



TOWN OF ELIZABETH

**TOWN OF ELIZABETH
Main Street Board of Directors
Thursday, August 11, 2022 at 8:30 AM
Town Hall, 151 S. Banner Street**

CALL TO ORDER

ROLL CALL

AGENDA CHANGES

UNSCHEDULED PUBLIC COMMENT

CONSENT AGENDA

MINUTES

- [1.](#) Minutes of the Regular Meeting of June 9, 2022

NEW BUSINESS

2. Discussion regarding Main Street Streetscape and recent public meetings– Zach Higgins
- [3.](#) Discussion regarding Main Street Resident Canvassing– Zach Higgins
4. Discussion regarding social media– Zach Higgins
- [5.](#) Discussion regarding Downtown District Height Requirements and Lot Coverage– Zach Higgins

REPORTS

- [6.](#) Staff Report

BOARD REPORTS

ADJOURNMENT



TOWN OF ELIZABETH

MAIN STREET BOARD OF DIRECTORS – RECORD OF PROCEEDINGS JUNE 9, 2022

CALL TO ORDER

The Regular Meeting of the Main Street Board of Directors was called to order on Thursday, June 9, 2022, at 8:38 AM by President Tedd Lipka.

ROLL CALL

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

Also present were Town Administrator Patrick Davidson, Planner/Project Manager Zach Higgins, and Town Clerk Michelle Oeser.

AGENDA CHANGES

No agenda changes by staff or Board.

MINUTES

Regular Minutes of May 12, 2022

Motion by Mr. Hussey, seconded by Vice President Bulmer, to approve the minutes from May 12, 2022.

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

NEW BUSINESS

Discussion regarding Prickly Pear Antiques located at 341 Main Street

Grace Erickson with Providence Consulting provided information on plans for The Prickly Pear, LLC.

Discussion regarding Main Street Streetscape and June 30th meeting

Manny Nuno, Mark Wilcox, and Mr. Higgins provided an update regarding the Main Street Streetscape project and the June 30th meeting.



TOWN OF ELIZABETH

Discussion regarding Networking event with Main Street Businesses and Organization

The Board discussed holding a networking event with Main Street Businesses and residents.

Discussion regarding Quarterly reporting to the Board of Trustees

Discussion on who would present the Main Street Board of Directors report at the July 12th Board meeting.

STAFF REPORTS

- Mr. Higgins informed the Board that the Town's Municipal Code has been updated to reflect the addition of the two additional seats on the Main Street Board of Directors.
- Mr. Higgins stated that the next Streetscape meeting will be on June 30th at 6:00 PM.
- Mr. Higgins stated that the flowers purchased from Dutch Gardens have been put up along Main Street.
- Mr. Higgins informed the Board that the Town did not receive the revitalizing Main Street Grant from CDOT.
- The Board discussed looking into grants through private entities.

BOARD REPORTS

- Vice President Bulmer let the Board know that she was grateful for the opportunity to attend the Main Street Conference.
- President Tedd Lipka told the Board that it was a well put together conference.
- President Lipka discussed small town social media.

ADJOURNMENT

Motion by Mr. Struthers, seconded by Vice President Bulmer, to adjourn meeting at 10:35 AM. The vote of those Board Members present was unanimously in favor. Motion carried.

President Tedd Lipka

Town Clerk Michelle Oeser



TOWN OF ELIZABETH

COMMUNITY DEVELOPMENT DEPARTMENT

TO: Main Street Board of Directors
FROM: Zach Higgins, AICP Planner/Project Manager
DATE: August 11, 2022
SUBJECT: Main Street Resident Canvassing

SUMMARY

As part of the Main Street Streetscape Design Project, coordination is required to provide a quality product that best serves the public at large and particularly the property owners of Main Street. Staff is currently conducting meetings between the business owners whose curb cuts will be impacted. Staff would like to survey each resident on the West side of Main Street, South of Poplar Street.

