



PLANNING COMMISSION REGULAR MEETING
Zoom Webinar and/or Town Council Chamber
3 S. Timber Ridge Parkway, Severance, CO 80550

AGENDA
PLANNING COMMISSION REGULAR MEETING
Wednesday, November 15, 2023, at 6:00 PM

A. CALL TO ORDER

- 1. Roll Call**
- 2. Pledge of Allegiance**
- 3. Public Comment**

The purpose of the Public Comment is for members of the public to speak to the Planning Commission on any subject not scheduled on the agenda. To accomplish scheduled agenda items, comments should be limited to three minute for those attending in person or an appropriate time as deemed by the Chair. The Planning Commission shall make no decisions or take action on comments, but may choose to schedule the matter for a decision later. Those addressing the Planning Commission, please state your name and address. and sign-in.

- 4. Approval of 10.18.23 Minutes**

B. REGULAR MEETING

- 1. Resolution PC 2023-05R: A Resolution of the Severance Planning Commission approving a Use by Special Review application to operate a Home Based Business on real property located within the Town of Severance, commonly known as 1109 Tur Street.**
 - Legislative
 - Staff Presentation: Shani Porter, Town Planner

C. COMMUNICATIONS

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

1. Town Staff
2. Town Management
3. Commission Members
4. Chair

D. ADJOURN

Planning Commission MEETING

Wednesday, November 15, 2023, 6:00 PM (MDT)

Registration URL

https://us02web.zoom.us/webinar/register/WN_OCx-DpESRiaIWl915_tEgg

The Town of Severance does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in the provision of services. For disabled persons needing reasonable accommodation to attend or participate in a town service, program, public meeting, or activity, call 970-686-1218 at least 72 hours in advance. Disabled access is available from the front entrance of the Town Hall.



PLANNING COMMISSION REGULAR MEETING
Zoom Webinar and/or Town Council Chamber
3 S. Timber Ridge Parkway, Severance, CO 80550

REGULAR MEETING MINUTES

Wednesday, October 18, 2023, at 6:00 PM

Present:

Chair:

Julie Stout

Vice-Chair:

Derek Grimes

Commissioners:

Joe Pirrone

Dan Spykstra

Kris Quandt

Brittany Vandermark

David Rau

Absent:

Audience: Joshua South, Daniel Kasson, Sally Broughton, Brad Toriz, Tom & Chris Petersen & Tori Scheuerman

Staff:

Nicholas Wharton, Town Manager

Lindsay Radcliff-Coombes, Deputy Town Manager

Shani Porter, Town Planner

Bill Cornelius, Community Development Director

Chris Messersmith, Town Engineer

Leah Vanarsdall, Town Clerk

Keith Martin, Town Attorney

A. CALL TO ORDER

1. Roll Call

2. Pledge of Allegiance

3. Approval of Agenda

MOTION WAS MADE BY Commissioner Pirrone , seconded by Commissioner Vandermark to Approve the Agenda. All Commission Members present voting Yes,

MOTION PASSED

4. Public Comment

The purpose of the Public Comment is for members of the public to speak to the Planning Commission on any subject not scheduled on the agenda. To accomplish scheduled agenda items, comments should be limited to three minute for those attending in person or an appropriate time as deemed by the Chair. The Planning Commission shall make no decisions or take action on comments, but may choose to schedule the matter for a decision later. Those addressing the Planning Commission, please state your name and address. and sign-in.

NONE

5. Approval of 4.19.23 & 8.16.23 Minutes

MOTION WAS MADE BY Commissioner Pirrone , seconded by Commissioner Vandermark to Approve the 4.19.23 Minutes. All Commission Members present voting Yes,

MOTION PASSED

MOTION WAS MADE BY Commissioner Pirrone , seconded by Commissioner Quandt to Approve the 8.16.23 Minutes.

