



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, December 20, 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 11.15.23 Minutes

B. REGULAR MEETING

1. **Resolution PC-2023-06R: 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 1790 Valley Brook Lane**
 - Legislative
 - Staff Presentation: Shani Porter, Town Planner
2. **Resolution PC-2023-07R: 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 1077 Mount Oxford Avenue.**
 - 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, December 20, 2023, 6:00 PM (MDT)

Registration URL

https://us02web.zoom.us/webinar/register/WN_OCx-DpESRiaIW915_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, November 15, 2023, at 6:00 PM

Present:

Chair:

Julie Stout

Vice-Chair:

Derek Grimes

Commissioners:

Brittany Vandermark

Joe Pirrone

David Rau

Dan Spykstra

Kris Quandt

Absent:

Audience:

Staff:

Nicholas Wharton, Town Manager

Lindsay Radcliff-Coombes, Deputy Town Manager

Shani Porter, Town Planner

Leah Vanarsdall, Town Clerk

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.

None

4. Approval of 10.18.23 Minutes

MOTION WAS MADE BY Commissioner Pirrone , seconded by Commissioner Quandt to Approve the 10.18.23 Minutes. All Commissioners present voting Yes,

MOTION PASSED

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

MOTION WAS MADE BY Commissioner Vandermark, seconded by Commissioner Pirrone to Approve **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.** . All Commissioners present voting Yes,

MOTION PASSED

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

6:13 pm



AGENDA ITEM SUMMARY

AGENDA ITEM	SUBMITTED BY	PRESENTED BY
Resolution PC-2023-06R: 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 1790 Valley Brook Lane	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 1790 Valley Brook Lane 2. Move to approve the Home Based Business (Type II) at 1790 Valley Brook Lane with any discussed conditions 3. Take no action		<u>Resolution</u> <u>Action Requested</u>
BRIEF SUMMARY		
The owners of 1790 Valley Brook Lane are requesting a Use by Special Review for a Home-Based Business (Type II) for a Hair Salon to be named "Samanthas Studio". 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 1790 Valley Brook Lane 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. Property Report 3. Metro District Approval 4. Affidavit of Sign Posting 5. Affidavit of Compliance SPO notice 6. 1790 Valley Brook Lane - Neighborhood Letter 7. 2023-06R PC SRU 1790 Valley Brook Lane (Type II HBB)		

Type IV

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: Samantha Studio
Business Address: 1790 Valley Brook Lane Severance, CO 80550
Name of Property Owner(s): Derek & Samantha Lwrs Phone: 970 388 4636
Mailing Address: Same
City: _____ State: _____ Zip: _____ Email Address: Sngale 21@gmail.com

Type of Business: Hair Salon

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

Hair salon - cuts, colors, & waxing.
Selling luxury beauty products & services

Will There Be Outdoor Activities? YES ☒ NO ☐
If Yes, Please Describe: _____

Hours of Operation: M-Th 9-5 2020

Will Deliveries Be Made to This Location? YES ☒ NO ☐ If Yes, Please Describe: 1 Supply
delivery per week (small)

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: [Signature]

Printed Name: Samantha Lwrs Title: Owner

Date: 8/31/23

CHECKLIST FOR HOME-BASED BUSINESS PERMIT

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

Business Name: Samanthas Studio
 Name of Property Owner(s): Derek + Samantha Lohrs Phone: 970 3886630
 Location Address: 1790 Valley Brook Lane
 City: Severance State: CO Zip: 80550 Email Address: Sngale21@gmail.com

Circle Answer

1. How many employees will come to your residence? none Yes No
2. Do you have _____ HOA _____ Metro District Approval? Yes No
3. Does your business operation exceed 1,000 square feet or 30% of the floor area of the dwelling? 1st Floor X 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 unless allowed
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? 2-7 Yes No

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 Dec. 20 1920 2020

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

Decision _____

Date of Decision _____

Shani Porter

From: Samantha Luhrs <sngale21@gmail.com>
Sent: Friday, October 13, 2023 9:19 AM
To: Shani Porter
Subject: Fwd: Hidden Valley Farm - In House 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.

Here is the forwarded email from the hoa stating that they will allow the salon. Let me know anything else you could need!

