



**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, September 17, 2025, at 6:00 PM**

**A. CALL TO ORDER**

1. Roll Call
2. Pledge of Allegiance
3. Approval of Agenda
4. Approval of Minutes 8.20.25
5. 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.*

**B. REGULAR MEETING**

1. **Amendment to an existing Use by Special Review for a Storage Facility to allow for batting cages.**
  - Discussion
  - Staff Presentation: Shani Porter, Planning Director
2. **Development Process in the Town of Severance - training**
  - Discussion
  - 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. Commissioners
5. Chair

**D. ADJOURN**

**Planning Commission MEETING**  
*Wednesday, September 17, 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, August 20, 2025, at 6:00 PM**

**Chair:** Kris Quandt  
**Vice-Chair:** Joe Pirrone  
**Commissioners:** David Rau  
Dan Spykstra  
Josh Ochs  
Jennifer Shaw  
Jennifer Row  
**Audience:**  
**Staff:** Nicholas J. Wharton, Town Manager  
Lindsay Radcliff Coombes, Deputy Town Manager  
Nina Williams, Town Attorney  
Sarah Jacobsen, Town Clerk

**A. CALL TO ORDER**

**1. Roll Call**

Present:  
Chair Kris Quandt, Vice-Chair Joe Pirrone, Commissioner Dan Spykstra, Commissioner David Rau (virtually), Commissioner Josh Ochs, Commissioner Jennifer Shaw, Commissioner Jennifer Roe

**2. Pledge of Allegiance**

**3. Approval of Agenda**

**MOTION WAS MADE BY Vice-Chair Pirrone**, seconded by Commissioner Shaw to Approve the Agenda. All Commissioners present voting Yes.

**MOTION PASSED**

**4. Approval of Minutes 6.18.25**

**MOTION WAS MADE BY Vice-Chair Pirrone**, seconded by Commissioner Roe to Approve Meeting Minutes from 6.18.25. All Commissioners present voting Yes. Commissioner Rau was not present to vote.

**MOTION PASSED**

**5. 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.*

No public comment.

**B. REGULAR MEETING**

**1. Planning Commission Training**

- Discussion
- Staff Presentation: Shani Porter, Planning Director  
Town Attorney Nina Williams gave a presentation and answered questions.

**2. Discussion regarding adopting a new Article 21 in Chapter 16 of the Town Municipal Code regarding local regulation of Natural Medicine and Amending Section 16.6.40.3 regarding Development Node use.**

- Discussion
- Staff Presentation: Shani Porter, Planning Director  
Town Attorney Nina Williams presented the item.

**MOTION WAS MADE BY Vice-Chair Pirrone**, seconded by Commissioner Roe to recommend approval of adopting a new Article 21 in Chapter 16 of the Town Municipal Code regarding local regulation of Natural Medicine and Amending Section 16.6.40.3 regarding Development Node use. All Commissioners 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
3. Town Management
4. Commissioners
5. Chair

**D. ADJOURN**

The meeting adjourned at 7:11 p.m.

TOWN OF SEVERANCE

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Kris Quandt, Chair

ATTEST

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Sarah Jacobsen, Town Clerk



# AGENDA ITEM SUMMARY

AGENDA ITEM	SUBMITTED BY	PRESENTED BY
Amendment to an existing Use by Special Review for a Storage Facility to allow for batting cages.	Shani Porter, Planning Director	Shani Porter, Planning Director
<b>ACTION REQUESTED</b>		
<p>Town Staff recommends Planning Commission review the application and take action as follows:</p> <ol style="list-style-type: none"> <li>1. Recommend approval of the amendment to the existing Use by Special Review for Storage Facility to allow for batting cages with conditions</li> <li>2. Recommend denial</li> <li>3. Take no action</li> </ol>	<p><b><u>Presentation Action Requested</u></b></p>	
<b>BRIEF SUMMARY</b>		
<p>The site has an existing Site Plan and Use by Special Use Permit for an outdoor storage and enclosed storage facility on 11 acres located north of WCR 74/Harmony Road. The amendment to the USR is requesting for one of the existing storage units to be used as a batting cage business. The use has been operating since December 2024 on the property without proper permits. The existing storage unit was not designed for a batting cage facility, and a certificate of occupancy was never issued. Town staff have been in discussion with the applicant since that time to bring the use into compliance.</p>		
<b>PUBLIC SUPPORT/CONCERN</b>		
None at this time.		
<b>ANALYSIS AND RECOMMENDATION</b>		
<p>Staff has the following concerns with the existing use operating in a structure that was designed as a storage unit and not for a batting cage business:</p> <ol style="list-style-type: none"> <li>1. <u>The building was not designed for a business use.</u> <i>This structure was issued a Certificate of Occupancy for an S1 use (Storage) and is now being used as batting cages and baseball training which is a B Occupancy (Business) Section 105.1 of the 2018 International Building Code adopted by the town of Severance requires a permit to change to Occupancy Classification.</i></li> <li>2. <u>A certificate of occupancy was never issued for the batting cages.</u> <i>Section 111.1 of the International Building Code requires a Certificate of Occupancy issued whenever there is a change of use or occupancy.</i></li> <li>3. <u>Make up air (outside air) was not supplied to the facility.</u> <i>Section 403.1 of the International Mechanical Code requires both supply and return air in every occupancy. Section 403.3.1.1 requires makeup air (Outdoor air) is determined by the occupant load of the breathing Zone.</i></li> <li>4. <u>The restroom is not accessible to people with disabilities.</u> <i>Section 1109.2 of the International Building Code requires each toilet room to be accessible to patrons with disabilities.</i></li> </ol>		

