



TOWN OF ELIZABETH

**TOWN OF ELIZABETH
WORKSHOP – Budget Workshop
Tuesday, October 11, 2022, at 5:00 pm
Town Hall, 151 S. Banner Street**

**BOARD OF TRUSTEES REGULAR MEETING
Tuesday, October 11, 2022, at 7:00 PM
Town Hall, 151 S. Banner Street**

CALL TO ORDER

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

UNSCHEDULED PUBLIC COMMENT

AGENDA CHANGES

CONSENT AGENDA

- [1.](#) Minutes of the Regular Meeting of September 27, 2022

NEW BUSINESS

- [2.](#) Discussion and possible action on the appointment of Bob Rasmussen to the Historic Advisory Board, with a term through 12/31/2022 – Zach Higgins
- [3.](#) Discussion and possible action on cancelation of the December 27, 2022, regular Board meeting – Michelle Oeser

MANAGEMENT MONITORING REPORTS

- [4.](#) Management Monitoring Reports

BOARD OF TRUSTEES REPORTS

STUDENT LIAISON REPORT

- [5.](#) Student Liaison Report – Karli Pronske

MINUTES

- [6.](#) Minutes of the Historic Advisory Board Meeting of September 12, 2022

**ACTION MAY BE TAKEN ON ANY AND ALL ITEMS LISTED ON THE AGENDA
ACCOMMODATIONS FOR DISABILITIES MAY BE MADE UPON REQUEST.**

[7.](#) Minutes of the Planning Commission of Meeting of September 20, 2022

ADJOURNMENT

MEETING PROTOCOL AND STANDARDS OF CONDUCT

Public Participation

Public comment is encouraged and will be listed as an agenda item at every regular Board meeting.

Each individual wishing to be heard during the public comment period will be given up to three (3) minutes to make a comment.

The public comment period will not be used to make political endorsements or for political campaign purposes.

Questions from the Board will be for clarification purposes only. Public comment will not be used as a time for problem solving or reacting to comments made but, rather, for listening to the comments of citizens without taking any formal action.

The Board may direct the Town Administrator to provide information requested by a speaker during the public comment period.

Speakers are not allowed to make belligerent, accusatory, impertinent, slanderous, threatening, abusive, or disparaging comments.

The Mayor may elect to defer public comment on a specific issue that appears on the regular agenda until that specific item is addressed.

The Mayor may call for order when sidebar conversations occur in the audience. Those conversations are distracting from the Board addressing the topics at hand.

Members of the public who do not follow proper conduct after a warning in a public meeting may be barred from further participation at that meeting or removed from the Board Chambers pursuant to the Elizabeth Municipal Code and Colorado Revised Statutes.



Board of Trustees – Record of Proceedings

September 27, 2022

CALL TO ORDER

The Regular Meeting of the Board of Trustees of the Town of Elizabeth was called to order on Tuesday, September 27, 2022, at 7:03 pm by Mayor Megan Vasquez.

ROLL CALL

Present were Mayor Megan Vasquez, Mayor Pro Tem Angela Ternus, and Trustees Loren Einspahr, Tammy Payne, Linda Secrist, and Nick Snively. There was a quorum to do business.

Also present were Town Administrator Patrick Davidson, Deputy Town Clerk Harmony Malakowski, Chief of Police Melvin Berghahn, Assistant Public Works Director James McErnie, Community Development Director Pam Cherry, Planner/Project Manager Zach Higgins, and Town Attorney Corey Hoffmann.

PLEDGE OF ALLEGIANCE

Mayor Vasquez led the Board in the Pledge of Allegiance.

UNSCHEDULED PUBLIC COMMENT

Kevin Kimberling – resident of Elbert County

AGENDA CHANGES

No agenda changes from the Administration.

No agenda changes from the Board.

Agenda set.

CONSENT AGENDA

1. Minutes of the Regular Meeting of September 13, 2022

Motion by Trustee Einspahr, seconded by Trustee Secrist, to approve the Consent Agenda with corrections.

The vote of those Trustees present was 6 in favor and 0 opposed. Motion passed unanimously.

NEW BUSINESS

2. Discussion and possible action regarding the appointment of Ronni Curtis to the Historic Advisory Board with term ending December 31, 2023



Motion by Trustee Payne, seconded by Trustee Einspahr, to appoint Ronni Curtis to the Historic Advisory Board with term ending December 31, 2023.

The vote of those Trustees present was 6 in favor and 0 opposed. Motion passed unanimously.

Mayor Vasquez closed the Regular Meeting and entered Public Hearing at 7:14 p.m.

PUBLIC HEARING

3. Ordinance 22-09 – Code changes to the Historic Advisory Board and Historic Preservation

Planner/Project Manager Zach Higgins provided a Staff report. There were no further comments from the Public.

Mayor Vasquez closed the Public Hearing and entered into New Business at 7:23 p.m.

NEW BUSINESS

4. Discussion and possible action on Ordinance 22-09, an Ordinance Repealing and Reenacting Chapter 2 Article VIII and Chapter 16 Article XI of the Elizabeth Municipal Code Regarding Changes to the Town’s Historic Advisory Board and Historic Preservation

Motion by Trustee Payne, seconded by Trustee Snively, to approve Ordinance 22-09, an Ordinance Repealing and Reenacting Chapter 2 Article VIII and Chapter 16 Article XI of the Elizabeth Municipal Code Regarding Changes to the Town’s Historic Advisory Board and Historic Preservation.

The vote of those Trustees present was 6 in favor and 0 opposed. Motion passed unanimously.

MANAGEMENT MONITORING REPORTS

- Town Administrator Patrick Davidson gave an update regarding an all-staff meeting held last week.
- Mr. Davidson updated the Board regarding the CORE charging stations.
- Mr. Davidson provided an update regarding PO Boxes and the results in Buena Vista.
- Mr. Davidson told the Board about the visit with the 1st Amendment Auditors.
- Community Development Director Pam Cherry and Planner/Project Manager Zach Higgins spoke regarding items discussed at a meeting they attended by the Elbert County Economic Group.
- Trustee Payne asked about the status of a new Ordinance being drafted regarding updating requirements for developers.
- Deputy Town Clerk Harmony Malakowski updated the Board regarding upcoming events.
- Chief of Police Melvin Berghahn provided a Student Academy update.
- Public Works Assistant Director James McErnie provided an update regarding road work.



- Mr. McErnie indicated that the trail project report was completed, and they are waiting on the response.
- Mr. McErnie also informed the Board that the debris dump-off will now have limits and Public Works employees will now be checking IDs for residency.
- Town Attorney Corey Hoffmann updated the Board on Court Cases being heard and the expected dates of decisions.

BOARD OF TRUSTEE REPORTS

- Mayor Pro Tem Angela Ternus discussed the Walk & Talk and thanked Vince Pemberton for driving the gator and wagon. Appreciation was also expressed to Dianna Hiatt in the Community Development department.
- Trustee Payne gave the Board an update on the Senior Basket project. She also expressed thanks to Town Hall staff from Town Clerk Michelle Oeser for covering while she has been out of office.
- Mayor Vasquez asked Mr. Hoffmann to provide an update and reminder regarding the election and Trustee vacancies.
- Discussion followed regarding special meetings.
- Discussion regarding upcoming Board meeting dates.

STUDENT LIAISON REPORT

There was no student liaison report for this meeting.

MINUTES

6. Minutes of the Historic Advisory Board Meeting of August 1, 2022

7. Minutes of the Planning Commission Meeting of August 2, 2022

ADJOURNMENT

Motion by Trustee Einspahr, seconded by Trustee Secrist, to adjourn the meeting at 8:27 p.m. The vote of those Trustees present was unanimously in favor. Motion carried.

