this district are found on the Mountain Avenue Overlay District map found in this Section. Generally, the boundary is described as from 1st Street to County Line Road 1 on the north side of Mountain Avenue/ State Highway 56 and from 1st Street to one – half mile east of County Line Road on the south side of Mountain Avenue/ State Highway 56.
2. *Architectural Guidelines for Berthoud East District:* Similar to the Berthoud West District, the "East District" focuses on building massing and articulation, and to carefully balance economic interests with the public good by ensuring strong pedestrian and bicycle connectivity with the downtown and residential districts to the west.
 - a. *Scale and Density Focus.*

- i. Multi-story, mixed use buildings will be encouraged in the denser mixed-use areas immediately adjacent to Mountain Avenue and then taper off in height, size and intensity of use as development extends further away from the overlay district.
- ii. Long façades shall be broken down into smaller architectural expression through stepping. Stepping can be accomplished in both building elevation and in plan. Third story step-backs provide a gradual scale transition between building heights and opportunities for rooftop patio space.

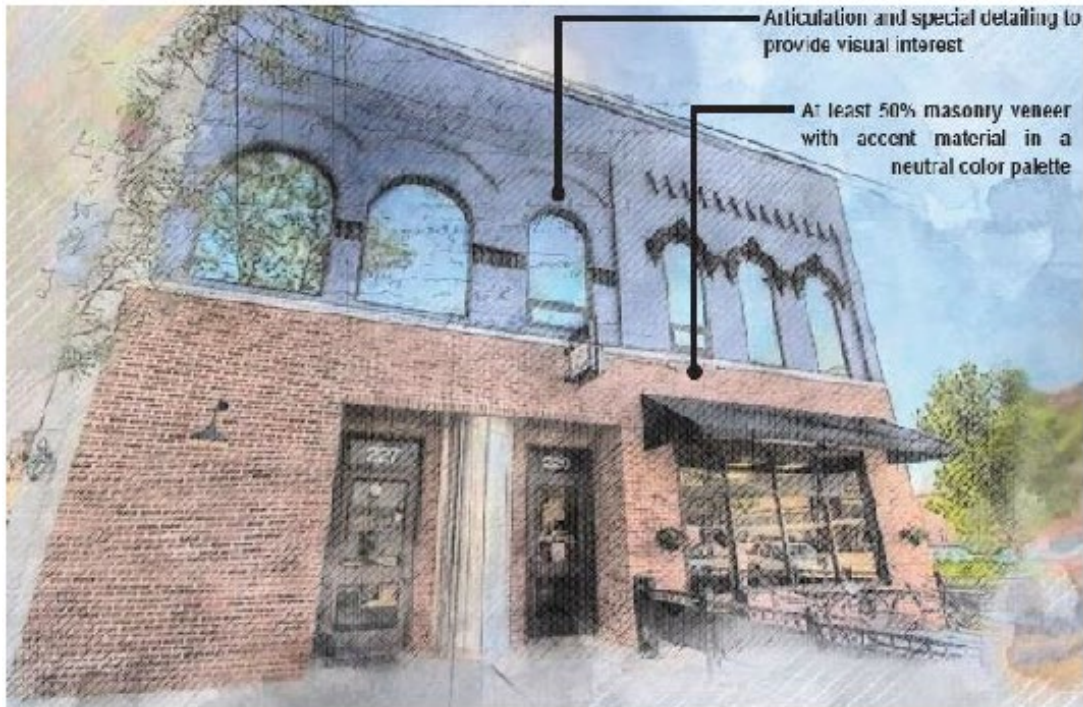
Figure 3.17: Stepping Examples



- b. *Building Materiality.* Buildings are meant to convey a sense of permanence and vitality with the use of appropriate materials reinforcing this goal. Materials should be predominantly brick, stone and architectural concrete with accents of wood, stucco or metal wall panels. Variation in materiality is encouraged but should be limited to a maximum of four materiality changes over the total building façade.
 - i. Recommended percentage of material variation is as follows:
50 percent to 60 percent — Masonry veneer (brick or stone), architectural concrete
 - ii. Up to three accent materials required:
15 percent to 20 percent — Accent material 'A' (wood, stucco or metal wall panel)
15 percent to 20 percent — Accent material 'B' (wood, stucco or metal wall panel)
15 percent to 20 percent — Accent material 'C' (wood, stucco or metal wall panel)
 - iii. Articulation and special detailing that provides visual interest and breaks up large expanses of a single building material is supported.