Staff is seeking a volunteer or volunteers that would be available to canvass those residents with a staff member.

ATTACHMENT(S)

n/a

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

Item 5.

<i>District Standard</i>	<i>P-I</i>	<i>RC</i>	<i>CMU</i>	<i>L-I</i>	<i>DT</i>
Minimum lot/space size (square feet)		2,500	2,500	6,000	800
Maximum lot/space coverage:					
1) Under roof		50%	50%	50%	70%
2) Minimum vegetative area		10%	10%	10%	5%
Minimum width of lot/space (measured in feet; 25 feet back from the front property line)		50	50	50	32
Minimum yard setbacks (in feet):					
1) Front - public right-of-way		25	25	25	0
2) Front - private right-of-way		10	15	15	0
3) Rear - principal building		5	5	20	5
4) Rear - accessory building		5	5	20	2
5) Interior side		5	5	10	0
6) Street side - public right-of-way		10	10	12	5
7) Street side - private right-of-way		5	5	12	5
8) Side - accessory building		5	5	5	2
Principal building maximum height (in feet)		35	30	30	30
Accessory building maximum height (in feet)		30	30	30	25

Item 5.

Land Use/Activity (1)(2)(3)(4)(5)(9)(10)(11)	Public-Institutional/Regional Commercial/Commercial Mixed Use/Industrial/Downtown Zoning Districts				
	P-I	RC	CMU	L-(6)	DT
Single-family detached dwellings		S	S		
Single-family attached dwellings			S		A
Duplex structures			S		
Accessory dwelling units (ADUs)		S	S		S
Townhouses					S
Multi-family dwellings			S		S
Accessory buildings	A	A	A	A	A
Home occupations			A		A
Accessory uses			A		A
Amphitheater			A		A
Amusement and recreation establishments and areas		A	A	S	S
Assisted living services			S		
Athletic fields	A				
Auto repair garages		A		A	
Automotive wrecking and graveyards, salvage yards and junkyards				S	
Bakeries		A	A		A
Bed and breakfast inns		A	A		A
Beer, wine and liquor stores (off-premises of alcohol consumption)		A	S		S
Boarding and rooming houses			A		A

Item 5.

Land Use/Activity (1)(2)(3)(4)(5)(9)(10)(11)	Public-Institutional/Regional Commercial/Commercial Mixed Use/Industrial/Downtown Zoning Districts				
	<i>P-I</i>	<i>RC</i>	<i>CMU</i>	<i>L-(6)</i>	<i>DT</i>
Business schools, studios and vocational schools, not involving processes of a heavy industrial nature		A		A	
Business service establishments		A	A	A	A
Car lots - new and used		A			
Car service and sales establishments		A		A	
Car washes		A			
Car/vehicle rental or leasing		A		A	
Cemeteries or mausoleums	A			A	
Clubs and lodges		A	A		A
Commercial animal establishments		A	S		
Commercial food preparation kitchens		A	A		A
Computer design-generated CAD-CAM operations not involving heavy industry		A	A	A	A
Computer-generated CAD and similar nonoffensive "light" industrial uses				A	
Construction-related businesses		S		A	
Convenience stores or centers		A	A		A
Distribution centers				A	
Dormitories			S		
Drive-in restaurants		A			
Eating and drinking establishments		A	A		A
Exhibition and art galleries		A	A		A

