



TOWN OF ELIZABETH

**TOWN OF ELIZABETH
MAIN STREET BOARD OF DIRECTORS
Monday, December 12, 2022 at 8:30 AM
Town Hall, 151 S. Banner Street**

CALL TO ORDER

ROLL CALL

AGENDA CHANGES

UNSCHEDULED PUBLIC COMMENT

CONSENT AGENDA

1. Minutes of the Regular Meeting of November 10, 2022

NEW BUSINESS

2. Discussion regarding possible development at 392 Main Street - Janet McCracken
3. Discussion and possible action regarding the CDOT Revitalizing Main Street Opportunity 2 Grant
4. Discussion and possible action regarding Main Street NOW Conference out of state attendance
5. Discussion regarding Historic Advisory Board Mascot idea request
6. Discussion regarding possible HAB and MSBOD joint meeting(s)

STAFF REPORT

7. Staff Report

BOARD REPORTS

ADJOURNMENT



**MAIN STREET BOARD OF DIRECTORS – RECORD OF PROCEEDINGS
NOVEMBER 10, 2022**

CALL TO ORDER

The Regular Meeting of the Main Street Board of Directors was called to order on Thursday, November 10, 2022, at 8:34 AM by Vice President Linda Bulmer.

ROLL CALL

Present were Vice President Linda Bulmer and Board Members Michael Hussey, Jeff Struthers, and Kurt Prinslow. President Tedd Lipka and Board Member Brandon Jeffress were 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

No agenda changes from staff or board members. Agenda set.

UNSCHEDULED PUBLIC COMMENT

There was no unscheduled public comment.

CONSENT AGENDA

Minutes of the Regular Meeting of October 13, 2022

Motion by Mr. Hussey, seconded by Mr. Struthers, to approve the minutes from October 13, 2022. The vote of those Board Members present was unanimously in favor. Motion carried.

NEW BUSINESS

DOLA Main Street Program Discussion

Gail Langley and Larry Lucas, representatives of DOLA Main Street Program, led a discussion regarding the Town's Main Street program for the upcoming year.

Discussion regarding Main Street Streetscape Feedback

Ms. Bulmer provided an update regarding the Providence Consulting letter provided in the packet.



Discussion regarding Gesin lot development hold and the streetscape traffic study.

Discussion regarding 2022 ornaments

Motion by Mr. Hussey, seconded by Mr. Prinslow, to purchase another 50 ornaments for this current year.

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

Discussion regarding 2023 Schedule

Motion by Mr. Hussey, seconded by Mr. Prinslow, to accept the 2023 Schedule as presented and move the regularly scheduled meeting to the 2nd Monday of each month starting in January.

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

Discussion and possible action regarding the December 2022 meeting date

Motion by Mr. Hussey, seconded by Mr. Struthers, to move the December 2022 meeting date to December 12th at 8:30 AM.

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

Discussion regarding BOT quarterly update

Ms. Bulmer will provide the quarterly update to the Board of Trustees at their November 29th meeting.

STAFF REPORTS

- Mr. Higgins will be providing the feedback memo to the Board of Trustees at their November 15th meeting.
- Discussion regarding the Gesin lot.
- Mr. Higgins updated the Board regarding upcoming training opportunities.
- Third quarter stats have been provided to DOLA.

BOARD REPORTS

No further reports from the Board.

ADJOURNMENT

Motion by Mr. Hussey, seconded by Mr. Struthers, to adjourn the meeting at 10:18 AM.

