



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

AGENDA
TREE BOARD REGULAR MEETING
Monday, January 22, 2024, at 6:00 PM

A. CALL TO ORDER

The Goal of Work Sessions are 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. Roll Call**
- 2. Pledge of Allegiance**
- 3. Public Comment**

The purpose of the Public Comment is for members of the public to speak to the Tree Board 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 Chair. The Tree Board 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 Tree Board must state their name and address for the record and sign-in.

4. 10.23.23 Minutes

The Consent Calendar is intended to allow the Tree Board to spend time and energy on the important items and not routine actions. A Tree Board 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 Tree Board with one vote.

B. REGULAR MEETING

- 1. Appointment of Chair and Vice-Chair**
 - Legislative
 - Staff Presentation: Nicholas Wharton, Town Manager
- 2. Arbor Day Calendar Partnership**
 - Legislative
 - Staff Presentation: Nicholas Wharton, Town Manager
- 3. Severance Police Department Site Plan**

- Legislative
- Staff Presentation: Shani Porter, Town Planner

C. COMMUNICATIONS

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

1. Town Staff
2. Town Management
3. Board Members

D. ADJOURN

Tree Board MEETING

Monday, January 22, 2024, 6:00 PM (MDT)

Registration URL

https://us02web.zoom.us/webinar/register/WN_NAkp1vwgQHGO2h8z5GWjQQ

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.



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

REGULAR MEETING MINUTES

Monday, October 23, 2023, at 6:00 PM

Present:

Chair:

Rodney Simpson

Vice-Chair:

Georgia Perry

Board:

Savannah Waggoner

Erik Peter

Mike Thompson

William Tatum (Alt)

Absent: Georgia Perry-arrived at 6:10 pm

Audience: None

Staff:

Nicholas Wharton, Town Manager

Lindsay Radcliff-Coombes, Deputy Town Manager

Shani Porter, Town Planner

Brad Davidson, Streets and Parks Supervisor

A. CALL TO ORDER

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Board 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 Chair. The Tree Board 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 Tree Board must state their name and address for the record and sign-in.

NONE

4. Consent Agenda

The Consent Calendar is intended to allow the Tree Board to spend time and energy on the important items and not routine actions. A Tree Board 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 Tree Board with one vote.

MOTION WAS MADE BY Board Member Peter, seconded by Board Member Waggoner to Approve the Consent Agenda. All Board Members present voting Yes,

MOTION PASSED

a. 5.23.23 Minutes

B. REGULAR MEETING

1. Franklin's Place

- Legislative
- Staff Presentation: Brad Davison, Parks & Streets Supervisor

MOTION WAS MADE BY Board Member Peter, seconded by Board Member Waggoner to forward Franklin's Place and recommend approval to Town Council with comments addressed. All Board Members present voting Yes,

MOTION PASSED

2. 2024 Draft Work Plan

- Discussion
- Staff Presentation: Brad Davison, Parks & Streets Supervisor
Board Member Perry Arrived at 6:10 pm
Board Members discussed 2024 Work Plan

3. Native Grass Ordinance Review

- Discussion
- Staff Presentation: Nicholas Wharton, Town Manager
Discussion only

C. COMMUNICATIONS

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

1. Town Staff
2. Town Management

3. Board Members

4. Chair

D. ADJOURN

6:50 pm

TOWN OF SEVERANCE

Rod Simpson, Tree Board President

ATTEST:

