



**TOWN BOARD MEETING**  
Town Board Chamber  
3 S. Timber Ridge Parkway, Severance, CO 80550

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**MINUTES**  
**REGULAR MEETING 2017-07**  
**Monday, May 1, 2017**  
**6:00 p.m.**

**Present:**

**Mayor:**

**Trustees:**

Don Brookshire  
Dennis “Zeke” Kane  
Bruce Florquist  
Mike Kinney  
Alison Koster  
Don McLeod

**Absent:**

Matthew Gordon

**Staff:**

John Holdren, Town Administrator  
Nicholas Wharton, Assistant Town Administrator  
Betty Mauch, Town Clerk  
Greg Bell, Town Attorney  
Mitch Nelson, Town Planner

**Audience:** Julie Stout, Zach Goodell, Jim Snyder,

**A. CALL TO ORDER**

Mayor Brookshire opened the meeting at 6:00 p.m.

**1. Roll Call**

Trustee Gordon was absent. Trustee Koster arrived at 6:16 p.m.

**2. Pledge of Allegiance**

**3. Approval of Agenda**

Assistant Town Administrator Nicholas Wharton asked to postpone the NISP presentation to the May 15<sup>th</sup> Board meeting.

**MOTION WAS MADE BY TRUSTEE FLORQUIST** second by Trustee Kane to approve the agenda with the postponement of the NISP presentation to May 15, 2017. All members present voting **YES**,

**MOTION CARRIED**

**4. Public Comment:**

Anne Kling, Director, Clearview Library District invited everyone to the next meeting with the architects May 17<sup>th</sup> at 5:30 p.m. at the Library on 3<sup>rd</sup> Street in Windsor. She announced that May 20<sup>th</sup> will be Bookmobile Day at Boardwalk Park with a Chili Cookoff. The Summer Adventures program will begin May 30<sup>th</sup> and Fun Fridays will be every Friday at the Severance Town Hall from 4:00 to 5:00 p.m.

**5. Consent Agenda**

- a. Minutes – April 17, 2017

**MOTION WAS MADE BY TRUSTEE KINNEY** second by Trustee Florquist to approve the consent agenda. All members present voting **YES**,

**MOTION CARRIED**

**B. WORK SESSION**

**1. NISP Presentation – POSTPONED TO MAY 15, 2017 BOARD MEETING**

**C. BOARD OF ADJUSTMENTS**

**1. Variance 125 W 4<sup>th</sup> Avenue**

- o **Public Hearing**
- o **Open Public Hearing**

Mayor Brookshire opened the Board of Adjustments public hearing at 6:08 p.m.

- o **Comments from the Applicant**

Lane Kaley, 162 3<sup>rd</sup> Ave, Severance, owner of 125 W. 4<sup>th</sup> Avenue stated he would like to reconstruct the whole house by adding an 8' porch with a shed roof on the front like the original one and an addition to the back, dress it up and sell it. He requested a front setback change which would encroach into the standard 20' front yard with a front porch. The front porch would encroach into the standard setback, but would stay out of any easements. The neighboring property on the west currently sits 11' from the property line which means his porch would set back 3.4' further than their house.

- o **Comments from the Town Planner, Town Engineer and Town Staff**

Town Planner Mitch Nelson stated that the property is adjacent to Bruce's Bar to the west. The 8' front porch would encroach into the standard setback by 5.6'. Homes in the downtown area were built before the current code changes. The neighboring

house to the west sits back 11' from the property line as Mr. Kaley stated so the porch will still set back further and won't encroach into any utilities. He stated Planning Staff is recommending approval.

- **Comments from the Board of Trustees** – There were none.
- **Comments from the Public** – There were none.
- **Adjournment**

Mayor Brookshire adjourned the public hearing at 6:12 p.m.

- **Action**

**MOTION WAS MADE BY TRUSTEE McLEOD** second by Trustee Kane to approve the setback variance for 125 W 4<sup>th</sup> Ave. All members present voting **YES**,

**MOTION CARRIED**

#### **D. REGULAR MEETING**

##### **1. The Overlook Final Plat**

- **Public Hearing**
  - **Open Public Hearing**

Mayor Brookshire opened the public hearing at 6:13 p.m.

- **Comments from the Applicant**

Morgan Kidder, representing the Overlook presented the Final Plat. He noted that the property is located north of WCR (Weld County) 72 and east of WCR 21. The total size will be 581 units to be built in four phases. They will build Phases 1 & 2 including the central park this year. He showed samples of homes, the central park, to which they added a soccer field, an area with water and sewer hookups in case the Town wants to add something later, a large pavilion and play structure, a multi-purpose field, a small playground with playground equipment for different age groups, concrete walkways instead of crusher fines and benches throughout. The Metro District will handle maintenance of the park. He showed samples of the entryway monuments that will be located at the entryways off WCR 72 and 21. He showed the 6' cedar fencing with stone columns that they changed to. He requested approval of the Final Plat.