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



TOWN OF ELIZABETH

President Tedd Lipka

Deputy Town Clerk Harmony Malakowski



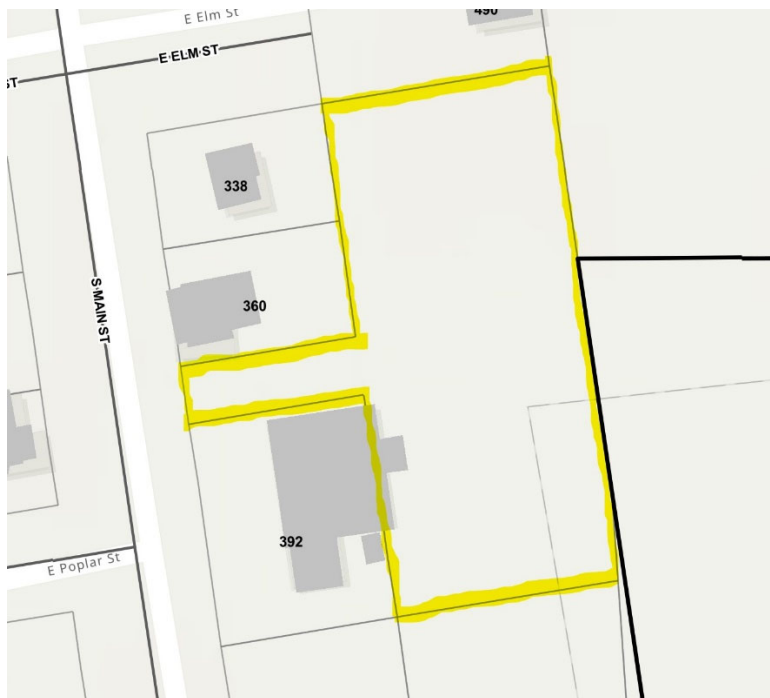
TOWN OF ELIZABETH

COMMUNITY DEVELOPMENT DEPARTMENT

TO: Main Street Board of Directors
FROM: Zach Higgins, AICP Planner/Project Manager
DATE: December 12, 2022
SUBJECT: **392 Main Street Discussion**

SUMMARY

The owners of The Carriage Shoppes, Ed Beard and Janet McCracken, would like feedback from the Main Street Board regarding a new development they are pursuing behind The Carriage Shoppes. The development would occur on a separate parcel which is connected/adjacent to The Carriage Shoppes parcel. Ed and/or Janet will be present to discuss their idea. They are hoping to get feedback early in the process to hopefully streamline the design and approvals process.



ATTACHMENT(S)

Documentation provided by Carriage Shoppes

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



1. The back lot behind the Carriage Shoppes is a separate property from the Main Street Carriage Shoppes property. The back lot is approximately .75 acres.
2. The property will be fully paved, with street lights, and will accommodate **48-49 additional parking spaces**.
3. The new build is a one story building and a total of 6,600 square feet. Building 1 is 54'x60' for a total of 3240 sq. ft. The plan is to find someone who will want to put a restaurant in this space. The attached building 2 is 42'x80', 3360 sq ft. The plan is to build a Salon and Spa Suites building that will have 9 rentable suites for massage therapists, aestheticians, hair, and nails. The largest suite will accommodate 4 hair stylists and a spa retail section. See below layout. The outside structure will be built by Morton Buildings. The landscaping and the building indoors has yet to be determined.
4. The Carriage Shoppes property will have a new front patio that is 32'x48'. This will give the Tea Shoppes covered outdoor dining and will offer better curb appeal for Main Street. There will be a new entrance and exit on the North side which will give access to the back lot for the new build.









TOWN OF ELIZABETH

COMMUNITY DEVELOPMENT DEPARTMENT

TO: Main Street Board of Directors
FROM: Zach Higgins, AICP Planner/Project Manager
DATE: December 12, 2022
SUBJECT: Revitalizing Main Street Grant Opportunity 2

SUMMARY

Colorado Department of Transportation has updated their Revitalizing Main Street Opportunity 2 Grant. The grant now funds up to \$250,000 with a required 10% local match. The grant program is funded through 2032. A single applicant is allowed to apply and receive an award once per year, every year.

The next deadline to submit applications is January 25th, 2023 for an early February, 2023 review. Staff proposes breaking the down the full Main Street Streetscape project into phases which could be funded in part by multiple RMS Opportunity 2 grants, as well as other grant funding as they are made available.

STAFF RECOMMENDATION

Staff recommends that the Main Street Board review and possibly recommend Staff to pursue the Revitalizing Main Street Opportunity 2 grant funding.

ATTACHMENT(S)

RMS Opportunity 2 Program Information – circa February 2022

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

Revitalizing Main Streets

Opportunity 2: Small Multimodal and Economic Resiliency Grants

February 2022: Grant Relaunch

Eligibility Rules and Selection Process

Program Purpose

The Revitalizing Main Streets Opportunity 2 (Small Grants) Program was developed by the Colorado Department of Transportation (CDOT) and other state agency partners to support infrastructure projects that provide for mobility, community spaces, and economic development. These quick-win activities will improve vitality, safety, and healthy activity in the downtowns and central gathering places of Colorado's towns and cities. The program was initially developed to respond to the COVID emergency, and is now being relaunched as a permanent program.

