



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

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**AGENDA**  
**PLANNING COMMISSION REGULAR MEETING**  
**Wednesday, May 21, 2025, at 6:00 PM**

**A. CALL TO ORDER**

1. Roll Call
2. Pledge of Allegiance
3. Approval of Agenda
4. Public Comment

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

5. Approval of Minutes 4.16.25

**B. REGULAR MEETING**

**1. PUBLIC HEARING**

**Resolution PC 2025- 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 979 Mouflon Drive**

- Legislative
- Staff Presentation: Regina Olson, Planner

**2. PUBLIC HEARING**

**Resolution No. PC 2025-08R: Text Amendments to the Land Use Code - Chapter 16 of the Severance Municipal Code for purposes of reorganizing Article 4 - Agreements and Dedications**

- Legislative
- Staff Presentation: Shani Porter, Planning Director

**C. COMMUNICATIONS**

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

1. Town Attorney

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

**D. ADJOURN**

**Planning Commission MEETING**  
*Wednesday, May 21, 2025, 6:00 PM (MDT)*

*The Planning Commission reserves the right to adjourn to a virtual-only meeting at their discretion should the need arise.*

*Registration URL*

[https://us02web.zoom.us/webinar/register/WN\\_8WAKbBepTvexQIKz59qmfA](https://us02web.zoom.us/webinar/register/WN_8WAKbBepTvexQIKz59qmfA)

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



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

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**REGULAR MEETING MINUTES**

**Wednesday, April 16, 2025, at 6:00 PM**

**Present:**

**Chair:** Kris Quandt

**Vice-Chair:** Joe Pirrone

**Commissioners:** Julie Stout  
Derek Grimes  
Dan Spykstra  
Kevin Udy

**Absent:** David Rau

**Audience:** Josh Olhava, Ayres

**Staff:**

Shani Porter, Planning Director  
Sarah Jacobsen, Town Clerk

**A. CALL TO ORDER**

**1. Roll Call**

**2. Pledge of Allegiance**

**3. Approval of Agenda**

**4. Public Comment**

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

**5. Approval of February 19, 2025 Minutes**

**MOTION WAS MADE BY Vice-Chair Pirrone**, seconded by Commissioner Stout to Approve the February 19, 2025 Meeting Minutes. All Commissioners present voting Yes.

**MOTION PASSED**

## **B. REGULAR MEETING**

### **1. PUBLIC HEARING**

**Resolution No. PC 2025-06R: Text Amendments to the Land Use Code - Chapter 16 of the Severance Municipal Code for purposes of reorganizing Article 5- Site Development Standards**

- Legislative
- Staff Presentation: Shani Porter, Planning Director

The public hearing opened at 6:09 p.m., and Josh Olhava presented the proposed changes. No one was present for public comment, and the hearing closed at 6:44 p.m.

**MOTION WAS MADE BY Commissioner Stout**, seconded by Commissioner Grimes to Approve Resolution No. PC 2025-06R: Text Amendments to the Land Use Code - Chapter 16 of the Severance Municipal Code for purposes of reorganizing Article 5- Site Development Standards. All Council Members present voting Yes.

**MOTION PASSED**

## **C. COMMUNICATIONS**

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

1. Town Attorney
2. Town Staff  
Planning Director Shani Porter provided an overview of upcoming items on the next few Planning Commission agendas. She also invited the Commission to attend the Arbor Day event at Range View Elementary on April 25, 2025.
3. Planning Commissioners
4. Chair

## **D. ADJOURN**

**MOTION WAS MADE BY Vice-Chair Pirrone**, seconded by Commissioner Spykstra to adjourn. All Commissioners present voting Yes. The meeting adjourned at 6:53 p.m.

**MOTION PASSED**



## AGENDA ITEM SUMMARY

AGENDA ITEM	SUBMITTED BY	PRESENTED BY
<p><b>PUBLIC HEARING</b>  <b>Resolution PC 2025- 07R:</b> 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 979 Mouflon Drive</p>	Regina Olson, Planner	Regina Olson, Planner I
<b>ACTION REQUESTED</b>		
<p>Town Staff requests the Planning Commission review and take action on the proposed Use by Special Review for a Home-Based Business as follows:</p> <ol style="list-style-type: none"> <li>1. Move to approve the Use by Special Review for a Home-Based Business at 979 Mouflon Dr</li> <li>2. Move to approve the Use by Special Review Home-Based Business at 979 Mouflon Dr with any discussed conditions</li> <li>3. Take no action</li> </ol>	<p><b><u>Resolution</u></b>  <b><u>Action Requested</u></b>  <b><u>Attorney Approved</u></b></p>	
<b>BRIEF SUMMARY</b>		
<p>The applicant wishes to own and operate a dog grooming business at 979 Mouflon Drive and are requesting a Use by Special Review.. The applicant has submitted all required application materials.</p>		
<b>PUBLIC SUPPORT/CONCERN</b>		
<p>Please see attached letter</p>		
<b>ANALYSIS AND RECOMMENDATION</b>		
<p>Town Staff recommends approval of the Use by Special Review at 979 Mouflon Drive and that the Planning Commission review and take action on the proposed Home Based Business.</p>		
<b>MATERIALS SUBMITTED</b>		
<p>The following materials were submitted and included in this packet:</p> <ol style="list-style-type: none"> <li>1. PC 2025-07R PC USR2025-02 Jack Russell Grooming</li> <li>2. Letter of Intent Jack Russell Grooming</li> <li>3. HOA Approval - Jack Russell Grooming</li> <li>4. Vacinty Map Jack Russell Grooming</li> <li>5. Site Plan -Jack Russell Grooming</li> <li>6. Authorization - Jack Russell Grooming-1</li> <li>7. Counterproposal Seller Signed - fully exe</li> <li>8. Objection Letter - Special review 979 Mouflon Objection 05-12-25</li> <li>9. Objection Letter - Special review 979 Mouflon Drive - 05.15.25</li> </ol>		

**SEVERANCE PLANNING COMMISSION  
RESOLUTION NO. PC -2025-07R**

**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 979 MOUFLON DRIVE**

**WHEREAS**, Jacquelyn Russell (“Applicant”), who is the owner of certain real property located in the Town of Severance, having a legal description of Lot 4, Block 10 of Hunters Crossing, Town of Severance, County of Weld, State of Colorado (“Property”), has submitted an application for Use by Special Review to conduct a dog grooming business on the Property (the “Application”); and

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

**WHEREAS**, after considering all the testimony, evidence, and argument presented at the public hearing held before the Severance Planning Commission on May 21, 2025, the Severance Planning Commission finds and determines that the Application is complete, and that the Applicant has met the relevant standards and use by special review criteria set forth in Section 16.19.130 of the Severance Municipal Code.

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

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

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

- a Such special use approval shall not authorize the use or conversion of the facility to a commercial use facility.
- b Approval of a use by special review shall lapse and be considered null and void:
  - (1) If the use itself, or if permanent construction in conjunction with such use, has not commenced within one (1) year of the approving action, or within

Notice of the Planning Commission’s public hearing on the Use by Special Review was published on May 6, 2025, on the Town of Severance’s website, <https://www.townofseverance.org/256/Public-Notices>, in accordance with Section 16.19.40(b)(4) and Tables 19.10 and 19.40 in Article 19 of the Land Use Code.

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.
  - d Upon approval of use by special review, a home-based business permit will be issued and is valid for the original applicant and is not transferable to another person or to another location.

PASSED AND ADOPTED this 21st day of May, 2025.

PLANNING COMMISSION OF THE  
TOWN OF SEVERANCE, COLORADO

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Kris Quandt, Chairperson

ATTEST:

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Sarah Jabobsen,  
Town Clerk

Notice of the Planning Commission's public hearing on the Use by Special Review was published on May 6, 2025, on the Town of Severance's website, <https://www.townofseverance.org/256/Public-Notices>, in accordance with Section 16.19.40(b)(4) and Tables 19.10 and 19.40 in Article 19 of the Land Use Code.

May 1, 2025

To Whom It May Concern,

Jack Russell Grooming has been operating in the Hunter Crossing subdivision since December of 2023. Currently, we are relocating to a new property in the same subdivision.

Today, I am asking the town council to (re)approve my homebased grooming salon at the new location of 979 Mouflon Dr, Severance CO 80850.

My intent is to continue operating my small grooming salon 3 days a week with the occasion Saturday morning. Most of the business traffic will occur during school hours, and as I work one on one (a singular client at a time) I have not yet encountered an issue with vehicle stacking. On average I see less than 20 animals a week, with most pet owners having 2 pups so that decreases the amount of vehicle traffic considerably to 3-5 people a day. The new location will also have a dedicated driveway parking space for clients.

Water is going to be brought into the salon from the central housing source in the basement and will be pumped out into the clean out drain using a modified mobile grooming setup. All the shampoos, products and cleaning chemicals are approved and certified by PACFA. PACFA (Pet Animal Care and Facilities Act) is governed by the State of Colorado Department of Agriculture and oversees all animal care facilities from Boarding/daycare, Breeding, Vartanian and Grooming. I will be certified and licensed through PACFA as well.

As a nationally certified Master Groomer it is my desire to continue to care for the grooming needs of the pups in Severance. I absolutely love the work I do and the ability to do it from home while raising my family. This summer I am excited to continue my education in the field by stepping into the Freestyle competition ring. Thank you for allowing me to continue the work I love.

Jacquelyn Russell, NCMG

Owner, Jack Russell Grooming

**From:** [Jacquelyn Russell](#)  
**To:** [Regina Olson](#)  
**Subject:** Fw: Possible Address Change  
**Date:** Wednesday, April 30, 2025 9:32:16 PM

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Metro district approval. My husband is on the board of district 5 and asked about the approval when notifying them about the change of address. The response from Megan is attached and is the same as last time. If the town approves, they see no issue. Thanks  
Jack Russell grooming  
Get [Outlook for iOS](#)

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**From:** Jacquelyn Russell <jml85428@gmail.com>  
**Sent:** Wednesday, April 30, 2025 8:59:04 PM  
**To:** Jacquelyn Russell <jackie@jackrussellgrooming.com>  
**Subject:** Fwd: Possible Address Change

----- Forwarded message -----  
**From:** **Kyle Russell** <[kylerrussell6386@gmail.com](mailto:kylerrussell6386@gmail.com)>  
**Date:** Wed, Apr 30, 2025 at 10:00 AM  
**Subject:** Fwd: Possible Address Change  
**To:** Jacquelyn Russell <[jml85428@gmail.com](mailto:jml85428@gmail.com)>

----- Forwarded message -----  
**From:** **Megan VanCamp** <[megan@frommco.us](mailto:megan@frommco.us)>  
**Date:** Tue, Apr 29, 2025, 9:36 AM  
**Subject:** Re: Possible Address Change  
**To:** Kyle Russell <[kylerrussell6386@gmail.com](mailto:kylerrussell6386@gmail.com)>

Hi Kyle:

As long as you have approval by the Town, and our prior approval, and no modifications to the business, you should be fine. The requests do need to go through the Town, who will then be in-touch with us, if needed.

Please follow-up with us once you have actually closed so that we can get our records updated.

Thanks,

*Megan VanCamp*

Manager/Accountant

Fromm & Company LLC

[contact@frommco.us](mailto:contact@frommco.us)

(970) 875-7047

[8200 S. Quebec Street, Suite A3 – 305](#)

[Centennial, CO 80112](#)

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**From:** Kyle Russell

**Sent:** Monday, April 28, 2025 8:29 PM

**To:** Megan VanCamp

**Subject:** Re: Possible Address Change

We will be closing on May 22nd. The new address is [979 Mouflon Dr. Severance, CO 80550](#).

On a side note: My wife currently runs a home based business (dog grooming) and wants to do the same at the new address. The Town wants to ensure the district is still okay with it prior to issuing the business license to the new address. We have prior approval for the old address from both the District and Town.

Thanks Megan!

On Fri, Apr 11, 2025 at 10:13 AM Megan VanCamp <[megan@frommco.us](mailto:megan@frommco.us)> wrote:

Hi Kyle:

As long as you continue to reside and/or own a property within the boundaries of District No. 5, you can remain on the Board. Please provide us with an updated address once you have it available.

