



TOWN OF ELIZABETH

**TOWN OF ELIZABETH
Main Street Board of Directors
Thursday, January 13, 2022 at 8:30 AM
Town Hall, 151 S. Banner Street**

CALL TO ORDER

ROLL CALL

AGENDA CHANGES

MINUTES

1. Regular Minutes of December 9, 2021

NEW BUSINESS

2. Discussion and possible action on Main Street Board of Directors Resolution 22-01, a Resolution establishing a designated public place for the posting of meeting notices pursuant to C.R.S. 24-6-402(2)(c)
3. Discussion and possible action on approval of 2022 Elizabeth Main Street Program Workplan
4. Discussion on Main Street Board of Directors Quarterly Report to the Board of Trustees
5. Discussion and possible action on recommendation to Board of Trustees Approval of Revitalizing Main Street Grant Application
6. Discussion on agreement for 2022 Elizabeth Farmers Market

REPORTS

7. Staff Report
8. Board Reports

ADJOURNMENT



TOWN OF ELIZABETH

MAIN STREET BOARD OF DIRECTORS – RECORD OF PROCEEDINGS DECEMBER 9, 2021

CALL TO ORDER

The Regular Meeting of the Main Street Board of Directors was called to order on Thursday, December 9, 2021, at 8:35 AM by President Tedd Lipka.

ROLL CALL

Present were President Tedd Lipka and Board Members Linda Bulmer, Jeff Struthers, and Michael Hussey. There was a quorum to conduct business.

Also present was Deputy Town Clerk Harmony Malakowski.

AGENDA CHANGES

Grace Erickson with Providence Consulting requested that we change New Business Item #2 to say discussion and possible action on recommendation to Planning Commission and Board of Trustees approval of Ordinance 21-12.

Motion by Mr. Struthers, seconded by Mr. Hussey, to approve the agenda changes as presented.

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

MINUTES

Regular Minutes of November 18, 2021

Motion by Mr. Hussey, seconded by Ms. Bulmer, to approve the minutes from November 18, 2021.

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

NEW BUSINESS

Discussion and possible action on recommendation to Planning Commission and Board of Trustees approval of Ordinance 21-12

Motion by Mr. Struthers, seconded by Mr. Hussey, to recommend to the Planning Commission and Board of Trustees approval of Ordinance 21-12.



TOWN OF ELIZABETH

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

Discussion and possible action on appointment of 2022 President and Vice President

Motion by Mr. Hussey, seconded by Ms. Bulmer, to nominate Tedd Lipka as President for 2022.

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

Motion by Mr. Hussey, seconded by President Lipka, to nominate Linda Bulmer as Vice President for 2022.

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

STAFF REPORTS

- Discussion regarding the finished trail mural.
- Discussion regarding the streetscape project.
- Updates regarding Board Vacancies.
- Discussion regarding Holiday ornaments.

BOARD REPORTS

No reports from the Main Street Board of Directors.

ADJOURNMENT

Motion by Mr. Hussey, seconded by Mr. Struthers, to adjourn meeting at 9:42 AM. The vote of those Board Members present was unanimously in favor. Motion carried.

President Tedd Lipka

Deputy Town Clerk Harmony Malakowski

**TOWN OF ELIZABETH
MAIN STREET BOARD OF DIRECTORS
RESOLUTION 22-01**

**A RESOLUTION ESTABLISHING A DESIGNATED PUBLIC PLACE FOR
THE POSTING OF MEETING NOTICES PURSUANT TO C.R.S. § 24-6-
402(2)(c)**

WHEREAS, C.R.S. § 24-6-402(2)(c) requires the Main Street Board of Directors to annually designate the public place for posting notices to comply with the Colorado Open Meetings Law, C.R.S. § 24-6-401, *et seq.* (the "Open Meetings Law");

WHEREAS, consistent with House Bill 19-1087, the Main Street Board of Directors hereby desires to post notice of the Board's public meetings not only in physical locations, but also on the Town's website as the Town's official online presence to the greatest extent practicable; and

WHEREAS, the notice must have specific agenda information, posted no less than twenty-four (24) hours prior to the meeting, must be accessible at no charge to the public, must be searchable by type of meeting, date of meeting, time of meeting and agenda contents, shall link to any social media accounts of the local public body, shall provide the address of the website to the Department of Local Affairs, and shall designate a public place within the boundaries of the local public body at which it may post a notice no less than twenty-hours (24) hours prior to a meeting if it is unable to post a notice online in exigent or emergency circumstances such as a power outage or interruption in internet service that prevents the public from accessing the notice online.