YEAS: Stout, Grimes, Pirrone, Rau, Spykstra, Quandt

6

Abstain: Vandermark

1

MOTION PASSED

B. REGULAR MEETING

1. PUBLIC HEARING: Severance Storage Annexation

- Quasi-Judicial
- Staff Presentation: Shani Porter, Town Planner

MOTION WAS MADE BY Commissioner Pirrone, seconded by Vice-Chair Grimes to recommend approval to the Town Council of the Severance Storage Annexation. All Commission Members present voting Yes,

MOTION PASSED

Shani Porter, Town Planner & Tony-Uplift Development Group Present

PUBLIC HEARING: Open: 6:03 pm Closed: 6:30 pm

Public Comment: Tom Peterson-10822 CR 74

2. PUBLIC HEARING: Severance Storage Zoning

- Quasi-Judicial
- Staff Presentation: Shani Porter, Town Planner

MOTION WAS MADE BY Commissioner Vandermark, seconded by Commissioner Pirrone to recommend approval to the Town Council of Town Core Zoning for Severance Storage. All Commission Members present voting Yes,

MOTION PASSED

Shani Porter, Town Planner & Tony-Uplift Development Group Presentation moved to be part of this Agenda Item by Keith Martin, Town Attorney, accepted by Chair Stout.

PUBLIC HEARING: Open: 6:30 pm Closed: 6:36 pm

Public Comment: None

3. PUBLIC HEARING: Severance Storage Rezoning

- Quasi-Judicial

- Staff Presentation: Shani Porter, Town Planner

MOTION WAS MADE BY Commissioner Pirrone, seconded by Commissioner Vandermark to recommend approval to the Town Council for the rezoning of the 1.69 acre parcel from Suburban Perimeter to Town Core for Severance Storage. All Commission Members present voting Yes,

MOTION PASSED

Shani Porter, Town Planner & Tony-Uplift Development Group Presentation moved to be part of this Agenda Item by Keith Martin, Town Attorney, accepted by Chair Stout.

PUBLIC HEARING: Open: 6:38 pm Closed: 6:39 pm

Public Comment: None

4. PUBLIC HEARING: Franklin's Place Final Plat and Site Plan

- Quasi-Judicial
- Staff Presentation: Shani Porter, Town Planner

MOTION WAS MADE BY Vice-Chair Grimes, seconded by Commissioner Quandt to Approve the Franklin's Place Final Plat and Site Plan . All Commission Members present voting Yes,

MOTION PASSED

PUBLIC HEARING: Open: 6:39 pm to 7:19 pm

Shani Porter, Town Planner & Shelly Studio & Engineers Presents

Public Comment: Sally Broughton-324 Central Ave & Tori Schereman-303 3rd St

C. COMMUNICATIONS

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

1. Town Attorney
2. Town Staff
3. Town Management
4. Commission Members
5. Chair

D. ADJOURN

7:25 pm



AGENDA ITEM SUMMARY

AGENDA ITEM	SUBMITTED BY	PRESENTED BY
Resolution PC 2023-05R: A Resolution of the Severance Planning Commission approving a Use by Special Review application to operate a Home Based Business on real property located within the Town of Severance, commonly known as 1109 Tur Street.	Shani Porter, Town Planner	Shani Porter, Town Planner
ACTION REQUESTED		
Town Staff requests the Planning Commission review and take action on the proposed Home Based Business (Type II) as follows: 1. Move to approve the Home Based Business (Type II) at 1109 Tur Street 2. Move to approve the Home Based Business (Type II) at 1109 Tur Street with any discussed conditions 3. Take no action		<u>Attorney Approved</u> <u>Action Requested</u>
BRIEF SUMMARY		
The owners of 1109 Tur Street are requesting a Use by Special Review for a Home-Based Business (Type II) for a Dog Grooming Salon to be named "Jack Russell Salon". The applicant has submitted all required application materials.		
PUBLIC SUPPORT/CONCERN		
None at this time.		
ANALYSIS AND RECOMMENDATION		
Town Staff recommends approval of the Use by Special Review at 1109 Tur Street and that the Planning Commission review and take action on the proposed Home Based Business.		
MATERIALS SUBMITTED		
The following materials were submitted and included in this packet: 1. application 2. Metro District Approval 3. Vicinity Map 4. 1109 Tur St - Neighborhood Letter 5. Applicant email drawings 6. PC 2023-05R USR Type II HBB 1109 Tur St		

TOWN OF SEVERANCE

3 S. TIMBER RIDGE PARKWAY, P.O. BOX 339, SEVERANCE, CO 80546
PHONE: (970) 686-1218 FAX: (970) 686-6250

APPLICATION FOR HOME-BASED BUSINESS PERMIT

FEE: \$250

(TYPE OR PRINT CLEARLY)

Business Name: Jack Russell Grooming

Business Address: 1109 Tur St

Name of Property Owner(s): Kyle and Jacquelyn Russell Phone: 970-988-2621

Mailing Address: 1109 Tur St

City: Severance State: CO Zip: 80550 Email Address: jml85428@gmail.com

Type of Business: Pet Grooming

Description of Proposed Home-Based Business – include type of products sold and services provided:

It is a service only buisness. Animals, primarily dogs, will be washed, dried and given hair cuts as well as other basic animal care services; nail trims, ear cleaning ect.

