

**TOWN OF SEVERANCE, COLORADO
ORDINANCE NO. 2025-19**

**AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF SEVERANCE,
COLORADO, REPEALING AND REENACTING ARTICLE 5 OF CHAPTER 2 OF THE
TOWN CODE, CONCERNING THE PLANNING COMMISSION, AND AMENDING
ARTICLE 8 OF CHAPTER 2, CONCERNING THE CITIZENS ADVISORY BOARD**

WHEREAS, the Town of Severance, Colorado (the “Town”) is duly organized and validly exists as a Home Rule Town under Article XX, Section 6 of the Colorado Constitution and the Town’s Home Rule Charter; and

WHEREAS, the ordinance concerning the Citizen Advisory Board and the Planning Commission are inconsistent in format, and it is the desire of the Town Council to make these two articles of the Code more consistent; and

WHEREAS, the Town Council has also determined that there is a need for additional provisions in each article addressing attendance and absences on each body; and

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF SEVERANCE, COLORADO:

Section 1. The above and foregoing findings are hereby incorporated by this reference as specific findings and determinations of the Council.

Section 2. Article 5 of Chapter 2 of the Severance Town Code, concerning the Planning Commission, is repealed and reenacted as follows:

ARTICLE 5 Planning Commission

Sec. 2-5-10. Creation.

With the approval of this article, there is hereby created and established a Planning Commission for the Town of Severance, Colorado.

Sec. 2-5-20. Purpose.

- (a) It shall be the duty of the commission to perform quasi-judicial review of land use applications when required under the provisions of the Severance Municipal Code and, periodically, to propose and recommend to Town Council a Comprehensive Plan for the physical development of the Town. The Comprehensive Plan shall be prepared in compliance with all applicable laws with the general purpose of providing for a coordinated development of the Town, which shall best promote the health, safety and general welfare of the Town's populace. In the preparation of the Comprehensive Plan, the commission shall have authority to conduct open, public hearings, conduct investigations, studies and surveys, prepare maps, charts, exhibits and reports as shall be necessary; and do and perform all other acts and duties necessary for the promotion of public interest and understanding of its programs.

Sec. 2-5-30. Composition.

The Planning Commission shall consist of seven (7) members. All such members shall be bona fide residents of the Town and must have resided in the Town for at least one (1) year. All such members shall be appointed by the Town Council after such selection process as the Council, by majority vote, approves. Members of the Commission shall serve without compensation, on a volunteer basis.

Sec. 2-5-40. Membership requirements.

- (a) All members shall serve without compensation and shall serve at the pleasure of the Town Council.
- (b) All members shall hold no other Town office.
- (c) All regular and alternate members must be at least eighteen (18) years of age, a registered voter of the Town and have resided in the Town for at least one (1) year and be a registered elector.

Sec. 2-5-50. Term of office; vacancies; removal.

- (a) The term of each appointed member shall be four (4) years, each expiring in a year in which there is no regular municipal election.
- (b) Vacancies on the Planning Commission shall be filled by appointment for unexpired terms only.
- (c) **Attendance Expectations.** All members of Town boards, commissions, and advisory bodies are expected to regularly attend scheduled meetings and fully participate in their respective roles' responsibilities.
- (d) **Definitions.**
1. **Excused Absence:** An absence is considered *excused* when a member notifies the Chair or designated staff liaison **at least 24 hours in advance** of the meeting and provides a valid reason, such as:
 - o Personal illness or family emergency

- Pre-approved vacation or travel
 - Work or school-related conflict
 - Other extenuating circumstances approved by the Chair
2. **Unexcused Absence:** An absence is considered *unexcused* if:
- No prior notice is given
 - The reason is not deemed valid by the Chair
 - The member is habitually late or leaves before a meeting quorum is established without good cause
- (e) **Removal for Attendance.** A board member shall be subject to removal from their position if any of the following occur within a calendar year:
1. The member accrues **three (3) unexcused absences** from regular meetings;
 2. The member accrues **four (4) total absences** (excused or unexcused), unless extenuating circumstances exist as determined by the Town Council;
 3. The member fails to attend any **required training** or orientation sessions without prior approval.
- (f) **Notice Requirement.** After a member's **second unexcused absence**, the Mayor shall provide the member with written notice outlining the attendance policy (ordinance) and warning that a subsequent unexcused absence may result in removal.
- (g) **Removal Process.**
1. Any member meeting the criteria outlined above may be removed by a **majority vote of the Town Council**.
 2. Prior to removal, the member shall be provided with **written notice at least seven (7) days in advance** of the proposed action, stating the reasons for removal.
 3. The member shall be given an opportunity to respond in writing or in person before the Council makes a final decision.
- (h) **Discretion of the Council.** Nothing in this section shall limit the Town Council's authority to remove members for other reasons, including neglect of duty, malfeasance, conduct inconsistent with Town values or responsibilities, or for any reason deemed in the public interest.

Sec. 2-5-60. Officers.

The members of the Planning Commission shall annually elect a Chair and Vice Chair, who shall serve as the officers of the Planning Commission. In the absence of both the Chair and Vice Chair, any member of the Planning Commission may conduct the meeting.

Sec. 2-5-70. Meetings.

The Planning Commission shall hold meetings from time to time as necessary, unless a meeting is canceled at the discretion of the Town Manager or designee, and may adopt rules or

policies for the method and procedure of conducting its meetings and for the transaction of business. Four (4) members of the Planning Commission shall constitute a quorum.

