



CITIZEN ADVISORY BOARD / COMPREHENSIVE PLAN ADVISORY COMMITTEE MEETING

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

AGENDA

Wednesday, August 5, 2026, at 6:00 PM

**THE COMPREHENSIVE PLAN ADVISORY COMMITTEE STARTS FOLLOWING THE
ADJOURNMENT OF THE CITIZEN ADVISORY BOARD, WHICH IS CALLED TO ORDER AT 6:00
P.M.**

A. CITIZEN ADVISORY BOARD CALL TO ORDER (6:00 P.M.)

- 1. Roll Call**
- 2. Pledge of Allegiance**
- 3. Approval of Agenda**
- 4. Approval of Minutes 7.1.26**
- 5. Public Comment**

The purpose of the Public Comment is for members of the public to speak to the Comprehensive Plan Advisory Committee 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 Comprehensive Plan Advisory Committee 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 Comprehensive Plan Advisory Committee, please state your name and address and sign-in.

B. REGULAR MEETING

- 1. Presentation: Administrative Service Department Overview**
 - Discussion
 - Staff Presentation: Sarah Jacobsen, Town Clerk

C. COMMUNICATIONS

1. Town Staff
2. Board Members

D. ADJOURN THE CITIZEN ADVISORY BOARD

E. COMPREHENSIVE PLAN ADVISORY COMMITTEE CALL TO ORDER

- 1. Roll Call**

2. Approval of Agenda

3. Approval of Minutes 7.1.26

4. Public Comment

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F. REGULAR MEETING

1. Discussion regarding the Comprehensive Plan Engagement Plan and schedule

- Discussion
- Staff Presentation: Shani Porter, Planning Director

G. COMMUNICATIONS

H. ADJOURN

Citizen Advisory Board / Comprehensive Plan Advisory Committee Meeting

Wednesday, August 5, 2026, 6:00 PM (MDT)

The Citizen Advisory Board / Comprehensive Plan Advisory Committee 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_J9wtQzhkS56xgipTliAaYA

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

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

MEETING MINUTES

Wednesday, July 1, 2026, at 6:00 PM

Chair: Josh Green

Vice-Chair: Chase Zajc

Board Members: Dale Garland
Felicia Jarrett
Richard Vandenberg
Stephen Olt
SarahMae Williams

Audience:

Staff: Shani Porter, Planning Director
Josh Olhava, Planner
Lindsay Radcliff-Coombes, Deputy Town Manager
Sarah Jacobsen, Town Clerk

A. CITIZEN ADVISORY BOARD CALL TO ORDER (6:00 PM)

1. Roll Call

Present:

Chair Josh Green, Vice-Chair Chase Zajc, Member Richard Garland, Member Stephen Olt,
Member Felicia Jarrett, Member Sarahmae Williams

Absent:

Member Richard Vandenberg

2. Pledge of Allegiance

3. Approval of Agenda

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

MOTION PASSED

4. Approval of June 3, 2026 Minutes

MOTION WAS MADE BY Vice-Chair Zajc, seconded by Member Jarrett to Approve the June 3, 2026 Minutes. 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 Comprehensive Plan Advisory Committee 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 Comprehensive Plan Advisory Committee 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 Comprehensive Plan Advisory Committee, please state your name and address and sign-in.

No public comment.

B. REGULAR MEETING

1. Mobile Food Vendor Licensing Discussion

- Discussion
- Staff Presentation: Andrew Rogers, Town Attorney

C. COMMUNICATIONS

1. Town Staff
2. Board Members

D. CITIZEN ADVISORY BOARD ADJOURN

MOTION WAS MADE BY Member Jarrett, seconded by Vice-Chair Zajc to Adjourn the Citizen Advisory Board meeting at 6:39 p.m. All Members present voting Yes.

MOTION PASSED

TOWN OF SEVERANCE

Josh Green, Chair

ATTEST

Sarah Jacobsen, Town Clerk



TOWN OF SEVERANCE

Administrative Services/Town Clerk

An orientation to the Clerk, Court, and Information Center functions that keep the Town running

Sarah Jacobsen

Town Clerk, Town of Severance

WHAT IS

Administrative Services?