Will There Be Outdoor Activities? **YES** ☒ **NO**

If Yes, Please Describe: _____

Hours of Operation: Varies 8 am to 6 pm

Will Deliveries Be Made to This Location? **YES** ☒ **NO** If Yes, Please Describe: _____

I declare, under the penalty of perjury, that this application has been examined by me and to the best of my knowledge and belief, are true, correct and complete.

Signature of Applicant: Jacquelyn Russell Digitally signed by Jacquelyn Russell
Date: 2023.10.11 12:36:14 -06'00'

Printed Name: Jacquelyn Russell Title: Owner

Date: 10-11-2023

CHECKLIST FOR HOME-BASED BUSINESS PERMIT

Please fill out and return to the Community Development, PO Box 339,
Severance CO 80546

Business Name: Jack Russell Grooming

Name of Property Owner(s): Kyle and Jacquelyn Russell

Phone: 970-988-2621

Location Address: 1109 Tur Street

City: Severance

State: CO

Zip: 80550

Email Address: jml85428@gmail.com

Circle Answer

1. How many employees will come to your residence? ☐ Yes ☒ No
2. Do you have HOA waiting for city Metro District Approval? Fram- ☐ Yes ☒ No
3. Does your business operation exceed 1,000 square feet or 30% of the floor area of the dwelling? 1st Floor 2nd Floor Basement Business Area ☐ Yes ☒ No
4. Is your business operation located in an accessory building? ☐ Yes ☒ No
- If so, does it exceed 500 square feet? ☐ Yes ☒ No
5. Is your dwelling used primarily for business? ☐ Yes ☒ No
6. Does your business operation change the residential character of the dwelling? ☐ Yes ☒ No
7. Is there any change in the outside appearance of the building or premises or any visible sign of a home-based business? ☐ Yes ☒ No
8. Will you have an advertising sign-Must adhere to Sign Code? ☐ Yes ☒ No
9. Do you have any exterior storage on your property for equipment or materials for your business? ☐ Yes ☒ No
10. Does your business operation create any noise, glare, fumes, odors or other objectionable conditions detectable to the normal senses outside the dwelling? ☐ Yes ☒ No
11. How many customers per day will come to your residence? ☒ Yes ☐ No

2-5 costumers

2-3 days a week

The following uses, because of their tendency to go beyond the limits permitted for home-business and thereby impair the use and value of the residential area, are NOT permitted as home-based businesses:

- ANY Medical Marijuana or Marijuana related Business
- Auto Repair, painting or motorized vehicles or Motorized Implement Repair
- Dance, Music or other types of instruction (if more than 4 students are instructed at one time)
- Welding Shops
- Nursing Homes
- Any retail or wholesale sales to consumers upon the premises not incidental to the home-based business

FOR ADMINISTRATIVE USE

Business Classification

☐ Home-Based Business Type I

☒ Home- Based Business Type II

Additional Home- Based Business Type II Required Documents

☐ Proof of Ownership

☐ Aerial Image

☐ Site Plan (Access & Exit Points Indicated)

☐ Mailing Labels & Stamped Envelopes (500 Ft. Radius)

☐ HOA/Metro District Approval

TOWN USE ONLY BELOW THIS POINT

Public Hearing Date Nov. 15th, 2023

Public Hearing Notification of Surrounding Property Owners within 500 feet (15 days prior to Hearing)

Decision _____

Date of Decision _____

Shani Porter

From: Jacquelyn Russell <jml85428@gmail.com>
Sent: Thursday, October 12, 2023 10:02 AM
To: Shani Porter
Subject: Fwd: FW: HUNTERS CROSSING - 1109 Tur, Jacquelyn Russell, 970-988-2621

Caution: This is an external email and may have a suspicious subject or content. Please take care when clicking links or opening attachments. When in doubt, contact your OnixIT at support@onixit.com or (970) 223-0300.

