



# Garden Spot of Colorado

## MEETING OF THE HISTORIC PRESERVATION ADVISORY COMMITTEE

807 Mountain Avenue

Town of Berthoud, Colorado

Monday, January 12, 2025, 5:30 p.m.

This is an IN-PERSON meeting at the location and time noted above.

### 1. Roll Call For HPAC 2026

- Leslie Moore, Chair
- Lee Hardies, Vice Chair
- Joan Cullen, Secretary
- John Belcastro
- Ryan Durfee
- Carri Grimditch
- Courtney VanHooser
- Tim Hardy, Board Liaison
- Andrew Wayland, Historical Society Liaison
- Bella Manzo, Town Staff Representative

### 2. Public Comment Period

### 3. Discussion Items

1. 335 Mountain Avenue alteration request
2. Annual review of membership and attendance policies
3. Other business

### Documents:

00 335 MOUNTAIN STAFF REPORT HPAC.PDF  
01 335 MOUNTAIN AVE ALTERATION APPLICATION MATERIALS.PDF  
02 RESOLUTION 2019.02 NON STATUTORY ADVISORY COMMITTEES (PDF).PDF

### 4. Adjourn



# HISTORIC PRESERVATION ADVISORY COMMITTEE STAFF REPORT



## COMMUNITY DEVELOPMENT DEPARTMENT

<b>Meeting Date:</b>	<b>January 12, 2026</b>
<b>Agenda Title/Subject:</b>	<b>Request for a Major Alteration to a Local Historic Landmark located at 335 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 335 Mountain Avenue</b>
<b>Presented by:</b>	<b>Bella Manzo, Planner &amp; Staff Liaison to HPAC</b>

### ATTACHMENTS:

- 01 335 Mtn Historic Alterations Application Materials

### BACKGROUND:

The property owner of 335 Mountain Ave is requesting approval of proposed alterations to the front and rear façades of the structure discussed in the application and this staff report. The applicant has provided application materials detailing the project scope beyond the proposed changes to the facades, however, only the façade alterations significant to the historic structure and appearance of the building are being reviewed with this application. Please note that this request is not for façade improvement funding. This request is solely for approval of a Major Alteration of the façade of a Local Historic Landmark.

Attached in the packet is the application form completed by the applicant, architectural drawings of the proposed alterations, images of the building in its current condition, and supporting information on the history of the structure via historical images and a timeline of the building's history obtained from local historical sources including the Berthoud Historical Society and local news publications. The building's location via aerial imagery is highlighted in blue:

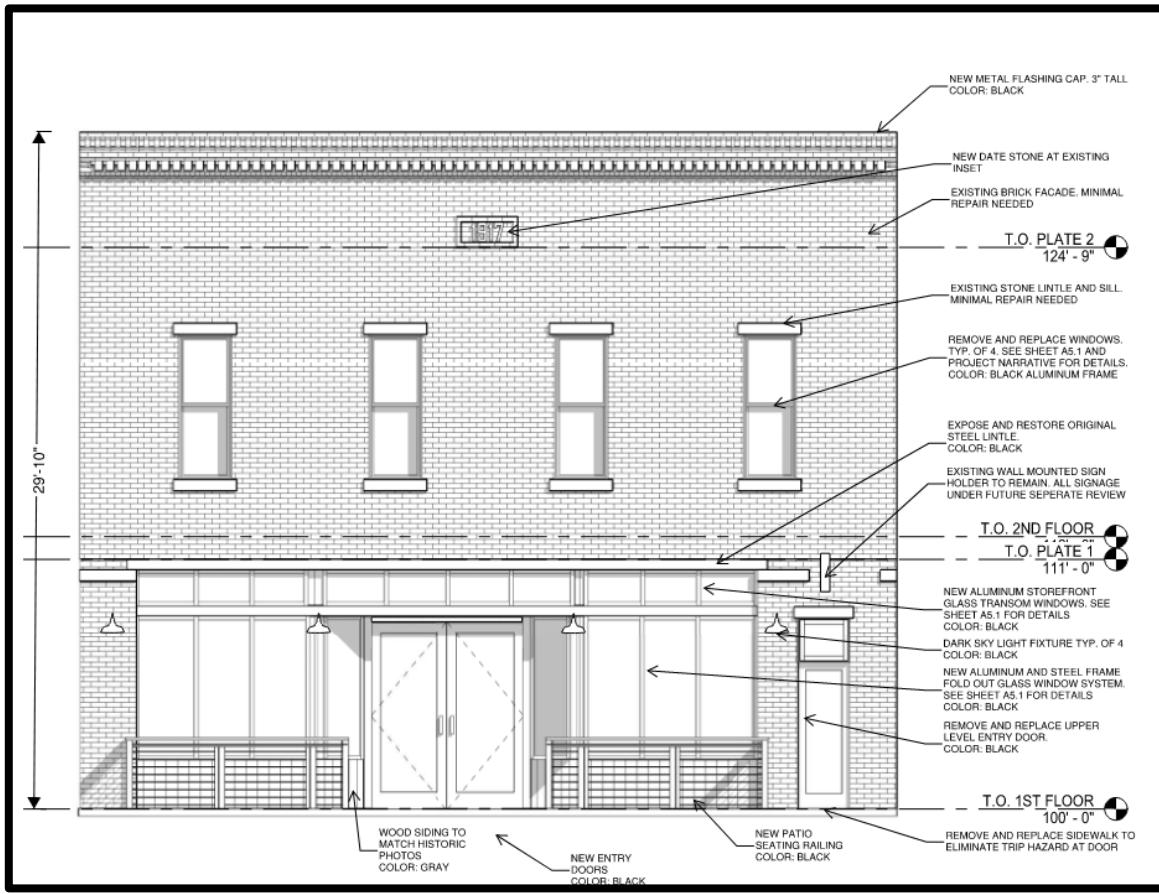


Images of the building's current front and rear façades can be found below:



The proposed façade amendments to 335 Mountain Avenue can be found in the attached document and represent the applicant's intent to improve the integrity and aesthetic of the façade while returning elements of the building to their original historic appearance.

The applicant proposes restoration of the ground floor storefront including removal and replacement of existing glass and entry doors with an energy efficient, operable window system and replacement of current doors with historically sympathetic single door or French door, removal of non-original wood façade elements, alterations to the sidewalk and entry ramp to comply with ADA requirements, installation of dark-sky compliant exterior lighting, and outdoor seating elements. An elevation of the building façade depicting the proposed alterations can be found below:



Staff acknowledges that while the proposed seating area does not align with the historic appearance of the building, the contribution of safe outdoor seating areas provides encouragement for downtown pedestrian activity.

Alterations proposed on the upper-floor include removal and replacement of upper-level windows with operable, aluminum-clad single hung windows, new historic datestone within existing inset, dark-sky compliant exterior lighting, and widening of the entry door and replacement of the sidewalk adjacent to the doorway to remedy existing code violation and trip hazard. Sidewalk improvements may require review by applicable Town departments including Engineering and/or Public Works before installation may begin.

Alterations proposed to the rear building façade (alley-facing), include rear door replacement, and replacement of upper-level windows with operable, aluminum-clad single hung windows.

Two images of the street and building, taken in 1920 and enhanced for clarity can be found below:



MOUNTAIN AVE. LOOKING WEST DETAIL IMAGE, DATE 1920

MOUNTAIN AVE. LOOKING EAST DETAIL IMAGE, DATE 1920

## UPDATE/NEXT STEPS

Section 30-10-112 of the Berthoud Development Code indicates that a proposal for major alterations requires the Historic Preservation Advisory Committee to discuss and make a recommendation to the Town Board. This recommendation may be for approval, approval with conditions, or denial of the applicant's request. The item is scheduled for discussion with the Historic Preservation Advisory Committee on January 12, 2026, followed by staff's presentation of the Historic Preservation Advisory Committee's recommendation at the Town Board meeting on January 27, 2026.

This report reflects discussion regarding the proposed façade treatment and does not reflect comments regarding the use of the structure or the Site Plan application to be reviewed for the building in relationship to the Mountain Avenue Overlay District Plan, the Berthoud Architectural Guidelines, and the Town Code regarding site planning or commercial development.

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 alterations 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. The applicant is proposing a sympathetic façade improvement which will result in a structure that fits into the historic context of the Downtown Commercial Character and Mountain Avenue Overlay Districts as well as enhance the character of the block.*

- 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 has proposed replacement of deteriorated windows with new windows similar in appearance. The Applicant has not demonstrated proposed alterations to any other architecturally or historically significant features.*

- 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 335 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.

**Town of Berthoud**  
**807 Mountain Ave**  
**P.O. Box 1229**  
**Berthoud, CO 80513-2229**  
**Ph. 970-532-2643 Fax 970-532-0640**



### **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:** Jim Dawe

**Address:** 616 6th St. Berthoud CO 80513

**Phone:** 970-308-5333

**E-mail:** jbdawe@gmail.com

#### **APPLICANT (if different from owners)**

**Name:** David Stranathan

**Address:** 512 5th st. Berthoud CO 80513

**Phone:** 720-635-3346

**E-mail:** David@AsherArch.com

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

**Applicant (print):** David Stranathan **Phone:** 720-635-3346

**Signature:**  **Date:** 12-04-2025

**Owner (print):** Jim Dawe **Phone:** 970-308-5333

**Signature:**  **Date:** 12/07/2025

## **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:** 12-22-2025

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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)

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

A. Describe the proposed work: \_\_\_\_\_

See Attached

B. Provide details about proposed materials and colors: \_\_\_\_\_

See Attached

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**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)))

## **Proposed Improvements – 335 Mountain Avenue, Berthoud, CO**

We are excited to present our proposed improvements to the building at 335 Mountain Avenue as part of our effort to restore and enhance this historic structure for long-term community benefit. Our intent is to honor the original architectural character while introducing thoughtful, contemporary upgrades that improve functionality, accessibility, and the overall streetscape experience.

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### **A. Work Proposed**

#### **Ground Floor – Restaurant Space Improvements**

- Storefront Restoration:**

Remove all existing glass and entry doors, as well as the non-original wood façade added at an unknown date, to reveal the building's historic brick and stone detailing.

- New Window System:**

Install an energy-efficient glass façade with mullion spacing meant to mimic the original building façade as shown within the image provided from 1920. A portion of the window system is proposed to fold up to open the indoor space to the outdoors during summer months. Our goal is to provide a space that a restaurant operator will be able to have a thriving business that will enhance the streetscape, bring vibrancy to downtown, and supports an indoor-outdoor dining environment.

- Entry Enhancements:**

As documented within the provided news articles, the ground floor was originally intended for a single business. In 1932 the façade was reconfigured to accommodate two independent retail spaces. Our proposed improvements will revert the entry doors back to the original intended use by eliminating the two independent doors and replacing them with a single door or French door.

- Accessibility Upgrades:**

-Replace the sidewalk adjacent to the front façade to improve accessibility and remove the current interior ramp. The existing exterior sidewalk slopes toward the street at 8% which exceeds ADA requirements. Replacement of the sidewalk will allow a new walkway with 5% or less slope in compliance with current ADA regulations.

- Lighting Improvements:**

Install new dark-sky-compliant lighting to safely illuminate the sidewalk and enhance evening visibility.

- Outdoor Seating:**

Add a new railing system to create a defined outdoor dining area on the sidewalk. 6' minimum clearance will be maintained between the proposed railing and the existing curb per the Mountain Ave. Overlay Plan Requirements.

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#### **Upper Level – Office Space Improvements**

- **Window Replacement:**

Remove and replace all four upper-level windows with new operable, aluminum-clad single hung windows.

- **Historic Datestone:**

Install a new datestone within the existing inset to recognize the Date of the current brick façade construction, 1917 (Date based on news article within sheet A5.0)

- **Accessibility Upgrades:**

**Entry Door:**

-Remove and replace the upper-level entry door. If feasible, we intend to install a code-compliant 3'-wide door; however, this may require brick and stone modification and may not be possible at this time.