Leah Vanarsdall, Town Clerk



AGENDA ITEM SUMMARY

AGENDA ITEM	SUBMITTED BY	PRESENTED BY
Appointment of Chair and Vice-Chair	Nicholas Wharton, Town Manager	Nicholas J. Wharton
ACTION REQUESTED		
Management asks that the Tree Board discuss the Chair and Vice-Chair appointments and take action. • Actions that may be taken: ○ Move to appoint a Chair for a one-year term ○ Move to appoint a Vice-Chair for a one-year term		<u>Action Requested</u>
BRIEF SUMMARY		
Per Chapter 2, Article 7 of the Severance Municipal Code: Sec. 2-7-70. - Officers. The Tree Board shall select a Chair who shall serve a term of one (1) year with eligibility for reelection. A Vice Chair may be selected from the entire membership of the Tree Board. However, no alternate member shall be eligible to serve as an officer of the Tree Board. In the absence of both the Chair and Vice Chair, any member of the Tree Board may conduct the meeting.(Ord. 2021-03 §1)		
PUBLIC SUPPORT/CONCERN		
None at this time.		
ANALYSIS AND RECOMMENDATION		
Management recommends that the Tree Board take action and move to appoint a Chair and Vice-Chair 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
Arbor Day Calendar Partnership	Nicholas Wharton, Town Manager	Nicholas J. Wharton
ACTION REQUESTED		
Town Management asks the Tree Board to discuss the potential of a partnership with the Windsor Tree Board for Arbor Day and direct any further actions they deem necessary.		<u>Presentation</u> <u>Action Requested</u>
BRIEF SUMMARY		
Please see the attached email.		
PUBLIC SUPPORT/CONCERN		
None at this time.		
ANALYSIS AND RECOMMENDATION		
Town Management asks the Tree Board to discuss the potential of a partnership with the Windsor Tree Board for Arbor Day and direct any further actions they deem necessary.		
MATERIALS SUBMITTED		
The following materials were submitted and included in this packet: 1. Town of Windsor Tree Board		

From: [christine ginnity](#)
To: [Nicholas Wharton](#); Ivanardall@townofseverance.org
Subject: Town of Windsor Tree Board

Hello Nick and Leah!

The Town of Windsor Tree Board and Forestry team hold the annual Arbor Day contest for local students. Elementary students submit poster designs and middle school students submit poems. Winning students' work is featured in various town publications, including the Forestry and Tree Board's annual calendar which is printed and distributed at the end of the year.

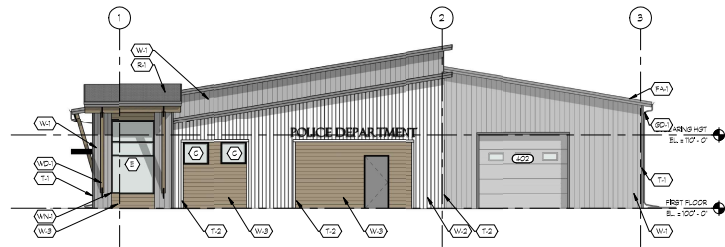
We would love to partner with the Town of Severance Tree Board on this project! Please let me know if your Board is interested and we will plan a time to meet.