Porter,

Here is the email I received from the metro district in regards to the home based business.

Jackie Russell

----- Forwarded message -----

From: Megan VanCamp <megan@frommco.us>
Date: Tue, Oct 10, 2023 at 10:53 AM
Subject: FW: HUNTERS CROSSING - 1109 Tur, Jacquelyn Russell, 970-988-2621
To: Jml85428@gmail.Com <Jml85428@gmail.com>

Good Morning:

We are in receipt of your below inquiry. Please note that all requests need to go through the Town of Severance. You will need to do the following:

- 1.) Obtain & Complete and application from the Town
- 2.) The Town will review and forward to us for review and approval
- 3.) We will conditionally approve

Please note that all necessary permits, insurance and licenses must be obtained and remain current for any home-based business. The intent of the community is for single family living and residential purposes. Your business may not present any type of nuisance for any surrounding property, to include traffic, parking, sights, odors, etc...you may not have signage on your property for your business. Essentially, you may operate a business out of your home, but it may not disturb any residential person or property with its operations.

Please let me know if you have further questions.

Thanks,

Megan VanCamp
Manager/Accountant
Fromm & Company LLC
contact@frommco.us

(970) 875-7047

8200 S. Quebec Street, Suite A3 – 305

Centennial, CO 80112

Please note our updated mailing address as of 02/01/2023

-----Original Message-----

From: soundtelecom@sound-tele.net <soundtelecom@sound-tele.net>

Sent: Monday, October 9, 2023 10:10 AM

To: Megan VanCamp <megan@frommco.us>

Subject: Tag: ROUTINE CALLS Name: Jacquelyn Russell Phone: 970-988-2621 D+

Tag: ROUTINE CALLS

Name: Jacquelyn Russell

Phone: 970-988-2621

District Name: Hunters Crossing District 6

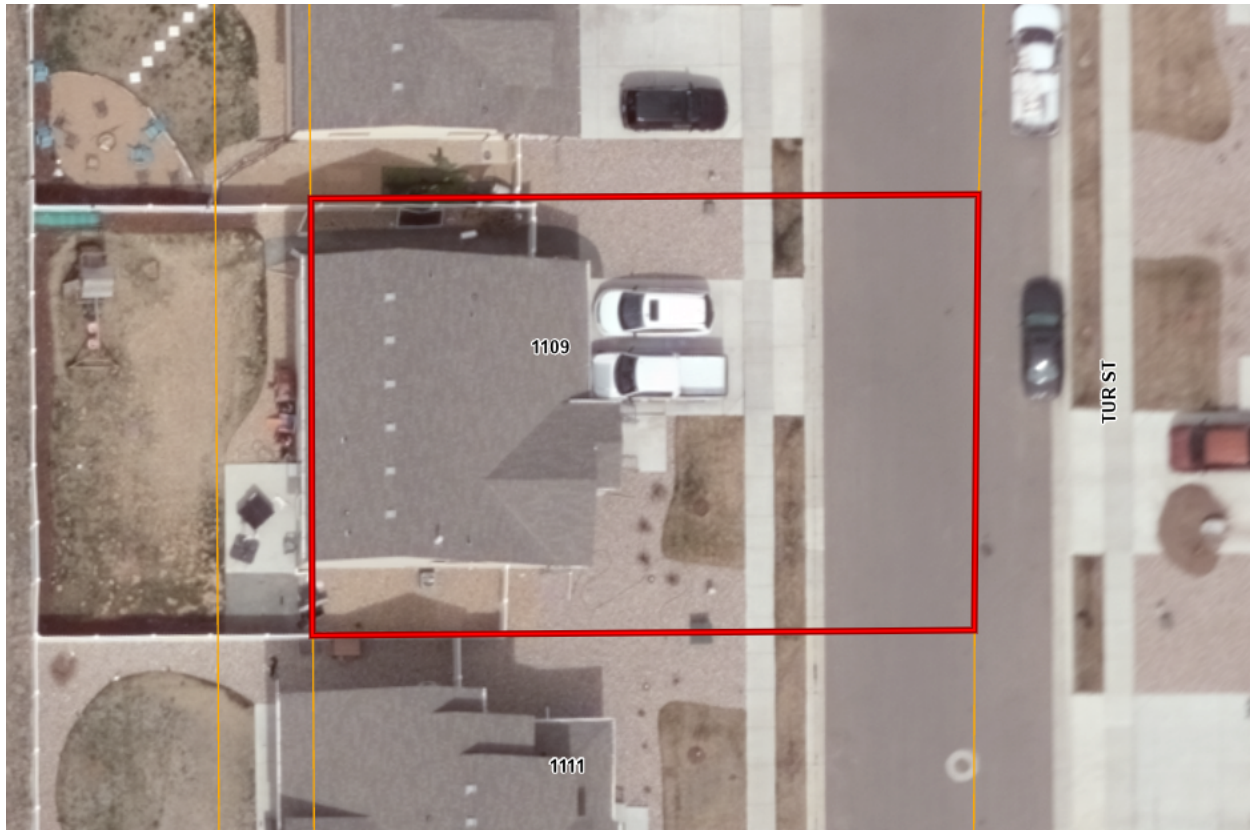
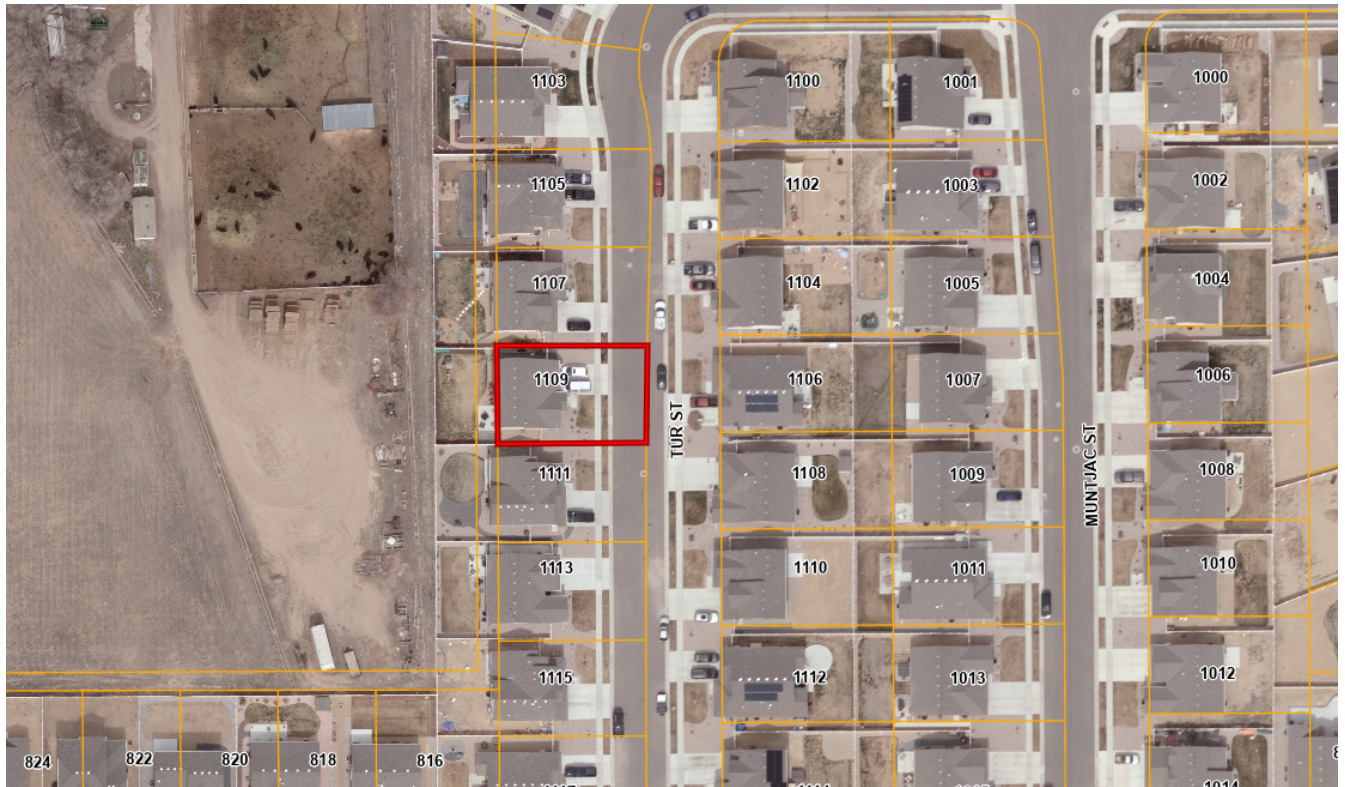
Address: [1109 Tur St](#)