Samantha luhrs
9703886636

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

From: **Molly Mild** <Molly@ccgcolorado.com>
Date: Thu, Oct 12, 2023 at 11:00 AM
Subject: RE: Hidden Valley Farm - In House Salon
To: sngale21@gmail.com <sngale21@gmail.com>

Good morning Samantha,

I know there has been some back and forth with both our office and the Town, so I want to get you a final answer to present to the Town. As we have previously discussed, I believed your business would be permitted as it would not create a nuisance in the neighborhood from what you explained. However, the Covenants note that business activities that involve customers and employees are not permitted in the home.

While we understand the Covenants do not permit this, we are willing to grant a variance with a few conditions listed below:

- Customers must park their vehicles in the driveway to avoid congestion on the street.
- No more than one customer can be at the home for service at any given time.
- The business must not create any nuisances, including sounds and odors.
- Advertisement on the lot is not permitted.
- If our office or the Town receive complaints about the business, we must then refer to the Covenants and the variance will no longer apply.

If you feel these conditions are manageable, please let me know and I can write up a more formal email for the Town.

Best regards,
Molly Mild
Associate District Manager

2619 Canton Court, Suite A
Fort Collins, CO 80525
Phone: 970-484-0101x108
Fax: 970-300-4682



Weld County

PROPERTY PORTAL

Property Information (970) 400-3650
Technical Support (970) 400-4357

Account: R6785936

November 22, 2023

Account Information

Account	Parcel	Space	Account Type	Tax Year	Buildings	Actual Value	Assessed Value
R6785936	080711308013		Residential	2023	1	576,573	39,010

Legal

L13 BLK6 HIDDEN VALLEY FARM 2ND FG

Subdivision	Block	Lot	Land Economic Area
HIDDEN VALLEY FARM 2ND FG	6	13	HIDDEN VALLEY FARM

Property Address	Property City	Zip	Section	Township	Range
1790 VALLEY BROOK LN	SEVERANCE		11	06	67

Owner(s)

Account	Owner Name	Address
R6785936	LUHRS DEREK O	1790 VALLEY BROOK LN SEVERANCE, CO 805503235
R6785936	LUHRS SAMANTHA N	

Photo



Building 1

Map



Maxar, Microsoft | Weld County Government

Powered by Esri

Get additional detail with the [Map Search](#).

Copyright © 2023 Weld County, Colorado. All rights reserved.
[Privacy Statement & Disclaimer](#) | [Accessibility Information](#)

Shani Porter

From: Samantha Luhrs <sngale21@gmail.com>
Sent: Friday, October 13, 2023 9:19 AM
To: Shani Porter
Subject: Fwd: Hidden Valley Farm - In House 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.

Here is the forwarded email from the hoa stating that they will allow the salon. Let me know anything else you could need!

Samantha luhrs
9703886636

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

From: Molly Mild <Molly@ccgcolorado.com>
Date: Thu, Oct 12, 2023 at 11:00 AM
Subject: RE: Hidden Valley Farm - In House Salon
To: sngale21@gmail.com <sngale21@gmail.com>

Good morning Samantha,

I know there has been some back and forth with both our office and the Town, so I want to get you a final answer to present to the Town. As we have previously discussed, I believed your business would be permitted as it would not create a nuisance in the neighborhood from what you explained. However, the Covenants note that business activities that involve customers and employees are not permitted in the home.

While we understand the Covenants do not permit this, we are willing to grant a variance with a few conditions listed below:

- Customers must park their vehicles in the driveway to avoid congestion on the street.
- No more than one customer can be at the home for service at any given time.
- The business must not create any nuisances, including sounds and odors.
- Advertisement on the lot is not permitted.
- If our office or the Town receive complaints about the business, we must then refer to the Covenants and the variance will no longer apply.

If you feel these conditions are manageable, please let me know and I can write up a more formal email for the Town.

Best regards,
Molly Mild
Associate District Manager

2619 Canton Court, Suite A
Fort Collins, CO 80525
Phone: 970-484-0101x108
Fax: 970-300-4682



Affidavit of Compliance
Sign Posting

I confirm that the below site has been posted per the requirements of Section 16.2.40(b)3 of the Town of Severance Land Use Code.