Thanks,

*Megan VanCamp*

Manager/Accountant

Fromm & Company LLC

[contact@frommco.us](mailto:contact@frommco.us)

(970) 875-7047

[8200 S. Quebec Street, Suite A3 – 305](#)

[Centennial, CO 80112](#)

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**From:** Kyle Russell

**Sent:** Thursday, April 10, 2025 1:04 PM

**To:** Linney, Courtney; Megan VanCamp

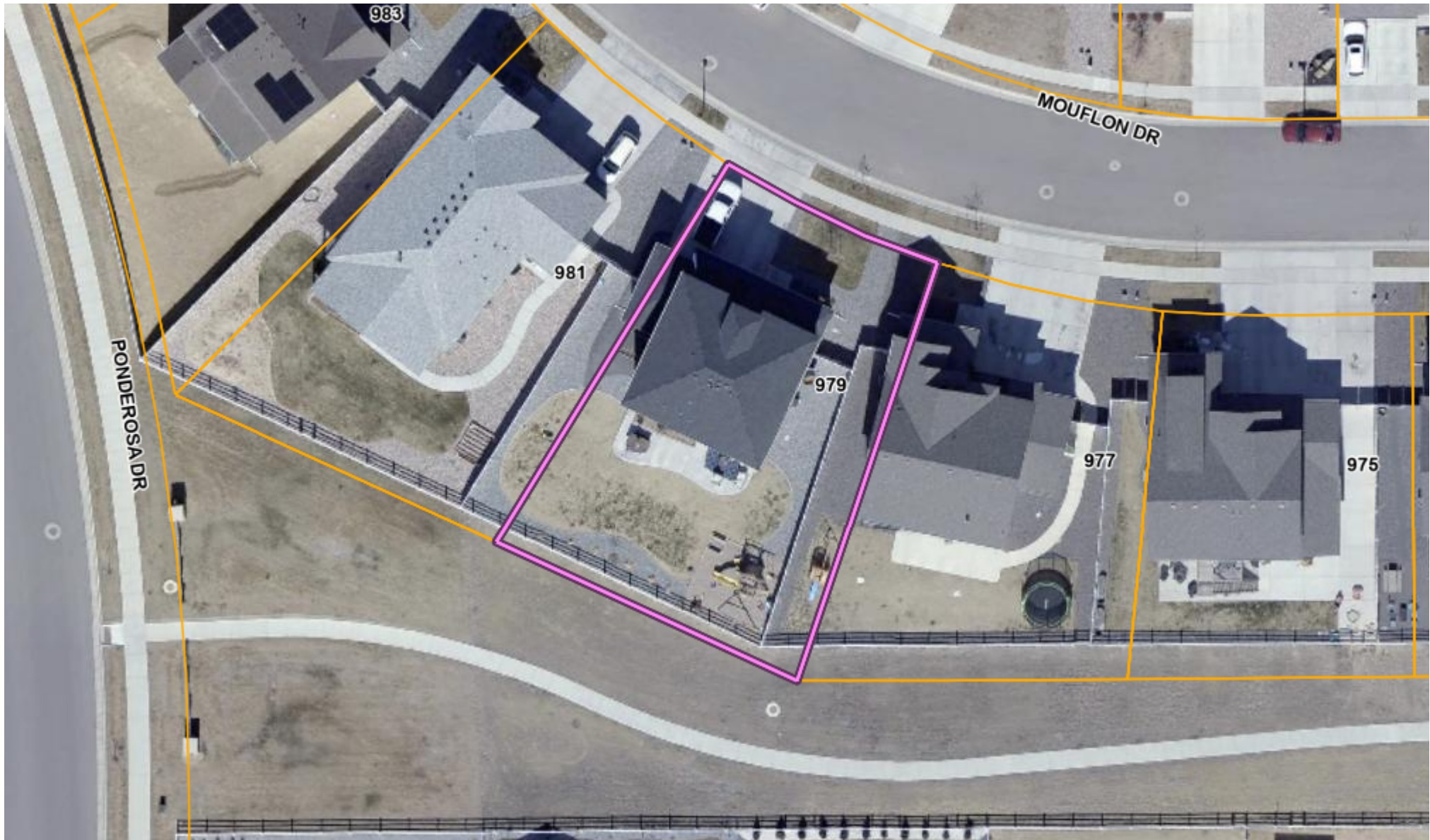
**Subject:** Possible Address Change

Hi Megan and Courtney,

I wanted to keep you informed that I will likely be moving to a different home in the same district. Do you know if I am required to resign on the board if I make this move? Again it is still in Hunters Overlook District 5.

Thanks,  
Kyle Russell

# Jack Russel Grooming New Location



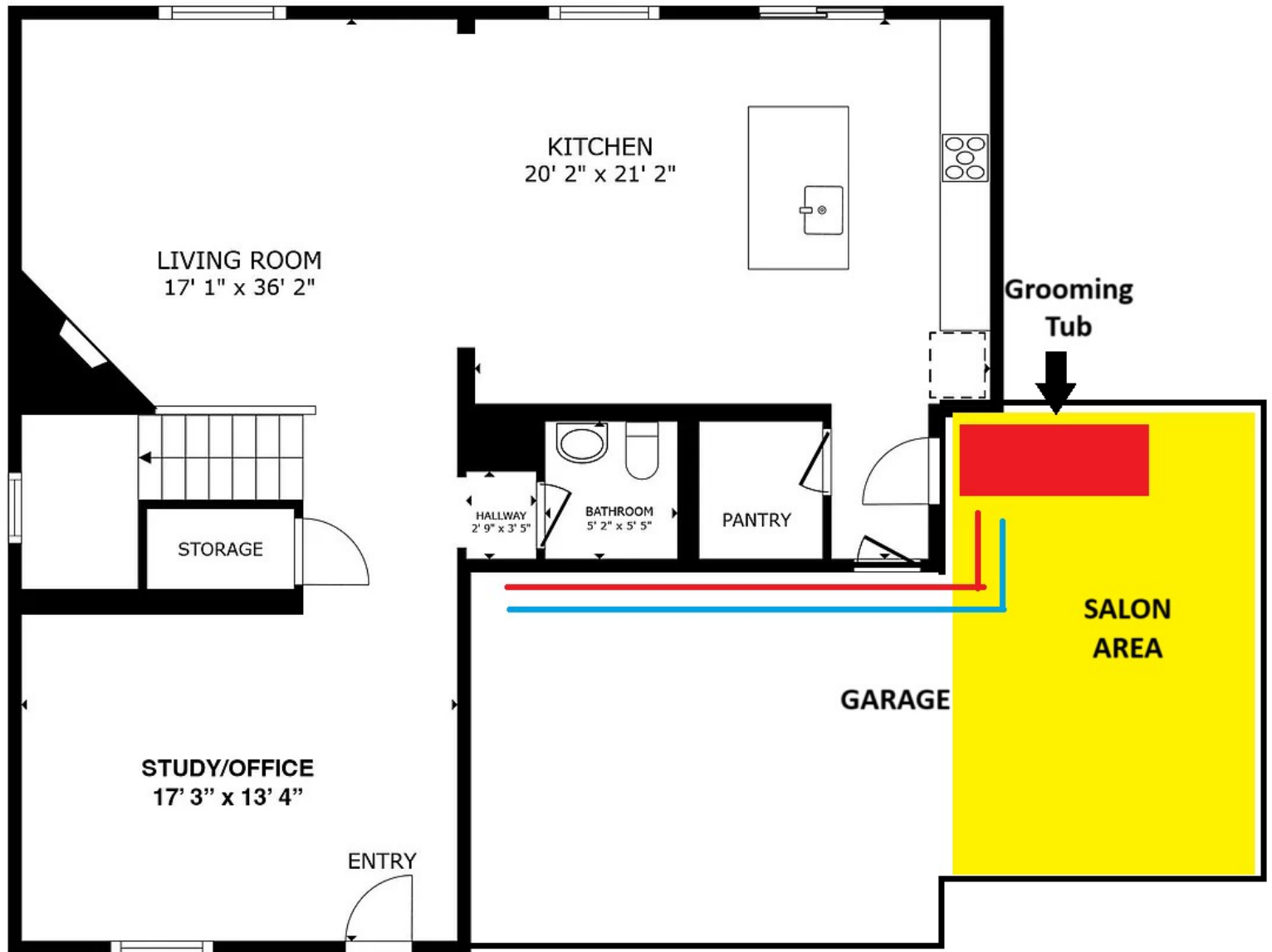
Scale: 1:450

Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.



Notes:

DISCLAIMER: This product has been developed solely for internal use only by Weld County. The GIS database, applications, and data in the product is subject to constant change and the accuracy and completeness cannot be and is not guaranteed. The designation of lots or parcels or land uses in the database does not imply that the lots or parcels were legally created or that the land uses comply with applicable State or Local law. UNDER NO CIRCUMSTANCE SHALL ANY PART THE PRODUCT BE USED FOR FINAL DESIGN PURPOSES. WELD COUNTY MAKES NO WARRANTIES OR GUARANTEES, EITHER EXPRESSED OR IMPLIED AS TO THE COMPLETENESS, ACCURACY, OR CORRECTNESS OF SUCH PRODUCT, NOR ACCEPTS ANY LIABILITY, ARISING FROM ANY INCORRECT, INCOMPLETE OR MISLEADING INFORMATION CONTAINED THEREIN.




FLOOR 2

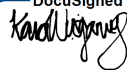
GROSS INTERNAL AREA  
 FLOOR 1 909 sq.ft. FLOOR 2 1,039 sq.ft. FLOOR 3 1,374 sq.ft.  
 TOTAL : 3,321 sq.ft.  
 SIZES AND DIMENSIONS ARE APPROXIMATE, ACTUAL MAY VARY.

### Authorization

We Thomas w. wiganowsky & Kara M. wiganowsky (current owners) permit Jacquelyn Russell and Kyle Russell, buyers, to apply for a Use by Special Review on the following property, 979 Mouflon Drive, Severance, CO 80550, which is currently under contract. We also permit a sign to be posted on the above-referenced address.

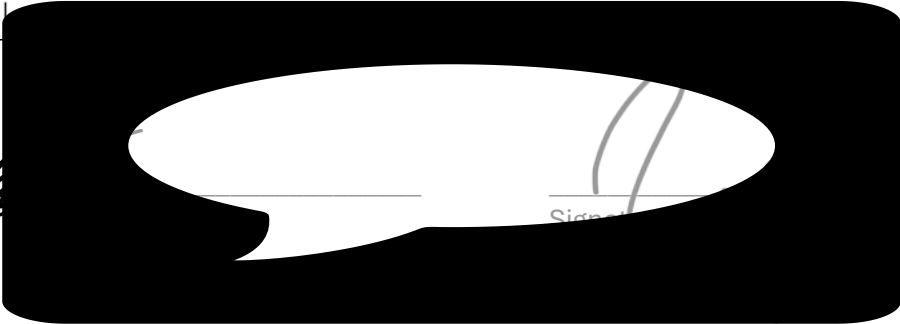
On this 5<sup>th</sup> day of May, 2025

DocuSigned by:  
  
5/5/2025  
Signature

DocuSigned by:  
  
5/5/2025  
Signature

On this \_\_\_\_\_ day of \_\_\_\_\_, 2025

Signature \_\_\_\_\_





**Home Love Colorado Real Estate**  
 155 E Boardwalk, Suite 400-466  
 Fort Collins, CO 80525  
 Office 970-488-1873

The printed portions of this form, except differentiated additions, have been approved by the Colorado Real Estate Commission.  
 (CP40-8-24) (Mandatory 8-24)

**THIS FORM HAS IMPORTANT LEGAL CONSEQUENCES AND THE PARTIES SHOULD CONSULT LEGAL AND TAX OR OTHER COUNSEL BEFORE SIGNING.**