NOW THEREFORE BE IT RESOLVED BY THE MAIN STREET BOARD OF DIRECTORS OF THE TOWN OF ELIZABETH, COLORADO AS FOLLOWS:

Section 1. Designation. The Main Street Board of Directors of the Town of Elizabeth, in compliance with C.R.S. § 24-6-402(2)(c) of the Open Meetings Law, hereby designates the Town website at www.townofelizabeth.org as the official place for posting notices. The Main Street Board of Directors may additionally post notices at Town Hall, located at 151 South Banner Street, and any Town social media accounts. If there is a known power outage, known interruption of internet service, or an emergency meeting, the Main Street Board of Directors may post a physical notice at the public entrance of the Town Hall located at 151 South Banner Street.

PASSED, APPROVED, and ADOPTED this ___ day of _____, 2022, by the Main Street Board of Directors of the Town of Elizabeth, Colorado, on first and final reading, by a vote of _____ for and _____ against.

Tedd Lipka, President

ATTEST

Harmony Malakowski, Deputy Town Clerk



ELIZABETH MAIN STREET PROGRAM WORK PLAN 2022

Projects	Tasks to achieve project	Start Date	Date to be completed	Status	Budget/ Funding source	Main Street Point
Training	Attend two of the four quarterly trainings provided by DOLA	Quarterly	Quarterly	Staff send training opportunities to MS BOD	\$4,000: DOLA Scholarship; MS BOD; DOLA technical assistance	Organization
	Main Street Manager's Summit	November	November	Pending DOLA		Organization
	Main Street NOW Conference	May	May	Register and make reservations for Board and Staff in January		Organization
	Downtown Colorado Inc. In the Game Conference	April	April	Register and make reservations for Board and Staff		Organization
	Main Street Communities Field Trip	April	TBD	Schedule with DOLA		Organization
Planning	Maintain a multi-year strategic plan	Ongoing	Ongoing	-	N/A	Organization
	Annual budget preparation and submission to BOT	August	December	-	N/A	Organization
	Submit annual workplan to DOLA and BOT	December	December	Send in December after adoption by MS BOD	N/A	Organization
Move up to Graduate Status	Have a succession/transition plan for your staff, board, and volunteers as applicable	TBD	TBD	-	N/A	Organization
	Update your building/property inventory of your Main Street district (including ownerships patterns, building conditions, vacancies, building square footage, use, average rents, and more)	TBD	TBD	-	TBD	Organization
	Solidify your volunteer management program and develop a volunteer recognition/award program	TBD	TBD	-	\$1,000: Main Street Board of Directors	Organization
	Update your business inventory of your Main Street district (including business types, contact information, number of employees, and more)	TBD	TBD	-	N/A	Organization
Operational/Administrative	Quarterly reporting to BOT	January, April, July, October	January, April, July, October	-	N/A	Organization
	Election of officers	December	December	December meeting agenda	N/A	Organization
	Designated meeting posting place	1st meeting in January	January	January meeting agenda	N/A	Organization
	Submit annual mini-grant application	As needed	As needed	-	N/A	Organization
	Redeem annual scholarship from DOLA system	As needed	As needed	-	N/A	Organization
	Redeem annual mini grant from DOLA system	As needed	As needed	-	N/A	Organization
	Host DOLA site visit	November	November	Schedule work session pending DOLA	N/A	Organization
	Report quarterly business stats to Main Street Board	Quarterly	Quarterly	-	N/A	Organization
	Submit quarterly reports to DOLA	January 15th, April 15th, July 15th, October 15th	January, April, July, October	-	N/A	Organization
	Submit annual report to BOT	January	February	-	N/A	Organization; Promotion
	Retain membership of National Main Street Center	January	February	-	\$375; MS BOD	Organization
	Storymap	April	October	Pending DOLA	N/A	Organization; Promotion
	Webpage/ social media maintenance	Ongoing	Ongoing	-	N/A	Organization; Promotion
	Coordination with local stakeholders (SBDC, Parks and Recreation, ENG, ECC, EACC, Elizabeth area business owners and residents)	Ongoing	Ongoing	-	N/A	Organization; Promotion
	Coordination with local, state, and federal agencies (BOT, ToE advisory boards, Elbert County, CTO, DOLA)	Ongoing	Ongoing	-	N/A	Organization; Promotion
	Maintain business inventory	Ongoing	Ongoing	-	N/A	Organization
	Maintain property inventory	Ongoing	Ongoing	-	N/A	Organization
Networking event/ meeting with EMMA	February	May	Book Thursday evening, 1st or 2nd week of May, at EBC; Book Legion to cater	\$500: MS BOD	Organization; Promotion	