Subject Property(ies): 1790 Valley Brooke Lane
[Signature] 12.06.2023

Signature

Date

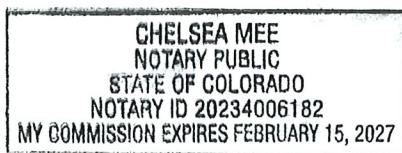
COLORADO NOTARY ACKNOWLEDGMENT

State of Colorado

County of WELD

The foregoing instrument was acknowledged before me this 12/6 by Brayden Peterson (name of person acknowledged).

(Seal)



[Signature]

(Notary's Official Signature)

My Commission Expires: 2/15/27



Affidavit of Compliance

AFFIDAVIT OF INTEREST OWNERS SURFACE ESTATE I, the undersigned, certify that the attached list is a true and accurate list of the names, addresses, and corresponding Parcel Identification Numbers assigned by the County Assessor of the owners of property (the surface estate) within five hundred (500) feet of the subject property(ies). This list was compiled from the records of the Weld County Assessor, or a person qualified to do the task, and shall be current as of a date no more than thirty (30) days prior to the date the application is submitted to the Department of Planning Services.

Subject Property(ies): 1790 Valley Brooke Lane
[Signature] 12.06.2023

Signature

Date

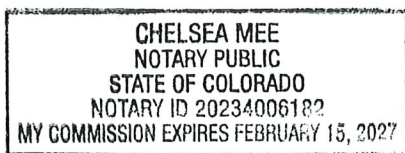
COLORADO NOTARY ACKNOWLEDGMENT

State of Colorado

County of WELD

The foregoing instrument was acknowledged before me this 12/6 by Boydlin Pederson (name of person acknowledged).

(Seal)



[Signature]
(Notary's Official Signature)

My Commission Expires: 02/15/27



RE: 1790 Valley Brook Lane – Use by Special Review

Dear Resident/Property Owner:

The Town of Severance would like to invite you to a public meeting to discuss the property located at 1790 Valley Brook Lane Use by Special Review for a Home-Based Business Type II for a hair salon that may affect your property. The Planning Commission meeting will be held on **Wednesday, December 20th, 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

**SEVERANCE PLANNING COMMISSION
RESOLUTION NO. PC -2023-06R**

**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 1790 VALLEY BROOK LANE**

WHEREAS, Samantha Luhrs (“Applicant”), who is the owner of certain real property located in the Town of Severance, having a legal description of Lot 13, Block 6 Hidden Valley Farms 2nd filing, Town of Severance, County of Weld, State of Colorado (“Property”), has submitted an application for Use by Special Review to operate a hair salon 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 December 20, 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. Samantha Luhrs application for a Use by Special Review to operate a hair salon 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 20th day of December, 2023.

Chairperson

ATTEST:

Secretary



AGENDA ITEM SUMMARY

AGENDA ITEM	SUBMITTED BY	PRESENTED BY
Resolution PC-2023-07R: 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 1077 Mount Oxford Avenue.	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 1077 Mount Oxford Avenue. 2. Move to approve the Home Based Business (Type II) at 1077 Mount Oxford Avenue with any discussed conditions 3. Take no action		<u>Resolution</u> <u>Action Requested</u>
BRIEF SUMMARY		
The owners of 1077 Mount Oxford Avenue are requesting a Use by Special Review for a Home-Based Business (Type II) for a large home daycare to be named "Buzy Beez Family Child Care". 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 1077 Mount Oxford Avenue 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. Property Information 3. SPO letter 4. Affidavit of Compliance SPO 5. Affidavit of Sign Posting 6. 2023-07R PC SRU 1077 Mt Oxford (Type II HBB)		



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: BUZY BEEZ FAMILY CHILD CARE
Business Location: 1077 MT OXFORD AVE SEVERANCE CO 80550
Name of Property Owner(s): LINDA KOPCHALA KING Phone: 9709886324
Mailing Address: 1077 MT OXFORD AVE
City: SEVERANCE CO State: CO Zip: 80550
Email Address: STRIKER80550@gmail.com
Type of Business: FAMILY CHILD CARE

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

- Child care for ages 6mos - 4yrs
- NO MORE THAN 12 CHILDREN

3000 Ft² Approx
Total Sq. Footage of Home: 1500 Ft² 1st Floor: _____ 2nd Floor: _____ Basement: 1500 Ft²

Square Footage of Area to be Used for Home-Based Business: 3000 Ft²

Square Footage of accessory building to be used in Home-Based Business _____

Will There Be Outdoor Activities? (YES) NO

If Yes, Please Describe: SUMMER play up to AN HOUR MORNING/AFTERNOON
winter play up to 1/2 HOUR MORNING/AFTERNOON

Hours of Operation: 7:30 AM - 4:30 PM

Number of Employees on Premises (Includes Owner/Employed Family Members): 2 Owner &

Number of Employee/Company Vehicles on Premises (Includes Owner/Employed Family): 2 (1) Employee, NON-FAMILY



Please Describe Employee/Company Vehicle Impact on Neighborhood: THERE IS NO
IMPACT ON THE NEIGHBORHOOD.

Number of Anticipated Clients: Daily 10 Weekly _____ Monthly _____
(if daycare, include own children/adults)

Please Describe Available Parking: PARENTS WILL DROP OFF CHILDREN
IN THE DRIVEWAY AND LEAVE. PICK UP FOR THE
CHILDREN WILL BE THE SAME.

Will Deliveries Be Made to This Location? ☒ YES ☐ NO

If Yes, Please Describe: GROCERIES 2X A WEEK

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: Linda Kopchala King

Printed Name: LINDA KOPCHALA - KING

Title: FAMILY CHILD CARE PROVIDER

Date: 12/1/23

TOWN USE ONLY BELOW THIS POINT

Public Hearing Date _____

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

Decision _____

Date of Decision _____


Account: R8949659
December 6, 2023

Account Information

Account	Parcel	Space	Account Type	Tax Year	Buildings	Actual Value	Assessed Value
R8949659	080702318014		Residential	2023	1	477,028	32,270

Legal

Lot 14 Block 18 OVERLOOK FG #1

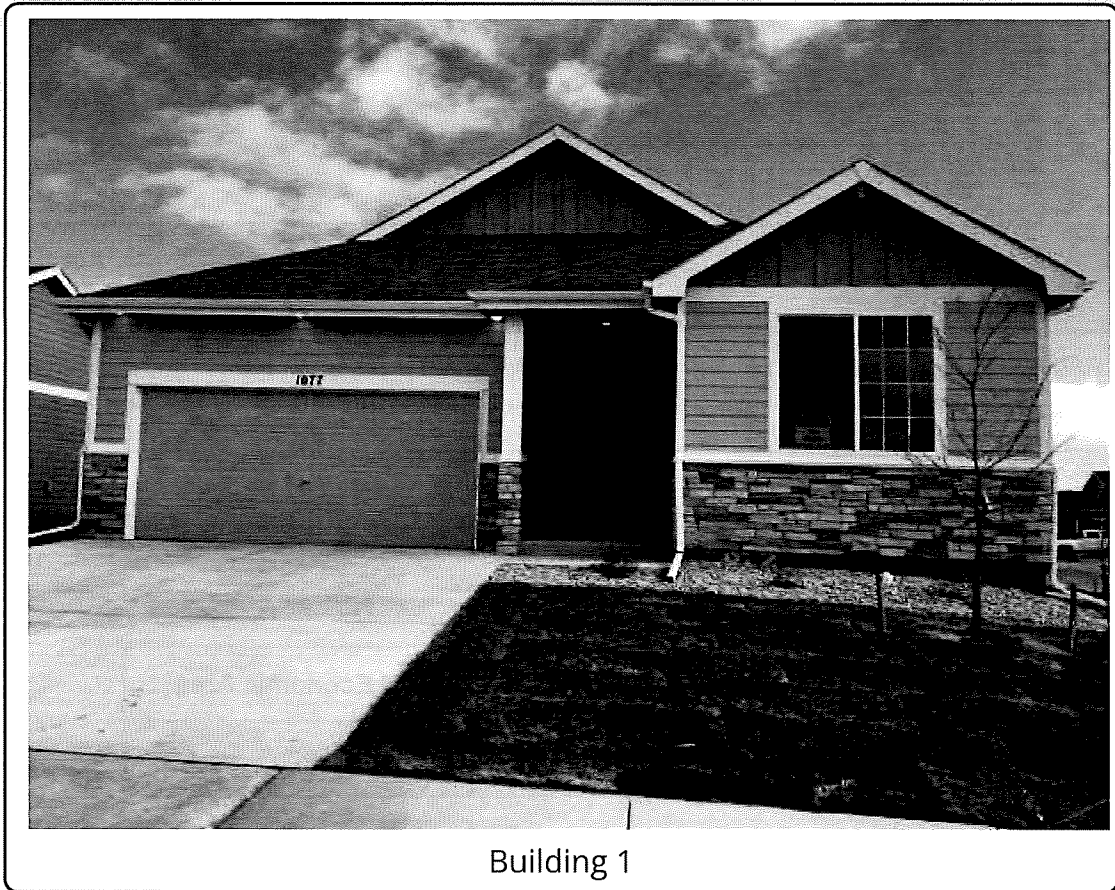
Subdivision	Block	Lot	Land Economic Area
OVERLOOK FG # 1	18	14	OVERLOOK