### COUNTERPROPOSAL

Date: *April 13, 2025*

**1.** This Counterproposal supersedes and replaces any previous counterproposal. This Counterproposal amends the proposed contract dated *April 12, 2025* (Contract), between *Thomas W. Wiganowsky and Kara M. Wiganowsky* (Seller), and *Kyle Russell and Jackie Russell* (Buyer), relating to the sale and purchase of the following legally described real estate in the County of *Weld*, Colorado (insert legal description):  
*Lot 4 Block 10 HUNTERS CROSSING FG NO. 1*

known as: *979 Mouflon Drive* *Severance* *CO* *80550* (Property).  
Street Address City State Zip

**NOTE: If the table is omitted, or if any item is left blank or is marked in the “No Change” column, it means no change to the corresponding provision of the Contract. If any item is marked in the “Deleted” column, it means that the corresponding provision of the Contract to which reference is made is deleted.**

**2. § 3.1. Dates and Deadlines.** [Note: This table may be omitted if inapplicable.]

Item No.	Reference	Event	Date or Deadline	No Change	Deleted
1	§ 3	Time of Day Deadline			
2	§ 3	Alternative Earnest Money Deadline			
		<b>Title</b>			
3	§ 8	Record Title Deadline (and Tax Certificate)			
4	§ 8	Record Title Objection Deadline			
5	§ 8	Off-Record Title Deadline			
6	§ 8	Off-Record Title Objection Deadline			
7	§ 8	Title Resolution Deadline			
8	§ 8	Third Party Right to Purchase/Approve Deadline			
		<b>Owners' Association</b>			
9	§ 7	Association Documents Deadline			
10	§ 7	Association Documents Termination Deadline			
		<b>Seller's Disclosures</b>			
11	§ 10	Seller's Property Disclosure Deadline	<i>COMPLETE</i>		
12	§ 10	Lead-Based Paint Disclosure Deadline			

CP40-8-24. COUNTERPROPOSAL <sup>Initial</sup> <sup>DS</sup> 4/13/2025 18:12  
 Buyer initials *[Signature]*

Page 1 of 4  
 Seller initials *[Signature]* Page 15 of 54

		<b>Loan and Credit</b>			
13	§ 5	New Loan Application Deadline			
14	§ 5	New Loan Terms Deadline			
15	§ 5	New Loan Availability Deadline			
16	§ 5	Buyer's Credit Information Deadline			
17	§ 5	Disapproval of Buyer's Credit Information Deadline			
18	§ 5	Existing Loan Deadline			
19	§ 5	Existing Loan Termination Deadline			
20	§ 5	Loan Transfer Approval Deadline			
21	§ 4	Seller or Private Financing Deadline			
		<b>Appraisal</b>			
22	§ 6	Appraisal Deadline			
23	§ 6	Appraisal Objection Deadline			
24	§ 6	Appraisal Resolution Deadline			
		<b>Survey</b>			
25	§ 9	New ILC or New Survey Deadline			
26	§ 9	New ILC or New Survey Objection Deadline			
27	§ 9	New ILC or New Survey Resolution Deadline			
		<b>Inspection and Due Diligence</b>			
28	§ 2	Water Rights Examination Deadline			
29	§ 8	Mineral Rights Examination Deadline			
30	§ 10	Inspection Termination Deadline			
31	§ 10	Inspection Objection Deadline			
32	§ 10	Inspection Resolution Deadline			
33	§ 10	Property Insurance Termination Deadline			
34	§ 10	Due Diligence Documents Delivery Deadline	<i>April 14, 2025</i>		
35	§ 10	Due Diligence Documents Objection Deadline	<i>April 15, 2025</i>		
36	§ 10	Due Diligence Documents Resolution Deadline	<i>April 16, 2025</i>		
37	§ 10	Environmental Inspection Termination Deadline (CBS2, 3, 4)			
38	§ 10	ADA Evaluation Termination Deadline (CBS2, 3, 4)			
39	§ 10	Conditional Sale Deadline			
40	§ 10	Lead-Based Paint Termination Deadline			
41	§ 11	Estoppel Statements Deadline (CBS2, 3, 4)			
42	§ 11	Estoppel Statements Termination Deadline (CBS2, 3, 4)			
		<b>Closing and Possession</b>			
43	§ 12	<b>Closing Date</b>	<i>May 22, 2025</i>		
44	§ 17	Possession Date	<i>May 22, 2025</i>		
45	§ 17	Possession Time			

26 **3. § 4. PURCHASE PRICE AND TERMS. *Omitted***

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29 **4. ATTACHMENTS.** The following are a part of this Counterproposal:

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33 **Note:** The following documents have been provided but are **not** a part of this Counterproposal.

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37 **5. OTHER CHANGES.**

38 *1) Upon mutual execution of Contract, Buyer and Seller acknowledge that the property for which this Contract is written will be marketed as Active/First Right in the*

CP40-8-24. COUNTERPROPOSAL 4/13/2025 18:12  
 Buyer initials                     

Seller initials

MLS. In the event the Seller receives an acceptable offer from another party while being marketed as A/F, the Seller will notify the Buyer in writing and allow twenty-four (24) hours for the Buyer to remove their home sale contingency. If Buyer removes their home sale contingency, Buyer will provide Seller with written verification from Buyers lender that Buyer is approved for a sufficient loan and such approval is not conditional upon the sale and closing of Buyers property. If the Buyer does not notify the Seller in writing that they are removing their contingency within 24 hours, the Seller has the right to terminate this Contract by notifying Buyer in writing and Buyer shall receive a full refund of Buyers Earnest Money.

2) 29. BUYERS BROKERAGE FIRM COMPENSATION. Buyers brokerage firms compensation will be paid, at Closing, as follows:

29.1. 2.8% of the Purchase Price or \$ by Seller. Buyers brokerage firm is an intended third-party beneficiary under this provision only. The amount paid by Seller under this provision is in addition to any other amounts Seller is paying on behalf of Buyer elsewhere in this Contract.

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6. ACCEPTANCE DEADLINE. This Counterproposal expires unless accepted in writing by Seller and Buyer as evidenced by their signatures below and the offering party to this document receives notice of such acceptance on or before

April 14, 2025 1:00 p.m.  
MT

Date Time

If accepted, the Contract, as amended by this Counterproposal, will become a contract between Seller and Buyer. All other terms and conditions of the Contract remain the same.

Buyer's Name: Kyle Russell and Jackie Russell

DocuSigned by:

Kyle Russell

4/13/2025

Buyer's Signature: Kyle Russell

Date

Address:

Phone No.:

Fax No.:

Email Address:

kyle.russell@firehousesubs.com

Signed by:

Jackie Russell

4/13/2025

Buyer's Signature: Jackie Russell

Date

Address:

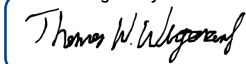
Phone No.:

Fax No.:

Email Address:

jml85428@gmail.com

Seller's Name: Thomas W. Wiganowsky and Kara M. Wiganowsky

DocuSigned by:  
  
DDB8E686FC6E43F...

4/13/2025

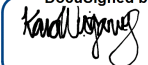
Seller's Signature: **Thomas W. Wiganowsky** Date

Address: **979 Mouflon Drive  
Severance, CO 80550**

Phone No.: \_\_\_\_\_

Fax No.: \_\_\_\_\_

Email Address: **wiggs847@gmail.com**

DocuSigned by:  
  
1C2F56989401485...

4/13/2025

Seller's Signature: **Kara M. Wiganowsky** Date

Address: **979 Mouflon Drive  
Severance, CO 80550**

Phone No.: \_\_\_\_\_

Fax No.: \_\_\_\_\_

Email Address: **karak\_0712@hotmail.com**

- 49 **Note:** When this Counterproposal form is used, the Contract is **not** to be signed by the party initiating this Counterproposal.
- 50 Brokers must complete and sign the Broker's Acknowledgements and Compensation Disclosure portion of the Contract.
- 51

**From:** [Laura S](#)  
**To:** [Regina Olson](#)  
**Subject:** Special review 979 Mouflon  
**Date:** Monday, May 12, 2025 6:16:29 AM

---

I am writing to formally object to the proposed business use of the property at 979 Mouflon Drive. As a nearby resident, I have several concerns about the negative impact this change would have on our neighborhood:

1. **Traffic and Parking Congestion:** The street already experiences significant congestion, with multiple cars, trucks, and an RV frequently parked near #979. The addition of business-related traffic will worsen the situation, likely leading to overflow parking in front of my home and potentially blocking access to my driveway.
2. **Noise and Disturbance from Dogs:** I am concerned that the presence of additional dogs and clients will cause my own dogs to bark more frequently, increasing the risk of noise complaints, stress for me and my pets, and possible fines from the metro district.
3. **Excessive Noise from Business Activities:** Additional dogs and visitors at #979 will contribute to ongoing noise disturbances, affecting the peace and quiet of our community.
4. **Change to Community Character:** We chose this neighborhood for its quiet, residential nature. Increased traffic, parking issues, and frequent disturbances from a home-based business do not align with the expectations we had when purchasing our property.
5. **Sanitation and Cleanliness Concerns:** There is a legitimate concern that clients may not consistently clean up after their dogs, leading to unsanitary conditions and unpleasant odors in the neighborhood.

For these reasons, I strongly oppose allowing a business to operate out of 979 Mouflon Drive. I urge you to consider the impact on surrounding residents and preserve the residential integrity of our community.

Laura Schafer  
981 Mouflon Dr  
Severance

**From:** [Paul Schafer](#)  
**To:** [Regina Olson](#)  
**Subject:** Special review 979 Mouflon Drive  
**Date:** Thursday, May 15, 2025 10:27:56 AM

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I am writing to formally object to the proposed business use of the property at 979 Mouflon Drive. As the next door neighbor, I have several concerns about the negative impact this change would have on our neighborhood:

- 1. Traffic and Parking Congestion:** The street already experiences significant congestion, with multiple cars, trucks, and an RV frequently parked near #979. The addition of business-related traffic will worsen the situation, likely leading to overflow parking in front of my home and potentially blocking access to my driveway.
- 2. Noise and Disturbance from Dogs:** I am concerned that the presence of additional dogs and clients will cause my own dogs to bark more frequently, increasing the risk of noise complaints, stress for me and my pets, and possible fines from the metro district.
- 3. Excessive Noise from Business Activities:** Additional dogs and visitors at #979 will contribute to ongoing noise disturbances, affecting the peace and quiet of our community.
- 4. Change to Community Character:** We chose this neighborhood for its quiet, residential nature. Increased traffic, parking issues, and frequent disturbances from a home-based business do not align with the expectations we had when purchasing our property.
- 5. Sanitation and Cleanliness Concerns:** There is a legitimate concern that clients may not consistently clean up after their dogs, leading to unsanitary conditions and unpleasant odors in the neighborhood.

For these reasons, I strongly oppose allowing a business to operate out of 979 Mouflon Drive. I urge you to consider the impact on surrounding residents and preserve the residential integrity of our community.