- **Sidewalk and Entry Safety:**

Replace the sidewalk adjacent to the upper-level doorway to remove an existing code violation and trip hazard. The existing doorway threshold has a 2" step which violates accessibility requirements for a commercial building. Door and sidewalk replacement will allow this condition to be resolved.

- **Lighting:**

Install new dark-sky-compliant lighting to illuminate the upper-level entry.

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## Rear Patio – Alley-Facing Improvements

Because the rear patio is visible from the alley and contributes directly to the character and safety of the public realm, we are proposing a number of improvements intended to transform this area into an inviting, active, and visually appealing space. We are requesting financial assistance from the Town of Berthoud to support these enhancements, which will significantly improve the appearance and usability of this important alley frontage.

- **Rear door and Window:**

-The existing rear window needs replacement. We are proposing to replace the window with an aluminum clad single hung window to match the upper-level windows that were replaced in 2018. This new window will allow more natural light to enter the rear of the building.

-The existing rear door is a wood door that does not seal up tight or lock securely. A new door with new sidelight is proposed within the existing arched opening. The new door will seal tight to improve energy efficiency and be provided with modern locking mechanisms for security.

- **New Patio Area:**

Install a paver patio with seating areas nestled between landscape planters, complemented by shade structures and umbrellas. A space is being shown for a potential repurposed shipping container bar. Other improvements will be dependent on the restaurant owner's needs which are currently being determined.

- **Public Art:**

Create a mural on the existing gray block wall to bring color, character, and visual interest to the alley.

- **Decorative Lighting:**

Install decorative lighting to enhance safety, improve nighttime visibility, and contribute to a welcoming ambiance.

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#### **B. Proposed materials and colors:**

The proposed improvements at 335 Mountain Avenue will utilize high-quality, durable materials selected to complement the building's historic character while incorporating modern performance standards. All new window and door systems will be energy-efficient units constructed with black aluminum or steel finishes, providing a clean, timeless aesthetic that harmonizes with the existing brick and stone facade. These contemporary systems are designed to offer superior thermal performance, durability, and ease of operation, ensuring long-term functionality. Window systems will be designed to match the historic photos as much as possible while improving from the historic wood frame windows to longer lasting materials with the same look and proportions. Based on the historic photos there is a solid wall below the windowsill. We are proposing to maintain the historic appearance by providing a 26" tall wall below the window area with a wood slat siding and painted finish.

While the finishes and profiles reflect modern manufacturing techniques, careful attention has been given to preserving the building's historic presence. The selected materials will enhance the structure's original architectural features, maintain its historic charm while introducing improved technology, sustainability, and longevity. This thoughtful balance of past and present will ensure the building remains both visually authentic and highly functional for years to come.

#### **C. How does the proposed address town standards**

The proposed improvements at 335 Mountain Avenue are designed to fully align with the intent of applicable local and state historic preservation guidelines. All work respects the integrity of the building's historic features, and no original architectural elements will be dismantled or removed. Instead, the project enhances the building's historic charm by uncovering and restoring existing brick, stone and glazing details that were previously concealed by non-original alterations.

Any new additions or modifications have been intentionally designed to be reversible, ensuring that future removal—if ever desired—can occur without damaging or compromising the building's historic fabric. This approach maintains the long-term preservation of the structure while allowing for thoughtful modernization.

The project also supports the goals of the Mountain Avenue Corridor Plan by strengthening the historic character of the streetscape and contributing to a vibrant, pedestrian-friendly downtown environment. Through the use of complementary materials, improved transparency along the storefront, enhanced lighting, and activation of both the street-facing and alley-facing spaces, the project brings new life and economic energy to this important corridor while honoring Berthoud's architectural heritage.

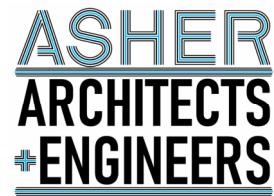
These improvements reflect a balanced commitment to preservation, functionality, and community vitality—ensuring that the building remains an asset to the Mountain Avenue district for generations to come.

#### **Summary**

Architecture | Civil Engineering | Planning | Landscape Architecture | Structural Engineering

[www.AsherArch.com](http://www.AsherArch.com)

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The proposed façade and building improvements for 335 Mountain Avenue are designed to celebrate the historic character of this property while ensuring it remains safe, functional, and inviting for generations to come. With the support and partnership of the Town of Berthoud, we hope to revitalize this important Main Street building and contribute positively to the community's vibrant downtown environment.

We appreciate the opportunity to invest in such a remarkable town and look forward to bringing this project to life.

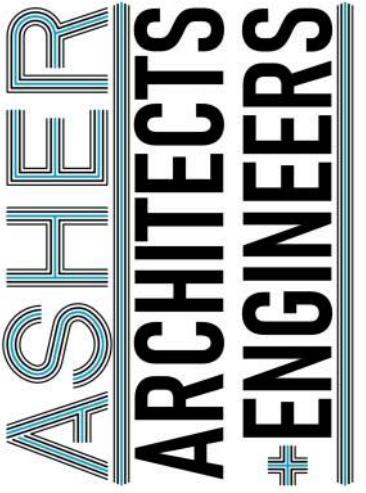
Sincerely,

A handwritten signature in blue ink, appearing to read "David A. Stranathan".

David A. Stranathan,  
Principal Architect @ Asher Architects + Engineers

Approver

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NUMBER NOTED, THIS DRAWING IS  
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## 335 FAÇADE RESTORATION

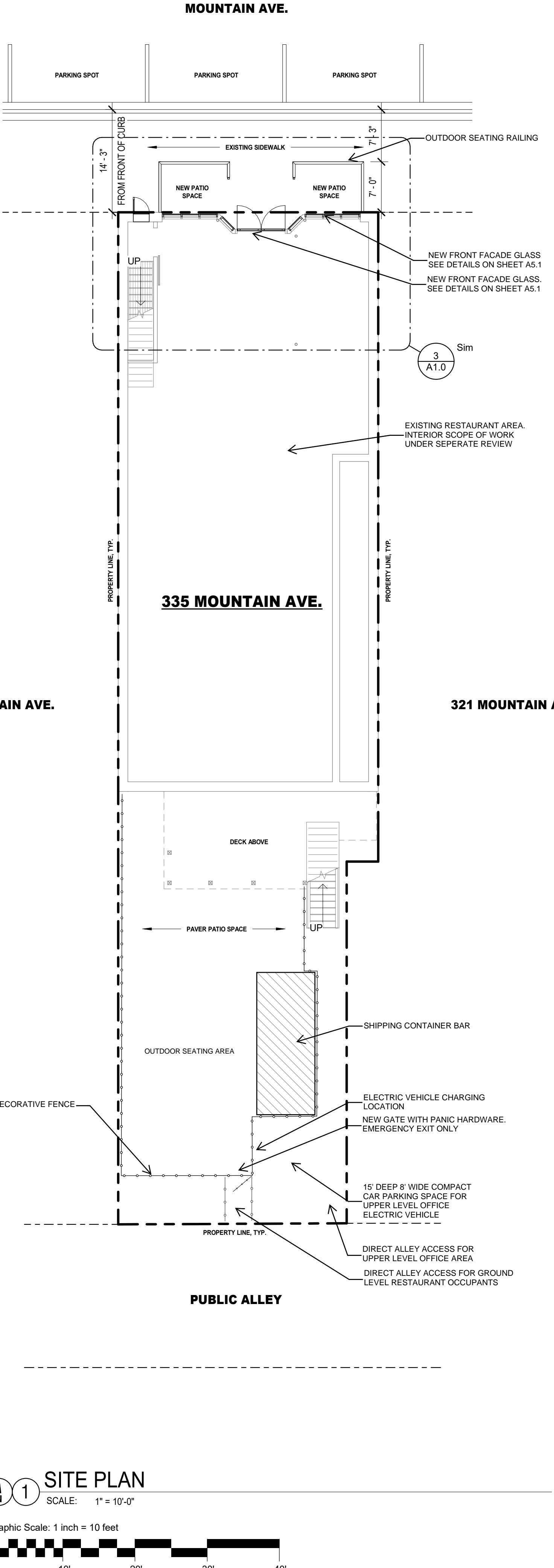
335 Mountain Ave.  
Berthoud, CO 80513

PROJECT INFORMATION:  
25-C130  
DOCUMENT DATE:  
12/16/2025 4:02:43 PM  
DOCUMENT PHASE:

### HPAC REVIEW V1

DRAWN BY:  
SAM  
DATE: 11/24/2025  
CHECKED BY:  
Cleopatra  
DATE: 12/16/25  
REVIEWED BY:  
DATE: 12/16/25  
COMMENTS:

### SITE PLAN



## PROJECT NARRATIVE

### Proposed Improvements – 335 Mountain Avenue, Berthoud, CO

Asher Architects + Engineers is currently pursuing purchasing the existing building located at 335 Mountain Ave. Asher will occupy the upper level and we will collaborate with a restaurant owner that will occupy the ground level. We are excited to present our proposed improvements as part of our effort to restore and enhance this historic structure for long-term community benefit. Our intent is to honor the original architectural character while introducing thoughtful, contemporary upgrades that improve functionality, accessibility, and the overall street-scape experience.

### A. Work Proposed

#### Ground Floor – Restaurant Space Improvements

##### • Storefront Restoration:

Remove all existing glass and entry doors, as well as the non-original wood façade added at an unknown date, to reveal the building's historic brick and stone detailing.

##### • New Window System:

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##### • Accessibility Upgrades:

Replace the sidewalk adjacent to the front façade to improve accessibility and remove the current interior ramp. The existing exterior sidewalk slopes toward the street at 8% which exceeds ADA requirements. Replacement of the sidewalk will allow a new walkway with 5% or less slope in compliance with current ADA regulations.

##### • Lighting Improvements:

Install new dark-sky-compliant lighting to safely illuminate the sidewalk and enhance evening visibility.

##### • Outdoor Seating:

Add a new railing system to create a defined outdoor dining area on the sidewalk. 6' minimum clearance will be maintained between the proposed railing and the existing curb per the Mountain Ave. Overlay Plan Requirements.

#### Upper Level – Office Space Improvements

##### • Window Replacement:

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##### • Historic Datestone:

Install a new datestone within the existing inset to recognize the Date of the current brick façade construction, 1917 (Date based on news article within sheet A5.0)

##### • Accessibility Upgrades:

###### Entry Door:

Remove and replace the upper-level entry door. If feasible, we intend to install a code-compliant 3'-wide door; however, this may require brick and stone modification and may not be possible at this time.

###### Sidewalk and Entry Safety:

Replace the sidewalk adjacent to the upper-level doorway to remove an existing code violation and trip hazard. The existing doorway threshold has a 2" step which violates accessibility requirements for a commercial building. Door and sidewalk replacement will allow this condition to be resolved.

###### Lighting:

Install new dark-sky-compliant lighting to illuminate the upper-level entry.

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##### • New Patio Area:

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##### • Public Art:

Create a mural on the existing gray block wall to bring color, character, and visual interest to the alley.

##### • Decorative Lighting:

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#### B. Proposed materials and colors:

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While the finishes and profiles reflect modern manufacturing techniques, careful attention has been given to preserving the building's historic presence. The selected materials will enhance the structure's original architectural features, maintain its historic charm while introducing improved technology, sustainability, and longevity. This thoughtful balance of past and present will ensure the building remains both visually authentic and highly functional for years to come.

#### C. How does the proposed address town standards

The proposed improvements at 335 Mountain Avenue are designed to fully align with the intent of applicable local and state historic preservation guidelines. All work respects the integrity of the building's historic features, and no original architectural elements will be dismantled or removed. Instead, the project enhances the building's historic charm by uncovering and restoring existing brick, stone and glazing details that were previously concealed by non-original alterations.

Any new additions or modifications have been intentionally designed to be reversible, ensuring that future removal—if ever desired—can occur without damaging or compromising the building's historic fabric. This approach maintains the long-term preservation of the structure while allowing for thoughtful modernization.