5. The thermal envelope is insufficient to maintain the minimum heating and cooling requirements.  
*Section C402 of the International Energy Conservation Code requires every thermal envelope to be designed and installed to maintain the heating and cooling systems from leaving the building.*

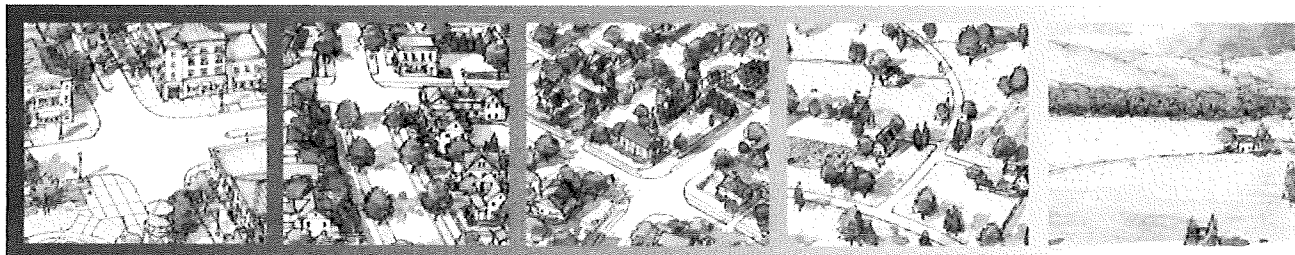
Planning Staff recommends the Planning Commission recommend approval of the Use by Special Review for batting cages to operate inside an existing storage unit with the following condition:

1. Obtain a certificate of occupancy for the batting cages, demonstrating all building code violations have been addressed.

#### **MATERIALS SUBMITTED**

The following materials were submitted and included in this packet:

1. USR-2025-03 application
2. Neighborhood Letter - USR2025-03 Semper Fi



# SEVERANCE: HOMETOWN | VISION |

## PRE-APPLICATION CONFERENCE CHECKLIST & APPLICATION REQUIREMENTS

STAFF

**Name of Project:** Severance Storage **Project ID:** \_\_\_\_\_

### GENERAL LAND USE APPLICATION TYPE

Application Type: (Check all that apply)

- |                                       |   |   |
|---------------------------------------|---|---|
| <input type="checkbox"/> Annexation   | <input type="checkbox"/> Preliminary Plat | <input type="checkbox"/> Oil & Gas Conditional Use              |
| <input type="checkbox"/> Zoning       | <input type="checkbox"/> Final Plat       | <input type="checkbox"/> Administrative Review                  |
| <input type="checkbox"/> Concept Plan | <input type="checkbox"/> Site Plan        | <input checked="" type="checkbox"/> Other Use by Special Review |

APPLICANT

**OWNER of the Property:** Severance Land LLC  
**Address:** 10845 CR 74  
Severance CO 80550  
**Phone Number:** 970 412 0605 **Email:** Sustine@SustineMorales.com

(If different from Owner)  
**Applicant's Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Email Address:** \_\_\_\_\_  
**Phone Number:** \_\_\_\_\_

### Project Information (as applicable)

<b>Project Location:</b> <u>10845 CR 74</u>	<b>Proposed Use:</b> <u>Business</u>
<b>Existing Use:</b> <u>Storage</u>	<b>Proposed Zoning:</b> <u>Business</u>
<b>Existing Zoning:</b> <u>Storage</u>	<b>No. Proposed Residential Lots:</b> <u>N/A</u>
<b>No. Existing Residential Lots:</b> <u>N/A</u>	<b>No. Proposed Commercial Lots:</b> <u>N/A</u>
<b>No. Existing Commercial Lots:</b> <u>1</u>	<b>Total Civic Area:</b> _____
<b>Total Development Area (Acres):</b> <u>N/A</u>	<b>Total Non-Residential (Acres):</b> <u>N/A</u>
<b>Total Residential (Acres):</b> <u>N/A</u>	<b>Total Number of Proposed Phases:</b> <u>1</u>
<b>Total Open Space (Acres):</b> <u>N/A</u>	<b>Acres per Phase:</b> <u>N/A</u>
<b>Acres per Phase:</b> <u>N/A</u>	<b>Lots per Phase:</b> <u>1</u>

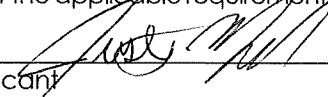
APPLICANT

**Consultants**

Planner / Architect:	_____	Address	_____
Phone	_____	Email	_____
		City, State, Zip	_____
Engineer	_____	Address	_____
Phone Number	_____	Email	_____
		City, State, Zip	_____
Other	_____	Address	_____
Phone Number	_____	Email	_____
		City, State, Zip	_____

**Certification**

I certify that the information and exhibits submitted are true and correct to the best of my knowledge. In filling out this application, I am acting with the knowledge and consent of the property owners. I understand that all material and fees required by the Town of Severance must be submitted prior to having this application processed and that acceptance of this application by the Town of Severance does not necessarily mean that the application is complete under the applicable requirements of the rules and regulations of the Town of Severance.