Many thanks,
Christine Ginnity
Town of Windsor Tree Board Member

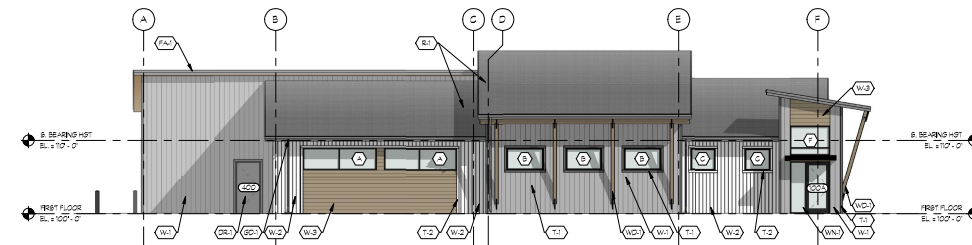


AGENDA ITEM SUMMARY

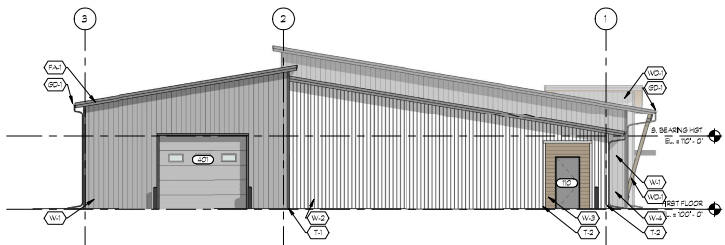
AGENDA ITEM	SUBMITTED BY	PRESENTED BY
Severance Police Department Site Plan	Shani Porter, Town Planner	Shani Porter, Town Planner
ACTION REQUESTED		
Town Staff asks that the Severance Tree Board review, discuss, and forward a recommendation to the Severance Town Council regarding the Severance Police Department Site Plan Landscape. Actions that may be taken: • Forward a recommendation of approval to the Town Council for the Severance Police Department • Forward a recommendation of approval to the Town Council for the Severance Police Department Landscape Plan with recommendations and conditions. • Take no action.		<u>Attorney Approved</u> <u>Action Requested</u>
BRIEF SUMMARY		
The landscape and overall design intent is to create a visually appealing public safety building in the Town Core. Landscaping occurs along the north and eastern edges of the property that abut public right-of-way and in the parking area located on the south side of the building. See the attached landscape plan for exact details.		
PUBLIC SUPPORT/CONCERN		
None at this time.		
ANALYSIS AND RECOMMENDATION		
Town Staff requests that the Severance Tree Board review, discuss, and forward a recommendation of approval to the Town Council for the Police Department Site Plan Landscape Plan.		
MATERIALS SUBMITTED		
The following materials were submitted and included in this packet: 1. PD Landscape Plan		



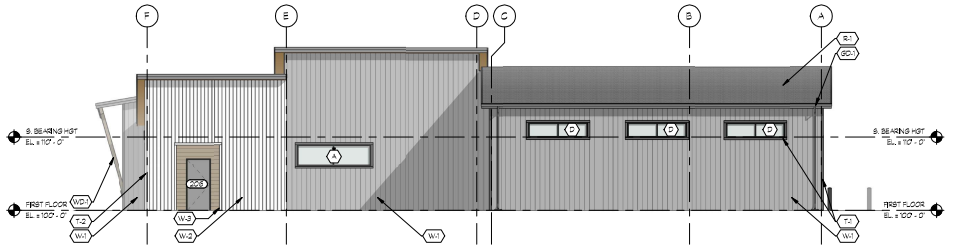
1 EXTERIOR ELEVATION PLANNING - EAST
10'-10"