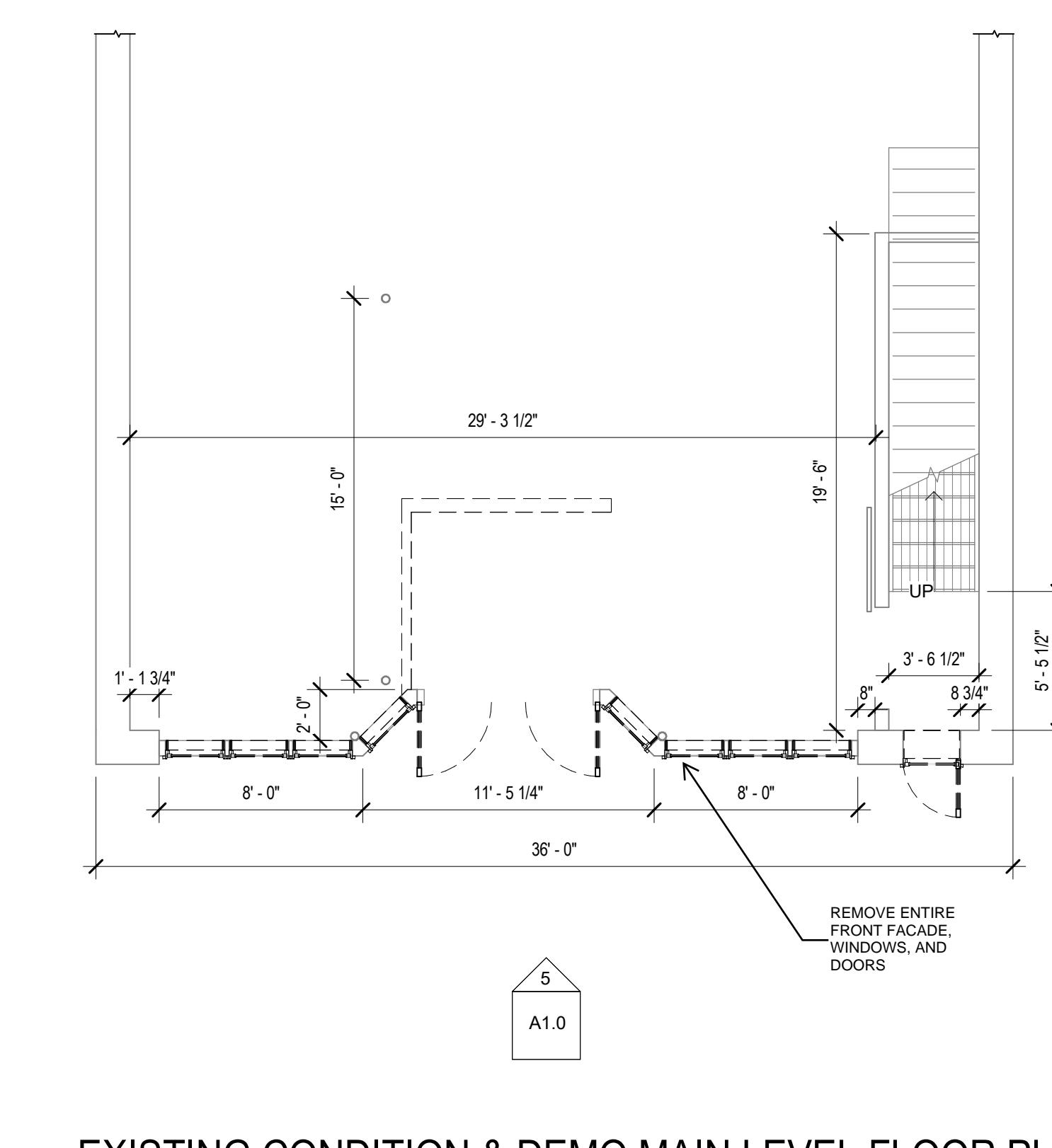
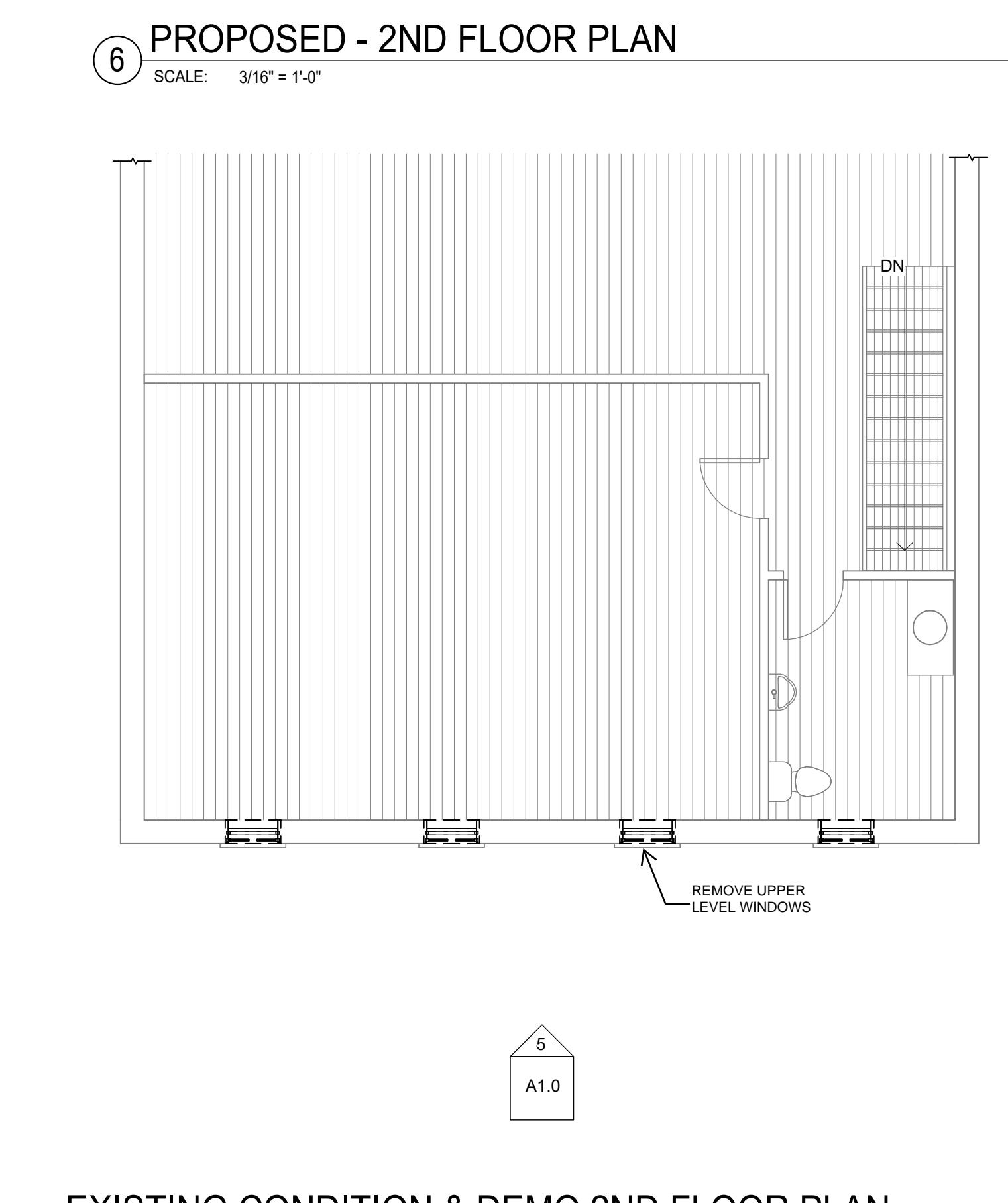
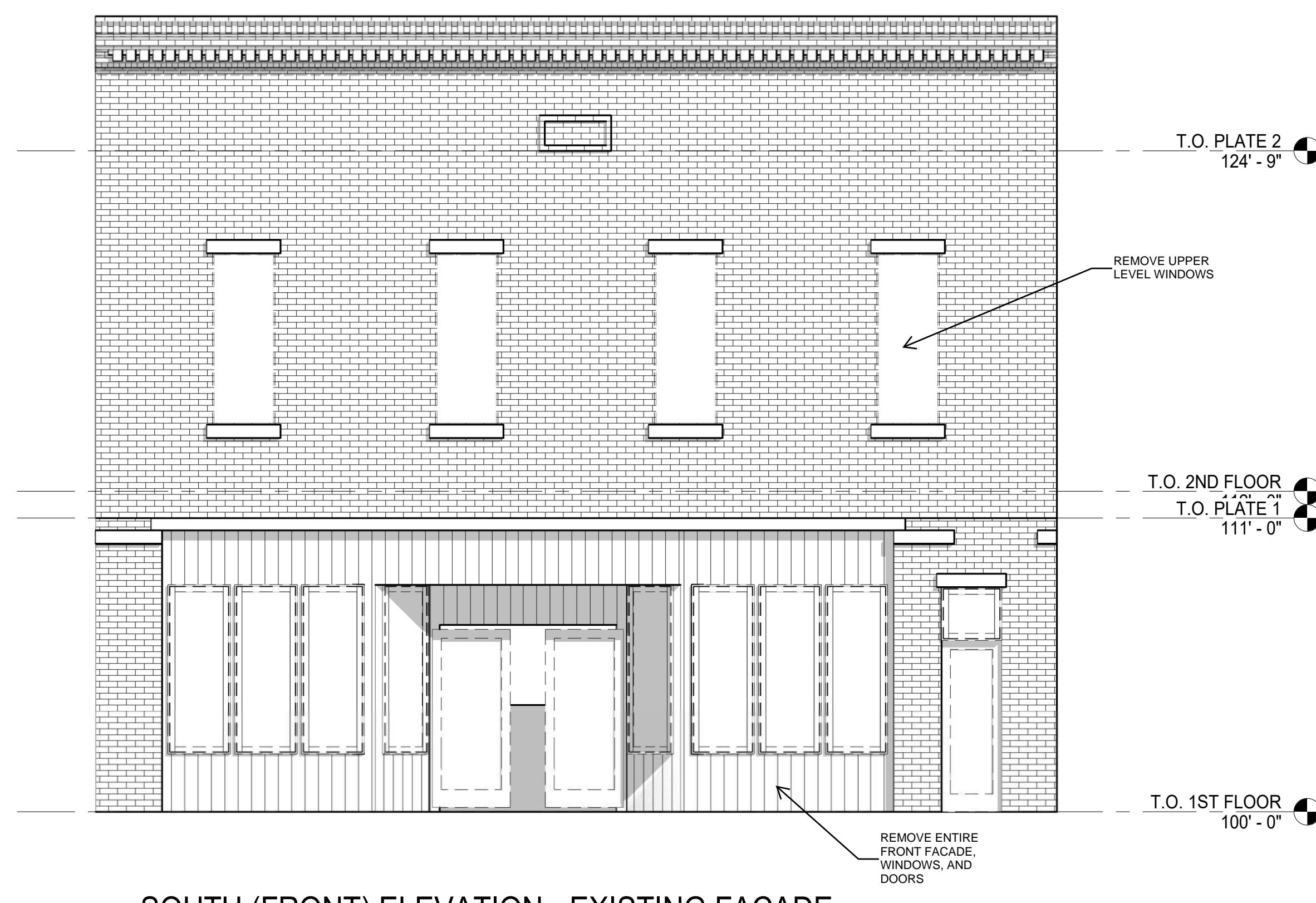
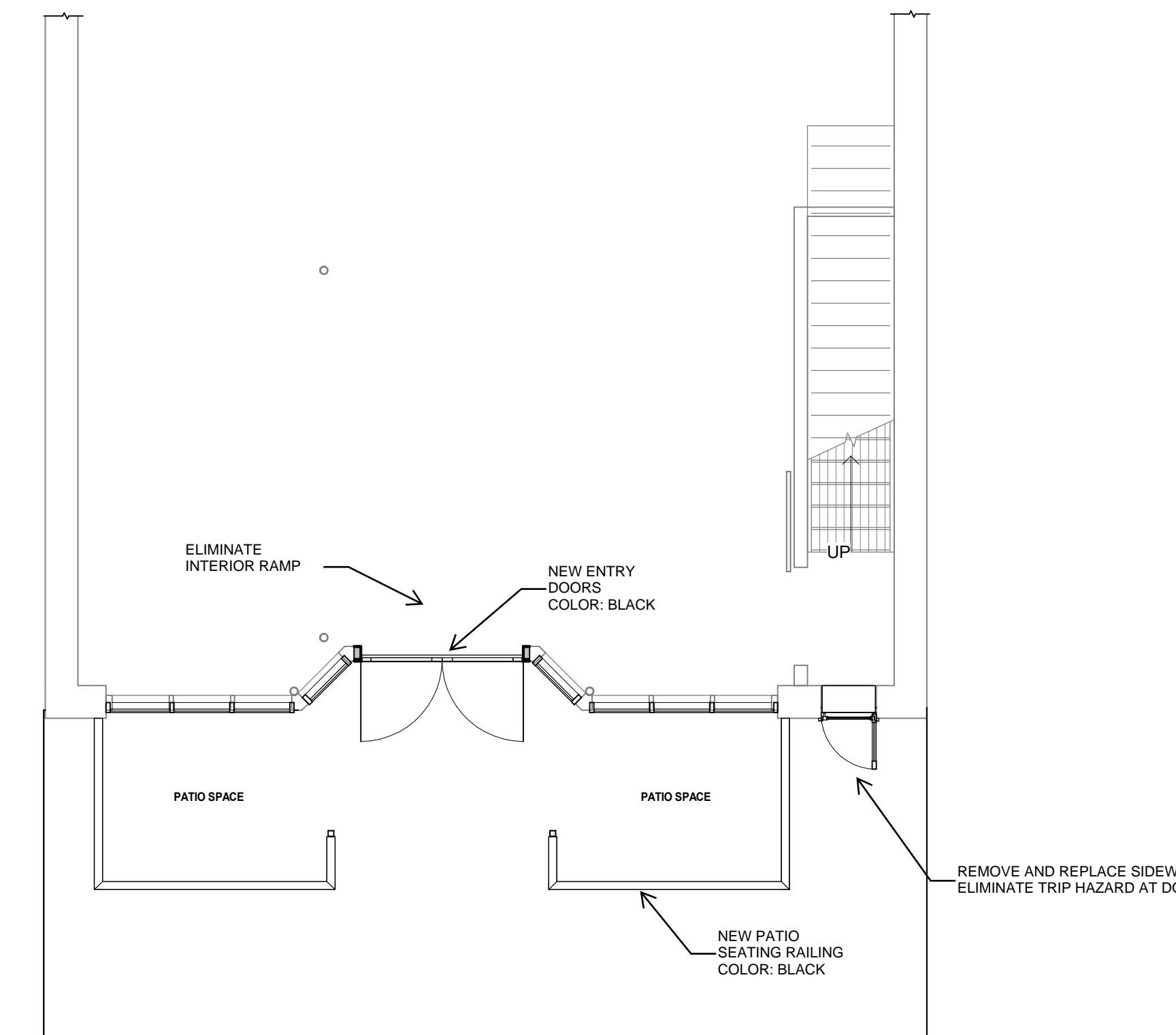
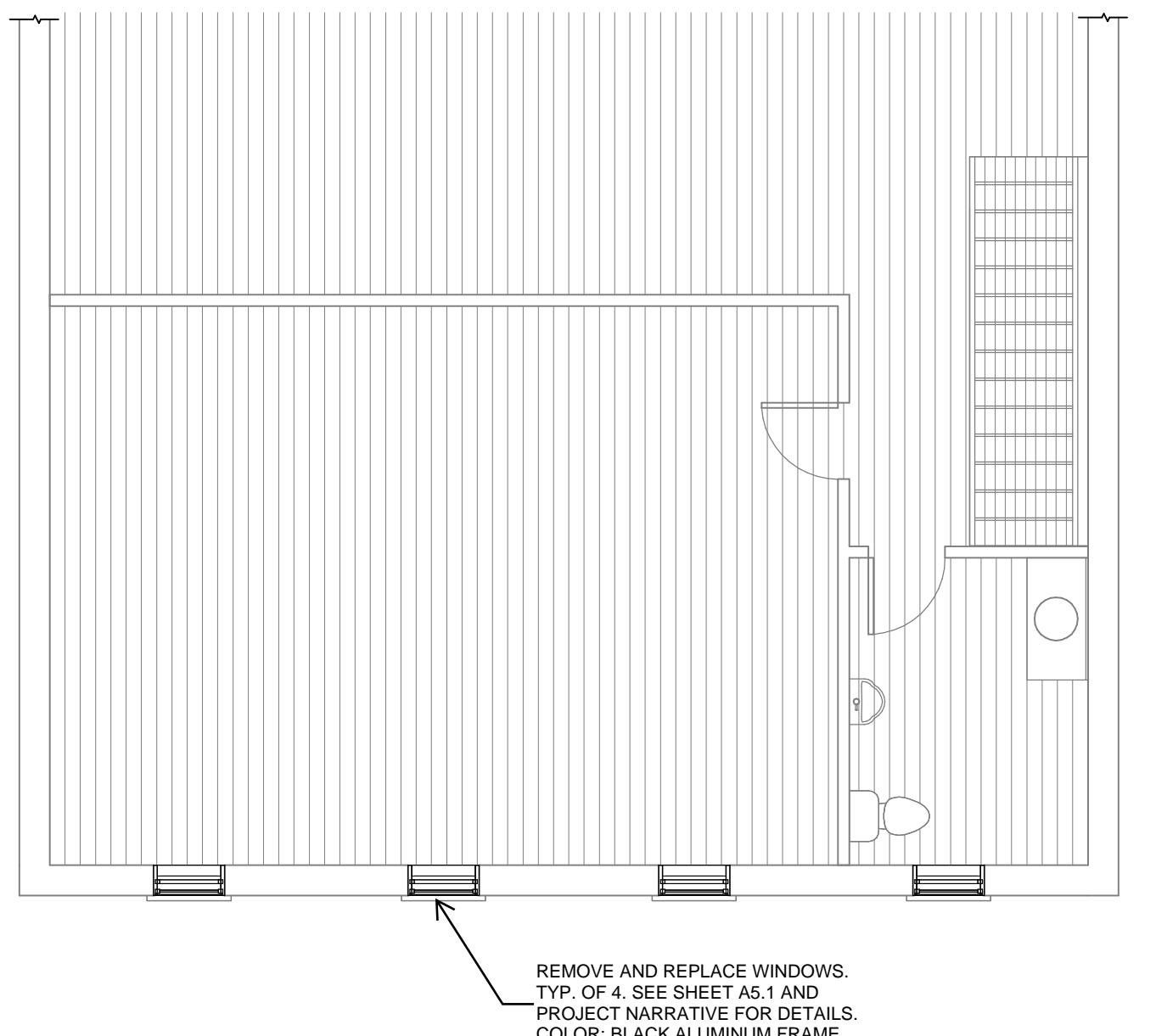
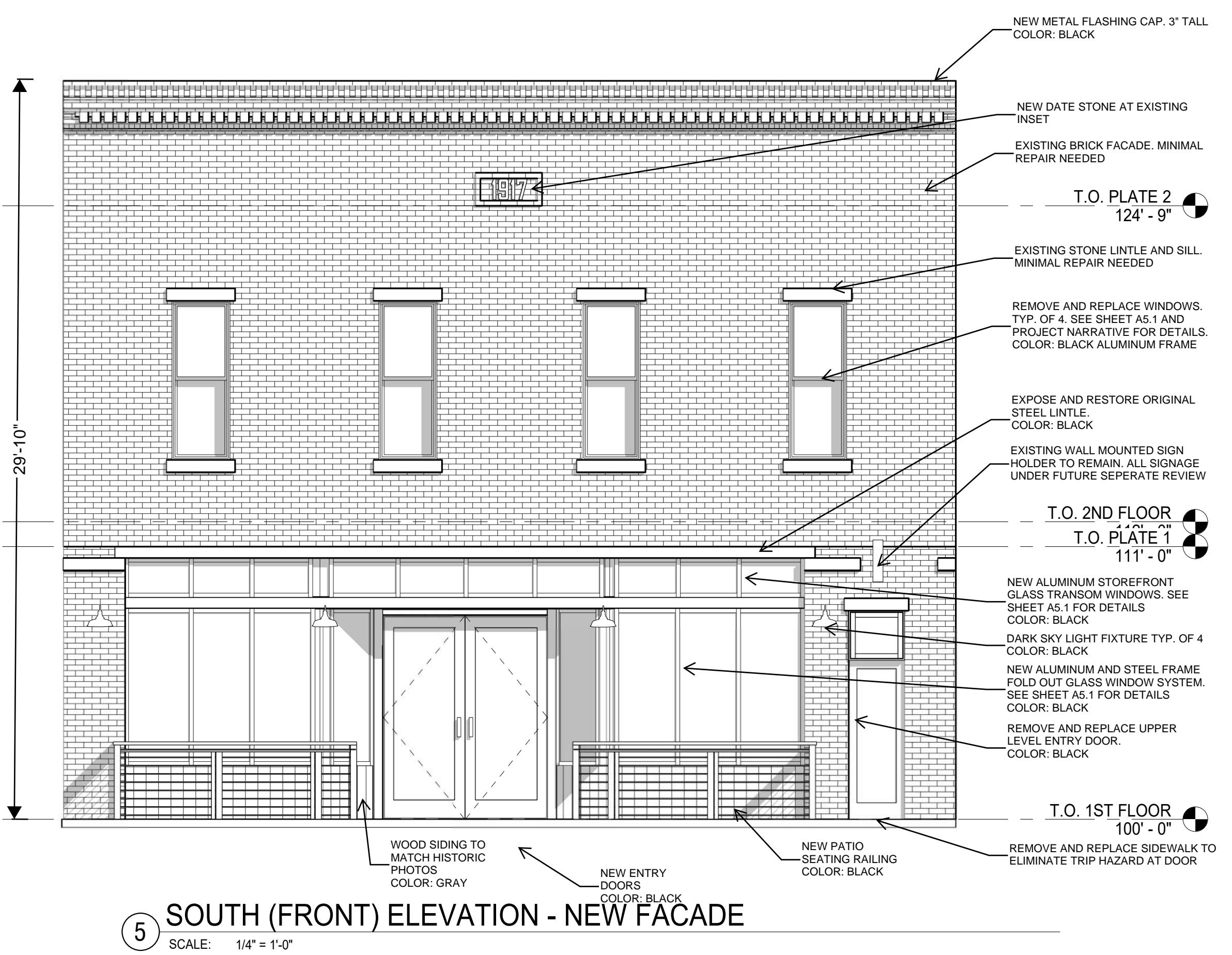
The project also supports the goals of the Mountain Avenue Corridor Plan by strengthening the historic character of the streetscape and contributing to a vibrant, pedestrian-friendly downtown environment. Through the use of complementary materials, improved transparency along the storefront, enhanced lighting, and activation of both the street-facing and alley-facing spaces, the project brings new life and economic energy to this important corridor while honoring Berthoud's architectural heritage.