City: Severance

State: CO

Zip: 80550

Message: I Am Interested In Starting A Home-Based Business. Please Call Me Jml85428@gmail.com





RE: 1109 Tur Street – Use by Special Review

Dear Resident/Property Owner:

The Town of Severance would like to invite you to a public meeting to discuss the 1109 Tur Street Use by Special Review for a Home-Based Business for a dog grooming business that may affect your property. The Planning Commission meeting will be held on **Wednesday, November 15th, 2023 at 6:00 P.M. at Severance Town Hall located at 3 S. Timber Ridge Parkway, Severance, Colorado**. The meeting may also be attended virtually. Links can also be found on our website.

Please note that the schedule is subject to change, to confirm schedule please visit our website at www.townofseverance.org or call at 970-686-1218.

The Town of Severance considers your interest and input in this matter, as well as your neighbor's input, an important part of the Town's consideration of this proposal. If you are unable to attend the meeting, but would like to provide input, written comments are welcome. You may contact Shani Porter at 970-686-1218 or at sporter@townofseverance.org.

The list of affected property owners for this public notice is derived from official records of the Weld County Assessor by the applicant. Because of the lag time between occupancy and record keeping, or because of rental situations, a few affected property owners may have been missed. Please feel free to notify your neighbor of these pending meetings so all neighbors may have the opportunity to attend.

Cordially,
TOWN OF SEVERANCE

Shani Porter
Town Planner

Shani Porter

From: Jacquelyn Russell <jml85428@gmail.com>
Sent: Friday, November 3, 2023 8:24 PM
To: Shani Porter
Subject: 1109 Tur St Grooming Salon

Caution: This is an external email and may have a suspicious subject or content. Please take care when clicking links or opening attachments. When in doubt, contact your OnixIT at support@onixit.com or (970) 223-0300.