Property Address	Property City	Zip	Section	Township	Range
1077 MT OXFORD AVE	SEVERANCE		02	06	67

 Owner(s)

Account	Owner Name	Address
R8949659	KING LINDA KOPCHALA	1077 MT OXFORD AVE SEVERANCE, CO 805504879

Photo



Building 1

Map



Maxar, Microsoft | Weld County Government

Powered by Esri

Get additional detail with the [Map Search](#).

Copyright © 2023 Weld County, Colorado. All rights reserved.
[Privacy Statement & Disclaimer](#) | [Accessibility Information](#)



RE: 1077 Mt. Oxford Ave – Use by Special Review

Dear Resident/Property Owner:

The Town of Severance would like to invite you to a public meeting to discuss the property located at 1077 Mt. Oxford Ave Use by Special Review for a Home-Based Business Type II for family childcare that may affect your property. The Planning Commission meeting will be held on **Wednesday, December 20th, 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



Affidavit of Compliance

AFFIDAVIT OF INTEREST OWNERS SURFACE ESTATE I, the undersigned, certify that the attached list is a true and accurate list of the names, addresses, and corresponding Parcel Identification Numbers assigned by the County Assessor of the owners of property (the surface estate) within five hundred (500) feet of the subject property(ies). This list was compiled from the records of the Weld County Assessor, or a person qualified to do the task, and shall be current as of a date no more than thirty (30) days prior to the date the application is submitted to the Department of Planning Services.

Subject Property(ies): 1077 Mt. Oxford Ave

Bryden Pederson

12.06.2023

Signature

Date

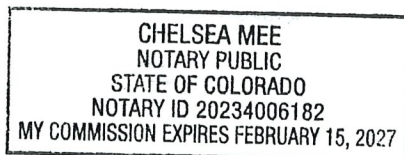
COLORADO NOTARY ACKNOWLEDGMENT

State of Colorado

County of WELD

The foregoing instrument was acknowledged before me this 12/6 by Bryden Pederson (name of person acknowledged).

(Seal)



Chelsea Mee

(Notary's Official Signature)

My Commission Expires: 02/15/2027



Affidavit of Compliance

Sign Posting

I confirm that the below site has been posted per the requirements of Section 16.2.40(b)3 of the Town of Severance Land Use Code.

Subject Property(ies): 1077 Mt. Oxford Ave

Bryden Pedersen 12.06.2023

Signature

Date

COLORADO NOTARY ACKNOWLEDGMENT

State of Colorado

County of WELD

The foregoing instrument was acknowledged before me this 2/6 by Bryden Pedersen (name of person acknowledged).

(Seal)



Chelsea Mee

(Notary's Official Signature)

My Commission Expires: 02/15/2027

**SEVERANCE PLANNING COMMISSION
RESOLUTION NO. PC -2023-07R**

**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 1077 MOUNT OXFORD AVENUE**

WHEREAS, Linda Kopchala King (“Applicant”), who is the owner of certain real property located in the Town of Severance, having a legal description of Lot 14, Block 18 Overlook Filing 1, Town of Severance, County of Weld, State of Colorado (“Property”), has submitted an application for Use by Special Review to operate a large home daycare 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 December 20, 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. Linda Kopchala King application for a Use by Special Review to operate a large home daycare 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 20th day of December, 2023.

Chairperson

ATTEST:

Secretary