



TOWN COUNCIL WORK SESSION & MEETING
Zoom Webinar and/or Town Council Chamber
3 S. Timber Ridge Parkway, Severance, CO 80550

AGENDA
TOWN COUNCIL WORK SESSION & MEETING
Tuesday, January 9, 2024, at 6:00 PM

A. PRIOR TO MEETING

1. **Swearing in of New Council Members @ 5:00 pm**
2. **Swearing in of Ken Chavez, Chief of Police**

B. CALL TO ORDER WORK SESSION

The Goal of the Work Session is to have the Town Council receive information on topics of Town business from the Town Manager, Town Attorney and Town Staff in order to exchange ideas and opinions regarding these topics.

1. **Pledge of Allegiance**
Pledge led by Jessica Carillo-Navy Veteran
2. **Council Presentation by CIRSA - Sam Light**

C. CALL TO ORDER REGULAR MEETING

1. **Roll Call**
2. **Agenda Review by Town Manager**
3. **Consent Calendar**

The Consent Calendar is intended to allow the Town Council to spend time and energy on the important items and not routine actions. A Council Member may request an item on this calendar to be "pulled" off the Consent Calendar and considered separately as a regular agenda item. Items remaining on the Consent Calendar will be approved by Town Council with one vote.

- a. Pg 4 - 12.12.23 Minutes
- b. Pg 12 - **Resolution 2024-01R**: A Resolution of the Town Council of the Town of Severance, Colorado, Adopting a Policy and Procedure for Grants to Community Organizations
- c. Pg 19 - **Resolution 2024-02R**: A Resolution of the Town Council of the Town of Severance, Colorado, adopting the impact fee study
- d. Pg 78 - Home-Based Business Type II Use by Special Review Approval (1790 Valley

Brook Lane)

- e. Pg 88 - Home-Based Business Type II Use by Special Review Approval (1077 Mount Oxford Avenue)

f. Pg 96 - Severance High School DECA Community Grant Request

- Legislative
- Staff Presentation: Nicholas Wharton, Town Manager

4. Approval of Agenda

5. Public Comment

The purpose of the Public Comment is for members of the public to speak to the Town Council on any subject not scheduled on the agenda. To accomplish scheduled agenda items, comments should be limited to three minutes for those attending in person or an appropriate time as deemed by the Mayor. The Town Council is not obligated to make decisions or take action on comments but may choose to schedule the matter for a later discussion. Those addressing the Town Council, please state your name and address and sign-in.

6. Council Member Comments

7. Reports

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

- a. Town Attorney
- b. Town Staff
- c. Town Management
- d. Council Members Liaisons
- e. Mayor

D. TOWN COUNCIL

1. Pg 111 - Mayor Pro-Tem Appointment

- Legislative
- Staff Presentation: Nicholas Wharton, Town Manager

2. Pg 112 - Town Council Liaison Appointments

- Legislative
- Staff Presentation: Nicholas Wharton, Town Manager

3. Pg 113 - Resolution 2024-03R: A Resolution of the Town Council of the Town of Severance, Colorado, Approving the Twentieth Interim Agreement between the Northern Integrated Supply Project Water Activity Enterprise and the Town of Severance, Colorado Acting with and on behalf of the Severance Water Utility Enterprise for participation in the Northern Integrated Supply Project

- Legislative
- Staff Presentation: Nicholas Wharton, Town Manager

4. Pg 126 - Weld County Jail Services Contract

- Legislative
- Staff Presentation: Nicholas Wharton, Town Manager

5. Pg 141 - Resolution 2024-04R: A Resolution of the Town Council of the Town of Severance, Colorado, Approving an Amendment to the December 11, 2000,

Intergovernmental Agreement between the Town of Windsor and the Town of Severance Regarding the Tax Share Agreement and Design Standards as they pertain to Economic Development for a Specific Parcel in the Cooperative Planning Area

- Legislative
- Staff Presentation: Nicholas Wharton, Town Manager

6. Pg 150 - Resolution 2024-05R: A Resolution of the Town Council of the Town of Severance, Colorado, Approving an Intergovernmental Agreement for Law Enforcement Services between the Town of Windsor and the Town of Severance

- Legislative
- Staff Presentation: Nicholas Wharton, Town Manager

7. Pg 159 - Severance Chamber of Commerce Grant Request

- Legislative
- Staff Presentation: Nicholas Wharton, Town Manager

E. COUNCIL MEMBER PETITIONS

Council Members may ask for items to be added to future agendas.

F. EXECUTIVE SESSION

- 1. Pursuant to Colorado Revised Statutes Section 24-6-402(4)(f)(I) to discuss personnel matters pertaining to the Severance Police Department**

G. ADJOURN

Town Council MEETING

Tuesday, January 9, 2024, 6:00 PM (MDT)

Registration URL

https://us02web.zoom.us/webinar/register/WN_GSL5tq02RNOARXxagWeWpA

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.



TOWN COUNCIL WORK SESSION & MEETING
Zoom Webinar and/or Town Council Chamber
3 S. Timber Ridge Parkway, Severance, CO 80550

WORK SESSION & MEETING MINUTES

Tuesday, December 12, 2023, at 6:00 PM

Present:

Mayor:

Matthew Fries

Mayor Pro-tem:

Dennis 'Zeke' Kane

Council Members:

Frank Baszler
Stephen Gagliardi
Michelle Duda
David Bruen
Dan Meyers

Absent: Michelle Duda

Audience: Tom Scheuerman, Tom & Chris Petersen, Christine Mc Daniels, Brad Torr & Shana Morgan

Staff:

Nicholas Wharton, Town Manager
Lindsay Radcliff-Coombes, Deputy Town Manager
John Zacklene, Public Works Director
Shani Porter, Town Planner
Chris Messersmith, Town Engineer
Nancy Mueller CPA, Finance Director
Leah Vanarsdall, Town Clerk
Mary Lynn Macsalka, Town Attorney
Ken Chavez, Chief of Police
Russ Weber, SAFEBuilt

A. CALL TO ORDER WORK SESSION

The Goal of the Work Session is to have the Town Council receive information on topics of Town business from the Town Manager, Town Attorney and Town Staff in order to exchange ideas and opinions regarding these topics.

1. Pledge of Allegiance

2. Pg 5 - Safe Passageways and Sidewalk Connections

- Discussion
- Staff Presentation: Nicholas Wharton, Town Manager

B. CALL TO ORDER REGULAR MEETING

1. Roll Call

2. Agenda Review by Town Manager

Town Manager requests for 'and IGA regarding revenue sharing', to be added to the wording for the second Executive Session - 24-6-402(40)(e)

3. Consent Calendar

The Consent Calendar is intended to allow the Town Council to spend time and energy on the important items and not routine actions. A Council Member may request an item on this calendar to be "pulled" off the Consent Calendar and considered separately as a regular agenda item. Items remaining on the Consent Calendar will be approved by Town Council with one vote.

MOTION WAS MADE BY Council Member Baszler, seconded by Mayor Pro-tem Kane to Approve the Consent Calendar. All Council Members present voting Yes,

MOTION PASSED

a. Pg 18 - 11.14.23 Minutes

b. Pg 22 - November 2023 Payables Report

c. Pg 25 - November 2023 Financial Statements

d. Pg 72 - Resolution 2023-45R: A Resolution of the Town Council of the Town of Severance, Colorado, Designating the public places for posting of notices of meetings for the Town Council and other local public bodies of the Town

e. Pg 73 - Resolution 2023-46R: A Resolution of the Town Council of the Town of Severance, Colorado, Adopting a Schedule of Regular and Work Session Meetings for the Town

f. Pg 74 - Home-Based Business Type II Use by Special Review Approval

- Legislative
- Staff Presentation: Shani Porter, Town Planner

4. Approval of Agenda

MOTION WAS MADE BY Mayor Pro-tem Kane, seconded by Council Member Meyers to Approve the Agenda with the Executive Session language change. All Council Members present voting Yes,

MOTION PASSED

5. Public Comment

The purpose of the Public Comment is for members of the public to speak to the Town Council on any subject not scheduled on the agenda. To accomplish scheduled agenda items, comments should be limited to three minutes for those attending in person or an appropriate time as deemed by the Mayor. The Town Council is not obligated to make decisions or take action on comments but may choose to schedule the matter for a later discussion. Those addressing the Town Council, please state your name and address and sign-in.

Severance Chamber Member Christine McDaniel

6. Council Member Comments

7. Reports

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

- a. Town Attorney
- b. Pg 87 - Town Staff
- c. Town Management
- d. Council Members Liaisons
- e. Mayor

C. TOWN COUNCIL

1. Pg 105 - Resolution 2023-47R: A Resolution of the Town Council of the Town of Severance, Colorado, making certain findings of fact regarding the proposed Annexation of certain real property located in Weld County, Colorado - Severance Storage

- Legislative
- Staff Presentation: Shani Porter, Town Planner

MOTION WAS MADE BY Council Member Meyers, seconded by Council Member Gagliardi to approve **Resolution 2023-47R: A Resolution of the Town Council of the Town of Severance, Colorado, making certain findings of fact regarding the proposed Annexation of certain real property located in Weld County, Colorado - Severance Storage**. All Council Members present voting Yes,

MOTION PASSED

2. Pg 111 - Ordinance 2023-14: An Ordinance of the Town Council of the Town of Severance,

Colorado, annexing the property known as the Severance Storage Annexation to the Town of Severance, Colorado; and approving the associated Annexation Agreement

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

MOTION WAS MADE BY Council Member Meyers, seconded by Mayor Pro-tem Kane to Adopt **Ordinance 2023-14**: An Ordinance of the Town Council of the Town of Severance, Colorado, annexing the property known as the Severance Storage Annexation to the Town of Severance, Colorado; and approving the associated Annexation Agreement. All Council Members present voting Yes,

MOTION PASSED

3. PUBLIC HEARING

Pg 153 - Ordinance 2023-15: An Ordinance of the Town Council of the Town of Severance, Colorado, zoning certain land, fully described herein, to the Town of Severance Town Core Zoning District - Severance Storage

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

PUBLIC HEARING Open: 7:44 pm Closed: 7:46 pm

Presenter: Tony Ollila-Uplift

Public Comment: Tom Petersen-10872 CR 74

MOTION WAS MADE BY Council Member Meyers, seconded by Mayor Pro-tem Kane to Adopt **Ordinance 2023-15**: An Ordinance of the Town Council of the Town of Severance, Colorado, zoning certain land, fully described herein, to the Town of Severance Town Core Zoning District - Severance Storage. All Council Members present voting Yes,

MOTION PASSED

4. Pg 161 - Resolution 2023-48R: A Resolution of the Town Council of the Town of Severance, Colorado, approving a Final Subdivision Plat for certain real property located within the Tailholt Subdivision Third Filing; accepting the property interests dedicated by the Final Plat; accepting the Deferral of Water Rights dedication for the Franklin Place Subdivision; and authorizing a Subdivision Development Agreement pertaining to the Franklin's Place Subdivision

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

Presenter: Shelly Lamastra-Russell Miller Studio & Shana Morgan-Listing Broker Bluestar Capital Investments

MOTION WAS MADE BY Council Member Baszler, seconded by Council Member Gagliardi to Approve **Resolution 2023-48R**: A Resolution of the Town Council of the Town of Severance, Colorado, approving a Final Subdivision Plat for certain real property located within the Tailholt Subdivision Third Filing; accepting the property interests dedicated by the Final Plat; accepting the Deferral of Water Rights dedication for the Franklin Place Subdivision; and authorizing a Subdivision Development Agreement pertaining to the Franklin's Place Subdivision. All Council Members present voting Yes,

MOTION PASSED

5. Pg 288 - Ordinance 2023-16: An Ordinance of the Town Council of the Town of Severance, Colorado, vacating a portion of Ruth Avenue at 4th Street

- Legislative
- Staff Presentation: Shani Porter, Town Planner

MOTION WAS MADE BY Council Member Baszler, seconded by Mayor Pro-tem Kane to Adopt **Ordinance 2023-16**: An Ordinance of the Town Council of the Town of Severance, Colorado, vacating a portion of Ruth Avenue at 4th Street. All Council Members present voting Yes,

MOTION PASSED

6. **Pg 293 - Resolution 2023-49R: A Resolution of the Town Council of the Town of Severance, Colorado, approving a site development plan for certain real property located within that Town of Severance.**

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

MOTION WAS MADE BY Council Member Baszler, seconded by Mayor Pro-tem Kane to Approve **Resolution 2023-49R: A Resolution of the Town Council of the Town of Severance, Colorado, approving a site development plan for certain real property located within that Town of Severance.** All Council Members present voting Yes,

MOTION PASSED

7. **Pg 356 - Resolution 2023-50R: A Resolution to Appropriate Funds For Unanticipated Revenues and Expenditures**

- Legislative
- Staff Presentation: Nancy Mueller, Finance Director

MOTION WAS MADE BY Council Member Baszler, seconded by Mayor Pro-tem Kane to approve **Resolution 2023-50R: A Resolution to Appropriate Funds For Unanticipated Revenues and Expenditures.** All Council Members present voting Yes,

MOTION PASSED

8. **Pg 360 - Resolution 2023-51R: A Resolution of the Town Council of the Town of Severance, Colorado, Establishing a Transportation Utility Fee**

MOTION WAS MADE BY Council Member Baszler, seconded by May Pro-tem Kane to Approve **Resolution 2023-51R: A Resolution of the Town Council of the Town of Severance, Colorado, Establishing a Transportation Utility Fee with a three (3) year sunset.** All Council Members present voting Yes,

MOTION PASSED

9. **Pg 368 - Resolution 2023-52R: A Resolution of the Town Council of the town of Severance, Colorado, prescribing the Town of Severance's water and wastewater rates, fees, tolls and charges, and infrastructure investment fees**

- Legislative
- Staff Presentation: Nancy Mueller, Finance Director

MOTION WAS MADE BY Mayor Pro-tem Kane, seconded by Council Member Baszler to Approve **Resolution 2023-52R: A Resolution of the Town Council of the town of Severance, Colorado, prescribing the Town of Severance's water and wastewater rates, fees, tolls and charges, and infrastructure investment fees.** All Council Members present voting Yes,

MOTION PASSED

10. **Pg 375 - Resolution 2023-53R: A Resolution of the Town Council of the Town of Severance, Colorado, levying general property taxes for the year 2024 to help defray the costs of government for the 2024 budget year.**

- Legislative
- Staff Presentation: Nancy Mueller, Finance Director

MOTION WAS MADE BY Mayor Pro-tem Kane, seconded by Council Member Baszler to Approve **Resolution 2023-53R: A Resolution of the Town Council of the Town of Severance, Colorado, levying general property taxes for the year 2024 to help defray the costs of government for the 2024 budget year.** All Council Members present voting Yes,

MOTION PASSED

11. Pg 377 - Resolution 2023-54R: A Resolution of the Town Council of the Town of Severance, Colorado, Appropriating sums of money for the various funds in the amounts and for the purposes as set forth below for the 2024 Budget

- Legislative
- Staff Presentation: Nancy Mueller, Finance Director

MOTION WAS MADE BY Council Member Baszler, seconded by Mayor Pro-tem Kane to Approve **Resolution 2023-54R**: A Resolution of the Town Council of the Town of Severance, Colorado, Appropriating sums of money for the various funds in the amounts and for the purposes as set forth below for the 2024 Budget. All Council Members present voting Yes,

MOTION PASSED

12. Pg 380 - Resolution 2023-55R: A Resolution of the Town Council of the Town of Severance, Colorado, adopting the Town of Severance Fee Schedule

- Legislative
- Staff Presentation: Nancy Mueller, Finance Director

MOTION WAS MADE BY Council Member Baszler, seconded by Mayor Pro-tem Kane to Approve **Resolution 2023-55R**: A Resolution of the Town Council of the Town of Severance, Colorado, adopting the Town of Severance Fee Schedule. All Council Members present voting Yes,

MOTION PASSED

13. PUBLIC HEARING

Pg 389 - Resolution 2023-56R: A Resolution of the Town Council of the Town of Severance, Colorado, adopting a budget for the Fiscal Year of 2024 and appropriating sums for and defraying the expenses and liabilities for the fiscal Beginning January 1, 2024 and ending December 31, 2024

-
- Staff Presentation: Nicholas Wharton, Town Manager

PUBLIC HEARING Open: 9:36 pm Closed: 9:42 pm

MOTION WAS MADE BY Council Member Baszler, seconded by Mayor Pro-tem Kane to Approve **Resolution 2023-56R**: A Resolution of the Town Council of the Town of Severance, Colorado, adopting a budget for the Fiscal Year of 2024 and appropriating sums for and defraying the expenses and liabilities for the fiscal Beginning January 1, 2024 and ending December 31, 2024, with Staff adjustments. All Council Members present voting Yes,

MOTION PASSED

D. COUNCIL MEMBER PETITIONS

Council Members may ask for items to be added to future agendas.

E. BOARD OF ADJUSTMENTS

1. 1-7 ALL PUBLIC HEARINGS

Pg 509 - Resolution 2023-57R: A Resolution of the Severance Zoning Board of Adjustment, approving a variance request for certain real property located within the Town of Severance and commonly known as 822 Emerald Lakes Street

TOWN COUNCIL MEETING ADJOURNED INTO BOARD OF ADJUSTMENT MEETING:

Roll Call: Fries, Kane, Baszler, Meyers, Gagliardi, & Bruen. Duda not present.

PUBLIC HEARING AGENDA ITEMS E.1-7 Open: 9:47 pm Closed: 10:18 pm

Presenter: Joe Stifer-Horizon View Homes & Kelly York-York Engineering

MOTION WAS MADE BY Council Member Baszler, seconded by Mayor Pro-tem Kane to Approve **Resolution 2023-57R through Resolution 2023-63R for all variances as shown below in each Agenda Item and allow the Town Manager to complete the replant administratively.**

Resolution 2023-57R: A Resolution of the Severance Zoning Board of Adjustment, approving a variance request for certain real property located within the Town of Severance and commonly known as 822 Emerald Lakes Street. All Council Members present voting Yes,

MOTION PASSED

2. **Pg 525 - Resolution 2023-58R: A** Resolution of the Severance Zoning Board of Adjustment, approving a variance request for certain real property located within the Town of Severance and commonly known as 824 Emerald Lakes Street
3. **Pg 541 - Resolution 2023-59R: A** Resolution of the Severance Zoning Board of Adjustment, approving a variance request for certain real property located within the Town of Severance and commonly known as 826 Emerald Lakes Street
4. **Pg 557 - Resolution 2023-60R: A** Resolution of the Severance Zoning Board of Adjustment, approving a variance request for certain real property located within the Town of Severance and commonly known as 828 Emerald Lakes Street
5. **Pg 572 - Resolution 2023-61R: A** Resolution of the Severance Zoning Board of Adjustment, approving a variance request for certain real property located within the Town of Severance and commonly known as 833 Emerald Lakes Street
6. **Pg 586 - Resolution 2023-62R: A** Resolution of the Severance Zoning Board of Adjustment, approving a variance request for certain real property located within the Town of Severance and commonly known as 835 Emerald Lakes Street
7. **Pg 601 - Resolution 2023-63R: A** Resolution of the Severance Zoning Board of Adjustment, approving a variance request for certain real property located within the Town of Severance and commonly known as 956 Milner Pass Road

F. EXECUTIVE SESSION

1. **Pursuant to Colorado Revised Statutes Section 24-6-402(4)(f)(I) to discuss personnel matters pertaining to the Town Attorney's performance review**

Open: 10:19 pm

MOTION WAS MADE BY Council Member Baszler, seconded by Mayor Pro-tem Kane to ADJOURN INTO Executive Session Pursuant to Colorado Revised Statutes Section 24-6-402(4)(f)(I) to discuss personnel matters pertaining to the Town Attorney's performance review. All Council Members present voting Yes,

MOTION PASSED

2. Pursuant to Section 24-6-402(40)(e) of the Colorado Revised Statute for the purpose of determining positions relative to matters that may be subject to negotiations, developing strategies for negotiations, and instructing negotiators with respect to water.

MOTION WAS MADE BY Council Member Baszler, seconded by Mayor Pro-tem Kane to ADJOURN INTO Executive Session Pursuant to Section 24-6-402(40)(e) of the Colorado Revised Statute for the purpose of determining positions relative to matters that may be subject to negotiations, developing strategies for negotiations, and instructing negotiators with respect to water and IGA Revenue Sharing. All Council Members present voting Yes,

MOTION PASSED

Closed: 11:30 pm

G. ADJOURN

11:30 PM



AGENDA ITEM SUMMARY

AGENDA ITEM	SUBMITTED BY	PRESENTED BY
Pg 12 - Resolution 2024-01R: A Resolution of the Town Council of the Town of Severance, Colorado, Adopting a Policy and Procedure for Grants to Community Organizations	Nicholas Wharton, Town Manager	Nicholas J. Wharton, MPA, ICMA-CM
ACTION REQUESTED		
Town Management asks that the Town Council take action and move to approve Resolution 2024-01R: A Resolution of the Town Council of the Town of Severance, Colorado, adopting a policy and procedure for grants to community organizations by motion of the consent calendar.		<u>Resolution</u> <u>Action Requested</u> <u>Attorney Approved</u>
BRIEF SUMMARY		
A resolution, application, and policy, presented annually for adoption, is presented tonight that outlines the communities' ability to request a community grant.		
PUBLIC SUPPORT/CONCERN		
None at this time.		
ANALYSIS AND RECOMMENDATION		
Town Management asks that the Town Council take action and move to approve Resolution 2024-01R: A Resolution of the Town Council of the Town of Severance, Colorado, adopting a policy and procedure for grants to community organizations by motion of the consent calendar.		
MATERIALS SUBMITTED		
The following materials were submitted and included in this packet: 2024-01R Community Grants Program - Policy and Procedure for Grants to Community Organizations - Grant Application		

RESOLUTION NO. 2024-01R

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SEVERANCE, COLORADO, ADOPTING A POLICY AND PROCEDURE FOR GRANTS TO COMMUNITY ORGANIZATIONS

WHEREAS, the Town prepares and approves a budget annually; and

WHEREAS, the Town Council has determined that a standard is necessary regarding the process to review and approve monetary contributions to Non-Profits that perform traditional government functions or that deliver services or goods that are considered essential public services, deemed essential to the operation of government itself, or otherwise directly related to traditional government functions, and which serves as a benefit to the community as a whole, including Severance Residents and Severance Students, Student Organizations, or Student Events; and

WHEREAS, Severance Non-Profits, Students, Student Organizations, or Student Events requests will now fill out a community grant application; and

WHEREAS, application requests shall be specific to a program or event and forwarded to the Citizen Advisory Board appointed by Town Council for recommendation and approval by the Council on the consent calendar; and

WHEREAS, \$10,000 will be allocated from the Council's discretionary fund appropriated annually; and

WHEREAS, the total funding amount will be divided into incremental amounts called community grants; and

WHEREAS, the allocated community grant amounts for Severance Non-Profits, Students, Student Organizations, or Student Events contributions are as follows:

Grants	Type of Community Grant (CG)	2024 Total Funds	Community Grants
1 (\$2000)	Non-Profit	\$2,000	Grants can be applied for at any time on a first come, first serve basis as funds are available. Non-Profit requests will be approved by the Town Council during the next available meeting, if Recommended by the Citizen Advisory Board.
2 (\$1000)	Non-Profit	\$2,000	
2 (\$500)	Non-Profit	\$1,000	
1 (\$2000)	Severance School Organization	\$2,000	
2 (\$1000)	Severance School Organization	\$2,000	
2 (\$500)	Severance School Organization/Student	\$1,000	
Total		\$10,000	

NOW THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF SEVERANCE, COLORADO, AS FOLLOWS:

Section 1. The Town Council hereby approves the adoption of an application, policy, and procedures for approving town funds for community grants.

RESOLVED AND PASSED THIS 9TH DAY OF JANUARY 2024

TOWN OF SEVERANCE, COLORADO

Matthew Fries, Mayor

ATTEST:

Leah Vanarsdall, MMC, Town Clerk

APPROVED AS TO FORM:

Hayashi & Macsalka, LLC, Town Attorney



Policy and Procedure for Grants to Community Organizations

Purpose

This policy aims to set a uniform policy and process by which community organizations may request financial and in-kind participation from the Town of Severance to support projects, programs, and events meeting the eligibility requirements set forth below.

Limitations and Special Provisions

The Town Council has certain fiscal limitations on the amount of municipal funds it can set aside for donations to community projects. The Town Council sets aside the aggregate amount during the annual budget process. This amount may vary from budget year to budget year according to priorities, available revenues, and the amount appropriated by the Town Council for this purpose in each budget year.

The Town is precluded from donating funds to any religious organization.

Depending upon the characteristics of the project or event, the Town's participation may necessitate the applicant to provide appropriate insurance coverage at the applicant's cost.

Eligibility

Eligibility is restricted to applicants recognized as community service organizations, organized and federally designated as non-profit corporations, or a governmental agency for tax purposes. Private businesses may apply through a local non-profit or governmental agency, which will serve as the sponsor and administrative unit for managing the project, program, or event.

Award Criteria

All applications for municipal donations will be reviewed based on how well the donation request satisfies the following general criteria:

- The transfer confers a direct benefit of reasonably general character to a significant part of the public—i.e., the transfer accomplishes a public purpose, serves as benefit to the community as a whole, or generates sizeable benefits to those who do not help finance the organization's activities;
- The transfer is directly related to, within or serves one of the Town's municipal powers or functions—i.e., the activities of the entity are virtually indistinguishable from those of the Town or the services provided are of the kind typically offered by government, either directly or through subsidies; and
- The degree to which the entity is subject to a non-distribution constraint that prohibits the distribution of residual earnings to individuals who exercise control over the entity—i.e., those who control the organization are constrained in their ability to benefit personally from providing low-quality services.

Availability of Funds Process

All funding requests must be submitted on a donation request form available at Town Hall or online. Requests will be submitted to the Selection Committee appointed by the Town Council for consideration. Generally, the funding requests will be considered collectively (as a group) at a regularly scheduled meeting.

Grants	Type of Community Grant (CG)	2024 Total Funds	Community Grants
1 (\$2000)	Non-Profit	\$2,000	Grants can be applied for at any time on a first come, first serve basis as funds are available. Non-Profit requests will be approved by the Town Council during the next available meeting, if Recommended by the Citizen Advisory Board.
2 (\$1000)	Non-Profit	\$2,000	
2 (\$500)	Non-Profit	\$1,000	
1 (\$2000)	Severance School Organization	\$2,000	
2 (\$1000)	Severance School Organization	\$2,000	
2 (\$500)	Severance School Organization/Student	\$1,000	
Total		\$10,000	



COMMUNITY GRANT REQUEST FORM

Requesting Organization: _____

Contact Name: _____ Phone: () _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Please describe how the grant, if awarded, would be used and how this use relates to any of the Award Criteria in the Town's Grants to Community Organizations Policy:

Amount Requested: _____

Has the Town of Severance contributed to the Requesting Organization in the past? ☐ No ☐ Yes

If yes, what amount(s) and when? _____

Please attach a detailed accounting of how the funds were used and describe how the funds benefitted the community:



Please list your organization's top five funding sources (corporate, government, and individual contributions) and the amounts received from these sources in each of the last two complete fiscal years for your organization:

Organization	Amount Received

Does the IRS classify the Requesting Organization as a 501(c)3 organization? ☐ No ☐ Yes ☐ n/a

Please attach the following information:

1. Most recent year's actual income and expenses for the organization and for the specific event or project for which the funds will be used.
2. Most recent budget for the organization and for the specific event or project for which the funds will be used.
3. Names and addresses of all board members, including designated officers.
4. Any other documents that will support the application.

The undersigned hereby certifies that a) the information in this application and supporting documents are correct to the best of his/her knowledge, and b) the Internal Revenue Service 501(c)3 determination, if applicable, has not been revoked, canceled, or modified; and c) funds will be used for the projects outlined in this Donation Request Form.

Signature

Date

Along with this application, please include a brief description of the Requesting Organization (including its mission & leadership) and any other information relevant to this request.

For Management Use Only

Amount Requested: _____

☐ 1st Time Request

☐ Annual Request

Date Filed: _____

☐ Approved

☐ Denied



AGENDA ITEM SUMMARY

AGENDA ITEM	SUBMITTED BY	PRESENTED BY
Pg 19 - Resolution 2024-02R: A Resolution of the Town Council of the Town of Severance, Colorado, adopting the impact fee study	Nicholas Wharton, Town Manager	Nicholas J. Wharton, MPA, IMCA-CM
ACTION REQUESTED		
Town Management asks that the Town Council take action and move to approve Resolution 2024-02R: A Resolution of the Town Council of the Town of Severance, Colorado, adopting the impact fee study by motion of the consent calendar.		<u>Resolution</u> <u>Action Requested</u> <u>Attorney Approved</u>
BRIEF SUMMARY		
The Town of Severance retained TischlerBise to prepare this study to analyze the impacts of development on the capital facilities and to calculate impact fees based on that analysis. Impact fees are collected from new construction at the time a building permit is issued and used to construct system improvements needed to accommodate new development. A development impact fee represents future development's proportionate share of capital facility needs. The purpose of this study is to demonstrate Severance's compliance with the Colorado Revised Statute 29-20-104.5. Consistent with the authorization, it is the intent of the Town of Severance to impose impact fees to fund expenditures on capital facilities needed to serve new development. The proposed fees will be legislatively adopted at a level no greater than necessary to defray impacts directly related to and generally applicable to a broad class of property.		
PUBLIC SUPPORT/CONCERN		
None at this time.		
ANALYSIS AND RECOMMENDATION		
Town Management asks that the Town Council take action and move to approve Resolution 2024-02R: A Resolution of the Town Council of the Town of Severance, Colorado, adopting the impact fee study by motion of the consent calendar.		
MATERIALS SUBMITTED		
The following materials were submitted and included in this packet: Impact Fee Study Severance CO Fees 12.11.23		

Impact Fee Study

Prepared for:
Severance, Colorado

December 11, 2023



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EXECUTIVE SUMMARY

The Town of Severance retained TischlerBise to prepare this study to analyze the impacts of development on the capital facilities and to calculate impact fees based on that analysis. Impact fees are collected from new construction at the time a building permit is issued and used to construct system improvements needed to accommodate new development. A development impact fee represents future development's proportionate share of capital facility needs.

Impact fees do have limitations and should not be regarded as the total solution for infrastructure funding. Rather, they are one component of a comprehensive funding strategy to ensure provision of adequate public facilities. Impact fees may only be used for capital improvements or debt service for growth-related infrastructure. In contrast to general taxes, development impact fees may not be used for operations, maintenance, replacement of infrastructure, or correcting existing deficiencies. This update of Severance's impact fees includes the following infrastructure components:

- Town Government Facilities
- Parks and Recreation
- Police
- Transportation
- Water
- Wastewater

The purpose of this study is to demonstrate Severance's compliance with the Colorado Revised Statute 29-20-104.5. Consistent with the authorization, it is the intent of the Town of Severance to impose impact fees to fund expenditures on capital facilities needed to serve new development. The proposed fees will be legislatively adopted at a level no greater than necessary to defray impacts directly related to and generally applicable to a broad class of property.

Colorado Impact Fee Enabling Legislation

Impact fees are one-time payments imposed on new development that must be used solely to fund growth-related capital projects, typically called "system improvements". An impact fee represents new growth's proportionate share of capital facility needs. In contrast to project-level improvements, impact fees fund infrastructure that will benefit multiple development projects, or even the entire service area, as long as there is a reasonable relationship between the new development and the need for the growth-related infrastructure.

According to Colorado Revised Statute Section 29-20-104.5, impact fees must be legislatively adopted at a level no greater than necessary to defray impacts generally applicable to a broad class of property. The purpose of impact fees is to defray capital costs directly related to proposed development. The statutes of other states allow impact fee schedules to include administrative costs related to impact fees and the preparation of capital improvement plans, but this is not specifically authorized in Colorado's statute. Impact fees do have limitations and should not be regarded as the total solution for infrastructure funding. Rather, they are one component of a comprehensive portfolio to ensure adequate provision of public facilities. Because system improvements are larger and costlier, they may require bond financing and/or

funding from other revenue sources. To be funded by impact fees, Section 29-20-104.5 requires that the capital improvements must have a useful life of at least five years. By law, impact fees can only be used for capital improvements, not operating or maintenance costs. Also, impact fees cannot be used to repair or correct existing deficiencies in existing infrastructure.

General Legal Framework

Both state and federal courts have recognized the imposition of impact fees as a legitimate form of land use regulation, provided the fees meet standards intended to protect against regulatory takings. Land use regulations, development exactions, and impact fees are subject to the Fifth Amendment prohibition on taking of private property for public use without just compensation. To comply with the Fifth Amendment, development regulations must be shown to substantially advance a legitimate governmental interest. In the case of impact fees, that interest is in the protection of public health, safety, and welfare by ensuring development is not detrimental to the quality of essential public services. The means to this end are also important, requiring both procedural and substantive due process. The process followed to receive community input (i.e., stakeholder meetings, work sessions, and public hearings) provides opportunities for comments and refinements to the impact fees.

There is little federal case law specifically dealing with impact fees, although other rulings on other types of exactions (e.g., land dedication requirements) are relevant. In one of the most important exaction cases, the U. S. Supreme Court found that a government agency imposing exactions on development must demonstrate an “essential nexus” between the exaction and the interest being protected (see *Nollan v. California Coastal Commission*, 1987). In a more recent case (*Dolan v. Town of Tigard, OR*, 1994), the Court ruled that an exaction also must be “roughly proportional” to the burden created by development. However, the *Dolan* decision appeared to set a higher standard of review for mandatory dedications of land than for monetary exactions such as impact fees.

There are three reasonable relationship requirements for impact fees that are closely related to “rational nexus” or “reasonable relationship” requirements enunciated by a number of state courts. Although the term “dual rational nexus” is often used to characterize the standard by which courts evaluate the validity of impact fees under the U.S. Constitution, we prefer a more rigorous formulation that recognizes three elements: “need,” “benefit,” and “proportionality.” The dual rational nexus test explicitly addresses only the first two, although proportionality is reasonably implied, and was specifically mentioned by the U.S. Supreme Court in the *Dolan* case. Individual elements of the nexus standard are discussed further in the following paragraphs.

All new development in a community creates additional demands on some, or all, public facilities provided by local government. If the capacity of facilities is not increased to satisfy that additional demand, the quality or availability of public services for the entire community will deteriorate. Impact fees may be used to recover the cost of development-related facilities, but only to the extent that the need for facilities is a consequence of development that is subject to the fees. The *Nollan* decision reinforced the principle that development exactions may be used only to mitigate conditions created by the developments upon which they are imposed. That principle clearly applies to impact fees. In this study, the impact of development on infrastructure needs is analyzed in terms of quantifiable relationships between various

types of development and the demand for specific capital facilities, based on applicable level-of-service standards.

The requirement that exactions be proportional to the impacts of development was clearly stated by the U.S. Supreme Court in the *Dolan* case and is logically necessary to establish a proper nexus. Proportionality is established through the procedures used to identify development-related facility costs, and in the methods used to calculate impact fees for various types of facilities and categories of development. The demand for capital facilities is measured in terms of relevant and measurable attributes of development (e.g., a typical housing unit's average weekday vehicle trips).

A sufficient benefit relationship requires that impact fee revenues be segregated from other funds and expended only on the facilities for which the fees were charged. Impact fees must be expended in a timely manner and the facilities funded by the fees must serve the development paying the fees. However, nothing in the U.S. Constitution or the state enabling legislation requires that facilities funded with fee revenues be available *exclusively* to development paying the fees. In other words, benefit may extend to a general area including multiple real estate developments. Procedures for the earmarking and expenditure of fee revenues are discussed near the end of this study. All of these procedural as well as substantive issues are intended to ensure that new development benefits from the impact fees they are required to pay. The authority and procedures to implement impact fees is separate from and complementary to the authority to require improvements as part of subdivision or zoning review.

As documented in this report, the Town of Severance has complied with applicable legal precedents. Impact fees are proportionate and reasonably related to the capital improvement demands of new development. Specific costs have been identified using local data and current dollars. With input from town staff, TischlerBise identified demand indicators for each type of infrastructure and calculated proportionate share factors to allocate costs by type of development. This report documents the formulas and input variables used to calculate the development impact fees for each type of public facility. Development impact fee methodologies also identify the extent to which new development is entitled to various types of credits to avoid potential double payment of growth-related capital costs.