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Land Use/Activity (1)(2)(3)(4)(5)(9)(10)(11)	Public-Institutional/Regional Commercial/Commercial Mixed Use/Industrial/Downtown Zoning Districts				
	<i>P-I</i>	<i>RC</i>	<i>CMU</i>	<i>L-(6)</i>	<i>DT</i>
Facilities for assembly, manufacturing, compounding, processing or treatment of products				A	
Farmers markets or other open markets		A	A		A
Fences, hedges, walls and trees ⁽⁴⁾	A	A	A	A	A
Financial institutions		A	A		A
Fitness, recreational sports, gym or athletic club		A	S	A	S
Food and beverage processing				A	
Fraternity and sorority houses			S		
Garden/flower shops		A	A		A
Golf courses					
Hospitals and emergency facilities	A	A			
Hospitals for animals		A	A		
Hotels and motels		A			
Kennels and other canine-related facilities - commercial ⁽⁷⁾		S	S	S	
Kennels and other canine-related facilities - private ⁽⁷⁾			S		
Laboratories or specialized industrial facilities				A	
Mill-type factories				A	
Miniature golf establishments			A	A	S
Mobile home parks					
Mobile home subdivisions					
Mortuaries/funeral homes		A	S	A	

Item 5.

<i>Land Use/Activity</i> (1)(2)(3)(4)(5)(9)(10)(11)	<i>Public-Institutional/Regional Commercial/Commercial Mixed Use/Industrial/Downtown Zoning Districts</i>				
	<i>P-I</i>	<i>RC</i>	<i>CMU</i>	<i>L-I⁽⁶⁾</i>	<i>DT</i>
Movie theaters		A	A		S
Museums, exhibitions or similar facilities	S	A	A		A
Nursery schools and day care centers		S	S		
Parking lots and parking garages	A	A	A	A	A
Parks	A	A	A	A	A
Pawn shops ⁽⁸⁾		A		A	
Performance theaters			A		A
Personal service establishments		A	A		A
Plant or tree nurseries		A		A	
Playgrounds	A				
Private campgrounds					
Professional, commercial or business offices		A	A	A	A
Public buildings and lands	A	A	A	A	A
Public safety-related facilities	A	A	A	A	A
Public transportation terminals other than truck terminals	A	A	A	A	A
Public utilities	A	A	A	A	A
Recreation centers - nonprofit neighborhood	S		S		
Recreation facilities - private		A	A	A	
Recreational facilities - public	A	A	A	A	A
Religious assembly, place of	A	A	A	A	A

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	<i>P-I</i>	<i>RC</i>	<i>CMU</i>	<i>L-(6)</i>	<i>DT</i>
Research and development services				A	
Restaurants and lounges		A	A		A
Retail stores, sales and display rooms and shops		A	A		A
Retirement/group housing services			S		
Schools - private		A	A	A	
Schools - public	A	A	A	A	
Service stations		A		A	
Services to buildings and dwellings (pest control, janitorial, landscaping, carpet/upholstery cleaning)				A	
Sexually oriented businesses ⁽⁹⁾		A			
Signs	A	A	A	A	A
Storage facilities, RVs, campers, trailers, large vehicles				S	
Tattoo parlors		A			
Trailer sales and service		A			
Universities, colleges, technical institutions - satellite locations			A		S
Warehouse and storage facilities				A	
Warehouse discount stores/superstores		A			
Wholesaling, exclusive of manufacturing		A			



TOWN OF ELIZABETH

COMMUNITY DEVELOPMENT DEPARTMENT

TO: Main Street Board of Directors
FROM: Zach Higgins, AICP Planner/Project Manager
DATE: July 14, 2022
SUBJECT: Downtown District Height Requirements and Lot Coverage

SUMMARY

The Board of Trustees recently held a Workshop which discussed a few Elizabeth Municipal Code Standards which could be reviewed for alteration/update. Staff has received some recommendations from consultants, advisory boards, and through internal reviews identified a number of code sections which staff recommends additional review. These code sections include language which may be confusing or ambiguous, are outdated, contain cumbersome processes, etc.