Paul Schafer  
981 Mouflon Dr  
Severance



# AGENDA ITEM SUMMARY

AGENDA ITEM	SUBMITTED BY	PRESENTED BY
<p><b>PUBLIC HEARING</b>  <b>Resolution No. PC 2025-08R:</b>            Text Amendments to the Land Use Code - Chapter 16 of the Severance Municipal Code for purposes of reorganizing Article 4 - Agreements and Dedications</p>	<p>Shani Porter, Planning Director</p>	<p>Shani Porter, Planning Director            Josh Olhava, Planning Consultant</p>
<p><b>ACTION REQUESTED</b></p>		
<p>Planning Staff ask that the Planning Commission review, discuss, and take action on Resolution PC-2025-08R and forward a recommendation to the Town Council on amendments to the Land Use Code regarding amendments to Article 4 of Chapter 16 "Land Use Code". Actions that may be taken:</p> <ol style="list-style-type: none"> <li>1. Approve PC-2025-08R and forward a recommendation of approval to Town Council.</li> <li>2. Deny Resolution PC-2025-08R</li> <li>3. Take No Action.</li> </ol>		<p style="text-align: center;"><b><u>Resolution</u></b>  <b><u>Action Requested</u></b>  <b><u>Attorney Approved</u></b></p>
<p><b>BRIEF SUMMARY</b></p>		
<p>Various amendments have been made to Section 16 of the Town of Severance Land Use Code over the last two years. The codification of these changes identified that the reorganization of Section 16 would be necessary for a user-friendly and cohesive implementation of the Land Use Code</p>		
<p><b>PUBLIC SUPPORT/CONCERN</b></p>		
<p>None at this time</p>		
<p><b>ANALYSIS AND RECOMMENDATION</b></p>		
<p>Town staff is asking for the Planning Commission to review, discuss, and approve PC-2025-08R for the proposed amendments to the Land Use Code</p>		
<p><b>MATERIALS SUBMITTED</b></p>		
<p>The following materials were submitted and included in this packet:</p> <ol style="list-style-type: none"> <li>1. PC-2025-08R PC Recommend Approval Art 4 LUC Text Amendments</li> <li>2. Article 4 - Dedications, Agreements, Const. Standards clean (05.2025)</li> <li>3. Article 4 - Dedications, Agreements, Const. Standards redlines (05.2025)</li> <li>4. PC Public Notice Land Use Code 5-21-25</li> </ol>		

**TOWN OF SEVERANCE PLANNING COMMISSION  
RESOLUTION NO. PC-2025-08R**

**A RESOLUTION OF THE PLANNING COMMISSION OF THE TOWN OF SEVERANCE, COLORADO, MAKING A RECOMMENDATION TO THE TOWN COUNCIL TO APPROVE AMENDMENTS TO ARTICLE 5 OF CHAPTER 16, “LAND USE CODE,” OF THE SEVERANCE MUNICIPAL CODE REGARDING AGREEMENTS AND DEDICATIONS**

**WHEREAS**, in accordance with Section 16.19.120 of the Severance Municipal Code, Town staff may initiate amendments to the text of the regulations in Chapter 16, “Land Use Code,” of the Severance Municipal Code (“Code”); and

**WHEREAS**, Town staff has proposed amendments to Article 4 of the Land Use Code (the “Proposed Amendments”) regarding regulations for the Town’s Site Development Standards, in the form attached to this resolution as **Exhibit A** and incorporated herein by this reference; and

**WHEREAS**, in accordance with Section 16.19.120 and 16.19.10, the Planning Commission shall review text amendments to the Land Use Code at a public hearing; and

**WHEREAS**, on May 21st, 2025, the Planning Commission held a duly noticed public hearing<sup>1</sup> to consider the Proposed Amendments; and

**WHEREAS**, after considering any public testimony at the public hearing and the presentation by Town staff, and after reviewing the Proposed Amendments according to the criteria in Section 16.19.120(b) of the Land Use Code, the Planning Commission desires to recommend the Town Council approve the Proposed Amendments as presented.

**NOW, THEREFORE, BE IT RESOLVED BY THE PLANNING COMMISSION OF THE TOWN OF SEVERANCE, COLORADO, AS FOLLOWS:**

1. The Planning Commission recommends the Town Council approve the proposed amendments to Article 4 of Chapter 16, “Land Use Code,” of the Severance Municipal Code, regarding regulations for Site Development Standards, in substantially the same form attached to this resolution as **Exhibit A**.

**RESOLVED AND APPROVED** this \_\_\_ day of \_\_\_\_\_, 2025.

PLANNING COMMISSION OF THE  
TOWN OF SEVERANCE, COLORADO

\_\_\_\_\_  
Kris Quandt, Chair

<sup>1</sup> Notice of the Planning Commission’s public hearing on the Proposed Amendments was published on May 9<sup>th</sup>, 2025, on the Town of Severance’s website, <https://www.townofseverance.org/256/Public-Notices>, in accordance with Section 16.19.40(b)(4) and Tables 19.10 and 19.40 in Article 19 of the Land Use Code.

ATTEST:

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Sarah Jacobsen, Town Clerk

APPROVED AS TO FORM:

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Town Attorney

## Article 4 – Agreements, Dedications, and Construction Standards

### Section 16.4.10. Reserved.

#### Division 1 – Development Agreements and Security

##### Section 16.4.110. Purpose. (Sec. 16.4.70)

When public improvements, dedications, or similar components are part of a development application, the applicant shall enter into a development agreement (also referred to as an improvement agreement or subdivision agreement) with the Town to guarantee timing of dedications and construction of all required public improvements shown in the final development plan(s), together with security in a form approved by the Town.

- (a) The development agreement shall be fully executed by the applicant prior to final review and action on the development plan by the Town, or the Town may postpone final action on the development plan.
- (b) Such agreement shall include a list of all agreed-upon public improvements and landscaping, an estimate of the cost of such improvements (split out by phase as applicable), the form of guarantee for the improvements, and any other provisions or conditions deemed necessary by the Town to ensure all improvements will be completed in a timely, quality, and cost-effective manner.
- (c) Such public improvements may include but are not limited to the construction of streets, curbs and gutters, driveways, sidewalks, storm drainage systems, public water and sewer infrastructure, fire hydrants, floodway and irrigation ditch improvements, streetlights, sidewalks, trails, traffic control devices, required off-site improvements, and signage.
- (d) Other agreements or contracts setting forth the plan, method, and parties responsible for the construction of any required public improvements shown in the final development plan documents may also be required.

##### Section 16.4.120. Development agreement and acceptance process. (Sec. 16.4.70)

The following steps outline the process for creating, reviewing, approving, and administering the Town's development agreement process through final acceptance of all required improvements.

- (a) *Step 1:* The Town provides a draft copy of the development agreement to the applicant during the development review process to review and comment on.
- (b) *Step 2:* The applicant returns the draft agreement with proposed revisions for final review and consideration by the Town.
- (c) *Step 3:* The Town sends the applicant a final signature ready version of the agreement to execute prior to final review and action on the development proposal. The signed agreement accompanies the final development plan for review by the decision body, as outlined in this Code under Article 2.

- (d) *Step 4:* If the development plan is approved by the Town, the Town will execute the final development application and send the applicant a signed copy.
- (e) *Step 5:* The applicant shall post security, in a form approved by the Town Attorney and outlined in the executed development agreement, to cover the construction and warranty period of the necessary improvements outlined in the agreement.
- (f) *Step 6:* Following installation of the required improvements, the applicant shall apply to the Town for inspection of improvements, as required by this Code and all applicable laws, rules, and regulations.
- (g) *Step 7:* The Town shall complete inspection(s) of all required improvements and determine if the project has received initial acceptance and can move into the warranty phase.
  - 1. If incomplete, the Town will issue the applicant a letter and list of defects or items that require additional attention prior to the Town issuing initial acceptance. Once the applicant has addressed the Town's comments, they shall apply for reinspection of the outstanding improvements, see Step 6.
  - 2. If complete, proceed to Step 8.
- (h) *Step 8:* If deemed complete, the Town will issue initial acceptance of the required improvements and reduce the applicant's posted security to cover the two-year warranty period.
- (i) *Step 9:* Following the two-year warranty period, the applicant shall apply to the Town for final acceptance and release of the remaining security.
- (j) *Step 10:* The Town shall complete final acceptance warranty inspection(s) of all required improvements and determine if the project requires warranty work or if the Town can issue final acceptance.
  - 1. If warranty work is needed, the Town will issue the applicant a letter and list of defects or items that require additional attention prior to the Town issuing final acceptance. Once the applicant has addressed the Town's comments, they shall apply for reinspection of the warranty items, see Step 9.
  - 2. If no warranty work is identified, proceed to Step 11.
- (k) *Step 11:* If no warranty work is necessary, the Town will issue final acceptance of the required improvements and return the remaining warranty security held by the Town. At this point, all remaining obligations of the applicant should have been met, subject to the requirements of the final development agreement.

**Section 16.4.130. Amendments to development agreements. ([Sec. 16.4.70](#))**

In the event the agreement needs to be amended, the applicant or Manager may initiate the amendment process, which includes review of the proposed changes by both parties and a determination by the Manager on whether the proposed changes require Town Council review or if the proposed changes can be updated administratively.

- (a) *Administrative changes.* Administrative changes may include but are not limited to agreement deadline extensions, reassignment of the agreement requirements due to applicant or ownership changes, updates to the list of improvements based on administrative changes to the

final development plans, or adjustments to the estimate of the cost of improvements based on market conditions.

**Section 16.4.140. Timeframe for commencement and completion. (Sec. 16.4.70)**

- (a) Commencement of construction of all or a portion of the approved development plan shall occur within two (2) years from the date of recordation of said development plan.
- (b) The required timeframe for the completion of all required improvements for all or a portion of the development plan shall be three (3) years from the Town's issuance of a grading or other permit to commence construction.
- (c) The Town may, for good cause shown, extend such time for commencement or completion of the required improvements upon request from the applicant to the Manager.

**Section 16.4.150. – Security for required improvements. (Sec. 16.4.80)**

- (a) *Purpose.* For each development agreement or similar agreement executed by the Town, the applicant shall post security in the form of a letter of credit, cash, or similar security instrument in a form approved by the Town Attorney and drawn in favor of the Town in an amount equal to one hundred percent (100%) of the estimated cost of the construction of the required improvements. Security may be provided for one hundred percent (100%) of the total development or by an approved phase, as shown on the development plans and in the executed development agreement. For purposes of this Section, "required improvements" shall mean, at a minimum:
  - 1. All improvements intended for dedication to the Town;
  - 2. All streets, sidewalks, and trails, regardless of whether they are intended for dedication to the Town;
  - 3. All storm drainage improvements, regardless of whether they are intended for dedication to the Town; and
  - 4. All landscaping improvements are intended for dedication to the Town or to an approved association or district.
- (b) *Initial Acceptance and Partial Release of Security.* Upon completion of such improvements within the required time and approval thereof by the Town, the Town shall cause the security, excluding the retainage for warranty security, to be released following the Town's initial acceptance of such improvements and receipt of the required as-built drawings; however, the Town will retain ten (10)-percent security of the original security until final acceptance at the end of the two (2)-year warranty period. When such improvements are not completed within the required time, the Town may cause the proceeds of the security to be used to close or complete the required improvements in accordance with the terms and provisions of the development agreement.

- (c) *Partial release of security.* During construction of required improvements, the applicant may from time to time request the release by the Town of a portion of the security for improvements that have been inspected and approved by the Town Engineer, as shown on approved phasing plans as part of the approved development plan. The required warranty period shall commence upon completion and initial approval of all required improvements and landscaping in accordance with the terms and provisions of the development agreement. Full and complete acceptance of the project will occur at the termination of the warranty period after final inspection.
- (d) *Warranty.* All workmanship and materials for all required improvements shall be warranted for a minimum period of two (2) years by the applicant as specified in the development agreement and this Code.

DRAFT

## Division 2 – Dedications

### Section 16.4.210. Reserved.

### Section 16.4.220. Public school sites. *(Article 13)*

- (a) *Fair contribution for public school sites.* The subdivider shall dedicate or convey land for a public-school site to the appropriate school district, or, in the event the dedication of land is not deemed feasible or in the best interests of the school district as determined by the superintendent or designee of the school district, the subdivider shall make a payment in lieu of land dedication or conveyance. The amount of contribution of either land or payment in lieu of land shall be determined pursuant to the tables set forth in the agreements between the Town and the school districts.
- (b) *Exemptions from fair contributions for public school sites.* The following uses shall be exempt from the fair contributions for public school sites requirements:
1. Construction of any non-residential building or structure.
  2. Alteration, replacement or expansion of any legally existing building or structure with a comparable new building or structure that does not increase the number of residential dwelling units.
  3. Construction of any building or structure for limited-term stay or long-term assisted living, including but not limited to bed and breakfast establishments, Boarding or rooming houses, family care homes, group care homes, halfway houses, hotels, motels, nursing homes or hospices.
  4. Construction of any residential building or structure classified as housing exclusively for older persons, pursuant to the Federal Fair Housing Act, as amended.
- (c) *Land dedication.* In the event the fair contribution for public school sites includes the dedication of land, prior to recording the final plat, the following items shall be completed by the subdivider:
1. The subdivider shall convey to the school district, by general warranty deed, title to the land slated for dedication, which title is free and clear of all liens, encumbrances and exceptions (except those approved in writing by the school district), including, without limitation, real property taxes, which will be prorated to the date of conveyance or dedication.
  2. The subdivider shall provide to the Town proof of the dedication or conveyance.
  3. At the time of dedication or conveyance, the subdivider shall provide a title insurance commitment and policy in an amount equal to the fair market value of the dedicated property.