Program Goals

- Encouraging active transportation and healthy lifestyles through improvements to the vitality of downtowns, mixed-use centers, and community gathering spaces.
- Support economic development and increase opportunities for businesses to thrive.
- Imagine innovative uses of public spaces.
- Support community access to the right of way that safely accommodates all modes of travel.
- Provide safe access to opportunity and mobility for residents of all ages, incomes and abilities, including vulnerable users.

Funding Background

Revitalizing Main Streets is funded through FY 32 via passage of SB260, with other funding sources potentially being added as they become available.

Applicant Eligibility Requirements

Eligible applicants include local governments and other transit or governmental entities. Private, for-profit companies (e.g. contractors, suppliers, consultants, or other businesses), nonprofits and transportation management associations/organizations (TMA/Os) are not eligible applicants for projects but may partner or be a sub-recipient of a governmental agency.

Project Eligibility Requirements

Eligible Project Locations

All projects within the State of Colorado will be considered, with approval from local and State authorities. Recognizing that not all communities have a historic downtown, the program can also support the vitality of mixed-use centers and central gathering

places.

Eligible Project Types

Applicants must consider the program goals and evaluation criteria in developing project concepts. This program is intentionally broad in scope to capture the innovative ideas of our creative communities. Funding can be used for capital and equipment. Studies/planning are not eligible for this grant, but design expenses are eligible if construction can be completed within 12 months of receiving a fully-executed Purchase Order.

A non-exhaustive list of example project types is included below (see additional resources on page 4):

- Repurpose streets or parts of streets for biking or walking;
- Expand sidewalks to allow for activities such as dining or walking;
- Converting streets to one-way to create space for community use;
- Weekend-only (or special events) use of streets for bike/ped only access;
- Reduced speed limits to allow for safer walking and biking; and
- Limited public art features where such features are not the primary purpose of the application but included to enhance safety and encourage multimodal choices, not to exceed 5% of the grant request.

Funding Requirements

Project Timing:

Applications will be accepted and reviewed on a monthly basis, and **all eligible and funded projects must be able to fully implement the project within 12 months of receiving a fully-executed Purchase Order.** Applicants must provide a Project Schedule with estimated project milestones. Time extensions may only be granted for extenuating circumstances outside the control of the applicant (supply chain issues, lack of bids from contractors, etc).

Maximum Project Request:

The *minimum* project amount is \$10,000; Individual applications shall not request more than \$150,000 per project, excluding match. Applicants may receive one grant per applicant per year. CDOT reserves the ability to lift this restriction if more funding becomes available to the program. Applicants should itemize budget items.

Match Requirement:

A 10% match of the grant funds will be required. Donated materials may be considered for an in-kind match, but staff-time may not be considered as a match. The 10% match must be incurred after a contract is executed; documentation of matching expenses will be required with invoicing.

Application Process

Applications should be filled out entirely. Projects requiring CDOT concurrence (projects on a state highway or CDOT right-of-way) must also apply for a Special Use Permit simultaneously with the application submission. Projects requiring local agency

concurrence (projects involving transit service, facilities, maintenance, within rights-of-way, or otherwise in need of involvement) must provide an official agency response from the applicable CDOT Region staff with the application submission. All project scopes of work are subject to review and approval by CDOT. The submitted and approved project scope becomes the work that the applicant at a minimum must complete. Applicants shall acknowledge within the application their responsibility to follow all applicable federal (such as ADA) and state laws. The applicant shall commit to comply with their local procurement codes that identify appropriate competitive bidding procedures.

If the applicant intends to use State Right-Of-Way as part of their Revitalizing Main Streets application, a special use permit will be required. This special use permit may require you to submit the following if applicable: concept plan, anticipated traffic impacts, planned detour routes, positive protection for pedestrian, freight and ADA accommodations. The special use permit will also provide duration of permit and information for extension if requested by the applicant. The online permit can be found at the following link:

<https://www.codot.gov/business/permits/utilitiesspecialuse/online-permit-application>

Once the online permit is submitted please email your region contact below. Include the application reference number in the communication.

