



## **Historic Preservation Advisory Commission Regular Meeting**

**807 Mountain Avenue  
Berthoud, Colorado 80513  
Monday, June 8, 2026, at 5:30 PM**

This is an **In-Person** meeting at the location and time noted above.

- 1. Roll Call**
- 2. Approval of Meeting Minutes**
  - A. May 11, 2026 Meeting Minutes
- 3. Public Comment Period**
- 4. Discussion Items**
  - B. Work Planning for 2026 - Historic Preservation Plan Goals and Strategies
  - C. June 13, 2026 In-Person Walking Tour: Scripts and Final Planning
  - D. 224 Mountain Ave Alteration Request
- 5. Adjourn**

# Historic Preservation Advisory Commission Regular Meeting

May 11, 2026

Meeting was called to order at 5:35

## 1. Roll Call

Members present: Leslie Moore, Lee Hardies, Ryan Durfee, Carri Grimditch, Joan Cullen

Staff present: Bella Manzo, Planner, Staff Liaison; Anne Johnson, Community Development Director; Andrew Wayland, Museums Director, Berthoud Historical Society

## 2. Approval of Meeting Minutes

Motion to approve by Lee Hardies, Second by Carri Grimditch; unanimous approval

## 3. Public Comment Period

No public comments

## 4. Discussion Items

### B. Plan for May 12, 2026 Board of Trustees Meeting

Bella Manzo said HPAC will bring the Historic Preservation Plan, Proclamation for Historic Preservation Month, and the HPAC Annual Report to the meeting, and we'll do a coaster giveaway. Leslie Moore will present the annual report with Lee Hardies as backup.

\*\* NOTE: A discussion about Berthoud Main Street occurred at this point, but the minutes of it will be placed in the Other Business section of these minutes. \*\*

### C. In-person Historic Walking Tour

The tour is scheduled Saturday, June 13<sup>th</sup> at 11:00 AM. Bella Manzo showed the planned route, which would begin at the museum. There will then be four stops after that, with the final stop at Cocina Cucina. Bella is awaiting confirmation of reservation of the patio there. The tour will be promoted on social media and in utility bill mailers.

HPAC members will prepare their own spiels for their assigned spot. Joan Cullen will do Stop 1, Ryan Durfee Stop 2, Carri Grimditch Stop 3, and Leslie Moore Stop 4. Each stop's presentation should be 7-9 minutes. Bella instructed HPAC members to have their spoken parts written and ready to share at the next HPAC meeting on June 8<sup>th</sup>.

Bella said the town staff would like to make a video to promote the tour; she asked for HPAC volunteers to be in it. Carri and Ryan volunteered.

### D. 224 Mountain Ave Local Landmark Removal Request

Andrew Wayland, Director of Museums for Berthoud Historical Society, presented on behalf of BHS. He explained that BHS would like to add a door to the west side of the building, for easier guest access and movement. They would also like to add a bathroom inside the building and air conditioning.

Chairwoman Moore said the proposed renovations sound reasonable enough without needing a revocation of the landmark designation. Mr. Wayland shared that the BHS board felt the steps required to make the renovations without removing the status would be onerous. HPAC and staff

members provided clarification that the steps that were of most concern to the board are actually town permitting requirements.

Prevailing view of HPAC was that this would be an excellent opportunity for the HPAC to do outreach and use this to explain the process and requirements of landmarking to the public better. Mr. Wayland withdrew the request, and Miss Manzo made a plan to write a letter to the BHS board to explain the HPAC position.

## **E. Other Business**

**\*\* Main Street comments from earlier \*\***

Carri Grimditch posed a question about how the Main Street request and plans might affect HPAC. Andrew Wayland said that, however Main Street develops, it would still need to follow the town requirements. Discussion ensued about Main Street's mission and purpose, with the consensus of the group being that the HPAC and Main Street should communicate to see if there are areas for possible collaboration.

Ryan Durfee pointed out that the email addresses for HPAC members didn't seem correct. Anne and Bella will talk with Bryan Fister, Town IT.

Ryan also asked about the town re-branding plans. Anne suggested that he contact Town staff member Stephanie Horvath for more information.