4. The subdivision improvements agreement (SIA) for the subdivision shall provide for the installation of the streets adjacent to the school site, the installation of water, sewer and other public utilities to the school site and overlot grading of the school site.

(d) *Cash-in-lieu of land dedication.* In the event the fair contribution for public school sites includes payment in lieu of the dedication of land, prior to the issuance of any building permit for any residential dwelling unit not otherwise exempt, the subdivider shall pay to the Town on behalf of the school district the cash to be paid in lieu of land dedication.

**Section 16.4.230. Water dedication.**

(a) *At the time of annexation.* As outlined in the Town’s annexation procedures, all surface and subsurface water rights associated with land proposed for annexation must be dedicated and conveyed to the Town as a condition of annexation approval. See the annexation procedures in Article 2 of this Code for full requirements.

**Section 16.4.240. Open space and parkland dedication.**

(a) *Requirements.* New developments and redevelopments are required to provide a minimum amount of open space and specific parkland requirements as outlined in the Town’s development standards. See Article 5 of this Code for full requirements as each development type and zone district in the community is different.

## Division 3 – Construction Standards and Specifications

### Section 16.4.300. Reserved.

### Section 16.4.310. Overview.

The Town has an adopted set of Construction Standards and Specifications that establish the minimum requirements for all public and private infrastructure improvements associated with new development or redevelopment within the Town. These standards ensure that construction activities meet consistent, high-quality benchmarks that support public health, safety, accessibility, and long-term maintenance.

- (a) *Applicability.* All construction related to streets, sidewalks, water and sewer systems, storm drainage, and other essential infrastructure must conform to the current adopted standards, as maintained by the Town.
  - 1. The Town reserves the right to update or modify these standards from time to time to reflect best practices, evolving regulatory requirements, or community needs.
  - 2. These standards apply to both on-site and off-site improvements and serve as a reference point during the design, permitting, and construction process. Compliance with these standards is required prior to the approval of development applications, building permits, and final inspections.
- (b) The following sections in this Article outline additional specific requirements related to easements, utility design, water and sewer capacity, drainage infrastructure, fire protection, and other key components that may be triggered by proposed development or subdivision activity.

### Section. 16.4.320. Utility easements. [\(Sec. 16.15.10\)](#)

Easements may be more or less than the widths stated in this Section if the specific utility provider indicates in writing a width other than those required by this Code. Utility easements shall be subject to the approval of the Town and applicable utility companies.

- (a) *Rear lot lines of abutting lots.* Utility easements shall measure ten (10) feet on each side of abutting rear lot lines.
- (b) *Rear lot lines of unsubdivided property.* Utility easements shall measure ten (10) feet in width on subdivision perimeter rear lot lines adjacent to property that is not subdivided.
  - 1. If the location of utility easements adjacent to rear property lines is unsuitable for use by utility companies due to drainage, irrigation ditches or other obstructions, the subdivider shall provide like-width easements adjacent to said areas of obstruction.
- (c) *Site lot lines.* Utility easements, where necessary, shall measure ten (10) feet in full width; five (5) feet on either side of a lot line is acceptable.
- (d) *Front lot lines.* Utility easements shall measure ten (10) feet in width.

**Section. 16.4.325. Multiple installations within easements. (Sec. 16.15.20)**

Easements shall be designed to provide efficient installation of utilities. Public utility installations shall be located to permit multiple installations within the easements. Easements shall be graded to within six (6) inches of final grade prior to utility installations.

**Section. 16.4.330. Underground utilities and installing conduit. (Sec. 16.15.30 and 16.4.60)**

- (a) *All utility cables and lines shall be placed underground.* The subdivider shall be responsible for complying with the requirements of this Article and Code and shall make the necessary arrangements, including any construction or installation charges, with each utility provider for the installation of such facilities.
1. Appurtenances to such underground utilities shall be placed underground or on the surface but not on utility poles.
  2. Screening or fencing is required to the satisfaction of the Town Council.
  3. Electric transmission and distribution feeder lines and necessary appurtenances thereto may not be placed above ground unless they are carrying greater than one hundred fifteen (115) kilovolts. Such facilities shall be placed within easements or public streets, as therein provided, or upon private easements or rights-of-way provided for the particular facilities.
- (b) *Installing underground conduit for future utilities.* To provide for the installation of public and private utilities after completion of streets, sidewalks, trails, or similar improvements, three (3) SDR11 smooth conduit lines, one and one-quarter (1.25) inch in diameter, shall be placed at horizontal and vertical locations approved by the Town Engineer within the municipal utility easement with a capped junction at each buildable lot.
1. When crossing a public street, a High-Definition Polyethylene (HDPE) four-inch schedule 40 PVC sleeve conduit will be placed around each of the three (3) SDR11 smooth conduit lines for the full width of the right-of-way (ROW).
  2. Once installed and accepted by the Town, the conduit shall become the property of the Town, and its' use shall be subject to license or franchise by the Town.

**Section. 16.4.340. Street lighting. (Sec. 16.15.40)**

Street lights and associated underground street light supply circuits shall be installed.

- (b) Systems are to be engineered by the local electrical utility companies, Xcel Energy and Poudre Valley Rural Electric Association.
- (c) Lights shall be limited to "full cut-off" or "fully shielded" luminaries and shall be subject to approval by the Town in compliance with the Town's adopted lighting regulations of this Code.

**Section 16.4.330. Water and sewer infrastructure.** (*Secs. 16.15.50, 16.15.60, 16.4.50*)

- (a) *Potable water.* All residential, commercial and industrial uses that have human occupancy shall have potable water served by either the Town or, if out of the Severance water service area, the North Weld County Water District.
- (b) *Non-potable water.* All development and redevelopment areas shall be connected into a non-potable water system, unless otherwise approved by the Town.
- (c) *Sanitary sewer.* Except as otherwise approved by the Town, all residential uses and commercial and industrial uses that have human occupancy shall have sanitary sewer.
  - 1. All sanitary sewer systems shall be connected to a public sanitary sewer system and shall consist of a closed system of sanitary sewer mains and lateral branch connections to each structure or lot upon which a structure is to be built.
  - 2. Sanitary sewer lines are to be of sufficient size and design to collect all sewage from within the subdivision or development.
  - 3. On a case-by-case basis, the Town may approve individual sewage disposal systems that comply with the Weld County Health Department standards. However, no new, new addition, upgrade or major repair to an individual sewage disposal system will be permitted if the property is located within four hundred (400) feet of a sanitation collection line, measured through existing sewer easements or utility rights-of-way, except where such connection is not feasible or has been denied by either the Town or sewer district.
- (d) *Oversizing.* Oversizing of water lines may be required by the Town beyond the needs of the subdivision development and standard Town specification. In such cases the applicant shall pay for the cost of the line. In the event oversized utilities are required and are greater than twelve (12) inches in diameter, applicants can initiate requests for oversize recovery or reimbursement following final acceptance of the water or sewer line as part of a Development Agreement. The method and time of payment shall be established in accordance with the current policies of the Town and/or Development Agreement.

**Section. 16.4.345. Fire hydrants.** (*Sec. 16.15.70*)

The developer shall install fire hydrants at street intersections and other points as per the requirements of the Windsor-Severance Fire Protection District.

**Section. 16.4.350. Utility plan and report standards.** (*from Subdivision Process/Procedures*)

Development and redevelopment projects shall submit engineering plans and reports that demonstrate how the proposed project will address site grading, stormwater management, and utility service needs. These reports ensure that development is designed in a manner consistent with the Town standards and does not negatively impact public infrastructure or surrounding properties.

(a) *Grading and drainage plan and report.* The purpose of the drainage plan and report is to identify existing site conditions and drainage problems, as well as those anticipated to result from development (whether on-site or off-site), and to present conceptual solutions to those problems. Historic drainage patterns and the effects of off-site drainage areas on the development and the effects of the development on downstream properties must be thoroughly assessed.

1. This plan and report must be certified by a Colorado-registered professional engineer and must include approximate earthwork quantities (how earthwork on the site is "balanced"), storm drainage concepts, such as locations of pipe and other conveyance facilities, locations for on-site detention or downstream structural improvements, and soil erosion and sedimentation control plans and specifications.
2. It must discuss the impacts on any existing floodways and/or floodplains both on and adjacent to the site as well as any FEMA applications required.
3. It must discuss previously submitted drainage studies for the site or project and their influence on the proposed stormwater facility design, and if applicable, the Storm Water Master Plan, how recommendations in the Storm Water Master Plan affect the stormwater facility design for the site, and how the proposed stormwater facility design complies with the Storm Water Master Plan.
4. It must provide sufficient information for an initial assessment of whether the proposed stormwater facility design can safely convey storm water runoff through the development to an adequate storm water system and accessible point of disposal with sufficient system capacity to carry necessary flow of the proposed development without overflowing downstream channels and existing storm drainage facilities or causing damage to property.

(b) *Water and Sewer utility plan and report prepared by a registered professional engineer.* It is necessary that the engineer consult with the appropriate utility service providers regarding the design of all utilities through the proposed development.

1. It must discuss the projected total water needs of the development for domestic consumption and fire protection, including without limitation, data on projected annual usage (GPY), average day demand (GPM/GPD), and maximum day demand (GPM/GPD), peak hour flow (GPM), as well as the projected total flow of sewage through a treatment plant expected to be generated by the proposed development.
2. It must discuss previous water and sewer studies for the site or project and their influence on the proposed design for water and sewer facilities, and if applicable, the Water, Sewer, and/or Non-potable Water Master Plans, how recommendations in the Water, Sewer, and/or Non-potable Water Master Plans affect the proposed water and sewer improvements for the site, and how the proposed water and sewer improvements for the site comply with the Water, Sewer, and/or Non-potable Water Master Plans.
3. If located within the boundaries of the Town's water, non-potable water, or sewer utility enterprise respective service areas, it must also provide sufficient information for an initial assessment of the proposed development's impact on all parts of the Town's

sanitary sewage collection system (including without limitation laterals, interceptors, lift stations, treatment plants, points of discharge), potable and/or non-potable water systems (including without limitation water source, water quality, treatment, storage, pumping facilities, and metering devices), as well as an evaluation of the adequacy of the Town's water, non-potable water, and/or sewer (where applicable) utility enterprises, respectively, to serve the proposed development together with existing development and development which is reasonably probable of connecting to the applicable Town utility system (e.g., legal buildable lots in approved subdivisions for which building permits have not been issued).

**Section. 16.4.355. Engineering plan and specification submittal criteria.** *(from Subdivision Process/Procedures)*

As part of the Town's review of a development application, the applicant shall prepare and submit the following for review and action by the Town prior to commencement of construction:

- (a) *Construction plans and profiles.* The plans and profiles shall be prepared by a registered professional engineer licensed in the State of Colorado. Plans shall be twenty-four (24) inches high by thirty-six (36) inches wide and shall provide the following information:
1. The horizontal to vertical scales shall be chosen to best depict the aspects of the design.
  2. The minimum horizontal scale is to be 1" = 100'.
  3. The minimum vertical scale is to be 1" = 10'.
  4. The typical road geometric and structural cross section is to be shown on each plan sheet.
  5. The plan must show right-of-way lines and widths, road names, lot lines, tangent lengths and bearings, curve radii, delta angles, curve lengths, chord lengths and bearings, stationing at all beginning of curves and end of curves, intersections, structures, angles, curb lines, cross pans, traffic-control devices (islands, striping, signs, etc.), drive cuts, curb returns and radii and all other features to enable construction in accordance with approved standards and standard engineering practice. Stationing may be centerline if approved by the Town Engineer. Construction plans shall include water lines and appurtenances, sewer lines and appurtenances, stormwater lines and appurtenances and any other wet utilities such as non-potable water systems and irrigation ditches.
  6. The profiles shall include existing and proposed grades at curb and gutter or centerline of street elevation at point of intersection of vertical curves, intersections, grade breaks, point of curb return, point of reverse curve and other critical points, structures and all other features required to enable construction in accordance with the standards adopted by this Code.
  7. Signature blocks for all utility providers shall be included unless otherwise provided in agreement form.
  8. Structure details. Sufficient data shall be given to construction of major structures and road appurtenances, such as bridges, culverts, gutters, drives, walks, cross pans, etc.;

detail shall include orientation line and grade, cross-sections, dimensions, reinforcement schedules, materials, quality specification, etc., or as the Town Engineer may approve.