These improvements reflect a balanced commitment to preservation, functionality, and community vitality—ensuring that the building remains an asset to the Mountain Avenue district for generations to come.

#### Summary

The proposed façade and building improvements for 335 Mountain Avenue are designed to celebrate the historic character of this property while ensuring it remains safe, functional, and inviting for generations to come. With the support and partnership of the Town of Berthoud, we hope to revitalize this important Main Street building and contribute positively to the community's vibrant downtown environment.

We appreciate the opportunity to invest in such a remarkable town and look forward to bringing this project to life.



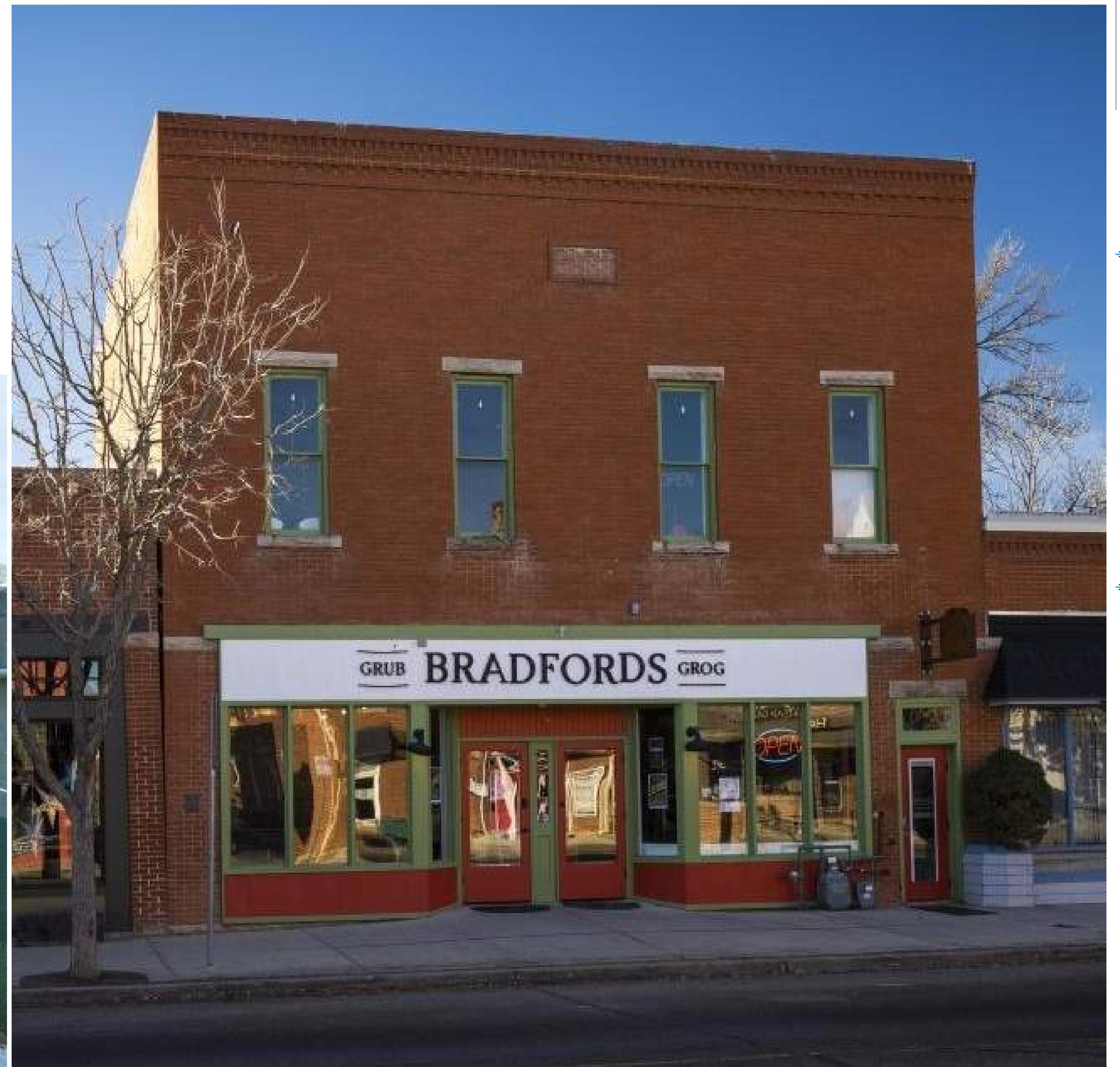


**FRONT FACADE STEEL LINTLE PHOTOS**

NOT TO SCALE

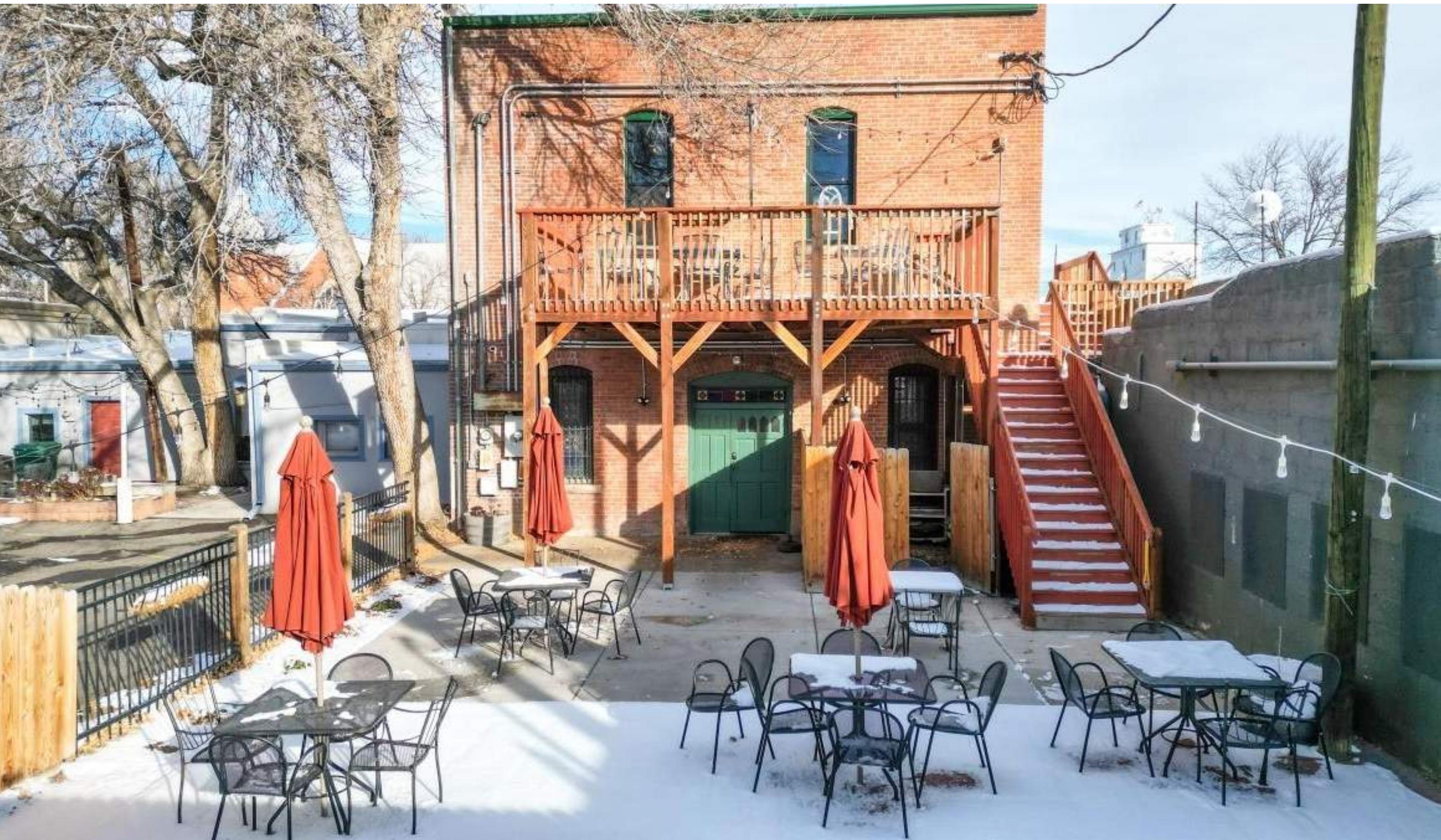


ORIGINAL  
SQUARE HEAD  
BOLT VISIBLE  
AT INTERIOR  
SIDE.



**NORTH ELEVATION PHOTO**

NOT TO SCALE



**SOUTH ELEVATION PHOTO**

NOT TO SCALE



**WEST ELEVATION PHOTO**

NOT TO SCALE



**EAST ELEVATION PHOTO**

NOT TO SCALE

## 335 MOUNTAIN AVE. BERTHOUD, CO 80513

PROJECT INFORMATION:  
25-C130  
DOCUMENT DATE:  
12/12/2025 12:54:14 PM  
DOCUMENT PHASE:  
**HPAC REVIEW**  
V1

DRAWN BY:	DATE:
DAVID	12/12/2025
CHECKED BY:	DATE:
DAVID	12/12/2025
REVIEWED:	DATE:
DAVID	12/12/2025
COMMENTS:	

**HISTORIC**  
PHOTOS



MOUNTAIN AVE. LOOKING WEST DETAIL IMAGE. DATE 1920

\*ORIGINAL IMAGE HAS BEEN ENHANCED FOR CLARITY



MOUNTAIN AVE. LOOKING EAST DETAIL IMAGE. DATE 1920

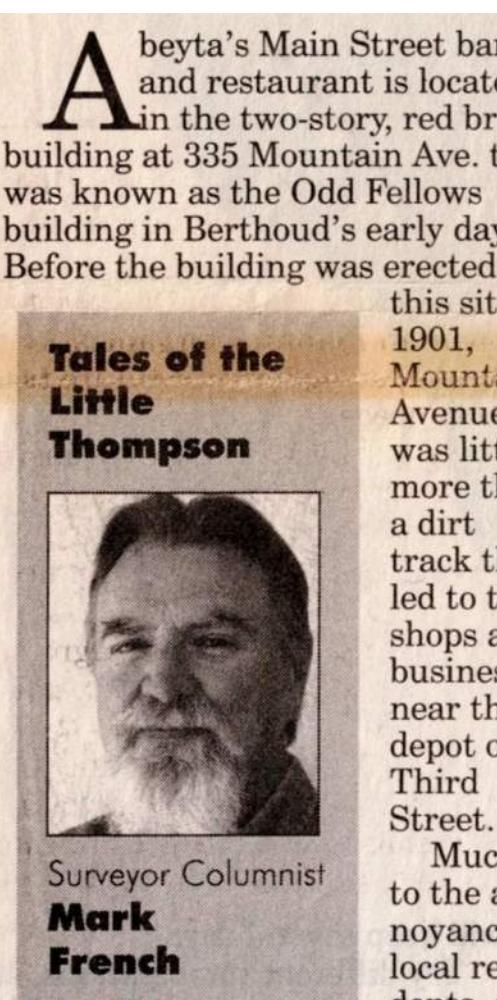
\*ORIGINAL IMAGE HAS BEEN ENHANCED FOR CLARITY



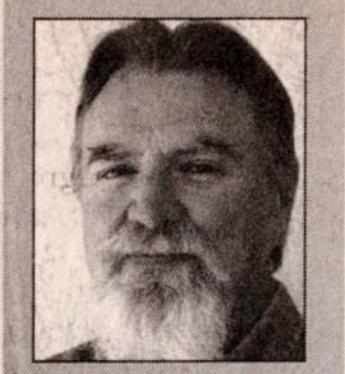
MOUNTAIN AVE. LOOKING WEST. DATE 1920  
\*ORIGINAL IMAGE HAS BEEN ENHANCED FOR CLARITY



MOUNTAIN AVE. LOOKING EAST. DATE 1920  
\*ORIGINAL IMAGE HAS BEEN ENHANCED FOR CLARITY



Tales of the Little Thompson



Surveyor Columnist  
**Mark French**

ran along the south side of Mountain Avenue making it an unsuitable business location for everyone except Sim Jefferes who operated the City Star livery stable at the present-day site of Dean's Furniture.

The Odd Fellows Lodge No. 99, I.O.O.F. was active in Berthoud for nine years before their hall was built at 335 Mountain Ave. From 1892 to 1901 they met in upstairs rooms at Fairbairn Hall (site of the present-day fire station) and the Hubbell mercantile store. For a time they shared the later location (Castle Rug Cleaning building at 565 Third St.) with the Masons. Charter members in 1892 included such well-known Berthoud citizens as W.S. Flora, W.W. Keirnes, W.H. McCormick, Peter Turner, G.G. Osborn and W.L. "Pappy" Fenton.

By 1901 the Odd Fellows had grown to the extent that they needed their own building. The local newspaper detailed their plans.

"Sim Jefferes has purchased from C.C. Welch the lot adjoining his livery barn. The rear portion will be used for a corral, and in front a strip ten feet wide has been sold to the I.O.O.F. During the summer the lodge will add another story to their building, widen it and extend its length thirty feet. It will be a good improvement to this part of town."

