



MEETING MINUTES OF THE TOWN BOARD

Town Board Room

807 Mountain Avenue

Town of Berthoud, Colorado

Tuesday, January 14, 2020 6:30 p.m.

*The full discussion of the Agenda items can be found by going to the Video archives on
<https://www.berthoud.org/government/board-of-trustees/trustee-meeting-videos/archived-trustee-meeting-videos>*

- I. **REGULAR MEETING CALLED TO ORDER** – Mayor Karspeck called into session at 6:30 p.m.
- II. **PLEDGE OF ALLEGIANCE** – Mayor Karspeck lead the Pledge of Allegiance.
- III. **ROLL CALL** –Town Clerk Samora called the roll.

The following were present:

Mayor Karspeck

Mayor Pro Tem Hindman

Trustees: Dower, Hardy, Laak, Tomassi

The following were absent:

Trustees: Alaback

IV. CITZEN PARTICIPATION

There was none.

V. SCHEDULED ITEMS

1. Consent Agenda

- a) Approval of January 14,2020 Agenda
- b) Approval of December 10,2019 Minutes
- c) Approval of December 17,2019 Minutes
- d) November 2019 Financial Information

Trustee Tomassi Motioned to combine and approve the items on the consent agenda. Trustee Laak Seconded the Motion.

WITH ALL IN FAVOR THE MOTION PASSES.

2. City of Loveland Right of Way Dedication

Public Works Director Brothers introduced. At the request of the Town Board, the developer for Heron Pointe East was required to install the sidewalk on the south side of CR 14 west of Berthoud Parkway. This future sidewalk would need to be built to accommodate pedestrians to the west and connect to the existing sidewalk for the Heron Pointe neighborhood.

The existing right of way along CR 14 was not initially widened for future pedestrian connections adjacent to the City of Loveland's property. The City of Loveland property is located at on the SW corner of Berthoud Parkway and CR 14. The developer started the process to have the right of way dedicated to the Town of Berthoud for the future widening and to accommodate a sidewalk connection.

Loveland went through their process and they have deeded the right-of-way to the town. Tonight, we are approving the agreement and the deed in order to have it recorded.

Trustee Tomassi Motion to approve the right-of-way dedication agreement between the City of Loveland and the Town of Berthoud and authorizes the Mayor to execute the agreement. Trustee Dower Seconded the Motion.

WITH ALL IN FAVOR THE MOTION PASSES.

3. Habitat for Humanity Fee Waiver Request

Community Development Director Freese introduced. We have a fee waiver request for Habitat for Humanity for its new houses. As per Ordinance 847 allows the board to waive the fees for essentially two homes that made the habitat criteria. We do not waive the water tap and wastewater tap fees. Historically that has never been waived. The two homes are 1754 and 1756 N. 4th Street.

Mike Cook with Berthoud Habitat for Humanity, Construction Superintendent. Stated they are requesting the waiving of the fees that allow them to build two more homes. Three years ago, they applied for a grant to help them build capacity in their system and to build more homes. They have made a commitment to them that over the next three-year period they will build five houses. The granting of the waiver of fees is a big part of that process. Both houses are being built in partnership with Loveland and Thompson Valley High School Geometry and Construction Problem Program.

Jan Dowker with Berthoud Habitat for Humanity, Executive Director. Wanted to reiterate that the request is important. She also stated that Mike is a Full-Time volunteer as well as a board member and has been for a number of years. She is the only Full-Time staff person for Berthoud Habitat. The monies that are waived are actually put to work. They are mindful of the income and grants and fee waivers that they get.

Trustee Hardy Motion to waive the building and impact fees for the Habitat for Humanity Homes at 1754 and 1756 N 4th Street, with the exception of water tap and wastewater tap fees. Trustee Laak Seconded the Motion.

WITH ALL IN FAVOR THE MOTION PASSES.

4. Mountain Avenue Overlay District 1st Reading

Community Development Director Freese introduced. We have been working on the Mountain Overlay Plan for a year and a half now. The Board went on a tour last year in May viewing the entire corridor. We hired a consultant which was BHA Design. September it was approved by the Planning Commission and in October was approved by the Town Board. The overlay plan goes from Handy Ditch all the way to the end of Wilson Ranch. It was split up into different character districts. It is a form-based principle based on existing needs and what we vision for the future development pattern. The overlay district was approved in November by the Planning Commission. Now it has come before the Board for approval. This is the first reading.

