



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, March 24, 2025, at 6:00 PM

A. CALL TO ORDER

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

The purpose of the Public Comment is for members of the public to speak to the 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. 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.

- a. 2.24.25 Meeting Minutes

5. Approval of Agenda

B. REGULAR MEETING

- 1. Appoint Chair and Vice Chair**
 - Legislative
 - Staff Presentation: Shani Porter, Planning Director
- 2. 2025 Arbor Day**
 - Discussion
 - Staff Presentation: Shani Porter, Planning Director

C. BOARD MEMBER PETITIONS

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

D. 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

E. ADJOURN

Tree Board MEETING

Monday, March 24, 2025, 6:00 PM (MDT)

Registration URL <https://us02web.zoom.us/j/87425666955>

The Tree Board reserves the right to adjourn to a virtual-only meeting at their discretion should the need arise.

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, February 24, 2025, at 6:00 PM

Present:

Chair: Vacant

Vice-Chair: Vacant

Board: William Hill
Patrick Ryan
Mark White
James West, Alternate Member

Absent: Erik Peter, Mike Thompson

Audience:

Staff:

Shani Porter, Planning Director
Sarah Jacobsen, Town Clerk
Regina Olson, Planner I
Brad Davison, Parks Supervisor

A. CALL TO ORDER

1. Roll Call

2. Pledge of Allegiance

3. Public Comment

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No one in attendance for public comment.

4. Consent Agenda

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- a. Minutes 4.22.24 & 10.28.24

MOTION WAS MADE BY Member Ryan, seconded by Member White to Approve Minutes from 4.22.24 & 10.28.24. All Tree Board Members present voting Yes.

MOTION PASSED

5. Approval of Agenda

MOTION WAS MADE BY Member West, seconded by Member White to Approve the Agenda. All Tree Board Members present voting Yes.

MOTION PASSED

B. REGULAR MEETING

1. Appoint Chair and Vice Chair

- Legislative
- Staff Presentation: Shani Porter, Planning Director

Planning Director Porter discussed moving appointments of the Chair and Vice-Chair to the next Tree Board meeting for all Members to participate. All Tree Board Members present agreed and voted to add this item to the next Tree Board meeting.

2. Work Plan Review

- Legislative
- Staff Presentation: Shani Porter, Planning Director

MOTION WAS MADE BY Member White, seconded by Member Ryan to Approve the 2025 Work Plan. All Tree Board Members present voting Yes.

MOTION PASSED

C. BOARD MEMBER PETITIONS

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

D. COMMUNICATIONS

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

1. Town Staff

Planning Director Porter discussed the Tree Board scope and future events.

2. Town Management

3. Board Members

4. Chair

E. ADJOURN

The meeting was adjourned at 6:31 p.m.



AGENDA ITEM SUMMARY

AGENDA ITEM	SUBMITTED BY	PRESENTED BY
Appoint Chair and Vice Chair	Shani Porter, Planning Director	Shani Porter, Planning Director
ACTION REQUESTED		
<p>Management asks that the Tree Board discuss the Chair and Vice-Chair appointments and take action.</p> <ul style="list-style-type: none"> • Actions that may be taken: <ul style="list-style-type: none"> ○ Move to appoint a Chair for a one-year term ○ Move to appoint a Vice-Chair for a one-year term 	<p><u>Action Requested</u></p>	
BRIEF SUMMARY		
<p>Per Chapter 2, Article 7, Section 2-7-70 of the Severance Municipal Code:</p> <p><i>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. 2001-04 §1; Ord. 2007-07 §1; Ord. 2019-03 §3)</i></p>		
PUBLIC SUPPORT/CONCERN		
None at this time.		
ANALYSIS AND RECOMMENDATION		
Planning Staff and Management recommends that the Tree Board take action and move to appoint a Chair and Vice-Chair for a one-year term.		
MATERIALS SUBMITTED		
<p>The following materials were submitted and included in this packet: None</p>		



AGENDA ITEM SUMMARY

AGENDA ITEM	SUBMITTED BY	PRESENTED BY
2025 Arbor Day	Shani Porter, Planning Director	Shani Porter, Planning Director
ACTION REQUESTED		
Town Staff ask for direction from the Tree Board with regards to 2025 Arbor Day activities/coordination with Ridge View Elementary School.		<u>Presentation</u>
BRIEF SUMMARY		
Staff seeks direction from Tree Board with regards to yearly Range View Arbor Day activities. In past years, the Town has planted a tree at the elementary school and hosted a themed color/poster contest with prizes awarded.		
PUBLIC SUPPORT/CONCERN		
None at this time.		
ANALYSIS AND RECOMMENDATION		
Town Staff ask for direction from the Tree Board with regards to 2025 Arbor Day activities/coordination with Ridge View Elementary School.		
MATERIALS SUBMITTED		
The following materials were submitted and included in this packet: None		