Conceptual Impact Fee Calculation

In contrast to project-level improvements, impact fees fund growth-related infrastructure that will benefit multiple development projects, or the entire service area (usually referred to as system improvements). The first step is to determine an appropriate demand indicator for the particular type of infrastructure. The demand indicator measures the number of service units for each unit of development. For example, an appropriate indicator of the demand for parks is population growth and the increase in population can be estimated from the average number of persons per housing unit. The second step in the development impact fee formula is to determine infrastructure improvement units per service unit, typically called level-of-service (LOS) standards. In keeping with the park example, a common LOS standard is improved park acres per thousand people. The third step in the impact fee formula is the cost of various infrastructure units. To complete the park example, this part of the formula would establish a cost per acre for land acquisition and/or park improvements.

Evaluation of Credits

Regardless of the methodology, a consideration of credits is integral to the development of a legally defensible impact fee. There are two types of credits that should be addressed in impact fee studies and ordinances. The first is a revenue credit due to possible double payment situations, which could occur when other revenues may contribute to the capital costs of infrastructure covered by the impact fee. This type of credit is integrated into the fee calculation, thus reducing the fee amount. The second is a site-specific credit or developer reimbursement for dedication of land or construction of system improvements. This type of credit is addressed in the administration and implementation of the impact fee program. For ease of administration, TischlerBise normally recommends developer reimbursements for system improvements.

General Methodologies

Impact fees for the capital improvements made necessary by new development must be based on the same level of service (LOS) provided to existing development in the service area. There are three basic methodologies used to calculate impact fees. They examine the past, present, and future status of infrastructure. The objective of evaluating these different methodologies is to determine the best measure of the demand created by new development for additional infrastructure capacity. Each methodology has advantages and disadvantages in a particular situation and can be used simultaneously for different cost components.

Reduced to its simplest terms, the process of calculating impact fees involves two main steps: (1) determining the cost of development-related capital improvements and (2) allocating those costs equitably to various types of development. In practice, though, the calculation of impact fees can become quite complicated because of the many variables involved in defining the relationship between development and the need for facilities within the designated service area. The following paragraphs discuss basic methodologies for calculating impact fees and how those methodologies can be applied.

- **Cost Recovery** (past improvements) - The rationale for recoupment, often called cost recovery, is that new development is paying for its share of the useful life and remaining capacity of facilities already built, or land already purchased, from which new growth will benefit. This methodology is often used for utility systems that must provide adequate capacity before new development can take place.
- **Incremental Expansion** (concurrent improvements) - The incremental expansion methodology documents current LOS standards for each type of public facility, using both quantitative and qualitative measures. This approach assumes there are no existing infrastructure deficiencies or surplus capacity in infrastructure. New development is only paying its proportionate share for growth-related infrastructure. Revenue will be used to expand or provide additional facilities, as needed, to accommodate new development. An incremental expansion cost method is best suited for public facilities that will be expanded in regular increments to keep pace with development.
- **Plan-Based** (future improvements) - The plan-based methodology allocates costs for a specified set of improvements to a specified amount of development. Improvements are typically identified

in a long-range facility plan and development potential is identified by a land use plan. There are two basic options for determining the cost per demand unit: (1) total cost of a public facility can be divided by total demand units (average cost), or (2) the growth-share of the public facility cost can be divided by the net increase in demand units over the planning timeframe (marginal cost).

DEVELOPMENT IMPACT FEES

Proposed Development Impact Fee Methodologies

Figure 1 summarizes the methods and cost components used for each infrastructure category in Severance’s development impact fee study. After consideration of input during work sessions and public hearings, the Town Council may change the proposed impact fees by eliminating infrastructure types, cost components, and/or specific capital improvements. If changes are made during the adoption process, TischlerBise will update the fee study to be consistent with legislative decisions.

Figure 1: Proposed Development Impact Fee Service Areas, Methodologies, and Cost Components

Infrastructure Category	Service Area	Cost Recovery	Incremental Expansion	Plan-Based	Cost Allocation
General Government	Townwide	N/A	General Government Facilities	N/A	Population, Jobs
Parks	Townwide	N/A	Park Land and Improvements	Great Western Trail	Population
Police	Townwide	N/A	N/A	Police Station Renovation	Population, Nonres. Vehicle Trips
Transportation	Townwide	N/A	Street Improvements	N/A	Average Weekday Vehicle Trips
Water	Severance Service Area	N/A	N/A	Treatment, Distribution	Per Meter
Wastewater	Severance Service Area	Trunkline Extension	N/A	Treatment, Collection	Per Meter

Proposed Development Impact Fees

For residential development, proposed fees are assessed per dwelling unit, based on the type of unit. Nonresidential impact fees will be assessed per 1,000 square feet of floor area, based on the type of development. The proposed nonresidential development impact fee schedule is designed to provide a reasonable determination for broad nonresidential development types – Industrial, Institutional, Commercial, and Office & Other Services – to simplify the administration of nonresidential fees. For unique development types, Severance may allow or require an independent fee determination.

Figure 2: Proposed Development Impact Fee Schedule – Non Utility

Residential Development	Fees per Unit				
Development Type	General Government	Parks	Police	Transportation	Total
Single Family	\$2,611	\$1,645	\$749	\$6,075	\$11,080
Multifamily	\$1,526	\$962	\$438	\$2,757	\$5,682

Nonresidential Development	Fees per 1,000 Square Feet				
Development Type	General Government	Parks	Police	Transportation	Total
Industrial	\$3,992	\$0	\$784	\$1,670	\$6,445
Commercial	\$7,323	\$0	\$5,680	\$12,105	\$25,108
Office & Other Service	\$11,220	\$0	\$2,520	\$5,372	\$19,113
Institutional	\$9,847	\$0	\$5,253	\$11,195	\$26,294

Figure 3 below shows the Utility development impact fees, which will be assessed by meter size.

Figure 3: Proposed Development Impact Fee Schedule – Water and Wastewater Utilities

Meter Size and Type	Water	Wastewater	Total
0.75 Displacement	\$16,975	\$14,796	\$31,771
1.00 Displacement	\$28,348	\$24,710	\$53,058
1.50 Displacement	\$56,527	\$49,272	\$105,799
2.00 Displacement	\$90,476	\$78,865	\$169,342
3.00 Singlejet	\$181,123	\$157,879	\$339,001
3.00 Compound	\$181,123	\$157,879	\$339,001
3.00 Turbine	\$198,098	\$172,675	\$370,773
4.00 Singlejet	\$282,972	\$246,657	\$529,630
4.00 Compound	\$282,972	\$246,657	\$529,630
4.00 Turbine	\$356,474	\$310,726	\$667,200
6.00 Singlejet	\$565,775	\$493,167	\$1,058,942
6.00 Compound	\$565,775	\$493,167	\$1,058,942
6.00 Turbine	\$735,524	\$641,132	\$1,376,656
8.00 Compound	\$905,274	\$789,097	\$1,694,371
8.00 Turbine	\$1,584,272	\$1,380,956	\$2,965,228
10.00 Turbine	\$2,376,492	\$2,071,509	\$4,448,001
12.00 Turbine	\$2,998,964	\$2,614,096	\$5,613,059

1. AWWA Manual of Water Supply Practices M-1, 7th Edition

All costs in the development impact fee calculations are given in current dollars with no assumed inflation rate. Necessary cost adjustments can be made as part of the recommended annual evaluation and fee update. One approach is to adjust for inflation in construction costs by means of an index like the one published by Engineering News Record (ENR). This index can be applied against the calculated development impact fees. If cost estimates change significantly, the fees should be recalculated.

TOWN GOVERNMENT FACILITIES

The Town Government Facilities impact fees include components for Town administrative and public works space and the cost of preparing the Development Impact Fee Study. The incremental expansion methodology is used for Town Government Facilities. A plan-based methodology is used for the cost of the Development Impact Fee Study. The Town Government Facilities development impact fee is calculated on a per capita basis for residential development and a per employee basis for nonresidential development. The residential portion is derived from the product of persons per housing unit multiplied by the net cost per person. The nonresidential portion is derived from the product of employees per 1,000 square feet of nonresidential space multiplied by the net cost per employee (job).

Service Area

TischlerBise recommends a single Townwide service area for the Town Government Facilities impact fees.

Proportionate Share

TischlerBise recommends functional population to allocate the cost of additional Town government facilities to residential and nonresidential development. Functional population accounts for people living and working in a jurisdiction, but also considers commuting patterns and time spent at home and at nonresidential locations. OnTheMap is a web-based mapping and reporting application that shows where workers are employed and where they live. It describes geographic patterns of jobs by their employment locations and residential locations as well as the connections between the two locations. OnTheMap was developed through a unique partnership between the U.S. Census Bureau and its Local Employment Dynamics (LED) partner states. Based on 2020 (the most current data set) functional population data for Severance, the cost allocation for residential development is 88 percent and 12 percent nonresidential development.

Figure TG1: Functional Population

Demand Units in 2020				
Residential			Demand Hours/Day	Person Hours
Population	7,683			
Residents Not Working	3,766		20	75,320
Employed Residents	3,917			
Residents Employed in Severance	65		14	910
Residents Employed outside Severance	3,852		14	53,928
Residential Subtotal				130,158
Residential Share				88%
Nonresidential				
Residents Not Working	3,766		4	15,064
Jobs Located in Severance	305			
Residents Employed in Severance	65		10	650
Non-Resident Workers (Inflow Commuters)	240		10	2,400
Nonresidential Subtotal				18,114
Nonresidential Share				12%
Total				148,272

Source: U.S. Census Bureau, OnTheMap 6.1.1 Application and LEHD Origin-Destination Employment Statistics.

The proportionate share of costs attributable to residential development will be allocated to population and then converted to an appropriate amount by type of housing unit, based on housing unit size. TischlerBise recommends using jobs as the best demand indicator for Town Government Facilities. Employment density rates are highest for office/institutional development and lowest for industrial/warehouse development. Commercial development, such as a shopping center, falls between the other two categories. This ranking of employment density is consistent with the relative demand for town services from nonresidential development.

Town Government Facilities Incremental Expansion Component

The Town of Severance has general government space totaling 21,384 square feet. To determine the residential level of service, the current Town Government space square footage (21,384) is multiplied by the residential proportionate share factor (88%) and divided by the current population (11,111) for a level of service standard of 1.6936 square feet per person. The nonresidential level of service standard of 6.6136 square feet per nonresidential vehicle trip was determined by multiplying the current facility square footage (21,384) by the nonresidential proportionate share factor (12%) and divided by the current employment base (388 jobs).

As shown in Figure TG2, the estimated replacement cost is \$520 per square foot. When the residential (1.6936 per person) and nonresidential (6.6136 per job) per square foot level of service standards are

multiplied by the cost per square foot (\$520), the resulting cost per demand units are \$880.69 per person and \$3,439.08 per employee.

Figure TG2: Town Government Facility Level of Service and Cost Allocation

Description	Square Feet
Town Hall	5,624
Public Works Buildings	15,760
Total	21,384

Cost Allocation Factors	
Cost per Square Foot	\$520

Level-of-Service (LOS) Standards	
Existing Square Feet	21,384
Residential	
Residential Share	88%
2023 Population	11,111
Square Feet per Person	1.6936
Cost per Person	\$880.69
Nonresidential	
Nonresidential Share	12%
2023 Jobs	388
Square Feet per Job	6.6136
Cost per Job	\$3,439.08

Source: Severance, Colorado

Projected Demand for Town Government Improvements

To estimate the 10-year growth needs for Town Government space, the current level of service (1.6936 square feet per person and 6.6136 square feet per job) is applied to the residential and nonresidential growth projected for the Town of Severance. The Town is projected to increase by 10,360 residents and 210 jobs over the next ten years (see Appendix A). Listed in Figure TG3, there is projected need for 18,936 square feet of growth-related Town Government space to accommodate new development in the Town at the present level of service. By applying the average cost per square foot (\$520), the total projected growth-related building space expenditure is approximately \$9.8 million. A portion of this need will be satisfied by the construction of the new Public Works at \$2.7 million.

Figure TG3: Projected Demand for Town Government Space

Type of Infrastructure		Level of Service	Demand Unit	Cost per Sq Ft
Town Government Facilities		1.6936 Square Feet	per Person	\$520
		6.6136 Square Feet	per Job	

Demand for General Government Facilities						
	Year	Population	Jobs	Square Feet		
				Residential	Nonresidential	Total
Base	2023	11,111	405	18,818	2,676	21,494
Year 1	2024	11,488	422	19,456	2,790	22,246
Year 2	2025	11,865	440	20,094	2,909	23,004
Year 3	2026	12,241	459	20,732	3,034	23,766
Year 4	2027	13,559	478	22,963	3,163	26,126
Year 5	2028	14,876	499	25,194	3,298	28,492
Year 6	2029	16,193	520	27,425	3,439	30,864
Year 7	2030	17,513	542	29,661	3,586	33,247
Year 8	2031	18,833	565	31,897	3,739	35,636
Year 9	2032	20,154	590	34,133	3,899	38,032
Year 10	2033	21,471	615	36,363	4,066	40,429
	10-Yr Increase	10,360	210	17,546	1,390	18,936

Total Growth-Related Expenditures	\$9,846,478
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Development Impact Fee Study Component

The cost to prepare the Town Government Facilities development impact fees equals \$6,070, and Severance plans to update its impact fees every five years. Based on this cost, proportionate share, and five-year projections of future residential and nonresidential development, the cost is \$1.42 per person and \$7.74 per job.

Figure TG4: Development Impact Fee Study Cost Component

Fee Component	Cost	Proportionate Share	Service Unit	2023	2028	Change	Cost per Service Unit
Town Government	\$6,070	Residential 88%	Population	11,111	14,876	3,765	\$1.42
		Nonresidential 12%	Employment	405	499	94	\$7.74

Proposed Town Government Facilities Development Impact Fees

Infrastructure components and cost factors for Town Government Facility development impact fees are summarized in the upper portion of Figure TG5. For Town Government Facilities impact fees, the capital cost is \$882.11 per person and \$3,446.81 per job.

Town Government Facility development impact fees for residential development are assessed according to the number of persons per housing unit. The single-family fee of \$2,611 is calculated using the \$882.11 cost per person multiplied by demand units of 2.96 persons per housing unit.

Nonresidential development impact fees are assessed according to the number of jobs per 1,000 square feet of floor area. The industrial fee of \$3,992 per 1,000 square feet of floor area is derived from a cost of \$3,446.81 per job, multiplied by demand units of 1.16 jobs per 1,000 square feet.

Figure TG5: Proposed Town Government Facilities Impact Fees

Fee Component	Cost per Person	Cost per Job
Town Government Facilities	\$880.69	\$3,439.08
Impact Fee Study Cost	\$1.42	\$7.74
Total	\$882.11	\$3,446.81

Residential Development	Fees per Unit	
Development Type	Persons per Housing Unit ¹	Proposed Fees
Single Family	2.96	\$2,611
Multifamily	1.73	\$1,526

Nonresidential Development	Jobs per 1,000 Square Feet	
Development Type	Jobs per 1,000 Sq Ft ¹	Proposed Fees
Industrial	1.16	\$3,992
Commercial	2.12	\$7,323
Office & Other Service	3.26	\$11,220
Institutional	2.86	\$9,847

1. See Land Use Assumptions

Projected Town Government Facilities Development Impact Fee Revenue

Projected fee revenue shown below is based on the development projections, shown in Appendix A, and the proposed Town Government development impact fees shown in Figure TG6. If development occurs at a more rapid rate than projected, the demand for infrastructure will increase and impact fee revenue will increase at a corresponding rate. If development occurs at a slower rate than is projected, the demand for infrastructure will also decrease, along with impact fee revenue. Projected development impact fee revenue equals \$9,852,645.

Figure TG6: Projected Town Government Facilities Development Impact Fee Revenue

Fee Component	Growth Share	Existing Share	Total
Town Government Facilities	\$9,846,478	\$0	\$9,846,478
Total	\$9,846,478	\$0	\$9,846,478

		Single Family \$2,611 per unit	Industrial \$3,992 per KSF	Commercial \$7,323 per KSF	Office & Other \$11,220 per KSF	Institutional \$9,847 per KSF
		Hsg Unit	KSF	KSF	KSF	KSF
Base	2023	3,646	49	21	63	33
Year 1	2024	3,773	51	22	65	34
Year 2	2025	3,901	53	23	68	36
Year 3	2026	4,028	55	24	71	37
Year 4	2027	4,473	57	25	74	39
Year 5	2028	4,918	60	26	77	40
Year 6	2029	5,363	62	27	81	42
Year 7	2030	5,809	65	28	84	44
Year 8	2031	6,255	68	29	88	46
Year 9	2032	6,701	71	31	91	48
Year 10	2033	7,146	74	32	95	50
10-Year Increase		3,500	25	11	33	17
Projected Revenue		\$9,138,360	\$100,825	\$80,286	\$365,956	\$167,218

Projected Fee Revenue	\$9,852,645
Existing Development Share	\$0
Total Expenditures	\$9,846,478

POLICE

The Police development impact fees include components for Police Station space and the cost of preparing the Development Impact Fee Study. The plan-based methodology is used for Police development impact fee. The Police development impact fee is calculated on a per capita basis for residential development and a per vehicle trip basis for nonresidential development. The residential portion is derived from the product of persons per housing unit multiplied by the net cost per person. The nonresidential portion is derived from the product of vehicle trips generated per 1,000 square feet of nonresidential space multiplied by the net cost per vehicle trip.

The residential Police development impact fees are calculated per housing unit. For nonresidential development TischlerBise recommends using vehicle trips as the best demand indicator for Police facilities. Trip generation rates are used for nonresidential development because vehicle trips are highest for commercial/retail developments, such as shopping centers, and lowest for industrial development. Office and institutional trip rates fall between the other two categories. This ranking of trip rates is consistent with the relative demand for Police services and facilities from nonresidential development. Other possible nonresidential demand indicators, such as employment or floor area, will not accurately reflect the demand for service. For example, if employees per thousand square feet were used as the demand indicator, Police development impact fees would be too high for office and institutional development because offices typically have more employees per 1,000 square feet than retail uses.

Service Area

TischlerBise recommends a single Townwide service area for the Police development impact fees.

Proportionate Share

TischlerBise recommends functional population to allocate the cost of additional Police facilities to residential and nonresidential development. Functional population accounts for people living and working in a jurisdiction, but also considers commuting patterns and time spent at home and at nonresidential locations. OnTheMap is a web-based mapping and reporting application that shows where workers are employed and where they live. It describes geographic patterns of jobs by their employment locations and residential locations as well as the connections between the two locations. OnTheMap was developed through a unique partnership between the U.S. Census Bureau and its Local Employment Dynamics (LED) partner states. Based on 2020 (the most current data set) functional population data for Severance, the cost allocation for residential development is 88 percent and 12 percent nonresidential development.

Figure P1: Functional Population

Demand Units in 2020				
Residential			Demand Hours/Day	Person Hours
Population	7,683			
Residents Not Working	3,766		20	75,320
Employed Residents	3,917			
Residents Employed in Severance	65		14	910
Residents Employed outside Severance	3,852		14	53,928
Residential Subtotal				130,158
Residential Share				88%
Nonresidential				
Residents Not Working	3,766		4	15,064
Jobs Located in Severance	305			
Residents Employed in Severance	65		10	650
Non-Resident Workers (Inflow Commuters)	240		10	2,400
Nonresidential Subtotal				18,114
Nonresidential Share				12%
Total				148,272

Source: U.S. Census Bureau, OnTheMap 6.1.1 Application and LEHD Origin-Destination Employment Statistics.

Police Station Plan-Based Component

The Town of Severance Police Department currently occupies a building totaling 2,400 square feet. The Town plans on constructing a new Police Station in two phases that will provide capacity to serve growth over the next 10 years. As shown in Figure P2, these two phases are estimated to cost \$6,786,943. The Town has also received a grant totaling \$650,000, resulting in a net cost to the Town of \$6,136,943. Since this project will serve existing and new development, it is difficult to determine what portion is growth-related versus correcting existing deficiencies. Therefore, TischlerBise has taken a conservative approach and spread the Town's net cost of the renovation (\$6,136,943) over the estimated demand units (population and nonresidential vehicle trips) at in the year 2033. This ensures existing and future demand units are treated equally and that new development is not contributing more than its proportionate share. The Town's net cost \$6,136,943 is multiplied by the proportionate share factors discussed above and divided the estimated 2033 demand units, resulting in a cost per person of \$251.53 and a cost per vehicle trip of \$608.75.

Figure P2: Police Station Plan-Based Cost Allocation

Description	Year	Total Cost	Other Funding	Town Cost
New Police Station-Phase I	2024	\$3,286,943	\$650,000	\$2,636,943
New Police Station-Phase II	2027	\$3,500,000	\$0	\$3,500,000
TOTAL		\$6,786,943	\$650,000	\$6,136,943

Cost Allocation Factors	
Residential	
Residential Share of Police Facilities	88%
2033 Population	21,471
Cost per Person	\$251.53
Nonresidential	
Nonresidential Share of Police Facilities	12%
2033 Vehicle Trips	1,210
Cost per Vehicle Trip	\$608.75

Source: Severance, Colorado

Development Impact Fee Study Component

The cost to prepare the Town Police impact fees equals \$6,300, and Severance plans to update its impact fees every five years. Based on this cost, proportionate share, and five-year projections of future residential and nonresidential development, the cost is \$1.47 per person and \$4.08 per nonresidential vehicle trip.

Figure P3: Development Impact Fee Study Cost Component

Fee Component	Cost	Proportionate Share	Service Unit	2023	2028	Change	Cost per Service Unit
Police	\$6,300	Residential 88%	Population	11,111	14,876	3,765	\$1.47
		Nonresidential 12%	Vehicle Trips	796	981	185	\$4.08

Proposed Police Development Impact Fees

Infrastructure components and cost factors for Police development impact fees are summarized in the upper portion of Figure P4. For Police development impact fees, the capital cost is \$253.00 per person and \$612.84 per nonresidential vehicle trip.

Police development impact fees for residential development are assessed according to the number of persons per housing unit. The single-family fee of \$749 is calculated using the \$253.00 cost per person multiplied by demand units of 2.96 persons per housing unit.

Nonresidential development impact fees are assessed according to the number of adjusted average weekday vehicle trips per 1,000 square feet of floor area. The industrial fee of \$1,033 per 1,000 square feet of floor area is derived from a cost of \$612.84 per vehicle trip, multiplied by average weekday vehicle trips per 1,000 square feet (3.37) multiplied by the trip adjustment factor (50%).

Figure P4: Proposed Police Development Impact Fees

Fee Component	Cost per Person	Cost per Trip
Police Facilities	\$251.53	\$608.75
Impact Fee Study Cost	\$1.47	\$4.08
Total	\$253.00	\$612.84

Residential Development	Fees per Unit	
Development Type	Persons per Housing Unit ¹	Proposed Fees
Single Family	2.96	\$749
Multifamily	1.73	\$438

Nonresidential Development	Fees per 1,000 Square Feet		
Development Type	Average Wkdy Vehicle Trips ¹	Trip Adjustment Factor	Proposed Fees
Industrial	3.37	50%	\$1,033
Commercial	37.01	33%	\$7,485
Office & Other Service	10.84	50%	\$3,322
Institutional	22.59	50%	\$6,922

1. See Land Use Assumptions

Projected Police Development Impact Fee Revenue

Projected development impact fee revenue shown below is based on the development projections, shown in Appendix A, and the proposed Police development impact fees shown in Figure P4. If development occurs at a more rapid rate than projected, the demand for infrastructure. Projected development impact fee revenue equals \$2,955,091 against total costs of \$6,136,943. The Town will have fund approximately \$3.1 million from other revenue sources.

Figure P5: Projected Police Impact Fee Revenue

Fee	Growth Share	Existing Share	Total
New Police Station-Phase I	\$2,955,051	\$3,181,892	\$6,136,943
Total	\$15,455,778	\$12,273,886	\$6,136,943

		Single Family \$749 per unit	Industrial \$1,033 per KSF	Commercial \$7,485 per KSF	Office & Other \$3,322 per KSF	Institutional \$6,922 per KSF
Year		Hsg Unit	KSF	KSF	KSF	KSF
Base	2023	3,646	49	21	63	33
Year 1	2024	3,773	51	22	65	34
Year 2	2025	3,901	53	23	68	36
Year 3	2026	4,028	55	24	71	37
Year 4	2027	4,473	57	25	74	39
Year 5	2028	4,918	60	26	77	40
Year 6	2029	5,363	62	27	81	42
Year 7	2030	5,809	65	28	84	44
Year 8	2031	6,255	68	29	88	46
Year 9	2032	6,701	71	31	91	48
Year 10	2033	7,146	74	32	95	50
10-Year Increase		3,500	25	11	33	17
Projected Revenue		\$2,621,024	\$26,083	\$82,060	\$108,335	\$117,550

Projected Fee Revenue	\$2,955,051
Existing Development Share	\$3,181,892

PARKS AND RECREATION

The Parks and Recreation development impact fee is based on the incremental expansion methodology. The development impact fee methodology assumes the Town will purchase additional park land and construct additional recreation amenities and improvements to serve future growth. The incremental expansion methodology is used for park land and improvements. A plan-based methodology is used for the Great Western Trail improvements and the cost of the Development Impact Fee Study. The Parks and Recreation development impact fee is calculated on a per capita basis for residential development, based on persons per housing unit multiplied by the net cost per person.

Service Area

TischlerBise recommends a single Townwide service area for the Parks and Recreation development impact fees.

Proportionate Share

Development impact fees should not exceed a proportionate share of the capital cost needed to provide capital facilities to the development. The Parks and Recreation development impact fees allocate 100 percent of the cost of capital facilities to residential development.

Park Land Incremental Expansion Component

As shown in Figure PR1, the Town has a park system that totals 51.4 acres. This analysis allocates 100 percent of parks and recreation demand to residential development. When the current park inventory (51.4 acres) is compared to the existing residential development base (population of 11,111), the resulting level of service is .0046 acres per person.

The estimated purchase price for an acre of park land is \$30,000. Therefore, the park land is \$138.78 per person (0.0046 acres per person X \$30,000 per acre).

Figure PR1: Park Land Level of Service and Cost Allocation

Description	Acres
Blue Spruce Park	3.2
Severance Community Park	35.0
Karen Suman Park	1.7
Summit View Park	4.5
Lakeview Park	6.5
Brownell Park	0.5
Total	51.4

Cost Allocation Factors	
Cost per Acre	\$30,000

Level-of-Service (LOS) Standards	
Existing Acres	51.4
Residential	
Residential Share	100%
2023 Population	11,111
Acres per Person	0.0046
Cost per Person	\$138.78

Source: Severance, Colorado

Park Improvement Incremental Expansion Component

As shown in Figure PR2, the Town currently has 93 park improvements with a total estimated replacement cost of \$3,560,000. When compared to the number of park improvements, this results in a weighted average cost of \$38,280 per improvement.

This analysis allocates 100 percent of parks and recreation demand to residential development. The existing level of service for residential development is 0.0084 improvements per person (93 existing improvements X 100 percent residential share / 11,111 persons). The analysis uses an average cost of \$38,280 per improvement. The park improvement cost is \$320.40 per person (0.0084 improvements per person X \$38,280 per improvement).

Figure PR2: Park Improvements Level of Service and Cost Allocation

Description	Improvements	Unit Cost	Replacement Cost
Picnic Tables	18	\$700	\$12,600
Benches	25	\$1,000	\$25,000
Dog Station	8	\$1,000	\$8,000
Trash Can	15	\$100	\$1,500
Multiuse Field	2	\$115,000	\$230,000
Playstructure	14	\$200,000	\$2,800,000
Grills	4	\$600	\$2,400
Shade Structure	4	\$31,000	\$124,000
Courts	2	\$100,000	\$200,000
Skate Park	1	\$156,500	\$156,500
Total	93	\$38,280	\$3,560,000

Cost Allocation Factors	
Cost per Improvement	\$38,280

Level-of-Service (LOS) Standards	
Existing Improvements	93
Residential	
Residential Share	100%
2023 Population	11,111
Improvements per Person	0.0084
Cost per Person	\$320.40

Source: Severance, Colorado

Projected Demand for Park Land and Improvements

Based on a projected population increase of 10,360 persons over the next 10 years, future residential development is projected to demand an additional 48 acres of land (10,360 additional persons X 0.0046 acres per person) and approximately 87 park improvements (10,360 additional persons X 0.0084 improvements per person). This results in growth-related costs of approximately \$4.75 million.

Figure PR3: Projected Demand for Park Land and Improvements

Type of Infrastructure	Level of Service	Demand Unit	Cost
Park Land	0.0046 Acres	per Person	\$30,000
Park Improvements	0.0084 Improvements	per Person	\$38,280

Demand for Park Land				
	Year	Population	Acres	Improvements
Base	2023	11,111	51.4	93.0
Year 1	2024	11,488	53.1	96.2
Year 2	2025	11,865	54.9	99.3
Year 3	2026	12,241	56.6	102.5
Year 4	2027	13,559	62.7	113.5
Year 5	2028	14,876	68.8	124.5
Year 6	2029	16,193	74.9	135.5
Year 7	2030	17,513	81.0	146.6
Year 8	2031	18,833	87.1	157.6
Year 9	2032	20,154	93.2	168.7
Year 10	2033	21,471	99.3	179.7
	10-Yr Increase	10,360	47.9	86.7

Growth-Related Expenditures	\$1,437,734	\$3,319,282	\$4,757,016
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Great Western Trail Plan-Based Component

The Town of Severance plans on constructing a two-phase trail project. The first phase includes the trailhead and the second phase include the actual trail. As shown in Figure PR4, this project has an estimated net cost of \$2,040,060. Since this project will establish a new level of service for the Town, new and existing residents need to be treated equally. Therefore, TischlerBise has taken a conservative approach and spread the cost of the Great Western Trail project (\$2,040,060) over the estimated population) at in the year 2033. This ensures existing and future demand units are treated equally and that new development is not contributing more than its proportionate share. The Town's cost \$2,040,060 is divided by the projected 2033 demand units, resulting in a cost per person of \$95.02.

Figure PR4: Great Western Trail Plan-Based Cost Allocation

Description	Year	Total Cost	Other Funding	Town Cost
Great Western Trail Project	2028	\$2,000,060	\$500,000	\$1,500,060
Great Western Trail Head	2025	\$665,000	\$125,000	\$540,000
Total		\$2,665,060	\$625,000	\$2,040,060

Cost Allocation Factors	
Residential Share of Planned Improvements	100%
2033 Population Projection	21,471
Cost per Person	\$95.02

Source: Severance, Colorado

Development Impact Fee Study Plan Based Component

The cost to prepare the Park Improvements impact fees equals \$6,100, and Severance plans to update its development impact fees every five years. Based on this cost, proportionate share, and five-year projections of future residential development, the cost is \$1.62 per person.

Figure PR5: Development Impact Fee Study Cost Component

Fee Component	Cost	Proportionate Share		Service Unit	2023	2028	Change	Cost per Service Unit
Parks	\$6,100	Residential	100%	Population	11,111	14,876	3,765	\$1.62
		Nonresidential	0%	Jobs	405	499	94	\$0.00

Proposed Parks and Recreation Development Impact Fees

Infrastructure components and cost factors for the Parks and Recreation development impact fees are summarized in the upper portion of Figure PR6. The capital cost per person is \$555.82.

Parks and Recreation development impact fees for residential development are assessed according to the number of persons per housing unit. The single-family fee of \$1,645 is calculated using the net cost of \$555.82 per person multiplied by demand units of 2.96 persons per housing unit.

Figure PR6: Proposed Parks and Recreation Development Impact Fees

Fee Component	Cost per Person
Park Land	\$138.78
Park Improvements	\$320.40
Great Western Trail	\$95.02
Impact Fee Study Cost	\$1.62
Total	\$555.82

Residential Development	Fees per Unit	
Development Type	Persons per Housing Unit ¹	Proposed Fees
Single Family	2.96	\$1,645
Multifamily	1.73	\$962

1. See Land Use Assumptions

Projected Parks and Recreation Development Impact Fee Revenue

Projected fee revenue shown below is based on the development projections, shown in Appendix A, and the proposed Parks and Recreation development impact fees shown in Figure PR6. As shown in Figure PR7, expenditures total \$6.79 million. The growth share is \$5.77 million. Projected development impact fee revenue equals approximately \$5.7 million.

Figure PR7: Projected Parks and Recreation Development Impact Fee Revenue

Fee Component	Growth Share	Existing Share	Total
Park Improvements	\$3,319,282	\$0	\$3,319,282
Park Land	\$1,437,734	\$0	\$1,437,734
Great Wester Trail	\$984,337	\$1,038,937	\$2,040,060
Total	\$5,741,354	\$1,038,937	\$6,797,076

		Single Family \$1,645 per unit
Year		Hsg Unit
Base	2023	3,646
Year 1	2024	3,773
Year 2	2025	3,901
Year 3	2026	4,028
Year 4	2027	4,473
Year 5	2028	4,918
Year 6	2029	5,363
Year 7	2030	5,809
Year 8	2031	6,255
Year 9	2032	6,701
Year 10	2033	7,146
10-Year Increase		3,500
Projected Revenue		\$5,758,139

Projected Fee Revenue	\$5,758,139
Projected Expenditures	\$6,797,076
Existing Development Share	\$1,038,937

TRANSPORTATION

Methodology

The Transportation development impact fees include arterial improvements, intersections, and the cost of preparing the Development Impact Fee Study. A plan-based methodology is used for all components.

Service Area

The Town of Severance provides a townwide transportation network; therefore, there is a single service area for the Transportation development impact fees.

Proportionate Share

Development impact fees should not exceed a proportionate share of the capital cost needed to provide capital facilities to the development. The Transportation development impact fees allocate demand from different types of development using trip generation rates and trip rate adjustment factors.

Trip Generation Rates

Severance's Transportation development impact fees use trip generation rates published in Trip Generation, Institute of Transportation Engineers, 11th Edition (2021). A vehicle trip end represents a vehicle either entering or exiting a development (as if a traffic counter were placed across a driveway). Single family units generate 9.43 average weekday vehicle trip ends per housing unit, while multifamily units generate 4.28 average weekday vehicle trip ends per housing unit. The prototype for commercial development is Shopping Center (ITE 820) which generates 37.01 average weekday vehicle trips per 1,000 square feet of floor area. For industrial development, the prototype is Industrial (ITE 130) which generates 3.37 average weekday vehicle trip ends per 1,000 square feet of floor area. Office & Other Services development uses General Office (ITE 710) as a proxy, and it generates 10.84 average weekday vehicle trip ends per 1,000 square feet of floor area. The prototype for the Institutional prototype is Government Office (ITE 730), which generates 22.59 average weekday vehicle trip ends per 1,000 square feet of floor area.

Figure T1: Trip Generation Rates by Development Type

Development Type	Development Unit	ITE Code	Weekday VTE
Single Family	HU	210	9.43
Multifamily	HU	220	4.28
Industrial	KSF	130	3.37
Commercial	KSF	820	37.01
Office & Other Services	KSF	710	10.84
Institutional	KSF	730	22.59

TRIP RATE ADJUSTMENTS

To calculate Transportation development impact fees, trip generation rates require an adjustment factor to avoid double counting each trip at both the origin and destination points. Therefore, the basic trip adjustment factor is 50 percent. As discussed further below, the development impact fee methodology includes additional adjustments to make the fees proportionate to the infrastructure demand for particular types of development.

COMMUTER TRIP ADJUSTMENTS

Residential development has a larger trip adjustment factor of 65 percent to account for commuters leaving Severance for work. According to the 2009 National Household Travel Survey (see Table 30) weekday work trips are typically 31 percent of production trips (i.e., all out-bound trips, which are 50 percent of all trip ends). As shown in Figure T2, the U.S. Census Bureau's OnTheMap web application indicates 98 percent of resident workers traveled outside of Severance for work in 2019 (the date of the latest data). In combination, these factors ($0.31 \times 0.50 \times 0.98 = 0.15$) support the additional 15 percent allocation of trips to residential development.

Figure T2: Commuter Trip Adjustment

Trip Adjustment Factor for Commuters ¹	
Employed Residents	3,917
Residents Living and Working in Severance	65
Residents Commuting Outside Severance for Work	3,852
Percent Commuting out of Severance	98%
Additional Production Trips ²	15%
Residential Trip Adjustment Factor	65%

1. U.S. Census Bureau, OnTheMap Application (version 6.1.1) and LEHD Origin-Destination Employment Statistics, 2019.

2. According to the National Household Travel Survey (2009)*, published in December 2011 (see Table 30), home-based work trips are typically 30.99 percent of "production" trips, in other words, out-bound trips (which are 50 percent of all trip ends). Also, LED OnTheMap data from 2019 indicate that 98 percent of Severance's workers travel outside the city for work. In combination, these factors ($0.3099 \times 0.50 \times 0.98 = 0.15$) account for 15 percent of additional production trips. The total adjustment factor for residential includes attraction trips (50 percent of trip ends) plus the journey-to-work commuting adjustment (15 percent of production trips) for a total of 65 percent.