9. Sewage collection and water supply distribution plans, profiles, and specifications. The plans, profiles and specifications shall be prepared by a registered professional engineer and shall be accompanied by written approvals from the applicable water and sanitation district.
- (b) *Final water report.* A final water report, including hydraulic analysis and pipe sizing calculations, shall be included.
- (c) *Final sanitary sewer report.* A sanitary sewer report including hydraulic analysis and pipe sizing calculations shall be included.
- (d) *Final drainage plans and reports.* Based on the approved preliminary drainage plan, a final report is to be submitted in accordance with the Greeley Drainage and Design Criteria, as amended, or as the Town Engineer may approve. The plan and report must provide:
1. Cross-sections of each water carrier showing high water elevations for one hundred (100) year runoff and adjacent features that may be affected thereby.
  2. Written approvals, as may be required, from other agencies or parties that may be affected by the drainage proposals (i.e., FEMA, Larimer County and Weld County, ditch companies).
  3. Supporting calculations for runoffs, times of concentration, flow capacity with all assumptions clearly stated with proper jurisdiction when needed or requested.
  4. Erosion control plans, when required.
  5. Sizing of all pipes, inlets, conveyance ways and other appurtenances.
- (e) *Final grading plan.* The final grading plan shall be twenty-four (24) inches high by thirty-six (36) inches wide and shall illustrate existing and proposed contours and lot and block grading details.
- (f) *Soils report.* The soils report shall detail pavement design and construction requirements and shall be submitted after overlot grading is complete.

**Section. 16.4.355. Landscape and open space plan and specification submittal criteria. *(from Subdivision Process/Procedures)***

The landscape plan must address the treatment of all exterior spaces. Landscape plans are to be designed to meet the requirements of this Code and show trees, shrubs, groundcovers, turf, buffering, fences, walls, and other site amenities that will be included in the plan. All plant materials must be adapted to the physical limitations of the local climate and specific conditions of the landscape plan. All plant materials must meet specifications of the American Association of Nurseryman for No. 1 grade. All street trees must be selected from the Town's recommended tree list.

- (a) Landscape plan drawn to scale (not greater than 1" = 50') on sheets sized twenty-four (24) inches by thirty-six (36) inches, which includes:
  - 1. Project name.
  - 2. Scale, north arrow, and date of preparation.
  - 3. Existing and proposed streets and street names.
  - 4. Lot lines, easements and public rights-of-way as shown on the subdivision plat, including gross and net area of all parcels.
  - 5. Location of proposed building footprints and parking areas.
  - 6. Location of storage, loading and service areas.
  - 7. Existing and proposed two (2) foot contours (based on USGS datum).
  - 8. Natural features, wetlands, wildlife corridors, floodplains, streams, ditches, and other waterways.
  - 9. Location of existing and proposed utilities (utility lines can be "ghosted" in on the landscape plan to vary the line types for cleaner drawings).
- (b) All existing trees within the proposed site and adjacent to the site must be accurately identified on the plan. Existing trees must be labeled as to their size, species and, if they are intended to remain, be removed, or transplanted. All replacement mitigation trees will need to be shown separately on the plan. Tree protection standards for existing trees to remain shall be included in the plan.
- (c) The extent and location of proposed trees, shrubs and perennials and quantities of each species—Plant materials are to be drawn at two-thirds ( $\frac{2}{3}$ ) of their mature size.
- (d) Landscape schedule, including the represented plant symbol, Latin name, common name, planting size and number of individual plants. All plant materials are to meet the minimum size requirements as provided in this Code.
- (e) Proposed treatment of all ground surfaces must be clearly indicated, including turf, paving, mulch, native grass, seeded grass, and so on. Grass areas are to be specified as seed or sod and a seed mix/rate specified.
- (f) Sight distance triangles must be shown at street intersections pursuant to this Code.
- (g) Project-specific landscape notes and details to ensure the proper planting, establishment, and survival of plant materials, along with additional notes detailing the warranty for plant materials and continued maintenance, shall be included.
- (h) Open space trail network and pedestrian circulation system.
- (i) Areas to be irrigated and method of irrigation.

- (j) Proposed grading of the project site, including drainage swales, detention basins and retaining walls. Off-site grading for infrastructure improvements will need to be included, as well.
- (k) Notes for conservation and retention of topsoil and landscape soil preparation.
- (l) Restoration, revegetation or enhancement of disturbed natural areas or open space features.
- (m) Park/open space structures, signage, play equipment and other landscape amenities and appurtenances.

**Section. 16.4.360. Public improvements required.** *(from Subdivision Process/Procedures)*

[could be placed here or in Division 1 of this Article]

The Town may condition its approval and require on-site and off-site improvements or contributions to off-site improvements to ensure the proposed development will be served by adequate water, sewer, and storm drainage facilities. These improvements include, but are not limited to:

- (a) The construction of mains in all public and private streets or utility easements within and adjacent to the proposed development;
- (b) The construction of mains through the development to serve the lots and buildings or structures within the development and to adjacent properties to allow them to connect to and extend the water or sewer system;
- (c) The construction of off-site improvements needed to:
  - 1. Connect to the existing system;
  - 2. Provide the storage and flows needed to meet the level of service standards and the requirements of the water system plan;
  - 3. Provide collection capacity needed to meet the level of service standards and the anticipated demand from the service area;
  - 4. Provide the storage and flows needed to meet the water demands generated by the proposed development; or
  - 5. Provide the storage and flows needed to supply the fire flows needed to serve the development.
- (d) The construction of pressure-reducing valves and similar appurtenances to provide pressure zone separation in the distribution system;
- (e) The construction of lift and/or pump stations needed to serve the development if it is in a special pressure zone or because of topographical considerations. This will only be required or allowed in accordance with designated permanent lift and/or pump stations listed or shown in the current water system plan or sewer system plan;

- (f) The construction of replacements or improvements to existing facilities to maintain an established level of service for sanitary sewage discharge from the service area or for water system demand and fire flow to the development;
- (g) The construction of replacements or improvements to existing off-site facilities to the extent that the new development would cause the level of service for existing customers to drop below existing standards; or
- (h) The transfer or dedication of easements or land needed for the construction and maintenance of utility system improvements.

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## Article 4 – Agreements, Dedications, and Construction Standards

### Section 16.4.10. Reserved.

#### Division 1 – Development Agreements and Security

##### Section 16.4.110. Purpose. (Sec. 16.4.70)

When public improvements, dedications, or similar components are part of a development application, the applicant shall enter into a development agreement (also referred to as an improvement agreement or subdivision agreement) with the Town to guarantee timing of dedications and construction of all required public improvements shown in the final development plan(s), together with security in a form approved by the Town.

- (a) The development agreement, ~~as applicable~~, shall be fully executed by the applicant prior to final review and action on the development plan by the Town, or the Town may postpone final action on the development plan.
- (b) Such agreement shall include a list of all agreed-upon public improvements and landscaping, an estimate of the cost of such improvements (split out by phase as applicable), the form of guarantee for the improvements, and any other provisions or conditions deemed necessary by the Town to ensure all improvements will be completed in a timely, quality, and cost-effective manner.
- (c) Such public improvements may include but are not limited to the construction of streets, curbs and gutters, driveways, sidewalks, storm drainage systems, public water and sewer infrastructure, fire hydrants, floodway and irrigation ditch improvements, streetlights, sidewalks, trails, traffic control devices, required off-site improvements, and signage.
- (d) Other agreements or contracts setting forth the plan, method, and parties responsible for the construction of any required public improvements shown in the final development plan documents may also be required.

##### Section 16.4.120. Development agreement and acceptance ~~Process~~ process. (Sec. 16.4.70)

The following steps outline the process for creating, reviewing, approving, and administering the Town's development agreement process through final acceptance of all required improvements.

- (a) *Step 1:* The Town provides a draft copy of the development agreement to the applicant during the development review process to review and comment on.
- (b) *Step 2:* The applicant returns the draft agreement with proposed revisions for final review and consideration by the Town.
- (c) *Step 3:* The Town sends the applicant a final signature ready version of the agreement to execute prior to final review and action on the development proposal. The signed agreement accompanies the final development plan for review by the decision body, as outlined in this Code under Article 2.

- (d) *Step 4:* If the development plan is approved by the Town, the Town will execute the final development application and send the applicant a signed copy.
- (e) *Step 5:* The applicant shall post security, in a form approved by the Town Attorney and outlined in the executed development agreement, to cover the construction and warranty period of the necessary improvements outlined in the agreement.
- (f) *Step 6:* Following installation of the required improvements, the applicant shall apply to the Town for inspection of improvements, as required by this Code and all applicable laws, rules, and regulations.
- (g) *Step 7:* The Town shall complete inspection(s) of all required improvements and determine if the project has received initial acceptance and can move into the warranty phase.
  - 1. If incomplete, the Town will issue the applicant a letter and list of defects or items that require additional attention prior to the Town issuing initial acceptance. Once the applicant has addressed the Town's comments, they shall apply for reinspection of the outstanding improvements, see Step 6.
  - 2. If complete, proceed to Step 8.
- (h) *Step 8:* If deemed complete, the Town will issue initial acceptance of the required improvements and reduce the applicant's posted security to cover the two-year warranty period.
- (i) *Step 9:* Following the two-year warranty period, the applicant shall apply to the Town for final acceptance and release of the remaining security.
- (j) *Step 10:* The Town shall complete final acceptance warranty inspection(s) of all required improvements and determine if the project requires warranty work or if the Town can issue final acceptance.
  - 1. If warranty work is needed, the Town will issue the applicant a letter and list of defects or items that require additional attention prior to the Town issuing final acceptance. Once the applicant has addressed the Town's comments, they shall apply for reinspection of the warranty items, see Step 9.
  - 2. If no warranty work is identified, proceed to Step 11.
- (k) *Step 11:* If no warranty work is necessary, the Town will issue final acceptance of the required improvements and return the remaining warranty security held by the Town. At this point, all remaining obligations of the applicant should have been met, subject to the requirements of the final development agreement.

**Section 16.4.130. Amendments to development agreements. (Sec. 16.4.70)**

In the event the agreement needs to be amended, the applicant or Manager may initiate the amendment process, which includes review of the proposed changes by both parties and a determination by the Manager on whether the proposed changes require Town Council review or if the proposed changes can be updated administratively.

- (a) *Administrative changes.* Administrative changes may include but are not limited to agreement deadline extensions, reassignment of the agreement requirements due to applicant or ownership changes, updates to the list of improvements based on administrative changes to the

final development plans, or adjustments to the estimate of the cost of improvements based on market conditions.

**Section 16.4.140. Timeframe for commencement and completion. (Sec. 16.4.70)**

- (a) Commencement of construction of all or a portion of the approved development plan shall occur within two (2) years from the date of recordation of said development plan.
- (b) The required timeframe for the completion of all required improvements for all or a portion of the development plan shall be three (3) years from the Town's issuance of a grading or other permit to commence construction.
- (c) The Town may, for good cause shown, extend such time for commencement or completion of the required improvements upon request from the applicant to the Manager.

**Section 16.4.150. – ~~General regulations to the s~~Security for required improvements. (Sec. 16.4.80)**

- (a) *Purpose.* For each development agreement or similar agreement executed by the Town, the applicant shall post security in the form of a letter of credit, cash, or similar security instrument in a form approved by the Town Attorney and drawn in favor of the Town in an amount equal to one hundred percent (100%) of the estimated cost of the construction of the required improvements. Security may be provided for one hundred percent (100%) of the total development or by an approved phase, as shown on the development plans and in the executed development agreement. For purposes of this Section, "required improvements" shall mean, at a minimum:
  - 1. All improvements intended for dedication to the Town;
  - 2. All streets, sidewalks, and trails, regardless of whether they are intended for dedication to the Town;
  - 3. All storm drainage improvements, regardless of whether they are intended for dedication to the Town; and
  - 4. All landscaping improvements are intended for dedication to the Town or to an approved association or district.
- (b) *Initial Acceptance and Partial Release of Security.* Upon completion of such improvements within the required time and approval thereof by the Town, the Town shall cause the security, excluding the retainage for warranty security, to be released following the Town's initial acceptance of such improvements and receipt of the required as-built drawings; however, the Town will retain ten (10)-percent security of the original security until final acceptance at the end of the two (2)-year warranty period. When such improvements are not completed within the required time, the Town may cause the proceeds of the security to be used to close or complete the required improvements in accordance with the terms and provisions of the development agreement.

- (c) *Partial release of security.* During construction of required improvements, the applicant may from time to time request the release by the Town of a portion of the security for improvements that have been inspected and approved by the Town Engineer, as shown on approved phasing plans as part of the approved development plan. The required warranty period shall commence upon completion and initial approval of all required improvements and landscaping in accordance with the terms and provisions of the development agreement. Full and complete acceptance of the project will occur at the termination of the warranty period after final inspection.
- (d) *Warranty.* All workmanship and materials for all required improvements shall be warranted for a minimum period of two (2) years by the applicant as specified in the development agreement and this Code.

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## Division 2 – Dedications

### Section 16.4.210. Reserved.

### Section 16.4.220. Public school sites. *(Article 13)*

- (a) *Fair contribution for public school sites.* The subdivider shall dedicate or convey land for a public-school site to the appropriate school district, or, in the event the dedication of land is not deemed feasible or in the best interests of the school district as determined by the superintendent or designee of the school district, the subdivider shall make a payment in lieu of land dedication or conveyance. The amount of contribution of either land or payment in lieu of land shall be determined pursuant to the tables set forth in the agreements between the Town and the school districts.
- (b) *Exemptions from fair contributions for public school sites.* The following uses shall be exempt from the fair contributions for public school sites requirements:
1. Construction of any non-residential building or structure.
  2. Alteration, replacement or expansion of any legally existing building or structure with a comparable new building or structure that does not increase the number of residential dwelling units.
  3. Construction of any building or structure for limited-term stay or long-term assisted living, including but not limited to bed and breakfast establishments, Boarding or rooming houses, family care homes, group care homes, halfway houses, hotels, motels, nursing homes or hospices.
  4. Construction of any residential building or structure classified as housing exclusively for older persons, pursuant to the Federal Fair Housing Act, as amended.
- (c) *Land dedication.* In the event the fair contribution for public school sites includes the dedication of land, prior to recording the final plat, the following items shall be completed by the subdivider:
1. The subdivider shall convey to the school district, by general warranty deed, title to the land slated for dedication, which title is free and clear of all liens, encumbrances and exceptions (except those approved in writing by the school district), including, without limitation, real property taxes, which will be prorated to the date of conveyance or dedication.
  2. The subdivider shall provide to the Town proof of the dedication or conveyance.
  3. At the time of dedication or conveyance, the subdivider shall provide a title insurance commitment and policy in an amount equal to the fair market value of the dedicated property.

4. The subdivision improvements agreement (SIA) for the subdivision shall provide for the installation of the streets adjacent to the school site, the installation of water, sewer and other public utilities to the school site and overlot grading of the school site.

(d) *Cash-in-lieu of land dedication.* In the event the fair contribution for public school sites includes payment in lieu of the dedication of land, prior to the issuance of any building permit for any residential dwelling unit not otherwise exempt, the subdivider shall pay to the Town on behalf of the school district the cash to be paid in lieu of land dedication.

**Section 16.4.230. Water dedication.**

(a) *At the time of annexation.* As outlined in the Town’s annexation procedures, all surface and subsurface water rights associated with land proposed for annexation must be dedicated and conveyed to the Town as a condition of annexation approval. See the annexation procedures in Article 2 of this Code for full requirements.

**Section 16.4.240. Open space and parkland dedication.**

(a) *Requirements.* New developments and redevelopments are required to provide a minimum amount of open space and specific parkland requirements as outlined in the Town’s development standards. See Article 5 of this Code for full requirements as each development type and zone district in the community is different.

## Division 3 – Construction Standards and Specifications

### Section 16.4.300. Reserved.

### Section 16.4.310. Overview.

The Town has an adopted set of Construction Standards and Specifications that establish the minimum requirements for all public and private infrastructure improvements associated with new development or redevelopment within the Town. These standards ensure that construction activities meet consistent, high-quality benchmarks that support public health, safety, accessibility, and long-term maintenance.

(a) *Applicability.* All construction related to streets, sidewalks, water and sewer systems, storm drainage, and other essential infrastructure must conform to the current adopted standards, as maintained by the Town.

1. The Town reserves the right to update or modify these standards from time to time to reflect best practices, evolving regulatory requirements, or community needs.
2. These standards apply to both on-site and off-site improvements and serve as a reference point during the design, permitting, and construction process. Compliance with these standards is required prior to the approval of development applications, building permits, and final inspections.

(b) The following sections in this Article outline additional specific requirements related to easements, utility design, water and sewer capacity, drainage infrastructure, fire protection, and other key components that may be triggered by proposed development or subdivision activity.

### **Section. 16.4.320. Utility easements ~~width.~~ (Sec. 16.15.10)**

Easements may be more or less than the widths stated in this Section if the specific utility provider indicates in writing a width other than those required by this Code. Utility easements shall be subject to the approval of the Town and applicable utility companies.

- Rear lot lines of abutting lots.* Utility easements shall measure ten (10) feet on each side of abutting rear lot lines.
- Rear lot lines of unsubdivided property.* Utility easements shall measure ten (10) feet in width on subdivision perimeter rear lot lines adjacent to property that is not subdivided.
  - ~~In the event that~~If the location of utility easements adjacent to rear property lines is unsuitable for use by utility companies due to drainage, irrigation ditches or other obstructions, the subdivider shall provide like-width easements adjacent to said areas of obstruction.
- Site lot lines.* Utility easements, where necessary, shall measure ten (10) feet in full width; five (5) feet on either side of a lot line is acceptable.
- Front lot lines.* Utility easements shall measure ten (10) feet in width.

**Section. 16.4.325. Multiple installations within easements.** (Sec. 16.15.20)

Easements shall be designed ~~so as to~~ provide efficient installation of utilities. Public utility installations shall be ~~located as~~ located to permit multiple installations within the easements. Easements shall be graded to within six (6) inches of final grade prior to utility installations.

**Section. 16.4.330. Underground utilities and installing conduit.** (Sec. 16.15.30 and 16.4.60)

- (a) *All utility cables and lines shall be placed underground.* The subdivider shall be responsible for complying with the requirements of this Article and Code and shall make the necessary arrangements, including any construction or installation charges, with each utility provider for the installation of such facilities.
1. Appurtenances to such underground utilities shall be placed underground or on the surface but not on utility poles.
  2. Screening or fencing is required to the satisfaction of the Town Council.
  3. Electric transmission and distribution feeder lines and necessary appurtenances thereto may not be placed above ground unless they are carrying greater than one hundred fifteen (115) kilovolts. Such facilities shall be placed within easements or public streets, as therein provided, or upon private easements or rights-of-way provided for the particular facilities.
- ~~(a)~~(b) *Installing underground conduit for future utilities.* To provide for the installation of public and private utilities after completion of streets, sidewalks, trails, or similar improvements, three (3) SDR11 smooth conduit lines, one and one-quarter (1.25) inch in diameter, shall be placed at horizontal and vertical locations approved by the Town Engineer within the municipal utility easement with a capped junction at each buildable lot.
1. When crossing a public street, a High-Definition Polyethylene (HDPE) four-inch schedule 40 PVC sleeve conduit will be placed around each of the three (3) SDR11 smooth conduit lines for the full width of the right-of-way (ROW).
  2. Once installed and accepted by the Town, the conduit shall become the property of the Town, and its' use shall be subject to license or franchise by the Town.

**Section. 16.4.340. Street lighting.** (Sec. 16.15.40)

Street lights and associated underground street light supply circuits shall be installed.

- (b) Systems are to be engineered by the local electrical utility companies, Xcel Energy and Poudre Valley Rural Electric Association.
- (c) Lights shall be limited to "full cut-off" or "fully shielded" luminaries and shall be subject to approval by the Town [in compliance with the Town's adopted lighting regulations of this Code](#). ~~Light sources shall be high pressure sodium. In commercial zones with significant pedestrian traffic, white light sources (metal halide, florescent or induction lamps) may be used for~~

~~pedestrian-scale lamps. Street lighting shall be subject to review and approval by the Town as part of the final plat process. Refer to Article 25.~~

**Section 16.4.330. ~~Oversizing w~~Water and sewer infrastructure lines. (Secs. 16.15.50, 16.15.60, 16.4.50)**

- (a) *Potable water.* All residential, commercial and industrial uses that have human occupancy shall have potable water served by either the Town or, if out of the Severance water service area, the North Weld County Water District.
- (b) *Non-potable water.* All development and redevelopment areas shall be connected into a non-potable water system, unless otherwise approved by the Town.
- (c) *Sanitary sewer.* Except as otherwise approved by the Town, all residential uses and commercial and industrial uses that have human occupancy shall have sanitary sewer.
  - 1. All sanitary sewer systems shall be connected to a public sanitary sewer system and shall consist of a closed system of sanitary sewer mains and lateral branch connections to each structure or lot upon which a structure is to be built.
  - 2. Sanitary sewer lines are to be of sufficient size and design to collect all sewage from within the subdivision or development.
  - 3. On a case-by-case basis, the Town may approve individual sewage disposal systems that comply with the Weld County Health Department standards. However, no new, new addition, upgrade or major repair to an individual sewage disposal system will be permitted if the property is located within four hundred (400) feet of a sanitation collection line, measured through existing sewer easements or utility rights-of-way, except where such connection is not feasible or has been denied by either the Town or sewer district.
- (d) *Oversizing.* Oversizing of water lines may be required by the Town beyond the needs of the subdivision development and standard Town specification. In such cases the applicant shall pay for the cost of the line. In the event oversized utilities are required and are greater than twelve (12) inches in diameter, applicants can initiate requests for oversize recovery or reimbursement following final acceptance of the water or sewer line as part of a Development Agreement. The method and time of payment shall be established in accordance with the current policies of the Town and/or Development Agreement.

**Section. 16.4.345. Fire hydrants. (Sec. 16.15.70)**

The developer shall install fire hydrants at street intersections and other points as per the requirements of the Windsor-Severance Fire Protection District.

**Section. 16.4.350. Utility plan and report standards.** *(from Subdivision Process/Procedures)*

Development and redevelopment projects shall submit engineering plans and reports that demonstrate how the proposed project will address site grading, stormwater management, and utility service needs. These reports ensure that development is designed in a manner consistent with the Town standards and does not negatively impact public infrastructure or surrounding properties.

(a) *Grading and drainage plan and report.* The purpose of the drainage plan and report is to identify existing site conditions and drainage problems, as well as those anticipated to result from development (whether on-site or off-site), and to present conceptual solutions to those problems. Historic drainage patterns and the effects of off-site drainage areas on the development and the effects of the development on downstream properties must be thoroughly assessed.