ELIZABETH MAIN STREET PROGRAM WORK PLAN 2022

Foster small town charm through retaining and preserving the historical character of buildings and the environment.

Projects	Tasks to achieve project	Start Date	Date to be completed	Status	Budget/ Funding source	Main Street Point
Streetscape	Complete design	January	October	PSA pending	\$269,000: \$75k Legacy Village, \$194,000 Street Capital;	Design
	Artist Design of Streetscape Features	January	TBD	-	-	Design
	Apply for streetscape construction grant	October	November	-	N/A	Design
	Apply for art/creative district grant	October	November	-	N/A	Design
	Start streetscape construction	Decemeber	TBD	-	TBD	Design
Downtown zoning	Increase maximum under-roof lot coverage	TBD	TBD	Pending staff	N/A	Design; Economic Vitality
	Increase maximum principal building height to allow for 3 stories	TBD	TBD	Pending staff	N/A	Design; Economic Vitality
Main Street Station	Site Plan	-	Jul-22	Pending submittal of complete application	N/A	Design; Economic Vitality
	Discuss public parking (if provided parking exceeds requirement) and/or EV charging station	-	Jul-22	-	TBD	Economic Vitality
Historic Preservation	Support HAB with Historic Preservation Ordinance	January-22	Jun-23	Pending CLG Grant	-	Design; Economic Vitality
Main Street Improvements	Flower plantings	April	May	-	\$450: MS BOD	Design



ELIZABETH MAIN STREET PROGRAM WORK PLAN 2022

Create a friendly and diverse atmosphere that is welcoming to a wide range of ages and interests.

Projects	Tasks to achieve project	Start Date	Date to be completed	Status	Budget/ Funding source	Main Street Point
Promote Main Street	Update and distribute promotional maps and materials	Ongoing	Ongoing	-	\$200: MS BOD	Economic Vitality; Promotion
	Ornament Program	January	October	Survey businesses in January to follow up on 2021 sales	\$2,000: MS BOD	Economic Vitality; Promotion
Gesin Lot (165 South Main Street) use and development	Provide food trucks and seating during summer and events	Spring	Fall	Register additional food trucks	N/A	Economic Vitality; Promotion
	Development	Ongoing	Ongoing	Active ENA for development	N/A	Design; Economic Vitality
Mayor's Tree Lighting	Event coordination	January	December	Appoint leads; Budget; Explore contract	\$15,000: Community Development Department	Economic Vitality; Promotion
Elizabeth Farmers Market	Event contract w/ EBC	January	February	Discuss partnership and decide on each party's obligations	N/A	Economic Vitality; Promotion; Design
	Music Licenses	Fall	Fall	Purchased for 2022	Town Clerk	
	Book bands	January	February	Pending cost information from EBC	TBD	
	Interns/Volunteer program to facilitate market on behalf of Town	April	September	Create volunteer position description; Decide on stipend	TBD/MS BOD	
	Little Dumpster Trash Service	April	September	Book trash service	TBD/MS BOD	
	Schedule Town MCs	April	September	Assign various Town MC's to market dates	-	
	ADA Accommodations	TBD	TBD	TBD	TBD	
	Marketing	April	September	Create graphic for postcards, website, Our Community	\$650: Community Development Department	
	Entrance/Exit/Stage lighting	April	June	Order lighting and plan installation	\$500: Community Development Department	
	Vendors	January	June	Book produce and food trucks	N/A	
	Porta potties and sanitization stations	April	September	Reserve	\$4,000: Community Development Department	
Recreation	CIP Plan for new Running Creek Park	TBD	TBD	TBD	TBD	Design, Economic Vitality
	Start capital improvements for Running Creek Park	TBD	TBD	TBD	TBD	Design, Economic Vitality



