

HISTORIC PRESERVATION ADVISORY COMMITTEE STAFF REPORT



COMMUNITY DEVELOPMENT DEPARTMENT

Meeting Date:	January 12, 2026
Agenda Title/Subject:	Request for a Major Alteration to a Local Historic Landmark located at 335 Mountain Avenue
Type of Item:	Regular Item
Purpose:	Consider a request for a Major Alteration to the façade of a Local Historic Landmark located at 335 Mountain Avenue
Presented by:	Bella Manzo, Planner & Staff Liaison to HPAC

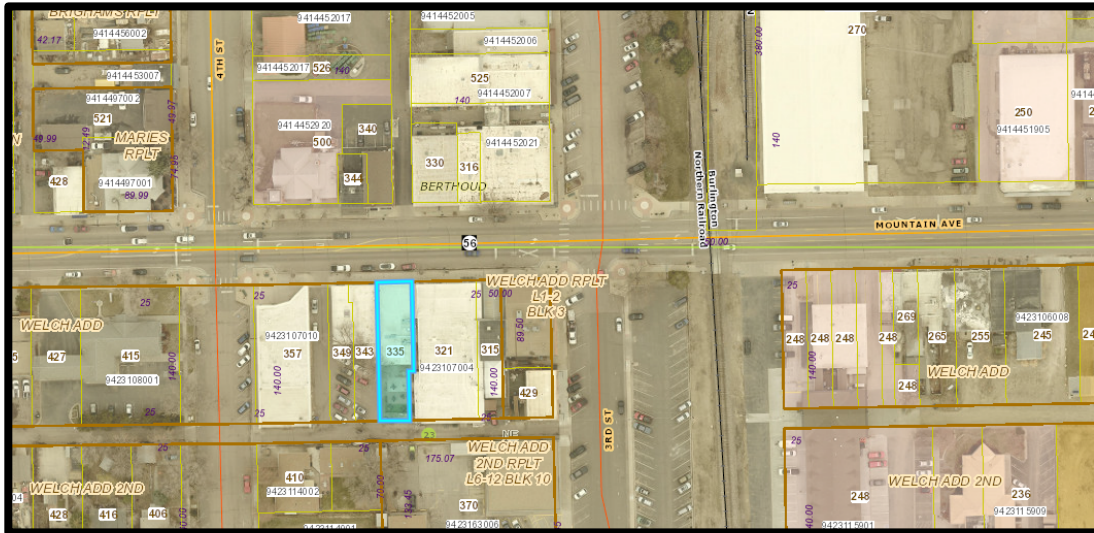
ATTACHMENTS:

- 01 335 Mtn Historic Alterations Application Materials

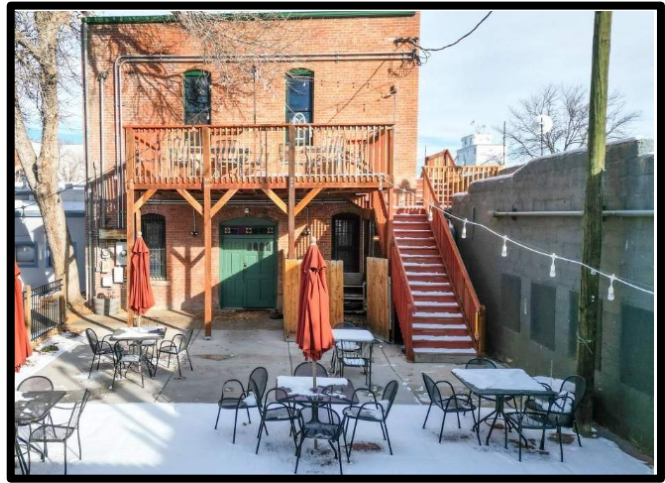
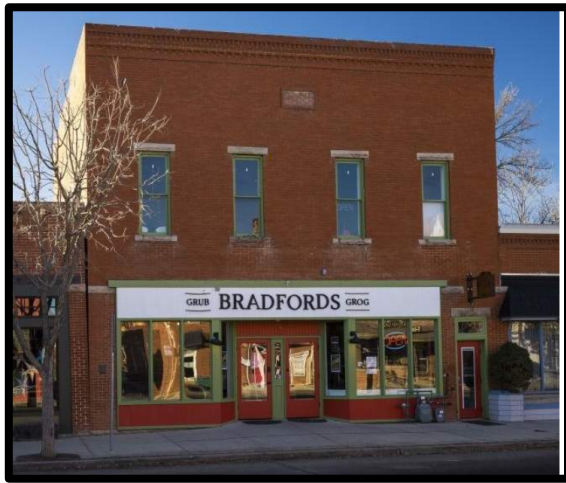
BACKGROUND:

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:

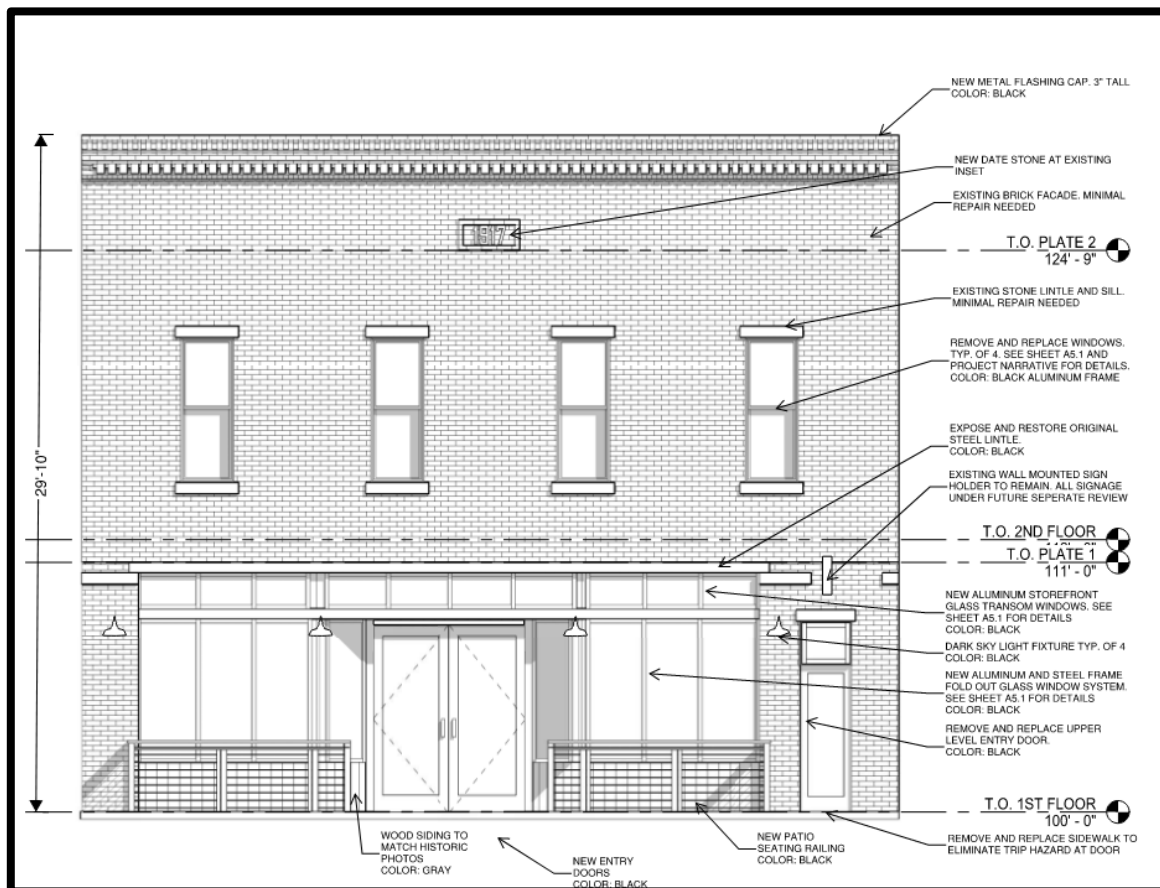


Images of the building's current front and rear façades can be found below:



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:



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 alternations shall include window or door replacement, additions, and removal of architectural elements, including but not limited to alterations of any land surface, including the addition or removal of any improvement to or from any land surface that is within or part of any designated resource.

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

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

30-10-112.G.1: Minor or Major Alterations: Authorization from the Town Staff is required for work identified as minor alterations as defined in this Section. Authorization from the Town Board of

Trustees with a recommendation from the Committee is required for work identified as major alterations to the exterior as defined in this Section. In order to approve an application for an alteration of a Local Historic Landmark, or a Contributing Structure in an approved Historic District, the approving authority shall find that the proposal meets the following standards:

- a. A property shall be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.

Staff response: The applicant is not proposing changes to the use of the building with this application for exterior alterations.

- b. The historic character of a property shall be retained and preserved. The relocation of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property shall be avoided.

Staff response: The applicant is not proposing the removal of elements that contribute to the historic character of the property. Any elements proposed to be removed are also proposed to be replaced with visually similar, historically sympathetic alternatives.

- c. A property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, shall be discouraged.

Staff response: The applicant is not proposing the creation of a false sense of history. 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.