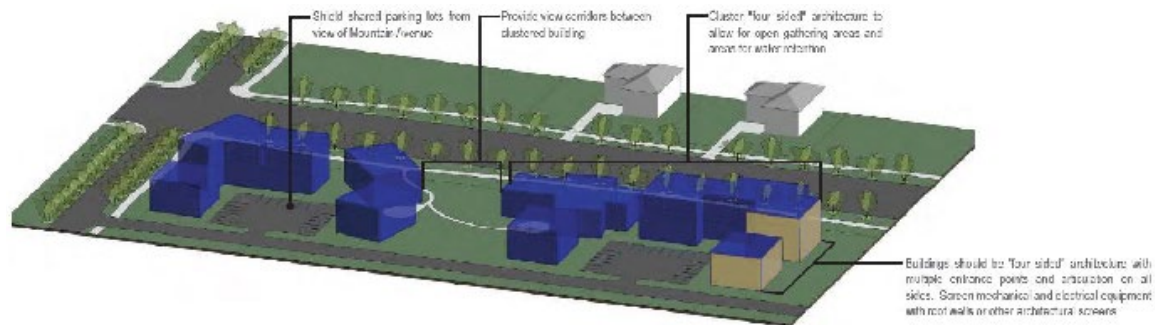
- iv. Color: Color palettes should be primarily of neutral tones with pops of accent color. Accent color and location are to be reviewed and approved with the Site Plan approval process.

Figure 3.18: Materiality Examples



- c. *Balancing Developed Spaces:* Shaping multiple buildings into dense clusters of development, formed around pedestrian and bicycle pathways while leaving reasonable expanses of open areas, will provide view corridors from Mountain Avenue and allow space for water retention.
 - i. Buildings shall define a strong street edge with upper floor step back and architectural embellishments at corners and main entry features.
 - ii. Buildings shall be oriented on front edge of setback to Mountain Avenue to allow parking in the rear. This provides for a more aesthetic streetscape by screening parking from Mountain Avenue.
 - iii. Provide "four-sided" architecture with multiple entrance points or articulation and mechanical and electrical equipment screening. All mechanical equipment is to be screened from views from across the street and/or middle of intersections or adjacent properties, whichever is further.

Figure 3.19: Four Sided Architecture



d. *Materials and Colors.*

- i. Exterior façade materials shall be high-quality, durable products such as brick, stone or decorative precast concrete.
- ii. The primary building façade shall be of high-quality durable materials such as brick/stone veneer or decorative precast concrete, especially at the base of the building that is susceptible to damage by maintenance equipment such as plows, shovels, mowers, etc.
- iii. The primary material shall constitute at least 70 percent of the total wall area for the front and side façades visible from Mountain Avenue and at least 50 percent for the rear façade; excluding glass.
- iv. Exterior glazing shall be high-performance clear glass (not tinted or reflective) with a low-E coating and visible light transmittance (Tvis) of 60 percent or higher. Use of opaque/spandrel glass to simulate ground-level vision windows is discouraged. Creating large expanses of windows with a branded display wall in close proximity to the glass so that it is readily visible from the exterior is not permitted.
- v. Secondary façade materials can include cement-based stucco, hardboard siding or decorative metal panels with concealed fasteners.
- vi. Screening elements such as site walls for parking lots and trash enclosures shall be of the same high-quality durable material as the primary building skin.
- vii. Primary building façade colors shall be non-reflective, muted neutral or earth tones with only small "pops" of bright, higher intensity colors. Metallic or fluorescent colors are not allowed.

