

1. **Call to Order** – The Planning Commission convened a regular meeting on August 22, 2019. Chairman Banzhaf called the meeting to order at 7:00 p.m.
2. **Roll Call** – Members Present: Scott Banzhaf, Chairman, Kelsey Byron, Jeff Butler, Patrick Dillon, Jan Dowker, Sean Murphy and Dick Shepard.
Staff Present: Curt Freese, Patti Swiger, and Pam Gehringer.
3. **Consent Agenda** – Minutes from meeting of August 08, 2019. Motion to approve by Commissioner Shepard. Seconded by Commissioner Byron. Commissioners Dowker and Murphey abstained. With all other commissioners in favor, THE MOTION CARRIED.
4. **Mountain Avenue Overlay Plan -**
Commissioner Murphy stated that Alm2s Architecture was his former employer. He stated that he intended to listen to the presentation and ask pertinent questions as he was a part of the community; however, he would not be voting on the Plan.

Curt Freese introduced Roger Sherman from BHA Design.

Mr. Sherman introduced the project, which started in September of 2018. He noted that in October 2018 and April 2019 open houses were held for the public to view and comment on the proposed plan. He stated that the overall project goals were to protect and enhance the Town and existing neighborhoods but also create memorable spaces within the Town. He noted that the plan stretched from County Road 11 east of I-25 to the Handy Ditch west of Highway 287. During the process, six distinct character districts were identified: Berthoud West, Residential Conversion, Downtown Commercial, Berthoud East, Agriculture, and New Berthoud. He discussed the vision for each of those districts along with potential bike lanes, trails, and a transit throughout the town.

Brad Massey, Alm2s Architecture, stated that a guideline had been created for architecture that Town Staff would be able to reference when new development was proposed. Key factors in developing quality architecture would be building placement and configuration, massing/articulation, and material and color.

Kaila Bailor, Alm2s Architecture, remarked that each character district was examined separately when those key factors were determined as each district had different conditions.

Doug Elgar, BHA Design, spoke regarding public and private signage (community signage). Criteria for the signage were: reflect small town charm, new and unique to Colorado, reinforce the 'Garden Spot' image of the Town, and be consistent and eye catching. He noted the three potential 'gateway' locations for Berthoud where the signs would be displayed, which were on I-25, Highway 287, and the intersection of 1st Street and Mountain. He noted that included in the proposed signage were 'way finding' signage to help point out schools, parks, etc. Private signage was also examined, which could have a significant influence on image and character of the Town. Recommendations on limitations on private signs were proposed, which included size, type of sign, illumination, etc.

Commissioner Banzhaf asked how the downtown area could accommodate a transit and parking.

Mr. Sherman stated that they had looked into additional parking in the downtown area but not specific to the transit. He also noted that they were sensitive to concerns regarding loss of parking to develop certain areas. If parking spaces were subtracted it would be examined where parking could be added in other areas.

Commissioner Dowker concurred with Commissioner Banzhaf and felt that transit and parking should be a component of the equation.

Commissioner Banzhaf asked about a downtown development authority to help establish proposals within the Plan.

Mr. Sherman mentioned that there were many surrounding areas with downtown development authorities that would be beneficial in helping the Town move forward in developing some of the visions of the Plan.

Commissioner Banzhaf asked if CDOT's proposed plans for I-25 were considered. He noted that the Town's comprehensive plan had aspired for that area to be special and not like all the other towns.

Mr. Freese stated that the Town was likely to design the signage and landscaping at I-25, and there was a meeting with CDOT in September.

Mr. Sherman stated that CDOT would be at the 30% design stage of the project by the end of September, which would incorporate some of what has been envisioned by the Town for that area.

Commissioner Banzhaf thought the Plan had good information; however, some of the pictures contained within the Plan did not meet the Development Code (ie: height of the buildings).

Mr. Sherman stated the intent of the pictures was to highlight a specific feature and was not meant to create change to the Code. He noted that it was determined that a 3-story building was right for the Town of Berthoud.

Commissioner Dillon asked about the Public Works building on the corner of Welch & 2nd Street and wondered if that would be an additional parking opportunity.

Mr. Freese stated that it would be more of a redevelopment opportunity

Commissioner Dillon asked about the pocket neighborhoods and how they had worked successfully in other areas; however, he noted that they looked as if they would not be an affordable area.

Mr. Sherman replied that the idea of the pocket neighborhood was that they offered smaller lot sizes and no yard. There would be a central yard that created a center of the community. He stated that it was just an idea for the redevelopment of an area; however, there were many different ways it could be created.

Commissioner Shepard agreed with Commission Banzhaf and Dowker's concerns regarding the transit area and parking. He felt that it needed to be addressed further. Currently there was already a lack of parking in Town, and if businesses were expanded there would be further need for parking. He asked about the option of incorporating historical architecture.