- R1- Kirk Allen (303) 757-9531
- R2- Valerie Sword (719) 546-5407
- R3- Joseph Carter (970) 683-6209
- R4- Tim Bilobran (970) 302-4022
- R5- Randee Reider at (970) 385-3630

Project Funding Evaluation and Selection Process

With long-term funding in place through SB260, Revitalizing Main Streets can provide support for community vitality goals for downtowns, mixed-use centers, and community gathering spaces. Transportation infrastructure plays a critical role in reaching these goals. The program's initial focus as a rapid response to COVID-19 generated many great ideas and creative projects in communities across the state that are also a benefit to long-term downtown vitality. As recovery from COVID continues, these ideas are key to the evolution of the program.

The updated program has a few new aspects, which include:

- applications will be reviewed on a monthly basis in order to move quickly on implementation while allowing competitive selection for a set amount of annual funding.
- applicants who are not selected for funding may resubmit for another attempt if they have been able to address review comments.
- With a more competitive process, it is important to ensure that communities of all sizes, revenue levels, and contexts can compete on an even playing-field. Guidance for RMS best practices for different community contexts will evolve as we learn more about community challenges and successes.

The grant selection panel will score and evaluate projects. Participants may include staff

from various CDOT and state agency divisions:

- CDOT Division of Transportation Development
- CDOT Region representatives (Traffic and Engineering)
- CDPHE Representative
- CEO Representative
- DOLA Representative

Each member of the panel will review the applications and assign points to the criteria based on information contained in the project application forms. The review committee scoring process will work as follows:

- The RMS monthly budget means that approximately 3 projects can be funded per month (although if a higher number of great projects are received, the committee may opt to fund fewer or more projects - 3 per month is a guide)
- The minimum score for a project to be eligible for an award is an 80 (as before). A score of 80 or above means that the reviewer thinks it "should" be funded. Scores are tabulated, the committee meets to discuss, and reviewers may modify scores based on discussion. Then, the top 3 scores for that month are awarded grants. Projects that scored an 80 but were not awarded (due to monthly budget) are asked to resubmit for future reconsideration.
- If project scores are below an 80, there are two options that the reviewer (and the review committee as a whole) may select. First option: The project has potential, and the reviewer submits comments that if addressed could bring the project over 80. If the applicant meets the review committee's comments, they may resubmit. The applicant may resubmit the same project only once per year. Second option: the review committee believes the project does not meet the goals of the program, and the applicant should not resubmit. Applicants are asked to choose a different project.

Evaluation criteria (detailed breakdown below):

- Downtown Vitality and the Built Environment
- Active Transportation Safety
- Readiness of Implementation
- Equity and access for low-income and disadvantaged users
- Public Support/Relationship to Community Plans
- Local Match
- Other Considerations: Innovation, Scalability, Cost-Benefit, Regional Equity

When reviewing these evaluation criteria, please email CDOTMainStreets@state.co.us with technical questions.