*<http://nhts.ornl.gov/publications.shtml> ; Summary of Travel Trends - Table "Daily Travel Statistics by Weekday vs. Weekend"

ADJUSTMENT FOR PASS-BY-TRIPS

For commercial development, the trip adjustment factor is less than 50 percent because retail development and some services attract vehicles as they pass by on arterial and collector roads. For example, when someone stops at a convenience store on the way home from work, the convenience store is not the primary destination. For the average shopping center, the ITE data indicates that 34 percent of

the vehicles that enter are passing by on their way to some other primary destination. The remaining 66 percent of attraction trips have the commercial site as their primary destination. Because attraction trips are half of all trips, the trip adjustment factor is 66 percent multiplied by 50 percent, or approximately 33 percent of the trip ends.

AVERAGE WEEKDAY VEHICLE TRIPS

Shown below in Figure T3, multiplying average weekday vehicle trip ends and trip adjustment factors (discussed on the previous page) by Severance's existing development units provides the average weekday vehicle trips generated by existing development. As shown below, Severance's existing development generates 23,397 vehicle trips on an average weekday.

Figure T3: Average Weekday Vehicle Trips by Development Type

Development Type	Dev Unit	ITE Code	Avg Wkday VTE	Trip Adjustment	2023 Dev Units	2023 Veh Trips
Single Family	HU	210	9.43	65%	3,646	22,348
Multifamily	HU	220	4.28	65%	0	0
Industrial	KSF	130	3.37	50%	49	82
Commercial	KSF	820	37.01	33%	21	258
Office & Other Services	KSF	710	10.84	50%	63	340
Institutional	KSF	610	22.59	50%	33	369
Total						23,397

Development Prototypes and Projected Travel Demand

Figure T4 shows the projection of average daily vehicle trips through the year 2033 based on the residential and nonresidential development projections contained in Appendix A. As shown on the lower right side of Figure T4, future development generates an additional 21,998 average daily vehicle trips over the next 10 years.

Figure T4: Projected Travel Demand in Severance

Severance, CO		Base	1	2	3	4	5	6	7	8	9	10	10-Year Increase
		2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	
Development	Single Family Units	3,646	3,773	3,901	4,028	4,473	4,918	5,363	5,809	6,255	6,701	7,146	3,500
	Industrial KSF	49	51	53	55	57	60	62	65	68	71	74	25
	Commercial KSF	21	22	23	24	25	26	27	28	29	31	32	11
	Office & Other Services KSF	63	65	68	71	74	77	81	84	88	91	95	33
	Institutional KSF	33	34	36	37	39	40	42	44	46	48	50	17
	Single-Family Trips	22,348	23,128	23,909	24,689	27,417	30,144	32,872	35,606	38,339	41,073	43,801	21,453
Avg Wkday Vehicle Trips	Residential Trips	22,348	23,128	23,909	24,689	27,417	30,144	32,872	35,606	38,339	41,073	43,801	21,453
	Industrial Trips	82	85	89	93	97	101	105	110	114	119	124	43
	Commercial Trips	258	269	280	292	305	318	331	345	360	376	392	134
	Office & Other Services Trips	340	355	370	386	402	419	437	456	476	496	517	177
	Institutional Trips	369	385	401	419	436	455	475	495	516	538	561	192
	Nonresidential Trips	1,049	1,094	1,141	1,189	1,240	1,293	1,349	1,406	1,466	1,529	1,594	545
	Total Vehicle Trips	23,397	24,222	25,049	25,879	28,657	31,438	34,220	37,012	39,806	42,602	45,395	21,998

Planned Road Improvements

Severance staff provided a list of road improvements needed to serve future development, which was informed by the 2021 Severance Transportation Master Plan. The total net cost of these road improvements is \$44,926,000. Because there is no transportation modeling to determine what portion of each planned improvement is growth-related, the cost of these improvements is spread over total projected average weekday vehicle trips in 2033, for cost per trip of \$989.67 (\$44,926,000/45,395). This approach ensures that new and existing growth is treated equally.

Figure T5: Planned Road Improvements

Project	Year	Total Cost	Other Funding	Town Cost
Traffic Signals (Tailhot & E Harmony)	2025	\$975,000	\$0	\$975,000
Traffic Signals (WCR & E Harmony)	2024	\$1,845,000	\$0	\$1,845,000
WCR 21 Double Turn Lane	2028	\$3,721,000	\$0	\$3,721,000
WCR 23 Project	2030	\$13,425,000	\$0	\$13,425,000
Hwy 14 and WCR 23 Interesection	2033	\$3,320,000	\$650,000	\$2,670,000
E. Harmony Road Expansion	2033	\$22,290,000	\$0	\$22,290,000
Total		\$45,576,000	\$650,000	\$44,926,000
Source: City of Severance				Total Avg. Day Vehicle Trips in 2033
				45,395
				Cost per Vehicle Trip
				\$989.67

Development Impact Fee Study – Plan Based

The cost to prepare the Transportation development impact fees equals \$12,000, and Severance plans to update its development impact fees every five years. Based on this cost, proportionate share, and five-year projections of future average daily vehicle trips, the cost is \$1.49 per vehicle trip.

Figure T6: Development Impact Fee Study- Plan Based

Fee Component	Cost	Proportionate Share	Service Unit	2023	2028	Change	Cost per Service Unit
Transportation	\$12,000	All Development 100%	Vehicle Trips	23,397	31,438	8,040	\$1.49

Credits

As the City has no outstanding debt on its street facilities, a credit for future principal payments is not included. If elected officials make a legislative policy decision to fully fund growth-related costs from impact fees, there will be no potential double-payment from other revenue sources.

Proposed Transportation Development Impact Fees

Infrastructure components and cost factors are summarized in the upper portion of Figure T7. For Transportation development impact fees, the capital cost is \$991.16 per vehicle trip.

Transportation development impact fees for residential development are assessed according to the adjusted average daily vehicle trips generated per housing unit. The single family fee of \$6,075 is calculated using a cost of \$991.16 per vehicle trip multiplied by a demand unit of 6.13 adjusted average daily vehicle trips per housing unit.

Nonresidential impact fees are assessed according to the average daily vehicle trips generated per 1,000 square feet of floor area. The fee of \$1,670 per 1,000 square feet of industrial development is derived from a cost of \$991.16 per vehicle trip, multiplied by a demand unit of 1.69 adjusted average daily vehicle trips per 1,000 square feet.

Figure T7: Proposed Transportation Development Impact Fees

Fee Component	Cost per Vehicle Trip
Street Improvements	\$989.67
Impact Fee Study Cost	\$1.49
Total	\$991.16

Residential Development	Fees per Unit	
Development Type	Avg Wkdy Veh Trips per Unit ¹	Proposed Fees
Single Family	6.13	\$6,075
Multifamily	2.78	\$2,757

Nonresidential Development	Fees per 1,000 Square Feet	
Development Type	Avg Wkdy Veh Trips per 1,000 Sq Ft ¹	Proposed Fees
Industrial	1.69	\$1,670
Commercial	12.21	\$12,105
Office & Other Services	5.42	\$5,372
Institutional	11.30	\$11,195

1. See Land Use Assumptions

Projected Transportation Development Impact Fee Revenue

Projected fee revenue shown below is based on the development projections, shown in Appendix A, and the proposed Transportation development impact fees shown in Figure T7. Projected development impact fee revenue equals \$21.8 million and total expenditures equal \$44.9 million. This means the Town must fund approximately \$23 million from non-impact fee revenue.

Figure T8: Projected Transportation Development Impact Fee Revenue

Fee Component	Growth Share	Existing Share	Total
Street Improvements	\$21,804,389	\$23,121,612	\$44,926,000
Total	\$21,804,389	\$23,121,612	\$44,926,000

		Single Family \$6,075 per unit	Industrial \$1,670 per sq ft	Commercial \$12,105 per sq ft	Office & Other \$5,372 per sq ft	Institutional \$11,195 per sq ft
Year		Hsg Unit	KSF	KSF	KSF	KSF
Base	2022	3,646	49	21	63	33
Year 1	2023	3,773	51	22	65	34
Year 2	2024	3,901	53	23	68	36
Year 3	2025	4,028	55	24	71	37
Year 4	2026	4,473	57	25	74	39
Year 5	2027	4,918	60	26	77	40
Year 6	2028	5,363	62	27	81	42
Year 7	2029	5,809	65	28	84	44
Year 8	2030	6,255	68	29	88	46
Year 9	2031	6,701	71	31	91	48
Year 10	2032	7,146	74	32	95	50
10-Year Increase		3,500	25	11	33	17
Projected Revenue		\$21,261,893	\$41,750	\$133,155	\$177,276	\$190,315

Projected Fee Revenue	\$21,804,389
Existing Development Share	\$23,121,612
Total Expenditures	\$44,926,000

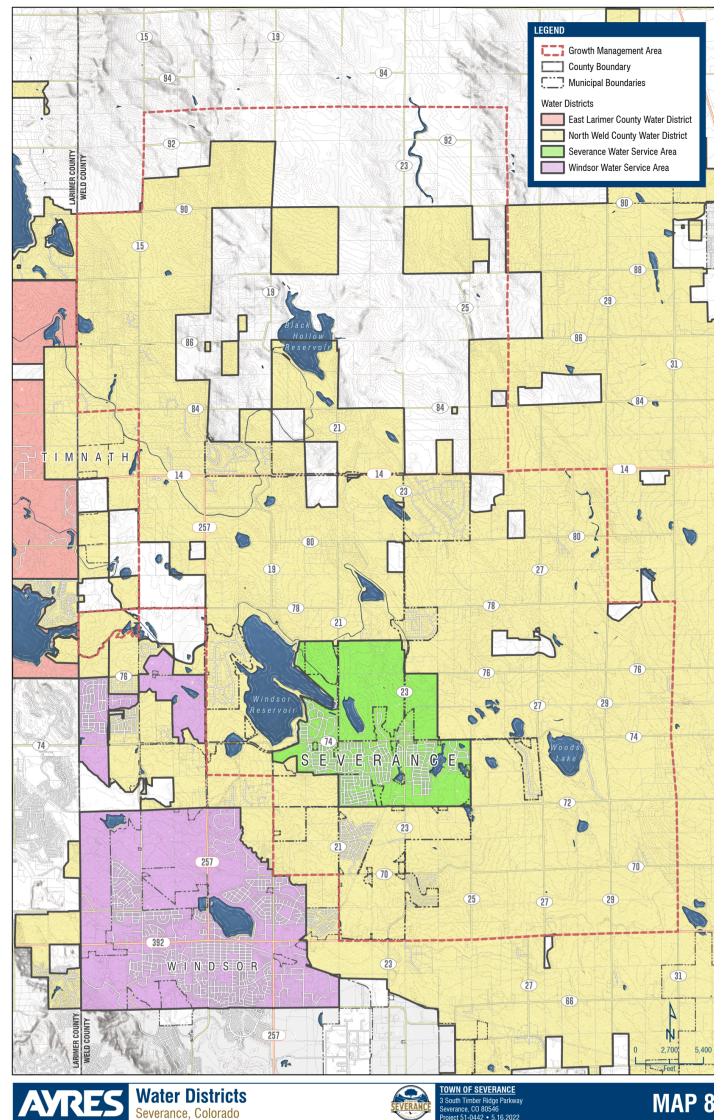
WATER SYSTEM

A plan-based approach is used for the Water development impact fees include components for treatment, supply, transmission, emergency water system, and the cost of professional services for preparing the Water Development Fee Report.

Service Area

As shown in Figure W1 below, the Town of Severance is served by four separate water utilities. These include the East Larimer County Water District, North Weld County Water District, Windsor Water Service Area, with the Town of Severance serving the remainder of the Town. The water impact fees only apply to the Town of Severance service area.

Figure W1: Severance Water Service Area



Proportionate Share

The Water impact fees are assessed on both residential and nonresidential development as both types of development create a burden for additional water facilities. Customers by land use are used to determine the proportionate share of this burden.

AVERAGE DAY FLOWS

Figure W2 shows average daily use by type of account. For example, a single-family residential unit with irrigation uses an average of 333 gallons per day. The level of service for Water impact fees is based on average day flows per demand unit per day, expressed as an average single-family dwelling. According to conversations with Town staff, new single family units will have non-potable irrigation. Therefore, this unit type, which averages 238 gallons per day, will serve as our “equivalent single family unit” for the impact fee analysis.

Figure W2: Water Consumption Factors

Type	Average Gallons per Year ¹	Gallons per Connection per Day
Residential w/Irrigation	121,688	333
Residential w/Irrigation 2 Units	251,108	688
Residential w/Non-Potable Irrigation	86,960	238
Nonresidential	7,923,646	21,709
Other	1,512,279	4,143
Total	9,895,682	27,111

1. 2022 Town of Severance

Water impact fees will be assessed by meter. Therefore, capacity ratios by meter size are the appropriate demand indicator for Water development impact fees. Capacity ratios equate 3/4" (0.75) meters to the average day gallons per single-family residential unit (238 gallons per unit/per day). Utilizing average day gallons is the most efficient way to show a direct relationship between development units, usage, and system capacity. The nonresidential Water Facilities development impact fees are calculated by multiplying the number of gallons per single-family unit by the capacity ratio for the corresponding size and type of water meter, which are provided by the American Water Works Association (2012) and shown in Figure W3 below.

Figure W3: Capacity Ratios by Meter Size

Meter Size and Type	Capacity Ratio ¹
0.75 Displacement	1.00
1.00 Displacement	1.67
1.50 Displacement	3.33
2.00 Displacement	5.33
3.00 Singlejet	10.67
3.00 Compound	10.67
3.00 Turbine	11.67
4.00 Singlejet	16.67
4.00 Compound	16.67
4.00 Turbine	21.00
6.00 Singlejet	33.33
6.00 Compound	33.33
6.00 Turbine	43.33
8.00 Compound	53.33
8.00 Turbine	93.33
10.00 Turbine	140.00
12.00 Turbine	176.67

1. AWWA Manual of Water Supply Practices M-1, 7th Edition

Water Capital Plan

FUTURE TREATMENT COST COMPONENT

As shown in Figure W4, the Town of Severance plans on constructing a Regional Water Treatment Plant with capacity to treat 2.2 million gallons per day. The estimated cost of this project is \$21,000,000. When this cost (\$30,850,000) is compared to the treatment capacity (2,200,000 gallons per day), the resulting cost per gallon is \$9.55.

Figure W4: Future Treatment Cost Component

Description	Total Cost
Regional Water Treatment Plant	\$21,000,000
Total Capacity (Gallons per Day)	2,200,000
Cost per Gallon	\$9.55

ADDITIONAL FLOW CAPACITY COST COMPONENT

As shown in Figure W5, the Town of Severance also plans on purchasing an additional 1,180,800 gallons per day of flow capacity. The total cost of this project is estimated at \$17,400,000. When this cost (\$17,400,000) is compared to the additional flow capacity (1,180,800 gallons per day), the resulting cost per gallon is \$14.74.

Figure W5: Additional Flow Capacity Cost Component

Description	Cost
Purchase of Additional Flow Capacity	\$17,400,000
Total Capacity (Gallons per Day)	1,180,800
Cost per Gallon	\$14.74

FUTURE DISTRIBUTION COST COMPONENT

As shown in Figure W6, the Town of Severance plans on constructing the South Waterline Loop at a cost of \$1,210,000. When this cost (\$1,210,000) is compared to total system treatment capacity (2,200,000 gallons per day), the resulting cost per gallon is \$0.55.

Figure W6: Future Distribution Cost Component

Description	Cost
South Waterline Loop	\$1,498,400
Total System Capacity (Gallons per Day)	2,200,000
Cost per Gallon	\$0.68

FUTURE RESERVOIR COST COMPONENT

As shown in Figure W7, the Town of Severance will participate in the construction of two reservoirs as part of the Northern Integrated Supply Project (NISP). The Town will own 2000 acre feet of water, which equates to 1,785,487 gallons per day. When this cost (\$60,000,000) is compared to daily supply (1,785,487 gallons per day), the resulting cost per gallon is \$33.60.

Figure W7: Future Reservoir Cost Component

Description	Total Cost
NISP Reservoirs (2000 acre feet)	\$60,000,000
Total Capacity (Gallons per Day)	1,785,487
Cost per Gallon	\$33.60

FUTURE RESERVOIR COST COMPONENT

As shown in Figure W8, the Town of Severance is building a 1,500,000 gallon storage tank, at a cost of \$3,990,000. When this cost (\$3,990,000) is compared to storage capacity (1,500,000 gallons per day), the resulting cost per gallon is \$2.60.

Figure W8: Future Storage Cost Component

Description	Total Cost
New Water Tank	\$3,990,000
Total Capacity (Gallons per Day)	1,500,000
Cost per Gallon	\$2.66

FUTURE EMERGENCY WATER SYSTEM CONNECTION COST COMPONENT

As shown in Figure W9, the Town of Severance is building an Emergency Water Connection System at a cost of \$14,755,000. This system will provide redundancy to the Town's water system if other sources go down (e.g., North Weld). To determine the cost per gallon, the cost of this system (\$14,755,000) is divided by the current maximum day water demand (1,472,154 gallons per day), resulting in a cost per gallon of \$10.02. Maximum day demand is used as the denominator as it represents a proxy of the daily demand the Emergency Water Connection System would have to supply.

Figure W9: Future Emergency Water System Cost Component

Description	Total Cost
Emergency Water Connection System	\$14,755,000
Current Maximum Day Demand (Gallons per Day)	1,472,154
Cost per Gallon	\$10.02

Credits

Since the capital projects included in the Water impact fee are not being paid for by rates, there is no double payment situation from both impact fees and rates. Therefore, a credit is not included in the impact fee calculation.

Proposed Water Impact Fees

Infrastructure components and cost factors for the Water impact fees are summarized in the upper portion of Figure W10. The Water impact fee is derived from the gallons per day per single-family residential connection of 238 gallons multiplied by the capital cost per gallon of capacity (\$71.25). The capital cost per gallon of capacity includes growth-related expansion of water facilities. Future development needing a 3/4" meter will pay a Water impact fee of \$16,975 (239 gallons X \$71.25 capital cost per gallon of capacity X 1.0 capacity ratio), and future development needing a 1.0" meter will pay a Water impact fee of \$28,348 (333 gallons X \$71.25 capital cost per gallon of capacity X 1.67 capacity ratio).

Figure W10: Proposed Water Impact Fees

Fee Component	Cost per Gallon
Additional Flow Capacity	\$14.74
NISP Reservoirs	\$33.60
Distribution / Transmission	\$0.68
Emergency Water System Connection	\$10.02
New Water Tank	\$2.66
Treatment	\$9.55
Total	\$71.25

Single-Family (Base Meter) Demand Factors	
Average Day Gallons per Day	238

Meter Size and Type	Capacity Ratio ¹	Proposed Fees
0.75 Displacement	1.00	\$16,975
1.00 Displacement	1.67	\$28,348
1.50 Displacement	3.33	\$56,527
2.00 Displacement	5.33	\$90,476
3.00 Singlejet	10.67	\$181,123
3.00 Compound	10.67	\$181,123
3.00 Turbine	11.67	\$198,098
4.00 Singlejet	16.67	\$282,972
4.00 Compound	16.67	\$282,972
4.00 Turbine	21.00	\$356,474
6.00 Singlejet	33.33	\$565,775
6.00 Compound	33.33	\$565,775
6.00 Turbine	43.33	\$735,524
8.00 Compound	53.33	\$905,274
8.00 Turbine	93.33	\$1,584,272
10.00 Turbine	140.00	\$2,376,492
12.00 Turbine	176.67	\$2,998,964

1. AWWA Manual of Water Supply Practices M-1, 7th Edition

Projected Water Development Impact Fee Revenue

It is extremely difficult to projected Water impact fee revenue for several reasons. First, because the Town has four water service providers, it is difficult to estimate how much development will occur over the next ten years in each service area. Second, for nonresidential development, it is difficult to determine how many and what size meter will be required.

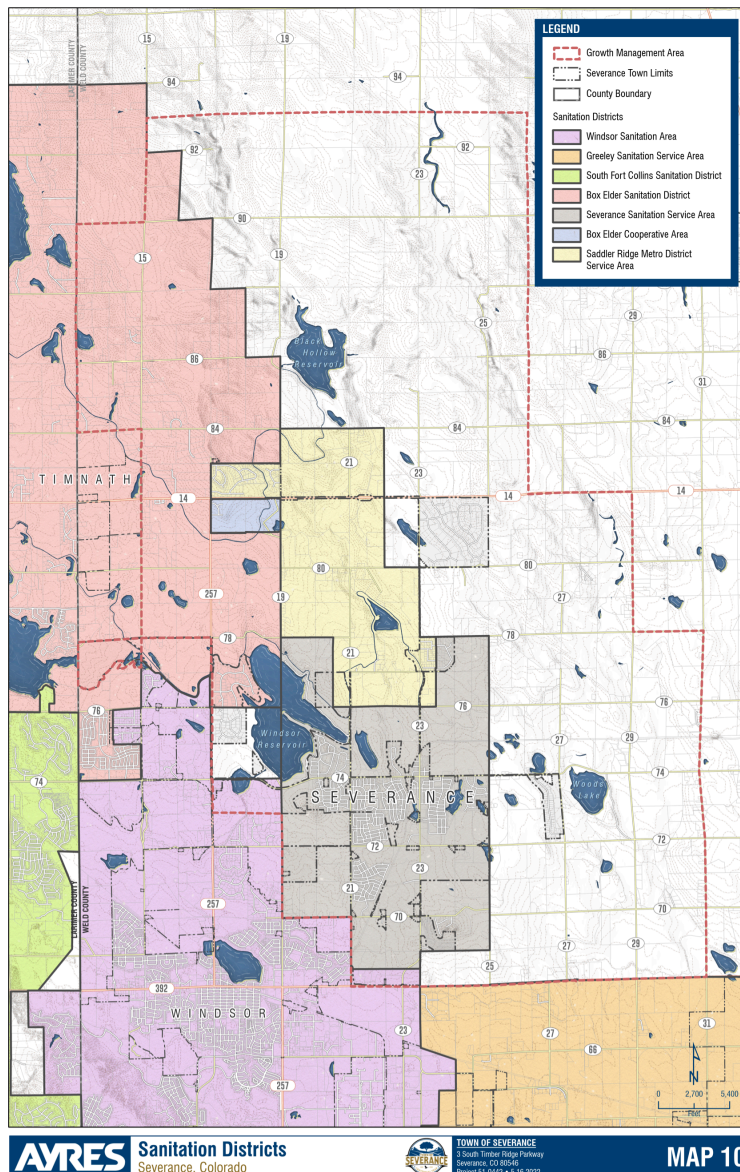
WASTEWATER SYSTEM

A plan-based approach is used for the Wastewater development impact fees include components for treatment, collection, a recoupment of past investment in a trunkline, and the cost of professional services for preparing the Wastewater Development Fee Report.

Service Area

As shown in Figure WW1 below, the Town of Severance is served by seven separate wastewater utilities. These include the City of Windsor, City of Greeley, South Fort Collins Sanitation District, Box Elder Sanitation District, Box Elder Cooperative, and Saddle Ridge Metro District (in addition of Town of Severance). The wastewater impact fees only apply to the Town of Severance service area.

Figure WW1: Severance Wastewater Service Area



Proportionate Share

The Wastewater impact fees are assessed on both residential and nonresidential development as both types of development create a burden for additional water facilities. Customers by land use are used to determine the proportionate share of this burden.

AVERAGE DAY FLOWS

The level of service for Water impact fees is based on average day flows per demand unit per day, expressed as an average single-family dwelling. According to wastewater flow data provided by the Town, an average single-family unit has average daily sewage flows of 225 gallons per day.

Wastewater impact fees will be assessed by meter. Therefore, capacity ratios by meter size are the appropriate demand indicator for Wastewater development impact fees. Capacity ratios equate 3/4" (0.75) meters to the average day gallons per single-family residential unit (225 gallons per unit/per day). Utilizing average day gallons is the most efficient way to show a direct relationship between development units, usage, and system capacity. The nonresidential Wastewater Facilities development impact fees are calculated by multiplying the number of gallons per single-family unit by the capacity ratio for the corresponding size and type of water meter, which are provided by the American Water Works Association (2012) and shown in Figure WW2 below.

Figure WW2: Capacity Ratios by Meter Size

Meter Size and Type		Capacity Ratio ¹
0.75	Displacement	1.00
1.00	Displacement	1.67
1.50	Displacement	3.33
2.00	Displacement	5.33
3.00	Singlejet	10.67
3.00	Compound	10.67
3.00	Turbine	11.67
4.00	Singlejet	16.67
4.00	Compound	16.67
4.00	Turbine	21.00
6.00	Singlejet	33.33
6.00	Compound	33.33
6.00	Turbine	43.33
8.00	Compound	53.33
8.00	Turbine	93.33
10.00	Turbine	140.00
12.00	Turbine	176.67

1. AWWA Manual of Water Supply Practices M-1, 7th Edition

Wastewater Capital Plan

The Wastewater impact fee has several plan-based components which are not being funded through the Town's water rate structure, which are discussed in turn.

TREATMENT COST COMPONENT

As shown in Figure WW3, the Town of Severance plans on constructing a 3.0 million gallon per day Wastewater Treatment Plant. This project is estimated to cost \$62,365,000. When this cost (\$62,365,000) is compared to the treatment capacity (3,000,000 gallons), the resulting cost per gallon is \$20.79.

Figure WW3: Future Treatment Cost Component

Description	Total Cost
Wastewater Treatment Facility	\$62,365,000
Total Capacity (Gallons per Day)	3,000,000
Cost per Gallon	\$20.79

FUTURE WINDSOR PLANT INVESTMENT COST COMPONENT

As shown in Figure WW4, the Town of Severance plans on investing \$7,555,000 to purchase additional capacity in the Town of Windsor Plant. This investment will net 175,000 gallons per day of capacity. When this cost (\$7,555,000) is compared to the additional capacity (175,000 gallons per day), the resulting cost per gallon is \$43.17.

Figure WW4: Future Windsor Plant Investment Cost Component

Description	Total Cost
Windsor Plant Investment Program	\$7,555,000
Total Capacity (Gallons per Day)	175,000
Cost per Gallon	\$43.17

FUTURE COLLECTION COST COMPONENT

As shown in Figure WW5, the Town of Severance plans on constructing one collection project with a total cost of \$2,925,000. When this cost (\$2,925,000) is compared to total system treatment capacity (3,000,000 gallons per day), the resulting cost per gallon is \$0.98.

Figure WW5: Future Collection Cost Component

Description	Cost
E Harmony Rd & Hwy 257 Wastewater Extension	\$2,925,000
Total System Capacity (Gallons per Day)	3,000,000
Cost per Gallon	\$0.98

RECOUPMENT OF TRUNKLINE INVESTMENT COST COMPONENT

As shown in Figure WW6, the Town of Severance recently constructed a wastewater trunkline at a cost of \$2,482,245. When this cost (\$2,482,000) is compared to total system treatment capacity (3,000,000 gallons per day), the resulting cost per gallon is \$0.83.

Figure WW6: Trunkline Recoupment Cost Component

Description	Cost
Trunkline Extension	\$2,482,245
Total System Capacity (Gallons per Day)	3,000,000
Cost per Gallon	\$0.83

Credits

Since the capital projects included in the Wastewater impact fee are not being paid for by rates, there is no double payment situation from both impact fees and rates. Therefore, a credit is not included in the impact fee calculation.

Proposed Wastewater Impact Fees

Infrastructure components and cost factors for the Water impact fees are summarized in the upper portion of Figure WW7. The Wastewater impact fee is derived from the gallons per day per single-family residential connection of 225 gallons multiplied by the capital cost per gallon of capacity (\$65.76). Future development needing a 3/4" meter will pay a Wastewater impact fee of \$14,796 (225 gallons X \$65.76 capital cost per gallon of capacity X 1.0 capacity ratio), and future development needing a 1.0" meter will pay a Wastewater impact fee of \$24,710 (225 gallons X \$65.76 capital cost per gallon of capacity X 1.67 capacity ratio).

Figure WW7: Proposed Wastewater Impact Fee

Fee Component	Cost per Gallon
Windsor Plant Investment	\$43.17
Collection	\$0.98
Trunk Line Recoupment	\$0.83
New Wastewater Treatment Facility	\$20.79
Total	\$65.76

Single-Family (Base Meter) Demand Factors	
Average Day Gallons per Day	225

Meter Size and Type		Capacity Ratio ¹	Proposed Fees
0.75	Displacement	1.00	\$14,796
1.00	Displacement	1.67	\$24,710
1.50	Displacement	3.33	\$49,272
2.00	Displacement	5.33	\$78,865
3.00	Singlejet	10.67	\$157,879
3.00	Compound	10.67	\$157,879
3.00	Turbine	11.67	\$172,675
4.00	Singlejet	16.67	\$246,657
4.00	Compound	16.67	\$246,657
4.00	Turbine	21.00	\$310,726
6.00	Singlejet	33.33	\$493,167
6.00	Compound	33.33	\$493,167
6.00	Turbine	43.33	\$641,132
8.00	Compound	53.33	\$789,097
8.00	Turbine	93.33	\$1,380,956
10.00	Turbine	140.00	\$2,071,509
12.00	Turbine	176.67	\$2,614,096

1. AWWA Manual of Water Supply Practices M-1, 7th Edition

Projected Wastewater Development Impact Fee Revenue

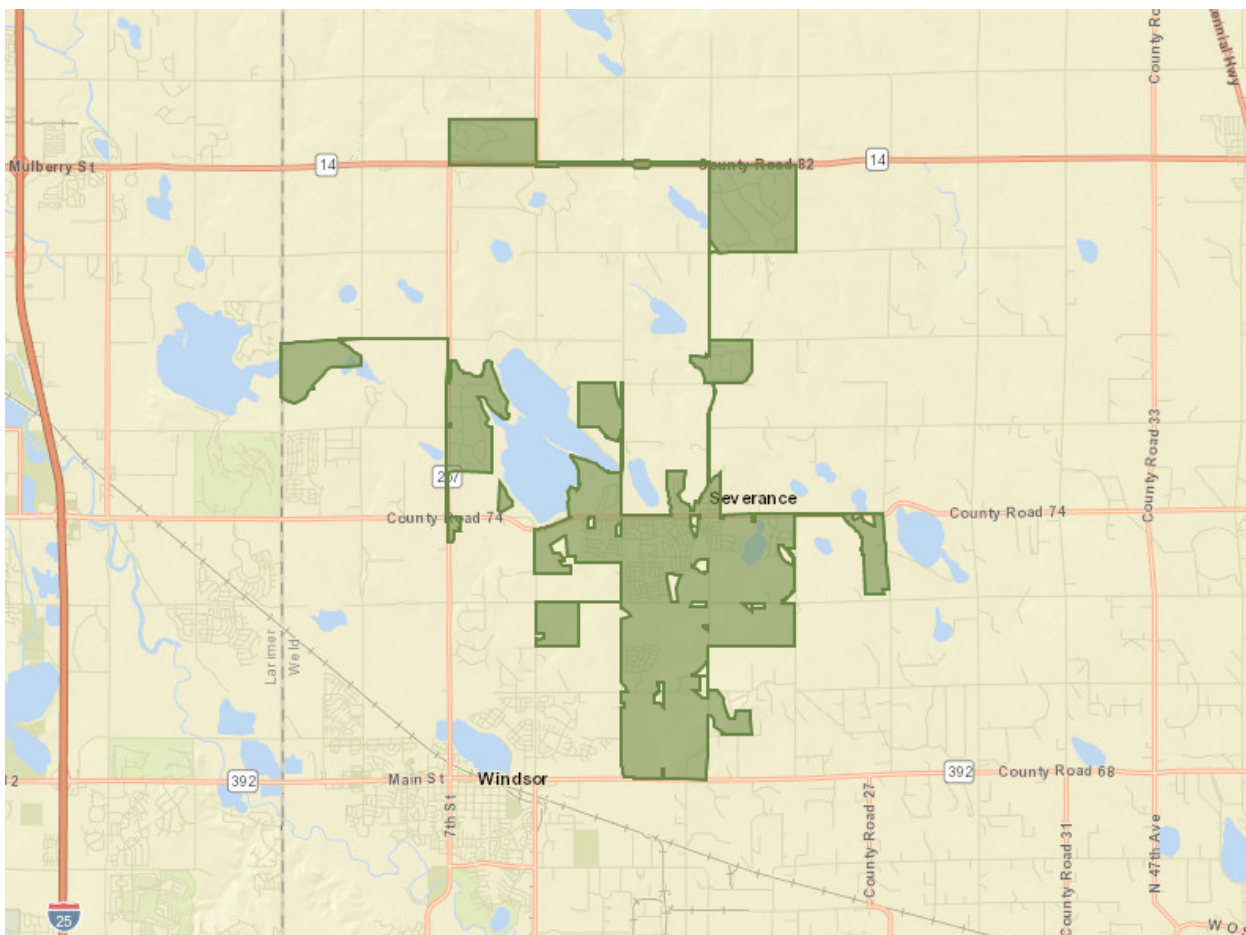
It is extremely difficult to projected Wastewater impact fee revenue for several reasons. First, because the Town has seven wastewater service providers, it is difficult to estimate how much development will occur over the next ten years in each service area. Second, for nonresidential development, it is difficult to determine how many and what size meter will be required.

APPENDIX A: LAND USE ASSUMPTIONS

The Town of Severance retained TischlerBise to prepare this study to analyze the impacts of development on the town's capital facilities and to calculate development impact fees based on that analysis. The population, housing unit, and job projections contained in this document provide the foundation for the development impact fee study. To evaluate the demand for growth-related infrastructure from various types of development, TischlerBise prepared documentation on jobs and floor area by type of nonresidential development, average weekday vehicle trip generation rates, and demand indicators by type of housing unit. These metrics are the service units and demand indicators used in the development impact fee study.

Development impact fees are based on the need for growth-related improvements and they must be proportionate by type of land use. The demographic data and development projections are used to demonstrate proportionality and anticipate the need for future infrastructure. Development impact fee studies typically look out five to ten years, with the expectation that fees will be updated every three to five years. The estimates and projections of residential and nonresidential development in this Land Use Assumptions document are for areas within the boundaries of Severance, Colorado. The map below illustrates the areas within the Severance Development Impact Fee Service Area.

Figure A1: Development Impact Fee Service Area Map



Summary of Growth Indicators

Key development projections for the Severance development impact fee study include housing units and nonresidential floor area. TischlerBise estimates population and housing units using data provided by Severance staff. For nonresidential development, the base year employment estimate is calculated based on Esri Business Analyst. To project future employment by industry sector, the analysis uses U.S. Census OnTheMap data. To estimate non-residential floor area, TischlerBise applies square feet per employee factors published by the Institute of Transportation Engineers (ITE) to the employment projections. The projections contained in this document provide the foundation for the Development Impact Fee Study.

These projections are used to estimate development impact fee revenue and to indicate the anticipated need for growth-related infrastructure. The goal is to have reasonable projections without being overly concerned with precision. Because development impact fee methods are designed to reduce sensitivity to development projections in the determination of the proportionate-share fee amounts, if actual development is slower than projected, fee revenue will decline, but so will the need for growth-related infrastructure. In contrast, if development is faster than anticipated, Severance will receive more fee revenue, but will also need to accelerate infrastructure improvements to keep pace with the actual rate of development.

During the next 10 years, TischlerBise projects an average annual increase of 350 housing units per year. During the same time period, TischlerBise projects an average increase of approximately 8,600 square feet of nonresidential floor area per year.

Residential Development

Current estimates and future projections of residential development are detailed in this section including population and housing units by type.