3 EXTERIOR ELEVATION PLANNING - SOUTH
10'-10"



4 EXTERIOR ELEVATION PLANNING - WEST
10'-10"



2 EXTERIOR ELEVATION PLANNING - NORTH
10'-10"

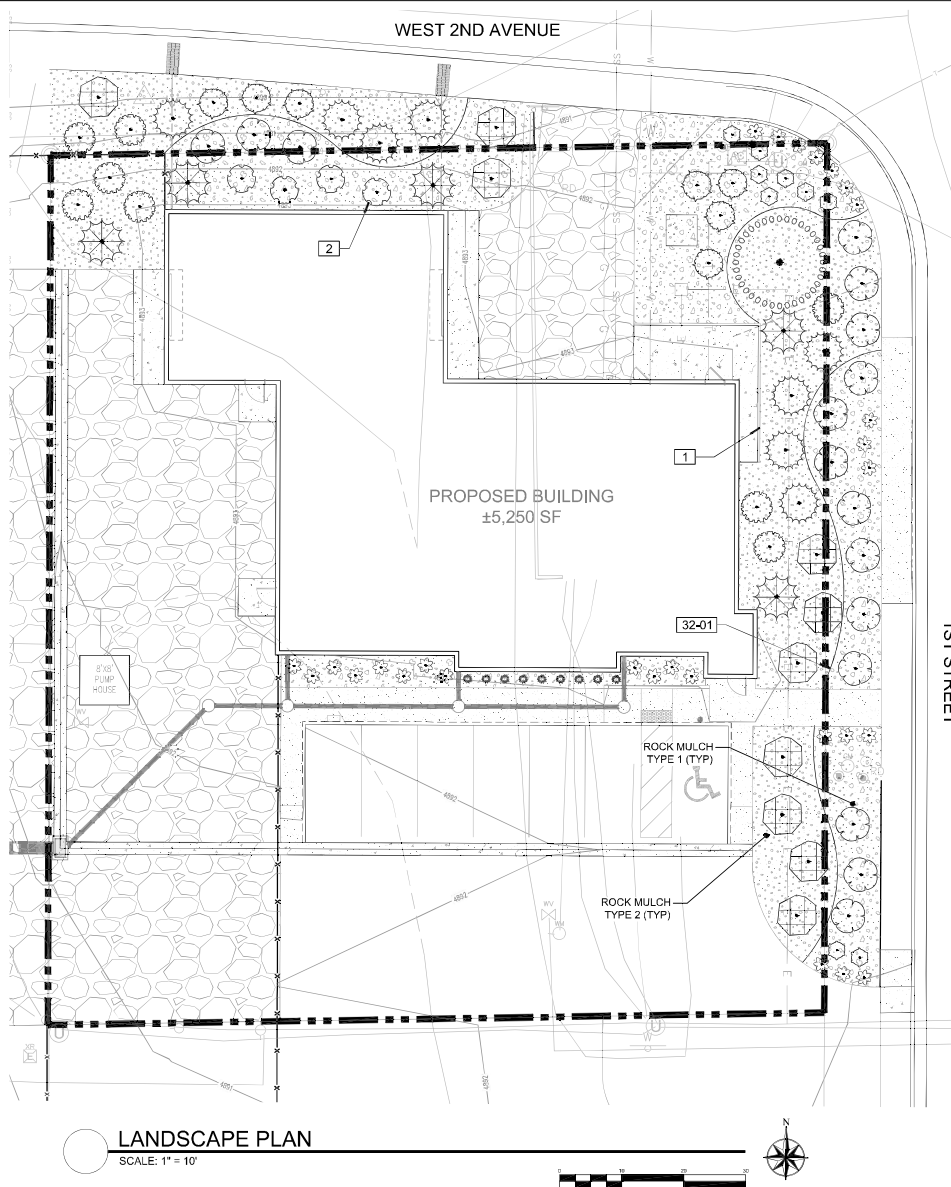
EXTERIOR MATERIALS					
KEYNOTE	MATERIAL	MANUFACTURER	PRODUCT NAME	COLOR NAME	REMARKS
DRL	HOLLOW METAL DOOR & FRAME	JAMES HARGRE	WINCESTRY 8040S	NEUTRAL (SW 6500) DOOR & FRAME	
FAN	PASQUA BOARD			NEUTRAL (SW 6500)	
SDT	PRE-FINISHED METAL SLITTER & CORRUGATED			SLATE GRAY	
W1	ASPHALT SHINGLE ROOF	OWENS CORNING	QUARTZ STONE	SLATE GRAY	
T1	METAL BEAMS TRIM	COATED METALS GROUP		CHARCOAL GRAY	
T2	FOR TRIM	JAMES HARGRE	WINCESTRY 8040S	HIGH REFLECTIVE WHITE (SW 7757)	
W2	ROUNDER METAL PANEL	COATED METALS GROUP	LEONARD'S ROUNDER PANELS	SLATE GRAY	
W3	BOARD & BATTEN	JAMES HARGRE		HIGH REFLECTIVE WHITE (SW 7757)	
W4	HORIZONTAL BEAMS	JAMES HARGRE		PORTABELLO (SW 6022)	
W5	METAL PANEL	COATED METALS GROUP	PANEL SYSTEM 1000	PANCAULT METAL PANELS	24" WIDE BY 44" HIGH REPEATS PANELS
W6	ROUNDER METAL CEDAR			MOUNTAIN ASH (SW 3540)	
W7	ALUMINUM STOREFRONT WINDOW SYSTEM			CHAR. BRONZE	EXTERIOR SEMI-TRANSPARENT STAIN