The definition of an overlay is based on existing built form and future build form. The additional standards are overlaid on top of the existing zoning district. These standards include dimensional standards (setbacks, height, etc..) architecture, parking, signage and building placement and form. The underlying zoning uses do not change for example if zoned commercial that is retained; however, any commercial building will be required to meet the additional design and dimensional standards. To clarify any building which legally exists before the adoption of these standards will be considered legal non-conforming or grandfathered and compliance would only be required for new structures, additions and rebuilds.

Berthoud West: Is from Town Hall to the Handy Ditch. This has a suburban design feel. The idea is to create more of a pedestrian friendly and corridor for future design. The building placement will be close to the street with parking in the back. The inspiration for the corridor was Harmony Road in Fort Collins.

Residential Conversion Zone: That is Town Hall to 5th Street. This is homes that were converted into offices thus the naming. The new development in this area should fit with that character. Parking would be in the rear, no drive throughs.

Commercial Zone: Just like the residential conversion zone we are trying to protect what is there. Therefore, if anything new is built it has to have the same character. Downtown has the most diversity, the buildings are up against the sidewalks, it is very walkable, has some unique architecture. The goal is to preserve that.

Berthoud East: This goes from County Line Road to First Street. It has more of an urban character. It is going to become more of an entryway into downtown. We want to make sure that the development along Mountain Avenue creates an entryway into town that is more urban and commercial in nature.

Agricultural Area: This goes from County lined road to Loveland. The idea is to preserve the agricultural character.

New Berthoud: It is a campus like setting. An example that was looked at was Centerra. It will be a mix of commercial and residential with pedestrian pathways.

With all of these districts is to have high quality material standards and walkability.

Signage: They tried to create more of a dark sky compliant signage and minimizing the signage.

Mayor Karspeck Opened it for Public Comment.

Points:

- Language for temporary signs
- Existing single-family house

This will be brought back on January 28, 2020 for a second reading.

5. Dark Sky Compliant Signage

Community Development Director Freese introduced. It was discussed in signage. The end result for commercial signage was take the Berthoud West sign code requirement out of the Mountain Overlay plan and make it our commercial signage for max, allowable commercial signage environment.

Signage:

- a. *Ground mounted freestanding signs with horizontal massing are preferred.*
- b. *Internally illuminated signs are permitted but the entire sign panel may not be illuminated. Text and logos may be illuminated, but the sign panel and cabinet shall be opaque. (The light can not shine out. It can give a glow behind the letters.)*

VI. ELECTED OFFICIAL REPORTS

Town Administrator Kirk: We approached the developer of Heron Lakes to talk about opportunities for us to partner together as they are out constructing trails and sidewalks and other amenities in their subdivision, to get some of the other areas on town property completed as part of their development. One of the areas they are working on goes around the McNeil Reservoir. The strip that we own we asked the contractor to put together a cost for the trail. If the contractor comes back with a decent price, we would have them finish that segment of trail, that would then connect to significant areas of trail that is already constructed or currently constructed with the subdivision. The Heron Lakes developer actually created the map and got the bid from the contractor on the Town's behalf. After reviewing it the bid and the cost amounts are consistent with other bids we have received recently for concrete work. We feel it is a good idea and intend to move forward.

Also, to respect to trails, we submitted a draft of a grant application for eliminating a gap in our extension of our regional trail that runs north and south along Berthoud Parkway. That gap exists on the east side of Berthoud Parkway between Welch and Spartan. He feels it will score really well based on a review of the grant requirements.

Jeremy is also working on a bid to get the sidewalk completed from the park's maintenance building all the way south to Spartan.

Construction has begun on the remodel and we have moved front desk staff upstairs to continue to provide regular services including passports. We appreciate everybody's patience for the next six weeks as we get the downstairs security enhancements and customer service improvements constructed.

The Dog park fencing is going in along with some of the materials being laid. They are planning to have a grand opening.

The Chamber Gala is in two weeks. The Town is a sponsor and gets ten seats. If any of the Board members want to attend, they need to send him an email.

Walt is working with the Mayor to host the Mayor Summit on Entrepreneurship. Mayor Karspeck explained that it is for Elected Officials and local entrepreneurs. The event will emphasize the importance of promoting entrepreneurship in our communities and engaging with our local business owners to help make them more successful. The event will take place on March 31. The board received a save the date email and invitation.

Trustee Tomassi: The Chamber board will be in the process of interviewing applicants to replace the former Executive Director Deanne Mulvihill. Hoping to have one in place before any of the big events. The Board and Ambassadors are still able to run the events so it will not have an impact on our community.

He would like to see us fix up the area on the Hillsdale trail where the restrooms are.

Trustee Dower: They had a very positive PORT Committee meeting. They are setting up times to do some tours of various spots that the PORT Committee is going to focus on. Specifically making critical connections on various pieces of trails. They are hoping to do that February 4th, 2020. They also discussed the low point on Hillsdale and Rose Farm and working

on that connection. They also talked about Welch to Spartan along Berthoud Parkway/County Road 17.

Moving forward they are going to be working on their yearly report that they will present to the Board in May.

She encourages people to come out on the tour if they were interested in finding out more about our parks, open space and recreation areas.

She attended the Youth Advisory Committee Meeting. She found it interesting to watch and be a part of that and see the new kids that have joined. She found it refreshing and to have lots of good energy to be around.

Trustee Laak: He thanked Trustee Hardy for helping on Sunday with the Youth Advisory Committee. They have instituted background checks for adults that are dealing with the Youth Advisory Committee. This excludes those who are just coming to speak. They also have some new ideas for fundraising, for the Matthew Yannutz Fund.

He also mentioned talking to Brian Dodd on the PORT Committee about the Jankowski property. He feels there is lots of opportunities there.

Trustee Hardy: He went to the Youth Advisory Committee on Sunday to fill in for Trustee Laak. He enjoyed watching them work together and talk. They are working on a survey. They are concerned about our Board whether or not they hear our youth in our town. They will be bringing their survey to the Board. They also received a donation from the Yannutz family for the Yannutz fund.

Mayor Pro Tem Hindman: He wanted to thank Town Staff. He did over a three-mile walk. We are close to having a five-mile loop. He wanted to thank the Town Staff, because when he walked the trail along the railroad tracks it was full of trash and construction debris, staff succeeded in getting the developer to police their own development. He was noticeably absent, and it looked great.

The Historic Preservation met last night for their first meeting since selecting officers. The number one goal is the Foursquare Church. The owner was at the meeting and they discussed how to work together and what we can do to help and what their needs are. Adam Olinger the new planner is going to set up a tour of the Foursquare Church during the daytime before the end of January. This is to inspect the inside and outside. The Church is very interested in anything the Town can do to help.

There was also discussion on Olde Towne Hall, the police station renovation, where the town got an assessment, documented all its historic characteristics and the work that needed to be done. They got a grant for the assessment. The assessment grant gets your foot into the door for actual construction grant. Once the state helps with the assessment, they have an interest in helping fund the repairs and the restoration. He felt it was good start to the first meeting.

Mayor Karspeck: He attended the Behavioral Health Policy Council where Loveland had a presentation on suicide prevention.

He thanked staff for the MPO meeting last week. He felt that everything turned out well.

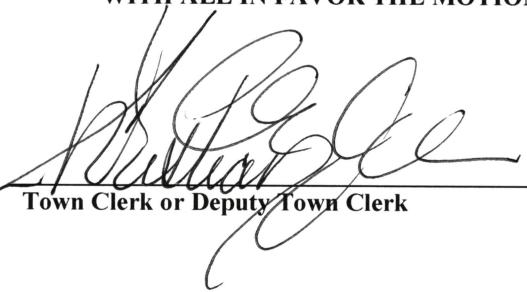
He was invited by Harley's Dream to kickoff for House Bill 20-1084 call the Colorado Community Pet Act. The Town was recognized for what we initiated through Harley's Dream.

VII. ADJOURNED FROM REGULAR MEETING AT 9:45 P.M

VIII. EXECUTIVE SESSION

Trustee Tomassi Motioned for Executive Session for discussion of a personnel matter under C.R.S. Section 24-6-402 (f)(I) and not involving: any specific employees who have requested discussion of the matter in open session; any member of this body of any elected official; the appointment of any person to fill an office of this body or of an elected official; or personnel policies that do not require the discussion of matters personal to particular employees. And the following details are provided: Town Administrator Annual Evaluation Trustee Laak Seconded the Motion.

WITH ALL IN FAVOR THE MOTIONED PASSED



Town Clerk or Deputy Town Clerk



William Karspeck

Mayor Karspeck or Mayor Pro-Tem Hindman