



Town of Berthoud Planning Commission - Work Session
Town Hall
807 Mountain Avenue
Thursday, July 25, 2024, at 6:10 p.m.

1. Call Meeting To Order
2. Discussion: Making Motions
Making motions, the different types, and their purpose.

Presented by Erin Smith, Town Attorney

3. Informational Update On Implementing The Action Items Found In The 2021 Comprehensive Plan Update; Review Of The 2021 Comprehensive Plan Authority; Vision, Goals And Strategies
Presented by: Anne Johnson, Community Development Director

Documents:

[2024 COMP PLAN REPORT CARD DOCUMENTS.PDF](#)

4. Report By Staff
5. Adjourn

Join Zoom Meeting <https://us02web.zoom.us/j/86049631362> Meeting ID: 860 4963 1362
One tap mobile +17193594580,,86049631362# US

Individuals needing special accommodation may request assistance by contacting the Town Clerk at 807 Mountain Avenue, Berthoud, Colorado 80513, 970-532-2643 at least 24 hours in advance.

PLANNING COMMISSION INFORMATION

COMMUNITY DEVELOPMENT DEPARTMENT



Meeting Date:	July 25, 2024
Agenda Title/Subject:	Informational update on implementing the Action Items found in the 2021 Comprehensive Plan update; Review of the 2021 Comprehensive Plan authority; vision, goals and strategies
Purpose:	To inform the Planning Commission on current activities, past accomplishments, and work projections for 2024; To review with the Planning Commission the Comprehensive Plan authority as well as the vision, goals and strategies from 2021
Presented by:	Anne Johnson, Community Development Director

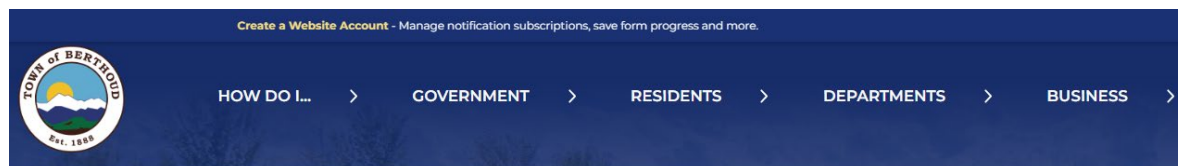
ATTACHMENTS:

- Comprehensive Plan “report card”

BACKGROUND:

The Town of Berthoud updated its Comprehensive Plan in 2021. The plan refreshed the Town’s goals and a vision for the future from the 2016 Comprehensive Plan. The Berthoud Comprehensive Plan is a guiding document utilized by staff to guide development and amend the land development code to reflect this vision, for example.

The purpose of this memo and the attached “report card” is to provide you with an update on the activities and accomplishments made toward implementing the Action Plan included on pages 4-3 through 4-6 of the 2021 Comprehensive Plan. The 2021 Comprehensive Plan can be found on the Town’s website. See the Government tab at the top of the home page:



Click on the Government tab and then the Planning Commission tab. Scroll down to the eNotebook and item 4 is the 2021 Comprehensive Plan update.

UPDATE/NEXT STEPS:

Several action plan items are accomplished, and others are in process. Several action plan items were reflected in the 2024 budget, implementation of other action plan items requires assistance from outside consultants, may be contingent upon grant awards, or may be presented in subsequent years’ budget requests.

At the Planning Commission meeting on July 25, 2024, the Authority, Purpose and
Page 1 of 2

Objectives sections on page 1-1 as well as the Vision, Goals and Key Strategies found on page 3-1 were discussed.

FISCAL IMPACT AND FUND SOURCE:

There is no negative impact to the Town by providing this information.

COMMUNITY TOUCHSTONES:

The three touchstones of resiliency, sustainability and promoting community identity are at the heart of the action plan items. This “report card” also illustrates staff’s commitment to uphold the community touchstones in budget forecasting, code amendments, and in daily conversations with the development community. Many department team members are collaborating on the implementation of the action items found in the three master plans.

RECOMMENDED ACTION(S):

This report is informational only. No action is required.