Leslie shared that she retrieved the Outstanding Landmark sign from the awardee.

Ryan moved to end the meeting and it was adjourned by Chairwoman Moore at 7:00 PM.

**Strategy #4.5:** Hold annual preservation awards that recognize significant projects or newly landmarked properties within Berthoud.

Town staff and the HPAC shall establish a scope for annual preservation awards and coordinate with the Berthoud Historical Society on conducting the awards.	3	Short-term	Berthoud Historical Society, Historic Larimer County, non-profit and other community organizations, property owners
Town staff and the HPAC shall investigate ways of integrating other strategies found herein, such as the proposed plaque program, into the annual preservation awards.	3	Short-term	
Town staff and the HPAC shall publicize the annual preservation awards and maintain a record of the awards on the HPAC's landing page.	3	Recurring	

**Strategy #4.6:** Partner with local organizations to co-host an annual historic building tour or similar program.

Town staff and the HPAC shall collaborate with local organizations such as the Berthoud Historical Society to determine the feasibility of holding a historic building tour or similar program in 2026 and shall establish a scope for such a tour.	3	Short-term	Berthoud Historical Society, Historic Larimer County, non-profit and other community organizations, property owners
Town staff and the HPAC shall work with participating organizations to identify historic properties to be included in the tour.	3	Short-term	
At the conclusion of the tour, town staff and the HPAC shall collaborate with participating organizations to determine the feasibility of conducting the tour on an annual basis.	3	Short-term, Recurring	

## Five-Year Work Plan

The intent of the 5-year work plan is to give town staff and the HPAC a plan of action for implementing the strategies identified earlier in this chapter over the next five years. The priority and order of strategies play an important role in their implementation. As indicated at the beginning of this chapter, certain strategies and actions may need to be completed before work can begin on other strategies. For instance, a historic resource survey is required before town staff can begin the process of designating new landmarks and historic districts. This work plan emphasizes both order and priority, so that strategies and actions may be pursued in a logical and pragmatic manner. The plan may be modified or adjusted at any time and is intended to provide guidance rather than adherence to a strict formula.

Year 1 Work Plan	
Work Plan Item	Applicable Strategies
Undertake a historic resource survey plan that will prioritize additional historic resource surveys in order to identify historic properties eligible for listing in the local, state, and national registers.	Strategy 2.5, Strategy 3.1, Strategy 3.2, Strategy 3.7
Establish a working group, develop a scope and schedule, and begin circulating an HPAC digital newsletter to keep property owners and interested parties informed of the plan's implementation and relevant updates within the department.	Strategy 1.7
Identify stakeholders and community partners who could assist with the implementation of plan strategies and pursue collaborations with these groups or individuals.	Strategy 4.1, Strategy 4.2
Update the website to include a dedicated space for the preservation plan and related projects.	Strategy 1.6
Update the website to include a clear map of the historic district.	Strategy 1.6
Town staff and a member of the HPAC shall attend the upcoming Saving Places Conference in Colorado.	Strategy 1.5

Year 2 Work Plan	
Work Plan Item	Applicable Strategies
Complete the historic resource survey plan identified in year 1 and begin the process of initiating a new historic resource survey and historic context. Berthoud should consider resurveying the Fickle Park neighborhood from the 2006 survey as its first official historic resource survey under the preservation plan.	Strategy 3.1, Strategy 3.2, Strategy 3.4
Begin the process of amending Chapter 30 Section 10-105.2 of the Berthoud Municipal Code to account for non-contributing buildings in historic districts.	Strategy 3.6
Begin to identify incentives for historic property owners in Berthoud.	Strategy 2.4
Begin drafting and implementing a training program for new HPAC members.	Strategy 1.4

Year 3 Work Plan	
Work Plan Item	Applicable Strategies
Complete the historic resource survey and historic context identified in Year 2.	Strategy 3.1, Strategy 3.2,
Begin working with stakeholders, community partners, and local residents to establish new historic landmarks and historic districts identified through the completed historic resource survey.	Strategy 3.4
Begin the process of implementing incentives identified during Year 2.	Strategy 2.4
Identify funding opportunities and work with stakeholders to host a NAPC CAMP training in Berthoud or another CLG community in Larimer County.	Strategy 1.5
Begin for the process of establishing preservation awards in collaboration with community partners and explore ways to reward or recognize property owners for significant contributions to Berthoud's history.	Strategy 4.5