Mr. Massey stated that if a building was determined to be a historical significance to the community then it would be a starting point to maintain the characteristics of it. With new development, one could consider materiality, window openings, façade treatments, etc. to help keep more of an historical feel.

Mr. Sherman asked if a modern building fit in downtown Berthoud.

Commissioner Shepard stated that within the core of downtown he did not feel that it would fit as there were several blocks of historical buildings.

Commissioner Dowker thought there should be a flow with the current downtown.

Commissioner Banzhaf spoke to the proposed signage. He stated that the way finding signs should be a priority.

Commissioner Byron appreciated the work that had been done. She felt that the proposed signage felt industrial, cold, not friendly, historical or artsy. She also noted that the 'garden' theme in the roundabout would be a lot of maintenance and would be too hard to maintain. She did agree that keeping the same theme at each gateway entry point was important.

Commissioner Butler liked the proposed districts, setbacks, view corridors, etc. He stated that he was against the proposed signage theme. He did not feel that it spoke to the heritage or garden spot identity of Berthoud. He did like the wavy way finding signs proposed.

Commissioner Banzhaf expressed concerns with the proposed signage in the Plan and what was allowed in the Development Code. He expressed some concerns regarding the illumination.

Commissioner Dowker appreciated the hard work put into developing the Plan. She appreciated some of the illumination, which could add some charm to the downtown area.

Mr. Freese explained that the Plan would need to be approved first. Then if there were any development code changes that needed to occur due to the approved plan those would be presented to the Planning Commission and Town Board.

Mr. Sherman noted that the Plan could be amended in the future.

MOTION by Commissioner Shepard to forward the Mountain Avenue Corridor Plan with included discussion from the 08/22/19 Planning Commission meeting to the Berthoud Board of Trustees.

Seconded by Commissioner Byron.

Commissioner Murphy abstained.

With all other Commissioners in favor, THE MOTION CARRIED.

5. Weibel Annexation/Rezoning and WWW Properties Annexation/Rezoning -

Mr. Freese presented the agenda item, which was a request to for two separate annexations both owned by the Weibel family. The first request, Weibel Annexation, was to annex 15.95 acres located off Clayton Place into the Town of Berthoud. The applicant was proposing an Industrial District zoning of M-2 on the currently vacant parcel. WWW Properties Annexation was a request to annex 1.87 acres located at 2541 North First Street into the Town of Berthoud. The applicant was proposing to rezone the property to Limited Industrial (M-1), which currently had an older single-family house on the property.

Troy Campbell, Coffey Engineering, stated that they were available for any questions.

Commissioner Byron agreed that Berthoud could use more industrial zoned areas.

MOTION by Commissioner Shepard to approve the request to annex 1.87 acres, known as WWW Properties, into the Town of Berthoud as per the findings it satisfies the Comprehensive Plan and Colorado Revised Statutes for Annexation.

Seconded by Commissioner Dowker.

With all in favor, THE MOTION CARRIED.

MOTION by Commissioner Shepard to approve the request to annex 15.95 acres, known as the Weibel Annexation, into the Town of Berthoud as per the findings it satisfies the Comprehensive Plan and Colorado Revised Statutes for Annexation.

Seconded by Commissioner Byron.

With all in favor, THE MOTION CARRIED.

MOTION by Commissioner Shepard to approve rezoning to the Light Industrial (M-1) district on the 1.87 acres known as WWW Properties, finding that:

- 1. The Light Industrial (M-1) district proposed, would be in harmony with the adjoining land uses and industrial zoning.**
- 2. The Light Industrial District is expressly supported by the Comprehensive Plan for this area.**

Seconded by Commissioner Dillon.

With all in favor, THE MOTION CARRIED.

MOTION by Commissioner Shepard to approve rezoning to Industrial (M-2) district on the 15.95 acres known as the Weibel Annexation, finding that:

- 1. The Light Industrial (M-2) district proposed, would be in harmony with the adjoining land uses and industrial zoning.**
- 2. The Light Industrial District is expressly supported by the Comprehensive Plan for this area.**

Seconded by Commissioner Murphy.

With all in favor, THE MOTION CARRIED.

6. Village at Rose Farm Final Plat -

Mr. Freese presented the agenda item, which was a request for Final Plat approval for an 8.67 acre development comprised of 66 total dwelling units located on the southeast corner of Spartan Avenue and S. Berthoud Parkway. Mr. Freese noted that there had been a reduction of three interior townhouse dwelling units from the Preliminary Plat approval. He stated that the development offered three different types of uses: townhouses, duplexes or paired homes, and single-family dwelling units. The land was currently zoned R-3 Multi-family, which permitted the aforementioned zoning uses. In addition, the R-3 district allowed 20 dwelling units per acre, which would result in a maximum density of 173 dwelling units; therefore, the proposed density was roughly a third of the density allowance and satisfied the district standard.

