

**BOARD OF TRUSTEES  
REGULAR MEETING  
MARCH 4, 2014  
BOARD ROOM  
6:00 P.M.**

Board Members Present: Mayor Pro Tem Jan Dowker  
Trustee Suzie White  
Trustee Dick Shepard  
Trustee Thomas Jones  
Trustee John Bauer  
Trustee Paul Alaback

Mayor David Gregg arrived at 6:10 PM

Staff Members Present: Town Administrator Mike Hart  
Town Clerk Mary Cowdin  
Planner Tim Katers  
Administrative Clerk Jory Haslett  
Attorney Greg Bell

Mayor Pro Tem Dowker led the Pledge of Allegiance.

**Executive Session - Negotiations**

**Trustee Bauer moved to adjourn to Executive Session to discuss matters that may be subject to negotiations, strategy or instruction of negotiators. Trustee Alaback seconded the motion. The motion passed unanimously with Mayor Gregg absent.**

Mayor Pro Tem Dowker adjourned the Regular Meeting to Executive Session at 6:05 PM.

Mayor Gregg reconvened the meeting at 6:45 PM.

**Citizen Participation**

None.

**Comprehensive Plan Updates**

Planner Katers reviewed the Comprehensive Plan update process to date. The Citizen Advisory Committee has been working on the Comprehensive Plan review in March 2013 and referred the 2014 Draft Update of the Berthoud Comprehensive Plan (Draft Plan) to the Planning commission for their review on February 24, 2014. The Planning Commission began their

review of the Draft Plan on February 27, 2014 and is scheduled to consider the adoption of the updated Draft Plan on March 13<sup>th</sup>, 2014.

There were two open house events to present the Draft Plan to the citizens of Berthoud, which were held on February 15<sup>th</sup> and February 24<sup>th</sup>, 2014. Planner Katers briefly reviewed the public comments received both at the open houses and via emails to Town Staff.

Carol Brewer, Planning and Zoning Commission member and the Chair of the Citizen Advisory Committee, addressed the Board and explained the recent process involving the Draft Plan. She stated that the Citizen Advisory Committee was in unanimous support of the goals and supporting policies of the 2014 Draft Update of the Berthoud Comprehensive Plan, with the exception of the proposed revised boundaries of the Growth Management Area (GMA).

Citizen Advisory Committee Members Barb Mitteis, Jennifer Baker, Mina Cox and David Lamb introduced themselves as well as Planning and Zoning members William Gilmore and Scott Banzhaf.

Carol Brewer asked for clarification on the process after the Trustee's provide their input regarding the Draft Plan. Attorney Bell explained that as the authors of the Draft Plan, the Citizen Advisory Committee will approve any suggestions from the Trustees tonight and then present them to the Planning and Zoning Commission. Planner Katers further explained that the Planning and Zoning Commission will then adopt the draft plan and the Trustees will ratify the plan.

Planner Katers noted recent amendments to the Draft Plan. Trustee Shepard requested consideration to the language on Page 6 regarding the Trustee's role in future amendments to the Comprehensive Plan, specifically to read "Amendments may occur on a more frequent basis and may include revisions to one or more sections of the Plan as a result of adoption of sub-area or corridor plans, a specific issue/policy plan, or by recommendation from the Town."

Trustee Bauer asked if it was the consensus of the Citizen Advisory Committee for the Community Vision: Geographic on Page 11 for Berthoud to "remain a small to medium sized town". His requested synonyms for the word "remain" in the first sentence so as not to project the wrong impression regarding Berthoud's vision for growth. It was the consensus of the Board to reword the paragraph eliminating any mention of the size of the Town.

Trustee White asked for clarification on the specific requirements in regard to what is expected from an owner/developer of property specifically referencing Item B. "Proposed land use changes are to include creative and unique plans that support the vision of this community". Ms. Brewer and Planner Katers stated that there were several changes to the language of the draft that clarifies that section.

Trustee Alaback recommended including the historical significance of Berthoud in the Cultural Vision.

Ms. Cox recommended descriptive adjectives, such as fast-growing and award-winning, when replacing the business names with industry types on page 13. There was a consensus to add a hyperlink to NCEDC and the Chamber of Commerce for a complete business directory.

Trustee Bauer asked to replace “typical small town institutions” with another adjective on page 15.

Trustee White and Mayor Gregg asked for clarifications and revisions regarding the land use categories.

Ms. Cox explained how the committee arrived at the density numbers and the need for alignment with the Berthoud Development Code.

Trustee Alaback asked about the effect of the draft Transportation Plan on the Comprehensive Plan. Trustee Bauer explained that the Transportation Plan will take into consideration the Comprehensive Plan guidelines. Planner Katers stated at this moment, both plans are in alignment.

Trustee Alaback recommended changes to Item 1 of the Park, Open Space, Recreation and Trails Policies to bring the language into more current terms.

Ms. Cox stated that there isn’t any mention of the quality schools in Berthoud and she recommended adding a paragraph. Ms. Brewer recommended adding it to Page 4 in the “About Berthoud” section.

Trustee Bauer recommended edits to the Conclusions regarding “small town” references. Ms. Brewer suggested that the language edits be completed by the Planning and Zoning Commission.

Trustee White suggested removing “not destroy it” from paragraph two of the Conclusions.

Mayor Gregg requested changes to the language in Low density estate residential category on Page 16 for clarification purposes.

Administrator Hart recommended inserting the illustration regarding Berthoud’s proximity to major universities that was used in previous Town marketing materials.

There was also discussion of specifically naming the major universities within 50 miles of Berthoud.

Trustee Alaback suggested another open house once the Draft Plan has been fully edited. Ms. Brewer asked if Planner Katers would draft an edit memo to the Planning and Zoning Commission for their review.

Mayor Gregg suggested that Planner Katers summarize the recommendations and allow the Planning and Zoning Commission to make the edits. He further stated that there shouldn't be deadline pressures in order to get the document finalized with thoughtful deliberation.

### **Reports**

Trustee Jones reiterated that he likes the "small-town atmosphere" of Berthoud.

Trustee Bauer reported that he would be attending the I-25 Coalition Meeting tomorrow.

Mayor Pro Tem Dowker reported that the Rethinking Transportation is at the Chilson Center tomorrow. She also reported that there is a NFRMPO meeting Thursday night.

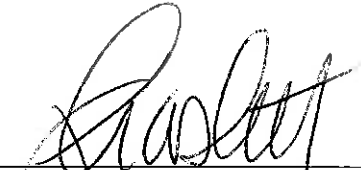
Trustee Shepard reported that he will be attending the Unity in the Community on Thursday night. He also gave a brief report on the meeting on Saturday with the Larimer County Sheriff's Department regarding their contract with the Town.

Attorney Bell reported that he is preparing an ordinance to adopt the Development Code and the Town's Personnel Policies.

Administrator Hart reported that he and Attorney Bell had ongoing discussions with Larimer County regarding updating the IGA. There is a candidate forum Monday night at the Community Center.

Mayor Gregg reported that there are eight candidates for the three available Trustee positions.

Mayor Gregg adjourned the meeting at 9:07 PM.

  
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Mayor David Gregg  
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Jory Kate Haslett  
Administrative Clerk