3. *Parking:*

- a. *Parking:* Required parking shall be located behind and between buildings. Only 40 percent of required on-site parking may be allowed along Mountain Avenue frontage and shall not be forward of any building or structure. In addition, such parking areas shall be screened by a landscape hedge, wrought iron fence, or wall as detailed in Table 3.5.
- b. *Drive-through Areas:* Restaurant and bank drive through areas are not permitted.
- c. *Shared Parking:* New off-street parking lots should be shared to reduce the overall footprint of paved parking areas and be tucked behind and between buildings to minimize their visual presence.

4. *Signage:*

-
- a. Building mounted signs and ground mounted monument signs with horizontal massing are preferred.
 - b. See Section 7 Signs for additional signage requirements.
 - E. *Agricultural Character District.* Farms, big skies, distant views, and scattered farmsteads provide a pleasant separation between Interstate 25 and the Town which adds to Berthoud's small-town appeal. The primary goal of this district is to retain the rural and agrarian character and to protect the iconic views to the Rocky Mountains.
 - 1. *District Extents:* The Agriculture Character District extents vary on the north and south frontages. Refer to the Mountain Avenue Overlay District map found in this Section. In general, the District extends from County Line Road 1 to one-half mile west of Interstate 25 on the north side of Mountain Avenue/ Highway 56 and one-half mile east of County Line Road 1 to one-half mile west of Interstate 25 on the south side of Highway 56.
 - 2. *Agricultural Character District Architectural Guidelines:* The architectural style of this area is of an agricultural or farmstead nature. It is recommended that all new development compliment this agricultural/farmstead nature.
 - a. Building materials should be of residential grade and include cement-based stucco, hardboard siding, brick, stone, or decorative metal panels with concealed fasteners.
 - b. Roof lines should be of gable end, hip, and valley styles, with dormers, and shed roofs. Clay and concrete tiles are not encouraged.
 - c. Primary Building Façade Colors shall be non-reflective, muted neutral or earth tones, with limited accent colors. Metallic or fluorescent colors are prohibited.

Figure 3.20: Examples of Agricultural Style Development



- 3. *Signage:*
 - a. Building mounted signs and ground mounted monument signs with horizontal massing are preferred.
 - be. Please see Section 7 Signs for additional signage requirements.