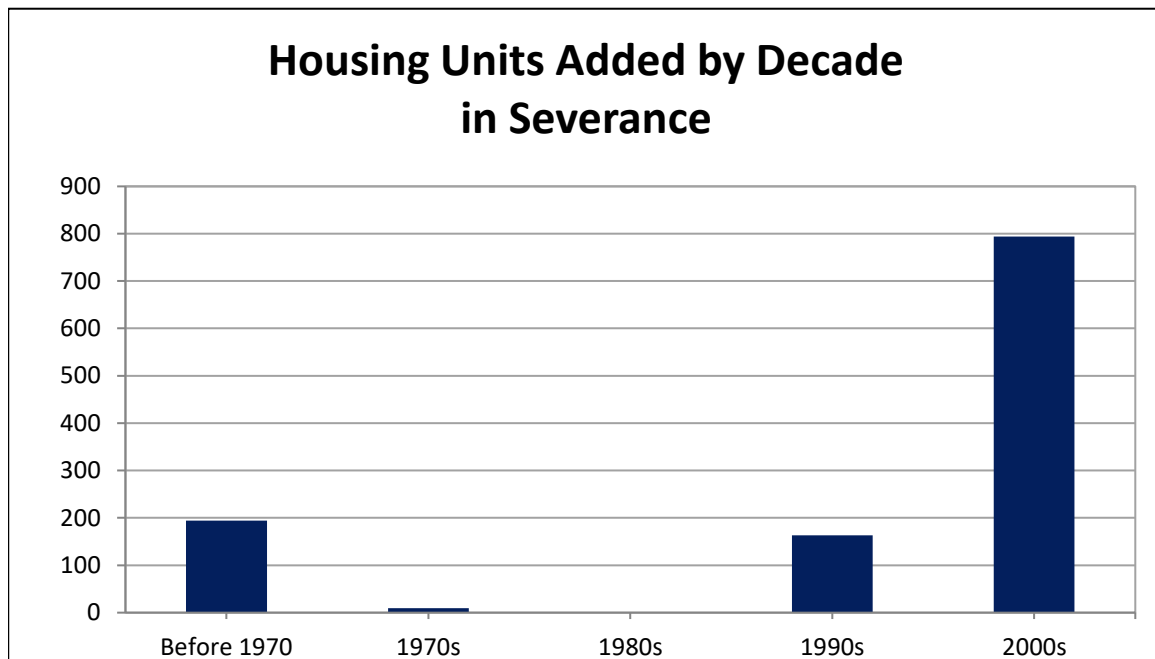
RECENT RESIDENTIAL CONSTRUCTION

Development impact fees require an analysis of current levels of service. For residential development, current levels of service are determined using estimates of population and housing units. Shown below, Figure A2 indicates the estimated number of housing units added by decade according to data obtained from the U.S. Census Bureau. Severance experienced low amounts growth until the 2000s, and then growth took off. From 2010 to 2020, Severance's housing inventory increased by an average of 140 units per year.

Figure A2: Housing Units by Decade

Census 2010 Housing Units	1,161
Census 2020 Housing Units	2,568
New Housing Units 2010 to 2020	1,407

Severance added an average of 140 housing units per year from 2010 to 2020.



Source: U.S. Census Bureau, Census 2010 Summary File 1, Census 2020 Redistricting Data, 2017-2021 5-Year American Community Survey (for 2000s and earlier, adjusted to yield total units in 2010).

PERSONS PER HOUSING UNIT

According to the U.S. Census Bureau, a household is a housing unit occupied by year-round residents. Development impact fees often use per capita standards and persons per housing unit (PPHU) or persons per household (PPH) to derive proportionate share fee amounts. When PPHU is used in the fee calculations, infrastructure standards are derived using year-round population. When PPH is used in the fee calculations, the development impact fee methodology assumes a higher percentage of housing units will be occupied, thus requiring seasonal or peak population to be used when deriving infrastructure standards. TischlerBise recommends that Severance impose development impact fees for residential development according to the number of persons per housing unit.

Occupancy calculations require data on population and the types of units by structure. The 2010 census did not obtain detailed information using a “long-form” questionnaire. Instead, the U.S. Census Bureau switched to a continuous monthly mailing of surveys, known as the American Community Survey (ACS), which has limitations due to sample-size constraints. For example, data on detached housing units are now combined with attached single units (commonly known as townhouses, which share a common sidewall, but are constructed on an individual parcel of land). For development impact fees in Severance, detached stick-built units, attached units, and mobile home units are included in the “Single-Family” category. The second residential category includes duplexes and all other structures with two or more units on an individual parcel of land. This is referred to as “Multi-Family” category. (Note: housing unit estimates from ACS will not equal decennial census counts of units. These data are used only to derive the custom PPHU factors for each type of unit).

Figure A3 below shows the ACS 2021 5-Year Estimates for Severance. Single-family units averaged 2.98 persons per housing unit (7,691 persons / 2,577 housing units)

Figure A3: Persons per Housing Unit by Type of Housing for the Town of Severance

Housing Type	Persons	Households	Persons per Household	Housing Units	Persons per Housing Unit	Housing Mix	Vacancy Rate
Single-Family Units ¹	7,691	2,577	2.98	2,594	2.96	100.0%	0.70%
Total	7,691	2,577	2.98	2,594	2.96	100.0%	0.70%

Source: U.S. Census Bureau, 2017-2021 American Community Survey 5-Year Estimates

1. Includes detached, attached (i.e. townhouses), and mobile home units.

As Figure A3 above indicates, the Town of Severance does not currently have any multifamily housing units. Although there are no multifamily housing projects the Town is aware of on the horizon, TischlerBise suggest using Larimer County data on multifamily persons per housing unit order to ensure that any multifamily units that were to be developed in Town do not pay more than their proportionate share of Town infrastructure costs. Figure A4 below shows the ACS 2021 5-Year Estimates for Larimer County. Multifamily units averaged 1.72 persons per housing unit (69,482 persons / 40,314 housing units). If and when multifamily units are constructed within the Town, ACS 2021 5-Year Estimates should be used to develop specific Severance persons per housing unit data.

Figure A4: Persons per Housing Unit by Type of Housing for Larimer County

Housing Type	Persons	Housing Units	Persons per Housing Unit	Households	Persons per Household	Housing Unit Mix
Single Family [1]	284,424	121,744	2.34	114,018	2.49	75%
Multifamily [2]	69,482	40,314	1.72	38,105	1.82	25%
Total	353,906	162,058	2.18	152,123	2.33	

[1] Includes attached and detached single family homes and mobile homes

[2] Includes structures with 2+ units

Source: U.S. Census Bureau, 2017-2021 American Community Survey 5-Year Estimates

RESIDENTIAL ESTIMATES

This analysis projects housing units based on data provided by Severance staff. By applying building permit data to 2020 Census estimates the 2023 housing stock is estimated to be 3,646 single family housing units. This estimate is converted into population using the factors shown in Figure A5. The 2023 population estimate is 11,111 persons.

RESIDENTIAL PROJECTIONS

TischlerBise projects future residential development beyond the 2023 base year using approved housing unit data provided by Severance staff. Over the next 10 years, this results in an increase of 3,500 single-family units. To project future population, the analysis converts housing units to population using the occupancy factors shown above in Figure A3. For this study, it is assumed that the housing unit size will remain constant. TischlerBise projects a 10-year increase of 3,500 housing units and 10,360 persons (3,500 single-family units X 2.96 persons per housing unit). Housing unit growth is constrained in the first three years due to utility capacity. Once utility projects are completed, growth is projected to accelerate.

Figure A5: Residential Development Projections

Severance, Colorado	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	10-Year
	Base Year	1	2	3	4	5	6	7	8	9	10	Increase
Population	11,111	11,488	11,865	12,241	13,559	14,876	16,193	17,513	18,833	20,154	21,471	10,360
Housing Units												
Single Family	3,646	3,773	3,901	4,028	4,473	4,918	5,363	5,809	6,255	6,701	7,146	3,500
Multifamily	0	0	0	0	0	0	0	0	0	0	0	0
Total Housing Units	3,646	3,773	3,901	4,028	4,473	4,918	5,363	5,809	6,255	6,701	7,146	3,500

Nonresidential Development

Current estimates and future projections of nonresidential development are detailed in this section including jobs and nonresidential floor area.

NONRESIDENTIAL FLOOR AREA RATIOS

TischlerBise uses 2021 Institute of Transportation Engineers (ITE) data to estimate nonresidential floor area. As shown in Figure A6, the prototype for industrial development is Industrial Park (ITE 130) with an average of 864 square feet per employee. Commercial development uses Shopping Center (ITE 820) with 471 square feet per employee. Office & other services uses General Office (ITE 710) with an average of 307 square feet per employee. Finally, institutional uses Government Office (ITE 730) with an average of 330 square feet per employee.

Figure A6: Institute of Transportation Engineers, Employee and Building Area Ratios

ITE Code	Land Use Group	Demand Unit	Avg Wkdy Trip Ends Per Demand Unit ¹	Avg Wkdy Trip Ends Per Employee ¹	Employees Per Demand Unit	Square Feet Per Employee
110	Light Industrial	1,000 Sq Ft	4.87	3.10	1.57	637
130	Industrial Park	1,000 Sq Ft	3.37	2.91	1.16	864
140	Manufacturing	1,000 Sq Ft	4.75	2.51	1.89	528
150	Warehousing	1,000 Sq Ft	1.71	5.05	0.34	2,953
254	Assisted Living	bed	2.60	4.24	0.61	na
310	Hotel	room	7.99	14.34	0.56	na
565	Day Care	student	4.09	21.38	0.19	na
610	Hospital	1,000 Sq Ft	10.77	3.77	2.86	350
620	Nursing Home	bed	3.06	3.31	0.92	na
710	General Office (avg size)	1,000 Sq Ft	10.84	3.33	3.26	307
720	Medical-Dental Office	1,000 Sq Ft	36.00	8.71	4.13	242
730	Government Office	1,000 Sq Ft	22.59	7.45	3.03	330
750	Office Park	1,000 Sq Ft	11.07	3.54	3.13	320
820	Shopping Center (avg size)	1,000 Sq Ft	37.01	17.42	2.12	471

1. Trip Generation, Institute of Transportation Engineers, 11th Edition (2021).

NONRESIDENTIAL ESTIMATES

In order to estimate 2023 nonresidential floor area, employment data from Esri Business Analyst is first obtained which estimates there were 388 jobs in Severance in 2022. Applying the square feet per employee factors shown in Figure A6 to the 2022 employment estimates results in a 2022 floor area estimate of 158,428 square feet of existing nonresidential development.

TischlerBise uses U.S. Census OnTheMap data to develop a historical employment growth rate, and then applied this to the 2022 total employment estimate to develop a 2023 employment estimate. The percentage of those employees which are Industrial, Commercial, etc. in 2022 was applied to the 2023 total to get a breakdown of employment categories. Then the square feet per employee factors shown in Figure A6 were applied to these totals to derive 2023 estimated nonresidential floor area of 165,197.

Figure A7: Estimated Employment and Nonresidential Floor Area

Nonresidential Category	2023 Jobs ¹	Percent of Total Jobs	Square Feet per Job ²	2023 Estimated Floor Area ³	Jobs per 1,000 Sq. Ft. ²
Industrial ⁴	56	14%	864	48,621	1.16
Commercial ⁵	45	11%	471	21,104	2.12
Office & Other Service ⁶	204	51%	307	62,783	3.26
Institutional ⁷	99	24%	330	32,689	3.03
Total	405	100%		165,197	2.45

1. Tischler Bise Estimation.

2. Trip Generation, Institute of Transportation Engineers, 11th Edition (2021).

3. TischlerBise Calculation Based on U.S. Census OnTheMap Data.

4. Major sector is Construction.

5. Major sectors are Retail; Accommodation and Food Services.

6. Major sector is Professional, Scientific & Tech Services.

7. Major sectors are Public Administration; Educational Services.

NONRESIDENTIAL PROJECTIONS

To project employment growth, TischlerBise uses U.S. Census OnTheMap data to develop a historical growth rate. Employment was then converted to floor area using the square feet per employment factors shown in Figure A6. The 10-year projected increase includes approximately 86,000 additional square feet of nonresidential development and 210 additional jobs.

Figure A8: Nonresidential Development Projections

Severance, CO	2023 Base Year	2024 1	2025 2	2026 3	2027 4	2028 5	2033 10	10-Year Increase
Employment								
Industrial	56	59	61	64	67	69	86	29
Commercial	45	47	49	51	53	55	68	23
Office & Other Services	204	213	222	232	242	252	311	106
Institutional	99	103	108	112	117	122	151	51
Total	405	422	440	459	478	499	615	210
Nonresidential Sq Ft (x1,000)								
Industrial	49	51	53	55	57	60	74	25
Commercial	21	22	23	24	25	26	32	11
Office & Other Services	63	65	68	71	74	77	95	33
Institutional	33	34	36	37	39	40	50	17
Total	165	172	180	187	195	204	251	86

Trip Generation Rates

Severance will use average daily vehicle trips as the demand units for Transportation fees. This section discusses residential and nonresidential trip generation assumptions.

RESIDENTIAL TRIP GENERATION RATES

For residential development, TischlerBise uses trip generation rates published in [Trip Generation](#), Institute of Transportation Engineers, 11th Edition (2021). As shown in Figure A9, single-family units generate 9.43 average weekday vehicle trip ends per unit, and multifamily units generate 4.28 average weekday vehicle trip ends per unit.

Figure A9: Average Weekday Vehicle Trip Ends by Housing Type

Units in Structure	Trip Ends per Unit
Single Family Units	9.43
Multifamily Units	4.28

Trip Generation, Institute of Transportation Engineers, 11th Edition (2021).

NONRESIDENTIAL TRIP GENERATION RATES

For nonresidential development, TischlerBise uses trip generation rates published in Trip Generation, Institute of Transportation Engineers, 11th Edition (2021). The prototype for industrial development is Industrial Park (ITE 130) which generates 3.37 average weekday vehicle trip ends per 1,000 square feet of floor area. The prototype for commercial development is Shopping Center (ITE 820) which generates 37.01 average weekday vehicle trip ends per 1,000 square feet of floor area. For office & other services development, the proxy is General Office (ITE 710), and it generates 10.84 average weekday vehicle trip ends per 1,000 square feet of floor area. For institutional development, the proxy is Government Office (ITE 730), and it generates 22.59 average weekday vehicle trip ends per 1,000 square feet of floor area.

Figure A10: Average Weekday Vehicle Trip Ends by Land Use

ITE Code	Land Use Group	Demand Unit	Avg Wkdy Trip Ends Per Demand Unit ¹	Avg Wkdy Trip Ends Per Employee ¹	Employees Per Demand Unit	Square Feet Per Employee
130	Industrial Park	1,000 Sq Ft	3.37	2.91	1.16	864
710	General Office (avg size)	1,000 Sq Ft	10.84	3.33	3.26	307
730	Government Office	1,000 Sq Ft	22.59	7.45	3.03	330
820	Shopping Center (avg size)	1,000 Sq Ft	37.01	17.42	2.12	471

1. Trip Generation, Institute of Transportation Engineers, 11th Edition (2021).

Development Projections

Provided below are summaries of development projections used in the Development Impact Fee Study. Development projections are used to illustrate a possible future pace of demand for service units and cash flows resulting from revenues and expenditures associated with those demands.

Figure A11: Development Projections Summary

Severance, Colorado	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	10-Year
	Base Year	1	2	3	4	5	6	7	8	9	10	Increase
Population	11,111	11,488	11,865	12,241	13,559	14,876	16,193	17,513	18,833	20,154	21,471	10,360
Housing Units												
Single Family	3,646	3,773	3,901	4,028	4,473	4,918	5,363	5,809	6,255	6,701	7,146	3,500
Multifamily	0	0	0	0	0	0	0	0	0	0	0	0
Total Housing Units	3,646	3,773	3,901	4,028	4,473	4,918	5,363	5,809	6,255	6,701	7,146	3,500
Employment												
Industrial	56	59	61	64	67	69	72	75	79	82	86	29
Commercial	45	47	49	51	53	55	58	60	63	65	68	23
Office & Other Service	204	213	222	232	242	252	263	274	286	298	311	106
Institutional	99	103	108	112	117	122	127	133	138	144	151	51
Total Employment	405	422	440	459	478	499	520	542	565	590	615	210
Nonres. Floor Area (x1,000)												
Industrial	49	51	53	55	57	60	62	65	68	71	74	25
Commercial	21	22	23	24	25	26	27	28	29	31	32	11
Office & Other Service	63	65	68	71	74	77	81	84	88	91	95	33
Institutional	33	34	36	37	39	40	42	44	46	48	50	17
Total Nonres. Floor Area	165	172	180	187	195	204	212	221	231	241	251	86

APPENDIX B: LAND USE DEFINITIONS

Residential Development

As discussed below, residential development categories are based on data from the U.S. Census Bureau, American Community Survey. Severance will collect development impact fees from all new residential units. One-time development impact fees are determined by site capacity (i.e., number of residential units).

Single-Family:

1. Single-family detached is a one-unit structure detached from any other house, that is, with open space on all four sides. Such structures are considered detached even if they have an adjoining shed or garage. A one-family house that contains a business is considered detached as long as the building has open space on all four sides.
2. Single-family attached (townhouse) is a one-unit structure that has one or more walls extending from ground to roof separating it from adjoining structures. In row houses (sometimes called townhouses), double houses, or houses attached to nonresidential structures, each house is a separate, attached structure if the dividing or common wall goes from ground to roof.

Multi-Family:

1. 2+ units (duplexes and apartments) are units in structures containing two or more housing units, further categorized as units in structures with “2, 3 or 4, 5 to 9, 10 to 19, 20 to 49, and 50 or more apartments.”
2. Boat, RV, Van, Etc. includes any living quarters occupied as a housing unit that does not fit the other categories (e.g., houseboats, railroad cars, campers, and vans). Recreational vehicles, boats, vans, railroad cars, and the like are included only if they are occupied as a current place of residence.

Nonresidential Development

The proposed general nonresidential development categories (defined below) can be used for all new construction within Severance. Nonresidential development categories represent general groups of land uses that share similar average weekday vehicle trip generation rates and employment densities (i.e., jobs per thousand square feet of floor area).

Commercial: Establishments primarily selling merchandise, eating/drinking places, and entertainment uses. By way of example, *Commercial* includes shopping centers, supermarkets, pharmacies, restaurants, bars, nightclubs, automobile dealerships, movie theaters, and hotels.

Industrial: Establishments primarily engaged in the production, transportation, or storage of goods. By way of example, *Industrial* includes manufacturing plants, distribution warehouses, trucking companies, utility substations, power generation facilities, and telecommunications buildings.

Institutional: Public and quasi-public buildings providing educational, social assistance, or religious services. By way of example, *Institutional* includes schools, universities, churches, daycare facilities, hospitals, government buildings, nursing homes, and assisted living facilities.

Office/Other Services: Establishments providing management, administrative, professional, or business services. By way of example, *Office/Other Services* includes banks, business offices, medical offices, and veterinarian clinics.



AGENDA ITEM SUMMARY

AGENDA ITEM	SUBMITTED BY	PRESENTED BY
Pg 78 - Home-Based Business Type II Use by Special Review Approval (1790 Valley Brook Lane)	Shani Porter, Town Planner	Shani Porter, Town Planner
ACTION REQUESTED		
The Planning Commission and Town Staff recommend approval of the Use by Special Review at 1790 Valley Brook Lane and ask the Town Council to take action by approval of the consent calendar.		<u>Action Requested</u> <u>Attorney Approved</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		
The Planning Commission and Town Staff recommend approval of the Use by Special Review at 1790 Valley Brook Lane and ask the Town Council to take action by approval of the consent calendar.		
MATERIALS SUBMITTED		
The following materials were submitted and included in this packet: 1. application 2. Affidavit of Sign Posting 3. Affidavit of Compliance SPO notice 4. 1790 Valley Brook Lane - Neighborhood Letter 5. PC-2023-06R- 1790 Valley Brook Ln 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 4663
Mailing Address: Same
City: _____ State: _____ Zip: _____ Email Address: sngate21@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-Tu 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



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

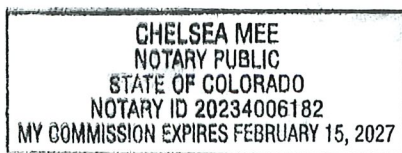
COLORADO NOTARY ACKNOWLEDGMENT

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

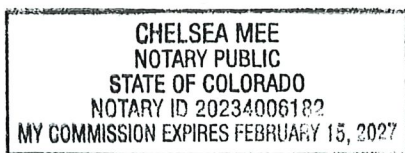
COLORADO NOTARY ACKNOWLEDGMENT

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.

Julie Stout
Chairperson

ATTEST:

Deah Vansdall
Secretary Town Clerk





AGENDA ITEM SUMMARY

AGENDA ITEM	SUBMITTED BY	PRESENTED BY
Pg 88 - Home-Based Business Type II Use by Special Review Approval (1077 Mount Oxford Avenue)	Shani Porter, Town Planner	Shani Porter, Town Planner
ACTION REQUESTED		
The Planning Commission and Town Staff recommend approval of the Use by Special Review at 1077 Mount Oxford Avenue and ask the Town Council to take action by approval of the consent calendar.		<u>Action Requested</u> <u>Attorney Approved</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		
The Planning Commission and Town Staff recommend approval of the Use by Special Review at 1077 Mount Oxford Avenue and ask the Town Council to take action by approval of the consent calendar.		
MATERIALS SUBMITTED		
The following materials were submitted and included in this packet: 1. Application 2. Affidavit of Compliance SPO 3. Affidavit of Sign Posting 4. SPO letter 5. PC-2023-07R- 1077 Mount Oxford Av HBB 12.20.23		



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 _____



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

[Signature]

12.06.2023

Signature

Date

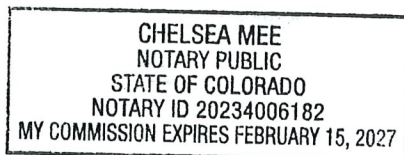
COLORADO NOTARY ACKNOWLEDGMENT

State of Colorado

County of WELD

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

(Seal)



[Signature]

(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

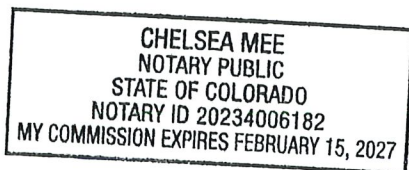
COLORADO NOTARY ACKNOWLEDGMENT

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



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

**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.

Julie Stout
Chairperson

ATTEST:

Leah Vanauddall
Secretary *Town Clerk*





AGENDA ITEM SUMMARY

AGENDA ITEM	SUBMITTED BY	PRESENTED BY
Pg 96 - Severance High School DECA Community Grant Request	Nicholas Wharton, Town Manager	Nicholas J. Wharton, MPA, ICMA- CM
ACTION REQUESTED		
The Citizens Advisory Board and Management recommend that the Town Council take action on the grant request of \$2000 for the Severance High School DECA Program and move to approve by motion of the consent calendar.		<u>Action Requested</u>
BRIEF SUMMARY		
Please see the summary attachment.		
PUBLIC SUPPORT/CONCERN		
None at this time.		
ANALYSIS AND RECOMMENDATION		
The Citizens Advisory Board and Management recommend that the Town Council take action on the grant request of \$2000 for the Severance High School DECA Program and move to approve by motion of the consent calendar.		
MATERIALS SUBMITTED		
The following materials were submitted and included in this packet: 1. DECA DESCRIPTION 2. Application Forms 3. Policy and Procedure for Grants to Community Organizations		

Severance High School Deca is a local chapter of the Distributive Education Clubs of America. The DECA mission is to prepare emerging leaders and entrepreneurs for careers in finance, hospitality, business management, and marketing. In the Severance DECA chapter, we strive to uphold those values as well as offer a unique opportunity to our students to participate in a student led organization, work on fundraising and community service projects, participate in challenging competition on the district, state, and international level, and use an emerging school-based enterprise to gain work-based learning experience. This year we have more state qualifiers than ever before and hope that their hard work and determination will pay off with a qualification to internationals this year. Although our fundraising efforts have succeeded in taking our participants to two practice competitions, as well as an educational conference in Austin, TX for our officer team, we are hoping to receive this grant in order to fund as many state costs as possible so we can continue working on practicing for competition, and less on fundraising.



COMMUNITY GRANT REQUEST FORM

Requesting Organization: Severance High School DECA

Contact Name: Lee Oldenburg Phone: (970) 833-7100

Mailing Address: 1200 Hidden Valley Pkwy

City: Severance State: CO Zip: 80550

Please describe how the grant, if awarded, would be used and how this use relates to any of the Award Criteria in the Town's Grants to Community Organizations Policy:

The grant would be used to fund the development of our DECA organization, specifically by funding our 6 state qualifiers and possible international qualifiers. This experience would benefit the 19 members of our chapter as well as the school as a whole.

Amount Requested: \$2000

Has the Town of Severance contributed to the Requesting Organization in the past? ☒ No ☐ Yes

If yes, what amount(s) and when? _____

Please attach a detailed accounting of how the funds were used and describe how the funds benefitted the community:



Please list your organization's top five funding sources (corporate, government, and individual contributions) and the amounts received from these sources in each of the last two complete fiscal years for your organization:

Organization	Amount Received
1888 Industrial Services	\$1000
Pediatric Dentistry of Wyoming	\$1000
Saptron consulting	\$1000
Dean Contracting Inc.	\$1000
Individual Contributions	\$2500

Does the IRS classify the Requesting Organization as a 501(c)3 organization? ☐ No ☐ Yes ☒ n/a

Please attach the following information:

1. Most recent year's actual income and expenses for the organization and for the specific event or project for which the funds will be used.
2. Most recent budget for the organization and for the specific event or project for which the funds will be used.
3. Names and addresses of all board members, including designated officers.
4. Any other documents that will support the application.

The undersigned hereby certifies that a) the information in this application and supporting documents are correct to the best of his/her knowledge, and b) the Internal Revenue Service 501(c)3 determination, if applicable, has not been revoked, canceled, or modified; and c) funds will be used for the projects outlined in this Donation Request Form.


Signature

12.6.23
Date

Along with this application, please include a brief description of the Requesting Organization (including its mission & leadership) and any other information relevant to this request.

For Management Use Only

Amount Requested: _____

☐ 1st Time Request

☐ Annual Request

Date Filed: _____

☐ Approved

☐ Denied

Weld County School District RE-4

SHS ACTIVITY FUND - DETAIL

Fiscal Year: 2023-2024

From Date: 7/1/2023 To Date: 11/15/2023

☐ Include pre encumbrance ☐ Print accounts with zero balance ☒ Filter Encumbrance Detail by Date Range

☐ Exclude inactive accounts with zero balance

Account Number	Description	Budget	Adjustments	GL Budget	Current	YTD	Balance	Encumbrance	Budget Bal % Rem
23.305.14.1938.0580.000.0000	DECA TRAVEL AND REGISTRATION	\$0.00	\$0.00	\$0.00	\$7,567.79	\$7,567.79	(\$7,567.79)	\$0.00	0.00%

Transaction Detail (Standard)	Requisition Number	PO/Ship Number	Description	Name	Journal	Amount
01109084	4605	2024001214	AP POSTING	Riverdale Ridge Highschool	Accounts Payable	\$600.00
11/17/23 FLIGHTS	40971	3050968	AP POSTING	Travel Leaders	Accounts Payable	\$3,247.79
12	40926	3050924	AP POSTING	Rocky Mountain High School	Accounts Payable	\$750.00
147139M	4551	2024001163	AP POSTING	DECA Inc	Accounts Payable	\$1,000.00
147139M	4551	2024001163	AP UN-POSTING	DECA Inc	Accounts Payable	-\$500.00
147673M	4571	2024001182	AP POSTING	DECA Inc	Accounts Payable	\$1,880.00
147673M	4571	2024001182	AP UN-POSTING	DECA Inc	Accounts Payable	-\$940.00
147678M	4567	2024001174	AP UN-POSTING	DECA Inc	Accounts Payable	-\$810.00
147678M	4567	2024001174	AP POSTING	DECA Inc	Accounts Payable	\$1,620.00
23004	40974	3050971	AP POSTING	Fossil Ridge High School	Accounts Payable	\$720.00
					Detail Total:	\$7,567.79

Encumbrance Detail (Standard)	Requisition Number	PO/Ship Number	Description	Name	Journal	Amount
0	4551	2024001163		DECA Inc		\$0.00
0	4567	2024001174		DECA Inc		\$0.00
0	4571	2024001182		DECA Inc		\$0.00
0	4605	2024001214		Riverdale Ridge Highschool		\$0.00
0	40926	3050924		Rocky Mountain High School		\$0.00
0	40971	3050968		Travel Leaders		\$0.00
0	40974	3050971		Fossil Ridge High School		\$0.00
					Detail Total:	\$0.00

23.305.14.1938.1741.000.0000	DECA PARTICIPATION FEES	\$0.00	\$0.00	\$0.00	(\$900.00)	(\$900.00)	\$0.00	\$0.00	0.00%
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Transaction Detail (Standard)	Requisition Number	PO/Ship Number	Description	Name	Journal	Amount
366	0	0	DEPOSIT - IC ONLINE - SEPT 2023		Deposits	-\$350.00
378	0	0	DEPOSIT - IC ONLINE OCTOBER 2023		Deposits	-\$550.00
					Detail Total:	-\$900.00

23.305.14.1938.1750.000.0000	DECA FUNDRAISERS	\$0.00	\$0.00	\$0.00	(\$5,191.79)	(\$5,191.79)	\$0.00	\$5,191.79	0.00%
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Transaction Detail (Standard)	Requisition Number	PO/Ship Number	Description	Name	Journal	Amount
354	0	0	DEPOSIT - MISC 8/24/23		Deposits	-\$152.61
355	0	0	DEPOSIT - FRIDAY NIGHT LIGHTS 8/21/23		Deposits	-\$96.00
364	0	0	DEPOSIT - REVTRAK - SEPT 2023		Deposits	-\$2,881.30
377	0	0	DEPOSIT - REVTRAK OCTOBER 2023		Deposits	-\$1,916.20
383	0	0	DEPOSIT - MISC 11/10/23		Deposits	-\$145.68
					Detail Total:	-\$5,191.79

Weld County School District RE-4

SHS ACTIVITY FUND - DETAIL

Fiscal Year: 2023-2024

From Date: 7/1/2023 To Date: 11/15/2023

- ☐ Include pre encumbrance
- ☐ Exclude inactive accounts with zero balance
- ☐ Print accounts with zero balance
- ☒ Filter Encumbrance Detail by Date Range

Account Number	Description	Budget	Adjustments	GL Budget	Current	YTD	Balance	Encumbrance	Budget Bal	% Rem
23,305.14,1938,6760,000,0000	DECA FUND BALANCE	\$0.00	\$0.00	\$0.00	(\$2,000.00)	(\$1,581.25)	\$1,581.25	\$0.00	\$1,581.25	0.00%

Transaction Detail (Standard)		PO/Ship Number	Description	Name	Journal	Amount
Reference Number	Requisition Number	0	JE's 10/13/23	michelle.schumacher	Adjusting	-\$2,000.00
959					Detail Total:	-\$2,000.00

PROGRAM: DECA - 1938 \$0.00 \$0.00 \$0.00 (\$105.25) \$105.25 \$0.00 \$105.25 0.00%

Weld County School District RE-4

SHS DF - DETAIL

Fiscal Year: 2023-2024

From Date: 7/1/2023 To Date: 11/15/2023

☐ Include pre encumbrance ☐ Print accounts with zero balance ☒ Filter Encumbrance Detail by Date Range
☐ Exclude inactive accounts with zero balance

Account Number	Description	Budget	Adjustments	GL Budget	Current	YTD	Balance	Encumbrance	Budget Bal	% Rem
10.305.13.0300.0580.000.3120	TRAVEL AND REGISTRATION	\$2,000.00	\$0.00	\$2,000.00	\$955.00	\$955.00	\$1,045.00	\$0.00	\$1,045.00	52.25%
Transaction Detail (Standard)										
Reference Number	Requisition Number	PO/Ship Number	Description	Name	Journal	Amount				
01109084	4605	2024001214	AP POSTING	Riverdale Ridge Highschool	Accounts Payable	\$30.00				
1064	0	0	P Card Activity September 2023	sheila.moya	Adjusting	\$295.00				
147139M	4551	2024001163	AP UN-POSTING	DECA Inc	Accounts Payable	-\$25.00				
147139M	4551	2024001163	AP POSTING	DECA Inc	Accounts Payable	\$50.00				
147673M	4571	2024001182	AP POSTING	DECA Inc	Accounts Payable	\$940.00				
147673M	4571	2024001182	AP UN-POSTING	DECA Inc	Accounts Payable	-\$470.00				
147678M	4567	2024001174	AP POSTING	DECA Inc	Accounts Payable	\$270.00				
147678M	4567	2024001174	AP UN-POSTING	DECA Inc	Accounts Payable	-\$135.00				
Detail Total:						\$955.00				

Encumbrance Detail (Standard)										
Reference Number	Requisition Number	PO/Ship Number	Description	Name	Journal	Amount				
0	4551	2024001163		DECA Inc		\$0.00				
0	4567	2024001174		DECA Inc		\$0.00				
0	4571	2024001182		DECA Inc		\$0.00				
0	4605	2024001214		Riverdale Ridge Highschool		\$0.00				
Detail Total:						\$0.00				

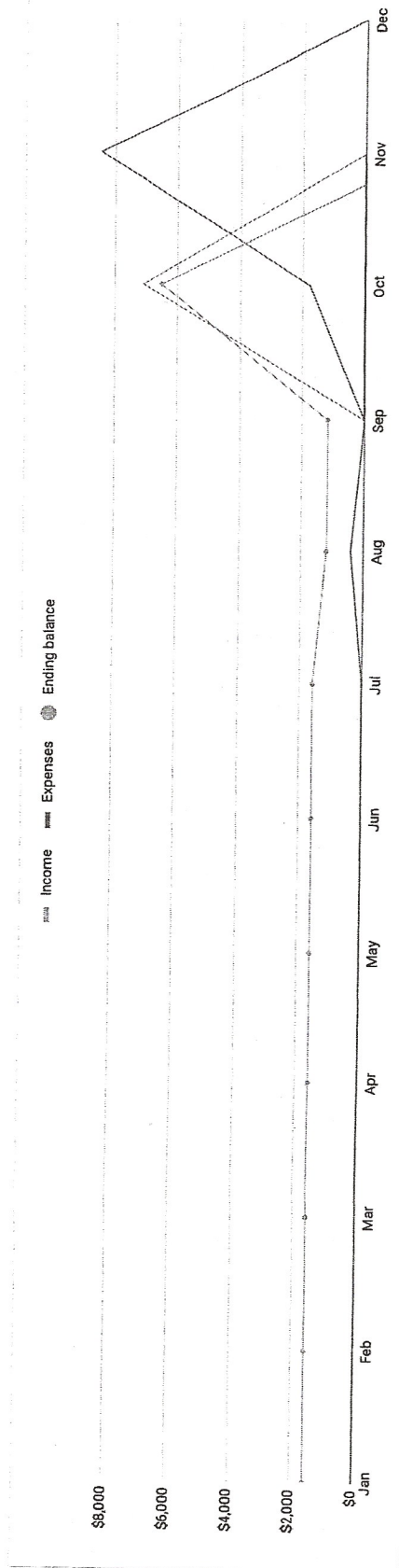
10.305.13.0300.0610.000.3120	SUPPLIES	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$0.00	\$1,500.00	\$0.00	\$1,500.00	100.00%
	PROGRAM: BUSINESS - 0300	\$3,500.00	\$0.00	\$3,500.00	\$955.00	\$955.00	\$2,545.00	\$0.00	\$2,545.00	72.71%

ABOUT THIS SHEET

This sheet generates a summary of your spending based on data in the 'Expenses' and 'Income' tabs. Make sure you've set a starting balance in the 'Setup' tab before beginning.

NOTE

Please don't edit this sheet. It contains formulas and will update automatically.



Summary

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Average
Income	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$7,091	\$0	\$0	\$7,091	\$7,091
Expenses	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$400	\$0	\$1,765	\$8,453	\$0	\$10,618	\$3,539
Net savings [1]	\$0	\$0	\$0	\$0	\$0	\$0	\$0	-\$400	\$0	\$5,326	-\$8,453	\$0	-\$3,527	\$5,326
Ending balance [	\$1,582	\$1,582	\$1,582	\$1,582	\$1,582	\$1,582	\$1,582	\$1,182	\$1,182	\$6,508	-\$1,945	-\$1,945	\$1,994	\$1,994

Income

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Average
Member Dues	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$900	\$0	\$0	\$900	\$75
Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6,191	\$0	\$0	\$6,191	\$516

Expenses

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Average
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Income

Member Dues	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Average
Monthly totals:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$900	\$0	\$0	\$900	\$75
19 Members										\$900			\$900	\$900
													\$0	\$0
													\$0	\$0
													\$0	\$0
													\$0	\$0
Other													\$0	\$0
Monthly totals:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6,191	\$0	\$0	\$6,191	\$516
Fundraising										\$191			\$191	\$191
Donations										\$5,000			\$5,000	\$5,000
Gifts													\$0	\$0
													\$0	\$0
													\$0	\$0
Other										\$1,000			\$1,000	\$1,000

Expenses

[Category 1]

[Category 2]

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Average
[Category 1]													\$0	\$0
[Category 2]													\$0	\$0

Expenses

Competition Fees	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Average
Monthly totals:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,240	\$1,575	\$0	\$2,815	\$235
OTTD										\$480			\$480	\$480
CSU Invite										\$760			\$760	\$760
Conference 7 District											\$630		\$630	\$630
State													\$0	\$0
ICDC													\$0	\$0
Power Trip											\$945		\$945	\$945
													\$0	\$0
													\$0	\$0
Monthly totals:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,213	\$0	\$5,213	\$434
Airfare											\$5,213		\$5,213	\$5,213
													\$0	\$0
													\$0	\$0
													\$0	\$0
													\$0	\$0
Other													\$0	\$0
Monthly totals:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,410	\$0	\$1,410	\$118
Hotels											\$1,410		\$1,410	\$1,410
Other													\$0	\$0
													\$0	\$0
													\$0	\$0
Monthly totals:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$400	\$0	\$0	\$0	\$0	\$400	\$33
DECA +								\$400					\$400	\$400
													\$0	\$0
Other													\$0	\$0
													\$0	\$0
													\$0	\$0

Expenses

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Average
													\$0	\$0
													\$0	\$0
													\$0	\$0
													\$0	\$0
													\$0	\$0
													\$0	\$0
													\$0	\$0
													\$0	\$0

Transportation

Monthly totals:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$255	\$0	\$255	\$21
Fuel													\$0	\$0
Rental Cars											\$255		\$255	\$255
School Transportation													\$0	\$0
Other													\$0	\$0
													\$0	\$0
													\$0	\$0
													\$0	\$0
													\$0	\$0

Membership Fees

Monthly totals:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$525	\$0	\$0	\$525	\$44
Chapter Registration										\$525			\$525	\$525
													\$0	\$0
													\$0	\$0

Monthly totals:	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
													\$0	\$0
													\$0	\$0
													\$0	\$0
													\$0	\$0
													\$0	\$0



Policy and Procedure for Grants to Community Organizations

Purpose

This policy aims to set a uniform policy and process by which community organizations may request financial and in-kind participation from the Town of Severance to support projects, programs, and events meeting the eligibility requirements set forth below.

Limitations and Special Provisions

The Town Council has certain fiscal limitations on the amount of municipal funds it can set aside for donations to community projects. The Town Council sets aside the aggregate amount during the annual budget process. This amount may vary from budget year to budget year according to priorities, available revenues, and the amount appropriated by the Town Council for this purpose in each budget year.

The Town is precluded from donating funds to any religious organization.

Depending upon the characteristics of the project or event, the Town's participation may necessitate the applicant to provide appropriate insurance coverage at the applicant's cost.

Eligibility

Eligibility is restricted to applicants recognized as community service organizations, organized and federally designated as non-profit corporations, or a governmental agency for tax purposes. Private businesses may apply through a local non-profit or governmental agency, which will serve as the sponsor and administrative unit for managing the project, program, or event.

Award Criteria

All applications for municipal donations will be reviewed based on how well the donation request satisfies the following general criteria:

- The transfer confers a direct benefit of reasonably general character to a significant part of the public—i.e., the transfer accomplishes a public purpose, serves as benefit to the community as a whole, or generates sizeable benefits to those who do not help finance the organization's activities;
- The transfer is directly related to, within or serves one of the Town's municipal powers or functions—i.e., the activities of the entity are virtually indistinguishable from those of the Town or the services provided are of the kind typically offered by government, either directly or through subsidies; and
- The degree to which the entity is subject to a non-distribution constraint that prohibits the distribution of residual earnings to individuals who exercise control over the entity—i.e., those who control the organization are constrained in their ability to benefit personally from providing low-quality services.

Availability of Funds Process

All funding requests must be submitted on a donation request form available at Town Hall or online. Requests will be submitted to the Selection Committee appointed by the Town Council for consideration. Generally, the funding requests will be considered collectively (as a group) at a regularly scheduled meeting.

Grants	Type of Community Grant (CG)	2024 Total Funds	Community Grants
1 (\$2000)	Non-Profit	\$2,000	Grants can be applied for at any time on a first come, first serve basis as funds are available. Non-Profit requests will be approved by the Town Council during the next available meeting, if Recommended by the Citizen Advisory Board.
2 (\$1000)	Non-Profit	\$2,000	
2 (\$500)	Non-Profit	\$1,000	
1 (\$2000)	Severance School Organization	\$2,000	
2 (\$1000)	Severance School Organization	\$2,000	
2 (\$500)	Severance School Organization/Student	\$1,000	
Total		\$10,000	



AGENDA ITEM SUMMARY

AGENDA ITEM	SUBMITTED BY	PRESENTED BY
Pg 111 - Mayor Pro-Tem Appointment	Nicholas Wharton, Town Manager	Nicholas J. Wharton, MPA, ICMA-CM
ACTION REQUESTED		
Management asks that the Town Council discuss the Mayor Pro Tem appointment and take action. • Actions that may be taken: ○ Move to appoint a Mayor Pro Tem for a one-year term		<u>Action Requested Discussion</u>
BRIEF SUMMARY		
Per Article III Section 3.08 of the Town of Severance Home Rule Charter: 3.08 Mayor Pro Tern and Acting Mayor. (1) A Mayor Pro Tern shall be elected by the Council from its own membership each January. The Mayor Pro Tern shall act as Mayor during the absence of the Mayor.		
PUBLIC SUPPORT/CONCERN		
None at this time.		
ANALYSIS AND RECOMMENDATION		
Management recommends that the Town Council take action and move to appoint a Mayor Pro Tem for a one-year term.		
MATERIALS SUBMITTED		
The following materials were submitted and included in this packet: None		



AGENDA ITEM SUMMARY

AGENDA ITEM	SUBMITTED BY	PRESENTED BY
Pg 112 - Town Council Liaison Appointments	Nicholas Wharton, Town Manager	Nicholas J. Wharton, MPA
ACTION REQUESTED		
Management asks that the Town Council discuss the appointment of liaisons to the boards and commission below and take action. • Actions that may be taken: ○ Move to appoint a liaison to all or some of the listed boards/commissions for a one-year term		<u>Discussion</u> <u>Action Requested</u>
BRIEF SUMMARY		
Annually, the Town Council should review and appoint liaisons to the following Boards and Commissions for a one-year term: • Chamber of Commerce (2nd & 4th Friday at 9:00 am) • Citizen Advisory Board (1st Wednesday of Each Month at 6:00 pm) • Clearview Library District (Last Thursday of Each Month at 5:30 pm) • Great Western Trail Authority (1st Thursday of Each Month at 5:00 pm) • North Front Range MPO (2nd Thursday of Each Month at 6:00 pm) • North Weld County Water District (2nd Monday of Each Month at 8:30 am) • Weld RE-4 School District (One Tuesday Each Month at 7:00 pm) • Windsor-Severance Fire District (2nd Tuesday of Each Month at 6:00 pm) • Windsor-Severance Historical Society (4th Monday of Each Month at 10:00 am)		
PUBLIC SUPPORT/CONCERN		
None at this time.		
ANALYSIS AND RECOMMENDATION		
Management recommends that the Town Council take action and move to appoint liaisons to all or some of the above commissions and boards.		
MATERIALS SUBMITTED		
The following materials were submitted and included in this packet: None		



AGENDA ITEM SUMMARY

AGENDA ITEM	SUBMITTED BY	PRESENTED BY
Pg 113 - Resolution 2024-03R: A Resolution of the Town Council of the Town of Severance, Colorado, Approving the Twentieth Interim Agreement between the Northern Integrated Supply Project Water Activity Enterprise and the Town of Severance, Colorado Acting with and on behalf of the Severance Water Utility Enterprise for participation in the Northern Integrated Supply Project	Nicholas Wharton, Town Manager	Nicholas J. Wharton, MPA, ICMA-CM
ACTION REQUESTED		
Town Management asks the Town Council to review and discuss Resolution 2024-03R: A Resolution of the Town Council of the Town of Severance, Colorado, Approving the Twentieth Interim Agreement and take action. • Actions that may be taken: ○ Move to approve Resolution 2024-03R ○ Take No Action		<u>Resolution</u> <u>Action Requested</u> <u>Attorney Approved</u>
BRIEF SUMMARY		
This is the annual NISP agreement that states the participants agree to participate in Phase 3A, Phase 5, Phase 6, and Phase 7 of the Project under and pursuant to the terms and conditions of the Agreement. The 2024 participant cost for the Town of Severance is \$1,365,000; this amount is budgeted for.		
PUBLIC SUPPORT/CONCERN		
None at this time.		
ANALYSIS AND RECOMMENDATION		
Town Management asks that the Town Council take action and move to approve Resolution 2024-03R: A Resolution of the Town Council of the Town of Severance, Colorado, Approving the Twentieth Interim Agreement.		
MATERIALS SUBMITTED		
The following materials were submitted and included in this packet: 1. Resolution 2024-03R- NISP 20th Interim Agreement		

- | | |
|----|---|
| 2. | Severance Twentieth Interim Participation Agreement_NISP_11.30.2023 |
| 3. | NISP 2024 20th Interim Agreement Town of Severance-INVÖICE 12025 |

**TOWN OF SEVERANCE
RESOLUTION 2024-03R**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SEVERANCE,
COLORADO, APPROVING THE TWENTIETH INTERIM AGREEMENT BETWEEN
THE NORTHERN INTEGRATED SUPPLY PROJECT WATER ACTIVITY
ENTERPRISE AND THE TOWN OF SEVERANCE COLORADO ACTING WITH AND
ON BEHALF OF THE SEVERANCE WATER UTILITY ENTERPRISE FOR
PARTICIPATION IN THE NORTHERN INTEGRATED SUPPLY PROJECT**

WHEREAS, the Northern Integrated Supply Project Water Activity Enterprise (“NISP Enterprise”) is developing a water project (“Project”) for the purpose of developing a new reliable water supply for the beneficial use of the Town of Severance acting with and on behalf of the Town Water Utility Enterprise and other entities; and

WHEREAS, overall Project costs are divided among the entities that participate in the Project; and

WHEREAS, Phases 1, 2 and 4 of the Project have been completed and years one through six of the 3rd Phase, have been completed; and

WHEREAS, it is necessary that the NISP Enterprise pursue years 7 through 18 of the Project (referred to as Phase 3A) and Phases 5, 6 and 7 of the Project at this time in order to be able to complete the Project on the time schedule desired by the participants; and

WHEREAS, pursuing Phases 3A, 5, 6 and 7 of the Project on behalf of the participants will require funding from the participants.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF SEVERANCE, COLORADO:

The Twentieth Interim Agreement between the Northern Integrated Supply Project Water Activity Enterprise and the Town of Severance acting with and on behalf of the Town Water Utility Enterprise for Participation in the Northern Integrated Supply Project is approved in substantially the same form as the copy attached hereto and made a part of this resolution. The Mayor is authorized to execute the Twentieth Interim Agreement on behalf of the Town of Severance acting with and on behalf of the Town Water Utility Enterprise.

RESOLVED AND APPROVED this 9th day of January, 2024.

TOWN OF SEVERANCE, COLORADO

Matthew Fries, Mayor

ATTEST:

Leah Vanarsdall, Town Clerk

TWENTIETH INTERIM AGREEMENT WITH THE
NORTHERN INTEGRATED SUPPLY PROJECT WATER ACTIVITY ENTERPRISE,
FOR PARTICIPATION IN THE
NORTHERN INTEGRATED SUPPLY PROJECT

This Agreement is made and entered into as of _____, 20__, by and between the Northern Integrated Supply Project Water Activity Enterprise, a government-owned business within the meaning of Article X, § 20(2)(d) of the Colorado Constitution, organized pursuant to C.R.S. §§ 37-45.1-101 et seq., owned by the Northern Colorado Water Conservancy District, and whose address is 220 Water Avenue, Berthoud, Colorado 80513 (the “NISP Enterprise”), and the Town of Severance, a Colorado Statutory Town, whose address is P.O. Box 339, Severance, Colorado 80546 (“Participant”).

Recitals

- A. The NISP Enterprise is developing a water project (the “Project”) for the purpose of developing a new reliable water supply for the beneficial use of the Participant and other entities.
- B. Overall Project costs will be divided among the entities that participate in the Project.
- C. The First, Second, and Fourth Phases of the Project, and years one through six of the Third Phase, have been completed.
- D. The Third Phase, Years 7 through 20 (hereinafter referred to as “Phase 3A”), will consist of further agency consultation, permitting with the U.S. Army Corps of Engineers and other agencies, compliance with the National Environmental Policy Act and other requirements for federal permitting, field work, and analysis for permitting, modeling, and other activities related to designing and permitting the Project.
- E. The Fifth Phase of the Project consists of the Glade Reservoir final design, Highway 287 relocation final design and CM/GC design involvement, and completion of the Galeton Dam preliminary design.
- F. The Sixth Phase involves continued NISP conveyance delivery refinement, South Platte Water Conservation Project negotiations, land and easement definition and purchase, and potential advancement of time-sensitive mitigation activities.
- G. The Seventh Phase involves the development of a NISP Allotment Contract, financial project planning, legal defense of the Project permits, and overall project administration.
- H. It is necessary that the NISP Enterprise pursue Phases 3A, 5, 6, and 7 of the Project at this time in order to be able to complete the Project on the time schedule desired by the participants.

- I. Pursuing Phases 3A, 5, 6, and 7 of the Project on behalf of the participants will require continued funding from the participants.

Agreement

1. The Participant agrees to participate in Phases 3A, 5, 6, and 7 of the Project, under and pursuant to the terms and conditions of this Agreement. The Participant acknowledges that it shares a common interest in development of the Project and that privileged material may be shared with the Participant from time to time. A description of Phase 3A, Phase 5, Phase 6, and Phase 7 is included in **Exhibit A**. Participation in this Agreement in no way obligates the Participant to participate in subsequent phases of the Project or to continue involvement in the Project in any manner.
2. For the purposes of cost allocation in Phase 3A, Phase 5, Phase 6, and Phase 7, the cost is based upon the Participant's base requested capacity divided by the total requested base Project yield. The Participant's initial base requested capacity in the Project is 2,000 acre-feet of water yield. Attached hereto as **Exhibit B** is a table showing the currently anticipated permitted capacity in the Project and the pro rata share of the costs of the Project for 2024 for each Participant. The costs covered by this Agreement shall be separate from costs covered by the NISP Phase I Agreement between the NISP Enterprise and the Participant. The Participant may request a reduction or increase, in base requested capacity, which will be implemented by the NISP Enterprise so long as any costs of design, environmental studies, permitting or other matters are paid by the Participant pursuant to its pro-rata cost basis. If a reduction in the Participant's base requested capacity is made, the formula for allocation of costs among the participants shall be changed accordingly so that all participants bear a pro rata share of the Phase 3A, Phase 5, Phase 6, and Phase 7 costs of the Project after the change based on their final base requested capacities. For purposes of the environmental analysis for the Project, the Participant's permitted capacity in the Project is 2,000 acre-feet of water yield. In the event that the Participant's base requested capacity is increased or decreased, the Participant's permitted capacity shall be increased or decreased in the same percentage as the percentage increase or decrease of the base requested capacity.
 - a. In the event that a Participant transfers a portion of its base requested capacity to a third-party entity during the term of this Agreement, the Participant may allocate the pro-rata cost associated with the transferred capacity to the third-party entity, or in the event that the cost is not allocated to the third-party entity, the associated pro-rata cost obligation shall remain with the signatory Participant herein.
 - b. Any transfer of base requested capacity must be approved by the NISP Enterprise Board of Directors prior to transfer.
3. The Participant agrees to provide to the NISP Enterprise funds for its pro rata share of the anticipated 2024 costs necessary for Phase 3A, Phase 5, Phase 6, and Phase 7 of the Project. The NISP Enterprise estimates that the Participant's pro rata share of the costs of the Project is \$1,365,000 for 2024. The Participant will pay the NISP Enterprise its pro

rata share of these 2024 costs on or before January 15, 2024. The NISP Enterprise will invoice the Participant for this payment. These estimated costs will not be increased or exceeded without the prior written approval of the Participant. Participant funds that are not expended during Phase 3A, Phase 5, Phase 6, and Phase 7 will be rebated back to each participant pro rata based on each participant's contribution of funds to the Project in Phase 3A, Phase 5, Phase 6, and Phase 7.

4. In the event that the Participant fails to make the payment set forth above at the specified time, the NISP Enterprise shall have the right to terminate this Agreement and cease all work on the Project for the benefit of the Participant. The NISP Enterprise shall give the Participant thirty (30) days' advance written notice of its intention to terminate this Agreement and cease work on the Project for the Participant's benefit under this paragraph. The Participant shall have until the end of said 30-day period in which to make all past due payments in full in order to cure its default hereunder. The Participant shall in any event be responsible for its pro rata share of the 2024 costs of Phase 3A, Phase 5, Phase 6, and Phase 7 of the Project actually incurred by the NISP Enterprise up to the date of termination of this Agreement.
5. The NISP Enterprise agrees to diligently pursue Phase 3A, Phase 5, Phase 6, and Phase 7 of the Project in good faith to the extent that funds therefor are provided by the Participant under this Agreement and by other participants under similar agreements. By entering into this Agreement and accepting payments from the Participant, the NISP Enterprise does not obligate itself to, nor does the NISP Enterprise warrant that it will, proceed with the Project beyond Phase 7 or that it will construct or operate the Project. At the end of Phase 7, the NISP Enterprise will determine after consultation with the participants whether to proceed with the Project. The NISP Enterprise agrees that, if the participants provide all required funding, if the NISP Enterprise has the ability, and if the Project is feasible and practical, it will pursue the construction and operation of the Project if requested to do so by a sufficient number of participants to fully fund the Project. In the event that the NISP Enterprise decides not to proceed with the Project, it will so notify the Participant and this Agreement will immediately and automatically terminate upon the giving of such notice.
6. In the event of termination of the Project, the Participant shall not be entitled to any return of funds paid to the NISP Enterprise for the Project, unless payments by participants exceed the NISP Enterprise's costs as of the date the Project is terminated, in which case a pro rata refund will be made. In the event of such termination, the Participant shall be entitled to receive copies of any work products developed by the NISP Enterprise or its consultants on behalf of the Participant, and NISP Enterprise Board shall, in its sole discretion: (i) convey to the Participant, as a tenant in common with all other participants who have not been terminated under paragraph 4 above, a pro rata interest in all real and personal property acquired by the NISP Enterprise for the Project with funds provided under this Agreement or similar agreements with other participants; or (ii) disburse to the Participants the proceeds of any sale of assets in proportion to each Participant's Cost Share.

7. The Participant shall have the right to assign this Agreement and the Participant's rights hereunder, with the written consent of the NISP Enterprise, which consent shall not be unreasonably withheld, to any entity that is eligible to receive water deliverable through the Project and that is financially able to perform this Agreement.
8. In the event that this Agreement is terminated for any reason, the Participant shall not be entitled to any return of any funds paid to the NISP Enterprise for the Project except as provided in Paragraphs 3 and 6 above for those participants who have not been terminated under Paragraph 4 above, and the NISP Enterprise shall have no further obligations to the Participant.
9. Notwithstanding any other provision of this Agreement to the contrary, the Participant's maximum financial obligation under this Agreement shall be the payment of \$1,365,000 set forth in paragraph 3 above. The Participant shall have the right to terminate this Agreement at any time. In the event of such termination, each of the parties hereto shall be immediately released from all obligations recited herein as if this Agreement had not been entered into.
10. In the event that additional costs must be incurred for Phase 3A, Phase 5, Phase 6, and Phase 7 in 2024, the parties may amend this Agreement in writing to provide for further payment by the Participant of the costs for 2024. However, the Participant is not obligated under this Agreement to pay any costs for Phase 3A, Phase 5, Phase 6, and Phase 7 beyond the costs stated in paragraph 3 above.
11. This Agreement shall be interpreted under the laws of the State of Colorado. Venue for any disputes concerning this Agreement shall be in the Weld County, Colorado, District Court.
12. Nothing in this Agreement shall be construed to waive the protections and immunities afforded the NISP Enterprise and the Participant under the Colorado Governmental Immunity Act, C.R.S. § 24-10-101 et seq., and any similar or successor statutes of the State of Colorado.
13. Except for the obligation to pay money, neither party shall be liable to the other party for any delay or inability to perform its obligations hereunder by reason of acts of God, acts of the public enemy, riot, civil commotion, insurrection, acts or failure to act of governmental authorities, war, pandemic, or any other cause or causes beyond the party's reasonable control.
11. This Agreement is the entire agreement between the NISP Enterprise and the Participant regarding participation in Phase 3A, Phase 5, Phase 6, and Phase 7 of the Project and shall be modified by the parties only by a duly executed written instrument approved by the Participant and the NISP Enterprise's Board of Directors.
12. This Agreement is subject to approval by the NISP Enterprise's Board of Directors and shall become binding on the NISP Enterprise only upon such approval.

TOWN OF SEVERANCE, a Colorado Statutory Town

By:_____

Name:_____

Title:_____

THE NORTHERN INTEGRATED SUPPLY PROJECT WATER ACTIVITY
ENTERPRISE

By:_____

Bradley D. Wind, P.E.
General Manager

EXHIBIT A
DESCRIPTION OF PHASE 3A, PHASE 5, PHASE 6, and PHASE 7
NORTHERN INTEGRATED SUPPLY PROJECT

Phase 3A consists of a continuation of the permitting work associated with NISP. The work in 2024 will largely be remaining efforts in support of the final 404 permit and Record of Decision, potential minor modification of the 404 permit, mitigation development, and continuation of the Larimer County IGA process. Additionally, there will be work in support of the public information effort for NISP as well as overall Northern Water administration and legal support.

Phase 5 will consist of the Glade Reservoir facility design advancement and necessary geotechnical work and Highway 287 relocation final design.

Phase 6 involves the following additional 2024 activities:

- NISP conveyance will continue to be refined including evaluation of Participant flow requirements, pipeline sizing and route refinement, delivery system exchange potential, C-BT exchange potential, conveyance cost estimating, and cost allocation methodology development.
- South Platte Water Conservation Project negotiations will be advanced with the affected ditch companies and shareholder cooperative agreements will be developed.
- Land and easement requirements will be more specifically identified and acquired.
- Mitigation plans will continue to be advanced, and time sensitive mitigation activities may be pursued.

Phase 7 involves the following 2024 activities:

- Project financial planning
- Allotment contract development
- Legal defense of the Army Corps of Engineers 404 permit, and the Larimer County 1041 Permit.
- Potential activities associated with the City of Fort Collins' 1041 permit process.

EXHIBIT B
PARTICIPANT YIELD AND COSTS
PHASE 3A, PHASE 5, PHASE 6, and PHASE 7

Northern Integrated Supply Project	Rev. 1.1	10/24/2023	
Year 2024 Preconstruction Budget			
<i>Interim Contract 20</i>			
Item	Updated Cost		
NISP Owners Representative	\$ 300,000		
Glade Final Design Activities	\$ 10,000,000		
HW 287 Design Activities	\$ 1,600,000		
HW 287 CMGC	\$ 600,000		
HW 287 Utlility Relocation Design	\$ 200,000		
NISP Delivery Refinement	\$ 3,000,000		
River Intake Predesign and Design	\$ 400,000		
Environment&Mitigation	\$ 4,000,000		
Financing Consultant/Bond Counsel	\$ 200,000		
WQ Sample Testing/Studies	\$ 300,000		
Northern Water Labor	\$ 2,000,000		
Northern Water Indirect	\$ 800,000		
Legal	\$ 700,000		
Communications	\$ 100,000		
ROW-Land Appraisal/Title/Survey	\$ 200,000		
Pipeline Easements/Property	\$ 3,000,000		
SPWCP Negotiations	\$ 200,000		
Contingency/Other (10%)	\$ 2,700,000		
Total	\$ 30,300,000		
Approximate Carryover from 2023	\$ 3,000,000		
Total Requested of Participants for 2024	\$ 27,300,000		
	Project Yield	Percent of	2024
Participant	(Acre-ft)	Project	Budget
Central Weld Co. W.D.	3,500	8.75%	\$ 2,388,750
Dacono	1,250	3.13%	\$ 853,125
Firestone	1,300	3.25%	\$ 887,250
Frederick	2,600	6.50%	\$ 1,774,500
Eaton	1,300	3.25%	\$ 887,250
Erie	6,500	16.25%	\$ 4,436,250
Evans	1,200	3.00%	\$ 819,000
Fort Collins-Loveland. W.D.	3,400	8.50%	\$ 2,320,500
Fort Lupton	2,050	5.13%	\$ 1,399,125
Fort Morgan	3,600	9.00%	\$ 2,457,000
Lafayette	1,800	4.50%	\$ 1,228,500
Lefthand W.D.	4,900	12.25%	\$ 3,344,250
Morgan County Q.W.D.	1,300	3.25%	\$ 887,250
Severance	2,000	5.00%	\$ 1,365,000
Windsor	3,300	8.25%	\$ 2,252,250
Total	40,000	100.00%	\$ 27,300,000





AGENDA ITEM SUMMARY

AGENDA ITEM	SUBMITTED BY	PRESENTED BY
Pg 126 - Weld County Jail Services Contract	Nicholas Wharton, Town Manager	Nicholas J. Wharton, MPA, ICMA-CM
ACTION REQUESTED		
Town Management asks that the Town Council review and discuss the Weld County Jail Services Contract and take action. • Actions that may be taken: ○ Move to approve the Weld County Jail Services Contract ○ Take No Action		<u>Action Requested</u> <u>Attorney Approved</u>
BRIEF SUMMARY		
Every five years, Weld County Jail Services must renew the municipal contract between the Sheriff's Office and every municipality in Weld County; that task is due at the end of January 2024. The contract serves a few purposes, but most importantly, it holds the Municipality and the Sheriff's Office both accountable for the manner in which municipal inmates are held in the jail, the manner in which a court process can take place, and how the Municipality is billed for the inmate's length of stay in the Weld County Jail.		
PUBLIC SUPPORT/CONCERN		
None at this time.		
ANALYSIS AND RECOMMENDATION		
Town Management asks that the Town Council take action and move to approve the Weld County Jail Services Contract.		
MATERIALS SUBMITTED		
The following materials were submitted and included in this packet: 1. Severance muni agreement 2023		

**AGREEMENT FOR MUNICIPAL JAIL SERVICES BETWEEN WELD COUNTY
AND TOWN OF SEVERANCE, SEVERANCE POLICE DEPARTMENT**

This agreement is made this _____ day of _____, 2023, by and between the Town of Severance, Severance Police Department hereinafter referred to as the "Municipality"; and the County of Weld, a body corporate and political subdivision of the State of Colorado, through its Board of County Commissioners, hereinafter referred to as "County."

WHEREAS, the Municipality does not desire to maintain a jail facility and wishes to use the County Jail and the services of the Sheriff of the County of Weld; and

WHEREAS, the joint use of the County Jail facilities would provide increased efficiency for both parties; and

WHEREAS, in accordance 31-15-401 (1) (k), C.R.S., the Municipality, with the consent of the board of Weld County Commissioners, may use the county jail for the confinement or punishment of offenders, subject to such conditions as are imposed by law; and

WHEREAS, in accordance with Section 29-1-203, C.R.S., political subdivisions may cooperate or contract with one another to provide any function, service or facility lawfully authorized to each of the corporations or contracting entities; and

WHEREAS, in order to set forth clearly the responsibilities, obligations, powers and rights of each of the parties, the Municipality and the County hereby enter into this Agreement.

NOW, THEREFORE, for and in consideration of the mutual covenants, conditions, and promises contained herein, the parties hereto agree as follows:

1. Definitions

- A. Municipal Offender(s) – As used in this agreement, the term Municipal Offender(s) shall mean offenders placed with the County pursuant to this contract.
- B. Municipal Court – the duly designated judicial entity of the Municipality.

2. Conditions for Acceptance of Municipal Offender(s)

The following conditions must be met before a municipal offender will be accepted for commitment or placement at the Weld County Jail ("Jail"):

- A. The offender(s):
 - I. Must be an adult, 18 years of age or older.
 - II. Must be without serious medical and/or mental health issues, as determined by the Weld County Jail Medical Services Provider, including, but not limited to, communicable infectious disease.
 - III. Identity must be reasonably established.
- B. The Pre-booking documentation must be completed as required by the Jail and include, but not be limited to:
 - I. The actual and specific description of the municipal ordinance violation; or
 - II. The actual and specific description of the original municipal ordinance violation, if the booking results from a municipal arrest warrant for failure to appear, comply, complete conditions, or pay, or is a municipal mittimus order.
- C. One of the following forms of documentation from the Municipality must accompany the offender or be provided to the County prior to the offender being accepted and booked at the Jail:

- I. Mittimus Order

A mittimus order shall be accepted only if the commitment is for consecutive days, with the consecutive days not consisting of weekend days only or with days of liberty interspersed with days of detention. The offender may be committed to work release and/or electronic home detention if they meet the minimum acceptance criteria for such jail alternative program and if space is available.

- II. Arrest Warrant

An arrest warrant shall be accepted only if the arrest warrant: (1) includes the actual and specific, (original) municipal ordinance description, (e.g. Failure to Appear/Speeding, Failure to Pay Fines & Costs/ Disorderly Conduct, etc.), AND (2) specifies the amount and type of bond to secure bail, such as: a) an amount of cash, b) an amount of cash or surety, c) personal recognizance after 24 or 48 hours, or d) "Hold without Bond."

Notice of the municipal arrest warrant service shall be made to the municipal court clerk by fax and/or email, or a mutually accepted alternative, within 4 hours. The Municipality shall provide the municipal clerk's fax number to the

County at the time of the execution of this Agreement. The municipal law enforcement agency listed as the arrest warrant originating agency on the Colorado Bureau of Investigation's Colorado Crime Information Center (CCIC) computer system will be notified that the offender has been located when the arrest warrant is confirmed. The Weld County Jail is not responsible for notice to the Municipality, municipal court, or municipal court clerk other than by the means described in this Agreement.

III. Penalty Assessment, Summons or Summons & Compliant

A penalty assessment, summons and complaint, or summons shall be accepted

Municipal offenders cannot be released on personal recognizance after their incarceration based upon the issuance of these documents when any one of the three (3) above listed circumstances are present. A municipal detainer for the offender may be entered in lieu of issuing a penalty assessment, summons and complaint, or summons by request of the arresting municipal officer when any one of the three listed circumstances are present.

- D. The municipality shall provide the County with an Annual Court Appearance Schedule.
- E. The Municipality agrees to comply with the policies and procedures of the Jail and Weld County Sheriff's Department, unless specifically altered in this agreement.

3. Description of Services

- A. In accordance with the terms of this Agreement, it shall be the responsibility of the County to receive and safely keep every adult offender duly committed or placed in the Jail for safekeeping, examination, trial, or duly sentenced to imprisonment in the Jail upon conviction for any contempt, misconduct, or for any violation of municipal ordinance. The County shall not release the offender from jail, on bail or otherwise, except by lawful authority and/or pursuant to the provisions of this Agreement.

- B. It shall be the responsibility of the County to make record of every adult offender duly committed or placed in the Jail in accordance with the terms of this Agreement. The record shall include a photograph or digital image of the offender and offender identification information as defined in Colorado Revised Statutes 24-72-302 (1) and 24-73-302 (2).
 - I. Ten-print fingerprint cards will be electronically sent to the Colorado Bureau of Investigation when the actual and specific description of the municipal ordinance is provided on pre-booking documentation and/or municipal arrest warrants. A ten-print fingerprint card will be maintained by the County for each municipal offender in accordance with the Weld County Sheriff's Office Criminal Justice Records Retention Schedule approved by the Colorado Archivist.
- C. It shall be the responsibility of the County to accept municipal court orders temporarily detaining offenders held pursuant to county or district court matters. The County is responsible to provide timely notice to the municipal law enforcement agency or municipal court detaining the offender when there has been a disposition of pending county or district court matters. Notification to the municipal court shall be made within 4 hours.
- D. It shall be the responsibility of the County to accurately prepare for and accept bonds and related cash or surety documents, set court appearances in accordance with municipal court schedules, complete or prepare other municipal court documents required to accept and release municipal offenders into and from the Weld County Jail. The County is responsible to make said documents available to the municipal clerk or mail said documents to the municipal clerk via email the following work day.
- E. It shall be the responsibility of the County to afford municipal offenders' access to inmate programs and activities in a manner consistent with the Jail classification of like County inmates. The municipal offender's classification will be determined by the Jail Inmate Services Unit Classification staff.
- F. It shall be the responsibility of the County to comply with C.R.S. 17-26-109 and afford sentenced municipal offenders deductions of time for his/her municipal court sentence in a manner consistent with sentenced County offenders.
- G. It shall be the responsibility of the County to determine sentenced municipal offender's eligibility and conditions for furlough consistent

with sentenced County offenders. The County shall notify the municipal court of any municipal offender furlough.

- H. It shall be the responsibility of the County to comply with the provisions of C.R.S. 13-10-111.5, as amended, and any standing orders issued by the municipal court pursuant to said statute.

4. Duration of Agreement

This Agreement shall be effective upon final execution by the appropriate officers of both parties on the date first set forth above, and shall continue through **January 30th, 2025**, and shall be automatically renewable year to year for up to 5 years from final execution unless sooner terminated by notice from either party in accordance with Section 5 of this Agreement. It is further understood and agreed that the obligations of the Municipality as set forth herein shall be subject to annual appropriation. Nothing herein shall be deemed a multiple fiscal-year obligation in violation of Article X, Section 20 of the Colorado Constitution. At the time this Agreement is terminated, the Municipality shall retake all Municipal offenders.

5. Termination of Agreement

This Agreement may be unilaterally terminated, with or without cause, by 30 days written notice, by either party delivered to the other party in accordance with Section 12 "Notices". Within 30 days after delivery of said notice, the Municipality shall retake physical custody of Municipal offenders in the County's custody pursuant to this Agreement.

6. Emergency Release

Notwithstanding the provisions of Section 4 & 5 set forth herein, the County has the authority to release, on an emergency basis, those municipal offenders when the County deems such release is necessary due to exigent circumstances. The County shall, in its sole discretion, determine those exigent circumstances which necessitate such emergency release. Such exigent circumstances may include, but are not limited to, inmate overcrowding of the County Jail. The County shall notify the municipal court of the offender's name, date & time released, and the basis for release due to exigent circumstances.

7. Agreement Monitor

In order to administer this Agreement effectively, the Municipality shall designate an Agreement Monitor. Until further notice is received, the Municipality's Agreement Monitor shall be the individual named in Schedule A, attached hereto and incorporated herein by reference. Any

change in the Agreement Monitor shall be effective upon 10 days advance written notice to the County's Contact Person.

8. County Contact Person

In order to administer this Agreement effectively, the Sheriff or his/her designee shall act as the County's Contact Person. Until further notice is received, the County's Contact Person shall be the individual named in Schedule A, attached hereto and incorporated herein by reference. Any change in the County's Contact Person shall be effective upon 10 days advance written notice to the Municipality's Agreement Monitor.

9. Cost and Reimbursement

- A. Except as otherwise provided in this Agreement, all costs of housing the Municipality's offenders, pursuant to the terms of this Agreement shall be fixed and reimbursed at the per offender per day rate set in the previous year by the Joint Budget Committee of the Colorado General Assembly for reimbursement to Colorado counties for holding backlogged Department of Corrections' inmates. Said rate shall begin **July 1** of the year following the setting of the rate and continuing to and until **June 30** of said year. The Municipality shall reimburse the County for the day the Municipality's offender is delivered and for every subsequent day that the Municipality's offender is assigned to the Weld County Jail, but not the day that the Municipality's offender is released from the Weld County Jail due to completion of sentence or by order of the committing Court.
- B. For those offenders who remain in the County Jail for a period of no more than four (4) hours, the Municipality shall pay the County one half of the Per Diem rate set forth in paragraph A, above.
- C. If the Municipal offender is detained in the Weld County Jail under the concurrent authority of the municipality and of other municipal jurisdictions, the municipality shall be responsible for no more than its equally proportional share of the cost of housing and maintaining the offender in the custody and/or under the supervision of the Weld County Sheriff.
- D. The costs of providing routine, on-site or contract medical, psychiatric or dental services shall be considered normal costs incidental to the operation of the County Jail, as further defined in Schedule B, attached hereto and incorporated herein by reference, and are considered part of the costs reimbursed by the Per Diem rate per offender as provided in paragraph A, above. The County shall be reimbursed by the Municipality for the costs of extra ordinary health care services, as further defined in Schedule-B.

- E. Physical damage to the Weld County Jail as a direct result of the placement of a municipal offender housed therein shall not be considered "usual costs" incidental to the operation of the Weld County Jail. These costs shall not be part of the reimbursement by the fixed rate per offender per day as provided by subparagraphs A. and B. of Section 9 of this Agreement. The County shall be reimbursed separately by the Municipality for these costs.
- F. The Municipality shall be billed monthly by the County for the rates set forth in Section 9 subparagraphs A, B, & C of this Agreement. Payment shall be made within 30 days of receipt of the County's invoice. The Municipality shall reimburse the County for extraordinary medical expenses as set forth in Schedule B. The Municipality shall reimburse the County for non-medical extraordinary expenses incurred under the terms of this Agreement within 30 days of receipt of the County's invoice.