Colorado Department of Transportation | 2829 W Howard Pl | Denver, CO 80204

Revitalizing Main Streets



Revitalizing Main Streets Program provides two separate grant opportunities to support local communities as they find innovative ways to reuse public spaces and help businesses reopen safely, while improving multimodal safety and accessibility along urban arterials

Revitalizing Main Streets

FY 2022 Projects

Opportunity 1: Larger Safety Infrastructure Grant

Eligibility Rules and Selection Process

UPDATED as of January 3, 2022

Program Purpose

The Revitalizing Main Streets: Safety Infrastructure Grant was developed by the Colorado Department of Transportation (CDOT) to support transportation infrastructure projects that improve safety and transform urban spaces, especially for vulnerable users. The Initiative is focused on busy arterials and Main Street districts across the state by seeking to support practical, simple and cost efficient projects.

Additionally, CDOT is pleased to offer communities limited technical assistance to select the best safety measures and design features for their projects.

Funding background

- Funding for this program was initiated by Governor Polis as part of the [Build Back Stronger](#) proposal and funded by the state legislature through SB 110 and continued with funding from the American Rescue Plan Act provided via SB 21-260 *Sustainability of the Transportation System*.
- State and federal dollars are included in this program.
- \$22,160,000 are available for projects located within Colorado. A percentage of this will be retained by CDOT for administrative costs determined by the scope and cost of awarded projects.
- In making funding awards, regional equity will be considered to ensure fair distribution across the state.
- It is possible that additional funding may become available. CDOT reserves the right to use such dollars on projects identified through this call.

Program Safety Goals and Economic Recovery Benefits

Transform Streets and Street Spaces to:

- Reduce fatal and serious injury crashes on the transportation system, particularly among bicyclists and pedestrians;
- Support a transportation system that safely accommodates all modes of travel;
- Improve transit access and bike and pedestrian safety and mobility;
- Support the development of connected urban/employment centers and multimodal corridors;
- Provide safe access to opportunity and mobility for residents of all ages, incomes and abilities, including vulnerable users;
- Help communities adjust to the “new normal” travel patterns caused by COVID-19; and
- Deliver practical, simple projects that help stimulate the economy and provide immediate business and employment opportunities in the construction industry.

Applicant Eligibility Requirements

- Eligible applicants include local governments, CDOT, RTD, COGs and other governmental agencies. Nonprofits and transportation management associations/organizations (TMA/Os) are not eligible applicants for projects, but may partner with a governmental agency. Private, for-profit companies (e.g., contractors, suppliers, or consultants) are not eligible.
- Local Match will be a consideration in scoring, but is not required.

[Updates to RMS OPP 1 Eligibility Requirements Concerning Previous Applicants](#)

[Eligibility of Round 1 Awardees](#)

Applicants who were awarded in Round 1 (announced in August 2021) are eligible to submit a different project for Round 2 consideration. CDOT has a preference for geographic equity and awarding new grantees, but remains open to funding Round 1 awardees if they submit an exceptional project.

Scoring

All projects will be scored based on the criteria listed in the Rules and Eligibility document. However, with the goal of distributing funds widely across communities, Round 1 awardees will also have to meet additional criteria that will not be applied to other applicants. In order to receive full points, Round 1 awardees will also be scored on whether their applications are exceptional in their ability to:

- *Serve historically marginalized populations*
- *Address high-risk safety situations*
- *Provide enough value to merit replacing a community that has not received a grant*

A final score for Round 1 awardees will be obtained based on the exceptional project factor. Example: a Round 1 awardee scores an 80 on the standard scoring criteria and a 7 (on a scale of 1-10) on the "exceptional" factor. This adjusts the overall project score down, multiplying it by 0.7 (70%). So the final score is now 56.