Year 4 Work Plan	
Work Plan Item	Applicable Strategies
Begin the process of adopting design guidelines for historic resources in Berthoud. The guidelines should cover resources found in the existing commercial historic district. Should a residential historic district be designated, it will also be necessary to account for residential property types.	Strategy 2.1, Strategy 2.2, Strategy 2.5
Pursue a Colorado State Register of Historic Properties and/or National Register landmark designation for an applicable property identified within a historic resource survey.	Strategy 3.5
Work with community partners to begin organizing a historic building tour or similar program. The tour may coincide with the adoption of a new historic district, new incentives, or other accomplishments.	Strategy 4.6
Complete the intensive or thematic based survey and context identified in year 3 and pursue local landmark or National Register designations based on the results of the survey.	Strategy 3.3, Strategy 3.4, Strategy 3.5

Year 5 Work Plan	
Work Plan Item	Applicable Strategies
Begin the process of adopting a demolition ordinance for non-landmarked historic resources.	Strategy 2.6
Define a scope and conduct an intensive or thematic based survey and historic context, or additional historic resource surveys identified through the historic resource survey plan in Year 1.	Strategy 2.5, Strategy 3.1, Strategy 3.2, Strategy 3.3
Begin investigating the adoption of a historic plaque program and/or an interpretive historic sign program.	Strategy 4.3, Strategy 4.4
Begin the process of defining a scope for neighborhood conservation districts. The applicability for a conservation district may have been identified within a previous historic resource survey, or a new survey may be required.	Strategy 3.7
Complete a review of the preservation plan and determine if another 5-year work plan is appropriate or if an update to the plan is required.	Strategy 1.1

The table of recurring tasks serves as a companion to the annual work plans above and may be carried out by Town staff and the HPAC annually.

Recurring Actions	
Work Plan Item	Applicable Strategies
Complete an annual review of the preservation plan and identify funding opportunities, such as grants, for implementing plan strategies in the following year.	Strategy 1.1, Strategy 1.2
Explore training opportunities for town staff and the HPAC and attend applicable conferences, webinars, or other historic preservation events.	Strategy 1.4, Strategy 1.5
Continue to engage stakeholders through the implementation of plan strategies and actions and explore opportunities for further collaboration.	Strategy 4.1, Strategy 4.2
Ensure that staff and the HPAC are provided the opportunity to engage with other town departments and community groups. Additionally, ensure that staff and the HPAC are included in planning endeavors where historic resources are involved.	Strategy 1.3, Strategy 4.1
Continue to update the website through the 5-year work plan to include projects, events, and other items relevant to the plans implementation.	Strategy 1.6
Update the existing HPAC owner's manual and continue to do so as more tools and incentives become available.	Strategy 2.3

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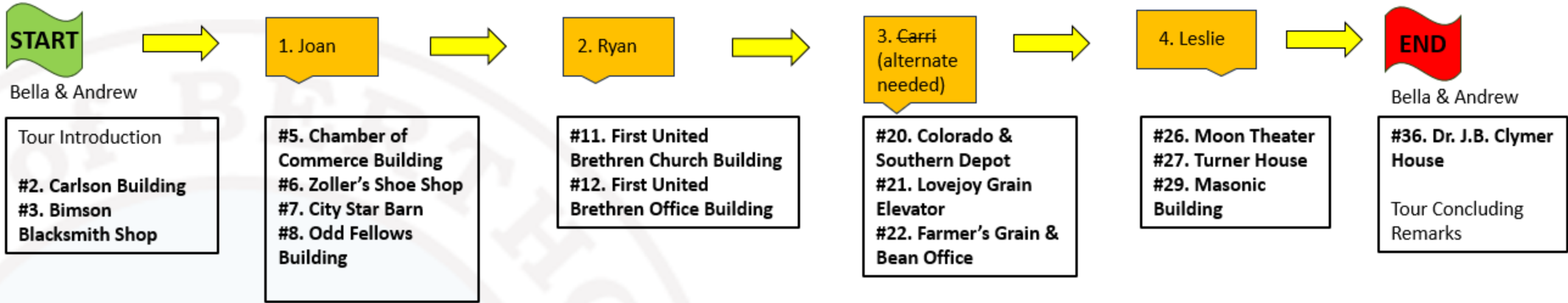
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# Walking Tour Stops