Figure 3.21: Agricultural Character Setback Graphic

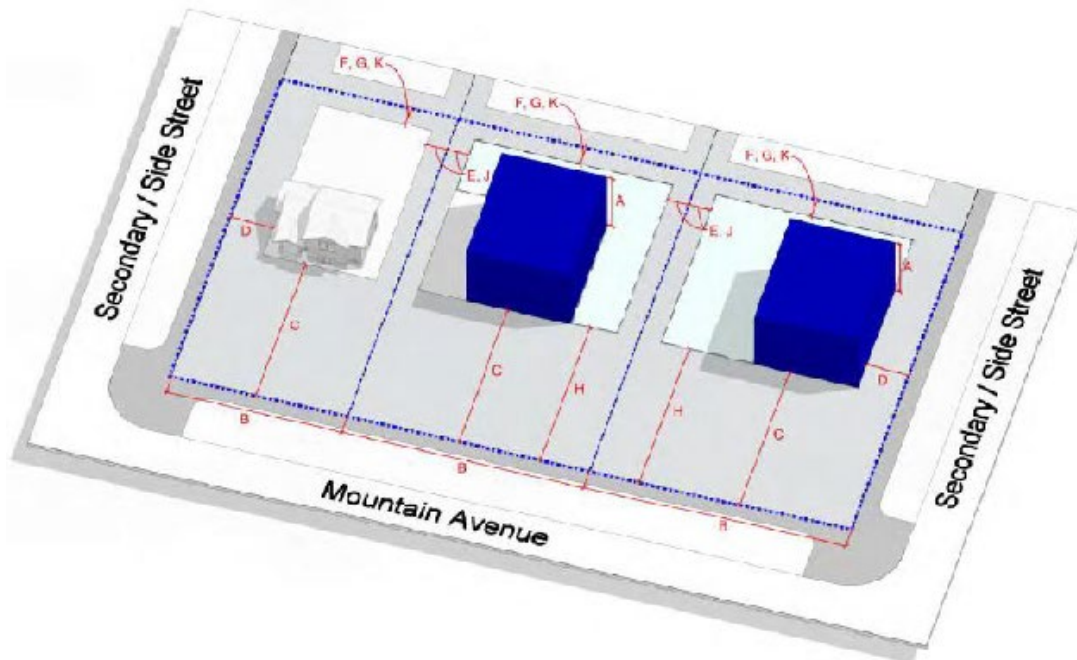


Table. 3.7 Agricultural Character District Dimensional Standards

Mountain Avenue Development Criteria		
Description		Agriculture
	Density and Lot Coverage	Per Underlying Zoning
A	Building Height ⁵	Maximum: 2 Stories (35 feet)
B	Minimum Lot Width	Per Underlying Zoning
	Building Orientation	Parallel to Front lot line
Building Setbacks		
C	Mountain Ave / Highway 56 ^{6,7}	80 ft. min
D	Secondary or side street	20 ft. min
E	Side yard (3 Stories)	NA
E	Side yard (2 Stories)	Per Underlying Zoning
E	Side yard (1 Story)	Per Underlying Zoning
F	Rear	Per Underlying Zoning
G	Rear Alley	Per Underlying Zoning
Off-Street Parking and Driveway Setbacks		
H	Mountain Ave / Highway 56 ⁹	80 ft. min
I	Secondary or side street	
J	Side yard	5 ft. min, 0 ft. if shared
K	Rear	5 ft. min, 0 ft. if shared
	Max parking and driveway frontage ⁴	40% lot frontage
Mountain Avenue ROW Encroachments		
	Outdoor dining areas and display areas	0 ft.
	Awnings	0 ft.
	Balconies	0 ft.
	Bay windows and building projections	0 ft.

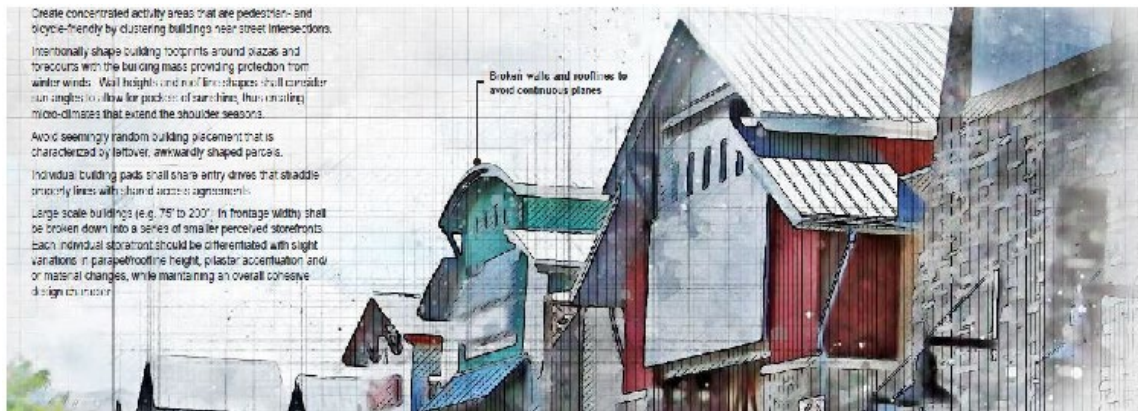
	Building eaves	0 ft.
	Patio cover roof	0 ft.

