



**PLANNING COMMISSION MEETING**  
Town Board Chamber  
3 S. Timber Ridge Parkway, Severance, CO 80550

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**MINUTES**  
**REGULAR MEETING 2016-11PC**  
**December 14, 2016 – 6:00 p.m.**

**Commissioners Present:**

Todd Ahl  
Julie Stout  
Donald Brookshire  
Mike Kinney  
Michelle Duda, Alternate

**Commissioners Absent:**

Brian White

**Staff:**

John Holdren, Town Administrator  
Nicholas Wharton, Assistant Town Administrator  
Betty Mauch, Town Clerk  
Mitchell Nelson, Town Planner

**Audience:**

**A. CALL TO ORDER**

Commissioner Todd Ahl called the meeting to order at 6:00 p.m.

**1. Roll Call**

Commissioner Brian White was absent.

**2. Pledge of Allegiance**

**3. Approval of Agenda**

**MOTION WAS MADE BY COMMISSIONER KINNEY** Second by Commissioner Brookshire to approve the agenda. All members present voting YES,

**MOTION CARRIED**

**4. Public Comment:** There were none.

**5. Approval of Minutes - 2016-10PC November 16, 2016**

**MOTION WAS MADE BY COMMISSIONER BROOKSHIRE** second by Commissioner Kinney to approve the regular meeting Minutes 2016-10PC November 16, 2016. All members present voting **YES**,

**MOTION CARRIED**

## **B. REGULAR MEETING**

### **1. The Overlook Concept Plan**

- **Public Meeting**

Robbie Lauer, Senior Project Designer with Farnsworth civil engineering company stated they have been working with Journey Homes to design the Overlook Subdivision. Tonight we will be covering all the details that make The Overlook unique and valuable for the Town of Severance. The property is located just north of Weld County Road (WCR) 72 and just east of WCR 21 and consists of 159 acres. We want to provide quality single-family homes at an affordable price. In doing so we hope to create a community designed around the lifestyle of its residents. We will prioritize green space, easily accessible pedestrian pathways and smooth traffic flow that doesn't pass through surrounding neighborhoods. Our builder Journey Homes has completed numerous developments in Northern Colorado, all of which are viewed as successful additions to their respective communities. The project will take place in four (4) phases ranging in size from 130 to 165 homes per phase. Three-fourths of the lots will be 60'by100'. The remaining lots will be 70'by100'. The homes will be centered on each lot and the side setback of each home will exceed the 5' minimum setback in most cases creating a more open, less crowded feel. One of the major focuses of this development is the inclusion of green open space. 20% of the total acreage has been designed as green space with special focus on the park area. Special attention was also paid to the street design and trail system to allow for maximum movement. He showed on the map where the walkways and trails connect all areas of the neighborhood to one another including connecting to the Town's existing trail system. The main entrances to the neighborhood will be off Weld County Roads 21 and 72 and there will be minimal traffic flow into the surrounding neighborhoods. The main entry streets or connector streets, running from the entrances to the center of the neighborhood will feature detached 6-foot sidewalks with landscaped greenbelts on both sides of the sidewalk. The local streets linking to the connector streets will also feature sidewalks with a landscaped greenbelt between the sidewalk and the road. The neighborhood will feature a playground, walkways and a picnic area. He showed examples of the park structures, mail kiosks, detached walkways, entry features and landscaping. The fencing will be 6-foot cedar fence with wood cap, matching what is common in Severance. We want to provide a vibrant community that benefits the Town of Severance. We prioritized green open space to maintain the open feel of the Town and a pedestrian friendly neighborhood.

Commissioner Kinney asked if the HOA will be maintaining the trees and lawn areas.

Commissioner Brookshire stated I don't see meandering streets they all look pretty straight. He pulled up an example in the Land Use Code and noted that the idea is to create interest not a tunnel. He clarified that the staff reports calls them town homes and these will be single-family residents.

Town Planner Mitch Nelson stated that was a typo on his part and apologized for the error.

Robbie Lauer stated they tried to do that but lost too many lots that way. He noted it is a rather square property. He stated that yes the HOA would maintain the trees and lawn areas.