 \_\_\_\_\_ Date 8/11/25

I certify that I am the owner of the land and/or minerals, which this application concerns and consent to this action.


 \_\_\_\_\_ Date 8/11/25

I certify that I have reviewed the Schedule of Fees and agree to pay all fees and costs authorized by the Severance Municipal Code.


 \_\_\_\_\_ Date 8/11/25

10845 CR 74 Severance CO 80550  
 Billing Address

STAFF

**Fees**

Please see attached Fee Sheet for all Fee Descriptions, Check-List and Fee Schedule

\$ 500.00 \_\_\_\_\_ Total Application Fees Amount

\$ 1,000.00 \_\_\_\_\_ Development Review Deposit Amount

Deposit Amount Received: \$ \_\_\_\_\_

Date Deposit Received: \_\_\_\_\_

**Liability Release Letter**

Ryan Jones, Owner  
Semper Fi Athletics LLC  
10845 Co Rd 74, Unit 4W - Leased Facility from Severance Storage,  
Severance, CO 80550

**August 16, 2025**

Town of Severance, 3 S Timber Ridge Pkwy, Severance, CO 80550

To Whom It May Concern,

This letter serves as a formal release of liability for the Town of Severance, Colorado, concerning the operation of batting cages at the Semper Fi Athletics LLC Leased Facility-Unit 4W, located at 10845 Co Rd 74, Unit 4W, Severance, CO.

Unbeknownst to Semper Fi Athletics LLC when signing the lease, the structure housing the batting cages is not certified for such occupancy under applicable building codes or regulations. However, Semper Fi Athletics LLC acknowledges that by operating the batting cages in this structure, Semper Fi Athletics LLC assumes full responsibility for any risks, damages, injuries, or liabilities that may arise from such use.

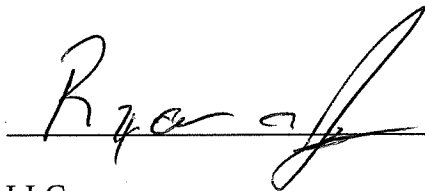
Semper Fi Athletics LLC hereby releases, waives, discharges, and covenants not to sue the Town of Severance, its officers, employees, agents, or representatives, from any and all liability, claims, demands, actions, or causes of action arising out of or related to the operation of the batting cages in the aforementioned leased structure, leased from Severance Storage. This release includes, but is not limited to, any claims for personal injury or other losses, whether caused by negligence, omission, or any other cause. Semper Fi Athletics LLC does not own the building located at 10845 Co Rd 74, Unit 4W, Severance, CO, and cannot accept liability resulting from the ownership of said unit, as it is owned by Severance Storage.

This release is made voluntarily and with full understanding of its implications. Semper Fi Athletics LLC agrees to indemnify and hold harmless the Town of Severance from any claims brought by third parties related to the operation of the batting cages within leased Unit #4W at Severance Storage.

This agreement shall be binding upon Semper Fi Athletics LLC, its successors, assigns, and legal representatives.

Sincerely,

Ryan Jones, Owner:



Date:

8-16-2025

Semper Fi Athletics LLC

Notary Acknowledgment

State of Colorado County of Weld

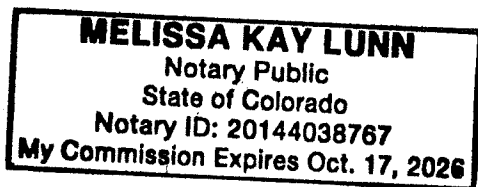
On this 16th day of August, 2025, before me, a Notary Public, personally appeared Ryan Jones, known to me (or satisfactorily proven) to be the person whose name is subscribed to the within instrument, and acknowledged that they executed the same for the purposes therein contained.

In witness whereof, I hereunto set my hand and official seal.

Notary Public: Melissa Kay Lunn

My Commission Expires: Oct 17, 2026

[Notary Seal]



8/19/2025

Severance Storage, LLC  
10845 County Road 74  
Severance, CO 80546

Tenant and Local Business User: Semper Fi Athletics

**RE: Narrative of Code Compliance and Improvement Plan: Special Use Permit Application**

We appreciate the opportunity to submit this narrative and supporting documentation in coordination with our tenant, Semper Fi Athletics, as part of the Special Use Permit application. This submittal demonstrates that all previously noted building code violations have been addressed or have a clear plan and timeline for resolution. We have worked closely with the Town of Severance, Windsor-Severance Fire Rescue, and licensed contractors to bring the premises into compliance so Semper Fi Athletics can operate legally and safely.

1. Change of Occupancy Classification

- Violation: The building was originally permitted and issued a Certificate of Occupancy for an S1 (Storage) use and is currently being used for batting cages and baseball training, which is classified as B (Business) Occupancy.
- Corrective Action: The issuance of the Special Use Permit will formally address the occupancy classification change in accordance with Section 105.1 of the 2018 International Building Code.
- Status: Will be resolved upon issuance of the Special Use Permit.