To fund their building project, the Odd Fellows secured a \$2,000 loan from the Bank of Berthoud and employed contractor W.H. Rult to build a one-story structure at a cost of \$2,745.

Three months later, the local lodge made good on its plan to enlarge the building.

The local tabloid recounted, "Last week the Berthoud Odd Fellows let the contract to W.A. Pratt of Longmont to improve their building on Mountain Avenue to the extent of about \$3,000. An additional 30 x 45 will be added, and the whole building is to be made two stories high... Brick will be used."

Upon the building's completion, lodge members purchased 6 cuspids (spittoons) for \$1.20 and laid 4,800 pounds of coal for heating at a cost \$9.12.

After the Odd Fellows building joined the City Star livery barn on the south side of the 300 block of Mountain Avenue, one of the lodge's charter members, Pappy Fenton, took it upon himself to address the issue of the open ditch beside the street. The newspaper reported, "Pappy Fenton has completed the laying of paving stones over the ditch in front of the I.O.O.F. building and it gives a

pretty good idea as to how the appearance of the street would be improved if the ditch could be covered the entire length of the block."

While they reserved the second floor of the building for their lodge hall, the Odd Fellows rented the ground floor store rooms to local businesses. In 1908, for instance, parties from Fort Collins operated a roller skating rink on the first floor. For a time F.R. Shyrock operated his hardware store in the building before he moved to the Chamber of Commerce building at the southwest corner of Third Street and Mountain Avenue.

In 1915 the livery stable next door to the Odd Fellows building was torn down and a modern

in for the new lessee, the Johnson-Davis Mercantile Company, which has taken a three-year lease on the ground floor."

Discrepancies in brick color and brick work that may be presently seen from Mountain Avenue are evidence of work on the building's façade.

From 1917 to 1932, a series of businesses including the Johnson-Davis Furniture Company, the Osborn Furniture Company and the Owl Café occupied the ground store. T.C. Roten, who operated his business at the address in 1927 even "fitted up living quarters in the back part of the building," according to the local newspaper.

In 1932 the Odd Fellows hired workmen to put up a partition that divided the large ground floor into two smaller store fronts. W.R. Williams, a barber, began clipping hair in the east room while Ed Sperry opened a pool and billiards hall in the west. Sperry, Berthoud's first marshal in 1888, was well known by the town's old-timers even though he'd left town to work in the mines at Eldora in 1895. Sperry continued to operate a pool hall at this location well into the 1940s.

Pool halls continued to operate on the ground floor of the Odd Fellows building into the 1960s. Mel Ott, Johnnie Stark, Frank Rhodas and Adolph Libl were among the operators of the establishment that had a bar, booths and dance floor in the front room and pool tables in the back.

The Berthoud Odd Fellows continued to meet in their upstairs lodge room until a few years ago when membership dwindled to the point that the lodge was closed.

IN 1932 THE GROUND FLOOR WAS DIVIDED INTO TWO RETAIL AREAS. PRIOR TO THAT THE GROUND FLOOR WAS UTILIZED FOR A SINGLE BUSINESS

THE CURRENT FAÇADE AT 335 MOUNTAIN WAS CONSTRUCTED IN 1917

## RELAVANT NEWS ARTICLE

\*Provided by Andrew Wayland, Berthoud Historical Society

### Odd Fellows (I.O.O.F.) Building @ 335 Mountain Avenue

1886

Berthoud...Sixteen Berthoudites joined in the Odd Fellows celebration at Boulder on Monday... (*Loveland Reporter*, April 28, 1886)

1892

"W.S. Flora is having the second floor of his building (building Munson moved up from old Berthoud) that is occupied by the Odd Fellows, remodeled and when completed will make a very good lodge room." (*The Berthoud Blade*, Sept. 30, 1892)

1901

"He (Rult, W.H.H.) built the Oddfellow's Hall for \$2745 beginning in 1901." (*Heritage of Berthoud and the Little Thompson Valley*, p. 49)

"S. Jefferes has purchased from C.C. Welch the lot adjoining the livery barn. The rear portion will be used for a corral, and in front a strip ten feet wide has been sold to the I.O.O.F. During the summer the lodge will add another story to their building, widen it and extend its length thirty feet. It will be a good improvement to this part of town." (*Berthoud Bulletin*, April 13, 1901)

"R.J. Welch to Simpson Jefferes, lot 6, block 3, 1<sup>st</sup> add. to Berthoud; \$140." (*Fort Collins Weekly Courier*, April 25, 1901)

"Simpson Jefferes to Berthoud Lodge No. 99, I.O.O.F. part if lot 6, block 3; 1<sup>st</sup> add. to Berthoud; \$50." (*Fort Collins Weekly Courier*, April 25, 1901)

"Last week the Berthoud Oddfellows let the contract to W.A. Pratt of Longmont to improve their building on Mountain Avenue to the extent of about \$3,000. An additional 30 x 45 will be added, and the whole building is to be made two stories high. Work was commenced this week. Brick will be used." (*Berthoud Bulletin*, July 9, 1936 "35 Years Ago")

"Last Friday night the Odd Fellows had a house-warming—the opening of their new \$4,000 hall. The hall was not used, however, as the work had not progressed far enough to allow the ball to take place in the hall, and the dance was held in the opera house. There were about fifty couples present, coming not only from the adjacent country, but from Longmont, Loveland, Highland Lake and Platteville."

"The prize was won by R.O. Fleener and wife—\$5. The judges were Dr. Dawson of Platteville, Jos. Wyal of Loveland and Hoyt Whipple of Berthoud."

"The attendants were well-pleased and entertained, and the affair was both a social and financial success. The committees regret very deeply that the Odd Fellows hall was not in condition for the ball, as had been expected, but nevertheless there was certainly a merry time had by all. And to make up for all shortcomings, it has been arranged to give another grand ball on Thanksgiving, in the hall, and for the occasion the committee will go to special work to make a success of every detail." (*Berthoud Bulletin*, Oct. 19, 1901)

"The Odd Fellows will dedicate their new hall on December 11. The grand lodge officers will all be present. Public to all Odd Fellows, their families and Rebekahs." (*Berthoud Bulletin*, Dec. 7, 1901)

1902

"Pappy Fenton has completed the laying of paving stones over the ditch in front of the I.O.O.F. building and it gives a pretty good idea as to how the appearance of the street would be improved if the ditch could

be covered the entire length of the block." (*Berthoud Bulletin*, May 3, 1902)

1908

"A roller skating rink has been opened on the first floor of Odd Fellows Hall. Parties from Fort Collins have it in charges, and it is meeting with much patronage." (*Berthoud Bulletin*, Jan. 4, 1908)

"Monday night J.J. Everitt, H.E. Niven, A. Templeman, L.M. Walker, J.H. Cornelius, George Ferris, Joseph Griffin, J.J. Edmondson, Albert Benson, Louis Erkenbeck, Burrell Brown, I.M. Jackson, Frank Winegar and A. Berglin were initiated into the Encampment I.O.O.F. the work being done by the Silver State Encampment."

"The following old-time camp men went down to see that the boys got all the necessary attention, and to partake in the hospitality of the Denver brethren" J.F. Sampson, James Vigar, G.C. Osborn, L.C. Saltzman, Jacob Longan, John Evans, and R.H. Boatman."

"The local camp is growing rapidly." ("35 Years Ago" in *Berthoud Bulletin*, Feb. 18, 1943)

1913

"A telephone has been placed in the anteroom of the I.O.O.F. hall for the convenience of the members of the various orders which use that lodge room. An electric alarm bell is also a recently added convenience." (*Berthoud Bulletin*, Feb. 21, 1913)

1917

"At the regular lodge meeting last Friday night the Odd Fellows decided to cut off the front of their hall to line up with the Jefferes Garage. The building will be widened on the east to the west wall of the garage; a new front put in for the new lessee, the Johnson-Davis Mercantile company, which has taken a three-year lease on the ground floor. Work on the improvements will be started next week." (*Berthoud Bulletin*, Nov. 2, 1917)

"F.R. Shyrock has sold his hardware to S.S. Worrell of Boulder, the deal having been closed on Tuesday, and the new owner took possession on Wednesday."

"Mr. Shyrock came to Berthoud 12 years ago, and opened a store in the Odd Fellows building, later removing his stock to the Chamber of Commerce building. By square dealing he has built up a good business—a business which the new owner expects to merit and hold by the same honest principles."

"Mr. Worrell is an experienced hardware man, and an expert timer and plumber as well. His family will join him in Berthoud as soon as he can get a dwelling house."

"Mr. and Mrs. Shyrock will leave Colorado as soon as business affairs can be arranged, going to the state of Washington to make a visit to their son, Dr. H.W. Shyrock, who is a first lieutenant in the medical corps of the United States army." (*Berthoud Bulletin*, Dec. 21, 1917)

1918

"The Johnson-Davis Mercantile Company moved into their new store room in the Odd Fellows building the first of the week, and are getting their stock of hardware, implements, etc. put to rights. The store room, since alterations and repairs have been made is one well-adapted to the firm's needs." (*Berthoud Bulletin*, Mar. 8, 1918)

1926

"Frank Osborn of the Osborn Furniture Company has leased the Odd Fellows building, formerly occupied by the Johnson-Davis Mercantile company, and will move his stock into it about the 20<sup>th</sup>." (*Berthoud*

*Bulletin*, Jan. 8, 1926)

1927

Advertisement for "Closing-out Sale" Osborn Furniture Company, Odd Fellows Building (*Berthoud Bulletin*, March 11, 1927)

"T.C. Roten has leased the Odd Fellows building on Mountain Avenue, and moved his stock from the Phipps Building on Third Street to his new location this week. Mr. Roten will add used furniture to his stock. Mr. and Mrs. Roten have fitted up living quarters in the back part of the building." (*Berthoud Bulletin*, Aug. 26, 1927)

Oddfellows building threatened by fire in the "Berthoud Cafè" next door. (*Berthoud Bulletin*, Nov. 4, 1927)

1929

"The Owl Cafè has leased the store room in the I.O.O.F. Building, and will be in the new location within a short time. They will have a larger dining room which will enable them to cater to large group banquets. Mr. and Mrs. Bryant and family will have living quarters in the rear." (*Berthoud Bulletin*, April 26, 1929)

1932

"Ed Sperry, a resident of Berthoud many years ago, has returned to town and has bought the James Torrance pool and billiard hall. Mr. Sperry has leased the room under the Odd Fellows Hall and will move his tables and other furnishings to the new location right away and expects to be ready to open for business by Monday of next week. For a number of years Mr. Sperry made his home in Berthoud, but has been away since 1895. For the last year or more he has been conducting a pool hall at Johnstown, having bought the T.M. Little hall at that place." (*Berthoud Bulletin*, Sept. 1, 1932)

"Workmen are busy putting a partition in the Odd Fellows store room, the west part of which is occupied by Ed Sperry's pool hall. The smaller room on the east will be occupied by W.R. Williams' barber shop. Mr. Williams has been in his present location on Third Street for several years." (*Berthoud Bulletin*, Sept. 8, 1932)

1936

"Berthoud Lodge, I.O.O.F., entertained their families at their hall on last Thursday evening. There were about 250 present. The program consisted of a minstrel show with Messrs. B.A. Boote, L.O. McClung, I.N. Birdsill, James and Fred Stotts, J. Warner Hall, Clint Murphy, John Ostermiller, D.C. Dorman, W.E. Rogers, and W.L. Shatz having parts. Mrs. Everett McKenna was piano accompanist. Dancing to music was furnished by Arnold Birdsill and his orchestra followed by the program. Donuts and coffee were served." (*Berthoud Bulletin*, April 9, 1936)

