



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

AGENDA
CITIZEN ADVISORY BOARD MEETING
Wednesday, April 1, 2026, at 6:00 PM

A. CALL TO ORDER

1. Roll Call
2. Pledge of Allegiance
3. Approval of Agenda
4. Approval of Meeting Minutes 2.4.26
5. Public Comment

The purpose of the Public Comment is for members of the public to speak to the Citizen Advisory Board on any subject not scheduled on the agenda. To accomplish scheduled agenda items, comments should be limited to three minutes for those attending in person or an appropriate time as deemed by the Chair. The Citizen Advisory Board is not obligated to make decisions or take action on comments but may choose to schedule the matter for a later discussion. Those addressing the Citizen Advisory Board, please state your name and address and sign-in.

B. REGULAR MEETING

1. Council Petitions & CAB Review Process
 - Discussion
 - Staff Presentation: Brittany Vandermark, Mayor Pro-tem
2. Comprehensive Plan Advisory Committee

C. COMMUNICATIONS

1. Town Staff
2. Board Members

D. ADJOURN

Citizen Advisory Board Meeting
Wednesday, April 1, 2026, 6:00 PM (MDT)

The Citizen Advisory Board reserves the right to adjourn to a virtual-only meeting at its discretion should the need arise.

Registration URL

https://us02web.zoom.us/webinar/register/WN_Mg9QsgE-RYa6TpighgRVuQ

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.



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

MEETING MINUTES
Wednesday, February 4, 2026, at 6:00 PM

Chair: Josh Green
Vice-Chair: Chase Zajc
Board Members: Dale Garland
Felicia Jarrett
Marissa Riopelle
Richard Vandenberg
Stephen Olt
Alternate Member SarahMae Williams

Audience:

Staff: Nicholas Wharton, Town Manager
Lindsay Radcliff-Coombes, Deputy Town Manager
Sarah Jacobsen, Town Clerk

A. CALL TO ORDER

1. Roll Call

PRESENT

Chair Josh Green, Vice-Chair Chase Zajc, Member Felicia Jarrett, Member Melissa Riopelle, Member Stephen Olt, Member Dale Garland, Member Richard Vandenberg, Alternate Member SarahMae Williams

2. Pledge of Allegiance

3. Approval of Agenda

MOTION WAS MADE BY Member Garland, seconded by Member Jarrett to Approve the Agenda. All Members present voting Yes.

MOTION PASSED

4. Approval of Meeting Minutes 12.3.25

MOTION WAS MADE BY Member Garland, seconded by Member Riopelle to Approve the

Meeting Minutes 12.3.25. All Members present voting Yes.

MOTION PASSED

5. Public Comment

The purpose of the Public Comment is for members of the public to speak to the Citizen Advisory Board on any subject not scheduled on the agenda. To accomplish scheduled agenda items, comments should be limited to three minutes for those attending in person or an appropriate time as deemed by the Chair. The Citizen Advisory Board is not obligated to make decisions or take action on comments but may choose to schedule the matter for a later discussion. Those addressing the Citizen Advisory Board, please state your name and address and sign-in.

B. REGULAR MEETING

1. Chair and Vice-Chair Selection

- Legislative
- Staff Presentation: Nicholas Wharton, Town Manager

Members discussed and voted for Josh Green as Chair and Chase Zajc as Vice-Chair, all members present voted yes.

2. Town of Windsor Feasibility Study

3. Community Grant Request: Severance High School After Prom

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

MOTION WAS MADE BY Member Vandenberg, seconded by Vice-Chair Zajc to Approve Community Grant Request: Severance High School After Prom. All Members present voting Yes.

MOTION PASSED

4. Senior Services and Resources Discussion

- Discussion
- Staff Presentation: Karen Hessler

C. COMMUNICATIONS

1. Town Staff
2. Board Members

D. ADJOURN

The meeting adjourned at 7:28 p.m.

TOWN OF SEVERANCE

Josh Green, Chair

ATTEST:

Sarah Jacobsen, Town Clerk



AGENDA ITEM SUMMARY

AGENDA ITEM	SUBMITTED BY	PRESENTED BY
Council Petitions & CAB Review Process	Brittany Vandermark, Mayor Pro-tem	Mayor Pro-Tem Vandermark
ACTION REQUESTED		
Management asks that the Citizen Advisory Board review and discuss the proposed information on Council Petitions & CAB Review Process and provide Mayor Pro-Tem Vandermark with any comments or suggestions it deems necessary.	<u>Discussion</u>	
BRIEF HISTORY OF ITEM		
BRIEF SUMMARY		
<p>This discussion will focus on improving the information shared with CAB when Town Council petitions are referred for review.</p> <p>The goal is to ensure CAB receives consistent and complete information to support informed recommendations, and to gather feedback on how this process can be improved moving forward.</p>		
PUBLIC SUPPORT/CONCERN		
None at this time.		
ANALYSIS AND RECOMMENDATION		
Management asks that the Citizen Advisory Board review and discuss the proposed information on Council Petitions & CAB Review Process and provide Mayor Pro-Tem Vandermark with any comments or suggestions it deems necessary.		
MATERIALS SUBMITTED		
The following materials were submitted and included in this packet: None		