Risk Assessment Form. Applicants are not required to fill out a risk assessment form for this round of funding. Because much of the funding for these grants is federal, only awarded applicants will be required to fill out the risk assessment form after the selection process is complete. This form is listed on the CDOT website for reference.

Eligible Project Locations

- This grant program is open to projects on state highway facilities and those that are “off-system”/owned by local governments. The primary focus is on roads that meet the program evaluation criteria as outlined later in this document. However, projects on state highways must include concurrence from CDOT, as described below.

Eligible project types

Applicants must consider the program goals in developing project concepts. Project and Project component examples:

- Bicycle and pedestrian facilities, including sidewalks, crossings, pedestrian amenities, and protected bicycle facilities;
- Pedestrian safety enhancements such as pedestrian-actuated crossings, Rectangular Rapid Flashing Beacon, intersection crosswalk improvements, curb extensions, obstruction elimination, etc;
- Traffic calming, complete street improvements, speed reduction measures;
- Systemic problems where you may address some intersections with crash histories and provide upgrades for other similar intersections on the corridor. For example, signal upgrades for an entire corridor instead of only those with a crash pattern;
- Projects with innovative concepts or those that utilize technology to address overall program goals;
- Pedestrian-scale lighting and other street lighting enhancements;
- Improved access to transit stops;
- Raised medians and signal improvements;
- Transit amenities: access enhancements such as bus queue jump lanes and bus pad

Ineligible projects

Roadway through-lane capacity projects greater than 1 mile are not eligible under the Revitalizing Main Streets Initiative. Please reach out to Fahad.Khan@state.co.us or Nathan.Lindquist@state.co.us if there are questions about eligibility.

Funding Requirements

Each project is allowed to request up to \$2,000,000 from the program, excluding match. Smaller funded and cost efficient projects which can be delivered swiftly for public and economic benefit are strongly encouraged.

Local Match Requirement: A local match goal of at least 20% is encouraged (total state share equals 80%). Projects that include less than a 20% match must explain why they cannot provide the full 20% local match. Projects that provide a lower match are subject to lower scoring in that criterion, see evaluation criteria below. Additional overmatch is allowable as part of the application (though not tracked within the IGA with CDOT) and given additional consideration within the scoring criteria.

Projects requiring CDOT concurrence (projects on a state highway or within the state rights-of-way) must provide a Request for CDOT Concurrence form with the application submittal. This will undergo a technical review during the selection process. However, if awarded, some portions of the proposed scope may still need further review and changes before receiving CDOT approval.

Letters of support from local community members, businesses, and community organizations are encouraged and will impact a project's "public support" score.

Application Process

1. Applicants may identify concepts to discuss and submit questions to nathan.lindquist@state.co.us or fahad.khan@state.co.us prior to the deadline.
2. Attend the Revitalizing Main Streets Pre-Application Workshop on Thursday, January 6, 2022. (RSVP info to be added shortly to the RMS website)
 - [Event link](#)
3. Applications can be submitted to cdotmainstreets@state.co.us beginning Monday December 6, 2021 and are due by February 4, 2021.
 - CDOT encourages applicants to meet with CDOT's program and regional personnel prior to submitting an application.
 - Technical reviews will take place after applications are submitted to verify schedule and cost breakdowns.
 - **If a Round 1 application is being re-submitted with updates, include a change log denoting page numbers with changes that were made. This will help streamline the review process.**
4. Completed Applications must include:
 - Detailed Schedule and Budget Breakdown with Engineering Estimates
 - Documentation of Local Match or reason for decreased match.

- Request for CDOT Concurrence Form (only if impacting CDOT ROW)
- Letters of Support

Project Funding Evaluation and Selection Process

CDOT will establish an internal scoring and selection panel to assist with scoring and evaluating projects. Participants may include staff from various CDOT divisions and regional offices, including:

- CDOT Regional Traffic Representative
- CDOT Safety Program Staff
- CDOT Regional Engineering Design Representative
- CDOT Multitmodal Planning Branch
- CDOT Regional Local Agency Coordinator Representatives
- CDOT Office of Policy and Government Relations

The panel will review the applications and assign points to the criteria based on information contained in the project application forms. The panel will convene to discuss the applications and reach consensus on the final criteria points and total score for each project.