Administrative Services is the operational backbone of Town Hall — the department residents interact with most, whether they're registering to vote, requesting a public record, appearing in municipal court, or simply asking a question at the front counter.

It exists at the intersection of governance and customer service: preserving the Town's official record while making sure every resident who walks through the door, or calls, or emails is heard and helped.



Town Clerk



Municipal Court



Information Center

ADMINISTRATIVE SERVICES CONSISTS OF



Town Clerk

Official record keeper, council liaison, and the Town's designated election authority.



Municipal Court

Administers court operations and serves as the clerk of the court for Town proceedings.



Information Center

The Town's front door, customer service, licensing, and public records requests.

SCOPE OF THE ROLE

All Other Duties as Assigned...

but certainly not limited to:



Town Council Liaison



Official Record Keeper



Clerk at Meetings



Court Administration /
Court Clerk



Designated Election
Official



Customer Service



Licensing / Permits



Public Records Requests /
CORA



Assist Town Management



One of the oldest public-servant roles in local government

Historically known as the “remembrancer”

THE ROLE

Town Clerk

A staple position in every local government, serving as the point of contact for the community, working closely with key staff, elected officials, and residents alike.

The Clerk is the Town's official record keeper, preserving the history and important documents of Severance for the long term.

Legal Foundation, Structure & FAQ

LEGAL FOUNDATION

Home Rule Charter, Art. 2

Establishes Town authority to conduct elections, with CRS 31-10-101.

SMC Ch. 2, Art. 1

Governs the conduct of Town elections locally.

Nonpartisan Elections

Mayor & Council candidates run without party affiliation.

TERMS & STRUCTURE

Odd Years

Mayor & Council elections are held in odd-numbered years

4-Year Terms

Each elected term of office runs four years

2-Term Limit

No more than two consecutive terms in the same office

COMMON QUESTIONS



How do items get on a ballot?

Through a Council referral, a citizen petition, or a state/local legal requirement — the Clerk certifies each.



What is TABOR?

Colorado's Taxpayer's Bill of Rights — it requires voter approval before governments raise taxes beyond set limits.

RECORD KEEPING

CORA, Retention & Transparency

As official record keeper, the Clerk's office makes sure Town records are accurate, retained on schedule, and accessible to the public we serve.



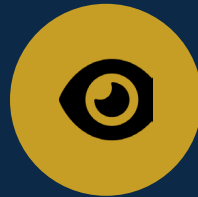
CORA Requests

The Colorado Open Records Act gives the public the right to inspect most Town records. The Clerk's office manages intake, review, and timely response to every request.



Records Retention

Official documents are kept, imaged, and archived according to state-mandated retention schedules, protecting the Town's history and legal record.



Transparency

Meeting minutes, agendas, and public documents are proactively shared, so residents can stay informed without needing to ask.

Customer Service, Up Close

The Information Center is the Town's front door, the first, and often the only, human contact a resident has with local government.

HOW RESIDENTS REACH US



Walk-in front counter



Phone



Email



Online requests

HOW WE SHOW RESPECT



Listen & Acknowledge

Take a breath, focus, and make sure the resident feels heard and understood.



Stick to the Facts

Support what you share with data, it may not change their mind, but it builds trust.



Convey Sincerity

No answer on hand? Gather their comments and follow up. You don't have to solve it in one day.

What We License & Permit



Solicitor Licensing

Door-to-door sales and canvassing require a Town-issued solicitor's permit before activity begins.



Liquor Licensing

State and local liquor licenses are processed and renewed through the Clerk's office.



Special Event Permits

Festivals, markets, and public gatherings need a special event permit to use Town property or roads.



Cat & Dog Licensing

Resident pet licensing supports animal control, lost-pet recovery, and vaccination compliance.



Chicken Permit

Backyard chicken keeping within Town limits requires a permit under the municipal code.



Thank You

Sarah Jacobsen, Town Clerk
Clerk@townofseverance.org | 970-686-1218
Town of Severance



COMPREHENSIVE PLAN ADVISORY COMMITTEE MEETING

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

MEETING MINUTES

Wednesday, July 1, 2026, at 6:43 PM

Chair: Stephen Olt
Vice-Chair: Felicia Jarrett
Board Members: Josh Green
Dale Garland
Richard Vandenberg
Chase Zajc
SarahMae Williams
Christine McDaniel

Audience:
Staff: Shani Porter, Planning Director
Josh Olhava, Planner
Lindsay Radcliff-Coombes, Deputy Town Manager
Sarah Jacobsen, Town Clerk

A. COMPREHENSIVE PLAN ADVISORY COMMITTEE CALL TO ORDER (6:43 PM)

1. Roll Call

Present:

Chair Stephen Olt, Vice-Chair Felicia Jarrett, Member Richard Garland, Member SarahMae Williams, Member Josh Green, Member Christine McDaniel

Absent:

Member Richard Vandenberg, Member Chase Zajc

2. Approval of Agenda

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

MOTION PASSED

3. Approval of May 6, 2026 Minutes

MOTION WAS MADE BY Member Green, seconded by Chair Olt to Approve the meeting minutes from May 6, 2026. All Members present voting Yes.

MOTION PASSED

4. Public Comment

The purpose of the Public Comment is for members of the public to speak to the Comprehensive Plan Advisory Committee 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 Comprehensive Plan Advisory Committee 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 Comprehensive Plan Advisory Committee, please state your name and address and sign-in.

No public comment.

B. REGULAR MEETING

1. Review of the current 2020 Comprehensive Plan

Presentation was given by Shani Porter, Lindsey Wilson, and Josh Olhava.

2. Review of Findings

Presentation was given by Lindsey Wilson and Josh Olhava.

C. COMMUNICATIONS

1. Town Staff

2. Board Members

D. COMPREHENSIVE PLAN ADVISORY COMMITTEE ADJOURN

MOTION WAS MADE BY Member Green, seconded by Member McDaniel to adjourn the meeting at 7:53 p.m.. All Members present voting Yes.

MOTION PASSED

TOWN OF SEVERANCE

Stephen Olt, Chair

ATTEST

Sarah Jacobsen, Town Clerk



AGENDA ITEM SUMMARY

AGENDA ITEM	SUBMITTED BY	PRESENTED BY
Discussion regarding the Comprehensive Plan Engagement Plan and schedule	Shani Porter, Planning Director	Josh Olhava, Ayres Associates Lindsay Wilson, Ayres Associates Shani Porter, Planning Director
ACTION REQUESTED		
Review and Discuss the Comprehensive Master Plan and Engagement Plan Schedule		<u>Presentation</u>
BRIEF SUMMARY		
The goal of this engagement plan is to build trust, educate the public, and gather meaningful input from Severance residents and stakeholders regarding the Comprehensive Plan update. The approach emphasizes clear communication, accessible materials, and meeting residents where they already are. Engagement will focus on what the Comprehensive Plan is, why it matters, and how community input directly shapes future land use, transportation, parks, growth, and community character		
PUBLIC SUPPORT/CONCERN		
None at this time		
ANALYSIS AND RECOMMENDATION		
MATERIALS SUBMITTED		
The following materials were submitted and included in this packet: 1. Severance CP Engagement Plan		



Town of Severance
Comprehensive Plan
August to October 2026

ENGAGEMENT PLAN

Purpose & Approach

The goal of this engagement plan is to build trust, educate the public, and gather meaningful input from Severance residents and stakeholders regarding the Comprehensive Plan update. The approach emphasizes clear communication, accessible materials, and meeting residents where they already are. Engagement will focus on what the Comprehensive Plan is, why it matters, and how community input directly shapes future land use, transportation, parks, growth, and community character.



We aim to make the process approachable by using inclusive language, relatable examples, accessible materials, and open dialogue across diverse groups.

Community Engagement Strategy Overview

The engagement strategy is designed to reach residents across all ages, backgrounds, and daily routines. To ensure board participation, the plan combines community events, intercept outreach at priority locations, stakeholder conversations, and a community-wide survey. This multi-channel approach allows residents to participate in ways that fit their schedules and comfort levels.