Section 2. Section 2-8-50 of the Severance Town Code, concerning the Citizens Advisory Board, is amended as follows:

Sec. 2-8-50. - Term of office; vacancies; removal.

~~(a) Four (4) initial regular members shall be appointed to serve three-year terms.~~

~~(b) Three (3) initial regular members shall be appointed to serve one-year terms.~~

~~(c) After the expiration of all terms for the initial regular members, the~~

(a) The term of each regular member shall be two (2) years.

(b) The term of an alternate member shall be two (2) years.

(c) Vacancies on the Citizen Advisory Board shall be filled by appointment for unexpired terms only.

(d) Members serve at the pleasure of the Town Council and may be removed by an affirmative vote of a majority of the Town Council.

~~(g) Unless excused by the Citizen Advisory Board, a regular member shall be deemed to have vacated their position upon failure to attend three (3) regular meetings in a calendar year. A regular member shall, after two (2) unexcused absences from regular meetings within a calendar year, be provided with written notice from the mayor that such member shall be deemed to have vacated that person's position if they have a third unexcused absence from any other regular meeting that year~~

(e) Attendance Expectations. All members of Town boards, commissions, and advisory bodies are expected to regularly attend scheduled meetings and fully participate in their respective roles' responsibilities.

(f) Definitions.

3. **Excused Absence:** An absence is considered *excused* when a member notifies the Chair or designated staff liaison **at least 24 hours in advance** of the meeting and provides a valid reason, such as:

- o Personal illness or family emergency
- o Pre-approved vacation or travel
- o Work or school-related conflict
- o Other extenuating circumstances approved by the Chair

4. **Unexcused Absence:** An absence is considered *unexcused* if:

- o No prior notice is given
- o The reason is not deemed valid by the Chair
- o The member is habitually late or leaves before a meeting quorum is established without good cause

(g) **Removal for Attendance.** A board member shall be subject to removal from their position if any of the following occur within a calendar year:

4. The member accrues **three (3) unexcused absences** from regular meetings;
5. The member accrues **four (4) total absences** (excused or unexcused), unless extenuating circumstances exist as determined by the Town Council;
6. The member fails to attend any **required training** or orientation sessions without prior approval.

(h) **Notice Requirement.** After a member's **second unexcused absence**, the Mayor shall provide the member with written notice outlining the attendance policy (ordinance) and warning that a subsequent unexcused absence may result in removal.

(i) **Removal Process.**

4. Any member meeting the criteria outlined above may be removed by a **majority vote of the Town Council.**
5. Prior to removal, the member shall be provided with **written notice at least seven (7) days in advance** of the proposed action, stating the reasons for removal.
6. The member shall be given an opportunity to respond in writing or in person before the Council makes a final decision.

(j) **Discretion of the Council.** Nothing in this section shall limit the Town Council's authority to remove members for other reasons, including neglect of duty, malfeasance, conduct inconsistent with Town values or responsibilities, or for any reason deemed in the public interest.

Section 3. Section 2-8-70 of the Severance Town Code, concerning the Citizens Advisory Board, is amended as follows:

Sec. 2-8-70. - Meetings.

The Citizen Advisory Board shall hold meetings from time to time as necessary, unless a meeting is canceled at the discretion of the Town Manager or designee, and adopt rules or policies for the method and procedure of conducting its meetings and for the transaction of business. Four (4) members of the Citizen Advisory Board shall constitute a quorum. ~~A member of the management staff of the Town shall attend each meeting and shall keep a record of the Citizen Advisory Board's actions, transactions, findings, and determinations. If no administrative staff is available, a member of the Citizen Advisory Board shall keep the record for the Citizen Advisory Board. A complete record of the Citizen Advisory Board's proceedings shall be kept at Town Hall, which records shall be available for public inspection as required by law.~~

Section 4. Section 2-8-40(c) of the Severance Town Code is amended as follows:

Sec. 2-8-40. - Membership requirements.

(c) All regular and alternate members must be at least eighteen (18) years of age, a registered voter of the Town and have resided in the Town for at least one (1) year.

Section 5. Severability. The provisions of this Ordinance are severable and the invalidity of any section, phrase, clause, or portion of the Ordinance as determined by a court of competent jurisdiction shall not affect the validity or effectiveness of the remainder of the Ordinance.

Section 6. All other ordinances or portions thereof inconsistent or conflicting with this ordinance or any portion hereof are hereby repealed to the extent of such inconsistency or conflict.

Section 7. In accordance with Section 6.03(6) of the Severance Home Rule Charter, this Ordinance shall take effect thirty (30) days after publication.

INTRODUCED, READ, ADOPTED, APPROVED, AND ORDERED PUBLISHED IN FULL THIS 26 DAY OF AUGUST, 2025.

TOWN OF SEVERANCE, COLORADO

Matthew Fries, Mayor



ATTEST

Sarah Jacobsen, Town Clerk

AFFIDAVIT OF PUBLICATION

STATE OF COLORADO)

)

COUNTY OF WELD)

I, Sarah Jacobsen, Town Clerk for the Town of Severance, Colorado do solemnly swear and affirm that I published in full a true and correct copy of Ordinance No. 2025-19, enacted by the Town Council on August 26 2025, on the Town of Severance's website, <https://www.townofseverance.org/255/Ordinances> , on the 12 day of September, 2025.

Witness my hand and seal this 12 day of September, 2025.

Sarah Jacobsen, Town Clerk