2. Certificate of Occupancy

- Violation: No Certificate of Occupancy has been issued for the current use.
- Corrective Action: The Special Use Permit will also address this requirement by authorizing the change of use and enabling the issuance of the appropriate Certificate of Occupancy per Section 111.1 of the International Building Code.
- Status: Will be resolved upon issuance of the Special Use Permit.

3. Makeup Air

- Violation: Makeup air (outdoor air) was not supplied per Section 403 of the International Mechanical Code.
- Corrective Action: Upon issuance of the Special Use Permit, the necessary mechanical components will be installed to provide adequate makeup air in compliance with IMC Section 403.3.1.1.

- Status: Contractor identified and ready to proceed; work to be completed immediately following permit issuance.

#### 4. Restroom Accessibility

- Violation: The restroom was not accessible to people with disabilities per Section 1109.2 of the International Building Code.
- Corrective Action: The vanity cabinet has been removed, allowing the necessary clearance for wheelchair accessibility. The restroom now meets ADA and IBC accessibility standards.
- Status: Completed.

#### 5. Thermal Envelope

- Violation: The building's thermal envelope was insufficient to maintain required heating and cooling efficiency per Section C402 of the International Energy Conservation Code.
- Corrective Action: A contractor has been secured to install additional insulation to meet current code requirements.
- Status: Contractor identified and ready to proceed; work to be completed immediately following permit issuance.

#### Additional Fire Department Requests

- Electrical Outlet Modification: Per Windsor-Severance Fire Rescue, an electrical outlet is being modified to meet code.
- Knox Boxes: Knox Boxes for emergency access are being installed.
- Status: Both items are in progress and scheduled for completion by [Insert Completion Date].

#### Conclusion

All identified code violations have either been resolved or have a clear plan for completion. The Special Use Permit will address the change of use and Certificate of Occupancy, enabling finalization of the remaining improvements. Severance Storage, LLC and Semper Fi Athletics are committed to ensuring the facility operates in full compliance with all applicable codes and safety standards.

**1. Description of Use of Semper Fi Athletics Facility:**

**Uses of a Batting and Pitching Training Facility**

1. **Batting Practice and Skill Development (*all inside enclosed netting for safety and using soft balls only*):**
  - **Batting Cages:** Enclosed area with a pitching machine or live pitcher behind safety net allows players to practice hitting various pitch type. Players can work on swing mechanics, timing, and pitch recognition.
  - **Soft-Toss and Tee Work:** Designated areas for soft-toss drills or hitting off a tee help players refine their swing path, bat speed, and contact consistency.
  -
2. **Pitching Training (*all inside enclosed netting for safety and using soft balls only*):**
  - **Pitching Lanes:** Dedicated lanes with a mobile mound allows pitchers to practice throwing to home plate, focusing on mechanics, accuracy, and velocity.
  - **Pitch Development:** Pitchers can work on specific pitches (e.g., fastball, changeup, slider) with coaches.
  - **Command and Control Drills:** Facilities often provide target zones or strike zone simulators to help pitchers improve precision and consistency.
3. **Coaching and Instruction:**
  - **Private Lessons:** One-on-one sessions with experienced coaches focus on individualized skill development, addressing specific weaknesses or goals.
4. **Youth and Community Programs:**
  - Facilities may host youth leagues or small clinics to engage the community and introduce young players to the sport.
  - Programs may focus on fundamentals, sportsmanship, and fun to foster a love for baseball/softball.
5. **Rehabilitation and Recovery:**
  - Semper Fi Athletics hopes to partner with another Severance small business, Cross-Fit, housed in the same Severance Storage facility lot to offer space for players recovering from injuries to work on modified drills or rehab exercises under the guidance of trainers or physical therapists.
  - Tools like resistance bands or foam rollers may be available for warm-up and recovery for those young athletes choosing to participate in Cross-Fit programs at their facility.

**2. Hours of Use of Semper Fi Athletics Facility:** Semper Fi Athletics runs short, seasonal hours only depending on season of play. During the Fall League season, for example, a typical week would look like the following only as SFA strives to work around multi-sport athletes, school schedules and education is always the #1 priority.

*Fall Season Mid-August - Mid-October:*

Tuesday, Wednesday & Thursday 5pm - 9pm

*Winter Workouts November - January:*

Tuesday, Wednesday & Thursday 5pm - 9pm

Sunday 12pm - 3pm

*Spring Workouts (Spring Baseball Season) February - May:*

Varying hours based on SFA Athlete needs; many High School games are held Tues/Weds/Thursdays and this is also a busy school season.

Monday, 5pm - 8pm

Sunday, 12pm - 3pm

*Summer Season June - July:*

The goal of the summer season is game play. Teams are out of town much of the time for games and practices outside at partner fields as often as possible. No regular hours.

**3. Number of Clients engaged during Hours of Operation of Semper Fi Athletics Facility:**

We do not hold "formal" practices, we schedule by fundamentals and it is a come and go type session set-up, so closer to 5-8 kids or less max at any given time.