Key engagement strategies include

 Flexible Timing	 Multiple Formats	 Visible Locations
 Family Friendly	 Inclusive Access	 Approachable Interactions

Engagement Activities

Community Events

CPAC, Town Staff, and the Project Team identified several potential events where residents naturally gather. These events are opportunities, not commitments, and will be selected based on staffing, timing, and Town coordination.

POTENTIAL EVENTS	DATE / TIME	LOCATION	AUDIENCE
Severance Famers Market	Every Saturday from 9am to 1pm, Ending October 10 th	Blue Spruce Park	General Public
National Night Out	August 5 th from 5 to 7:30pm	Overlook Park	General Public
Movies in the Park	August 21 st at 7pm	Clearview Library	General Public / Families (18+)
Severance High School Football Game	8/21, 8/28, 10/9, 10/16, and 10/30 at 7pm	Severance High School	General Public / Families
Back to School Night	Middle – August 6 from 3 to 7pm High – No Data / Time Published	Severance Middle / High School	Parents
Parent Teacher Conferences	No Date / Time Published	Severance Middle / High School	Parents
Trick or Treat Parade	October 30 th from 3 to 5pm	Town Hall & Clearview Library	Families
Lego Explorers	August 11, 18, 25 from 3:15 to 4:15pm	Clearview Library	Children and Teens
Family Movie Night	August 28 from 5:30 to 7:30pm	Clearview Library	Families
Youth Council Meetings	First Monday of Each Month at 5pm	Town Hall	Teens

During events, the team will piggyback off the existing activity, making sure not to disrupt the original purpose of the event but instead serve as a supplemental presence. The team will identify a visible location to set up a table or booth or depending on the type of event, request a moment to speak to attendees and invite them to participate. During this time, the team will share information about the Comprehensive Plan, encourage residents to complete the community survey, and keep all conversations friendly, educational, and informative.

Drop-In's and Intercept Outreach

Drop-ins and intercept outreach allow the team to meet residents where they already are. These activities focus on short to long interactions that fit naturally into daily routines. The team will identify visible locations, set up a small table or booth when appropriate, and share information about the Comprehensive Plan, encourage survey participation, and complete interactive activities. Materials such as posters, quarter sheets, flyers, and handouts will support these interactions.

POTENTIAL EVENTS	NOTES
Clearview Library	High traffic entrance and lobby, family-friendly, consistent daily activity.
Local Businesses	Examples include Bruce's Bar and Restaurant, Tecate Grill, Vecinos Mexican Gril and Cantina, and Dollar General.
Severance Parks	Peak activity during evenings and weekends, ideal for casual intercepts.
Severance Recreation Fields	Youth sport practices and games bring families together.

During drop-ins and intercept outreach, the team will use a simple, visible setup and keep interactions brief and approachable. Materials such as QR quarter sheets and handouts will support quick survey promotion, and small hands-on prompts will help gather input without requiring residents to stop for long. If available, CPAC members, Town staff, and partners will serve as familiar, trusted messengers to make participation comfortable and easy.

Stakeholder Meetings

Stakeholder meetings will provide focused conversations with groups who have direct experience with growth, development, infrastructure, and community needs. These meetings can be held at Town Hall or at any of the locations identified for drop-ins and intercept outreach, depending on convenience and the stakeholder's / Town staff preference. Sessions will be structured to gather practical insights, discuss challenges and opportunities, and identify priorities that can inform the plan. Meetings may include short presentations, hands-on prompts, or open discussion formats tailored to each group's role in the community.

Survey

The community survey will serve as the primary tool for gathering broad input from residents. It will be available online through a direct link and QR code and supported by paper copies at events and other engagement activities. The survey will focus on Severance's priorities related to land use, transportation, parks and recreation, growth, and community character, using a mix of multiple choice, ranking, open-response, and other question formats to capture both measurable trends and perspectives. Clear messaging will help residents understand the purpose of the survey and

how their responses will inform the Comprehensive Plan. Promotion will occur through events, drop-in/intercept outreach, social media, Town communications, and materials distributed by CPAC members and partners.

Engagement Materials

Engagement materials will support all outreach activities by providing clear information that helps residents understand the Comprehensive Plan and participate easily. Materials will be visually simple, consistent across platforms, and tailored to Severance's communication style. Each piece will reinforce the project's key messages and direct residents to the survey and project website.