10. Transportation

Transportation of offenders in custody for violation of a Municipal Ordinance is the sole responsibility of the Municipality. If the Municipality and County have entered into a separate agreement for law enforcement services, then transportation of offenders in custody for violation of a Municipal Ordinance shall take place in accordance with the provisions of said agreement and all costs incurred by the County in the course of providing such transportation on behalf of the Municipality shall be paid by the Municipality as provided therein.

- A. Municipal Video Court Appearance technology is available to Municipality in the jail. If the Municipality wants to use this technology, t h e Municipality will work closely with the Weld County Sheriff Office and Weld County Information Technology to identify system minimums and requirements for the Municipality to include hardware, software, and network configurations. The Municipality understands and agrees that identified system minimums and requirements, hardware, software, network configurations, labor and installation, and post installation connectivity troubleshooting of the Municipality's Video Court is not the responsibility of the County. The system shall be available at scheduled times barring system failure.
- B. The Municipality shall provide, in advance, the Municipality Court docket to the Sheriff's Office. T h e Municipality shall be responsible to provide a Municipality Bailiff to transport, escort, and provide security for Municipality Offenders to Municipal Video Court Appearance at the facility in the North Jail Complex. Upon completion of Municipality Video Court, the Municipality Bailiff shall transport and escort Municipality Offenders back to a designated area within the North Jail Complex determined by the County.

11. Responsibility for Legal Proceedings

- A. The Municipality shall be responsible for defending itself and its officers and employees in any civil action brought against the Municipality, its officers and employees by any municipal offender in the physical custody of the County.
- B. The County shall be responsible for defending itself, its deputies and employees in any civil action brought against the County, its officers and employees by any municipal offender in the physical custody of the County.
- C. The Municipality and its representatives shall not be deemed to assume any liability for intentional or negligent acts, errors or omissions of the County or the representatives thereof, arising out of the housing of any municipal offender pursuant to this Agreement.
- D. The County and its representatives shall not be deemed to assume any liability for intentional or negligent acts, errors or omissions of the Municipality or the representatives thereof, arising out of the housing of any municipal offender pursuant to this Agreement.

12. Notices

Any notices provided for in this Agreement shall be in writing and shall be served by personal delivery or by certified mail, return receipt requested, prepaid postage at the address listed in Schedule C, attached hereto and incorporated herein by reference, until such time as written notice of a change is received from the other party. Any notice so mailed and any notice served by personal delivery shall be deemed delivered and effective upon receipt or upon attempted delivery. This method of notification will be used in all instances, except for emergency situations when immediate notification to the Agreement Monitor or the County Contact Person is required.

13. No Third Party Beneficiary Enforcement

It is expressly understood and agreed that enforcement of the terms and conditions of this Agreement, and all rights of action relating to such enforcement, shall be strictly reserved to the Municipality and the County, and nothing contained in this Agreement shall give or allow any claim or right of action whatsoever by any other person on this Agreement. It is the express intention of the Municipality and the County that any entity,

other than the Municipality or the County receiving services or benefits under this Agreement, shall be deemed an incidental beneficiary only.

14. Modification and Breach of Contract

This Agreement and the attached schedules contain the entire Agreement and understanding between the parties and supersedes any other agreements concerning the subject matter of this transaction whether oral or written. No modification, amendment, revocation, renewal or other alteration of/to this Agreement and the attached schedules, shall be deemed valid or of any force or affect whatsoever, unless mutually agreed upon in writing by the parties. No breach of any term, provision or clause of this Agreement and attached schedules shall be deemed waived or excused, unless such waiver or consent shall be in writing and signed by the party claimed to have waived or consented. Any consent by any party to, or waiver of, a breach by the other, whether expressed or implied, shall not constitute consent to, waiver of, or excuse for any other different or subsequent breach.

15. Severability

If any term or condition of this Agreement shall be held to be invalid, illegal or unenforceable, this Agreement shall be construed and enforced without such a provision, to the extent this Agreement is then capable of execution within the original intent of the parties.

16. Governmental Immunity. No term or condition of this contract shall be construed or interpreted as a waiver, express or implied, of any of the immunities, rights, benefits, protections or other provisions, of the Colorado Governmental Immunity Act, C.R.S. 24-10-101 et seq., as applicable now or hereafter amended.

17. Board of County Commissioners of Weld County Approval. This Agreement shall not be valid until it has been approved by the Board of County Commissioners of Weld County, Colorado or its designee.

18. Acknowledgment. County and Municipality acknowledge that each has read this Agreement, understands it and agrees to be bound by its terms. Both parties further agree that this Agreement, with the attached Schedules A-C, is the complete and exclusive statement of agreement between the parties and supersedes all proposals or prior agreements, oral or written, and any other communications between the parties relating to the subject matter of this Agreement.

IN WITNESS WHEREOF, the parties hereto have signed and executed this Agreement this _____ day of _____, 20____.

BOARD OF COUNTY COMMISSIONERS
OF WELD COUNTY, COLORADO

By: _____
James Scott , Chair

ATTEST:

By: _____
Clerk to the Board

Town of Severance, COLORADO

By: _____

Title: _____

ATTEST:

By: _____
City Clerk

AGREEMENT FOR MUNICIPAL JAIL SERVICES

SCHEDULE A

1. Until further notice is received, the Municipality's Agreement Monitor shall be:

Name

Municipality

Address 1

Address 2

Phone

2. Until further notice is received, the County's Contact Person shall be:

Rosanna Soto, Office Manager
Administrative Division
Weld County Sheriff's Office
1950 O Street
Greeley, CO 80631
Telephone: (970) 400-2804

AGREEMENT FOR MUNICIPAL JAIL SERVICES

SCHEDULE B

The costs of providing to municipal offenders routine on-site medical psychological/ psychiatric, dental and medication services, customarily provided to persons sentenced to confinement in the Weld County Jail, shall be considered usual costs incident to the operation of the Weld County Jail. These usual costs include but are not limited to, regularly scheduled sick call, nursing coverage, regular on-site physician visits, routine X-rays for diagnostic purposes which may lead to off-site care, and the dispensing and cost of common prescription medications for routine and minor illnesses. In addition, all municipal offenders transferred to the County pursuant to this Agreement with a condition of drug aftercare, a known history of drug abuse while incarcerated, or who are suspected of illegal use of drugs, shall be required to participate in routine urinalysis testing conducted by the Weld County Jail health care provider. All positive test results for unauthorized drugs shall be reported by the County Contact Person to the Agreement Monitor. The cost of this routine urinalysis testing, together with the usual costs of care referenced above, shall be part of the fixed rate per offender per day as set forth in Section 9 A, of this Agreement.

Extraordinary medical expenses for extraordinary health care shall be the responsibility of the Municipality, subject to the authorization provision below.

For purposes of this Agreement, extraordinary medical expenses are those expenses for extraordinary health care commonly provided to offenders on-site at the Weld County Jail by the Weld County Jail health care provider. Extraordinary medical expenses also include costs for prescribed prosthetics, hearing aids, prescribed eyeglasses, dentures or costs for any cosmetic, dental or elective medical procedure or treatment. Extraordinary health care includes but is not limited to, prescription medication for serious, chronic, infectious and/or uncommon illnesses such as diabetes and hepatitis; respiratory care including requirements for oxygen; rehabilitation-therapy and equipment; care requiring a general or spinal anesthetic; care requiring the services of a surgeon and attending nursing care; dental surgery excluding the repair of cavities, on-site tooth extraction or routine dental procedures; ambulance or Air Life transportation. The Weld County Jail health care provider shall determine when off-site care is required for municipal offenders housed at the Weld County Jail.

Extraordinary medical expenses shall be reimbursed by the Municipality provided:

- 1) Such service is emergency medical treatment as determined by the Weld County Jail health care provider, or
- 2) Such service was approved in advance by the Agreement Monitor.

In cases where the Weld County Jail health care provider has determined that extraordinary care must be provided prior to obtaining the Agreement Monitor's consent, the Weld County health care provider shall notify the Agreement Monitor as soon as practicable, but no later than 8 hours after the rendering of care.

AGREEMENT FOR MUNICIPAL JAIL SERVICES

SCHEDULE C

1. Any notice to the Municipality provided for in this Agreement shall be sent to the Agreement Monitor at:

Name

Municipality

Address 1

Address 2

Phone

2. Any notice to the County provided for in this Agreement shall be sent to:

Board of Weld County Commissioners
P.O. Box 758
Greeley Co. 80632-D758
Telephone: (970) 356-4000 Ext. 4225

With a copy to:

Rosanne Soto, Office Manager
Administrative Division
Weld County Sheriff's Office
1950 O Street
Greeley, CO 80631
Telephone: (970) 400-2804



AGENDA ITEM SUMMARY

AGENDA ITEM	SUBMITTED BY	PRESENTED BY
Pg 141 - Resolution 2024-04R: A Resolution of the Town Council of the Town of Severance, Colorado, Approving an Amendment to the December 11, 2000, Intergovernmental Agreement between the Town of Windsor and the Town of Severance Regarding the Tax Share Agreement and Design Standards as they pertain to Economic Development for a Specific Parcel in the Cooperative Planning Area	Nicholas Wharton, Town Manager	Nicholas J. Wharton, MPA, ICMA-CM
ACTION REQUESTED		
Town Management asks the Town Council to review and discuss Resolution 2024-04R: A Resolution of the Town Council of the Town of Severance, Colorado, Amending the December 11, 2000, Windsor-Severance Intergovernmental Agreement and take action. • Actions that may be taken: ○ Move to approve Resolution 2024-04R ○ Take No Action		<u>Resolution</u> <u>Action Requested</u> <u>Attorney Approved</u>
BRIEF SUMMARY		
As previously discussed with the Town Council, this is an amendment to the December 11, 2000, Intergovernmental Agreement (IGA) between the Town of Windsor and the Town of Severance regarding tax revenue sharing, land use, and design standards as they pertain to economic development in the Cooperative Planning Area. This amendment will make the following changes to the original IGA: 1. The parties agree that from the sales, use, and property tax revenues generated from the Parcel, Windsor will retain ninety percent (90%) of the tax revenue as the collecting municipality and distribute the remaining ten percent (10%) to Severance. This revenue-sharing formula will remain in effect indefinitely solely as to the Parcel 2. The parties agree that Windsor will have ultimate approval authority for the planning and design guidelines and standards for the development of the Parcel and that these guidelines and standards may deviate from prior agreed-upon guidelines and standards in the 2000 Agreement and its subsequent amendments.		

PUBLIC SUPPORT/CONCERN
None at this time.
ANALYSIS AND RECOMMENDATION
Town Management asks the Town Council to take action and approve Resolution 2024-04R: A Resolution of the Town Council of the Town of Severance, Colorado, Amending the December 11, 2000, Windsor-Severance Intergovernmental Agreement.
MATERIALS SUBMITTED
The following materials were submitted and included in this packet: 1. Windsor-Severance Amendment to Highway 392 IGA 2. 2024-04R Amend IGA Windsor Hwy 392 Devt Corridor

AMENDMENT TO THE DECEMBER 11, 2000, INTERGOVERNMENTAL AGREEMENT BETWEEN THE TOWN OF WINDSOR AND THE TOWN OF SEVERANCE, REGARDING THE TAX SHARE AGREEMENT AND DESIGN STANDARDS AS THEY PERTAIN TO ECONOMIC DEVELOPMENT FOR A SPECIFIC PARCEL IN THE COOPERATIVE PLANNING AREA

THIS AMENDMENT to the December 11, 2000, INTERGOVERNMENTAL AGREEMENT between the Town of Windsor and the Town of Severance regarding tax revenue sharing, land use, and design standards as they pertain to economic development in the Cooperative Planning Area (“Amendment”) is entered into this ____ day of _____, 20____, by and between THE TOWN OF WINDSOR, a home rule municipality and political subdivision of the State of Colorado (“Windsor”) and THE TOWN OF SEVERANCE, a home rule municipality and political subdivision of the State of Colorado (“Severance”). The parties may be individually or collectively referred to as “municipality/municipalities” or “party/parties.”

RECITALS

WHEREAS, Windsor and Severance have a long history of intergovernmental cooperation; and

WHEREAS, the Colorado Revised Statutes, 29-20-101, *et seq.*, authorize the parties to enter into mutually binding and enforceable agreements regarding land use and the sharing of revenue; and

WHEREAS, on December 11, 2000, the parties entered into an Intergovernmental Agreement (“2000 Agreement”), recorded on January 8, 2001, with the Weld County Clerk and Recorder’s Office, Reception No. 2817949, regarding development along a defined corridor lying on the north and south sides of State Highway 392 between Weld County Road 19 and Weld County Road 23, called the Cooperative Planning Area (“CPA”); and

WHEREAS, in the 2000 Agreement, Section 6 and its corresponding exhibit, Windsor and Severance agreed upon the planning and design guidelines and standards of the CPA Main Street Corridor Plan; and

WHEREAS, in the 2000 Agreement, Section 10, Windsor and Severance agreed to a tax revenue sharing formula that reads, “It is understood and agreed that all sales, use and property tax revenues collected by each of the municipalities within the CPA shall be shared and distributed between the municipalities, two thirds (2/3) to the collecting municipality and one third (1/3) to the other municipality.”; and

WHEREAS, Windsor has an economic development need for additional development within a defined parcel of land in the CPA (“Parcel”), as legally described in Exhibit C, attached hereto and incorporated herein; and

WHEREAS, for Windsor to financially incentivize development in this Parcel, Windsor would need

to adjust the 2000 Agreement tax share formula for the sales, use and property tax related to the Parcel; and

WHEREAS, Windsor and Severance have agreed that an adjusted tax revenue sharing formula, reducing the amount that Windsor would share with Severance, would still be in the best interest of both parties; and

WHEREAS, the revised tax revenue sharing formula for the Parcel would be reduced from a two-thirds (2/3) and one-third (1/3) formula to a nine-tenths (9/10) and one-tenth (1/10) formula, with Windsor, as the collecting municipality, keeping ninety percent (90%) sales, use, and property tax revenue generated from the Parcel, and distributing ten percent (10%) of the said tax revenue to Severance; and

WHEREAS, Windsor and Severance have agreed to allow current Windsor planning and design guidelines and standards to apply to the development of the property, acknowledging that these design standards may deviate from the standards set forth in the 2000 Agreement, as well as any subsequent amendments to the 2000 Agreement. Both parties agree that Windsor will give ultimate approval for the planning and design guidelines and standards of this Parcel; and

WHEREAS, the parties desire to memorialize the above agreements in this Amendment and both parties agree that this Amendment is in the best interest of both the municipalities and their residents.

NOW, THEREFORE, in consideration of the covenants and obligations expressed herein, it is hereby agreed as follows:

1. The parties hereby acknowledge that the recitals set forth above are true and correct, and those recitals are incorporated into the body of this Amendment.

2. **Shared Revenues.** The revenue sharing formula for sales, use and property taxes, as provided in subsection (a) of Section 10 of the 2000 Agreement, is void solely as it pertains to the Parcel legally described in Exhibit C, and the parties hereby agree to a new shared sales, use and property tax formula solely for the Parcel, as follows:

- (i) The parties agree that from the sales, use and property tax revenues generated from the Parcel, Windsor will retain ninety percent (90%) of the tax revenue as the collecting municipality and distribute the remaining ten percent (10%) to Severance. This revenue sharing formula will remain in effect indefinitely solely as to the Parcel.
- (ii) The parties agree that all other terms, conditions, and provisions of Section 10 of the 2000 Agreement shall remain in full force and effect with respect to any and all tax revenues collected, received, shared, and/or distributed from the Parcel.

3. **Planning, Design Guidelines, and Standards for the Parcel.** The parties agree that Windsor will have ultimate approval authority for the planning and design guidelines and standards for the development of the Parcel, and that these guidelines and standards may deviate from prior agreed-upon guidelines and standards in the 2000 Agreement, and its subsequent amendments.

4. **Notices.** Section 18 of the 2000 Agreement is hereby amended to read as follows:

Requirements of notice under the 2000 Agreement, and all amendments thereto, shall be deemed satisfied upon mailing to the parties as follows:

To Windsor:

Town of Windsor
Attn: Town Manager
301 Walnut Street
Windsor, CO 80550

Copy to:

Town of Windsor
Attn: Town Attorney
301 Walnut Street
Windsor, CO 80550

To Severance:

Town of Severance
Attn: Town Administrator
3 South Timber Ridge Parkway
Severance, CO 80550

Copy to:

Severance Town Attorney
c/o Hayashi & Macsalka, LLC
9035 Wadsworth Pkwy, Suite 3500
Westminster, CO 80021

5. This Amendment shall only amend the 2000 Agreement, and its subsequent amendments, as it pertains to the CPA planning and design guidelines and standards and the shared tax revenues formula within those documents, for the Parcel only, and with respect to all required Notices. This Amendment and the remaining provisions of the 2000 Agreement, along with any subsequent amendments, will remain in full force and effect in perpetuity, as provided in Section 15 of the 2000 Agreement.

6. Windsor and Severance both agree to devote their best efforts and to exercise good faith in implementing and adhering to the provisions of this Amendment and the 2000 Agreement, as previously amended, in perpetuity, as provided in Section 15 of the 2000 Agreement.

7. In accordance with Section 17 of the 2000 Amendment, this Amendment shall be presented to the governing board of the respective municipalities for approval by resolution, following notice as required by the Colorado Open Meetings Law, § 24-6-401, *et. seq.* This Amendment shall become effective upon its approval by resolution by both municipalities.

8. All modifications to this Amendment must be made in writing and approved by resolution in accordance with Section 17 of the 2000 Agreement.

9. If any portion of this Amendment is held invalid or unenforceable by a court of competent jurisdiction as to either party or as to both parties, such invalidity or unenforceability shall not affect the remainder of this Amendment, except that if a requirement or limitation is declared invalid as to one party, any corresponding requirements or limitation shall be deemed invalid as to the other party.

IN WITNESS WHEREOF, the above parties hereto have caused this Amendment to be executed the day and year first above written.

TOWN OF WINDSOR

Paul Rennemeyer, Mayor

ATTEST:

Karen Frawley, Town Clerk

[Seal]

APPROVED AS TO FORM:

Daniel L. Money, Town Attorney

TOWN OF SEVERANCE

Matthew Fries, Mayor

ATTEST:

Leah Vanarsdall, Town Clerk

[Seal]

APPROVED AS TO FORM:

Mary Lynn Macsalka, Town Attorney

**TOWN OF SEVERANCE
RESOLUTION NO. 2024-04R**

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SEVERANCE, COLORADO, APPROVING AN AMENDMENT TO THE DECEMBER 11, 2000, INTERGOVERNMENTAL AGREEMENT BETWEEN THE TOWN OF WINDSOR AND THE TOWN OF SEVERANCE REGARDING THE TAX SHARE AGREEMENT AND DESIGN STANDARDS AS THEY PERTAIN TO ECONOMIC DEVELOPMENT FOR A SPECIFIC PARCEL IN THE COOPERATIVE PLANNING AREA

WHEREAS, the Town of Severance (“Severance”) and the Town of Windsor (“Windsor”) have a long history of intergovernmental cooperation; and

WHEREAS, Severance and Windsor are authorized by sections 29-20-101, *et seq.*, C.R.S., and the Colorado Constitution to enter into mutually binding and enforceable agreements regarding land use and the sharing of revenue; and

WHEREAS, on December 11, 2000, Severance and Windsor entered into an Intergovernmental Agreement (the “2000 Agreement”), recorded on January 8, 2001, with the Weld County Clerk and Recorder’s Office, Reception No. 2817949, regarding development along a defined corridor lying on the north and south sides of State Highway 392 between Weld County Road 19 and Weld County Road 23, called the Cooperative Planning Area (“CPA”); and

WHEREAS, in section 6 of the 2000 Agreement and its corresponding exhibit, Windsor and Severance agreed upon the planning and design guidelines and standards of the CPA Main Street Corridor Plan; and

WHEREAS, in section 10 of the 2000 Agreement, Windsor and Severance agreed to a tax revenue sharing formula, which provides that all sales, use and property tax revenues collected by each of the municipalities within the CPA shall be shared and distributed between the municipalities, two thirds (2/3) to the collecting municipality and one third (1/3) to the other municipality; and

WHEREAS, Windsor has an economic development need for additional development within a defined parcel of land in the CPA (the “Parcel”); and

WHEREAS, for Windsor to financially incentivize development in this Parcel, Windsor would need to adjust the 2000 Agreement tax share formula for the sales, use and property tax related to the Parcel; and

WHEREAS, Windsor and Severance have agreed that an adjusted tax revenue sharing formula, reducing the amount that Windsor would share with Severance, would still be in the best interest of both parties; and

WHEREAS, the revised tax revenue sharing formula for the Parcel would provide that all sales, use and property tax revenues collected by each of the municipalities from the specific Parcel

within the CPA shall be shared and distributed between the municipalities, nine-tenths (9/10) to the collecting municipality and one-tenth (1/10) to the other municipality, with Windsor, as the collecting municipality, keeping ninety percent (90%) sales, use, and property tax revenue generated from the Parcel, and distributing ten percent (10%) of the said tax revenue to Severance; and

WHEREAS, Severance and Windsor have further agreed to allow current Windsor planning and design guidelines and standards to apply to the development of the Parcel, acknowledging that these design standards may deviate from the standards set forth in the 2000 Agreement, as well as any subsequent amendments to the 2000 Agreement, and that Windsor will give ultimate approval for the planning and design guidelines and standards of the Parcel; and

WHEREAS, Severance and Windsor desire to memorialize the above agreements in an amendment to the 2000 Agreement in substantially the same form as the “Amendment to the December 11, 2000, Intergovernmental Agreement Between the Town of Windsor and the Town of Severance, Regarding the Tax Share Agreement and Design Standards as They Pertain to Economic Development for a Specific Parcel in the Cooperative Planning Area” (the “Amendment”), which is attached to this resolution, and in accordance with section 17 of the 2000 Agreement, which requires that any amendments shall be presented to the governing bodies of both parties for approval by resolution at a duly noticed meeting; and

WHEREAS, the Severance Town Council finds that approval of the attached Amendment will be of benefit to the health, safety, and welfare of the community and its inhabitants.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF SEVERANCE, COLORADO, AS FOLLOWS:

Section 1. The “Amendment to the December 11, 2000, Intergovernmental Agreement Between the Town of Windsor and the Town of Severance, Regarding the Tax Share Agreement and Design Standards as They Pertain to Economic Development for a Specific Parcel in the Cooperative Planning Area” between the Town of Windsor and Town of Severance is approved in substantially the same form as the copy attached hereto and made a part of this resolution. The Mayor is authorized to execute the Amendment on behalf of the Town of Severance.

RESOLVED AND APPROVED this 9th day of January, 2024.

TOWN OF SEVERANCE, COLORADO

Matthew Fries, Mayor

ATTEST:

Leah Vanarsdall, Town Clerk

APPROVED AS TO FORM:

Hayashi & Macsalka, LLC, Town Attorney



AGENDA ITEM SUMMARY

AGENDA ITEM	SUBMITTED BY	PRESENTED BY
Pg 150 - Resolution 2024-05R: A Resolution of the Town Council of the Town of Severance, Colorado, Approving an Intergovernmental Agreement for Law Enforcement Services between the Town of Windsor and the Town of Severance	Nicholas Wharton, Town Manager	Nicholas J. Wharton, MPA, IMCA-CM
ACTION REQUESTED		
Town Management and the Chief of Police ask that the Town Council review and discuss the Severance-Windsor Intergovernmental Agreement for Law Enforcement Services and take action. • Actions that may be taken: ○ Move to approve Resolution 2024-05R for the Severance-Windsor Intergovernmental Agreement for Law Enforcement Services ○ Take No Action		<u>Action Requested</u> <u>Attorney Approved</u>
BRIEF SUMMARY		
The Windsor PD and the Severance PD are law enforcement agencies with sworn personnel duly authorized to act as peace officers certified by the Colorado Peace Officers Standards and Training ("POST") board pursuant to C.R.S. § 16-2.5-102. Contiguous boundaries often result in more than one police department becoming involved in response to certain emergencies, and emergencies may arise in one or another of the jurisdictions of the parties which are of such intensity and duration as to place greater demands on that jurisdiction's personnel and equipment than the jurisdiction can handle. It is in the best interest of the Parties that they may have service of and from each Party to assist in augmentation of its law enforcement services; engage in joint training; provide assistance during disasters and emergencies; provide additional law enforcement and security for sporting events, or special events, and any other purpose as requested.		
PUBLIC SUPPORT/CONCERN		
None at this time.		
ANALYSIS AND RECOMMENDATION		
Town Management and the Chief of Police ask that the Town Council take action and approve Resolution 2024-05R for the Severance-Windsor Intergovernmental Agreement for Law Enforcement Services.		

MATERIALS SUBMITTED

The following materials were submitted and included in this packet:

1. WPD-SPD Mutual Aid IGA
2. 2024-05R - IGA Windsor Law Enforcement Services

INTERGOVERNMENTAL AGREEMENT FOR LAW ENFORCEMENT SERVICES

This Intergovernmental Mutual Aid Agreement (“Agreement”) is entered into on _____, and is between the Town of Windsor, Colorado, (hereinafter “Windsor”), a Colorado home rule municipal corporation, on behalf of the Windsor Police Department (hereinafter “WPD”), with a principal place of business located at 200 N. 11th Street, Windsor, CO 80550, and the Town of Severance, Colorado, a Colorado home rule municipal corporation, on behalf of the Severance Police Department (hereinafter “SPD”), with a principal place of business located at 3 S. Timber Ridge Parkway, Severance, Colorado 80550, (each individually a “Party” and together the “Parties”).

RECITALS

WHEREAS, pursuant to Colorado Revised Statute (“C.R.S.”) § 29-1-203, governments may cooperate or contract with one another to provide function, service or facility lawfully authorized to each of the cooperating or contracting units of government; and

WHEREAS, the WPD and the SPD are law enforcement agency with sworn personnel duly authorized to act as peace officers certified by the Colorado Peace Officers Standards and Training (“POST”) board pursuant to C.R.S. § 16-2.5-102; and

WHEREAS, the Parties hereto are each authorized to lawfully provide, establish, maintain and operate law enforcement and other emergency services; and

WHEREAS, contiguous boundaries often result in more than one police department becoming involved in response to certain emergencies; and

WHEREAS, emergencies may arise in one or another of the jurisdictions of the Parties which is of such intensity and duration as to place greater demands on that jurisdiction’s personnel and equipment than the jurisdiction can handle; and

WHEREAS, it is in the best interest of the Parties that they may have service of and from each Party, to assist in augmentation of its law enforcement services; engage in joint training; provide assistance during disasters and emergencies; provide additional law enforcement and security for sporting events, or special events, and any other purpose as requested; and

WHEREAS, SPD has made a request for mutual aid assistance from the WPD for law enforcement services with the mutual understanding that SPD would reciprocate and assist WPD; and

WHEREAS, WPD, because of its proximity to Severance, is willing to render such additional service and law enforcement protection on the terms and conditions set forth in this Agreement; and

WHEREAS, the Parties wish to define and clarify the roles and responsibilities of the respective Parties when providing such aid as defined in this Agreement; and

WHEREAS, the Parties are authorized to enter into this Agreement pursuant to C.R.S. § 24-33.5-822 and C.R.S. § 29-5-104; and

WHEREAS, establishment of an Agreement will serve a public purpose and will promote the safety, security, and general welfare of the inhabitants of the Parties.

NOW THEREFORE, in consideration of the mutual covenants, conditions, and promises contained herein, and other good and valuable consideration, the sufficiency of which is hereby acknowledged by and between the parties, the parties hereby agree as follows:

1. **Recitals.** The Parties agree that the aforesaid recitals are true and correct and those recitals are hereby incorporated into the body of this Agreement.
2. **Authority.** Without limiting the general duties and jurisdiction of either Party, Severance and Windsor hereby authorize the other to provide law enforcement protection services (excluding animal control) within each municipality upon request. Such law enforcement protection services may include those powers, duties and functions as more particularly described in this Agreement, as well as those provided by Colorado law and each Party's Municipal Code.
3. **Request Required.** Each Party will endeavor to assist the other when requested, subject to available resources. WPD will provide back-up to the SPD upon request. SPD will provide back-up to the WPD upon request. Only under emergency circumstances and after agreement between the SPD and the WPD supervisory staff will calls be worked outside of each Party's respective boundaries.
 - a. **Services excluded.**
 - i. Animal control
 - ii. Tows or Impoundments of vehicles outside of traffic hazards
 - iii. General traffic violations
 - b. **Follow-up investigations.** Cases initiated by either Party which require subsequent investigation within the jurisdiction of the other Party will be retained by the initial investigating Party. It will be the policy of the WPD to notify the SPD when officers are conducting an investigation within SPD jurisdiction, and to request that a SPD officer assist the investigating officer if such assistance is appropriate. It will likewise be the policy of the SPD to notify the WPD when its officers are conducting an investigation within the WPD jurisdiction, and to request that a WPD officer assist the investigating officer if such assistance is appropriate.
 - c. **Information Exchange.** Each Party recognize the other's need for accurate and timely information and the mutual benefits derived from the exchange of such information. Accordingly, each Party agrees to provide the other Party with any information that may reasonably be expected to impact the other Party. The criteria to be used to determine information exchange is whether there is any reasonable indication that the person(s) involved or implicated in an incident

may reside in, traverse through, or commit further criminal acts in the jurisdiction of the other.

4. **No Obligation.** Nothing herein obligates, nor shall be construed to obligate either Party to provide law enforcement protection services within the other Party's jurisdiction.

5. **Personnel.**

- A. Qualifications. The assisting Party shall ensure that loaned personnel have the ability, skill and certification necessary to perform the work required and may be obligated to disclose the qualification(s) and training level of personnel identified to provide assistance.
- B. Rights and Privileges. Whenever the employees of a Party are rendering aid outside the area of their normal jurisdiction as an assisting Party pursuant to this Agreement, such employees shall have the powers, duties, rights, privileges and immunities of and receive the compensation incidental to their employment by the Party regardless of where serving. Workers' compensation coverage shall be as structured in C.R.S. § 29-5-109. Each Party will maintain workers compensation insurance coverage, covering its own personnel while they are providing assistance pursuant to this Agreement. Each Party waives the right to sue the other Party for any worker's compensation benefits paid to its own employees, volunteers, or their dependents, even if the injuries were caused wholly or partially by the negligence of the other Party or its officers, employees or volunteers.
- C. Employee status. Each Party shall at all times be responsible for its own personnel and equipment. WPD personnel assigned to serve pursuant to this Agreement shall remain the employees of WPD and shall, likewise, remain subject to and covered under the Town of Windsor's liability and other insurance or self-insurance coverage, in addition to its personnel policies and procedures, inclusive of policies and procedures governing overtime, compensation and benefits, worker's compensation, vacation and sick time, grievances and discipline, job performance review, duty assignments, and termination. Likewise, SPD personnel assigned to serve pursuant to this Agreement shall remain the employees of SPD and shall, likewise, remain subject to and covered under the Town of Severance's liability and other insurance or self-insurance coverage, in addition to its personnel policies and procedures, inclusive of policies and procedures governing overtime, compensation and benefits, worker's compensation, vacation and sick time, grievances and discipline, job performance review, duty assignments, and termination.

6. **Amendments.** This Agreement may only be amended or modified in writing and with the written consent of the Parties hereto.

7. **Notices.** Any notice provided for in this Agreement shall be in writing and shall be served by personal delivery, electronic delivery, or by certified mail, return receipt requested, postage prepaid, to the Chief of Police for each Party. Any notice so mailed and any notice served by personal delivery shall be deemed delivered and effective upon receipt or upon attempted delivery. This method of notification shall be used in all instances.
8. **Responsibility for Legal Proceedings.** Each Party shall be responsible for defending itself, its officers, and employees in any civil action brought against SPD or WPD, its officers, and employees by any person claiming injury and damages as a result of the performance of this Agreement. Neither party, its officers and employees, shall be deemed to assume any liability for intentional or negligent acts, errors or omissions of the other, actions in bad faith, or performing activities beyond the scope of their training or duties, for any officer or employee thereof, arising out of the performance of this Agreement.
9. **Reservation of Immunity.** This Agreement is not intended, and shall not be construed, as a waiver of the limitations on damages or any of the privileges, immunities, or defenses provided to, or enjoyed by, the Parties and their town board members, directors, officers, employees and volunteers under common law or pursuant to statute, including but not limited to the Colorado Governmental Immunity Act, C.R.S. § 24-10-101, *et seq.*; and further shall not be deemed as an assumption of any duty with respect to any non-party to this Agreement.
10. **Binding.** This Agreement shall be binding on the successors and assigns of each Party, except that no Party may assign any of its rights or obligations hereunder without the prior written consent of all other Parties.
11. **No Third Party Beneficiary.** It is expressly understood and agreed that the terms and the enforcement of the terms and conditions of this Agreement, and all rights of action relating to such enforcement, are strictly reserved to the undersigned parties and nothing in this Agreement shall give or allow any claim or right or cause of action whatsoever by any other person not included in this Agreement. It is the express intention of the undersigned parties that no person and/or entity, other than the undersigned parties, receiving services or benefits under this Agreement shall be deemed any more than an incidental beneficiary only.
12. **No Partnership.** This Agreement shall not be interpreted or construed to create an association, joint venture or partnership among the Parties or to impose any partnership obligation or liability upon any Party. Further, no Party shall have any authority to act on behalf of or as an agent for or to otherwise bind the other Party.
13. **Severability.** In the event that any part, term or provision of this Agreement is found to be in violation or conflict with any federal or state law, the validity of the remaining portions or provisions shall not be affected, and the rights and obligations of the Parties shall be construed and enforced as if the Agreement did not contain the particular part, term or provision held to be invalid.

14. **Governing Law and Venue.** This Agreement shall be governed by and construed in accordance with Colorado law. Venue shall lie solely in Weld County, Colorado.
15. **Entire Agreement.** This Agreement constitutes the entire agreement and understanding of the parties, and supersedes all offers, negotiations and other agreements concerning the subject matter of this transaction, whether oral or written. There are no representations or understandings of any kind not set forth herein.
16. Notwithstanding the provisions of this Agreement to the contrary, the terms and obligations of this Agreement are subject to annual appropriations by the Parties' respective legislative bodies so as to not create a multiple fiscal year obligation pursuant to Article X, Section 20 of the Colorado Constitution

IN WITNESS WHEREOF, the parties have entered into this Agreement as of the date first set forth above.

TOWN OF WINDSOR

TOWN OF SEVERANCE

Rick Klimek, Chief of Police

Kenneth Chavez, Chief of Police

**TOWN OF SEVERANCE
RESOLUTION NO. 2024-05R**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SEVERANCE,
COLORADO, APPROVING AN INTERGOVERNMENTAL AGREEMENT FOR
LAW ENFORCEMENT SERVICES BETWEEN THE TOWN OF WINDSOR AND THE
TOWN OF SEVERANCE**

WHEREAS, pursuant to Colorado Revised Statute (“C.R.S.”) § 29-1-203, local governments may cooperate or contract with one another to provide a function, service or facility lawfully authorized to each of the cooperating or contracting units of government; and

WHEREAS, the Town of Severance Police Department (“SPD”) and the Town of Windsor Police Department (“WPD”) are law enforcement agencies with sworn personnel duly authorized to act as peace officers certified by the Colorado Peace Officers Standards and Training (“POST”) board pursuant to C.R.S. § 16-2.5-102, and are each authorized to lawfully provide, establish, maintain, and operate law enforcement and other emergency services; and

WHEREAS, the Towns of Severance’s and Windsor’s contiguous boundaries often result in more than one police department becoming involved in response to certain emergencies; and

WHEREAS, emergencies may arise in one or another of the jurisdictions of the WPD and the SPD that are of such intensity and duration as to place greater demands on that jurisdiction’s personnel and equipment than the jurisdiction can handle; and

WHEREAS, it is in the best interest of the WPD and SPD that they may provide mutual aid to each other for law enforcement and training functions and during emergencies, disasters, special events, and any other purpose as requested; and

WHEREAS, SPD has made a request for mutual aid assistance from the WPD for law enforcement services with the mutual understanding that SPD would reciprocate and assist WPD; and

WHEREAS, WPD, because of its proximity to Severance, is willing to render such additional service and law enforcement protection on the terms and conditions set forth in the Intergovernmental Agreement for Law Enforcement Services in substantially the same form attached to this resolution; and

WHEREAS, the Parties wish to define and clarify the roles and responsibilities of the respective Parties when providing such aid as defined in this Agreement; and

WHEREAS, Windsor and Severance are authorized to enter into this Agreement pursuant to C.R.S. § 24-33.5-822 and C.R.S. § 29-5-104; and

WHEREAS, the Severance Town Council finds that the establishment of the attached

Intergovernmental Agreement for Law Enforcement Services with the Town of Windsor on behalf of the WPD will serve a public purpose and will promote the safety, security, and general welfare of the inhabitants of Town of Severance.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF SEVERANCE, COLORADO, AS FOLLOWS:

Section 1. The “Intergovernmental Agreement for Law Enforcement Services” between the Town of Windsor, on behalf of the Windsor Police Department, and the Town of Severance, on behalf of the Severance Police Department, pertaining to mutual aid for the provision of law enforcement services and related purposes and functions, is approved in substantially the same form as the copy attached hereto and made a part of this resolution. The Mayor is authorized to execute the agreement on behalf of the Town of Severance.