SEVERANCE PD
209 1ST ST, SEVERANCE, CO 80546
TOWN OF SEVERANCE

DESIGN DEVELOPMENT		
Issued For SD	Issued For SD	11/02/2023
Issued For SD	Issued For SD	
Issued For SD	Issued For SD	
Revision	Description	Revision Date
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BUILDING ELEVATIONS



PLANT SCHEDULE OVERALL

SYMBOL	CODE	QTY	BOTANICAL / COMMON NAME	CONT
TREES				
	PE	1	PINUS EDULIS / PINON PINE	6' B&B
SHRUBS				
	AC	8	ARCTOSTAPHYLOS X COLORADOENSIS 'CHIEFTAIN' / MANZANITA	5 GAL
	AM	4	ARONIA MELANOCARPA 'ROQUILDS BEAUTY' / DWARF CHOKEBERRY	5 GAL
	EN	8	ERICACEAE NAUSEOSA / RUBBER RABBITBRUSH	5 GAL
	JSMG	5	JUNIPERUS SCOPULORUM 'MOONGLOW' / UPRIGHT JUNIPER	10 GAL
	PAL	9	PEROVSKIA ATRIPICIFOLIA 'LITTLE SPIRE' / DWARF RUSSIAN SAGE	5 GAL
	PBP	16	PRUNUS BESSEYI 'PAWNEE BUTTES' / SAND CHERRY	5 GAL
	RG	10	RHUS AROMATICA 'GRO-LOW' / GRO-LOW FRAGRANT SUMAC	5 GAL
GRASSES				
	BB	28	BOUTELOUA GRACILIS 'BLONDE AMBITION' / BLUE GRAMA	1 GAL
	NT	9	NASSSELLA TENUISSIMA / TEXAS NEEDLE GRASS	1 GAL
	SW	7	SPOROBOLUS WRIGHTII / BIG SACATON	1 GAL
SYMBOL	CODE	QTY	BOTANICAL / COMMON NAME	CONT
MULCHES				
	RM	2,619 SF	ROCK MULCH / RIVER ROCK 1"-2" COLOR PER OWNER APPROVAL, PLACE TO A UNIFORM DEPTH OF 3"	MULCH TYPE 1
	AGG	2,590 SF	ROCK MULCH / MOUNTAIN GRANITE 1.5" PLACE TO UNIFORM DEPTH OF 3"	MULCH TYPE 2

REFERENCE NOTES SCHEDULE

SYMBOL	DESCRIPTION	QTY
1	PLACE SHREDDED CEDAR MULCH AROUND BASE OF ALL PERENNIALS AND GRASSES IN LARGE COVER AREAS, MASSED PERENNIALS TO RECEIVE LARGE RING AROUND ENTIRE GROUP (TYP).	
2	MINIMUM 3" FOOTBALL OFFSET FROM BUILDING, TYP.	
32 LANDSCAPE IMPROVEMENTS		
SYMBOL	DESCRIPTION	QTY
32-01	14 G ROLL TOP STEEL EDGING, STAKED 30" OC MAX.	182 LF

IRRIGATION NOTES
EXTEND IRRIGATION TO NEW PLANTINGS FROM EXISTING DRIP SYSTEM, VERIFY SLEEVING AND PROVIDE NEW SLEEVING WHERE REQUIRED.