Among those sections called out for review include a few that pertain directly to the Downtown District. These include:

- Table 16-5 Food and Beverage Processing – Possibly allow small scale beverage, beer, wine, and spirit processing in RC and DT
- Table 16-5 Schools – Possibly allow private schools in DT
- Table 16-6 Standards – Possible addition of lot coverage for development
- Table 16-6 Standards – Possible height requirement adjustment to allow for three stories

ATTACHMENT(S)

Exhibit A – Elizabeth Municipal Code Selected Sections

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

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	<i>P-I</i>	<i>RC</i>	<i>CMU</i>	<i>L-(6)</i>	<i>DT</i>
Single-family detached dwellings		S	S		
Single-family attached dwellings			S		A
Duplex structures			S		
Accessory dwelling units (ADUs)		S	S		S
Townhouses					S
Multi-family dwellings			S		S
Accessory buildings	A	A	A	A	A
Home occupations			A		A
Accessory uses			A		A
Amphitheater			A		A
Amusement and recreation establishments and areas		A	A	S	S
Assisted living services			S		
Athletic fields	A				
Auto repair garages		A		A	
Automotive wrecking and graveyards, salvage yards and junkyards				S	
Bakeries		A	A		A
Bed and breakfast inns		A	A		A
Beer, wine and liquor stores (off-premises of alcohol consumption)		A	S		S
Boarding and rooming houses			A		A

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	<i>P-I</i>	<i>RC</i>	<i>CMU</i>	<i>L-(6)</i>	<i>DT</i>
Business schools, studios and vocational schools, not involving processes of a heavy industrial nature		A		A	
Business service establishments		A	A	A	A
Car lots - new and used		A			
Car service and sales establishments		A		A	
Car washes		A			
Car/vehicle rental or leasing		A		A	
Cemeteries or mausoleums	A			A	
Clubs and lodges		A	A		A
Commercial animal establishments		A	S		
Commercial food preparation kitchens		A	A		A
Computer design-generated CAD-CAM operations not involving heavy industry		A	A	A	A
Computer-generated CAD and similar nonoffensive "light" industrial uses				A	
Construction-related businesses		S		A	
Convenience stores or centers		A	A		A
Distribution centers				A	
Dormitories			S		
Drive-in restaurants		A			
Eating and drinking establishments		A	A		A
Exhibition and art galleries		A	A		A

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Food and beverage processing				A	
Fraternity and sorority houses			S		
Garden/flower shops		A	A		A
Golf courses					
Hospitals and emergency facilities	A	A			
Hospitals for animals		A	A		
Hotels and motels		A			
Kennels and other canine-related facilities - commercial ⁽⁷⁾		S	S	S	
Kennels and other canine-related facilities - private ⁽⁷⁾			S		
Laboratories or specialized industrial facilities				A	
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Mobile home subdivisions					
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Parks	A	A	A	A	A
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Playgrounds	A				
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Signs	A	A	A	A	A
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Tattoo parlors		A			
Trailer sales and service		A			
Universities, colleges, technical institutions - satellite locations			A		S
Warehouse and storage facilities				A	
Warehouse discount stores/superstores		A			
Wholesaling, exclusive of manufacturing		A			

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<i>District Standard</i>	<i>P-I</i>	<i>RC</i>	<i>CMU</i>	<i>L-I</i>	<i>DT</i>
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TO: Main Street Board of Directors
FROM: Zach Higgins, AICP Planner/Project Manager
DATE: August 11, 2022
SUBJECT: Staff Report

STAFF REPORT

1. Streetscape Design Update

- a. The Board of Trustees unanimously 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 (80% Design Meeting) has tentatively been set for 10/13/2022.

2. Ordinance 22-07

- a. The Historic Advisory Board has put forth Ordinance 22-07 an Elizabeth Municipal Code Update to both Chapter 2 Article VIII and Chapter 16 Article XI regarding changes to the Town’s Historic Advisory Board and Historic Preservation.

3. 188 South Main Street

- a. 188 South Main Street (Taylor’s Bank Building) has received an eligibility letter from History Colorado for the National Historic Register.

4. 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.

5. Training Update/Reminder

- a. None at this time.

6. Second quarter stats have been submitted to DOLA by 07/15.