RESOLVED AND APPROVED this 9th day of January, 2024.

TOWN OF SEVERANCE, COLORADO

Matthew Fries, Mayor

ATTEST:

Leah Vanarsdall, Town Clerk

APPROVED AS TO FORM:

Hayashi & Macsalka, LLC, Town Attorney



AGENDA ITEM SUMMARY

AGENDA ITEM	SUBMITTED BY	PRESENTED BY
Pg 159 - Severance Chamber of Commerce Grant Request	Nicholas Wharton, Town Manager	Nicholas J. Wharton, MPA, ICMA-CM
ACTION REQUESTED		
Town Management asks that the Town Council review and discuss the presented grant request from the Severance Chamber of Commerce and take any action as they see fit.		<u>Presentation</u> <u>Action Requested</u>
BRIEF SUMMARY		
As requested by the Town Council, this is a regular agenda item for a presentation on a grant request by the Severance Chamber of Commerce.		
PUBLIC SUPPORT/CONCERN		
None at this time.		
ANALYSIS AND RECOMMENDATION		
Town Management asks that the Town Council review and discuss the presented grant request from the Severance Chamber of Commerce and take any action as they see fit.		
MATERIALS SUBMITTED		
The following materials were submitted and included in this packet: 1. 2024 Proposal 2. Final TO Council Meeting Presentation 1-9-24 3. Summation of CAB Meeting from December 6-re Chamber		

Building The Chamber





Severance Chamber <severancechamber@gmail.com>

to Brian, Bruce, Carrie, Gary, Jennifer, Julie, Kyle, Michelle, Todd ▾

Jan 31, 2019, 2:02 PM



Please see the attached meeting minutes.

Thank you
Julie

Severance Chamber of Commerce Meeting Minutes for 1-24-19

Attendance:

Julie Kidd
Todd Tyler
Gary Martin
Carrie Tyler
Bruce Carron
Joanne Scott
Heather Rohrbeck
Michelle Nelson
Kyle Schnellman
Michael Jenner
Tommy Martinez
Andrea Chirich

Mayor Don McLeod and Trustee Michelle Duda stopped by to give a brief update on the happenings in the town and reiterate the importance of a Chamber of Commerce. They explained that there are some businesses that are interested in coming into the town but there needs to be more infrastructure and land for that to happen. A light will be going in at the intersection of CR 74 and CR 21 and there is talk of possible expansion of either CR 19 or 21. With the expected growth, the town can help fund a chamber of commerce through grant money.

After the Mayor was finished the remainder of those in attendance discussed forming the board. It was decided that we will start with a board of 9 people with the option of increasing it to 12 at a later date. Member dues were also discussed and it was decided that we will research what the surrounding chambers have as their dues and bring it back to the next meeting for further discussion and decision. A brief discussion on the by-laws took place. Julie Kidd will send board members copies of other surrounding chamber by-laws to help decide the wording and content of Severance by laws. It was decided that we will continue with twice monthly meetings for the board to get things up and running. Eventually, we will only hold monthly board meetings and once monthly social gatherings for all members.

An agenda and a calendar e-vite will be sent out for the next meeting and it was agreed on that meetings will be held to an hour or less.

A face book page was been started however there needs to be content added. The page is

<https://www.facebook.com/Severancechamber>

The following people volunteered for the board:

Julie Kidd, Gary Martin, Kyle Schnellman, Bruce Carron, Todd Tyler, Carrie Tyler, Michelle Nelson, Brian White, and Jennifer Nethery . Heather Rohrbeck volunteered as an alternate.

Next board meeting will be Feb 14th at 6pm at the town hall

With rapidly growing population, town of Severance looks to grow business sector, as well



By BOBBY FERNANDEZ | bfernandez@greeleytribune.com | Greeley Tribune
PUBLISHED: February 14, 2020 at 11:47 a.m. | UPDATED: May 28, 2020 at 7:18 a.m.

Nestled almost perfectly in the middle of larger towns with tons of amenities – stores, restaurants, employers – the town of Severance and its residents don't have to look far for all that they need to work, live and play.

But with a rapidly growing population, the need to look anywhere outside of town limits may prove increasingly unnecessary over the coming years and decades.

With its growing population, Severance community development director/town planner Mitchell Nelson and the town government he serves recognize the need for the town's business sector to also grow.

In just the four years Nelson has served the town, Severance has added 2,000-3,000 people to its population. It now boasts a population of just over 7,000.

According to the 2010 United State Census, Severance had a population of 3,165 just 10 years ago.

When a municipality more than doubles its population in a decade, keeping pace in all areas of economic development could prove to be a daunting task. But Nelson said he and his cohorts with the town of Severance are determined to keep up by growing business, increasing employment opportunities and assuring the town has healthy economic independence.

"You need to have a community that is engaged and wants that independence," Nelson said. "Once you have that buy-in between the government helping out where it can and residents stepping up, you kind of get that independence started. But it takes a long time, and it's not easy."



Traffic drives east on Weld County Road 74 in Severance on Tuesday, Feb. 11, 2020. (Alex McIntyre/amcintyre@greeleytribune.com)

Marketing is an important pillar of Nelson's, the town government's and the Severance Chamber of Commerce's work, as they strive to recruit more businesses – and the right businesses – to the growing town.

A Dollar General recently moved into town at 9845 E. Harmony Road. The town recently built a new public works building and is improving the look and functionality of the historic downtown area by paving roads. Also, a community park that will serve as the central point of town, and a community event space, is under construction.

In November, owners of Roma Restaurants in Greeley, Evans and Windsor made the venture into Severance to open a new concept: Rojitos, Modern Mexican Cantina, at 385 W. 4th Ave., Suite D.

One of the restaurant's co-owners, Christopher Allison, said the decision to open the restaurant in Severance was a decision made partly out of opportunity and partly out of growth appeal.

The space Rojitos moved into was previously occupied by another restaurant, allowing Rojitos to get up and running more easily and quickly.

But also, the space was attractive because of the growth Severance has experienced in recent years and the tremendous growth potential that lies ahead, Allison said.



A newly-opened Dollar General stands on West 4th Avenue in Severance on Tuesday, Feb. 11, 2020. (Alex McIntyre/amcintyre@greeleytribune.com)

"The decision was pretty easy and it's a pretty rare opportunity to get in on the 'ground floor,' so to speak," Allison said. "Our assessment indicated that there was going to need to be some diversification in the restaurant offerings in the near future as a function of the expected growth in the area, thus our diversification from the Roma Restaurant brand."

"We at Rojitos are excited to be in Severance and hope to grow with the community."

Severance is a town with little to no debt and will look to stay that way, Nelson said. While it's a common practice for governments of larger municipalities to offer incentive packages, providing tax benefits to bring attractive new businesses to their city, Nelson said Severance is looking at ways to entice new businesses without surrendering tax money and potentially building debt.

In particular, Nelson said there are ways for the town government to promote Severance and make potential incoming businesses aware of how vibrant of a growing town Severance is.

"Community identity starts with really good marketing and really good outreach," Nelson said. "As we move forward, it's important to figure out where we market to – and to try to get residents to come to events and try to build communication between potential business owners."



A newly-opened Dollar General stands on West 4th Avenue in Severance on Tuesday, Feb. 11, 2020. (Alex McIntyre/amcintyre@greeleytribune.com)

In addition to the town government's efforts, the recently formed Severance Chamber of Commerce is in the process of developing and refining strategy for how to best attract businesses to town and promote businesses that are already there, according to Chamber staff member Jennifer Nethery.

So many of the plans and ideas Nelson, the town of Severance and the Chamber are implementing, and will implement, aren't fixated solely on what the town's needs are at this exact moment.

Northern Colorado and the many towns and cities within it are growing rapidly, and that growth is unlikely to slow or stall any time soon.

While not neglecting current needs, Nelson said the town must accommodate for what the population and make-up could be in future years and decades.

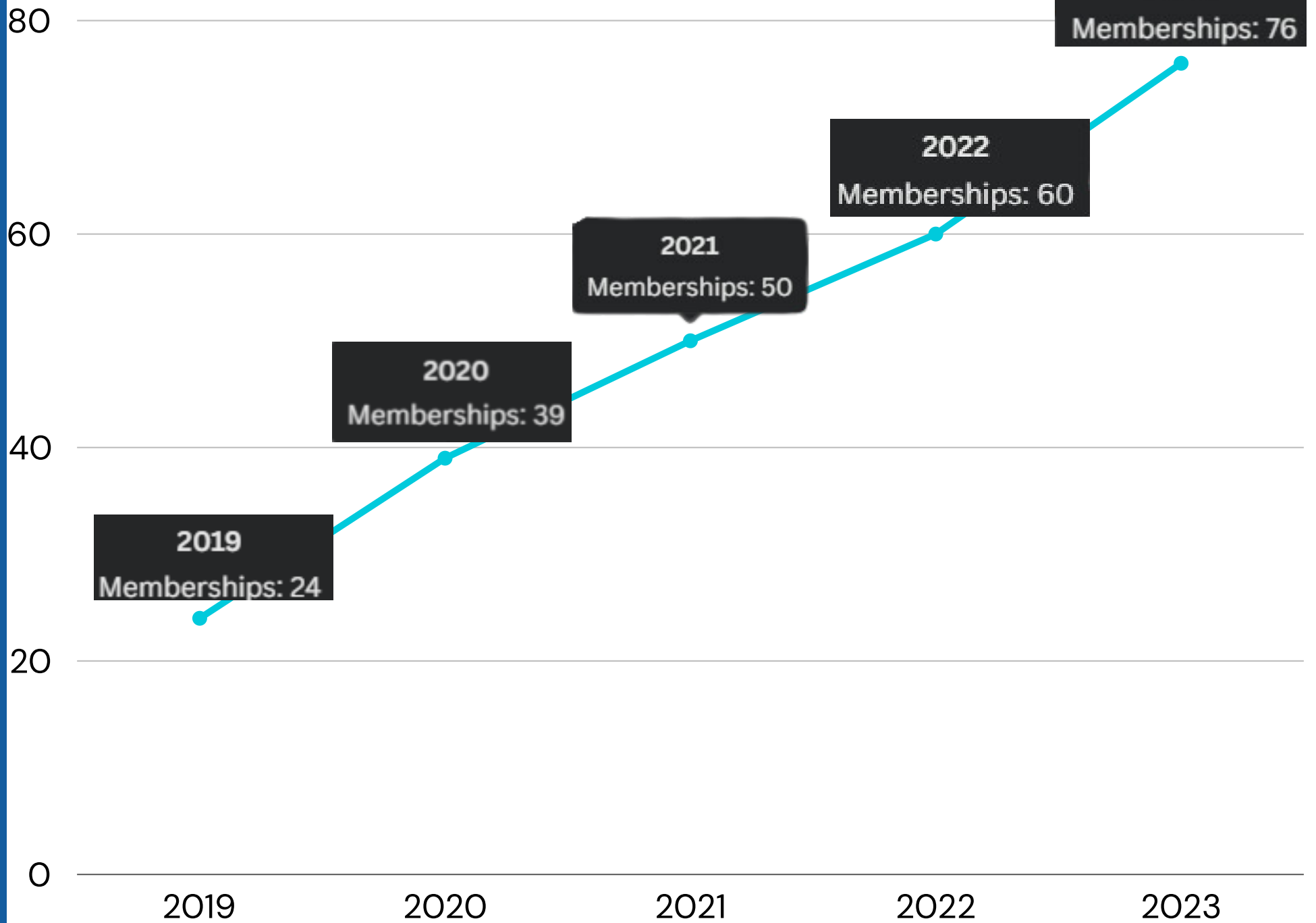
"You need to be realistic with the market – understand what services you have to provide in the market you are in," Nelson said. "We're doing that. And, a lot of it comes down to thinking about 10, 20 years from now. You can't force things. You have to work with what you have."

What Are Other
Nearby
Chamber's
Doing? How Are
We Doing?

Area Chamber Comparison

	EATON AREA– EATON, NUNN,, AULT, PIERCE	EVANS	KERSEY	SEVERANCE
POPULATION 2023	11,157	22,370	1,484	13,947
MEMBERS 2023	57	219	21	76
DUES STRUCTURE	FLAT	TIERED	FLAT	FLAT
DUES PRICE 2023	\$100	\$195-\$440	\$75	\$150
BOARD STRUCTURE	TRADITIONAL	BOARD + STAFF & ASSISTANT	TRADITIONAL	TRADITIONAL
EVENTS 2023	12– Member Luncheons	44– Last 6 mos of the year (Inc. 4 major events– golf tournament)	4– Business After Hours	23

■ Memberships



Our Board and Ambassadors



Jennifer Nethery
Farmer's
Insurance

Christine
McDaniel
Coldwell Banker
Virtual Assistant

Julie Kidd
Platte Valley
Vet

Michelle
Nelson
Coldwell
Banker

Kyle Schnellmann
Tile Kyle

Kim Surber
Leeward
Financial

Trischa Minnick
Picket Fence
Properties

Shannon Ezell
TBK Bank

Kerri Voelker
Windsor Wealth
Management

Joanne Scott
TBK Bank



Jennifer Nethery
Farmer's
Insurance

Christine
McDaniel
Coldwell Banker
Virtual Assistant

Julie Kidd
Platte Valley
Vet

Michelle
Nelson
Coldwell
Banker

Kyle Schnellmann
Tile Kyle

Kim Surber
Leeward
Financial

Trischa Minnick
Picket Fence
Properties

Shannon Ezell
TBK Bank

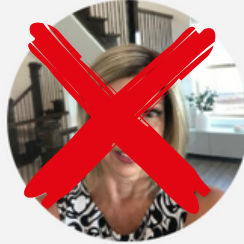
Kerri Voelker
Windsor Wealth
Management

Joanne Scott
TBK Bank

Meet The Board



Jennifer Nethery, President -
Farmer's Insurance | Insurance
Agent



Michelle Nelson, Vice President -
Coldwell Banker Realty / REALTOR®



Christine McDaniel, Executive
Director - Coldwell Banker Realty /
REALTOR®



Elizabeth Atkins, Secretary - RE/MAX
Alliance / REALTOR®



Felicia Jarrett, Board Member
Cuztom Solutions, LLC



Kevin Weimer, Board Member
Coldwell Banker Realty / REALTOR®

- Michelle has given her resignation for her upcoming term but may still be an Ambassador
- Kevin gave his official notice of resignation on 1/1/2024 but hasn't attended since August 2023
- We have 1 member who has been inconsistent with meeting attendance

Meet The Ambassadors



Torrie Barr, Academy Mortgage



Kim Surber, Leeward Wealth Management



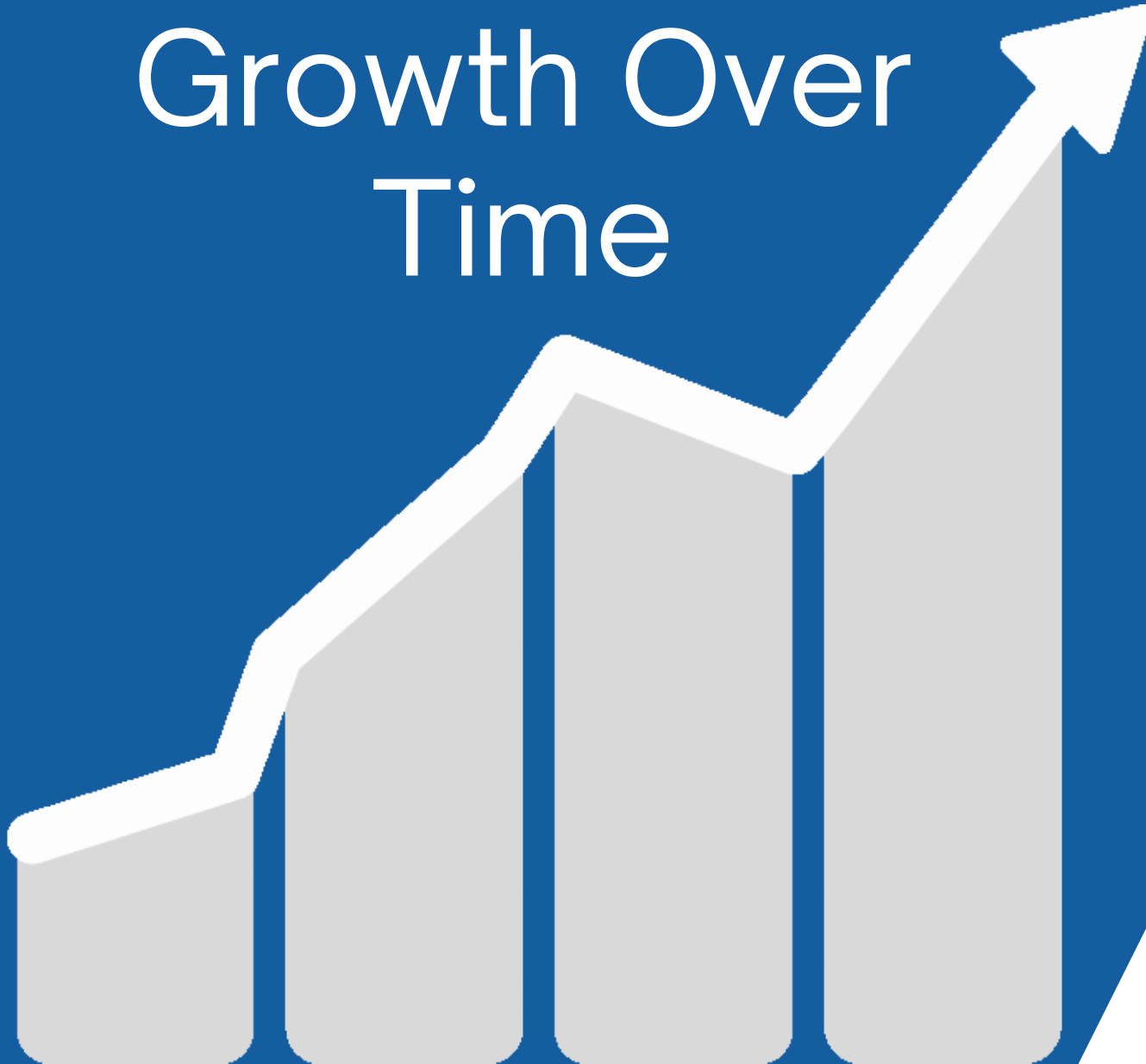
Jake Gerke, New York Life Insurance

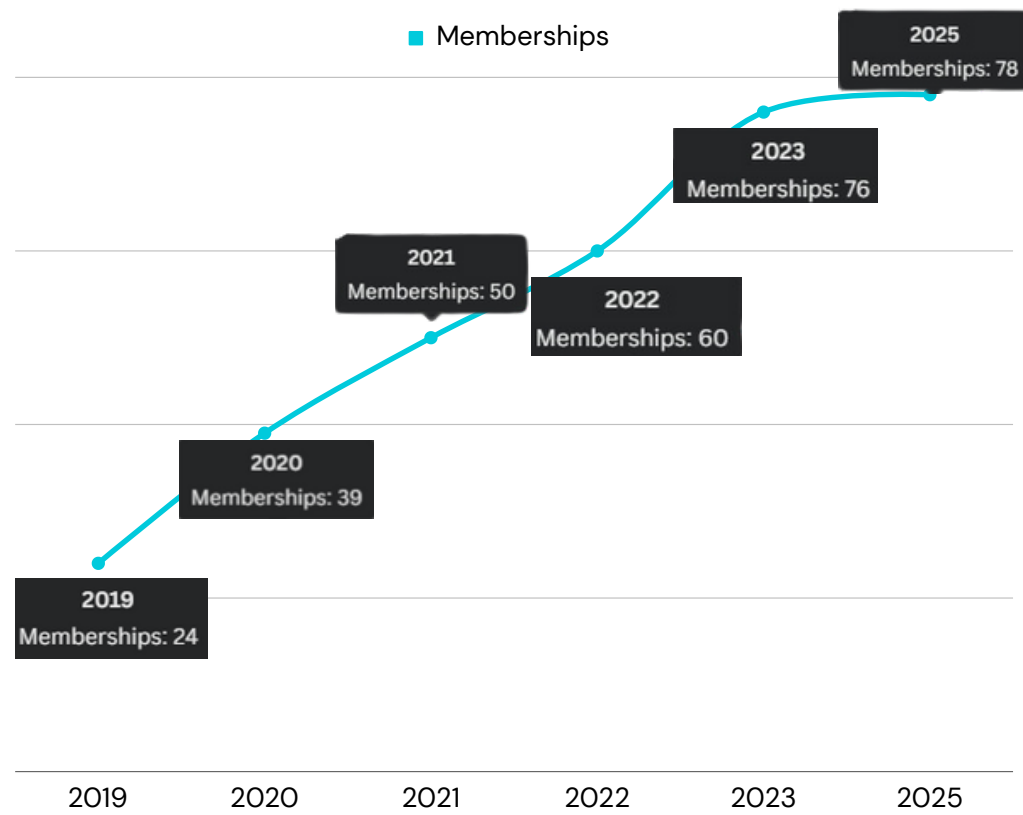


Shannon Ezell, TBK Bank

- 1 of our Ambassadors listed here, we have only seen twice and she has been an Ambassador since October, 2022.
- We don't always have 100% Ambassador participation when we host events, sometimes we have 1-2 helpers.
- It's not often that an Ambassador attends our Board Meetings but they are always open for participation and the events are on their calendars.

Growth Over Time

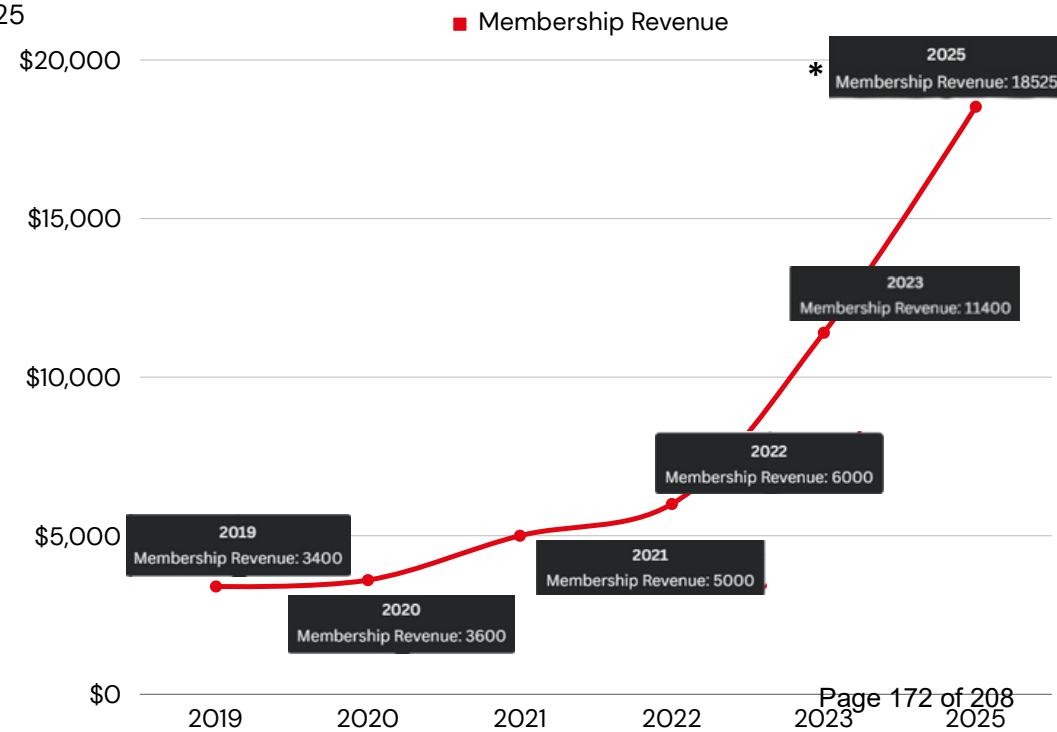


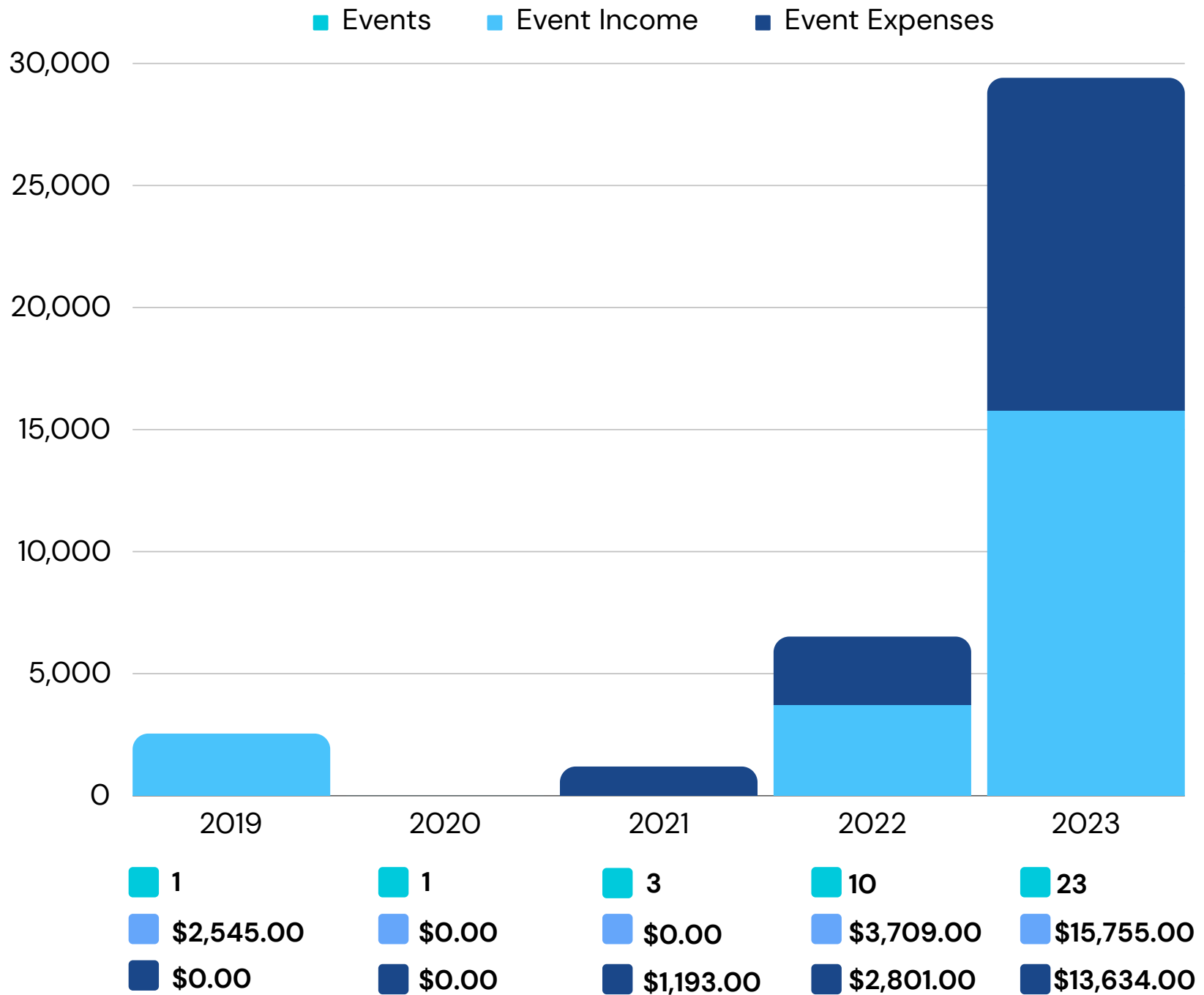


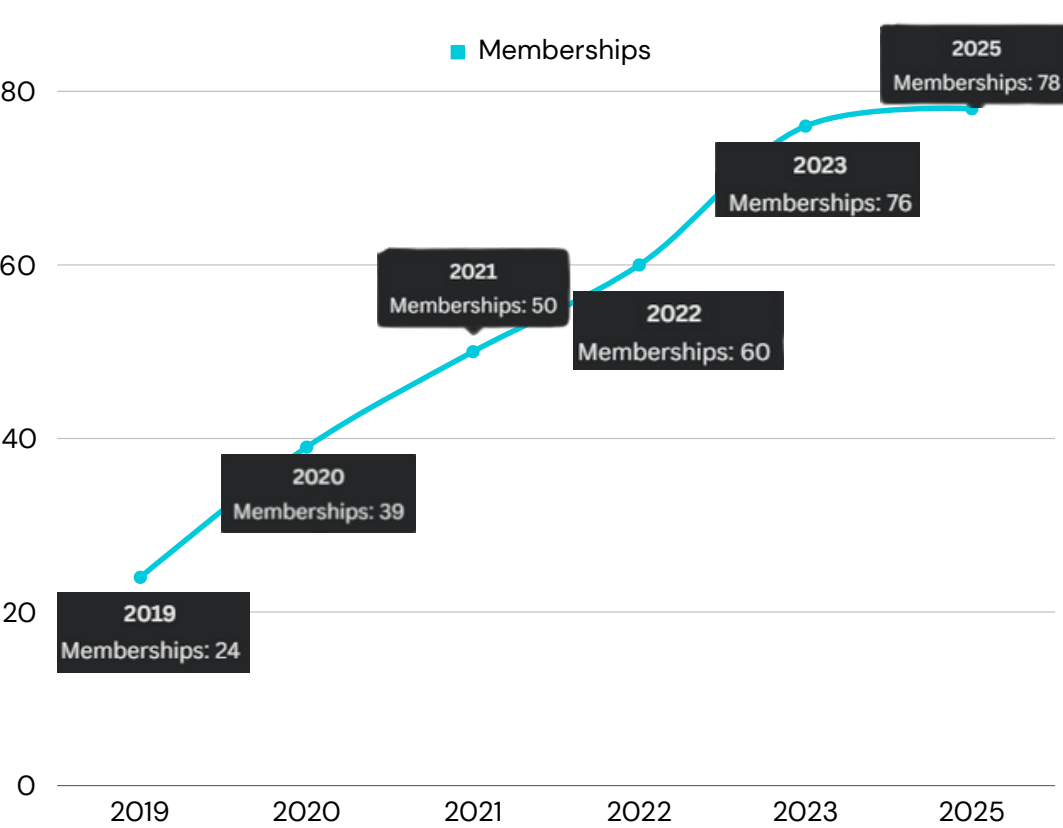
2025 Projection

Based off 53 Members that choose to stay + 25 new Businesses from Franklin's Place at the lowest tier (based off Evans Chamber Members Dues)

**does not include elite packages that will be implemented in 2025*



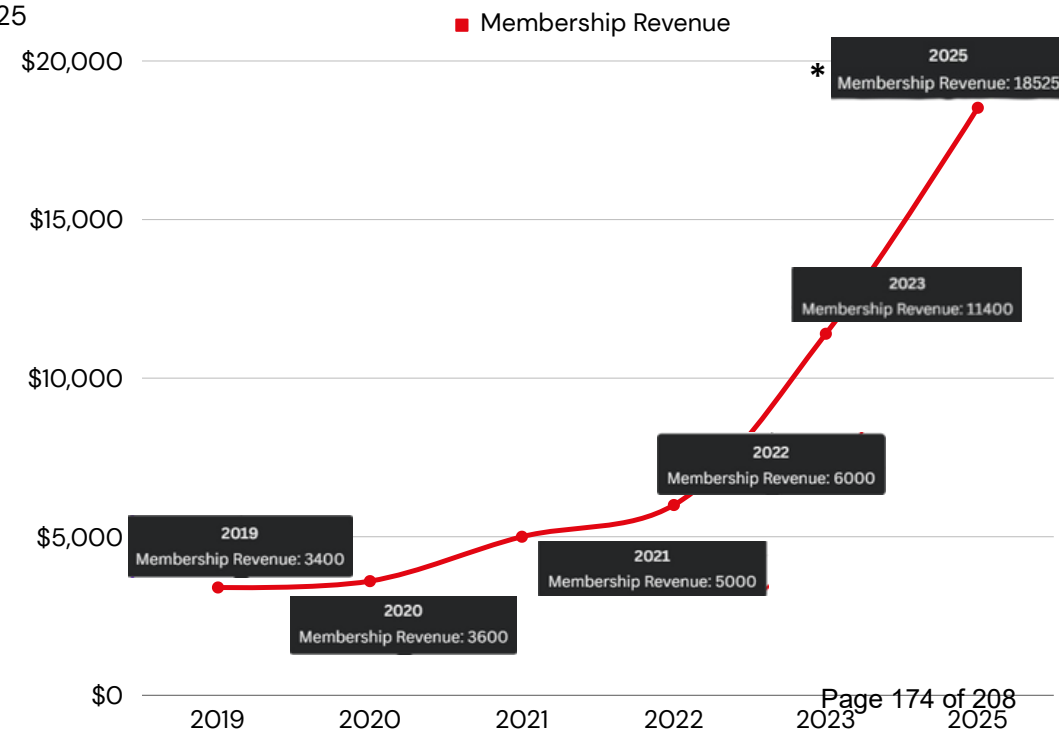




2025 Projection

Based off 53 Members that choose to stay + 25 new Businesses from Franklin's Place at the lowest tier (based off Evans Chamber Members Dues)

**does not include elite packages that will be implemented in 2025*



As of 1/1/2024

BANK ACCOUNTS



TBK Checking

4 to review

Bank balance

\$11,702.93

In QuickBooks

\$7,593.56

Updated 11 hours ago

We are aware of the discrepancy

2023: A Year in Review

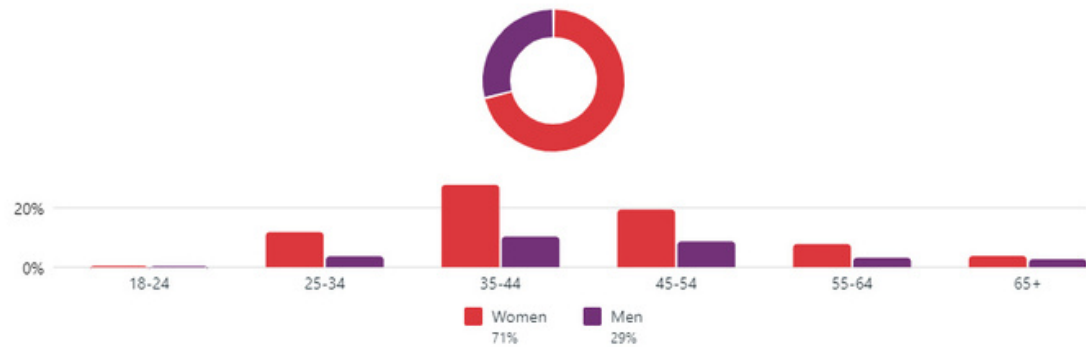
*Board Potluck- 01/14
 *Hosted Speedy Connections Networking Event at Windsong Events Center- 02/09
 *Saint Patrick's Day Meet & Greet- Bruce's Bar- 03/14
 *Hosted Severance Chamber 5K Color Run- 04/02
 Attended new Elementary School Groundbreaking- 05/02
 Sponsoring Fishing Derby Trophies- 05/20
 Library Chili Cookoff- 05/20
 Library Groundbreaking- 05/22
 *Ambassador Appreciation Lunch- 06/08
 Sponsoring Severance Corn Hole Tournament- 06/17
 Multi-Chamber Event- Big Balloon Build- 07/20
 Chesnee Fundraiser Festival- 07/22
 *Ribbon Cutting for Ashley Jacobson (Recruiting NoCo)- 07/25
 *Host Severance Day Parade -08/19
 Chamber Booth and Beer Garden for the Severance Days Saturday night concert- 08/19
 Weld RE-4 New teacher event booth- 08/07
 Weld RE-4 Convocation- 08/15
 *Ribbon Cutting for Elizabeth Atkins (Remax)- 08/30
 *Ribbon Cutting for Elizabeth Garcia (Primerica)- 09/13
 *Ribbon Cutting for Country Financial- Bryce Kiser Agency- 10/17
 *5K run with Big Bones & Chamber- 10/21
 Participated in Trunk or Treat at town hall- 10/27
 *After Hours event- Mash Lab- 11/09
 Sponsoring the choir at the Severance Christmas Celebration - 12/09



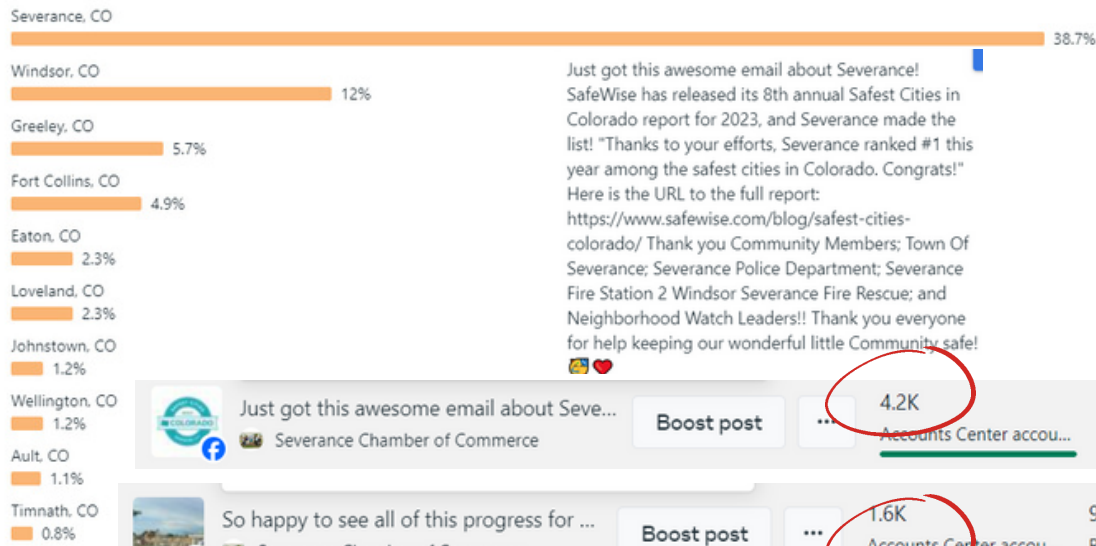
Our Audience – STATS



Facebook as of 12/27/2023



Top cities



Just got this awesome email about Severance! SafeWise has released its 8th annual Safest Cities in Colorado report for 2023, and Severance made the list! "Thanks to your efforts, Severance ranked #1 this year among the safest cities in Colorado. Congrats!" Here is the URL to the full report: <https://www.safewise.com/blog/safest-cities-colorado/> Thank you Community Members; Town Of Severance; Severance Police Department; Severance Fire Station 2 Windsor Severance Fire Rescue; and Neighborhood Watch Leaders!! Thank you everyone for help keeping our wonderful little Community safe! 🙌❤️

Page overview Create a post Last 28 days

Discovery

Post reach	798
Post engagement	596
New Page likes	0
New Page Followers	4

Facebook
as of 01/01/2024

Interactions

Reactions	42
Comments	61
Shares	0
Photo views	248
Link clicks	10

Just got this awesome email about Seve...
Severance Chamber of Commerce

Boost post

4.2K
Accounts Center accou...