MATERIAL	PURPOSE & USE
Survey	Online and paper formats to collect broad input on community priorities and challenges
Project 101 Flyer / Table Topper	Introduces the Comprehensive Plan, explains its purpose, timeline, and includes a QR code to the project website and survey
Promotional Survey Flyers	Placed in public spaces and local businesses and handed out at events to promote the survey and engagement opportunities
Town Website	Central hub for project updates and information, and the community survey
Mad Lib Exercise	Creative tool for stakeholders to express values and priorities in a fun, low-pressure format
Kids Activity Book	Book with crosswords and coloring pages to engage children at events, with a QR code on the back for parents to access the survey
Comment Cards	Simple, open-ended cards placed at booths and events where residents can leave anonymous feedback, questions, or concerns
Map Board(s)	Used across events to help residents identify their location and mark growth or challenge areas
Activity / Voting Boards	Different boards used across events for quick voting or input using stickers, dots, jars, or prompts tailored to the event and phase of the planning process

Communications Plan

The communications plan will support all engagement activities by providing clear and consistent messaging that helps residents understand the Comprehensive Plan and know how to participate. Communications will focus on simple calls to action, approachable language, and repeated visibility across multiple channels. Messaging will emphasize why the plan matters, how input will be used, and where residents can find information throughout the process.

Messaging Strategy

All communications will use plain language and relatable visuals to clearly explain the project and why it matters. We will make sure that all communications materials will be in accessible formats for all.

Communication Channels

CHANNELS	DETAILS
Town Event Notifications	Direct messaging to residents who subscribe to receive event notification to share upcoming engagement events and to push the survey.
Social Media/Online News Platforms	Short, engaging graphics and captions designed for Severance platforms to highlight events, survey access, and project updates.
Severance and School Newsletter's	Brief section of the newsletter sharing project information and updates while directing residents to the survey and project website.
HOA Distribution	Materials shared through HOA channels and CPAC members to reach neighborhoods directly.
Utility Bill Inserts	Cost-effective outreach with QR codes linking to the survey and project website.
Town Website	Central hub for project updates and information, and the community survey
Business Outreach	Door-knocking and leave-behind materials at local businesses.
Town Hall Front Counter	Flyers, quarter sheets, and a small tabletop display for walk-in visitors.
Library Front Counter	Flyers, quarter sheets, and a small tabletop display for walk-in visitors.
Public Bulletin Boards	Flyers or quarter sheets posted at different public bulletins around Town.

The CPAC video skit and project yard signs offer additional ways to broaden awareness and reinforce key messages throughout the engagement period. While producing the skit may require

extra coordination and effort, CPAC emphasized that hearing directly from community members makes the message more relatable and increases trust, especially for residents who prefer information delivered in a familiar, conversational format. Yard signs, though not preferred overall, were noted by CPAC as potentially effective when placed near mailbox locations since flyers cannot be attached directly to mailboxes. Used selectively, these tools help maintain visibility, personalize outreach, and support residents in staying informed and engaged.

Timeline (Tentative)

The timeline outlines the sequence of engagement activities and shows how each phase will build toward a complete understanding of community priorities. Because event formats and scheduling may shift based on availability, season, and project needs, the timeline remains general and flexible. Each phase includes core engagement actions that will be refined as the process moves forward.

PHASE	ACTIVITIES	TIMELINE
Planning / Scheduling	Finalize engagement materials, confirm event & meeting schedule, develop stakeholder lists	Late July – Early August
Community Launch	Post Information on the Town website and share the project 101	Early August
Survey	Open the Survey to the public	Mid-August
Community Event and / or Drop-In / Intercept Outreach	Host at least one general community event or conduct drop-in/intercept outreach with hands-on activities (format TBD based on timing and phase)	August to October
Stakeholder Meetings	Facilitate a stakeholder meeting or work session	Mid-August to Early September
Targeted Youth Event	Conduct youth-focused engagement activity or booth	Late August to Late September
Follow-Up Session	Stakeholder or community follow-up (“Did we hear you right?”) to confirm themes	Mid- to Late October