Town Clerk Michelle Oeser

Mayor Megan Vasquez



TOWN OF ELIZABETH

COMMUNITY DEVELOPMENT DEPARTMENT

TO: Honorable Mayor and Board of Trustees
FROM: Zach Higgins, AICP Planner/Project Manager
DATE: October 11, 2022
SUBJECT: HAB Appointment

SUMMARY

The Town has received one application for the Historic Advisory Board openings. Bob Rasmussen has applied to fill a vacancy on the Historic Advisory Board. The term for this seat is a three-year appointment starting immediately through December 31, 2022. The Historic Advisory Board has seven (7) seats with three (3) year staggered terms. If this candidate is approved to these terms, one vacancy remains for a term through 12/31/2022. The candidate resume/letter of interest is attached.

ATTACHMENT(S)

Resume/Letter of Interest

RECEIVED

SEP 21 2022

Town of Elizabeth

Robert C. Rasmussen

[REDACTED]
Elizabeth, Colorado 80107

17 September 2022

Mr. Zach Higgins

Planner/Project Manager – Main Street Manager

P.O.Box 159, Elizabeth, CO 80107

REF: LETTER INTEREST – Historical Advisory Board

Dear Mr. Higgins,

I am aware of current member vacancies on the Historic Advisory Board and am writing this letter to express my sincere interest in becoming a member of the HAB. I'm a retired Director of Operations for a large electronics manufacturing firm and a resident of Elizabeth. I'm knowledgeable in all aspects of Business Administration, with a strong interest in early American history. The town of Elizabeth has a rich historical background which is complimented and earmarked by its visual architecture and obvious cultural heritage. I see the HAB as an opportunity for me to get involved in a meaningful role within our growing community. I would enjoy being of value helping to not only preserve and protect the rich history and significance of the town but also protect its historic architecture and resources today, and into the future.

It is my desire to be considered for this role and would be delighted to speak with yourself and/or delegate regarding consideration for this possible opportunity.

Sincerely;



Robert C. Rasmussen

[REDACTED]
[REDACTED]

Robert C. Rasmussen



KEYNOTE SUMMARY

PERSONAL BACKGROUND

- Married (44yrs), 3 children, 8 grandchildren.
- Retired in 2015.
- Relocated to Elizabeth, CO in 2020.

HOBBIES & INTERESTS

- Active in all water sports
- Avid woodworker
- Dirt bikes
- RV Travel

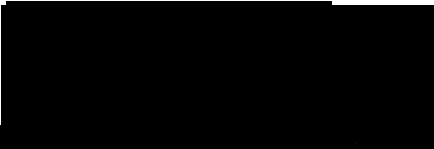
EDUCATION AND WORK HISTORY

- B.S. Industrial Technology, Manufacturing Option, Cal State University, Long Beach
- 36yr career in electronics manufacturing management
- Responsibilities included:
 - New factory startup
 - 14 automated and semi automated assembly facilities in 6 countries (U.S., Mexico, Puerto Rico, Ireland, Singapore, and Korea)
 - Position not only required strong product and process related knowledge but also close coordination with customer expectations, local officials (both domestic and international) regarding building safety and fire codes, ADA compliance, local architecture, etc.
 - Managerial oversight of all manufacturing and facility related operations
 - Revenue generation of +\$373m annually

SKILLS AND CHARACTERISTICS

- Strong process technical background
- Strong business administration background (Marketing, Sales, Finance, Engineering, Manufacturing, Human Resources, Customer Service, I.T., etc). Complex understanding of those individual functions and related inter-relationships.
- Strong computer and communication skills.
- Personal character – Integrity, honest, dedicated, willing, thorough, tenacious, punctual, fair.

Robert C. Rasmussen



SUMMARY

Senior Manufacturing Operations manager with extensive experience, qualified in all aspects of technical and systems related manufacturing, including operations, technology development, new product introduction, materials/supply chain management, and factory start-up. Proven skills in developing manufacturing functions in low, mid, and high volume environments through consistent leadership and team building.

CAREER HISTORY

DIRECT DRIVE SYSTEMS (FMC); Mgr. of Operations / Mgr. of Manufacturing, 2011 - 2015

Oversee all operational functions of an emerging subsea permanent magnet motor manufacturer. Responsibilities include direct oversight of Purchasing, Warehouse, Shipping/Receiving, Materials, Production, Test, Mfg. Engineering, Quality, Customer Service, and Facilities. As Manager of Manufacturing, current assignment is focused on the commercialization of the current product, out of R&D and into the manufacturing environment.

Accomplishments include:

- Direct all operations, process development, and supply chain activities while leading transition of an R&D culture towards a commercialized culture.
- Prepare Quality Management system towards an ISO certified process.
- Integration of an ERP system (GSS) into the manufacturing, procurement, quality, and materials management/demand planning processes.
- Develop and document all manufacturing and test related processes, tools, and methods.
- Oversee all facilities related activities while ensuring compliance with all local and municipal codes, and environmental requirements.
- Site HSE administrative manager. Site safety concerns include high voltage, rotational equipment, and magnetic exposure.

INVENSYS CORPORATION; Mfg. Operations and Site General Mgr., Irvine, CA 1993 - 2011

Oversaw all manufacturing, order fulfillment, and facilities operations for large scale industrial controls manufacturer. Scope of work included indirect oversight of all Triconex product line functional leads (Engineering, Customer Service, Finance, Marketing, and Quality Assurance) of this 160 employee organization. Direct functional responsibility of all operational and order fulfillment functions for the below mentioned Invensys specific product line businesses. Operations organization consists of 80 employees.

Product line brands include:

- Triconex (industrial controls, \$135m annually)
- Wonderware (software, +\$200m annually)
- SimSci (software, \$30m annually)
- Wonderware Industrial Computers (workstation, +\$8m annually)

Responsibilities included:

- Managed all operational functions necessary to successful industrial controls manufacturing/software fulfillment concern including:
 - Receiving/Shipping Warehouse
 - Purchasing
 - Production Control
 - Test Engineering
 - Sales Order Administration
 - RMA's / Warranty Repair
 - Logistics
 - Materials Mgmt.
 - Manufacturing Engineering
 - Production
 - Order Fulfillment

- Standard product and Integrated Systems process development, production, and support
- Supply chain management (+\$50m annual spend)
- Process technology development
- Engineering prototype development
- New product introduction
- Outsourcing and subcontract manufacturer selection and management
- Corporate Facilities/maintenance management

Accomplishments include:

- Direct all operations, process development, and supply chain management through continued growth of core business:
 - Sales = \$135m annually; +860% over course of employment
 - Direct spend = +\$45m annually
- Effective Supply Chain management through development and resultant outsourcing to key commodity suppliers:
 - Sheet metal, die cast, weldments China
 - Electronic assembly Mexico
 - Cables & harnesses China
- Strong, metrics driven organization focused on Quality, Customer Satisfaction, Speed, Cost, and Employees:

