



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

WORK SESSION & MEETING MINUTES
Tuesday, March 10, 2026, at 5:00 PM

Mayor: Matthew Fries
Mayor Pro-tem: Brittany Vandermark
Council Members: David Bruen
Craig Joseph
Stephen Gagliardi
Karen Hessler
Josh Ochs

Audience:
Staff: Nicholas Wharton, Town Manager
Lindsay Radcliff-Coombes, Deputy Town Manager
Ken Chavez, Police Chief
Andrew Rogers, Town Attorney
Chris Messersmith, Town Engineer

A. CALL TO ORDER WORK SESSION

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

1. Pg. 4 - Solicitor Ordinance Update Discussion

- Discussion
- Staff Presentation: Sarah Jacobsen, Town Clerk
Town Attorney Andrew Rogers gave a presentation and answered the Town Council's questions.

B. CALL TO ORDER REGULAR MEETING

1. Roll Call

Present:
Mayor Matthew Fries, Mayor Pro Tem Brittany Vandermark, Council Member David Bruen, Council Member Stephen Gagliardi, Council Member Craig Joseph, Council Member Karen Hessler, Council Member Josh Ochs

2. Pledge of Allegiance

3. Agenda Review by Town Manager

4. Consent Calendar

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

MOTION WAS MADE BY Mayor Pro-Tem Vandermark, seconded by Council Member Gagliardi to Approve the Consent Calendar. All Council Members present voting Yes.

MOTION PASSED

- a. **Pg. 17 - Town Council Meeting Minutes 2.24.26**
- b. **Pg. 22 - Community Grant Request: Severance High School After Prom**
- c. **Pg. 31 - Resolution 2026-07R: A Resolution of the Town Council of the Town of Severance, Colorado, approving and adopting the water supply master plan dated October 20, 2025**
- d. **Pg. 96 - Resolution 2026-08R: A Resolution of the Town Council of the Town of Severance, Colorado, approving and adopting the water efficiency plan dated December 9, 2025**
- e. **Pg.137 - Resolution 2026-09R: A Resolution of the Town Council of the town of Severance, Colorado, approving and adopting the 2025 updated Windsor Severance Fire Protection District impact fee schedule**
- f. **Pg. 163 - Resolution 2026-10R: A Resolution of the Town Council of the Town of Severance, Colorado, approving and adopting the Memorandum of Understanding for prequalified building departments for public school construction with the Colorado Department of Public Safety, Division of Fire Prevention and Control**

5. Approval of Agenda

MOTION WAS MADE BY Council Member Bruen, seconded by Council Member Hessler to Approve the Agenda. All Council Members present voting Yes.

MOTION PASSED

6. Public Comment

The purpose of the Public Comment is for members of the public to speak to the Town Council on any subject not scheduled on the agenda. To accomplish scheduled agenda items, comments should be limited to three minutes for those attending in person or an appropriate

time as deemed by the Mayor. The Town Council is not obligated to make decisions or take action on comments but may choose to schedule the matter for a later discussion. Those addressing the Town Council, please state your name and address and sign-in.

No public comment.

7. Council Member Comments

8. Reports

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

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

C. TOWN COUNCIL

1. Pg. 174 - Ordinance 2026-01: An Ordinance of the Town Council of the Town of Severance, Colorado, amending Chapter 16 (Land Use Code) of the Severance municipal code regarding accessory dwelling units.

- Legislative
- Staff Presentation: Shani Porter, Planning Director

MOTION WAS MADE BY Mayor Pro-Tem Vandermark, seconded by Council Member Ochs to Adopt Ordinance 2026-01: An Ordinance of the Town Council of the Town of Severance, Colorado, amending Chapter 16 (Land Use Code) of the Severance municipal code regarding accessory dwelling units. All Council Members present voting Yes.

MOTION PASSED

2. Pg. 183 - Resolution 2026-11R: A Resolution of the Town Council of the Town of Severance, Colorado, approving and adopting the Severance South subdivision improvement agreement

MOTION WAS MADE BY Council Member Bruen, seconded by Mayor Pro-tem Vandermark to Approve Resolution 2026-11R: A Resolution of the Town Council of the Town of Severance, Colorado, approving and adopting the Severance South subdivision improvement agreement. All Council Members present voting Yes.

MOTION PASSED

3. Pg. 228 - Town Council Social Media Policy Discussion

- Discussion
- Staff Presentation: Nicholas Wharton, Town Manager

D. COUNCIL MEMBER PETITIONS

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

Mayor Pro-Tem Vandermark petitioned to revisit the Town Council's petitioning process.

E. EXECUTIVE SESSION

1. **For determining positions relative to matters that may be subject to negotiations; developing a strategy for negotiations; and instructing negotiators, pursuant to C.R.S. 24-6-402(4)(b), concerning the NISP, CLRWTR, and VITA water projects.**

MOTION WAS MADE BY Mayor Pro-Tem Vandermark, seconded by Council Member Ochs to ADJOURN INTO executive session for determining positions relative to matters that may be subject to negotiations; developing a strategy for negotiations; and instructing negotiators, pursuant to C.R.S. 24-6-402(4)(b), concerning the NISP, CLRWTR, and VITA water projects. All Council Members present voting Yes.

MOTION PASSED

F. ADJOURN

The meeting adjourned at 6:57 p.m.

TOWN OF SEVERANCE

Matthew Fries, Mayor

ATTEST

Sarah Jacobsen, Town Clerk