Category	Summary	Point Criteria (0-30)	Weight (%)
Downtown Vitality and the Built Environment	Supports downtown vitality and a built environment that encourages economic development, healthy active lifestyles, and a mix-of-uses. Supports local community goals that are appropriate for the size and context of the community (urban, rural, mountain resort, suburban, large, small, high-revenue, low-revenue, etc)	5: The project is highly exceptional in its support of vitality of downtowns, community gathering spaces, and/or built environment best practices. It is appropriate for community context, encouraging active use of public space within the streetscape or other community gathering places. The applicant demonstrates how the project fits into a larger strategy to create vitality in the area. 4: The project provides clear benefits in the above areas. 3: The project provides some benefits in the above areas, but is not above average. 2: The project provides little benefits in the above areas. 1: The project will have no positive impacts on the vitality and the built environment.	35%
Active Transportation and Safety	Supports community access to public streets and multimodal transportation infrastructure that safely accommodates all modes of travel.	5: The project installs long-term multimodal infrastructure improvements, increasing access and safety for all modes of transportation; including pedestrian and bike crossings, intersection improvements, signage, 4: The project installs temporary multimodal infrastructure improvements, increasing access and safety for multiple modes of transportation. 3: Improvement to one mode of multimodal transportation 2: Improvement to multimodal transportation is not specifically referenced or implied, but is addressed in other ways. 1: Improvement to multimodal transportation is unclear. 0: Project has no tangible components that will improve access to ROW for all modes of travel (i.e. Long-term studies) <u>or</u> the project hinders access to ROW for multimodal transportation.	35%
Readiness of Implementation	The degree to which a project is “shovel ready,” offering quick, tangible benefits to communities. Include a Project Schedule with Milestone dates.	Based on the Project Schedule provided: 5: Project can be completed in less than 8 months after PO execution. 3: Project can be completed within 12 months after PO execution. 0: The project will take longer than 12 months or is already implemented (ineligible).	10%
Equity and access for low-income and disadvantaged users	Describes how the project addresses safe access to opportunity and mobility for residents of all ages, races, languages, incomes and abilities, including vulnerable users.	5: Project is within, or will positively impact, a community that experiences disadvantages or disadvantaged groups, and clearly describes how it will address equity and accessibility. 3: Project presents reasonable strategies to address equity and accessibility. 1: Project does not address equity or accessibility 0: Project hinders equity and accessibility.	10%
Public Support/ relationship to community plans	The extent to which the applicant demonstrates public support.	Applicants may demonstrate public support through either: the project's connection to community plans created with community input (preferred), OR letters of public support.	5%
Local Match	A local match of 10% is required.	Eligible - Match details provided in application Ineligible - No Match details provided in application.	N/A
Other Considerations: Innovation, Value of project benefits in relation to amount of CDOT funds requested, Scalability, Cost-Benefit, and Regional Equity			5%
Innovation	Imagines innovative uses of public spaces to accommodate our new reality.	Innovative ideas that do not adhere to traffic control requirements will not be approved for funding. Be sure to check safety and traffic codes before submitting applications.	



Scalability	Program activities are scalable and can begin quickly and easily.		
Cost-Benefit	Makes efficient use of funds and maximizes community benefit.		
Regional Equity	Regional Equity will be considered at a program level		

Project Awards and Implementation

Each applicant awarded funds will enter into an agreement with the Colorado Department of Transportation (CDOT) to implement the project depending on the type, location and other characteristics of the project. CDOT is the ultimate steward of these state funds. Among other requirements in the agreement, CDOT will specify requirements for status reporting and reimbursement requests. Among other requirements in the agreement, approved applicants may be required to report data on utilization, safety, delivery and traffic implications of the awarded project. This is a reimbursement program, meaning grantees must submit invoices to CDOT to then be reimbursed for project activity costs included in this application. Expenses incurred before contract execution are not eligible for reimbursement. However, ongoing, future expenses for project continuation are eligible for this program's funding.

Project Close-Out

At the completion of the project, applicants shall submit a close-out report with photographs of completed improvements and the affirmation of the responsible party that all improvements were made in accordance with the representations (including any plans or specifications) identified in the grant application, scope of work, and any subsequent changes to the scope of work approved by CDOT. If any element of the project varied from the above representations, the applicant shall identify them and provide an explanation for the changes. Select applicants may be required to attend a post-project debrief with CDOT and other state agency staff.

Additional Suggested Resources:

- [CDOT Permitting](#)
- [Colorado Downtown Streets Guide](#)
- [National Association of City Transportation Officials \(NACTO\) Streets for Pandemic Response and Recovery](#)
- [CDOT Urban Arterial Safety Strategies](#)
- CDOT Bicycle Facility Design Training
 - [Training Handout](#), [Video Part 1](#), [Video Part 2](#)
- CDOT Pedestrian Facility Design Training
 - [Training Handout](#), [Video Part 1](#), [Video Part 2](#)
- [Designing Streets for Pedestrians and Bicyclists](#)
- [Colorado Main Street Program \(DOLA\)](#)



TOWN OF ELIZABETH

COMMUNITY DEVELOPMENT DEPARTMENT

TO: Main Street Board of Directors
FROM: Zach Higgins, AICP Planner/Project Manager
DATE: December 12, 2022
SUBJECT: Main Street Now Conference Recommendation

SUMMARY

Per Town policy, all requests for out of state travel must be approved by the Board of Trustees. The Main Street Now Conference is being held in Boston in March of 2023. Per previous MSBOD discussions, three (3) MSBOD's have expressed interest in attending the 2023 conference.