✓ Ext. PPM	2418	16% improvement YOY
✓ RTY	93.3%	4% improvement YOY
✓ OTD Sales	95.1%	
✓ OTD Service	99.6%	
✓ Net Inventory	\$6.8m	28% reduction YOY
✓ Turns	11.8	18% improvement YOY
✓ Safety Awareness	100%	
- Factory recognized as the “#1” performer within division. Ranking based on comparable metrics comparisons across divisional factory sites.
- Mfg. Employee revenue contribution in excess of \$1.2 M annually
- Sales OTD consistently at or above 95%. OTD levels sustained through effective forecasting, supply chain management, utilization of Kanban’s, continued process improvements, and resultant lead time reductions.
- Inventory consistently at 10-12 turns
- Daily cycle counts consistently in excess of 99%
- CI/PPV/Value Engineering achievements of +6% yearly
- Implementation of new ERP system (SAP 5.0). Implementation included both purchasing and manufacturing modules.
- Strategized, developed, and implemented successful transition of all TCX commercial product manufacturing to an Invensys subcontract manufacturing site in Reynosa, Mexico. Project duration was eighteen months and was successfully implemented with no degradation to product quality. Operation includes Purchasing, Test Engineering, Mfg. Engineering, and Materials/Logistics management. Processes transitioned include PCBA assembly, ICT, Burn In, System Testing, and international customer shipping capability. Resultant cost savings estimated at +\$2.0m annually.
- ISO 9001 certification
- Nuclear 10CFR,50, Appendix B

VITAREL MICROELECTRONICS INC; V.P. Mfg. Technology, San Diego, CA 1991 - 1993

Direct Process Engineering function for multiple technology assembly subcontractor. Technologies supported in this commercial/military environment include: Thick Film, volume SMT, and substrate independent MCM manufacturing.

Accomplishments include:

- Started a manufacturing facility in Mexicali, Mexico (equipment and process selection, layout, installation, training)
- Selected equipment required to support automated high volume, pass through integrated, Multi Chip Module assembly process
- Process Engineering sustaining of two (2) manufacturing facilities (Mexicali, San Diego)
- Representative to customer base on all technical process related issues (pre and post sales)

MASS OPTICAL STORAGE TECHNOLOGY; Dir. Mfg. Technology, Cypress, CA 1990 - 1991

Directed all Manufacturing Operations of "start-up" optical disk drive company.

Accomplishments include:

- Layout, facilitate, and start-up of drive production facility (equipment and process selection, training)
- Established all producibility and testability criteria (Design Rules) for new product development (SMT)

CIPHER DATA PRODUCTS; Manager Mfg. Technology, San Diego, CA 1989 – 1990

Established and managed corporate Manufacturing Technology function. Department interfaced with 2 domestic and 1 offshore (Singapore) manufacturing facilities.

Accomplishments include:

- Transitioned Manufacturing and Design Engineering from PTH to SMT technology on new and existing product lines
- Established all producibility and testability criteria (Design Rules) for new product development (SMT)
- Started a high volume automated SMT facility in Singapore (2 lines, \$9 MM capital expenditure)
- Developed subcontract relationships with Singapore manufacturers as necessary to achieve 100% utilization of SMT capacity

WESTERN DIGITAL CORPORATION; Mgr. Advanced Mfg. Eng'ng, Irvine, CA 1983 - 1989

Managed corporate Advanced Manufacturing Engineering function. Department interfaced with 5 high volume, automated SMT facilities located worldwide (1 million bds/mo).

Accomplishments include:

- Developed and implemented pass through automated SMT process (1st in U.S. at that time)
- Developed all process and quality specifications necessary to this "new" technology
- As Chairman of the SMTA association Workmanship Standards Committee, SMT Design Rules and Workmanship guidelines became "standard" for the industry
- Worldwide capacity expansions included facility installations in: Irvine, Puerto Rico, Ireland, Singapore, and Korea (9 SMT lines worldwide). All factory selection, facility layout, equipment installation, and personnel training
- Advanced and new processes, tooling, equipment, and advanced material handling for all Mfg. operations and facilities, worldwide

HUGHES AIRCRAFT COMPANY; Project/Production Eng'nr, Fullerton, CA 1978 - 1983

EDUCATION B.S. Industrial Technology, Manufacturing Option
Cal State University, Long Beach

PROFESSIONAL AFFILIATIONS/PROFESSIONAL DEVELOPMENT

Chairman Workmanship Stds Committee - SMTA 1986-1987
Member-Surface Mount Technology Association (SMTA)
Member-Society of Manufacturing Engineers (SME)
Training:

- Six Sigma
- Lean Manufacturing
- Continuous Improvement

Robert C. Rasmussen



PROJECT CAPABILITY EXAMPLE

PROJECT OBJECTIVE

- Replace the incorrectly spelled burial marker of a WWI veteran interred at the Meusse Argonne American Veterans Cemetery in France with a new marker bearing the correct spelling of this individuals name.

FACTS AND OBSTACLES

- Carl S. Rasmussen was KIA during WWI on October 16, 1918
- The deceased is currently interred at the Meusse Argonne American Cemetery in France.
- The burial marker carries the incorrect spelling of his last name (Rosmussen vs Rasmussen).
- The American Battle Monument Commission (ABMC) is the oversite governmental agency of this cemetery.
- The ABMC uses the soldiers military record to identify the deceased remains.
- The deceased veterans military record was incorrectly documented with the misspelling of his last name at time of generation in 1917.
- The ABMC will only correct and replace the deceased marker if his military record is corrected.
- The Army Board of Military Corrections (ABCMR) is the governmental agency that has the authority to change a military record.
- All WWI military records were destroyed in a fire in at the National Personnel Records Archives in St. Louis in 1973.

REQUIREMENTS NECESSARY TO MEET OBJECTIVE

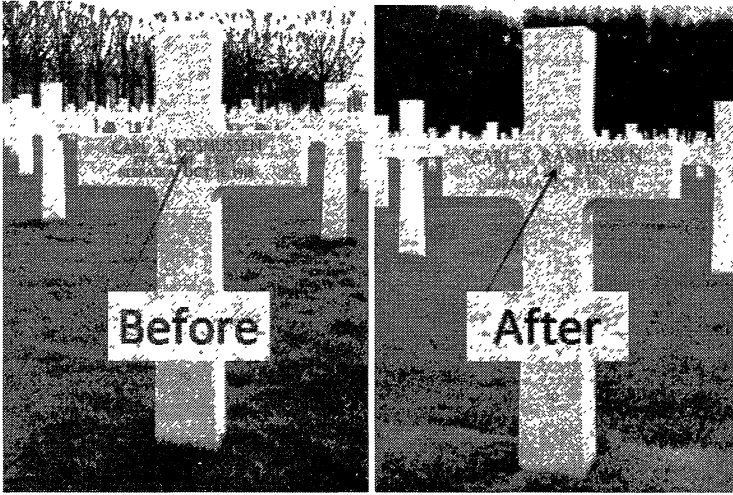
- AMCMR to change the deceased military record to the correct spelling of his surname.
 - AMCMR requires undisputable evidence of the correct spelling of his surname
 - Submitted request (with evidential documents) undergoes review by a board of five individual auditors. Auditors must be unanimous on their approvals in order to make the necessary correction.
- Provide ABMC with updated copy of corrected military record

AGENCY COORDINATION NECESSARY TO EVIDENTIAL RESEARCH EFFORTS

- National Personnel Records.Center
- Danish American Archive & Library
- Woodsman Group (Life Insurance Death Benefit Provider)
- Washington County Veterans Service
- Washington County Genealogical Society
- Army Board for Correction of Military Records
- American Battle Monument Commission
- Meusse-Argonne American Cemetery
- Department of the Treasury

ACTIONS TO RESOLUTION

- Coordinate with all related governmental agencies to identify process necessary to correct the marker, and the necessary documents, submittals, evidence, etc.. to satisfy the ABCMR review.
- Research through genealogists, historical records, census information, etc.. as necessary to surface evidence as to the correct spelling of the deceased surname.
- Submitted necessary documents along with 29 evidential exhibits to the ABCMR.
- Upon final approval, coordinate with the ABMC for the actual marker replacement.
- Duration of project was approximately 2-1/2 yrs.