1. This plan and report must be certified by a Colorado-registered professional engineer and must include approximate earthwork quantities (how earthwork on the site is "balanced"), storm drainage concepts, such as locations of pipe and other conveyance facilities, locations for on-site detention or downstream structural improvements, and soil erosion and sedimentation control plans and specifications.
2. It must discuss the impacts on any existing floodways and/or floodplains both on and adjacent to the site as well as any FEMA applications required.
3. It must discuss previously submitted drainage studies for the site or project and their influence on the proposed stormwater facility design, and if applicable, the Storm Water Master Plan, how recommendations in the Storm Water Master Plan affect the stormwater facility design for the site, and how the proposed stormwater facility design complies with the Storm Water Master Plan.
4. It must provide sufficient information for an initial assessment of whether the proposed stormwater facility design can safely convey storm water runoff through the development to an adequate storm water system and accessible point of disposal with sufficient system capacity to carry necessary flow of the proposed development without overflowing downstream channels and existing storm drainage facilities or causing damage to property.

(b) *Water and Sewer utility plan and report prepared by a registered professional engineer.* It is necessary that the engineer consult with the appropriate utility service providers regarding the design of all utilities through the proposed development.

1. It must discuss the projected total water needs of the development for domestic consumption and fire protection, including without limitation, data on projected annual usage (GPY), average day demand (GPM/GPD), and maximum day demand (GPM/GPD), peak hour flow (GPM), as well as the projected total flow of sewage through a treatment plant expected to be generated by the proposed development.
2. It must discuss previous water and sewer studies for the site or project and their influence on the proposed design for water and sewer facilities, and if applicable, the Water, Sewer, and/or Non-potable Water Master Plans, how recommendations in the

Water, Sewer, and/or Non-potable Water Master Plans affect the proposed water and sewer improvements for the site, and how the proposed water and sewer improvements for the site comply with the Water, Sewer, and/or Non-potable Water Master Plans.

3. If located within the boundaries of the Town's water, non-potable water, or sewer utility enterprise respective service areas, it must also provide sufficient information for an initial assessment of the proposed development's impact on all parts of the Town's sanitary sewage collection system (including without limitation laterals, interceptors, lift stations, treatment plants, points of discharge), potable and/or non-potable water systems (including without limitation water source, water quality, treatment, storage, pumping facilities, and metering devices), as well as an evaluation of the adequacy of the Town's water, non-potable water, and/or sewer (where applicable) utility enterprises, respectively, to serve the proposed development together with existing development and development which is reasonably probable of connecting to the applicable Town utility system (e.g., legal buildable lots in approved subdivisions for which building permits have not been issued).

**Section. 16.4.355. Engineering plan and specification submittal criteria.** *(from Subdivision Process/Procedures)*

As part of the Town's review of a development application, the applicant shall prepare and submit the following for review and action by the Town prior to commencement of construction:

- (a) *Construction plans and profiles.* The plans and profiles shall be prepared by a registered professional engineer licensed in the State of Colorado. Plans shall be twenty-four (24) inches high by thirty-six (36) inches wide and shall provide the following information:
  1. The horizontal to vertical scales shall be chosen to best depict the aspects of the design.
  2. The minimum horizontal scale is to be 1" = 100'.
  3. The minimum vertical scale is to be 1" = 10'.
  4. The typical road geometric and structural cross section is to be shown on each plan sheet.
  5. The plan must show right-of-way lines and widths, road names, lot lines, tangent lengths and bearings, curve radii, delta angles, curve lengths, chord lengths and bearings, stationing at all beginning of curves and end of curves, intersections, structures, angles, curb lines, cross pans, traffic-control devices (islands, striping, signs, etc.), drive cuts, curb returns and radii and all other features to enable construction in accordance with approved standards and standard engineering practice. Stationing may be centerline if approved by the Town Engineer. Construction plans shall include water lines and appurtenances, sewer lines and appurtenances, stormwater lines and appurtenances and any other wet utilities such as non-potable water systems and irrigation ditches.
  6. The profiles shall include existing and proposed grades at curb and gutter or centerline of street elevation at point of intersection of vertical curves, intersections, grade breaks, point of curb return, point of reverse curve and other critical points, structures and all

other features required to enable construction in accordance with the standards adopted by this Code.

7. Signature blocks for all utility providers shall be included unless otherwise provided in agreement form.
  8. Structure details. Sufficient data shall be given to construction of major structures and road appurtenances, such as bridges, culverts, gutters, drives, walks, cross pans, etc.; detail shall include orientation line and grade, cross-sections, dimensions, reinforcement schedules, materials, quality specification, etc., or as the Town Engineer may approve.
  9. Sewage collection and water supply distribution plans, profiles, and specifications. The plans, profiles and specifications shall be prepared by a registered professional engineer and shall be accompanied by written approvals from the applicable water and sanitation district.
- (b) *Final water report.* A final water report, including hydraulic analysis and pipe sizing calculations, shall be included.
- (c) *Final sanitary sewer report.* A sanitary sewer report including hydraulic analysis and pipe sizing calculations shall be included.
- (d) *Final drainage plans and reports.* Based on the approved preliminary drainage plan, a final report is to be submitted in accordance with the Greeley Drainage and Design Criteria, as amended, or as the Town Engineer may approve. The plan and report must provide:
1. Cross-sections of each water carrier showing high water elevations for one hundred (100) year runoff and adjacent features that may be affected thereby.
  2. Written approvals, as may be required, from other agencies or parties that may be affected by the drainage proposals (i.e., FEMA, Larimer County and Weld County, ditch companies).
  3. Supporting calculations for runoffs, times of concentration, flow capacity with all assumptions clearly stated with proper jurisdiction when needed or requested.
  4. Erosion control plans, when required.
  5. Sizing of all pipes, inlets, conveyance ways and other appurtenances.
- (e) *Final grading plan.* The final grading plan shall be twenty-four (24) inches high by thirty-six (36) inches wide and shall illustrate existing and proposed contours and lot and block grading details.
- (f) *Soils report.* The soils report shall detail pavement design and construction requirements and shall be submitted after overlot grading is complete.

**Section. 16.4.355. Landscape and open space plan and specification submittal criteria.** *(from Subdivision Process/Procedures)*

The landscape plan must address the treatment of all exterior spaces. Landscape plans are to be designed to meet the requirements of this Code and show trees, shrubs, groundcovers, turf, buffering, fences, walls, and other site amenities that will be included in the plan. All plant materials must be adapted to the physical limitations of the local climate and specific conditions of the landscape plan. All plant materials must meet specifications of the American Association of Nurseryman for No. 1 grade. All street trees must be selected from the Town's recommended tree list.

- (a) Landscape plan drawn to scale (not greater than 1" = 50') on sheets sized twenty-four (24) inches by thirty-six (36) inches, which includes:
  1. Project name.
  2. Scale, north arrow, and date of preparation.
  3. Existing and proposed streets and street names.
  4. Lot lines, easements and public rights-of-way as shown on the subdivision plat, including gross and net area of all parcels.
  5. Location of proposed building footprints and parking areas.
  6. Location of storage, loading and service areas.
  7. Existing and proposed two (2) foot contours (based on USGS datum).
  8. Natural features, wetlands, wildlife corridors, floodplains, streams, ditches, and other waterways.
  9. Location of existing and proposed utilities (utility lines can be "ghosted" in on the landscape plan to vary the line types for cleaner drawings).
- (b) All existing trees within the proposed site and adjacent to the site must be accurately identified on the plan. Existing trees must be labeled as to their size, species and, if they are intended to remain, be removed, or transplanted. All replacement mitigation trees will need to be shown separately on the plan. Tree protection standards for existing trees to remain shall be included in the plan.
- (c) The extent and location of proposed trees, shrubs and perennials and quantities of each species—Plant materials are to be drawn at two-thirds ( $\frac{2}{3}$ ) of their mature size.
- (d) Landscape schedule, including the represented plant symbol, Latin name, common name, planting size and number of individual plants. All plant materials are to meet the minimum size requirements as provided in this Code.
- (e) Proposed treatment of all ground surfaces must be clearly indicated, including turf, paving, mulch, native grass, seeded grass, and so on. Grass areas are to be specified as seed or sod and a seed mix/rate specified.
- (f) Sight distance triangles must be shown at street intersections pursuant to this Code.

- (g) Project-specific landscape notes and details to ensure the proper planting, establishment, and survival of plant materials, along with additional notes detailing the warranty for plant materials and continued maintenance, shall be included.
- (h) Open space trail network and pedestrian circulation system.
- (i) Areas to be irrigated and method of irrigation.
- (j) Proposed grading of the project site, including drainage swales, detention basins and retaining walls. Off-site grading for infrastructure improvements will need to be included, as well.
- (k) Notes for conservation and retention of topsoil and landscape soil preparation.
- (l) Restoration, revegetation or enhancement of disturbed natural areas or open space features.
- (m) Park/open space structures, signage, play equipment and other landscape amenities and appurtenances.

**Section. 16.4.360. Public improvements required.** *(from Subdivision Process/Procedures)*

[could be placed here or in Division 1 of this Article]

The Town may condition its approval and require on-site and off-site improvements or contributions to off-site improvements to ensure the proposed development will be served by adequate water, sewer, and storm drainage facilities. These improvements include, but are not limited to:

- (a) The construction of mains in all public and private streets or utility easements within and adjacent to the proposed development;
- (b) The construction of mains through the development to serve the lots and buildings or structures within the development and to adjacent properties to allow them to connect to and extend the water or sewer system;
- (c) The construction of off-site improvements needed to:
  - 1. Connect to the existing system;
  - 2. Provide the storage and flows needed to meet the level of service standards and the requirements of the water system plan;
  - 3. Provide collection capacity needed to meet the level of service standards and the anticipated demand from the service area;
  - 4. Provide the storage and flows needed to meet the water demands generated by the proposed development; or
  - 5. Provide the storage and flows needed to supply the fire flows needed to serve the development.

- (d) The construction of pressure-reducing valves and similar appurtenances to provide pressure zone separation in the distribution system;
- (e) The construction of lift and/or pump stations needed to serve the development if it is in a special pressure zone or because of topographical considerations. This will only be required or allowed in accordance with designated permanent lift and/or pump stations listed or shown in the current water system plan or sewer system plan;
- (f) The construction of replacements or improvements to existing facilities to maintain an established level of service for sanitary sewage discharge from the service area or for water system demand and fire flow to the development;
- (g) The construction of replacements or improvements to existing off-site facilities to the extent that the new development would cause the level of service for existing customers to drop below existing standards; or
- (h) The transfer or dedication of easements or land needed for the construction and maintenance of utility system improvements.

DRAFT

**TOWN OF SEVERANCE, COLORADO  
NOTICE OF PUBLIC HEARINGS**

**Notice** is hereby given that the Planning Commission of the Town of Severance will hold a Public Hearing, on **Wednesday, May 21st, 2025, commencing at 6:00 p.m.**, or as soon as thereafter as each matter may be called, at the Town of Severance Town Hall, Council Chambers, 3 S. Timber Ridge Parkway, Severance, Colorado 80550. The purpose of the Public Hearing is to take testimony from the public on proposed amendments to the Town of Severance Land Use Code (Chapter 16 of the Severance Municipal Code), as follows:

1. Proposed text amendments to the Land Use Code for purposes of reorganizing Article 4 – Agreements and Dedications

No later than three (3) days prior to the Public Hearings date, all meeting materials and instructions for participation will be posted at <https://www.townofseverance.org> and available upon appointment at Severance Town Hall, 3 S. Timber Ridge Parkway, Severance, Colorado 80550, Tel. 970-686-1218. Written comments should be submitted to the Town no later than 48 hours prior to the meeting. All written comments are to be sent to [planning@townofseverance.org](mailto:planning@townofseverance.org).

Any person may appear at the Public Hearings and be heard regarding the matters under consideration.

The Town of Severance Land Use Code (Chapter 16 of the Severance Municipal Code) is on file with the Town of Severance and available online at [https://library.municode.com/co/severance/codes/municipal\\_code](https://library.municode.com/co/severance/codes/municipal_code). For questions or comments contact:

Shani Porter, Planning Director  
970-686-1218  
[planning@townofseverance.org](mailto:planning@townofseverance.org)

TOWN OF SEVERANCE, COLORADO  
Sarah Jacobsen  
Town Clerk