- **Comments from the Town Planner, Town Engineer and Town Staff**

Town Planner Mitch Nelson stated that they made it through annexation and zoning in December 2016, the Concept Plan was approved January 16, 2017 and the Preliminary Plat was approved on March 6, 2017. They have made changes to the open space requirement, fencing, submitted for preliminary plat, added concrete instead of crusher fines to the walks in the park and other amenities. He stated that since this plan meets the minimum requirements and is consistent with the approved Concept Plan and approve

Preliminary Plat and the applicant has continued to work with the Town on requirements Planning Staff is recommending approval with the conditions and any addition conditions from the Town Engineer. Conditions: 1) Consider adding benches and a trail to the North of the detention are for pedestrian interaction. 2) The Subdivisions Improvements Agreement to be finalized prior to final approval. 3) Applicant address minor technical adjustments on plant and landscape plan. 4) Electrical conduit is added to plans prior to final approval. 5) Applicant to remove crusher fines walk in park and replace with concrete.

Town Engineer Mike Ketterling stated that his comments are all technical and are addressed in the report he submitted.

Town Attorney Greg Bell stated that it needs approved by Resolution.

Assistant Town Administrator Nick Wharton stated that in his report he put down the wrong project and recommendation. If this is approved, it will be read as an approval based on the resolution with the findings of fact.

Town Administrator John Holdren stated that the developer is working with staff to get everything done right.

- **Comments from the Board of Trustees**

Trustee Kinney asked if we need to have the Metro District in place for the park before approval of the Subdivision Improvements Agreement (SIA).

Mayor Brookshire noted that the SIA should address these types of issues.

Attorney Bell stated you can make the agreement without the Metro District. If it comes into play, then you will need to make some adjustments.

Trustee Florquist stated that he walks by there a lot and has noticed a bit of a walking problem on the north end and asked how they are going to address that.

Morgan Kidder stated they will fix it whether they bring in more dirt or pack it down.

Trustee McLeod asked if the applicant would want to wait till engineering has time to complete everything.

Town Planner Mitch Nelson stated that we still need to finalize the SIA and the comments in the SIA make it a condition that all staff comments are addressed.

Assistant Town Administrator Nick Wharton stated that he has wrapped that all up in the resolution that nothing can be finalized or recorded until all Planning and Engineering technical identified issues with the plat have been satisfied.

Town Engineer Mike Ketterling stated that most of the technical stuff does not affect the layout or the development.

Trustee McLeod asked why we don't ask the developer to dedicate the park back to the Town.

Trustee Kane stated that the Metro District assumes the burden and takes the burden away from the Town of maintaining the park and allows people who live there more input into their subdivision.

Trustee McLeod had a lot of questions about use and maintenance of the public park.

Town Administrator John Holdren stated that rather than requiring them to put in a neighborhood park they offered to put in a public park and the Metro District is going to own it and maintain it. In the very near future, we will have plenty of park land to take care of with our neighborhood park and community park project. If the Metro District would like to maintain this great.

Andrew Gerk stated that they submitted a service plan to Town two weeks ago. This agreement between the developer, the owner and town, and the Metro District was created. He explained how the Metro District will work and the role and benefits of one.

- **Comments from the Public**

Zach Goodell commented on the distance from the little kid's park and the big kids park stating that it seems like they should be next to each other for parents that have kids in each age group.

- **Adjournment**

Mayor Brookshire adjourned the public hearing at 6:34 p.m.

- **Action as Resolution**

- **Resolution 2017-11R - A Resolution Approving a Subdivision Plat for the Overlook**

**MOTION WAS MADE BY TRUSTEE KINNEY** second by Trustee Florquist to approve The Overlook Final Plat with staff recommendations as stated in Resolution 2017-11R a resolution approving a subdivision plat for the Overlook based on the following findings:

1. That the Town has jurisdiction.
2. That the proposed project is in the Sub-Urban planning zone.
3. That the proposed use is within the uses authorized and the reports of Town Staff:
  - The Final Plat is in substantial conformance with the approved Concept Plan and Preliminary Plat.
  - The development complies with this Code and the Vision Hometown Severance Comprehensive Plan.
  - All applicable technical standards including the provision of water in sufficient amount and quality have been met.

**RECORDED VOTE:**

<b>YEAS:</b> Trustees Florquist, Kinney, McLeod, Mayor Brookshire.....	4
<b>NAYS:</b> Trustee Kane .....	1
<b>ABSTAIN:</b> Trustee Koster .....	1
<b>ABSENT:</b> Trustee Gordon .....	1

**MOTION CARRIED**

**E. STAFF REPORTS**

*Board approval may be sought for administrative actions in association with staff reports.*

- **Town Administrator**
  - **Miscellaneous Reports**

John thanked all his staff for their help with Cleanup Day. It was miserable weather but we had a record year for picking up trash in the Town. We had four full trucks, six roll off dumpsters, 3.5 loads of iron and one trailer load of items donated to Habitat for Humanity. It was quite successful with all the staff, Mike Ketterling, Brad’s grandson, Marsha’s husband and one of our FFA kids. He stated that he just wanted to thank them because without them we wouldn’t have had a successful project like we did.

Mayor Brookshire extended his Thank You as well.

- **Assistant Town Administrator** - No Report
- **Mayor** - No Report
- **Town Attorney** - No Report
- **Town Planner**

Mitch stated that the Park Survey has been sent out and he is waiting for feedback.

- **Town Engineer** - No Report

**F. ADJOURN**

Meeting adjourned at 6:40 p.m.

**TOWN OF SEVERANCE**

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Donald R. Brookshire, Mayor

**ATTEST:**

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Betty Mauch, Town Clerk