Town of Berthoud Comprehensive Plan Update 2021

Action Plan Implementation Report Card

Updated: 1/17/24; 6/3/2024; 7/16/2024

Item #	Action Item	Priority	Timeline	Completed	Notes	Community Touchstones: Resilience, Sustainable, Community Identity	Town Board would like Staff to develop a Sustainability Action Plan in 2025
Achievable Goal: Maintaining a Strong Community Identity							
Topic: Community Design							
1	Prepare a 1st Street Corridor Plan that includes a comprehensive set of design guidelines similar in scope to the Mountain Avenue Corridor Plan	2	ST	2023	Completed via Resolution 2023.09 on 4/25/2023; Development Code changes are underway and anticipated to be finalised in Q1 2024	R, S, CI	
2	Update the Development Code to include placemaking techniques that accentuate the Town's identity and provides for a mix of community spaces, amenities, programming, etc. that is distinct to Berthoud	3	ST	2025	Redevelopment activities underway will lead this initiative in tandem with Code amendments (2024/2025); The Town Trustees have indicated that placemaking/branding and historic preservation/history are strategic goals for 2024/25	CI	
Topic: Community Brand							
3	Develop a community branding campaign that encapsulates Berthoud's identity for marketing purposes, including streetscape elements, gateway features, and adaptation to special districts like New Berthoud, 1st Street Corridor, etc.	2	MT	2025	2025 Budget request will be to retain an outside consulting team to review and strengthen if necessary, the Town's design standards for all development; The Town Trustees have indicated that placemaking/branding is a strategic goal for 2024/25	CI	
4	Prepare and implement a Wayfinding Signage Plan that reinforces Berthoud's community identity via a cohesive sequence of gateway, directional, identification and informational signage	2	MT	2025	See #55 below; Staff initiated in 2024 with overall sign plan; The Town Trustees have indicated that placemaking/branding is a strategic goal for 2024/25	CI	
Achievable Goal: Environmental Sustainability							
Topic: Open Land Preservation							
5	Work with agricultural landowners to establish conservation easements and preserve productive open lands	2	ON	In process and on-going	Strategic overview of options is in progress (delivery target - Q3 2024)	R, S, CI	Yes
6	Update the Development Code to include conservation subdivision provisions	1	ST	2022	The Conservation District, CD was created and is included in the Development Code	R, S, CI	Yes
7	Update the Parks, Open Space, Recreation and Trails Plan to include recommendations from the Open Lands Plan	2	ST	2025	The Town adopted an updated Open Space Plan in September, 2021. Staff to collaborate on the integration of Open Space Plan items into the Parks, Recreation and Trails plans. Board approved the update in early 2022. The Town Trustees selected a goal of updating the Parks Master Plan should be completed.	R, S, CI	Yes
8	Update the Development Code to include recommendations from the Open Lands Plan	2	ST			R, S, CI	Yes
Topic: Hazard Mitigation							
9	Update the Community Wildfire Protection Plan	3	LT	2023	Completed via Ordinance 1327 (Series 2023) on 12/12/2023; Will seek continuous improvement to the plan with input from FPD	R, S	
10	Update the Development Code as needed to remain in compliance with CWCB recommendations for flood damage prevention	2	ON	2023	Completed via Ordinance 1321 (Series 2023) on 9/12/2023	R, S	
Topic: Habitat Protection							
11	Continue to protect environmentally sensitive areas including shorelines and riparian corridors that provide for wildlife habitats and other natural functions	1	ON	2024	Ordinance 1342 to PC on 6/27/24 and TB 8/27/24 and 9/10/24; to be accomplished with site-specific development proposals	R, S, CI	Yes
Topic: Viewshed Protection							
12	Update the Development Code to protect views of lake shorelines and other key viewsheds	2	ST	2024	Ordinance 1342 to PC on 6/27/24 and TB 8/27/24 and 9/10/24; to be accomplished with site-specific development proposals	R, S, CI	
Achievable Goal: Infrastructure Improvement							
Topic: Community Facilities							
13	Evaluate the potential to expand or enhance municipal services and programs to support a growing population and thriving business districts	2	ST		Evaluation and planning for expansion of Public Works/Utilities facilities is underway.	R, S, CI	
14	Collaborate with local public safety service agencies to evaluate levels of service and potential needs for expansion, staffing, new facilities and equipment, service improvements, etc. to support the Town's growth and development	2	ON	Continuous	Referral agencies are provided an opportunity to review development applications; collaboration with the Fire Protection District and the School Districts are on-going.	R, S, CI	
Topic: Utility Systems							
15	Assess the need to expand water, sewer and/or wastewater utility lines to new areas of growth and development, including the potential for new or expanded lift stations, wells, reservoirs, and other infrastructure	2	ST	Continuous	See #13. Evaluation and planning for expansion of Public Works/Utilities facilities is underway.	R, S	
16	Coordinate with developers and homebuilders to integrate best practices in stormwater management as part of new development or redeveloped sites	3	ON	Continuous	To be accomplished with site-specific development proposals.	R, S	Yes
17	Coordinate with transportation agencies to integrate best practices in stormwater management as part of new or improved roadway infrastructure	3	ON	Continuous	On-going participation with NFR MPO; Ride-share and mass transit. Enhance collaboration through referral agency coordination.	R, S, CI	Yes
Achievable Goal: Managed Growth							
Topic: Land Use							
18	Update the Development code to support transect-based planning approach	2	ST	2024	Ordinance 1342 to PC on 6/27/24 and TB 8/27/24 and 9/10/24; to be accomplished with site-specific development proposals	R, S, CI	

19	Update the Development Code to incentivize infill development, adaptive reuse, and redevelopment of underutilized or vacant properties	2	MT	2024	Ordinance 1342 to PC on 6/27/24 and TB 8/27/24 and 9/10/24; to be accomplished with site-specific development proposals	R, S, CI	
Topic: Intergovernmental Coordination							
20	Update the Berthoud/Larimer County Intergovernmental Agreement as needed to address matters of mutual land use concern within the GMA	3	ON	In process	Project initiated amongst Planning Staff from each agency; anticipate starting discussions Q1 2024 and finalize by Q4 2024	R, S, CI	
21	Update the Berthoud/Weld County Intergovernmental Agreement as needed to address matters of mutual land use concern within the GMA	3	ON		2025	R, S, CI	
Topic: Annexation							
22	Adopt a Three Mile Area plan in accordance with CRS 31-12-105	2	ST	Continuous	Completed via Ordinance 1328 (Series 2023) on 12/12/2023	R, S, CI	
23	Annually adopt a resolution updating the Town's Three Mile Area Plan in accordance with CRS 31-12-105	3	ON	Continuous	Will schedule for Q4 each year	R, S, CI	
Topic: Other							
24	Update the Zoning Map to be consistent with the Future Land Use Map	1	ST	Continuous	As development occurs, the transition from Euclidian zoning to transect-zoning is encouraged; This is being accomplished on a case-by-case basis with land use applications	R, S, CI	
25	Update the Development Code to ensure the sign regulations are legally compliant with content-neutrality standards	1	ST	Completed	Anticipate completion in Q1 2024	R, CI	
Achievable Goal: Economic Resiliency							
Topic: Business Retention							
26	Conduct a business survey to gain a deeper understanding of the needs, concerns, and ideas of business owners and employees	1	ST	2025	Economic Development collaborates with Larimer County (Business Retention) activities every year; The Town Trustees have indicated that placemaking/branding/economic development is a strategic goal for 2024/25	R, S	
27	Update the development Code to encourage existing ground floor retail and restaurant uses and second floor residential and offices uses in the Downtown district	1	ST	2025	Residential portion will be part of the Housing Assessment starting in Q3 2024	R, S, CI	
Topic: Business Attraction							
28	Conduct a market study to understand the local business supply and demand	1	ST	2025	Economic Development; The Town Trustees have indicated that placemaking/branding/economic development is a strategic goal for 2024/25	R, S	
29	Prepare town and site marketing materials that can be readily shared with prospective businesses, brokers, and investors	2	ST	2025	Economic Development; The Town Trustees have indicated that placemaking/branding/economic development is a strategic goal for 2024/25	R, S	
30	Promote Berthoud at International Council of Shopping Centers (ICSC) events	1	ST	Continuous	Economic Development	R, S, CI	
Topic: Other							
31	Update the Berthoud Business Development Strategic Plan	1	ST	2025	2024 by Economic Development; The Town Trustees have indicated that placemaking/branding/economic development is a strategic goal for 2024/25	R, S	
Achievable Goal: Housing Diversity							
Topic: Attainable Housing							
32	Conduct a housing survey to gain a deeper understanding of community needs and preferences regarding housing	2	MT	2025	Residential portion will be part of the Housing Assessment starting in Q3 2024	R, S	
33	Promote a range of housing options (e.g. detached single-family homes, condominiums, townhouses, duplexes, apartments, assisted and independent senior living, live/work spaces, ADU's, etc.) that meet varying budgets, needs, and life stages	2	ON	2025	Residential portion will be part of the Housing Assessment starting in Q3 2024	R, S, CI	
Topic: Zoning Consistency							
34	Update the Development Code as needed to ensure appropriate housing options are listed as permitted or special uses in the applicable zoning districts	2	ON	2025	Residential portion will be part of the Housing Assessment starting in Q3 2024	R, S, CI	
35	Update the Development Code as needed to ensure residential district standards (e.g. lot size, density, height, units above commercial uses, etc.) allow for a range of housing types	2	ON	2025	Residential portion will be part of the Housing Assessment starting in Q3 2024	R, S, CI	
36	Review the Development Code as needed for opportunities to reduce housing costs (e.g. density bonuses) and increase housing supply (e.g. apartments)	2	ON	2025	Residential portion will be part of the Housing Assessment starting in Q3 2024	R, S, CI	



Achievable Goal: Transportation Enhancement							
Topic: Multimodal Mobility							
37	Prepare a multimodal transportation plan for Berthoud and the growth management area	2	ST		Propose for 2025	R, S	Yes
38	Prepare an Active Transportation Plan including Safe Routes to School	3	MT		Propose for 2025	R, S, CI	Yes
39	Coordinate with the NFRMPO and surrounding jurisdictions to implement the projects identified in the NFRMPO Regional Transportation Plan	2	ON		Propose for 2025	R, S	Yes
40	Complete a 1st Street Corridor Study	2	ST	2023	Completed via Resolution 2023.09 on 4/25/2023; Development Code changes are underway and anticipated to be finalized in Q1 2024	R, S, CI	
41	Advance recommendations from the Mountain Avenue Corridor Study	3	ON	Completed		CI	
42	Work collaboratively with CDOT and regional partners to implement improvements on regional corridors such as I-25, US 287, SH 56	2	ON	Continuous	Roundabout construction at I-25 completed in 2024	R, S, CI	Yes
43	Require right-of-way dedication at time of development to implement the multimodal transportation network as shown on the Transportation Framework Map	1	ON	Continuous		R, S	
44	Evaluate the feasibility of parallel roadway alignment between County Line Road and I-25 to expand the transportation network and to support reliable mobility on Mountain Avenue/SH 56	2	LT			R, S	Yes
Topic: Transit							
45	Prepare a Transit Assessment to determine near-term and long-term services and operations	1	ST		To be evaluated in 2024 for outcomes and deliverables.	R, S	Yes
46	Coordinate with CDOT on the Berthoud Mobility Hub to accommodate ride share, local transit, and other emerging technologies	2	ST	Continuous		R, S	Yes
47	Monitor the progress and planning for Front Range Passenger Rail	3	ON	Continuous		R, S, CI	Yes
Topic: Accessibility							
48	Adopt a complete streets policy to encourage design standards to incorporate for all modes	3	MT		Community Development will propose retaining the services of transportation planners/engineers to complete this task in 2025	R, S, CI	Yes
49	Maintain and periodically update the Americans with Disabilities Act (ADA) Transition Plan	3	ON		Community Development will propose retaining the services of transportation planners/engineers to complete this task in 2025	R, S, CI	
50	Incorporate sidewalks, bicycle facilities, and trails into the development review process; require the right-of-way to be provided or the facilities to be constructed as new developments are approved	1	ON	Continuous	This is a point of discussion with all developers during pre-application processes as well as during development review	R, S, CI	Yes
51	Connect the on-street bicycle and pedestrian facilities with the trail network to encourage bicycling and walking for recreational and travel purposes	3	ON	Continuous	This is a point of discussion with all developers during pre-application processes as well as during development review	R, S, CI	Yes
Topic: Trails							
52	Complete the regional non-motorized corridor connections, as determined by the NFRMPO 2016 Non-Motorized Plan	3	LT		This is a point of discussion with all developers during pre-application processes as well as during development review; Staff will review for all annual budget prep work	R, S, CI	Yes
Topic: Parking							
53	Complete a Downtown Parking Study to analyze on-street parking use, parking requirements, and determine appropriate parking strategies, as needed	3	MT		Economic Development will propose retaining the services of an outside consultant in the 2025 budget	R, S, CI	
54	Revise the land use code to include transportation amenities such as drop-off locations and shared parking (i.e. parking used for one use during the day and another use in the evening) in all mixed and non-residential uses	3	ST		Community Development will propose retaining the services of transportation planners/engineers to complete this task in 2025	R, S, CI	
Topic: Wayfinding							
55	Expand wayfinding to direct drivers, cyclists, and pedestrians to key community destination such as downtown, business districts, recreation centers, parks and open space	2	MT	2025	See #4 above; The Town Trustees have indicated that placemaking/branding/economic development is a strategic goal for 2024/25	CI	
Topic: Other							
56	Preserve right-of-way for future roadway widening as identified in the Transportation Framework Map	1	ON	Continuous	This is a point of discussion with all developers during pre-application processes as well as during development review; Staff will review for all annual budget prep work	R, S	
57	Pursue grant funding to supplement Town capital improvement projects	2	ON	Continuous	Town Staff continuously monitors the list of projects and upcoming grant funding cycles for alignment; Town needs to budget every year to create "shovel ready" projects for grant funding opportunities	R, S	
58	Continue to engage in NFRMPO planning and activities to ensure the Town's interests are represented at the regional level	3	ON	Continuous	The Town has representation on staff-level committees	R, S	Yes

Key:	Overlap with Open Space and Trail Plans
	Housing Assessment
	2024 - 2026 goal of Town Board of Trustees
	Continuous via development proposals - directed by Code