SEVERANCE POLICE STATION
SEVERANCE, CO

LANDSCAPE PLAN

PROJ. NO.:
DATE: 11.08.23
SCALE: See Sheet
DRAWN: JRO
CHKD BY: NAM
SHEET 14

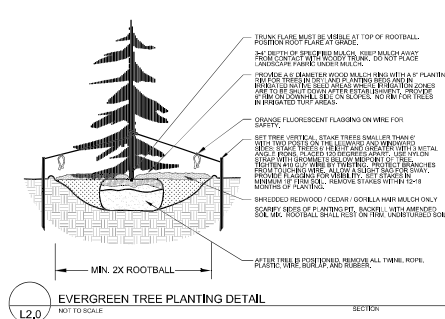
GENERAL NOTES

- (Note: All references to "Contractor" are specific to "Landscape Contractor" unless notified as "General" or other type of Contractor)
- CONTRACTOR IS RESPONSIBLE FOR VERIFYING QUANTITIES OF MATERIALS NEEDED TO COMPLETE THIS PLAN IN THE FIELD. LANDSCAPE ARCHITECT OF ANY DISCREPANCIES BETWEEN THE DRAWINGS AND CONDITIONS IN THE FIELD. SUBSTITUTIONS OF PLANT MATERIAL ARE NOT ALLOWED WITHOUT APPROVAL FROM LANDSCAPE ARCHITECT GIVEN PRIOR TO INSTALLATION. GRAPHIC QTY'S, PREVAIL OVER WRITTEN QTY'S. PRIOR TO COMMENCEMENT OF WORK THE LANDSCAPE CONTRACTOR SHALL CONTACT OWNERS REPRESENTATIVE FOR SPECIFIC INSTRUCTIONS RELEVANT TO THE SEQUENCING AND SCOPE OF WORK.
 - CONTRACTOR IS RESPONSIBLE FOR INSTALLING ALL LANDSCAPE SHOWN ON THIS PLAN. ANY DEFICIENCIES OR DEVIATIONS FROM THIS PLAN ARE TO BE APPROVED BY OWNERS REPRESENTATIVE OR LANDSCAPE ARCHITECT. ANY CHANGES FROM THE APPROVED PLANS MAY REQUIRE APPROVAL FROM THE CITY OR COUNTY PLANNING DEPARTMENTS. LANDSCAPE CONTRACTOR TO PROVIDE ALL LABOR AND MATERIALS NECESSARY TO FURNISH SCOPE OF WORK AS SHOWN PER PLAN.
 - EXISTING TOPSOIL IS TO BE STOCKPILED AND USED TO ESTABLISH FINAL GRADES WITHIN LANDSCAPE AREAS. ALL STOCKPILED SOIL MUST BE CLEAR OF WEEDS, ROCKS AND DEBRIS BEFORE REUSE. ALL DERIVED PLANTING BEDS TO BE CREATED WITH IMPORTED TOPSOIL.
 - GENERAL CONTRACTOR TO RE-SPREAD STOCKPILED SOIL AND ESTABLISH ROUGH GRADE CONDITIONS TO THE FOLLOWING SPECIFICATIONS:
 - A. 1" BELOW CURB FOR ALL SEEDED AREAS.
 - B. 2.5" BELOW CURB FOR ALL SODDED AREAS.
 - C. 4" BELOW CURB FOR ALL PLANTING, ROCK AND MULCH BEDS.CONTRACTOR TO TILL PARKING LOT ISLANDS TO A DEPTH OF 30".
 - AMEND ALL PLANTING BEDS WITH CLASS 1 COMPOST, APPLY AT RATE OF 3 CYDS. PER 1000 SQUARE FEET TO ALL PLANTING BEDS AND MANICURED LAWN AREAS, AND 2 CYDS. PER 1000 SQUARE FEET FOR SEEDED AREAS. TILL MIXING THOROUGHLY INTO THE UPPER 8" OF SOIL.
 - FINE GRADE TO BE ESTABLISHED BY LANDSCAPE CONTRACTOR. FINE GRADE SHALL BE FREE OF ROCKS AND DEBRIS. FINE GRADE IN SEED AREAS SHALL BE FREE FROM ROCKS AND DEBRIS 1/2" AND GREATER. CONTRACTOR TO REPORT ANY POOR DRAINAGE CONDITIONS PRIOR TO CONSTRUCTION.
 - CONTRACTOR IS TO PROVIDE VERIFICATION THAT ALL SOD AND SEED IS OF THE SPECIES SHOWN ON THIS PLAN. NO SUBSTITUTIONS WILL BE ALLOWED. SOD TO BE LAID WITH TIGHT STAGGERED EDGES AND BE ROLLED AFTER INSTALLATION. SEEDED AREAS CANNOT BE SUBSTITUTED WITH SOD.
 - MULCHES: ALL PLANTING BEDS THAT CALL FOR WOOD MULCH TO RECEIVE 4" ORGANIC SHREDDED BARK MULCH. SHREDDED MULCH IS TO BE OF FIBROUS MATERIAL, NOT CHIPS OR CHUNKS. NO FABRICS IS TO BE PLACED UNDER WOOD/ORGANIC MULCH. ALL MULCHED BEDS ARE TO BE SPRAYED WITH WATER AFTER INSTALLATION TO HELP MULCH TO MAT DOWN.