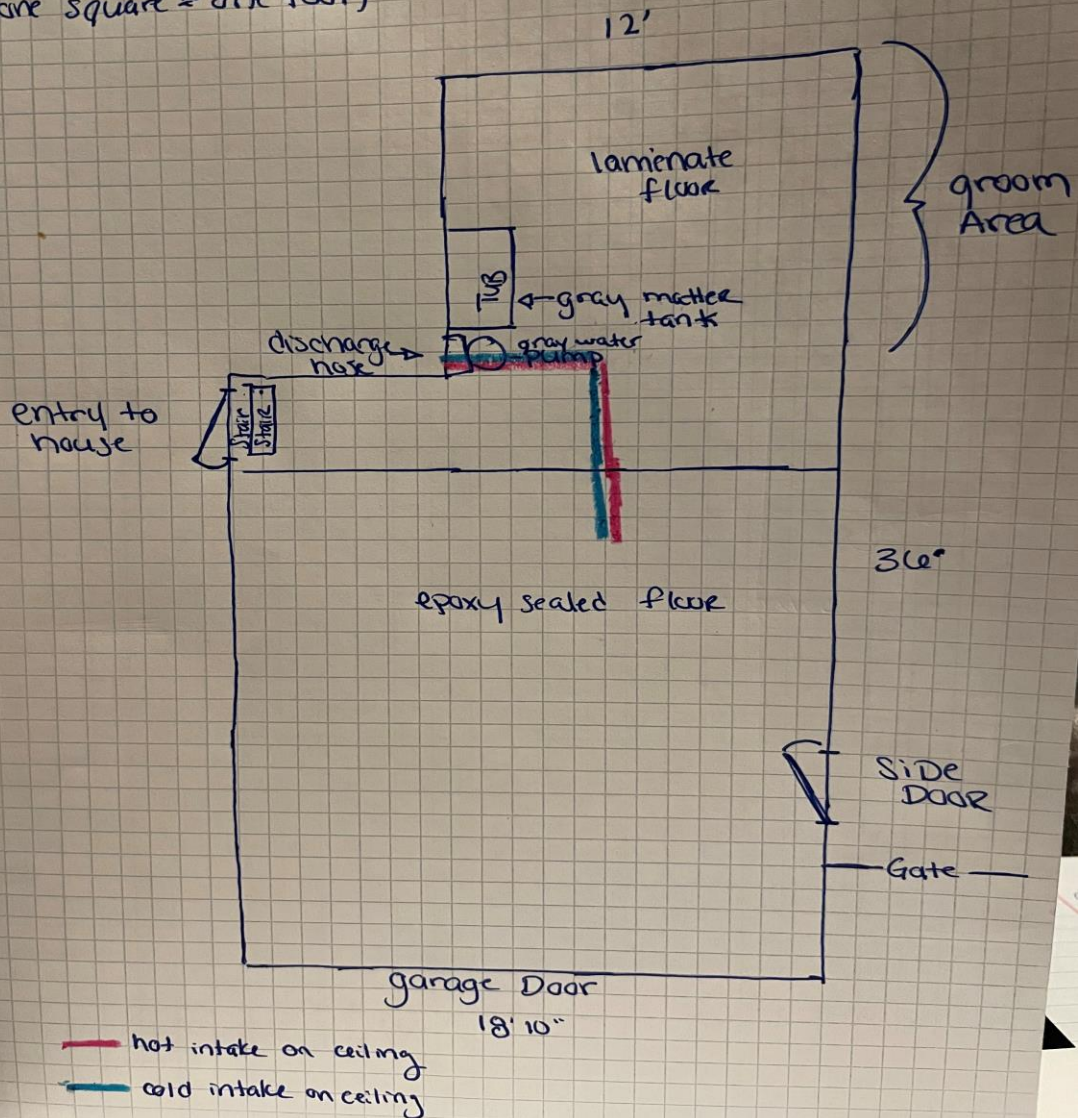
Ms Porter,

Here are the specs for the home based business. If you need the whole property I can find the blueprints but I drew up the dimensions with written expectations and included photos. It is still under construction as operations anticipated to begin January 2024/late December 2023 assuming all goes well with the town.

Please let me know if you have any questions or need any additional information before November 15th.

Jackie Russell

Dimensions of Garage
(one square $\approx$ one foot)





**SEVERANCE PLANNING COMMISSION
RESOLUTION NO. PC -2023-05R**

**A RESOLUTION OF THE SEVERANCE PLANNING COMMISSION
APPROVING A USE BY SPECIAL REVIEW APPLICATION TO OPERATE
A HOME BASED BUSINESS ON REAL PROPERTY LOCATED WITHIN
THE TOWN OF SEVERANCE, COMMONLY KNOWN AS 1109 TUR
STREET**

WHEREAS, Jacquelyn Russell (“Applicant”), who is the owner of certain real property located in the Town of Severance, having a legal description of Lot 26, Block 2 of Hunters Crossing, Town of Severance, County of Weld, State of Colorado (“Property”), has submitted an application for Use by Special Review to conduct a dog grooming business on the Property (the “Application”); and

WHEREAS, Applicant has also submitted a conceptual site plan relating to such special use review; and

WHEREAS, after considering all the testimony, evidence, and argument presented at the public hearing held before the Severance Planning Commission on November 15, 2023, the Severance Planning Commission finds and determines that the Application is complete, and that the Applicant has met the relevant standards and use by special review criteria set forth in Section 16.19.130 of the Severance Municipal Code.

NOW, THEREFORE, BE IT RESOLVED BY THE SEVERANCE PLANNING COMMISSION:

Section 1. The above Recitals and Findings of the Planning Commission are hereby incorporated into this resolution.

Section 2. Jacquelyn Russell’s application for a Use by Special Review to operate a dog grooming business on the Property, as a special review use within the existing Suburban Perimeter zone district, is hereby approved, subject to and contingent upon compliance with the following conditions:

- a Such special use approval shall not authorize the use or conversion of the facility to a commercial use facility.
- b Approval of a use by special review shall lapse and be considered null and void:
 - (1) If the use itself, or if permanent construction in conjunction with such use, has not commenced within one (1) year of the approving action, or within the time frame established as a condition of approval of the use by special review; or
 - (2) If the use is no longer active or in operation for a period of twelve consecutive months; or
 - (3) Upon a change of primary use of the Property.

- c Failure to use the Property for the uses authorized by such special use approval for a period of 12 consecutive months shall terminate the right to use the Property for the specified special use.

PASSED AND ADOPTED this 15th day of November 15, 2023.

Chairperson

ATTEST:

Town Clerk