October 10, 2022

Management Team Updates

Community Development – Pam Cherry

- Elizabeth West hearing before the Planning Commission was October 4. You will see that item on your agenda on October 25.
- Wine in the Pines is considered a success with about 400 tickets sold.
- We continue to receive inquiries regarding Frontier high school and the Abraham property.
- We have an intern from the high school working two afternoons a week in our department learning about land development and the engineering that goes into a project.


Town Clerk – Michelle Oeser

- It is good to be back and working, finding a clear desk, and receiving so many well wishes.
- The staff Christmas party has been set for December 9th at 1 pm. We will follow a similar format as last year.
- The Mayor's Tree Lighting is moving right along. I will be happy to give the Board an update at the meeting.
- Senior basket collection boxes will be distributed on November 1st and picked up November 18th. Tammy or I will give the Board a verbal update during the regular meeting.
- The Board has a spot reserved for the Elizabeth Chamber of Commerce Harvest Festival.
- Harmony will be attending the Colorado Municipal Clerks Conference in my place later this month.
- Allison will be attending the Caselle Annual Conference this month and helping with two separate InvoiceCloud presentations.
- Hannah has been diligently working on cleaning up some problems she has found in Caselle. She is very happy she was able to train directly with Caselle.

Police – Chief Melvin Berghahn

 See attached Stats

Public Works and Utilities – Mike DeVol

 See attached

Report Criteria:

Report type: Summary
Check.Check number = {SQL} (tblCheck.CheckNumber in (SELECT c.CheckNumber
FROM dbo.tblCheck c INNER JOIN
dbo.tblCheckDetail cd ON c.ID = cd.tblCheckID
GROUP BY c.CheckNumber
HAVING (SUM(cd.Amount) >= 20000)))
Check.Type = {<>} "Adjustment"

Payee	Check Number	Amount	
All Traffic Solutions	10163	37,640.00	Two digital signs
Lary H. Miller Ford Lakewood	10184	35,726.00	Public Works new truck
CORE CONSULTANTS, INC	10222	23,821.80	Varied Town and Developer Projects
TLLC, Inc	10236	27,450.00	Town concrete sidewalk, curbs, and street repairs
CIRSA	10250	32,339.19	Quarterly Insurance payment
Grand Totals:		156,976.99	



TOWN OF ELIZABETH

POLICE DEPARTMENT
MELVIN BERGHANN, CHIEF OF POLICE

Elizabeth Police Department Activity Statistics Report

Reporting Period:

09/18/2022 to 10/01/2022



ELIZABETH POLICE DEPARTMENT'S MISSION STATEMENT:

“To provide a leadership role in creating an atmosphere of safety and community pride in the Town of Elizabeth by providing quality law enforcement services which utilize innovative approaches to address community needs”.

The following is an informational breakdown of EPD police activity from 09/18/2022 at 12:01 a.m. to 10/01/2022 at 11:59 p.m. This information is compiled from our Records Management System (RMS), identified as New World (NW), as well as Douglas County Regional Dispatch (DRDC) records.

All suspects/defendants are presumed innocent until proven guilty in a Court of Law.

▪ PO Box 1527, 425 S Main Street ▪ Elizabeth, Colorado 80107 ▪ (303) 646-4664 ▪ Fax: (303) 646-0676 ▪
www.townofelizabeth.org



TOWN OF ELIZABETH

POLICE DEPARTMENT
 MELVIN BERGHANN, CHIEF OF POLICE

Elizabeth Police Department Activity Statistics Report

Reporting Period:

09/18/2022 to 10/01/2022

Total Calls for Service:

285

Traffic Stops:

Total Stops:	Penalty Assessments:	Written Warnings:	Verbal Warnings:	Assisting Other Agencies
33	10	18	5	0

Parking Violations:

Total Parking Violations:	Parking Citations:	Parking Written Warnings:	Parking Verbal Warnings:
3	0	1	2

Other Calls for Service:

Call Type:	Number of Calls:
Abandoned Vehicle	1
Animal Barking	2
Animal Complaint	1
Animal Dangerous	1
Assist Fire	1
Attempt to Contact	1
Business Check	15
Child Abuse	2
Citizen Assist	4
Citizen Contact	4
Criminal Mischief	1
Dead Animal	1



TOWN OF ELIZABETH

POLICE DEPARTMENT
MELVIN BERGHANN, CHIEF OF POLICE

Elizabeth Police Department Activity Statistics Report

Reporting Period:

09/18/2022 to 10/01/2022

Disturbance	1
Drunk Subject	1
Domestic	3
Drug Offense	1
Fireworks	1
Follow Up	18
Found Prop	2
Harassment	5
Increased Patrol	98
Informational Report	3
Juvenile Complaint	2
Livestock Complaint	2
Medical Assist	9
Missing Child	1
Municipal Ordinance Violation	12
Motor Vehicle Accident with Unknown Injuries	1
Park Check	2
Parking Complaint	3
Report Every Drunk Driver Immediately	3
Runaway	1
School Education	26
Sex Offense	1
Special Assignment	1
Suicidal Subject	1
Suspicious Person	1
Suspicious Vehicle	9
Traffic Complaint	3
Traffic Stop	33
Vehicle Theft	1
VIN Verify	1
Weapons Violation	1
Welfare Check	4



TOWN OF ELIZABETH

POLICE DEPARTMENT
MELVIN BERGHANN, CHIEF OF POLICE

Elizabeth Police Department Activity Statistics Report

Reporting Period:

09/18/2022 to 10/01/2022

Open and Active Investigations:

Case/Incident Number:	Call Type:	Details:
22-4519	Sex Assault	Investigation of a sex assault involving a juvenile.
22-6091	Child Abuse	Investigation of a child abuse. DHS has been notified.
22-6301	Theft	Investigation of theft of an animal.
22-6348	Sex Offense	Investigation of a sex offense involving a juvenile.
22-6428	Harassment	Investigation of a harassment that occurred at a local school.
22-6211	Child Abuse	Investigation of a child abuse which occurred at a residence in Town.
22-5941	Sex Offense	Investigation of a sex offense involving a juvenile.

Please note that limited information regarding open investigations is available. This is to protect the integrity of the investigations.



TOWN OF ELIZABETH

POLICE DEPARTMENT
 MELVIN BERGHANN, CHIEF OF POLICE

Elizabeth Police Department Activity Statistics Report

Reporting Period:

09/18/2022 to 10/01/2022

Closed Case/Incident Reports:

Case/Incident Number:	Call Type:	Details:
22-6136	Civil Assist	EPD responded to a child custody dispute. As the dispute was civil in nature, both parties were advised of civil remedies.
22-6169	Harassment	EPD responded to a harassment. As the alleged crime occurred outside of EPD's jurisdiction, the case was forwarded to the appropriate jurisdiction.
22-6170	Welfare Check	EPD responded to a residence on report of a welfare check. Upon investigation, it was determined that the subject no longer resided within Town limits. The case was forwarded to the appropriate jurisdiction.
22-6193	Safe2Tell	EPD received an anonymous report of an alleged drug activity. There was not enough information provided to open an investigation.
22-6155	Found Property	A wallet was reported to be found at a local store. EPD responded and took custody of the wallet. The wallet was later released back to the owner.
22-6145	Welfare Check	EPD responded to a residence on report of an intoxicated female. No crime occurred.
22-6185	Medical Assist	EPD responded to an intoxicated female. The female was transported to the hospital by ambulance.
22-6233	Domestic Violence & Restraining Order Violation	EPD responded to a restraining order violation. Probable cause was found that a crime had been committed. The suspect in the case declined to turn themselves in, and a warrant was applied for.
22-6206	Vape	EPD responded to a local school on report of a student who was in possession of a vape pen. As this was the student's 1 st offense, they were referred to the 2 nd chance program.
22-6176	Domestic Violence	EPD responded to a local business on report of a domestic violence call. Upon investigation, probable cause was found