# HISTORIC PRESERVATION ADVISORY COMMITTEE STAFF REPORT



<b>Meeting Date:</b>	<b>June 8, 2026</b>
<b>Agenda Title/Subject:</b>	<b>Request for a Major Alteration to a Local Historic Landmark located at 224 Mountain Avenue</b>
<b>Type of Item:</b>	<b>Regular Item</b>
<b>Purpose:</b>	<b>Consider a request for a Major Alteration to the façade of a Local Historic Landmark located at 224 Mountain Avenue</b>
<b>Presented by:</b>	<b>Bella Manzo, Planner &amp; Staff Liaison to Historic Preservation Advisory Committee</b>

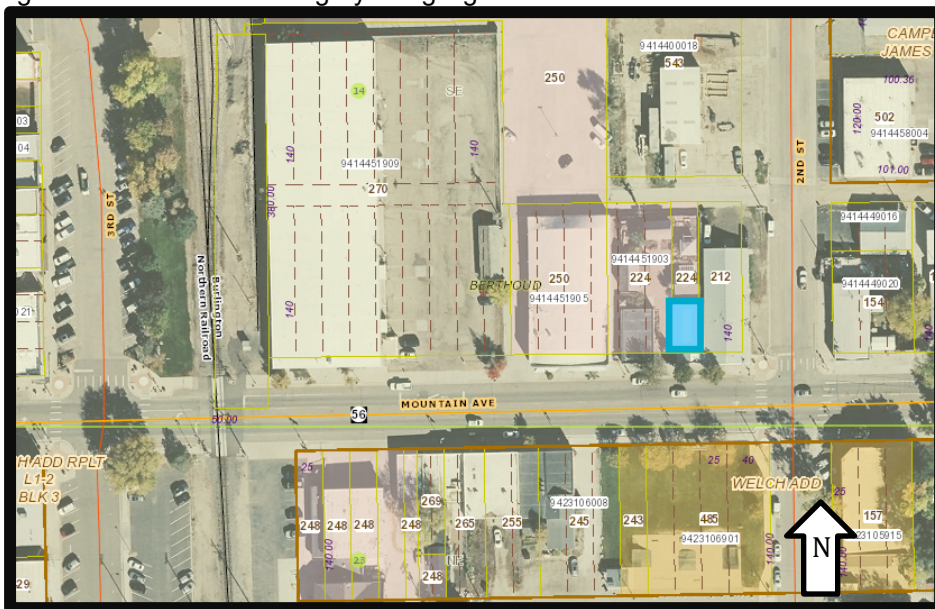
## ATTACHMENTS:

- 01 224 Mtn Historic Alterations Application Materials
  - Application Forms
  - Photos of existing window, planned door placement, and door material.

## BACKGROUND:

The property owner of 224 Mountain Ave is requesting approval of a proposed alteration to the structure as discussed in the application and this staff report. The applicant, Berthoud Historical Society, has provided application materials detailing the project scope. The alteration that the applicant proposes is the addition of a door on the west side of the building where a window currently exists. The door is intended to provide an additional means of egress for both museum staff and visitors.

The building's location via aerial imagery is highlighted in blue:



The proposed wood door is intended to match the style of the existing south-facing door of the building. An aerial image depicting the proposed location of the door is included below. The image depicts the east side of the building where the door is planned to be located, circled in red, which faces the interior courtyard on the site.



More detailed images of the proposed door location can be found in the attached document and represent the applicant's intent to improve the functionality of the site for visitors and staff, while retaining the character and integrity of the site.