Notes:

1. The ground floor front façade may be recessed/setback to accommodate outdoor dining and or display areas, and such areas shall have a zero-foot setback.
 2. A six-foot minimum unobstructed clear zone shall be provided within the ROW around outdoor dining areas for pedestrian circulation.
 3. Balconies, bay windows, and other building projections extending in and to the public ROW shall provide a ten-foot minimum vertical clearance above the sidewalk elevation or finished grade.
 4. Off street parking areas and driveways fronting Mtn Avenue/Hwy 56 and/or secondary side streets shall be screened from view from the Public ROW. Screening shall be three feet min. in height and shall be accomplished with berms, low walls, plantings, etc. Wall materials shall match materials used on the associated building. Wood fences are not allowed.
 5. Small tower elements and roof forms/parapet walls associated with primary building areas may exceed the maximum building height by 15 percent.
 6. Permanent features such as steps, ramps, landings, and uncovered porches shall not extend more than 40 percent into the required setback.
 7. Front setbacks abutting Mountain Avenue/HWY 56 shall be measured from the edge of the ROW.
 8. Zero-foot setbacks are allowed for buildings fronting Gateway Park Blvd located at the proposed village center.
 9. Drive-through windows shall not be oriented towards Mountain Avenue, and shall be located only at the rear of the building, and not fronting Mountain Avenue/HWY 56.
- F. *New Berthoud Character District.* New Berthoud straddles the I-25/Hwy 56 interchange and is the gateway into Town. The lasting impression should relate to "Berthoud Proper" and offer a fresh new twist.
1. *District Extent:* The New Berthoud Character District extends one-half mile west of Interstate 25 to County Road 11. Refer to the Mountain Avenue Overlay District map found in this Section
 2. *Architectural Guidelines for New Berthoud District:* Expansive master planned developments are anticipated in the New Berthoud District with large scale retail/lifestyle uses near the I-25/Mountain Avenue interchange, then transitioning to mixed-use and residential developments further away.
 - a. *Massing and Form.*
 - i. The configuration and massing of these large buildings should give the appearance of individual buildings in the manner of traditional town centers.
 - ii. Wall and rooflines should be broken to avoid continuous planes, giving the appearance of individual buildings being built over an extended period of time but with a consistent architectural vocabulary.
 - iii. Pedestrian approaches should be well-defined with large overhangs or dynamic canopy elements provided for weather protection.
 - iv. Buildings should be clustered near street intersections to create concentrated activity areas that are pedestrian- and bicycle-friendly.

- v. Building footprints around plazas and forecourts with the building mass providing protection from winter winds. Wall heights and roofline shapes shall consider sun angles to allow for pockets of sunshine, thus creating micro-climates that extend the shoulder seasons.

Figure 3.22: Massing New Berthoud Character District



b. *Massing and Form for Buildings over 75 feet in length.*

- i. Individual building pads shall share entry drives that straddle property lines with shared access agreements.
- ii. Large scale buildings (e.g. 75 feet to 200 feet or more in frontage width) shall be broken down into a series of smaller perceived storefronts. Each individual storefront should be differentiated with slight variations in parapet/roofline height, pilaster accentuation and/or material changes, while maintaining an overall cohesive design character.
- iii. Large scale buildings (e.g. 75 feet to 200 feet or more in frontage width) shall be designed to have scale-defining elements that reduce the perceived size.
- iv. Provide cornice details that terminate in the main field wall while more prominent overhangs cap the defining architectural wall elements.
- v. Provide transom windows to direct natural light deeper into space.
- vi. Pedestrian-scale canopy elements are encouraged to provide shelter from adverse weather conditions, while defining the break between the base and the body of the building.
- vii. First floor storefront base with large expanses of vertically oriented glass (more than 50 percent of façade-area) are encouraged for commercial development.

Figure 3.23: Massing for Buildings 75' in width or larger



3. *Parking:*

- a. **Parking:** On-street diagonal parking is proposed on Gateway Park Blvd within the proposed village center. To reduce its visual presence on Mountain Avenue, required parking shall be located behind and between buildings. Required parking areas shall not occupy more than 40 percent of the Mountain Avenue frontage and must not be forward of any building or structure. In addition, such parking areas shall be screened by a landscape hedge, wrought iron fence, or wall as detailed in Table 3.4.
- b. **Drive-through Areas:** Restaurant and bank drive-through areas shall be oriented away from Mountain Avenue and shall only be accessed by a rear access drive, with no visible drive-through areas fronting Mountain Avenue, as described in Table 3.4.
- c. **Shared Parking:** New off-street parking lots should be shared to reduce the overall footprint of paved parking areas and be tucked behind and between buildings to minimize their visual presence.

4. *Signage:*

- a. Building mounted signs and ground mounted monument signs with horizontal massing are preferred.
- b. See Section 7 Signs for additional signage requirements.

Table 6.8 New Berthoud Character District Dimensional Standards

Mountain Avenue Development Criteria		
Description		New Berthoud
	Density and Lot Coverage	Per Underlying Zoning
A	Building Height ⁵	Maximum: 3 Stories (40 feet)
B	Minimum Lot Width	Per Underlying Zoning
	Building Orientation	Parallel to Front lot line
Building Setbacks		
C	Mountain Ave / Highway 56 ^{6,7}	80 ft. min
D	Secondary or side street	20 ft. min
E	Side yard (3 Stories)	Per Underlying Zoning
E	Side yard (2 Stories)	Per Underlying Zoning
E	Side yard (1 Story)	Per Underlying Zoning
F	Rear	Per Underlying Zoning
G	Rear Alley	Per Underlying Zoning
Off-Street Parking and Driveway Setbacks		
H	Mountain Ave / Highway 56 ⁹	80 ft. min
I	Secondary or side street	
J	Side yard	5 ft. min, 0 ft. if shared
K	Rear	5 ft. min, 0 ft. if shared
	Max parking and driveway frontage ⁴	40% lot frontage
Mountain Avenue ROW Encroachments		
	Outdoor dining areas and display areas	0 ft.
	Awnings	0 ft.
	Balconies	0 ft.
	Bay windows and building projections	0 ft.
	Building eaves	0 ft.
	Patio cover roof	0 ft.

Notes:

1. The ground floor front façade may be recessed/setback to accommodate outdoor dining and or display areas, and such areas shall have a zero-foot setback.
2. A six-foot minimum unobstructed clear zone shall be provided within the ROW around outdoor dining areas for pedestrian circulation.
3. Balconies, bay windows, and other building projections extending in and to the public ROW shall provide a ten-foot minimum vertical clearance above the sidewalk elevation or finished grade.
4. Off street parking areas and driveways fronting Mtn Avenue/Hwy 56 and/or secondary side streets shall be screened from view from the Public ROW. Screening shall be three feet min. in height and shall be accomplished with berms, low walls, plantings, etc. Wall materials shall match materials used on the associated building. Wood fences are not allowed.
5. Small tower elements and roof forms/parapet walls associated with primary building areas may exceed the maximum building height by 15 percent.
6. Permanent features such as steps, ramps, landings, and uncovered porches shall not extend more than 40 percent into the required setback.
7. Front setbacks abutting Mountain Avenue/HWY 56 shall be measured from the edge of the ROW.
8. Zero-foot setbacks are allowed for buildings fronting Gateway Park Blvd located at the proposed village center.
9. Drive-through windows shall not be oriented towards Mountain Avenue and shall be located only at the rear of the building, and not fronting Mountain Avenue/HWY 56.

Prairie Mountain Media, LLC

PUBLISHER'S AFFIDAVIT

**County of Larimer
State of Colorado**

TOWN OF BERTHOUD, COLORADO

**NOTICE OF PUBLIC HEARING
Amendments to the Berthoud Development Code**

PUBLIC NOTICE IS HEREBY GIVEN of public hearings before the Planning Commission on August 14, 2025 at 6 p.m. and the Town Board on September 23, 2025 at 6:30 p.m. The Town Trustees will hear an introduction of the proposed amendment on September 9, 2025 at 6:30 p.m. All meetings and public hearings will be to consider amendments to Chapter 30 of the Berthoud Municipal Code inclusive of the character district designation for the Mountain Avenue Overlay Section. The public hearings will be held at Town Hall 807 Mountain Avenue in Berthoud 80513.

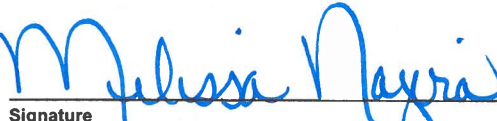
Given and posted on this ____ day of July, 2025.

Published: Loveland Reporter Herald July 26, 2025 - 2125888

The undersigned, Agent, being first duly sworn under oath, states and affirms as follows:

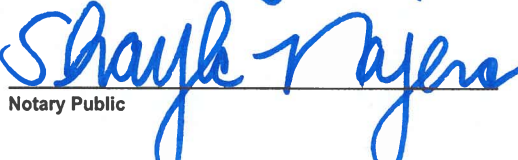
1. He/she is the legal Advertising Reviewer of Prairie Mountain Media LLC, publisher of the *Loveland Reporter Herald*.
2. The *Loveland Reporter Herald* is a newspaper of general circulation that has been published continuously and without interruption for at least fifty-two weeks in Larimer County and meets the legal requisites for a legal newspaper under Colo. Rev. Stat. 24-70-103.
3. The notice that is attached hereto is a true copy, published in the *Loveland Reporter Herald* in Larimer County on the following date(s):

Jul 26, 2025


Signature

Subscribed and sworn to me before me this

28th day of July, 2025


Notary Public

(SEAL)

**SHAYLA NAJERA
NOTARY PUBLIC
STATE OF COLORADO
NOTARY ID 20174031965
MY COMMISSION EXPIRES July 31, 2025**

Account: 1051549
Ad Number: 2125888
Fee: \$17.40



**Garden
Spot of
Colorado**

**Town of Berthoud Planning Commission
Town Hall
Board Room
807 Mountain Avenue, Berthoud, CO 80513
August 14, 2025 at 6:00 p.m.**

1. Meeting called to order – Chairperson Anderson at 6:02 p.m.
2. Pledge of Allegiance
3. Roll Call

The following Planning Commission members were present:

Karen Anderson, Chair
Abigail Smith, Vice Chair
Nick Semedallas, Commissioner
David Pond, Commissioner
Stacy Sigman, Commissioner
Marc Hofmans, Commissioner

The following staff members were present:

Anne Johnson, Community Development Director
Tawn Hillenbrand, Planning Manager
Bella Manzo, Planner

4. Approval of Minutes from July 10, 2025 were moved for approval by Commissioner Sigman and a second to the motion was made by Commissioner Hofmans.
5. Land Use Code Update Overview. An update and summary of the modifications to the Land Development Code was presented by Community Development Director Anne Johnson.
 - a. Community Development Director Anne Johnson provided a staff presentation at 6:04 p.m.
6. Public Hearing: Proposed Amendments to Chapter 30 of the Berthoud Municipal Code regarding the Mountain Avenue Overlay District were presented by Community Development Director Anne Johnson.
 - a. Community Development Director Anne Johnson provided a staff presentation at 7:05 p.m.
 - b. Public testimony was opened at 7:19 p.m. and closed at 7:19 p.m. No members of the public provided testimony.
 - c. Planning Commissioners deliberated and discussed the proposed Amendment. Discussion opened at 7:20 p.m. and closed at 7:21 p.m.
 - d. Commissioner Semedallas moved to send a recommendation of approval to the Town Trustees of the Amendment as proposed. A second to this motion was made by Commissioner Hofmans.

e. The public hearing closed at 7:22 p.m.

7. Report by Staff:

- a. Update on the proposed Short Term Rentals amendment was not approved by the Town Board of Trustees.
- b. A land use hearing is scheduled for the August 28, 2025 meeting of the Planning Commission.
- c. The meeting of the Planning Commission on September 11, 2025 does not yet have a land use hearing scheduled.
- d. The meeting of the Planning Commission on September 25, 2025 will include a discussion with the Town Attorney, and the introduction and orientation of a new Planning Commissioner.

8. Adjourn

The meeting was adjourned by Motion of Commissioner Smith and seconded by Commissioner Semedallas at 7:36 p.m.

Chairperson

Secretary