For example:

5-6:30 Pitching

6:30-8 Hitting

8-9 Infielding

**Please note:** There is No "Traffic Pattern" involved with this facility. We are given One Parking Spot Only with our lease which is reserved for Coach and weather permitting he rides his bike from home, just down the street. Parents drop off kids outside of the facility gates or young drivers park in the available parking spots outside the facility; as this is always outside of Severance Storage office hours of 8am - 1pm during the weekdays, this does not impede their business office hours/customer visits.

**Also to note:** Semper Fi Athletics carries all required sports youth organization insurance and no athlete is allowed into the facility without prior signed waivers on file by legal guardian. We also ensure all safety measures are followed at all times and protective netting is in place at all times and now actual "Baseballs" are used within this facility. All balls are wiffle balls or soft balls only.



September 2, 2025

**RE: Severance Storage/Semper Fi Indoor Batting Cages – Use by Special Review**

Dear Resident/Property Owner:

The Town of Severance invites you to a public meeting to discuss the **Severance Storage/Semper Fi Use by Special Review** for indoor batting cages that may affect your property. The Planning Commission meeting will be held on **September 17th, 2025**, and the Town Council meeting will be held on **September 23rd, 2025**. **Both meetings will begin at 6:00 P.M. at Severance Town Hall, located at 3 S. Timber Ridge Parkway, Severance, Colorado.** The meeting may also be attended virtually. Links can also be found on our website.

Please note that the schedule is subject to change, to confirm schedule please visit our website at [www.townofseverance.org](http://www.townofseverance.org) or call at 970-686-1218.

The Town of Severance considers your interest and input in this matter, as well as your neighbor's input, an essential part of the Town's consideration of this proposal. If you cannot attend the meeting, but would like to provide feedback, written comments are welcome. You may contact Shani Porter, Planning Director at 970-686-1218 or at [sporter@townofseverance.org](mailto:sporter@townofseverance.org)

The list of affected property owners for this public notice is derived from the official records of the Weld County Assessor. Because of the lag time between occupancy and record keeping or because of rental situations, a few affected property owners may have been missed. Please feel free to notify your neighbor of these pending meetings so all neighbors can attend.

Cordially,  
TOWN OF SEVERANCE

Shani Porter  
Planning Director



# AGENDA ITEM SUMMARY

AGENDA ITEM	SUBMITTED BY	PRESENTED BY
Development Process in the Town of Severance - training	Shani Porter, Planning Director	Shani Porter, Planning Director
<b>ACTION REQUESTED</b>		
None	<b>Presentation</b>	
<b>BRIEF SUMMARY</b>		
<p>Section 16.2.130 of the Town of Severance Municipal code discusses the general Application steps for development. This section is intended to outline typical development review steps administered by the Town for both administrative review and public hearing review applications, as identified in Table 16.2.110 of this Code. This information is not intended to reflect review timeframes or unique aspects of every application, including but not limited to the number of reviews required, situations beyond the Town’s control, or individual approval requirements.</p>		
<p>The typical workflow for processing an application with <u>public hearings</u> is as follows.</p> <ol style="list-style-type: none"> <li>(1) Pre-application conference required unless waived by the Town Manager and/or their designee.</li> <li>(2) Concept review by the Town as requested by the Town or applicant.</li> <li>(3) Formal application submittal and completeness review by the Town.</li> <li>(4) Development application review by the Town.</li> <li>(5) Neighborhood meetings are managed by the applicant, required unless waived by the Town Manager and/or their designee.</li> <li>(6) Application is revised and resubmitted by the applicant and reviewed by the Town.</li> <li>(7) Planning Commission action or recommendation.</li> <li>(8) Town Council action.</li> <li>(9) Recording of approved document(s), if applicable.</li> </ol> <p>(b) Administrative decision.</p>		
<p>The typical workflow for processing an <u>administrative application</u> is as follows.</p> <ol style="list-style-type: none"> <li>(1) Pre-application conference required unless waived by the Town Manager and/or their designee.</li> <li>(2) Concept review by the Town as requested by the Town or applicant.</li> <li>(3) Formal application submittal and completeness review by the Town.</li> <li>(4) Development application review by the Town.</li> <li>(5) Neighborhood meetings are managed by the applicant, required unless waived by the Town Manager and/or their designee.</li> <li>(6) Application is revised and resubmitted by the applicant and reviewed by the Town.</li> <li>(7) Town Manager and/or their designee action.</li> <li>(8) Recording of approved document(s), if applicable.</li> </ol>		
<b>PUBLIC SUPPORT/CONCERN</b>		
<b>ANALYSIS AND RECOMMENDATION</b>		

## **MATERIALS SUBMITTED**

The following materials were submitted and included in this packet:

1. Deveopment Process PC presentation 9.17.25



# Development Process



# Planning Commission Training





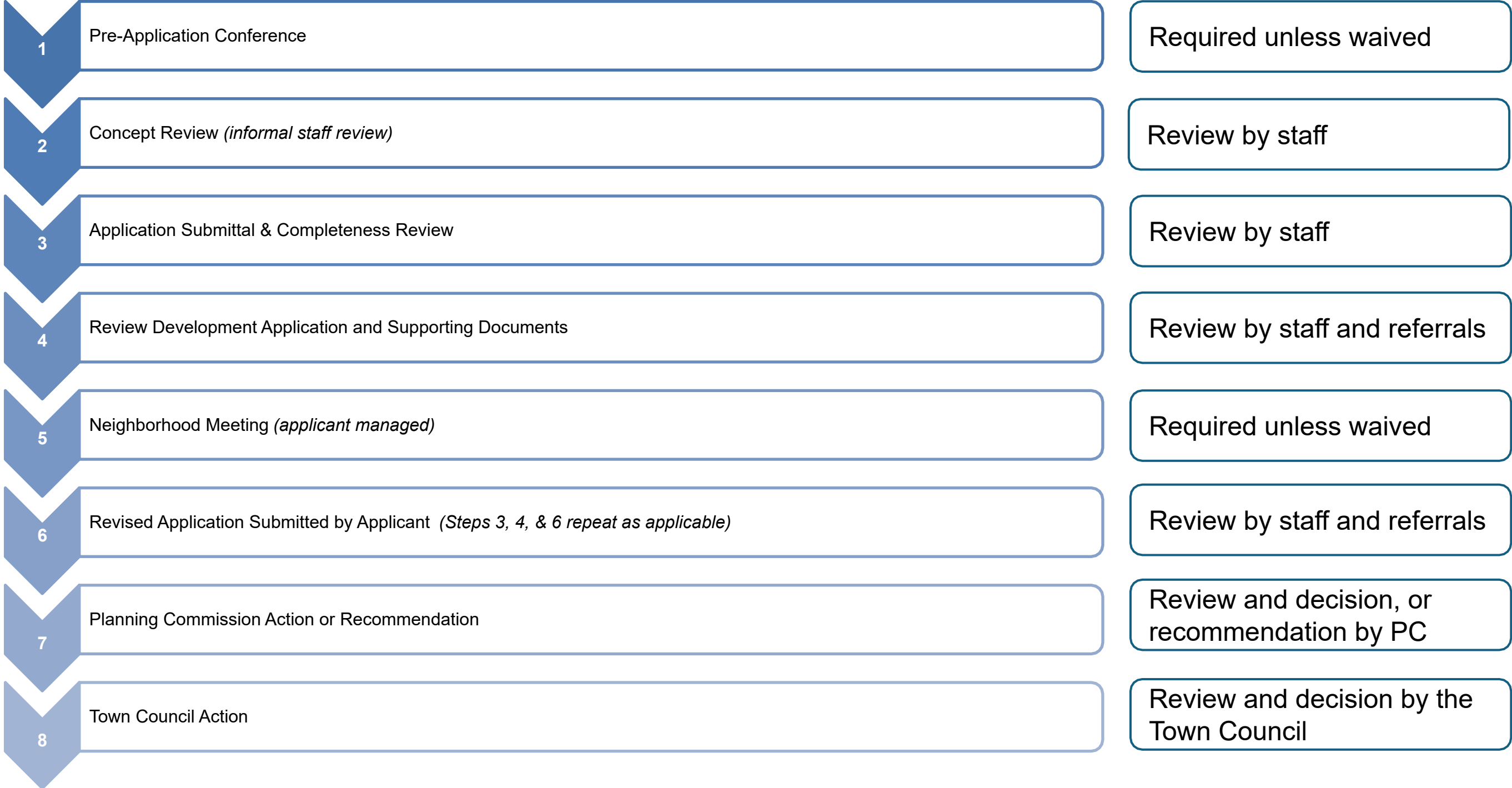
# Development Review

Town of Severance Land Use Code 2025

**Table 16.2.110. Land Use Review Procedures**

Procedures	An Owner can Apply	Town Council can Apply	Neighborhood Meeting Required	Pre-Application Required	Staff Review Authority	Planning Commission Review Authority	Town Council Review Authority	Board of Adjustment Review Authority	Final Plans to be Recorded	Mailed Notices Required	Posted Notices Required	Publicized Notices Required
Concept Review	X	X	n/a	X	R	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Annexation	X	X	X	X	R	H / R	H / D	n/a	X	X	X	X
Land Development Code (Text) Amendment	n/a	X	n/a	n/a	R	H / R	H / D	n/a	n/a	n/a	n/a	X
Comprehensive Plan Amendment	X	X	O	X	R	H / R	D	n/a	n/a	O (see Table 16-2-140)	O (see Table 16-2-140)	X
Major Subdivision Preliminary Plat	X	n/a	X	X	R	H / R	H / D	n/a	n/a	X	X	n/a
Major Subdivision Final Plat	X	n/a	O	O	R	n/a	D	n/a	X	X	X	n/a
Minor Subdivision Plat	X	X	n/a	O	D	n/a	n/a	A	X	n/a	n/a	n/a
Minor Plat Amendments	X	X	n/a	O	D	n/a	n/a	A	X	n/a	n/a	n/a
Initial Zoning and Rezoning	X	X	X	X	R	H / R	H / D	n/a	X	X	X	X
Site Plan	X	n/a	O	X	R	R	D	n/a	n/a	O	O	n/a
Use by Special Review	X	n/a	X	X	R	H / R	H / D	n/a	O	X	X	X
Variance	X	n/a	n/a	X	R	n/a	n/a	H / D	O	X	X	X
Administrative Adjustments	X	n/a	n/a	X	D	n/a	n/a	A	With the formal plan	n/a	n/a	n/a
Appeals	X	X	n/a	n/a	n/a	n/a	n/a	H / D	n/a	n/a	n/a	X
ROW Dedication	X	X	n/a	O	R	n/a	D	n/a	X	O	n/a	n/a
Easement Dedication	X	X	n/a	O	R	n/a	D	n/a	X	O	n/a	n/a
ROW Vacation	X	X	n/a	O	R	n/a	D	n/a	X	X	n/a	X (Ordinance)
Easement Vacation	X	X	n/a	O	R	n/a	D	n/a	X	X	n/a	X (Ordinance)

# PUBLIC HEARING PROCESS





# Annexation

## *Purpose.*

**Annexation is a discretionary, legislative act. Accordingly, the Town shall never be compelled to annex, unless otherwise required by state law, even if all annexation requirements have been satisfied. The purpose of this Section is to establish a procedure to bring land under the jurisdiction of the Town in compliance with the Municipal Annexation Act of 1965, Sections 31-12-101 et seq., C.R.S. (hereafter referred to as "Act"), as amended. This Article, in part, provides supplemental requirements for annexation pursuant to the Act and is not to be construed as altering, modifying, eliminating, or replacing any requirement set forth in that Act or any requirements set forth in other portions of this Code. In the event of a conflict between the Act, the provisions of this Section, or any requirements set forth in other portions of this Code, it is the expressed intent of the Town Council that the more stringent provision shall control.**



# Zoning

## *Purpose.*

**The procedure for establishing or changing the boundaries or area of any zone district, or for establishing or changing the zoning classification of any parcel of land within the Town, as shown on the official zoning map of the Town, shall be as provided in this Section. An official map amendment may be necessary for one of the following purposes.**

- (1) Establish initial zoning with an annexation application;**
- (2) Correct a manifest error in an ordinance;**
- (3) Implement the Comprehensive Plan goals and policies;**
- (4) Implement a change in the regulations and restrictions of an area;**
- (5) To account for changed or changing conditions in a particular area or in the Town generally; and/or**
- (6) To reflect or implement a change in public policies with respect to development.**



# Preliminary Plat

## *Purpose.*

**The preliminary plat application is the first step in the major subdivision process, followed by the final plat application as outlined in this Code. The preliminary subdivision process provides a detailed planning review of development patterns, street networks, block and lot layout, and preliminary engineering for future development prior to the preparation of detailed construction and engineering plans.**



# Final Plat

## *Purpose.*

**The purpose of a final plat review is to ensure that a proposed subdivision complies with this Code, the regulations of affected utility providers and the approved preliminary plat, while accurately depicting property boundaries, easements, and infrastructure; to provide a process to review the construction of public improvements; and ultimately for safeguarding the public health, safety, and welfare in the development. Review of the subdivision prior to recording the final plat ensures proper final engineering subdivision design and legal requirements to accurately represent real estate interests. The final plat is used for dedication of land required for public use.**



# Site Plan

## *Purpose.*

**The purpose of the site plan review process is to show how the proposed site layout will be developed in compliance with the development and design standards and regulations of this Code, and to encourage quality development reflective of the goals, policies, and objectives of the Town's Comprehensive Plan. For land uses requiring a site plan review, such uses may be established in the Town, and building permits may be issued, only after a site plan showing the proposed development has been approved in accordance with the procedures and requirements of this Section. Approval of a site plan pursuant to this section shall not constitute a "vested property right" to develop the property in accordance with the approved**



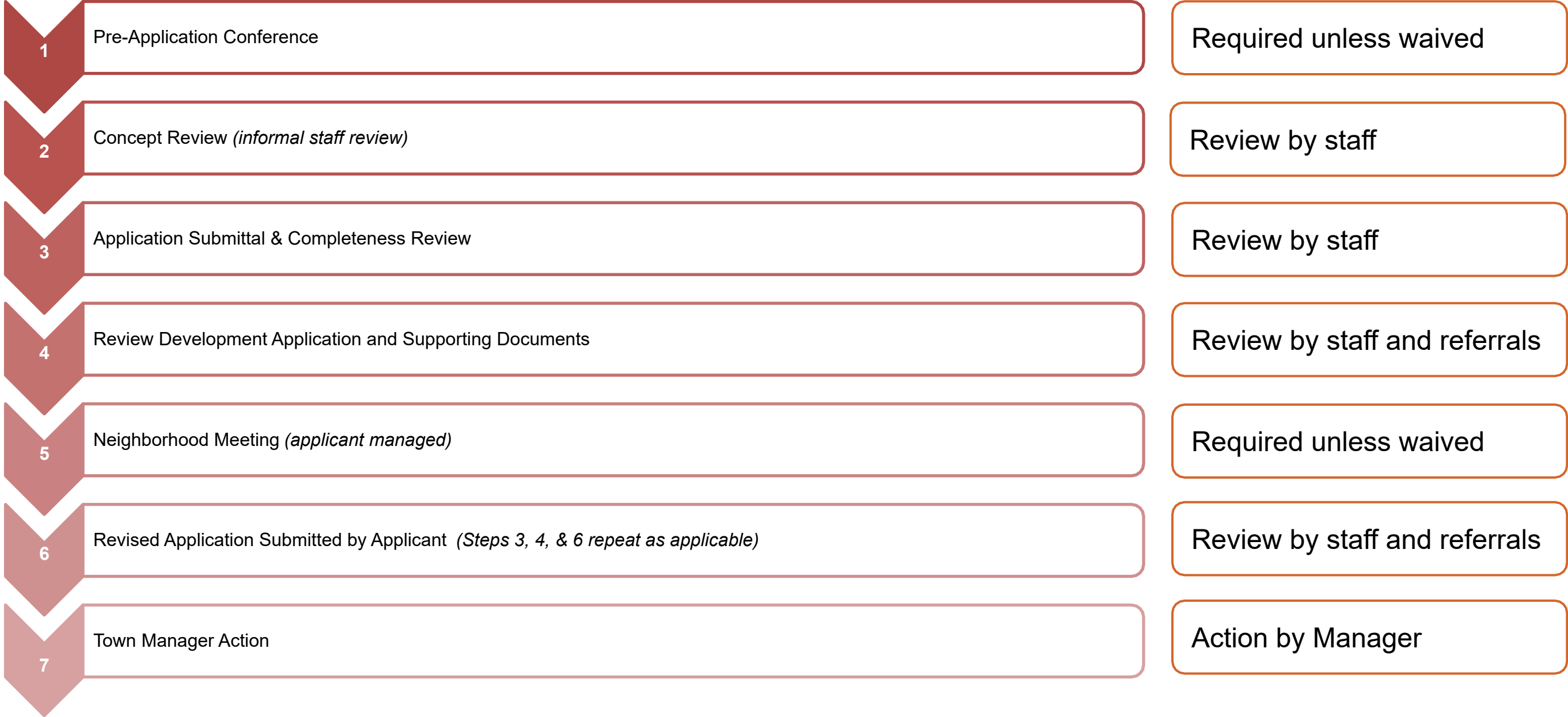
# Use by Special Review

## *Purpose.*

**As a general proposition, a “special use,” or “use by special review,” is a use allowable within the underlying zone district, but which, because of the possibility that the proposed use could become incompatible in certain respects with other uses within the zone district due to expected adverse effects of the activity, permission through a special review is required before the land may be put to that use. Approval of a use via a special review only represents a determination that an additional use to those permitted will be allowed on a particular site.**

**Accordingly, the purpose of use by special review is not to exclude uses, but to evaluate the proposed use against criteria that are intended to reveal a fact that shows the particular use proposed at the particular location proposed would have an adverse effect unique and different (above and beyond) from those inherently associated with such a use, irrespective of its location, and to determine the need to make, and to permit the government to impose, reasonable or appropriate conditions on the permitted use to alleviate any undue concerns for health or public welfare caused by adverse land effects of the proposed use.**

# ADMINISTRATIVE PROCESS





# Public Notice

Application Type	Meeting Type	Mailed Notice	Posted Sign	Publication
Annexation	PC (H) TC to set date TC (H) annexation	Owners within 1,000 feet and 15 calendar days prior to the PC hearing	15 calendar days prior to PC hearing	Once a week for four consecutive weeks in the newspaper of general circulation and 30 days prior to the statutory hearing, per Sec. 31-12-108(2), C.R.S.
Land Development Code (Text) Amendment	PC (H) TC (H)	n/a	n/a	15 calendar days prior to the hearing
Comprehensive Plan Amendment	PC (H) TC	Each governing body of territory affected, and 15 calendar days prior to the hearing	Periodic update is n/a. Specific amendment is 15 calendar days prior to the hearing.	15 calendar days prior to the hearing
Major Subdivision Preliminary Plat	PC (H) TC (H) PC hearing per Sec. 31-23-215, C.R.S.	Owners within 1,000 feet; 15 calendar days prior to PC hearing	15 calendar days prior to the PC hearing	n/a
Major Subdivision Final Plat	TC	Owners within 1,000 feet and 15 calendar days prior to the meeting	15 calendar days prior to the meeting	n/a
Initial Zoning and Rezoning	PC (H) TC (H)	Owners within 1,000 feet and 15 calendar days prior to the hearing	15 calendar days prior to the hearing	15 calendar days prior to the hearing
Use by Special Review	PC (H) TC (H)	Owners within 500 feet (or up to 1,000 feet per Town Manager and/or their designee), and 15 calendar days prior to the hearing	15 calendar days prior to the hearing	15 calendar days prior to the hearing
Variance	BOA (H)	Owners within 300 feet (or up to 1,000 feet per Manager and/or their designee), and 15 calendar days prior to the hearing	15 calendar days prior to the hearing	15 calendar days prior to the hearing
Appeals	BOA (H)	n/a	n/a	15 calendar days prior to the hearing
ROW Vacation	TC	Owners of property abutting the right-of-way	n/a	15 calendar days prior to the hearing
Easement Vacation	TC	Owners of property abutting the easement	n/a	15 calendar days prior to the hearing
ROW Dedication	TC	n/a	n/a	n/a
Easement Dedication	TC	n/a	n/a	n/a