Lee Martin, Landmark Engineering, noted that there was a reduction of three units.

Len Larson, 205 Hubbell Street, stated that the agricultural land to the east had a water right; however, with the development of the Rose Farm portion of the development that water right had been damaged and there was not longer adequate irrigation for that farmer. He hoped that this project would not further damage that agricultural land and the damage could be mitigated.

Mr. Freese explained that the agricultural property had been purchased without the water rights.

Commissioner Banzhaf noted that the property owner was currently working on a plan to obtain water.

Commissioner Murphy asked about the driveway on Lot 6 coming out on Bluebell Drive.

Mr. Freese stated that it met the site distance requirements.

Commissioner Byron asked if there would be parking on Spartan Ave.

Mr. Freese replied yes.

Commissioner Byron asked about a crossing at 10th and Spartan.

Mr. Freese stated that it was a condition of the Preliminary Plat, which the applicant was aware of.

Commissioner Byron mentioned that it would be helpful to have water access for the proposed community garden. She asked if there was a maintenance plan for it.

Mr. Martin stated that water would be available, and there would be an irrigation tap there. He stated that there was no maintenance plan.

Commissioner Dowker thanked the applicant for the pollinator and community gardens. She was also glad for the housing diversity offered.

Commissioner Murphy agreed and also appreciated the amount of density proposed as he felt it was appropriate for that area.

Commissioner Shepard thanked the applicant for their quality development.

MOTION by Commissioner Shepard to approve The Village at Rose Farm Final Plat as it satisfies the conditions of Section 30-6-108 with the addition of:

- A pedestrian crossing at the intersection of Spartan Avenue and 10th Street.

Seconded by Commissioner Murphy.

With all in favor, THE MOTION CARRIED.

7. Heron Lakes 12th Filing Final Plat -

Mr. Freese presented the agenda item, which was a request for a Final Plat for eighty-four (84) single family home lots.

Kristin Turner, TB Group, stated that nothing had changed from the Preliminary Plat approval.

Mr. Freese discussed the development and timing of the trails.

MOTION by Commissioner Shepard to approve the Heron Lakes 12th Filing Final Plat Finding it is consistent with the requirements of Section 30-6-108 and the Comprehensive Plan.

Seconded by Commissioner Dowker.

With all in favor, THE MOTION CARRIED.

8. Development Code Update to Sections 2, 3, 4 and 6 -

Mr. Freese continued discussion on the updates to the Development Code.

Commissioner Banzhaf noted the garage embellishments discussed at the last meeting. He felt that the code language did not reflect what was discussed.

Commission Butler agreed and felt that the language should add more details about the garage door façade.

Commissioner Byron suggest amending the sentence to incorporate 'enhanced garage door'.

Mr. Freese stated that he would revise the language.

Commissioner Banzhaf felt that there should be several illustrations provided to emulated what was being asked for. He stated that they could be in an addendum.

Mr. Freese proposed to add new Code language for the C2 zoning district to restrict gas canopies or pumps in the front of a building on main corridors. He stated there would be the opportunity to request a variance.

Commissioner Shepard mentioned that certain landscaping could help with the visual effects.

Further discussion ensued regarding the proposed language. The Commission agreed that Mr. Freese could craft language to add the requirement to the Code.

Commissioner Murphy asked that the code revisions discussed be revisited in one year to make sure they were still appropriate and working.

MOTION by Commissioner Shepard to forward the Development Code Updates, Sections 2, 3, 4 and 6, to the Town Board subject to the following inclusions:

- **Language regarding garage door embellishments be amended**
- **Gas canopies and pumps shall be sensitive to the lot layout and view corridor of the area in the C2 Commercial Zoning District.**

Seconded by Commissioner Byron.

With all in favor, THE MOTION CARRIED.

9. Election of Officials

MOTION by Commissioner Banzhaf to nominate Commissioner Dowker as Chairman.

Seconded by Commissioner Byron.

With all in favor, THE MOTION CARRIED.

MOTION by Commissioner Banzhaf to nominate Commissioner Butler as Vice-Chairman.

Seconded by Commissioner Byron.

With all in favor, THE MOTION CARRIED.

10. Reports

Commission members thanked Commissioners Banzhaf and Shepard for their service on the Planning Commission.

Mr. Freese noted that the Comprehensive Plan was scheduled to be updated in the near future.

Meeting adjourned at 9:29 p.m.

Kelsey Byron, Secretary

Jill Wilson, Planning and Building Technician