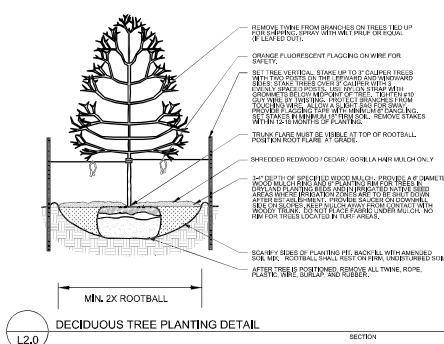
ALL AREAS THAT CALL FOR COBBLE/ROCK MULCH TO RECEIVE MIN. 3" DEPTH, UNLESS NOTED OTHERWISE.

TREES IN COBBLE/ROCK MULCH, SOD AND SEEDED AREAS TO RECEIVE 4" DIAMETER OF WOOD MULCH RING. 3" DEEP. SHRUBS AND GROUNDCOVERS IN COBBLE/ROCK MULCH SOD AND SEEDED AREAS TO RECEIVE A WOOD MULCH RING AT 2X DIAMETER OF ROOT BALL. 3" DEPTH, NO FABRIC UNDERLAYMENT IN WOOD MULCH RINGS.

- NOTES:
- DO NOT REMOVE OR CUT LEADER.
 - PRUNE ONLY DEAD OR BROKEN BRANCHES IMMEDIATELY PRIOR TO PLANTING.
 - DO NOT REMOVE ANY DOUBLE LEADER, UNLESS OTHERWISE DIRECTED BY OWNERS REPRESENTATIVE.
 - KEEP PLANTS MOIST AND SHADED UNTIL PLANTING.
 - AMENDED BACKFILL SHALL BE AS STATED ON THIS SHEET.
 - MARK THE NORTH SIDE OF TREE IN THE NURSERY, AND ROTATE TREE TO FACE NORTH AT THE SITE WHENEVER POSSIBLE.
 - FINE AND SPRUCE TREES TO BE SPRAYED FOR IPS BARK BEETLE PRIOR TO PLANTING. COORDINATE WITH CITY FORESTRY.
 - FOR CURRENT INSECT AND DISEASE RECOMMENDATIONS PRIOR TO PLANTING.
 - ALL TREES TO BE DEEP WATERED AT TIME OF PLANTING.