1943

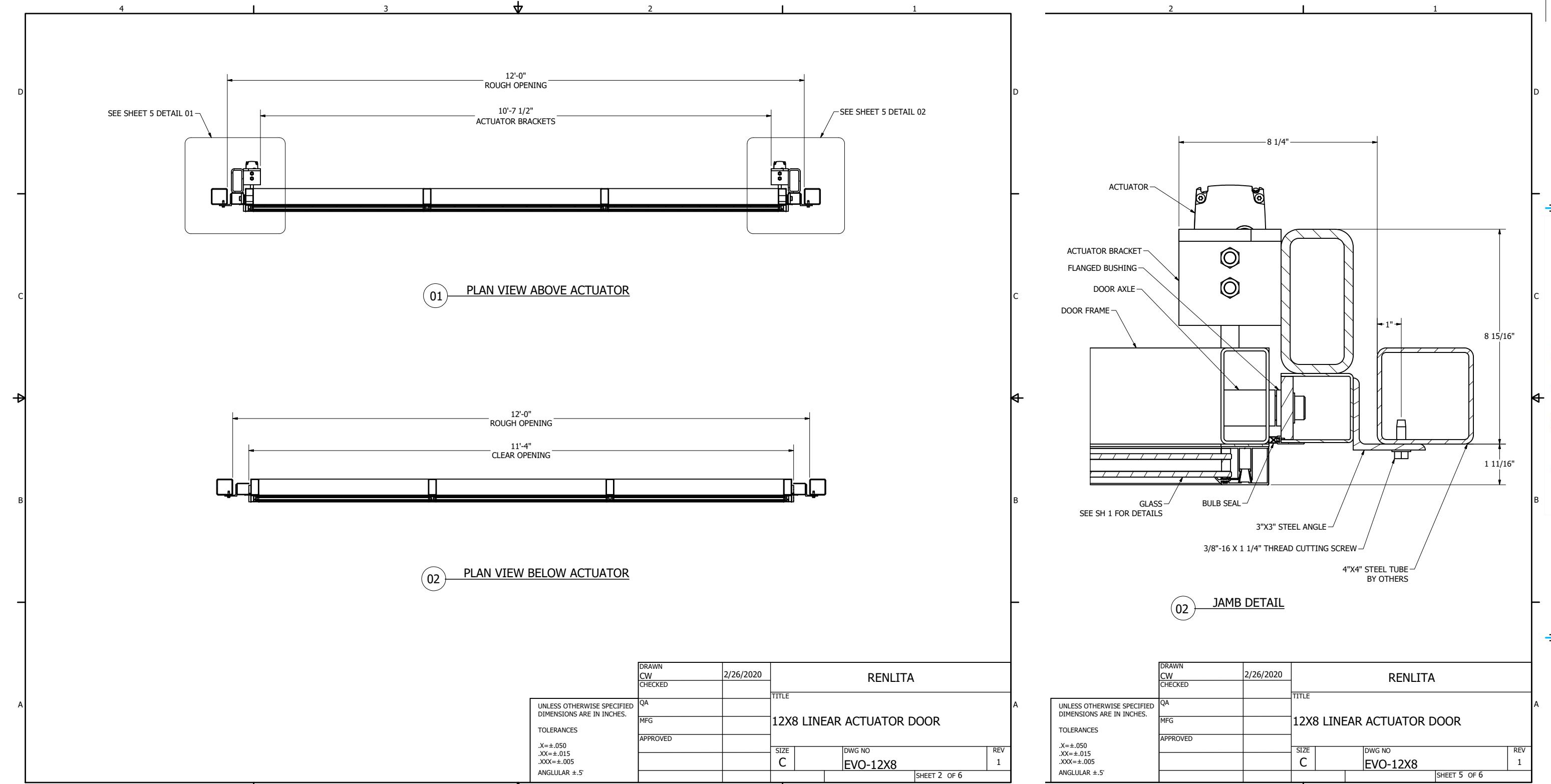
"...The high wind Wednesday night did more damage to the Berthoud area. Plate glass windows at the Charles E. Sperry pool hall and Kyger drug store were broken. A second large pine tree was blown down at Dr. Rueter's place, and the brick chimney was blown down at the Old Berthoud school building. A number of small windows were also reported broken." (*Berthoud Bulletin*, January 21, 1943)

## 335 MOUNTAIN AVE. HISTORY SUMMARY

\*Provided by Andrew Wayland, Berthoud Historical Society



FOLDING WINDOW EXAMPLE PHOTOS



FOLDING WINDOW DETAILS

**MANKO**  
WINDOW SYSTEMS INC.  
[www.mankowindows.com](http://www.mankowindows.com)

**2450**  
\*Dark Bronze Anodized Finish

When it comes to utilizing a storefront system on your project, Manko has a wide variety of options to choose from, including our 2450 system. This system has been a staple in the marketplace for a number of years, providing projects a thermally improved, cost effective system. The 2450's profile and depth fit the typical center glazed 2" x 4 1/2" storefront mold, with a single pour and debrided thermal break to significantly improve u-values over a non-thermal system. This system is well suited for low rise applications and punched openings, refer to Manko's wind load charts for structural capabilities. The 2450 is compliant with AAMA air and water testing and NFRC 100, 200, 400, and 500 certifications. When an economical solution is needed for a fast installation schedule, look no further, Manko's 2450 system can meet your project's needs.

**FEATURES**

- ⇒ 2" face dimension, 4 1/2" frame depth, center glazed
- ⇒ "Azo-braided" thermal break, for dry shrinkage resistance
- ⇒ Screw spline construction for fabrication punch compatibility
- ⇒ 3/16" - 1/8" glazing cavity for vision or spandrel glazing
- ⇒ Integral or dual glazed blind options, venetian or pleated
- ⇒ Window vent options, including zero sightline 1100 series
- ⇒ Full range of anodized & AAMA 2605 painted finishes

**2450**

**System Performance Values**

Glass Type	Air U-Value	Argon U-Value	SHGC	CR
Clear SN 68 #2/Clear	0.38	0.35	0.34	45
Clear SHGC 0.45 #2/Clear	0.30	0.24	0.41	45
Clear SHGC 0.45 #2/Clear	0.30	0.24	0.45	45
Clear SHGC 0.45 #2/Clear	0.30	0.24	0.45	45

**Air Infiltration**      **Minimum Water Resistance**

.06 CFM      12 PSF\*

Values Calculated with Manko's Trileg IGU      \*With High Performance Subsl

TRANSOM WINDOW DETAILS

**MANKO**  
WINDOW SYSTEMS INC.  
[www.mankowindows.com](http://www.mankowindows.com)

**100—135—150**

Manko's wide variety of aluminum entrance door options include the standard series. These 1 3/4" thick, 1/8" wall doors are available in three stile widths; 2" narrow stile (100 series), 3 1/2" medium stile (135 series), and 5" wide stile (150 series). Each door is available with a bottom rail height of 2 1/2", 3 1/2", 5", 7 1/2", 10", or 12". All Manko storefront doors are fabricated utilizing a telescoping mortise and tenon joint coupled with a horizontal shear block. The joints are then further reinforced with a 3/8" steel tie rod and sleeve ensuring long lasting durability and structural integrity. Each set of Manko pair doors come standard with double adjustable astragals and poly-pile weathering. These storefront doors seamlessly integrate with all of Manko's storefront and curtain wall systems. Look no further, Manko's standard series storefront doors can be a quality addition to your next project.

**FEATURES**

- ⇒ 3/16" - 1" glazing infills, vision or panel
- ⇒ 3-way corner construction for added strength
- ⇒ Mid-rail heights available — 2", 4 5/16", 5 5/16", 6 13/16", 9 5/16", 11 13/16"
- ⇒ Adjustable glass setting blocks
- ⇒ Multiple standard and custom hardware options available (doors will accommodate most hardware types)
- ⇒ Offset pivots, butt hinges, center pivots, and continuous geared hinge options
- ⇒ Full range of anodized & AAMA 2605 painted finishes

**Medium Stile Doors**

**Aluminum Continuous Geared Hinges**

**Full Concealed**      **\*Storefront Door Hinges**

**A111 HD**      **A111 WT**

**Standard Features**

- Full concealed, heavy duty
- 1/8" door inset
- 48" door width maximum
- 450 lbs. door weight maximum
- "LL" model for doors up to 1,000 lbs. (lead-lined staggered hole pattern)
- Fasteners: 12-24 x 7/8" undercut self-drilling, thread-forming tek machine screws
- Standard lengths: 79", 83", 85", 95" and 120"
- Finishes: Clear, dark bronze and black anodized
- Fire Rating
- Approved for use on metal swinging type fire doors rated up to and including 90 minutes (Specify "FR" option for 3 hour rating)
- Approved for use on wood swinging type fire doors rated up to and including 60 minutes (Specify "FR" option for 90 minute rating)
- Approved for use on wood swinging type fire doors rated up to and including 60 minutes (Specify "FR" option for 90 minute rating)

**Options Available**

- See pages F-7 to F-8 for option availability and details

**A111 WT**

**Standard Features**

- Full concealed, heavy duty
- 1/8" door inset
- Wide throw for applications that need extra clearance for the door or the frame
- 48" door width maximum
- 450 lbs. door weight maximum
- Fasteners: 12-24 x 7/8" undercut self-drilling, thread-forming tek machine screws
- Standard lengths: 79", 83", 85", 95" and 120"
- Finishes: Clear, dark bronze and black anodized
- Fire Rating
- Approved for use on metal swinging type fire doors rated up to and including 90 minutes (Specify "FR" option for 3 hour rating)
- Approved for use on wood swinging type fire doors rated up to and including 60 minutes (Specify "FR" option for 90 minute rating)
- Approved for use on wood swinging type fire doors rated up to and including 60 minutes (Specify "FR" option for 90 minute rating)

**Options Available**

- See pages F-7 to F-8 for option availability and details

If the standard series is not the right fit for your project, please view our additional heavy wall and thermal series options

ENTRY DOOR DETAILS

PROPOSED ENTRY DOOR STYLE

Architectural Builders Hardware Manufacturing, Inc.  
1222 Ardmore Avenue, Itasca, IL 60143  
Tel: 630-875-9900 • Fax: 630-875-9918 / 800-932-9224  
Web: [www.abhmfg.com](http://www.abhmfg.com) • Email: [abhlinfo@abhmfg.com](mailto:abhlinfo@abhmfg.com)



F-10      2014 ABH Mfg., Inc.

**RESOLUTION NO. 2019-02**

**A RESOLUTION OF THE TOWN OF BERTHOUD, LARIMER AND WELD COUNTIES, COLORADO UPDATING THE MEMBERSHIP, ORGANIZATION, PROCEDURE, FUNCTIONS, AND DUTIES OF ALL NON-STATUTORY ADVISORY COMMITTEES**

WHEREAS, the Board of Trustees seeks to revise and supplement its uniform set of organizational and procedural Rules for non-statutory advisory Committees; and

WHEREAS, experience with operations since adoption of Resolution 5-17 has illuminated certain changes which would be beneficial to the function and governance of advisory Boards and Commissions; and

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF BERTHOUD, LARIMER AND WELD COUNTIES, COLORADO THAT Resolution 5-17 is hereby withdrawn, amended and re-enacted to read as follows:

**Section 1:** The following rules shall govern all non-statutory advisory Committees existing or hereafter created by the Town of Berthoud, except where a separate Resolution (such as the Youth Advisory Board) is approved by the Board of Trustees:

**Section 2: ORGANIZATION, MEMBERSHIP AND ROLE**

**A. Existing Boards, Commissions, and Membership**

- (1) The Board of Trustees hereby re-establishes and affirms the mission of the following Committees, each subject to the more detailed statement of mission set forth in Section 4 of this Resolution:
  - a. Under the direction of the Town Board, the Berthoud Tree Advisory Committee works in conjunction with the Town Arborist and the Department of Parks and Recreation to recommend policies, programs and projects to the Board designed to preserve and promote the health and expansion of the urban forest as more fully set out in Section 4(A) of this Resolution;
  - b. Under the direction of the Town Board, the Berthoud Historic Preservation Advisory Committee works in conjunction with the Community Development Department to recommend policies, programs and projects to the Board designed to preserve the historic heritage and character of the Town while harmonizing such preservation with economic development as more fully set out in Section 4(B) of this Resolution;
  - c. Under the direction of the Town Board, the Berthoud Parks, Open Space, Recreation, and Trails (PORT) Committee works in conjunction with the Department of Parks and Recreation to recommend policies, programs and projects to the Board designed to foster diversity and utilization of the parks, open space, trails, and recreation assets of the community as more fully set out in Section 4(C) of this Resolution.
- (2) All members of a Committee shall serve without pay.