173
Reactions/Likes, comm...

4.5K
Impressions

So happy to see all of this progress for ...
Severance Chamber of Commerce

Boost post

1.6K
Accounts Center accou...

90
Reactions/Likes, comm...

1.7K
Impressions

So happy to see all of this progress for Clearview Library District - Severance location! ☑️

Come network with us on November 9th over at Mash Lab Brewing & Kitchen! Open to all - members or non members, let's have a great time! Drinks sponsored by Country Financial - Bryce Kiser Agency 🍷
Nov 1, 2023

Post reach
1,343

Engagement
76

Boost post

Now isn't this just incredible! Did you hear the news!? Franklin's Place in Severance has officially been approved for building! What?! You heard that right, we are getting more COMMERCIAL in our little/big town - which we have been longing for! Check out the plat...
Dec 29, 2023

Post reach
640

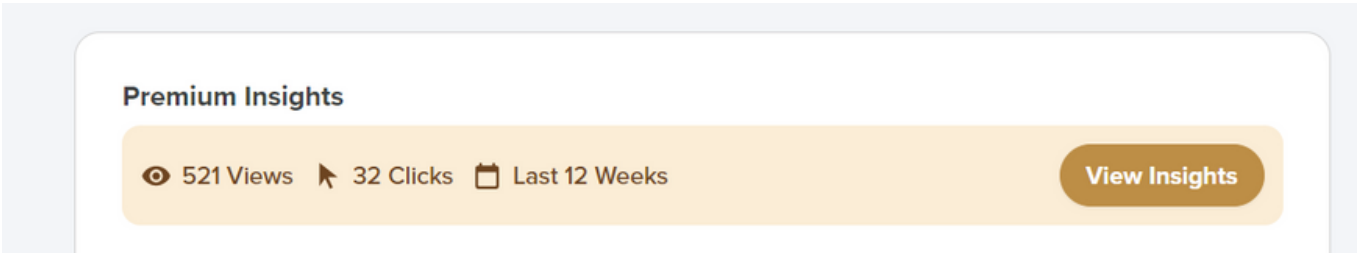
Engagement
563

Boost a post

Page 179 of 208

Alignable as of 12/27/2023

(created July 2023)



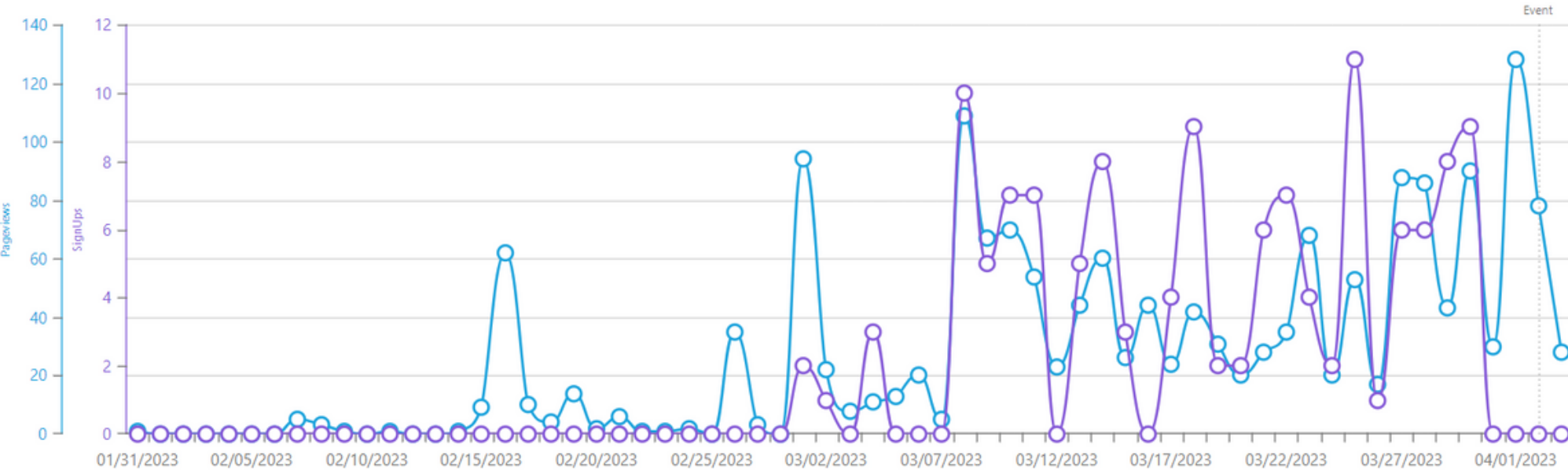
Google Analytics as of 1/1/2024



Color Run 5K/1 Mile

PAGEVIEWS
1,740

SIGNUPS
128
Previous Year: 0



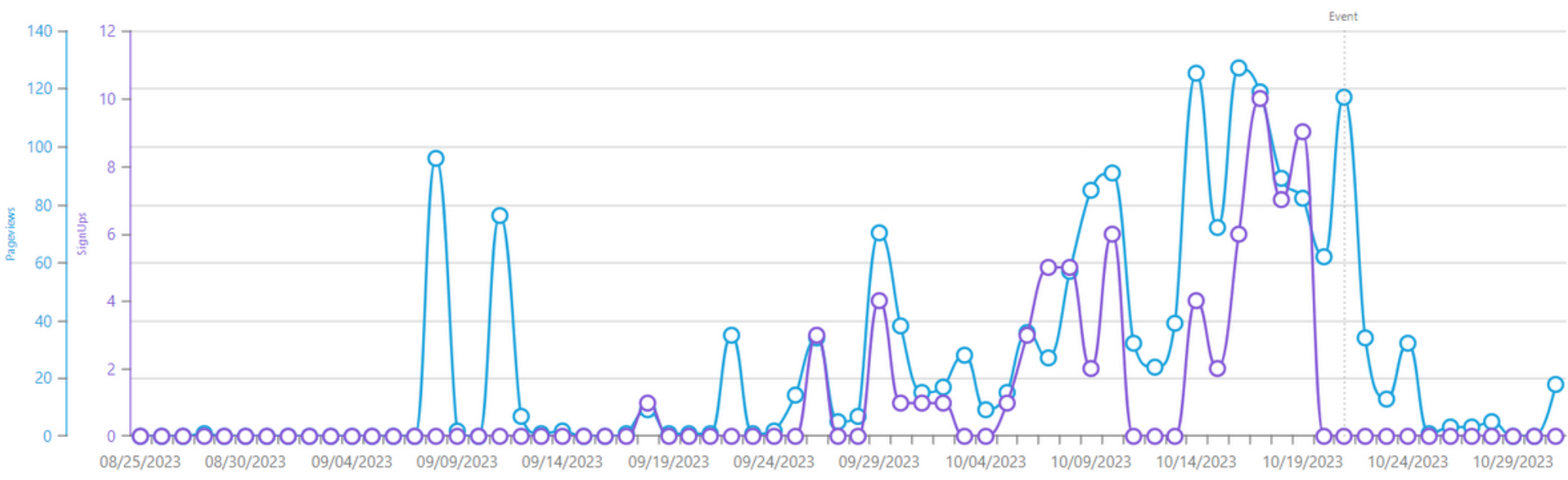
SOURCE	PAGEVIEWS	SIGNUPS
Referral >	1,666	124
Email >	63	4
Custom >	11	0

Total signups do not reflect in person registrations

Howl-O-Ween 5K 2023

PAGEVIEWS
1,781

SIGNUPS
71
Previous Year: 0



SOURCE		PAGEVIEWS	SIGNUPS
Referral >		1,765	71
Email >		14	0
Custom >		2	0

Total signups do not reflect in person registrations

The Chamber is in a time of transition.

There is a collective and resounding theme with the conversation about the Severance Chamber going forward. It is that the remaining few Board Members and Executive team cannot continue to pull the full weight of the requirements to sustain the Chamber.

Until we can get enough money in dues, donations and sponsorships, the chamber needs seed money to carry it to 2025. This will also coincide with Franklin's Place which has the potential for roughly twenty-five additional storefronts in Severance based off the proposed plan.

Ultimately, the Chamber's last operating month will be January 31, 2024.

Why the Town of Severance needs a Chamber of Commerce

Our Mission

Serve as an advocate for businesses in Severance by creating opportunities for growth and development.

Our Vision

Being the catalyst for Igniting prosperity (economic growth within the business community) and connecting our residents to businesses (commitment to community development and engagement).

Our Core Values

Prosperous Business Community
Strong Collaborative Networks
Quality of Life Improvement
Community Engagement and Well Being
Leadership and Advocacy
Educational Excellence

For a small town like Severance, a Chamber of Commerce offers various benefits and opportunities for local businesses and the community as a whole. When effectively managed, it can contribute significantly to the growth and prosperity of a small town.

1. Business Support and Networking
2. Promotion of Local Businesses
3. Community Development
4. Advocacy and Representation
5. Economic Growth
6. Educational Resources
7. Tourism Development
8. Collaboration with Local Organizations
9. Crisis Management and Support

Our Priorities Moving Forward....

Building a Stronger Community with the Severance Chamber of Commerce

Increase B2B>B2C

Marketing

Tailor and Increase
Events

Collaboration with our
Schools

Business to Business

Who We've Impacted





Josh Wimmer
Perham

The Severance Chamber of Commerce has an amazing team that is always willing to help out their community. I highly suggest reaching out and becoming a member!!



Wendy's Wardrobe & Fashion Styling recommends **Severance Chamber of Commerce.**
August 31, 2022 ·

10/10!!! Love them!!! Thanks for the great parade! ~Wendy



Gary Edward Martin recommends **Severance Chamber of Commerce.**
February 25, 2019 ·

Great place to network with other business owners in Severance and Windsor Colorado



Jennifer Nethery recommends **Severance Chamber of Commerce.**
May 9, 2019 ·

The Severance Chamber is designed to be a liaison between local small business owners and the town. By joining you will increase your visibility in the community and will help the town grow with local businesses in mind.

Accepted Recommendations (2)



Dave Bruen
Bruen Media Group
Greeley, CO

"Christine and the crew at the Severance Chamber do an awesome job! I'd encourage businesses (large and small) in the surrounding areas to join, come to some functions/events, and do some networking!"



Jack Hale
Stonescape Steel Roofing Inc.
Fort Collins, CO





We Need Your Help

With the Grant Money....

- *The Severance Chamber will utilize the \$3000 paid for by the Town to bring SBDC programs to our businesses and community.
- *The Severance Chamber will focus on transitioning our dues to a tiered membership by January of 2025.
- *The Severance Chamber will be meeting with businesses to learn what their specific needs are as well as training them to utilize the Chamber to their benefit.
- *The Severance Chamber will utilize marketing options to best promote local business, not limited to digital, radio stations, brochures, event marketing, etc.
- *The Severance Chamber will create events that are specific to our businesses, promote the events and bring the community to them.
- *The Severance Chamber will partner with our local schools to bring businesses to the schools, teachers and students to businesses, collaborate with Deca and FBLA and facilitate internships with our businesses.
- *The Severance Chamber will foster an organization that will provide opportunities for businesses to collaborate on events, share ideas, promote each other and provide member benefits.

The intention of asking for a seed grant from the Town of Severance, is to help the Severance Chamber of Commerce transition from the original creation in 2018, which was getting as many members as possible to facilitate cohesion among businesses to an organization that exists to promote and advocate for the interests of businesses, foster economic growth, enhance the business environment, and contribute to the overall well-being of the community.

The Severance Chamber of Commerce is asking for an open ended grant with a recommendation of an amount up to \$60,000.

January 9, 2024

To: Severance Town Council and Mayor

From: Severance Chamber of Commerce

Topic: Chamber Seed Grant

Mission - Serve as an advocate for businesses in Severance by creating opportunities for growth and development.

Vision- Being the catalyst for Igniting prosperity (economic growth within the business community) and connecting our residents to businesses (commitment to community development and engagement).

Core values-

Prosperous Business Community- Foster an environment where businesses of all sizes can grow and prosper.

Strong Collaborative Networks- Create a business community where partnerships and collaboration lead to collective success.

Quality of Life Improvement- Contribute to an improved quality of life in Severance by supporting business initiatives that will create jobs, enhance public service and make the community an attractive place to live, work and shop.

Community Engagement and Well Being- Actively engage with the local community to promote opportunities for engagement with local businesses.

Leadership and Advocacy- Be an influential voice for the business community, providing leadership in advocating for policies and initiatives that support economic growth and sustainability.

Educational Excellence- Contribute to educational excellence by creating opportunities that enhance the local workforce (and incoming workforce) and align education with the needs of businesses.

OPENING STATEMENT

On November 14th, 2023, we initiated the request for a grant/seed money. This first proposal was denied due to the legalities of our specific ask as we indicated we would like to hire an Executive Director.

We revised our proposal and returned to the council December 12th, 2023. We were not on the official agenda and were unable to review the changes we had made. We do not feel this proposal was given the consideration it deserved based on legal counsel.

We feel strongly that the proposal for grant money is so important to the future of the Severance Chamber that we reached out to members of the Council, Town staff, the Mayor, the Citizen Advisory Board and even the former Mayor who initiated the formation of the Chamber.

What we are presenting is how the Chamber started and why, where the chamber is now and what we hope to accomplish with grant money if awarded.

While we are not requesting a specific amount of grant money, as we are not aware of the budget available, we would like to recommend between \$40,000 and \$60,000 over the next two years.

BIRTH OF THE CHAMBER

Mid-August of 2018, the current Mayor of Severance, Don McLeod, reached out to six local, Severance business owners to start a Severance Chamber. After speaking with him 12/30/2023, he confirmed that the reason he felt a Chamber was important to Severance is because he felt the local businesses did not work well together. He felt a Chamber would bring cohesion among the business owners.

While not the typical route for starting a Chamber, this is what the Severance Chamber of Commerce was built on. Business relations. Essentially, we were tasked with bringing businesses together.

As early as January 2019, We were led to believe that the Town of Severance, legally could support the Severance Chamber of Commerce via grants. This was before we had even established an Executive Board.

Because the perceived goal of the Chamber was for Business to Business relations, the focus of growth was to get as many businesses as members. Which we have been very successful at. We set our dues at \$100 per membership and ended the first year with 34 members.

CURRENT STATE OF THE CHAMBER

As of today, we have four Executive members with one resigning in July (we should have 5 total), one Board Member (we should have 2) and 4 Ambassadors.

In our most recent Board picture from July 2022, as you can see we have a full Board and some Ambassadors here. Julie Kidd, Jennifer Nethery, Kyle Schnellmann and Michelle Nelson are the Original Board Members

Board Length of Term (from photo):

Jennifer Nethery: July 2018 - Current

Christine McDaniel: April 2021 - Current

Julie Kidd: July 2018 - July 2022 (but really, dropped off the earlier part of 2022 given her Business)

Michelle Nelson: July 2018 - July 2024 (Possibly resigning before this date)

Kyle Schnellman: Treasurer- July 2018 - August 2022 (but really, dropped off the earlier part of 2022 given his Business)

Kim Surber - Ambassador April 2022 - Current

Trisha Minnick: Board Member February 2022- December 2022

Shannon Ezell: Secretary from December 8th, 2022 - July 2022

Ambassador from June 2022 - Current

Kerri Voelker: Ambassador from April 2022 - January 30, 2023

Board Member from November 2022 January 30, 2023

Joanne Scott: Board Member from March 2020 - December 8th 2023

Treasurer from December 8th, 2022 - December 11th, 2022 (immediately resigned because of the time commitment)

As you can see based on the above information, turnaround has been extremely high and the term of the seat has not been lived out to its entirety. Usually the reasoning for leaving the Chamber is due to being disorganized, overwhelming and lack of execution.

MEMBER GROWTH OVER TIME

From 2019 when we started taking dues, we ended with 24 members. 2020, during the Covid pandemic, we sustained our membership numbers at 39. 2021 as we emerged from the Covid pandemic we ended the year with 51 members. 2022 ended with 60 members and we are ending 2023 with 76 members.

STATE OF THE CHAMBER

The group that created the Severance Chamber of Commerce initially operated off of funds donated from the owners of the small businesses involved in the Chamber up until dues were taken starting in 2019.

Dues started at \$100 and remained there until January of 2023 when dues increased to \$150. Our current invoicing schedule is "date joined." Our revenue increased with our increasing memberships but does not provide all that much more income for the chamber compared to the expenses.

In 2020, the town provided a \$10,000 grant from Covid relief money. The chamber has been very frugal with this grant as the board wanted to make sure the chamber was solvent in the event that there was a major decrease in memberships.

While we would like to change our membership dues to tiered levels, 2024 would be a transition period where dues are taken on a prorated basis until January 1 of 2025. Membership would then be based on business size and relation to Severance. In addition, there would be Elite sponsorship for companies that want to donate additional funds.

CONTRIBUTIONS 2023

Please see the most recent Chamber Update- "December 2023."
23 events with 12 actual chamber events.

OUR REACH 2023

We currently function off of Growth Zone (Info Hub), Facebook, Alignable, NextDoor and our Website.

We offer an interactive website that allows businesses to manage their own directory, events and job offerings.

Our goal with Social Media is to reach the Community by getting them involved with Severance events and draw new and repeat business to Severance. While we are getting A LOT of views on Social Media, our attendance is still significantly low. Marketing properly for our Severance Businesses and our Chamber Members is crucial to support their growth as well as ours.

Maybe because of the extensive amount of events put on by the Town and bringing in outsiders, why would our local, Severance, businesses want to compete or feel that they could?

MOVING FORWARD

There is a collective and resounding theme with the conversation about the Severance Chamber going forward. It is that the remaining few Board Members and Executive team cannot continue to pull the full weight of the requirements to sustain the Chamber. All positions are filled by full time, working, business owners that NEED to be working on their own businesses. Until we can get enough money in dues, donations and sponsorships, the chamber needs seed money to

carry it to 2025. This will also coincide with Franklin's Place which has the potential for roughly twenty-five additional storefronts in Severance based on the proposed plan.

Ultimately, the Chamber's last operating month will be January 31, 2024.

WHY THE TOWN OF SEVERANCE NEEDS THE CHAMBER

When effectively managed, it can contribute significantly to the growth and prosperity of a small town. This is because it provides the following:

1. *Business Support and Networking:* Our Chamber provides a platform for local businesses to connect, collaborate, and support each other. Networking opportunities can lead to the sharing of ideas, resources, and best practices, fostering a sense of community among businesses.
2. *Promotion of Local Businesses:* Our Chamber promotes the products and services of local businesses, helping them gain visibility. Ultimately, we would like to promote outside the immediate community to attract customers, tourists, and potential investors to the town.
3. *Community Development:* We would like to play a crucial role in the overall development of the community by working with businesses, local government, and residents so collectively they can collaborate on initiatives that improve the quality of life, infrastructure, and public services in the town.
4. *Advocacy and Representation:* A Chamber of Commerce can represent the collective interests of local businesses when dealing with government authorities, advocating for policies that support economic growth and business development. This representation can be especially important for small businesses that may not have the resources to navigate regulatory issues independently.
5. *Economic Growth:* By fostering a conducive business environment, a Chamber can contribute to the economic growth of the town. This can result in increased job opportunities, higher tax revenues for local government, and an overall improvement in the town's economic health.
6. *Educational Resources:* The Chamber can organize workshops, seminars, and training sessions to provide businesses with valuable information and skills necessary for success. This educational support can help local entrepreneurs thrive in a competitive market. Our chamber will be able to do this with Collaboration from the SBDC and Clearview Library.
7. *Tourism Development:* With Future Legends being a tourist hub, we would like to promote Severance as a viable location to visit for dinner or other services. If applicable, the Chamber can work on promoting tourism in the town.

8. *Collaboration with Local Organizations*: The Chamber can collaborate with other local organizations, such as schools, charities, and cultural institutions, to create a well-rounded and vibrant community. This collaboration can enhance the overall image of the town.
9. *Crisis Management and Support*: In times of crisis, such as natural disasters or economic downturns, the Chamber can serve as a resource for businesses, providing support, information, and assistance to help them navigate challenges and recover. The Chamber did this during Covid to help businesses file for PPE and PPP dollars.

OUR PRIORITIES

Of course, the Severance Chamber of Commerce would like to do everything to be the best advocates for our Town, Citizens, Businesses, Schools, etc. Per the suggestion of the Citizen Advisory Board, we have condensed our original proposal to a hyper focused, four part strategy.

Our priorities moving forward are to increase marketing, tailor and increase events, Collaborate with the Weld RE4 School District and continue to foster Business to Business relations.

INCREASE MARKETING:

1. Online Presence:
 - a. We currently have a website that includes a directory of local businesses.
 - b. We also utilize social media platforms to promote Chamber events but we need to do a better job helping our members leverage social media platforms to share updates, promotions, and success stories of member businesses.
2. Local Events and Sponsorships:
 - a. Organize or sponsor local events, fairs, or festivals that showcase businesses.
 - b. Host networking events where local businesses can interact with potential customers and other entrepreneurs.
 - c. Sponsor community activities to build goodwill and demonstrate the Chamber's commitment to the town's well-being.
3. Collaborate with Local Media:
 - a. Forge partnerships with local radio stations and online media outlets to feature member businesses.
 - b. Submit press releases and articles about Chamber events and achievements to local media.
 - c. Utilize community newsletters and magazines to highlight businesses and Chamber initiatives.

4. Joint Marketing Campaigns:
 - a. Facilitate joint marketing campaigns where multiple businesses collaborate on promotions or discounts to attract a broader audience.
 - b. Create themed promotions that involve multiple businesses, encouraging cross-promotion and customer engagement.
5. Online Marketing Workshops:
 - a. Offer workshops or webinars on effective online marketing strategies, helping businesses enhance their digital presence.
 - b. Provide resources and guides on topics like search engine optimization (SEO), social media marketing, and email marketing.
6. Loyalty Programs:
 - a. Introduce a local loyalty program that encourages customers to patronize member businesses and receive discounts or rewards.
 - b. Promote the loyalty program through various channels, including social media and local advertising.
7. Chamber Publications:
 - a. Publish a regular newsletter or magazine featuring member businesses, success stories, and upcoming events.
 - b. Distribute printed materials, such as brochures or business directories, to residents, tourists, and local offices.
8. Discount Programs:
 - a. Create a Chamber discount program where member businesses offer exclusive discounts to other Chamber members.
 - b. Promote these discounts through the Chamber's marketing channels.
9. Online Reviews and Testimonials:
 - a. Encourage satisfied customers to leave positive reviews for member businesses on online platforms.
 - b. Share testimonials and success stories on the Chamber's website and social media.
10. Community Partnerships:
 - a. Build partnerships with local influencers, bloggers, and community leaders to amplify the Chamber's message.
 - b. Collaborate with local schools, colleges, and community organizations to involve students in marketing initiatives.

TAILOR AND INCREASE EVENTS:

1. Event Calendar:

- Create a comprehensive events calendar that includes both Chamber sponsored events and those hosted by member businesses.
 - Regularly update the calendar on the Chamber's website and promote it through social media, newsletters, and other communication channels
2. Networking Mixers:
 - Host regular networking mixers or business after-hours events where local businesses can connect, exchange ideas, and build relationships.
 - Incorporate fun and interactive elements to make the events more engaging.
 3. Educational Workshops:
 - Organize workshops and seminars on topics relevant to local businesses, such as marketing strategies, financial management, and industry trends.
 - Invite guest speakers or industry experts to share valuable insights.
 4. Trade Shows and Expos:
 - Arrange trade shows or expos that allow local businesses to showcase their products and services.
 - Promote these events to attract both business-to-business (B2B) and business-to-consumer (B2C) participants.
 5. Themed Events:
 - Plan themed events around holidays, seasons, or local traditions to generate interest and attract a diverse audience.
 - Encourage businesses to participate by aligning their offerings with the event theme.
 6. Collaborative Events:
 - Foster collaboration by partnering with other organizations, such as local schools, nonprofits, or neighboring Chambers of Commerce, to co-host events.
 - Joint events can broaden the reach and impact of the activities.
 7. Social Media Challenges:
 - Launch social media challenges or contests that encourage businesses and community members to participate in events and share their experiences.
 - Use event-specific hashtags to create buzz and visibility.
 8. Business Spotlights:
 - Feature member businesses through regular "business spotlight" events where they can showcase their offerings and connect with the community.
 - Rotate the spotlight among different businesses to ensure broad participation.
 9. Culinary or Tasting Events:
 - Host culinary events or tasting sessions that highlight local restaurants, breweries, or food vendors.
 - Partner with local chefs and businesses to create unique experiences.

10. Outdoor and Community Events:

- Plan outdoor events, such as farmers' markets, street fairs, or community picnics, to attract residents and visitors.
- Provide spaces for businesses to set up booths and engage with attendees.

11. Online and Hybrid Events:

- Explore virtual or hybrid event formats to accommodate different preferences and reach a wider audience.
- Utilize online platforms for webinars, virtual expos, and interactive discussions.

12. Membership Incentives:

- Offer special incentives for businesses to become Chamber members, such as exclusive access to premium events or discounted event participation fees.

13. Feedback Mechanism:

- Collect feedback from businesses and community members to understand their preferences and improve future events.
- Adapt event strategies based on the feedback received.

COLLABORATE WITH OUR SCHOOLS:

1. Career Fairs and Expos:

- Organize or participate in career fairs and expos where local businesses can showcase career opportunities, internships, and industry trends to students.
- Invite businesses to share information about their industries and provide insights into potential career paths.

2. Business Education Programs:

- Collaborate with schools to develop and implement business education programs that enhance students' understanding of entrepreneurship, marketing, and financial literacy.
- Offer workshops, guest lectures, or mentorship programs led by local business professionals.

3. Internship and Job Placement Programs:

- Facilitate internship programs that connect students with local businesses for hands-on work experience.
- Assist in job placement initiatives by connecting graduating students with job opportunities within the community.

4. Entrepreneurship Competitions:

- Sponsor or support entrepreneurship competitions within schools to encourage students to develop business ideas.

- Provide mentorship, resources, and judging panels composed of Chamber members.
5. Education Advisory Boards:
 - Establish education advisory boards comprising Chamber members, educators, and community leaders.
 - Collaborate on curriculum development, ensuring that it aligns with the needs of local businesses and the community.
 6. Student Business Showcases:
 - Host events where students can showcase their business projects or innovations to Chamber members and the local community.
 - Provide feedback and recognition for outstanding student achievements.
 7. Teacher Externships:
 - Create opportunities for teachers to participate in externship programs with local businesses, gaining real-world insights to enrich their teaching methods.
 - Encourage businesses to host educators for short-term work experiences.
 8. Industry Tours and Site Visits:
 - Arrange tours and site visits to local businesses, allowing students to explore different industries and gain practical knowledge.
 - Coordinate with businesses to provide informative sessions and Q&A opportunities.
 9. Educational Grants and Scholarships:
 - Establish educational grants or scholarships funded by the Chamber to support students pursuing higher education or vocational training.
 - Involve local businesses in contributing to scholarship funds.
 10. Professional Development for Educators:
 - Offer professional development opportunities for educators, focusing on industry trends, technology advancements, and skills required by the local job market.
 - Facilitate workshops or seminars led by Chamber members.
 11. Community Service Projects:
 - Collaborate on community service projects that involve both students and local businesses working together to address local needs.
 - These projects can enhance community engagement and instill a sense of social responsibility in students.
 12. Joint Marketing Initiatives:
 - Collaborate on joint marketing initiatives to promote both local businesses and educational institutions.
 - Highlight success stories of students who have benefited from local business partnerships.

BUSINESS TO BUSINESS: Strengthening business-to-business (B2B) relations is crucial for the success of a Chamber of Commerce as it directly contributes to the growth and prosperity of its member businesses.

1. Networking Events:

- Host regular networking events specifically designed for businesses to connect and build relationships.
- Organize industry-specific mixers or roundtable discussions to facilitate targeted networking.

2. Business Expos and Trade Shows:

- Arrange business expos or trade shows where member businesses can showcase their products and services to other businesses.
- Provide opportunities for B2B collaboration through partnerships, joint ventures, or supplier relationships.

3. Online Business Directories:

- Maintain an updated online business directory that categorizes and highlights the diverse services and expertise of member businesses.
- Ensure easy accessibility to the directory for businesses seeking potential partners or collaborators.

4. Collaborative Marketing Campaigns:

- Facilitate joint marketing campaigns where multiple businesses collaborate on promotional activities, reaching a wider audience.
- Encourage businesses to cross-promote each other's products and services.

5. Industry-specific Workshops and Seminars:

- Host workshops and seminars tailored to specific industries or sectors, creating opportunities for businesses to share knowledge and expertise.
- Invite industry leaders or experts to present valuable insights.

6. Business Roundtables:

- Organize regular business roundtable discussions where members can discuss industry trends, challenges, and potential collaborative projects.
- Facilitate an open exchange of ideas and information.

7. B2B Discounts and Incentives:

- Introduce exclusive B2B discount programs where member businesses offer special rates or incentives to fellow Chamber members.
- Promote these programs to encourage businesses to support each other.

8. Collaborative Purchasing Programs:

- Facilitate group purchasing programs where businesses can leverage collective buying power to obtain better deals on goods and services.

- Negotiate discounts with suppliers for Chamber members.
9. Peer Mentorship Programs:
 - Establish peer mentorship programs where experienced businesses mentor newer or smaller enterprises within the Chamber.
 - Encourage the sharing of expertise, guidance, and industry knowledge.
 10. Business Awards and Recognitions:
 - Institute business awards that recognize outstanding achievements and collaborations among Chamber members.
 - Use these awards to showcase successful B2B relationships and partnerships.
 11. Virtual Collaboration Platforms:
 - Utilize online collaboration platforms or forums where businesses can share updates, seek advice, and explore potential collaborations.
 - Foster a sense of community through digital channels.
 12. Chamber Committees:
 - Form committees focused on specific industries or areas of interest where businesses can actively participate and collaborate.
 - These committees can work on joint projects, advocacy initiatives, or industry-specific events.
 13. Facilitate Joint Ventures:
 - Encourage businesses to explore joint ventures or strategic partnerships for larger projects that require complementary skills and resources.
 - Provide support in identifying suitable partners.

SUSTAINABILITY

The intention of asking for a seed grant from the Town of Severance, is to help the Severance Chamber of Commerce transition from the original creation in 2018, which was getting as many members as possible to facilitate cohesion among businesses to **an organization that exists to promote and advocate for the interests of businesses, foster economic growth, enhance the business environment, and contribute to the overall well-being of the community.**

With the grant money, the Severance Chamber will focus on transitioning our dues to a tiered membership by January of 2025.

With the grant money, the Severance Chamber will be meeting with businesses to learn what their specific needs are as well as training them to utilize the Chamber to their benefit.

With the grant money, the Severance Chamber will utilize marketing options to best promote local business, not limited to digital, radio stations, brochures, event marketing, etc.

With the grant money, the Severance Chamber will utilize the \$3000 paid for by the Town to bring SBDC programs to our businesses and community.

With the grant money, the Severance Chamber will create events that are specific to our businesses, promote the events and bring the community to them.

With the grant money, the Severance Chamber will apply and hold the liquor license for Town and Chamber events serving alcohol.

With the grant money, the Severance Chamber will partner with our local schools to bring businesses to the schools, teachers and students to businesses, collaborate with DECA and FBLA and facilitate internships with our businesses.

With the grant money, the Severance Chamber will foster an organization that will provide opportunities for businesses to collaborate on events, share ideas, promote each other and provide member benefits.

The Severance Chamber of Commerce is asking for an open ended grant with a recommendation of an amount up to \$60,000.

Summation of CAB Meeting from December 6, 2023, re: Severance Chamber Grant request:

Time Stamp: Comments from CAB Members

17:11 Question of partnering because the requested amount was shocking as a citizen. Concern over this much money is too early for this kind of ask with the small number of businesses. Ask TC for a smaller amount.

 Suggested restructuring and work with current funds, then ask for separate funds. Did not want to ask TC to support this request as it's more than half of their discretionary funds. Come back and ask for a smaller amount & and then maybe a step approach.

20:55 Suggested combining with Windsor until Severance grows its number of businesses. Windsor and Fort Collins have 10,000 members.

Comment from Chamber: No they will not merge.

22:42 Will there be a Director paid with these funds? (yes) It's ok to ask for money, otherwise you won't receive any donations.

22:23 Show you are being fiscally responsible. Show what the investment gets for the money given. If the Town Council gives this money, what is the return on the money and how does it help the citizens?

 Give a breakdown:

 What do we need to have

 What would be nice to have

 Ask for some now/some later – this is too much of an ask.

 How will you build on it and how will it be invested?

 Outcomes-how will it change your current situation now and in the future?

 This is a big ask at this amount.

25:56 Do a Tier ask and prioritize how you'll spend any money.

 Paint a big picture

 What is needed to survive?

 The things that are not quite as important

 Council must see the value

 Big ask \$100,000.00

27:05 Asked who did this 4 years ago with Chamber – Town Manager explained how this was done in 2019

27:41 How is your relationship with the Town. Want to support the Town

28:11 Submit how it's helping the Town – with goals Chambers & goals with the Town.

28:42 What does marketing look like?

28:52 Chamber – Member Engagement

The Town Manager described how the discretionary fund works on a 3-year basis with zero-based budgeting from Use Tax Funds.

30:50	I appreciate the budget process
33:36	Town Council should consider some
33:56	(hard to hear comment) Likes having a chamber but doesn't think we are there yet for Severance.
34:22	We are on the verge of being there with our chamber, but not there yet.
35:00	Discussion of development at Franklin's Place
37:00	Summary of comments by the Town Manager