- NOTES:
- MARK THE NORTH SIDE OF TREE IN THE NURSERY, AND ROTATE TREE TO FACE NORTH AT THE SITE WHENEVER POSSIBLE.
 - AT TIME OF PLANTING DO NOT REMOVE OR CUT LEADER AND PRUNE ONLY DEAD OR BROKEN BRANCHES. CROSS OVER BRANCHES, AND WEAK OR NARROW CROTCHES. SOME INTERIOR TWIGS AND LATERAL BRANCHES MAY BE PRUNED, HOWEVER, DO NOT REMOVE THE TERMINAL BUDS OF BRANCHES THAT EXTEND TO THE EDGE OF THE CROWN.
 - STRUCTURAL PRUNING SHOULD NOT BEGIN UNTIL AFTER ESTABLISHMENT PERIOD, USUALLY TWO GROWING SEASONS.
 - KEEP PLANTS MOIST AND SHADED UNTIL PLANTING.
 - DO NOT FERTILIZE FOR AT LEAST ONE GROWING SEASON.
 - AMENDED BACKFILL SHALL BE AS STATED ON THIS SHEET.
 - WRAP TRUNK ON EXPOSED SITES AND SPECIES WITH THIN BARK. USE ELECTRICAL OR DUCT TAPE. NOT TYRME WHENEVER POSSIBLE.
 - COORDINATE WITH CITY FORESTRY FOR CURRENT INSECT AND DISEASE RECOMMENDATIONS PRIOR TO PLANTING.
 - DEEP WATER ALL PLANTS AT TIME OF PLANTING.



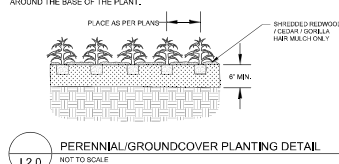
SHRUB PLANTING DETAIL

12" MIN

IRRIGATION NOTES

- ANY LAWN AREAS TO BE IRRIGATED WITH AN AUTOMATIC POP-UP SPRINKLER SYSTEM. ALL SHRUB BEDS TO BE IRRIGATED WITH AUTOMATIC DRIP IRRIGATION SYSTEM. THE IRRIGATION SYSTEM IS TO BE ADJUSTED TO MEET THE NEEDS OF INDIVIDUAL PLANT MATERIAL.
- IRRIGATION SYSTEM TO BE ADJUSTED AS NEEDED FOR PLANT ESTABLISHMENT FOR A PERIOD OF AT LEAST ONE (1) YEAR.
- ADJUSTMENTS TO BE MADE AFTER ESTABLISHMENT BASED ON SPECIFIC PLANT REQUIREMENTS. SEE SUGGESTED RUN TIMES PROVIDED WITH THESE PLANS.
- DESIGN OF IRRIGATION SYSTEMS TO MEET OR EXCEED LOCAL REQUIREMENTS AND INDUSTRY STANDARDS. CONSTRUCTION DOCUMENTS SUITABLE FOR DEVELOPMENT COORDINATION TO BE PROVIDED.
- IRRIGATION SYSTEM TO BE DESIGNED USING APPROPRIATE COMPONENTS FOR PLANT MATERIAL, AND WILL INCLUDE A SMART ECT CONTROLLER AND RAIN SENSOR.
- ALL NATIVE SEED AREAS TO BE TEMPORARILY IRRIGATED.

- NOTES:
- KEEP PLANTS MOIST AND SHADED UNTIL PLANTING.
 - PLANT GROUND COVERS AND PERENNIALS LEVEL AND AT GRADE.
 - PRUNE ALL DEAD OR BROKEN PARTS PRIOR TO PLANTING.
 - AMENDED BACKFILL SHALL BE 1/3 COMPOST (PREFERABLY CLASSIFIED) AND 2/3 NATIVE AND/OR IMPORTED TOPSOIL.
 - ALL PERENNIALS PLANTED IN ROCK MULCH AREAS TO HAVE ORGANIC MULCH RINGS AROUND THE BASE OF THE PLANT.



PERENNIAL/GROUNDCOVER PLANTING DETAIL

12.0 NOT TO SCALE

SEVERANCE POLICE STATION SEVERANCE, CO

LANDSCAPE DETAILS & NOTES

PROJ. NO.:
DATE: 11.08.23
SCALE: See Sheet
DRAWN: JRO
CHKD BY: NAM
SHEET 15