STAFF RECOMMENDATION

Staff recommends that the Main Street Board recommend three (3) Main Street Board of Directors and requisite staff for out of state travel to the 2023 Main Street Now Conference in Boston.

ATTACHMENT(S)

N/A

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



TOWN OF ELIZABETH

COMMUNITY DEVELOPMENT DEPARTMENT

TO: Main Street Board of Directors
FROM: Zach Higgins, AICP Planner/Project Manager
DATE: December 12, 2022
SUBJECT: HAB Mascot Request

SUMMARY

Per the discussion at the 10/13/2022 MSBOD meeting, the Main Street Board asked that the Historic Advisory Board provide ideas for a mascot which may have a historic connection to Elizabeth. The Historic Advisory Board discussed this topic at their 12/05/2022 meeting. The Denver and New Orleans rail line was brought up as an option. Multiple HAB members said that a public contest or survey would be an appropriate manner in which to come up with options or decide amongst approved options. The contest or survey may also be an additional way to get people involved and drive traffic to Main Street. Some HAB members felt there may not be much value added in having a mascot similar to that of the black squirrel in Marysville, KS.

ATTACHMENT(S)

N/A

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



TOWN OF ELIZABETH

COMMUNITY DEVELOPMENT DEPARTMENT

TO: Main Street Board of Directors
FROM: Zach Higgins, AICP Planner/Project Manager
DATE: December 12, 2022
SUBJECT: MSBOD and HAB

SUMMARY

The Historic Advisory Board is pursuing the creation of a Historic District which would at least encompass the historic commercial buildings on Main Street. The HAB, as part of that effort, will also be greatly expanding the design guidelines for historic buildings/structures within Town, specifically that are individually designated or within an approved Historic District.

Staff believes that the HAB and MSBOD should meet periodically throughout this process since this effort will affect both advisory boards.

STAFF RECOMMENDATION

Staff recommends that the Main Street Board consider whether or not they would like to have a joint meeting with the Historic Advisory Board and how frequently during the Historic District and Historic Design Guidelines process.

ATTACHMENT(S)

N/A

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



TO: Main Street Board of Directors
FROM: Zach Higgins, AICP Planner/Project Manager
DATE: December 12, 2022
SUBJECT: Staff Report

STAFF REPORT

1. Streetscape Design Update

- a. The Board of Trustees approved the PSA with CORE Engineering for the Streetscape Design on 01/11/2022.
- b. The certified letter was distributed to property owners and business owners on 01/14/2022.
- c. The Revitalizing Main Street Grant application was completed and sent to CDOT on 02/04/2022 before the deadline.
- d. Second Public Meeting occurred on June 30th at 6:00pm.
- e. A second certified letter has been distributed to property owners to notify regarding the second public meeting on June 7th.
- f. The third public meeting has been set for 10/13/2022.
- g. The Board of Trustees have heard progress on the project and provided further direction at their 09/13/2022 workshop.
- h. Streetscape Design Check In meeting was held and feedback received. The feedback received will be presented to the BOT in a memo at their 11/15/2022 meeting.
- i. The Add Services agreement with CORE was approved by the BOT on 11/29/2022.

2. Gesin Lot

- a. The Board of Trustees was presented with a proposal regarding the Gesin Lot by Gene Gregory. The Town is acquiring property valuation before continuing discussions with Mr. Gregory.
- b. The Board of Trustees is exploring additional options for the Gesin Lot before continuing conversations with Mr. Gregory.

3. Ornaments

- a. The initial order of 100 ornaments have been sold out from the Town.
- b. Of the second order of 50 ornaments, 9 remain in Town inventory.

4. Training Update/Reminder

- a. Main Street Now Conference will be held in Boston, MA on March 27-29, 2023.
- b. The CPI Saving Places Conference will be held in Boulder, CO February 8-10, 2023
- c. Planning Commission has two upcoming trainings scheduled:
 - i. DOLA provided Planning 101 on 12/20/2022 @6:30pm



- ii. Town Water Consultants providing Water 101 on 01/17/2023 @6pm
- 5. **Third quarter stats have been submitted to DOLA by 10/17.**