(3) All Committees of the Board shall contain at least five (5) and no more than seven (7) appointed members serving staggered terms. No meetings of a Committee shall be held if membership on a Committee drops below four (4).

(4) To create staggered terms that are consistent and easier to manage across all Committees, current Committee member terms are hereby modified as follows:

All Committee members whose terms expire in calendar year 2019, shall expire on September 30, 2019.

All Committee members whose terms expire in calendar year 2020, shall expire on September 30, 2020.

All Committee members whose terms expire in calendar year 2021, shall expire on September 30, 2021.

(5) Membership on each committee shall be approved by motion before the Board of Trustees. Additionally, the following rules shall apply:

- a. All members must reside within the limits of the Town. Any members serving on a Committee as of the date of this Resolution passing that do not live within the limits of the Town shall no longer be eligible for service on the committee. Any new members appointed to fill any vacancy created by the change shall have their initial term set by the Board to create staggered terms on the committee.
- b. If any Town resident appointed as a member ceases to reside in the Town, his or her membership shall immediately terminate.
- c. Terms for all members will be for two (2) years except for appointments made in calendar years 2019, 2020, and 2021 where the Board may choose to appoint members for shorter or longer terms to create consistent and staggered terms for all committees. Any member may serve only three (3) consecutive terms on a Committee. If appointed to fill an unexpired term, that interim appointment shall not count towards the three (3) consecutive terms available to that member. In the absence of enough applications to fill vacancies on a Commission or Committee, the Board may make an exception and extend a term beyond the limitation identified above. Additionally, a member of one Committee that has exceeded the term limit for that Committee shall be allowed to apply for appointment to another Committee for an additional three consecutive terms.
- d. In July of each year, Town staff will publicly advertise all appointments whose terms expire in September of that same year. Applicants for the Committees will be interviewed in August and September and appointments will be made before September 30 of each year.
- e. Any members serving on a Committee as of the date of this Resolution passing that have already served a total of six consecutive years on that Committee, shall fulfill their current terms as modified herein. Upon expiration of said term, the member shall not be reappointed to the Committee which he or she has previously exceeded the term limits established until at least two years have passed.
- f. No person may be a member of more than two Committees at any one time.

- g. Each Committee shall meet at least semi-annually with the Board. During said meetings, the Committee will provide a report of its activities and will suggest new policies, programs and projects for the Board to consider, if any. At the meeting, the Board will hear the report and direct the committee to work with Town staff to pursue development of the policies, programs and projects proposed by the Committee or otherwise identified by the Board, if any.
- h. No members of any Committee shall negotiate on behalf of the Town with any outside agencies or individuals regarding any matter before the Town or that Committee without the expressed written consent of the Town Administrator. No member of any Committee shall expend Town funds, or request reimbursement for expenditures, without prior written consent of the Town Administrator.
- i. Members of Committees shall refrain from participating in any decision in which they have a "substantial interest." This includes nonfinancial conflicts, such as close proximity to an area under consideration (three hundred feet), close friendship with one of the parties to a decision, or any other situation which would lead to a clear "appearance of impropriety."
- j. New Committee members are encouraged to meet with the respective staff liaisons to review rules, regulations, role and bylaws prior to serving on the Committee. When possible, exit interviews should be conducted with departing Committee members to determine areas in which the Town can be more helpful to that Committee.
- k. The Town shall strive to provide funding for appropriate in-service training for Committee members. Such training may be requested by individual committee members, or suggested by Town staff, and may be granted upon an affirmative vote of a majority of the Committee and the Town Board.

### **Section 3: PROCEDURES**

#### **A. Meetings, Appointments, Voting.**

- (1) Commissions or Committees shall establish a regular schedule of meeting dates, times, and locations for the upcoming year before December 31 of each year. In the absence of any business items for a Committee a meeting may be cancelled with proper notice. Other special meetings may be scheduled throughout the year in order to facilitate review of, and feedback on, specific items but should not be used as a substitute for regular meetings.
- (2) All members of a Committee are expected to attend and be prepared for meetings. Members absent from 3 meetings for any reason in any calendar year, or 3 consecutive meetings, are considered to have resigned from that Committee and will be notified as such by Town staff. Members who are considered to have resigned as stated above may petition the Board for reinstatement to that Commission or Committee by showing legitimate cause for those absences. Excessive tardiness may also be cause for removal from a Committee. Late arrivals to Committee meetings shall be noted in the minutes and at the discretion of the Committee, may be submitted to the Town Board for consideration of removal.

- (3) Except as noted below, any Committee without a regular meeting in any six (6) month period may be disbanded by the Board of Trustees following a staff recommendation to the Board of Trustees.
- (4) All Committee meetings will be noticed as required by any State or local code and will be held at the Town of Berthoud Town Hall unless special circumstances dictate an alternate location and proper notice of the change in location has been provided. The Committee may choose the meeting room at Town Hall but must arrange for all meetings to have an electronic record of proceedings. The use of meeting rooms shall be scheduled in advance with the Town Clerk's office and included on the public notice.
- (5) All Committees will meet at least semi-annually with the Town Board to report on activities and obtain direction for upcoming agendas. Each actual meeting agenda shall be assembled by the Town staff liaison in conjunction with the Chair of the Committee.
- (6) Every attempt will be made by Staff to provide notice of the cancellation of any regular Committee meeting on the Friday of the week prior to that Committee meeting. Cancellation notices will be delivered to interested parties via e-mail, posted at Town Hall in a public place, and posted to the Town's website. Other media outlets may be used at the discretion of the staff liaison.
- (7) Following each regular municipal election, the Board shall vote to appoint one (1) member from the Board of Trustees as a non-voting liaison member to each Committee. The primary function of a board liaison is to be a two-way communication vehicle to and from the board during the period between joint meetings of the Board and the Committees. Board liaisons should attend committee meetings to listen to the proceedings and offer input but should refrain from advocating for a particular position. Liaisons should also share a brief report of what the committee is working on during the Board Member Report portion of regular Board meeting agendas.
- (8) The Board liaison member's term shall be two (2) years with eligibility for subsequent two-year terms for so long as he or she remains a member of the Board of Trustees. Board liaisons are expected to miss no more than three (3) regular meetings of the respective Committee.
- (9) Board Liaison Members of any Committee serve at the pleasure of the Board of Trustees and may be removed at any time by a majority vote of such appointing body.
- (10) The Board of Trustees shall make appointments to any vacancy on the committee by majority vote of the Board. Such appointments will be made after the vacancy is advertised publicly and applications are received by the Town Clerk. Applicants will be interviewed by a nominating committee made up of two (2) Board Members appointed by the Mayor, one (1) Committee Member appointed by a majority vote of the Committee, and the Staff Liaison. Appointees who are appointed to fill an unexpired term shall serve until the end of the term for which they are appointed.
- (11) Each Committee shall, on an annual basis at the first regular meeting after October 1 of each calendar year, elect from within their members officers

including a Chair, Vice Chair and Secretary. Term of each position is one (1) year or until the end of that member's term, whichever is less. While not required, it is encouraged that each committee elect new Officers each year. Officers elected to fill vacancies shall serve until the next regular election of officers. Officer descriptions and duties include:

- (a) Chair who shall preside at all regular and special meetings of the Committee and work with the staff liaison to prepare meeting agendas.
- (b) Vice chair who shall assume the duties and responsibilities of the chair in the chair's absence.
- (c) Secretary who shall keep, or cause to be kept, all records including meeting minutes, of the Committee and shall transmit all appropriate records to the Town Clerk to become part of the official Town Record. The Town will strive to provide an electronic record of each committee meeting however, the written minutes of each meeting as recorded by the Secretary and approved by the Committee, shall be the official record of the meeting.

(11) A quorum of the full membership is necessary to open any meeting and conduct the business of any Commission or Committee. When vacancies exist on the Committee, a quorum shall be defined as a majority of the current membership but at no time shall less than four constitute a quorum. An affirmative vote of a majority of the voting members present shall be necessary for passage of any recommendation or action item.

#### **Section 4: SPECIFIC COMMITTEES AND SPECIAL PROVISIONS**

##### **A. Tree Advisory Committee**

- (1) The Tree Advisory Committee shall make recommendations to the Town of Berthoud concerning policies, rules, regulations and specifications concerning tree augmentation, the trimming, spraying, removal, planting, purchase, disposition, pruning, preservation and protection of trees, shrubs, vines, hedges and other plants upon the public right-of-way of any street, alley, sidewalk or other public place in the Town or upon privately owned property in the Town.
- (2) The Tree Advisory Committee shall work in conjunction with the Town Arborist's efforts to:
  - (a) Coordinate volunteer activities
  - (b) Manage and maintain Berthoud's Tree City USA standing
  - (c) Develop grant opportunities related to its tasks listed above
  - (d) Develop and operate annual activities related to Arbor Day
  - (e) Develop and maintain a tree inventory for the community
  - (f) Maintain a community forestry management plan

##### **B. Historic Preservation Advisory Committee**

- (1) The Historic Preservation Advisory Committee shall support the Town's efforts to maintain Berthoud's Certified Local Government status with the State of Colorado and Colorado Historical Society.

(2) The Historic Preservation Advisory Committee shall also make recommendations to the Town concerning:

- (a) Criteria for review of historic resources and for review of proposals to demolish designated resources.
- (b) Resources to be nominated for designation as either a historic structure or historic district and designation of those resources qualifying for such designation.
- (c) Application for alterations to the exterior of designated historic structures or historic districts.
- (d) Application for moving or demolishing an historic structure.
- (e) Advice and assistance to owners of historic properties on physical and financial aspects of preservation, renovation, rehabilitation, and reuse, including nominations to the Local, State or National Registers of Historic Places within both the Town and the greater Berthoud area.
- (f) Public education programs including, but not limited to, walking tours, brochures, marker programs for historic properties, lectures and conferences within both the Town and the greater Berthoud area.
- (g) conduct surveys of historic properties for the purpose of defining those of historic significance, and to prioritize the importance of identified historic properties and areas.
- (h) Matters related to preserving the historic character of the Town.
- (i) Support of financial assistance for preservation-related programs.
- (j) Removal of properties from the register for reasons including, but not limited to, acts of God, undue hardship and public health/safety concerns.
- (k) Application fees for applications made by citizens applying for historic designation or who are applying to alter or demolish a historically designated property.

## **C. PORT Committee**

(1) The PORT Committee shall provide recommendations to the Town regarding:

- a. Development and utilization of Parks and Recreation amenities
- b. Areas that should be preserved as open space
- c. The establishment of bikeways and trail systems
- d. New areas for parks
- e. Completion or updating of parks master plans
- f. Upgrading of the existing parks facilities
- g. Ideas to increase parks and open space utilization.

## Section 5: AD HOC COMMITTEES

- (1) From time to time, the Board may establish ad hoc committees to review and provide recommendations for specific key issues or projects. These ad hoc committees shall be dissolved upon completion of the tasks given at formation or upon a majority vote of the Board. Such committees shall not be bound by the rules and regulations set forth for standing committees in Sections 1 through 4 of this resolution.
- (2) All ad hoc committees shall be established by a majority vote of the Board and members of the committee will be appointed by a majority vote of the Board. All members serve at the pleasure of the Board and may be removed at any time upon a majority vote of the Board.
- (3) Ad Hoc committees may be established from time to time as needed by a majority of the Town Board. The members of such committee shall elect a chair at the first meeting of said committee. Members of standing committees may be appointed to serve on ad hoc committees. Any number of members may be appointed by the Board but in no instance shall there be more than seven (7) members of an ad hoc committee.
- (4) Meeting dates and times shall be established by the chair. Agendas shall be prepared by the chair. A secretary shall be appointed by the committee and a written record of the meetings shall be kept. Electronic recordings are preferred as an alternative to written minutes.

PASSED, ADOPTED AND APPROVED THIS 20<sup>th</sup>, day of February, 2019.

TOWN OF BERTHOUD

BY: William Karspeck

William Karspeck, Mayor

ATTEST:

Christian Samora, Town Clerk