Award Conditions

- 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.
- Each applicant awarded funds will provide information for and sign an IGA and enter into a contract 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 funds. CDOT will specify requirements for status reporting and reimbursement requests in accordance with the American Rescue Plan Act requirements.
- Select applicants may be required to attend a post-project debrief with CDOT staff.
- Funds must be obligated/contracted with CDOT by December 31, 2024. All reimbursements for these grant funds to the federal government must be completed by December 31, 2026 or the funds will expire. Thus, to allow time for reimbursement, submission to CDOT for subrecipient reimbursement may be required earlier. Dates are subject to change with final rules from the American Rescue Plan Act.
- Applicants that are awarded federal funding as part of the American Rescue Plan Act will be subject to additional federal requirements.
- Applicants that are awarded federal funding as part of the American Rescue Plan Act will be required to retain project records for a minimum of five years after project completion.

- Applicants will work with CDOT and FHWA/FTA (as appropriate) to ensure that the project is being implemented in accordance with state and federal requirements.

Evaluation criteria (detailed breakdown below):

- Safety
- Promotes Active Transportation
- Readiness of Implementation
- Funding Need
- Economic Revitalization Benefits
- Public Support
- Local Match

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

Category	Summary	Point Criteria (0-5)	Weight (%)
Safety	The extent to which the project addresses an identified safety need.	<p>Safety Sub-Score:</p> <ul style="list-style-type: none"> • Strategic and Multimodal: 40% of safety score Criteria: Project addresses safety for vulnerable roadway users (i.e. pedestrians, bicyclists) by highlighting the potential safety benefits (i.e. reduction or prevention of crashes of vulnerable roadway users with motor vehicles) using a data-driven process or justification. This will be scored on a 1-5 rating scale. • Effectiveness: 20% of safety score (Yes/No) Criteria: Applies proven countermeasure (<u>FHWA</u> or <u>STEP</u>) • Equity: 20% of safety score (LOSS 3/4 and/or crash pattern identified) (Yes/No) Criteria: <u>Level of Service of Safety (LOSS)</u> and crash pattern analysis to assess current safety performance of project location based on observed crash history. • Value: 20% of safety score <ul style="list-style-type: none"> • Benefit Cost Ratios (BCRs) will be converted to a 0-5 scale: <ul style="list-style-type: none"> ○ BCR = 0 is 0 points ○ BCR >= 1.0 receives 5 points ○ BCRs between 0 and 1 will receive points proportionally between 0 and 5 points <p>Criteria: <u>Benefit Cost Ratio (BCR) Analysis</u>. Cost based on the requested amount. Benefit based on predicted reduction of crashes using crash modification factors of proposed improvement applied over the service life of a project (20 years maximum).</p> <p>CDOT will assess safety performance (LOSS) and value (Benefit Cost Ratio Analysis)</p>	30%
Promotes Active Transportation	Extent to which the project promotes active transportation in support of public health.	<p>5-Project provides significant new and/or safer access to biking, walking or transit.</p> <p>3-Project provides moderate improvements to new and/or safer access to biking, walking or transit.</p> <p>1-No evidence of increased or safer access to active transportation.</p>	30%
Readiness of Implementation	The ability of the project to complete within the specified funding requirement.	<p>Some Factors for Consideration:</p> <ul style="list-style-type: none"> - Realistic and detailed project schedule - Railroad impacts - ROW acquisition requirements <p>CDOT will consider an applicant’s level of experience managing CDOT projects</p>	Pass/ Fail