TOWN OF ELIZABETH

POLICE DEPARTMENT
 MELVIN BERGHANN, CHIEF OF POLICE

Elizabeth Police Department Activity Statistics Report

Reporting Period:

09/18/2022 to 10/01/2022

		that a crime had been committed, and an adult female was taken into custody and booked into the Elbert County jail.
22-6174	Domestic Violence	EPD responded to a residence on report of a domestic violence. Upon investigation, probable cause was found that a crime had occurred. An adult male was arrested and booked into the Elbert County jail.
22-6207	Welfare Check	EPD responded to a welfare check on a resident. Upon contact, the resident was found to be okay.
22-6237	Follow Up	A resident contacted EPD with some concerns. The resident was given information on how to best address their concerns.
22-6220	Theft	EPD responded to a local business on report of a theft. Upon investigation, there was not enough information to investigate.
22-6219	Assist to Department of Human Services	EPD assisted in a meeting with DHS regarding a student at a local school who had been truant.
22-6227	Juvenile Complaint	While on patrol, an EPD Officer observed what appeared to be a fight in progress at a local park. Upon investigation, it was determined no crime had occurred.
22-6141	Motor Vehicle Accident-Property Damage	EPD responded to a report of an emergency vehicle that was in a property damage crash. There were no injuries.
22-6230	Safe2Tell	EPD responded to an anonymous report of a resident juvenile who was allegedly suicidal. EPD made contact with the subject, who was found to be okay.
22-6232	Safe2Tell	EPD responded to an anonymous report of a resident juvenile who was allegedly suicidal. EPD made contact with the subject, who was found to be okay.
22-6175	Mental Health Hold	EPD responded to a local school on report of a suicidal student. The student was placed on a mental health hold and transported to a local hospital.



TOWN OF ELIZABETH

POLICE DEPARTMENT
 MELVIN BERGHANN, CHIEF OF POLICE

Elizabeth Police Department Activity Statistics Report

Reporting Period:

09/18/2022 to 10/01/2022

22-6178	Motor Vehicle Accident-Property Damage	EPD responded to a crash where a motorcycle had struck a vehicle. The driver of the motorcycle was transported to a local hospital. Th at fault driver was issued a municipal summons.
22-6187	Weapon Violation	EPD responded to a local school on a report of a student in possession of a firearm. After investigating, it was determined to be a simulated firearm. the call was turned over to the school to handle.
22-6297	Weapons Violation	EEDPD responded to a local school on report of a student in possession of a knife. Upon investigation, no knife was found.
22-6286	Domestic Violence	EPD responded to a call of domestic violence. Upon investigation, no crime had occurred.
22-6210	Vape	EPD responded to a local school on report of a student with a vape pen. The student was issued a municipal summons.
22-6295	Animal Control	EPD Community Services responded to a residence on a barking dog call. The homomer was advised of municipal ordinances.
22-6357	Found Property	EPD received property that was located in Town. The owner could not be located, and the property was booked into the property room.
22-6203	Vape	EPD responded to a local school on report of a student in possession of marijuana vape pen. Upon investigation, the vape pen did not contain marijuana. This was the student's 1 st offense, and they were refereed to the 2 nd chance program.
22-6319	Animal Control	EPD responded to a report of a vicious dog running at large. Upon arrival the dog was located, and the owner was issued a municipal summons.
22-6032	Domestic Violence	EPD responded to a Domestic Violence call. Upon investigation, a crime had occurred. An adult male was arrested and booked into Elbert County Jail.



TOWN OF ELIZABETH

POLICE DEPARTMENT
 MELVIN BERGHANN, CHIEF OF POLICE

Elizabeth Police Department Activity Statistics Report

Reporting Period:

09/18/2022 to 10/01/2022

22-6375	Criminal Mischief	EPD responded to a local school on report of a student damaging another student's property. A municipal summons was issued to the suspect.
22-5632	Municipal Ordinance Violation-Weeds	EPD Community Services concluded an investigation into a local business with overgrown weeds. The business came into compliance with Town codes.
22-5061	Municipal Ordinance Violation-Weeds	EPD Community Services concluded an investigation into a residence with overgrown weeds. The residents came into compliance with Town codes.
22-6403	Harassment	EPD responded to a dispute between a property owner and tenant. The victim did not wish to pursue charges.
22-6392	Curfew	EPD investigated a juvenile who was out past curfew. A municipal summons was issued to the juvenile.
22-5566	Motor Vehicle Accident	EPD concluded an investigation to a hit and run crash. The suspect was located and issued a municipal summons.
22-6411	Mental Health Hold	EPD responded to a local business on report of a suicidal juvenile subject. The juvenile had been reported as a runaway out of EPD's jurisdiction. The juvenile was placed on a Mental Health Hold.
22-6415	Minor in Possession	EPD responded to a local school during an event on report of an intoxicated juvenile. The juvenile was released to a guardian on a municipal summons.
22-6419	Missing Child	EPD received a call for service regarding a missing juvenile. EPD was later notified the juvenile had returned home safely.
22-6384	Littering	EPD responded to a local park on report of illegally dumped litter. Upon investigation, no suspect could be located, and the litter was removed.



TOWN OF ELIZABETH

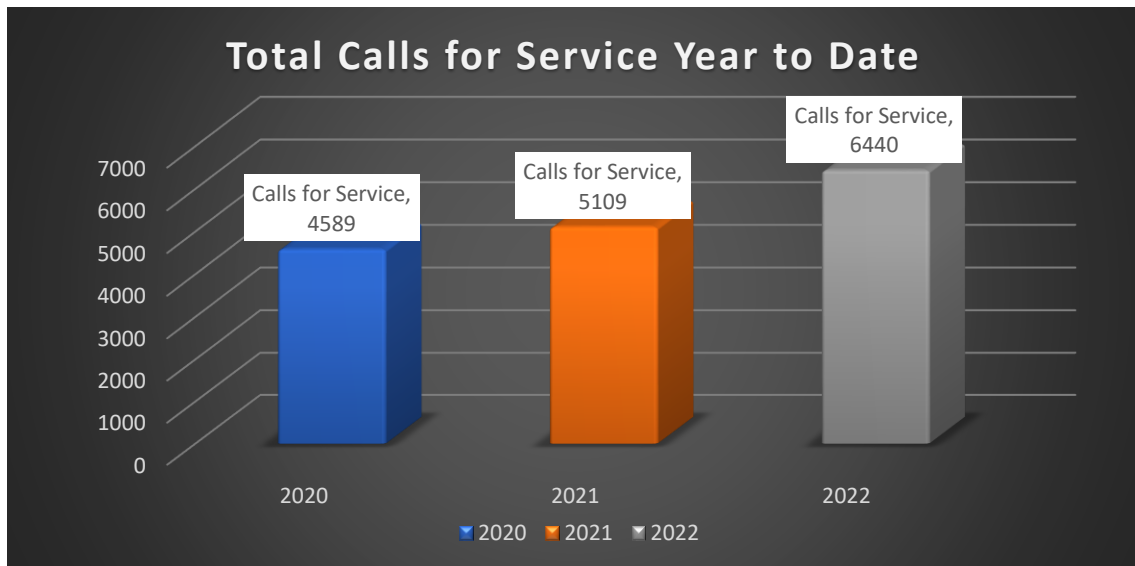
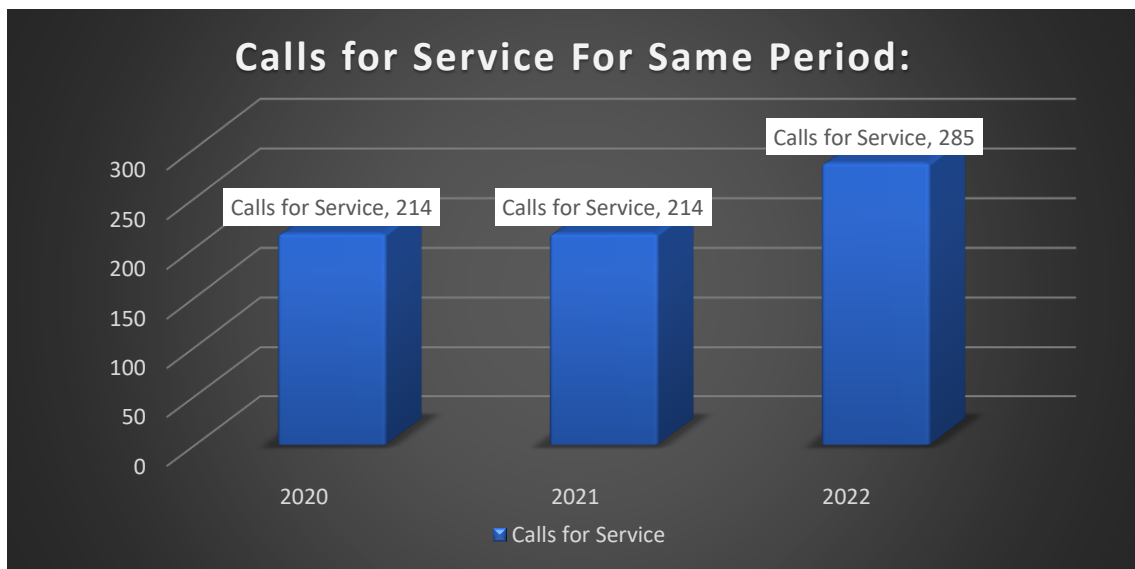
POLICE DEPARTMENT
MELVIN BERGHANN, CHIEF OF POLICE

Elizabeth Police Department Activity Statistics Report

Reporting Period:

09/18/2022 to 10/01/2022

Historical Data:





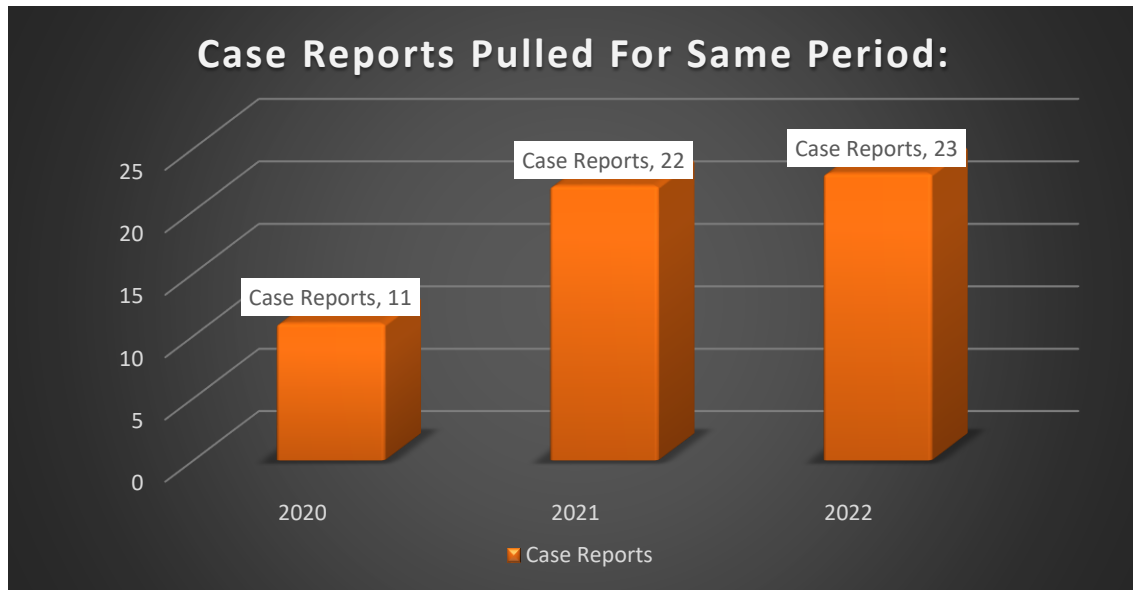
TOWN OF ELIZABETH

POLICE DEPARTMENT
MELVIN BERGHANN, CHIEF OF POLICE

Elizabeth Police Department Activity Statistics Report

Reporting Period:

09/18/2022 to 10/01/2022





TOWN OF ELIZABETH

POLICE DEPARTMENT
MELVIN BERGHAWN, CHIEF OF POLICE

Elizabeth Police Department Activity Statistics Report

Reporting Period:

09/18/2022 to 10/01/2022

Chief of Police's Advisements:

EPD student academy continues to be a hit, most recently topics covered were accident investigation, DUI, victim advocacy and a visit to the Elbert County Jail. Invites for the graduation have been sent out.

EPD conducted an end of season truck inspection, a total of 42 trucks were contacted by EPD and CSP, 5 citations were issued along with 3 trucks being taken out of service due to identified problems. The total number of violations is not known at the writing of this report as that information is still being compiled, 10/05/2022.

If you have any questions, please let me know!

Respectfully,

Chief Melvin Berghahn

Chief of Police



TOWN OF ELIZABETH

MICHAEL DEVOL, PUBLIC WORKS DIRECTOR

TO: Honorable Mayor and Town Board of Trustees
FROM: Mike DeVol, Public Works Director
DATE: October 11, 2022
SUBJECT: Public Works Monitoring Report

*Town Street Paving Improvements Project:

1. PW has completed a punchlist and has the contractor slated for the week of October of 2022.
2. PW will be working through punch-list items street by street as time allows.
3. Paving of County Rd 13 is completed. The Project remains Open as we have striping, new speed limit Signs and posts to install, as well as finish ditches and seeding.

*Town Street Repairs:

1. Repairs of CR 13 North of Hwy 86 were completed 9-6-22 which included Dip/Low area, and 2 Valve Box Elevation corrections and lid replacements.
2. Town Hall Parking Lot and Mail Kiosk parking will be receiving striping at the end of October.

*Town Main St. Decorations:

1. Flowers look in good shape as we have not had hail or frost this summer....yet.

*Town Wells, Tanks and Effluent:

1. In packet

* Town Water Line Emergency Repair:

1. Pending scheduled repair at 349 Elm St. for week of Aug. 22nd/minimal public impact/1 home.
2. Repair was completed/it was a pin hole in service line 3 feet from main line. Service line is Black PVC Poly piping that is not in Town Code. PW will address the pipe from Corporation Stop at main line to meter pit for Town compliance.
3. No Update for corrections

*Town Hall Landscaping Plan:

1. Landscaping has been completed.
2. PW is working towards replacing Bridge Walkway and wooden handrails at TH. I will update once final Prices are known. The bridge will be replaced with concrete walkway over a drainage culvert.

*Town Walkway Repairs:

1. Sidewalk repairs and replacements have begun and will continue through the summer.

* Town Snow Plowing and Street Sweeping:



TOWN OF ELIZABETH

MICHAEL DEVOL, PUBLIC WORKS DIRECTOR

1. PW has received the second truck and is currently installing equipment, tool boxes, plow, headache rack.
2. PW currently has 7 pickup trucks with plows(1 w/small sander) 1 Dump truck with plow and sander Ready for winter weather conditions. (Total 8 Plows)

***Town New Wells at Ritorio/Gold Creek Valley:**

1. New Arapahoe and Denver Wells are scheduled to be Operational in September October time period.
2. The Building contract is currently at completion of September 26, 2022, it is likely that AD Miller will ask for a contract extension likely ending Well House completion in November.
3. The Back-up Generator is being held up in production and may not arrive until February of 2023.

***Town Trail Project:**

1. Annual Walk through for Grant Compliance was successful and a full report is pending.
2. The Town is still meeting requirements to fulfill the Grant. The final inspection will be in the summer of 2023.
3. Annual Walk and Talk by Historic Board Scheduled Sat. September 24th. PW will provide transportation for the mobility impaired.

***Gold Creek Lift Station Improvements:**

1. Ground-breaking August 22nd, 2022
2. Heavy Construction in October and complete early November 2022.
3. Groundwater Dewatering and Erosion Control plans are in affect.
4. Pumps, Electrical, Parts are all in possession.

*Eligibility Surveys for Water and Wastewater Capitol projects have been completed and accepted by Colorado Department of Public Health and Environment (CDPHE). The eligibility surveys allow for the town to be in line for any funding that may be available for future projects.

***Town Clean Up Day/ Paint Round-Up/Arbor Day**

1. Town Clean-up yielded the following:
 - 3 ½ Roll-off dumpsters of trash and household debris.
 - 457 pounds of Computer Materials.
 - 2,065 pounds of Display Material (TV, Monitors).
 - 1,079 pounds of mixed electronics.
 - 82 pounds of mixed batteries.
 - 125 gallons of mixed automotive oil (free pick up by local user)
 - 80 gallons of misc. 1-5 gal. containers of paint (free pick up by Paint Care Colorado)
 - 400 pounds of mixed scrap metal (free pick up by local)

***Town Public Works Road Extension:**

▪ PO Box 159, 151 S. Banner Street ▪ Elizabeth, Colorado 80107 ▪ (303) 646-4166 ▪ Fax: (303) 646-9434 ▪
www.townofelizabeth.org



TOWN OF ELIZABETH

MICHAEL DEVOL, PUBLIC WORKS DIRECTOR

1. Public Works has received numerous phone calls from town and out of town residents extending their Gratitude for the paving of County Rd 13/ Pine Ridge St to the Town's Water Tanks. PW has received Concerns of excessive speeds, vehicles passing, wildlife encounters and pedestrian safety. PW has assured them that with new signage, striping and law enforcement presence traffic will slow down and safer for pedestrians, wildlife and drivers.
2. PW will continue to mitigate line of sight by removing small trees at Gold Creek Drive looking South for Traffic safety concerns within Town Right of Way.

*Town Farmers Market:

Event Park Name is Running Creek Park (RCP).

1. N/A

*Town Parks and Right of Way (ROW):

1. Mowing and tree trimming within Parks and ROW are ongoing projects.

Upcoming Projects:

1. Legacy Village Pre-Construction meeting was held January 10th on-site to begin preparations for Excavation. Inspections of Water and Sewer lines are completed with punch list of items to be repaired.

Legacy Village has completed their High Chlorine Residual tests as well as Bacteriological testing. Pressure testing of Water and Sewer lines has been completed and accepted.

1. McDonalds project has begun installation of Water and Sanitary Sewer lines.
2. Pine Ridge Apartments has begun installing Storm, Water and Sanitary Sewer lines for the project.
3. Zigg's Coffee has installed Sanitary Sewer line and tie-in to Town's existing sewer main.
4. Widening of Hwy 86 has begun to accommodate Legacy Village Right IN-Right OUT lanes. The Town Welcome sign has been removed and stored awaiting re-installation after road widening project is complete.

Mail Kiosk:

1. Mail Kiosk are installed.

Mike DeVol
Town of Elizabeth
Public Works Director
GCWWTP Operations
303-913-6453
mdevol@townofelizabeth.org

Wells/ Tanks/ Effluent/ Bulk Water Usage (83.33%) Date: 10-5-2022

Totals Readings for 9/1/22 thru 9/30/22

Denver Well (DN1) usage – $38,081 \times 100 = 3,808,100$ gallons.

Dawson Well (DW2) usage – $19,686 \times 100 = 1,968,600$ gallons.

Arapahoe Well (A2) usage – $50,785 \times 100 = 5,078,500$ gallons.

DN1 + DW2 + A2 = Wells usage Total = $108,552 \times 100 = 10,855,200$ gallons.

Denver Well (DN1)/ January to date usage – 34,258,600 gallons. (57.34%)

(DN1 Well 150 ac.ft. = 48,877,650 gallons yearly)

Dawson Well (DW2)/ January to date usage – 24,090,164 gallons. (100%)

(DW2 Well 50 ac. ft. = 16,292,550 gallons yearly)

Arapahoe (A2)/ January to date usage – 31,402,261gallons. (67.80%)

(A2 Well 132 ac.ft. = 43,012,332 gallons yearly) (with 826 Ac.ft. Banked)

(269,152,926 gallons in reserve)

New Arapahoe and Denver Wells have been banking Water for 2 years since drilled. (awaiting clarification for positive banking amount in ac.ft.)

Water Storage Tanks Meter Tracking Usage = 10,402,240 gallons.

Water Tanks elevation and gallons in storage – 26.15 ft. = 1,307,000 gallons.

GCWWTP Gold Creek Wastewater Treatment Plant Effluent = 4,408,187 gallons.

Bulk Water Billing Usage will be calculated in October of 2022 and billable at \$20.20 per 1,000 gallons.

Not Billable Bulk Water Usage (Town of Elizabeth Public Works or Elizabeth Fire Protection District)

Public Works Water Truck (Dust Suppression/Main Line Flushing) 18 Loads @ 2,000 gal/each = 36,000 gallons. EFPD – Structure Fire 0 gallons EFPD- Exercises – 25,000 gallons



TOWN OF ELIZABETH

TO: Honorable Mayor and Board of Trustees
FROM: Karli Pronske Student Liaison
DATE: October 4th, 2022
SUBJECT: Student Liaison Report

SUMMARY

Homecoming week was a blast for EHS students!

As you all are most likely aware, Homecoming Week was this past week (September 26th - October 1st), and the students of Elizabeth High School couldn't have had more fun. The week was jam-packed with things to do, ranging from dressing up for spirit week to attending events like the annual bonfire, parade, football game, pep rally, and homecoming dance.

The theme for homecoming this year was "Lettuce Celebrate Homecoming". For spirit week, each day had a dedicated salad dressing assigned to it—Monday was 1000 Island, Tuesday was Balsamic Vinaigrette, Wednesday was Secret Sauce, Thursday was Zesty, and Friday was House Dressing. Along with each of these dressings was a certain way you were supposed to dress, for example: 1000 Island meant dress in hawaiian attire, Balsamic Vinaigrette meant you were supposed to dress nicer and more "preppy", etc... and let me tell you, our EHS Student Body went all out.

Not only did students have fun with spirit week and getting to dress up during school, but they could also attend a multitude of after school activities. We started off homecoming week on Monday with a volleyball game, followed by a softball game, soccer game, and gymnastics meet on Tuesday, and then Iron Man Volleyball on Wednesday. Iron Man is run by the volleyball program and gives all of the boys at EHS the chance to form a team coached by girls in their grade. It's incredibly entertaining and surprisingly competitive year after year...Thursday brought more volleyball and soccer games which preceded the bonfire. Carefully monitored by the Elizabeth Fire Department, students were able to dance around to music, or simply just stand around and talk as they took pictures and watched the flames.