Commissioner Duda stated that on the meandering streets she likes what they did and appreciates the increase in open space as well. She noted that the Town Planner mentioned town homes

in his report and wanted to make sure they are single-family homes. She stated that she would like to see a preliminary plat to allow them to gather more information before going to the final plat and would like to hear how the rest of the Board feels about it. She noted that since we are working on the parks plan it would be good to have them work together.

Town Planner Mitch Nelson stated that the preliminary plat is a separate process and we will need to wait until after the Board sees the Concept Plan.

Commissioner Brookshire stated we can't push it through too fast because it could cause problems with the citizens of Severance and the Town. With this kind of neighborhood there will be a lot of young families. Let's see how that fits in with the master parks plan.

Town Planner Mitch Nelson stated that the concept plan is the first step to allow the applicant to present their project without having to spend a ton of money. This is the step where neighborhood feedback is most important. The Concept Plan is intended to be what comes through in the Final Plat process. The Concept Plan that you see has been brought before the Planning Commission meeting on November 16 and at that time it did not meet the open space requirements. It was requested to have more meandering of the streets as has been talked about. The request for a six-foot cedar privacy fence was brought up. The applicant has addressed all of those concerns from that Planning Commission meeting by increasing their park space, they added some meandering and changed their plans to show a six-foot privacy fence as requested. Planning staff is forwarding a recommendation for approval with one condition, that they would need to do a traffic study on the intersection of WCR 70 and WCR 21 with Windsor. We would like the Planning Commission to forward a recommendation of preliminary or final to the Town Board. Projects that have had detailed concept submittals in the past have been allowed to jump directly to Final Plat but in light of recent events which we have talked about we would like to have Planning Commission recommend whether to go straight to final or to have a preliminary process.

Town Engineer Mike Ketterling stated they talked to the applicant several times on the drainage and yesterday met with them on some water and sewer issues. Those will become more involved as the process proceeds.

Town Administrator John Holdren stated that after reviewing this revised plan he thinks it fits well with our comp plan, probably as well as any subdivision we have had in the last three years. They are still planning on nonpotable water throughout the subdivision for irrigation and he thinks that will be a major nonimpact on the Town. He would like to see more nonpotable throughout the town. He thinks it is a very nice concept plan and would recommend approval on behalf of the staff.

- **Action**

**MOTION WAS MADE BY COMMISSIONER DUDA** to recommend approval to the Town Board of the Overlook Concept Plan and recommend for there to be a preliminary plat, as well as for them to work with the Town Administration as far as the parks go and the staff comments as well.

Town Administrator John Holdren recommended that the preliminary plat be voted on in a separate motion.

Commissioner Duda amended her motion:

**MOTION WAS MADE BY COMMISSIONER DUDA** second by Commissioner Stout to recommend approval to the Town Board of the Concept Plan.

**RECORDED VOTE:**

YEAS: Commissioners Kinney, Stout, Brookshire, Duda.....4  
 NAYS: Commissioner Ahl.....1  
 ABSTAIN: None.....0  
 ABSENT: None.....0

**MOTION CARRIED**

**MOTION WAS MADE BY COMMISSIONER DUDA** second by Commissioner Brookshire to recommend approval to the Town Board that they do a preliminary plat prior to the final plat.

**RECORDED VOTE:**

YEAS: Commissioners Brookshire, Stout, Kinney, Duda.....4  
 NAYS: Commissioner Ahl.....1  
 ABSTAIN: None.....0  
 ABSENT: None.....0

**MOTION CARRIED**

**STAFF REPORTS**

Town Planner Mitch Nelson apologized for the clerical error on the town-homes and stated that he appreciates everyone’s patience with him throughout the learning process.

Assistant Town Administrator Nicholas Wharton stated that the next meeting will be January 18, 2017.

**C. ADJOURN**

Meeting adjourned at 6:26 p.m.

**TOWN OF SEVERANCE  
PLANNING COMMISSION**




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Todd Ahl, Chair

**ATTEST:**




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Betty Mauch, Town Clerk