		and the support that might be needed to navigate the process.	
Funding Need	Is this project already included in the local agency budget?	5 - No, the project is not possible without external funding. 3 - Yes, but other circumstances caused project to be removed, reduced, or delayed from original use. 1 - Yes, this project is currently scheduled to be implemented with the local agency budget.	5%
Economic Revitalization Benefits	City/County Average Median Income Census Data: State of CO average is \$72k. Sales Tax calculated using municipal budgets: Projected Sales Tax revenue (2020) - divided by - Sales Tax rate - divided by - municipal population (2019)	Economic Revitalization Sub-Score: ● AMI: 50% of economic score 5 - less than \$45k 4 - \$45k-\$64k 3 - \$65k-\$74k 2 - \$75k-\$84k 1 - \$85k-\$94k 0 - \$95k+ ● 1% Sales Tax Per Capita: 50% of economic score 5 - 0-90 (\$ per capita from 1% sales tax) 4 - 91-180 3 - 181-270 2 - 271-360 1 - 361+	20%
Disproportionately Impacted Communities	Is this project in a disproportionately impacted community? Link to the map online.	5 - Yes 3 - No	5%
Public Support	The extent to which the applicant demonstrates public support	Application includes letters of support. Points will vary depending on level of support and the studies conducted to garner public support.	5%
Local Match	Local match preferred	5-15-20% match 3-Between 10-15% match 1-No match (or economic reasons) or below 10%.	5%



TO: Main Street Board of Directors
FROM: Zach Higgins, AICP Planner/Project Manager
DATE: January 13, 2022
SUBJECT: Staff Report

STAFF REPORT

1. MSBOD Appointment Process

- a. *Appointments: New candidates seeking appointment shall complete an application for the position. Existing members seeking reappointment shall submit a letter of intent to the Board of Directors. The Board of Directors shall review and choose to either recommend or not recommend the appointment to the Board of Trustees. The Board of Trustees shall approve or deny the appointment. Vacancies: Any vacancy occurring on the Board of Directors shall be filled no more than 60 days after the vacancy. Three (3) months prior to the expiration of a member's term, the position shall be made open to the public. One month prior to the expiration of the member's term, the Board of Directors shall vote on recommending an appointment to the Board of Trustees for approval. A member appointed to fill a vacancy shall fulfill the unexpired term of his or her predecessor in office.*
- b. *The MSBOD vacancy will be posted January 18th and close February 18th. Posting will occur on the Town's website as well as the newsletter and Town water bills distributed to all residents.*
- c. *All candidates that apply should attend the MSBOD meeting when appointment is reviewed and recommended as well as the BOT meeting when the appointment is voted on.*

2. Streetscape Design Update

- a. The Board of Trustees will be reviewing and voting on the PSA with CORE Engineering for the Streetscape Design on 01/11/2022.
- b. The letter that will be distributed to property owners and business owners is attached.

3. Parking Ordinance Update

- a. The Parking Ordinance 22-01 will be reviewed and voted on at the 01/11/2022 Board of Trustees meeting. The Planning Commission has given their recommendation of approval.

4. Training Update/Reminder

- a. Main Street Now – Conference Dates are May 16 – May 18. Early Bird Registration begins Mid-January and ends in February. Tedd Lipka and Linda Bulmer have expressed interest in attending.



- b. DCI In The Game – Conference Dates are April 12 – 15. Early Bird sales have ended, and full ticket sales are open through April 12. Event held in Colorado Springs, CO.
- 5. Ornament Program Surveys**
 - a. A copy of the survey that will be distributed to Main Street businesses has been attached. The survey is meant to get feedback and help plan for the upcoming holiday season (per workplan).
- 6. SH 86 Main Street Directional Sign**
 - a. Staff has spoken with Town of Elizabeth Public Works and subsequently Colorado Department of Transportation regarding the removed sign on Kiowa Ave/SH 86. Mike DeVol removed the sign at request of the installation team from CDOT when the crosswalk was installed to the West of Main Street on SH 86. After reaching out to CDOT they said it was removed due to sight distancing issues with the new crosswalk. CDOT has offered a new location which is outlined in the attached email.



January 12, 2022

Dear Main Street Resident/Business:

The Town of Elizabeth is exploring the design for the Main Street streetscape project. This letter is to notify you of the design process that is beginning and let you know about upcoming coordination opportunities. The Town also wants to make sure that you have our contact information and that we have yours.

The design process will involve field work, coordination with Main Street residents and businesses, and the creation of engineering and design plans. Design options, cost estimates, and construction schedule and phasing will be explored as part of this process.

There are three public meetings scheduled throughout the design process. A kickoff/pre design meeting is scheduled for Thursday, March 10th at 6:00 PM at Town Hall. Our project team will be present to talk with you about what to expect as we begin the design. We strongly encourage you to attend this meeting if your schedule allows. Additionally, you will again be notified about design meetings in July and October, once scheduled. If you are unable to attend one or more of these meetings but have questions, concerns, or comments, please reach out so we can ensure to coordinate with you regarding the project planning.