Friday was the main event of the week, as this is when the pep rally, homecoming parade, and homecoming football game all took place. The pep rally consisted of several competitions among the grades, as well as a premier of our very first "Guy Poms", where the football team showed off their cheerleading abilities. After the pep rally was the Homecoming Parade where clubs, sports, and any students wanting to participate could be on a float. In fact, a group of students even got together and made a float representing the EHS Student Body. After the parade students played games during tailgate and then our football team played an amazing game, taking the win over Englewood High School 46-20.

Saturday night was the homecoming dance which was beautifully run by the EHS Student Council. The gym was decorated top to bottom and students danced the night away. Homecoming 2022 will definitely be one to remember.



**HISTORIC ADVISORY BOARD – RECORD OF PROCEEDINGS
SEPTEMBER 12, 2022**

CALL TO ORDER

The Regular Meeting of the Historic Advisory Board was called to order on Monday, September 22, 2022, at 4:35 PM by Chair John Quest.

ROLL CALL

Present were Chair John Quest, Vice Chair Cecilia Farin and Board Member Aimee Woodall. Board Member Denny Boehler was not present. There was a quorum to conduct business.

Also present were Planner/Project Manager Zach Higgins, Deputy Town Clerk Harmony Malakowski, and Community Development Administrative Assistant Dianna Hiatt.

AGENDA CHANGES

There were no changes to the agenda as presented.

UNSCHEDULED PUBLIC COMMENT

There was no unscheduled Public Comment.

MINUTES

Regular Minutes of August 1, 2022

Motion by Vice Chair Farin, seconded by Ms. Woodall, to approve the minutes from August 1, 2022.

The vote of those Board Members present was unanimously in favor. Motion carried.

NEW BUSINESS

Staff update regarding the Historic Preservation Code Update

Mr. Higgins provided the Board an update regarding the Historic Preservation Code.



Discussion regarding Historic Preservation Survey Results release

Mr. Higgins presented the Board with the Historic Preservation Survey results and discussed plans to place the results on the Town on website and distribute via social media.

Discussion regarding Certificate of Appropriateness

Mr. Higgins showed an example of the Certificate of Appropriateness and received feedback from the Board.

Discussion regarding compiled historic property list

Mr. Higgins provided the Board a historic property list compiled from various sources onto one spreadsheet. There was discussion on how the spreadsheet was to be used and who would maintain it.

Discussion regarding 2022 Work Plan and Assignments

The Board discussed the Work Plan and updated assignments.

Discussion followed regarding Town boundaries.

Mr. Higgins provided an update regarding 188 S Main St.

The Board agreed to a workshop to start discussing design guidelines following the regular meeting scheduled October 3, 2022.

Open Board seats will be advertised at the upcoming Historic Walk and Talk.

STAFF REPORTS

- Mr. Higgins told the Board that the Intensive Surveys from HistoryColorado will be available soon.

BOARD REPORTS

- Vice Chair Farin asked about the transportation cart for the Walk and Talk and trying to reserve it for the elderly.
- Discussion regarding handouts and other technical aspects of the upcoming Walk and Talk.




TOWN OF ELIZABETH

- Ms. Woodall is excited to start working on the historic guidelines.
- Chair Quest provided some pictures and presented some information regarding old plats. Discussion followed by the Board regarding potential Historical District boundaries.
- There was discussion about grants or funding for digitization and preservation of old plats.
- Chair Quest would like to see building plaque information available on the Town website.

ADJOURNMENT

Motion by Vice Chair Farin, seconded by Ms. Woodall, to adjourn meeting at 5:36 PM. The vote of those Board Members present was unanimously in favor. Motion carried.



Chair John Quest



Town Clerk Michelle Oeser





**PLANNING COMMISSION – RECORD OF PROCEEDINGS
SEPTEMBER 20, 2022**

CALL TO ORDER

The Regular Meeting of the Elizabeth Planning Commission was called to order on Tuesday, September 20, 2022, at 6:32 PM by Chair Jenny Case.

ROLL CALL

Present were Chair Jenny Case, Vice Chair Barbara McGinn, Commissioners, Greg Lindbloom, Rob Porter, and Ed Beard. There was a quorum to conduct business.

Also present were Town Administrator Patrick Davidson, Community Development Director Pam Cherry, Planner/Project Manager Zach Higgins, Deputy Town Clerk Harmony Malakowski, and Administrative Assistant to Community Development Dianna Hiatt.

AGENDA CHANGES

Ms. Cherry requested that Discussion regarding tablets be added under New Business as well as a new item under Amendments/Additions to the Municipal Code regarding Light Custom Manufacturing.

No agenda changes by the Commissioners.

Motion by Vice Chair McGinn, seconded by Mr. Lindbloom, to approve the recommended agenda changes.

The vote of those Commissioners present was unanimously in favor. Motion carried.

UNSCHEDULED PUBLIC COMMENT

No Unscheduled Public Comment.

CONSENT AGENDA

Minutes of the Regular Meeting of August 2, 2022

Motion by Vice Chair McGinn, seconded by Mr. Lindbloom, to approve the minutes from the regular meeting of August 2, 2022.

The vote of those Commissioners present was unanimously in favor. Motion carried.



Commissioner Julie Uhernik joined the meeting at 6:39 PM.

NEW BUSINESS

Discussion regarding meeting and motion protocol

Mr. Davidson provided information to the Commissioners regarding training opportunities and meeting protocol.

Discussion regarding Amendments/Additions to the Elizabeth Municipal Code

a. Beverage Processing

The Planning Commission recommended Use by Special Review in Regional Commercial (RC), Commercial Mixed Use (CMU), and the Downtown District (DT).

b. Lot Line Adjustments

This item was already discussed, and recommendations provided to staff at a previous meeting.

c. CMU – Commercial Mixed Use

The Commissioners would like to keep all residential options as Use by Special Review. They also recommended that Townhomes be added as Use by Special Review.

d. Public Institution – Private School

The Commissioners agreed to the recommendation of allowing Private Schools as an allowed use of Public Institution.

e. Downtown District – Allowed Uses – Schools

The Commissioners recommended that Schools be allowed as a Use by Special Review in the Downtown District.

f. Define Educational Institutions

Staff will provide examples of this definition from other municipalities to consider at the next Planning Commission meeting.

g. Light Custom Manufacturing

The Commissioners recommend that this get its own line in the chart and it be allowed as a Use by Special Review in RC, CMU and the DT districts. They also recommend that it be an allowed



use in the Light Industrial (LI) District.

Discussion regarding new tablets for use by the Planning Commissioners

Ms. Cherry presented options for the Commissioner regarding tablets or laptop for use by the Commissioners.

REPORTS

- Ms. Cherry introduced Dianna Hiatt.
- Ms. Cherry reminded the Commissioners that the Elizabeth West Rezone Public Hearing will happen at the October 4th meeting.
- Mr. Higgins provided an update to the Commissioners regarding the Main Street Streetscape project.
- Ms. Cherry informed the Commissioners that a joint workshop will be scheduled with the Board of Trustees regarding regulation changes. She will update the Commissioners once a date has been established.
- The Historic Preservation code update will be heard by the Board of Trustees at the next meeting.
- A traffic study of Main Street and surrounding area was approved at the last BOT meeting.

ADJOURNMENT

Motion by Commissioner Uhernik, seconded by Vice Chair McGinn, to adjourn meeting at 8:58 PM. The vote of those Commissioners present was unanimously in favor. Motion carried.


Chair Jenny Case


Deputy Town Clerk Harmony Malakowski