#### UPDATE/NEXT STEPS

Section 30-10-112 of the Berthoud Development Code states that a proposal for major alterations requires the Historic Preservation Advisory Committee (HPAC) to discuss and make a recommendation to the Town Board. HPAC may provide a recommendation to approve, approve with conditions, or deny of the applicant's request. The item is scheduled for discussion with the HPAC on June 8, 2026, followed by staff's presentation of HPAC's recommendation to the Town Board of Trustees.

Municipal Code Section 30-10-103 defines the term Alteration as follows: An addition, removal, change, or reconfiguration which alters the exterior character of a Local Historic Landmark including new construction in Historic Districts.

- i. Minor alterations shall include painting, repair or replacement of roof using the same or similar materials as the existing roof, or foundation repair.
- ii. Major alternations shall include window or **door replacement, additions**, and removal of architectural elements, including but not limited to alterations of any land surface, including the addition or removal of any improvement to or from any land surface that is within or part of any designated resource.

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

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

30-10-112.G.1: Minor or Major Alterations: Authorization from the Town Staff is required for work identified as minor alterations as defined in this Section. Authorization from the Town Board of Trustees with a recommendation from the Committee is required for work identified as major alterations to the exterior as defined in this Section. In order to approve an application for an alteration of a Local Historic Landmark, or a Contributing Structure in an approved Historic District, the approving authority shall find that the proposal meets the following standards:

- a. A property shall be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.  
*Staff response: The applicant is not proposing changes to the use of the building with this application for exterior alterations.*
- b. The historic character of a property shall be retained and preserved. The relocation of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property shall be avoided.  
*Staff response: The applicant is not proposing the removal of elements that contribute to the historic character of the property. Any elements proposed to be removed are also proposed to be replaced with visually similar, historically sympathetic alternatives.*
- c. A property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, shall be discouraged.  
*Staff response: The applicant is not proposing the creation of a false sense of history.*
- d. Changes to a property that has acquired historic significance in their own right shall be retained and preserved.  
*Staff response: Previous changes to the property that have acquired historic significance in their own right are not proposed to be altered with this application.*
- e. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.  
*Staff response: Please see the written response to criteria b above.*
- f. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and, where possible, materials. Replacement of missing features shall be substantiated by documentary and physical evidence.  
*Staff response: The Applicant is not proposing replacement of deteriorated historic features with this application.*
- g. Chemical and physical treatments, if appropriate, shall be undertaken using the gentlest means possible. Treatments that cause damage to historic materials shall not be used unless otherwise approved by the Town Staff.  
*Staff response: The Applicant has not presented that they will be undertaking the work listed in this standard.*
- h. Archaeological resources should be protected and preserved in place. If such resources must be disturbed, mitigation measures should be encouraged.  
*Staff response: The Applicant has not presented that they will be undertaking the work listed in this standard.*
- i. New additions, exterior alterations, or related new construction shall not destroy historic materials, features, and spatial relationships that characterize the property. The new work shall be differentiated from the old and shall be compatible with the historic materials, features, size, scale and proportions, and massing to protect the integrity of the property and its environment.  
*Staff response: The proposed alterations do not include such changes that would destroy historic materials, features, and spatial relationships that characterize the*

*property.*

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

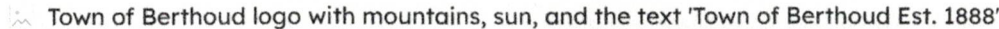
*Staff response: The proposed alterations are planned such that, if removed in the future, the essential form and integrity of the historic property and its environment would not be impaired.*

**RECOMMENDED ACTION(S)**

Staff recommends that the Historic Preservation Advisory Committee send a recommendation of approval of the applicant's request for a Major Alteration to a Local Historic Landmark for the building 224 Mountain Avenue to the Town Board of Trustees.

Applicable building permits shall not be processed until the Town Board of Trustees has approved this request.

**Note about transcribed forms:** this format exists to remove accessibility barriers, but some recipients prefer the original printed format. If you'd like help moving your entries into the original form, please use the live assistance options in the sidebar or contact the author.



**Town of Berthoud**

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## Application for alterations to historic landmarks

The Town of Berthoud Historic Resources Ordinance requires that exterior alterations to a designated historic property, or to a property within a designated historic district must receive a Certificate of Approval issued by the Town of Berthoud. The following information is needed to consider this request:

Property owner(s)

**Name**  
Berthoud Historical Society

**Address**  
224 Mountain Ave.  
PO BOX 225

**Phone**  
9705322147

**E-mail**  
[museumdirector@berthoudhistoricalsociety.org](mailto:museumdirector@berthoudhistoricalsociety.org)

Applicant (if different from owners)

**Name**  
Applicant full name

**Address**  
Street address, city, state, ZIP

**Phone**  
Applicant contact phone

**E-mail**  
[name@example.com](mailto:name@example.com)

**Certification:** I certify that the information and exhibits submitted are true and correct to the best of my knowledge.

Certification signatures

<b>Applicant (print)</b> Applicant printed name	<b>Phone</b> Phone
<b>Signature</b> Applicant signature mm/dd/yyyy	<b>Date</b>

Owner (print)  
Berthoud Historical Society

Phone 9705322147

Signature

Owner signature

06/02/2026



Date



Updated 4/23

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## Submittal checklist for alterations to historic landmarks

Alterations to a designated historic landmark, a contributing structure in an approved historic district, or the major alteration of a historic landmark of statewide significance may include painting, staining, window or door replacement, additions, removal of architectural elements or other similar work, landscaping, relocation, or demolition. *Note: The ordinary repair or maintenance of these structures that does not involve a change in design, materials or appearance does not require review and approval under the Historic Resources Ordinance.* Alterations to designated historic landmarks shall be done in conformance with the *Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings* as published by the U. S. Department of the Interior, National Park Service. The following submittal information is required:

Date submitted

Date submitted

06/02/2026



Completed application form

\$100.00 application fee

Site plan, drawn to scale, showing

- Name, date, project address, north arrow, graphic scale, date of drawings, and name
- Location of existing and proposed structures
- Dimensions, height, and materials of all proposed structure(s)
- Location of existing landscaping, parking areas, and utilities
- If the project involves new construction, a scale drawing (character sketches or architectural elevations) showing openings (windows, doors), materials, and proposed colors
- If the project involves replacement of historic elements (windows, doors) product literature, as available
- Digital photos showing the existing exterior of the structure on all visible sides (date photos and indicate the view the photo was taken from)

Updated 4/23

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Narrative of the proposed project, addressing the following items (attach additional pages if needed):

- Narrative is attached or completed below

Complete the sections below to provide the required narrative for the proposed project.

**A. Describe the proposed work:**

We would like to add a door on the west side of the Carlson Building, located at 224 Mountain Avenue. Currently, there is only a south-facing door on the facade on the Mountain Ave street side, and an additional door would allow for additional and better access to the Carlson Building for staff and volunteers. We would be able to have visitors stay within the Museum complex instead of having to go out onto the sidewalk and walk around to the Carlson building.

Over the years, the Berthoud Historical Society has made this a multipurpose building that includes staff offices, collections storage, exhibit spaces, and educational spaces. With the limited entry way that the build curenly has, this building remains closed to the public often for the health and safety of the collections, staff, and visitors.

In adding this door, we would be able to add additional visitor experience spaces as well as security controls for the Museum's collection.

**B. Provide details about proposed materials and colors:**

A wooden door and wooden frame will be installed in the west wall of the Carlson that match the south-facing door and are modeled after this door. Seen in the attached photo.

**C. How does the proposed project address the applicable Town of Berthoud's review standards (see Section 30-9-111.5. of the Berthoud Municipal Code, available online at [www.berthoud.org](http://www.berthoud.org))**

As this building is part of the Berthoud Historical Society Museum complex, we want to make all aspects of the Museum visitor-friendly and accessible as often as we can. We believe adding a door will help with this without changing the overall character of the building. In looking into the Alterations section of the Municipal code, we believe we are honoring and following section G1 of 30-10-112. Following letters B, C, F, and I of the section mentioned. Our door will match the overall facade of the building by matching the new door with the existing door in style, dimensions, and design. It will only add to the use of the building and will help to protect the materials and objects within this building.

Updated 4/23



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