Please keep us apprised to any changes to your mailing address. Also, let us know if there's an email address that you would like us to keep on file for project correspondence.

Zach Higgins, Planner/Project Manager, can be reached by email at zhiggins@townofelizabeth.org and by phone at (303) 725-7496.

Upcoming Public Meeting Schedule

Kickoff/Pre-Design Meeting: Thursday, March 10th, 6:00 PM, Town Hall

30% Design Meeting: July 2022 (More details to come)

80% Design Meeting: October 2022 (More details to come)



**Main Street Ornament Program
Business Survey**

The Main Street Ornament Program was started in 2017 by the Main Street Board of Directors to help market the Town’s Main Street. A series of five (5) ornaments have been completed since 2017, each with a design centered around Elizabeth. The ornaments are designed and purchased by the Town of Elizabeth and then sold to the Main Street businesses wholesale to further sell to the public in the businesses’ stores. The Main Street Board of Directors is seeking feedback from businesses who have either previously participated in this program or are considering participating in the future.

Please return the completed survey for your business on or before Tuesday, February 1st. Responses can be submitted by email to zhiggins@townofelizabeth.org or dropped off at Town Hall at 151 South Banner Street. We appreciate your participation!

Business Name _____

Your Name _____

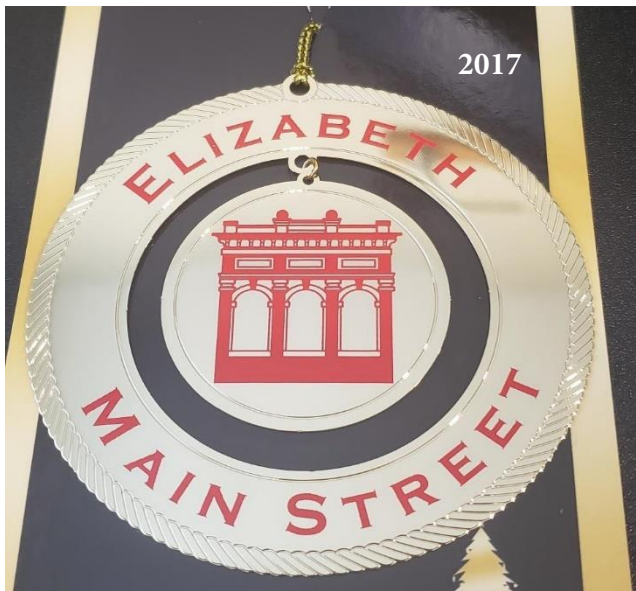
Email Address _____

How many ornaments would your business be interested in purchasing in 2022? _____

Is your business interested in purchasing ornaments from previous years? If so, which years, and how many of each year? Ornaments from 2017 – 2021 can be viewed on page 2 of this survey.

In previous years, the Town requested the ornaments be sold at stores for no less than \$14.99 each. Do you have a suggested retail price for the ornaments? _____

Do you have any recommendations for future designs? Please share.



Zach Higgins

From: Kiene - CDOT, Benjamin <benjamin.kiene@state.co.us>
Sent: Wednesday, January 5, 2022 4:30 PM
To: Zach Higgins
Cc: Darin Duke - CDOT; Apodaca - CDOT, Robert; Brindisi - CDOT, Tony; Bryce Reeves - CDOT; Katrina Klobberdanz - CDOT; Bilobran - CDOT, Timothy
Subject: Re: Main Street sign

Zach,

It looks like there was an issue with the "Main Street" sign blocking visibility of the pedestrian crossing warning flasher on eastbound SH 86. Would the Town be agreeable to relocating the sign slightly west nearer to Banner St. near the red arrow in the photo below?



Thanks,

Ben Kiene, PE
Region 1 Traffic Operations Engineer
Region 1 Traffic and Safety



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On Wed, Jan 5, 2022 at 3:38 PM Bilobran - CDOT, Timothy <timothy.bilobran@state.co.us> wrote:

All,

The town just gave me some additional follow-up. They say: