



TOWN OF ELIZABETH

**TOWN OF ELIZABETH
Main Street Board of Directors
Thursday, May 12, 2022 at 8:30 AM
Town Hall, 151 S. Banner Street**

CALL TO ORDER

ROLL CALL

AGENDA CHANGES

MINUTES

- [1.](#) Regular Minutes of April 21, 2022

NEW BUSINESS

- [2.](#) Discussion regarding Main Street Streetscape
3. Discussion regarding 2022 Ornaments
4. Discussion regarding Networking event with Main Street Businesses and Organizations
5. Discussion regarding Main Street Board of Directors growth and organization within the Town

REPORTS

- [6.](#) Staff Report
7. Board Reports

ADJOURNMENT



TOWN OF ELIZABETH

MAIN STREET BOARD OF DIRECTORS – RECORD OF PROCEEDINGS APRIL 21, 2022

CALL TO ORDER

The Regular Meeting of the Main Street Board of Directors was called to order on Thursday, April 21, 2022, at 8:33 AM by Vice President Linda Bulmer.

ROLL CALL

Present were Vice President Linda Bulmer and Board Members Jeff Struthers and Michael Hussey. President Tedd Lipka was not present. There was a quorum to conduct business.

Also present were Planner/Project Manager Zach Higgins and Deputy Town Clerk Harmony Malakowski.

AGENDA CHANGES

Ms. Malakowski noted that item number 4 was changed from 2023 ornaments to 2022 ornaments.

MINUTES

Regular Minutes of March 10, 2022

Motion by Vice President Bulmer, seconded by Mr. Hussey, to approve the minutes from March 10, 2022.

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

NEW BUSINESS

Discussion and possible action on recommendation of Main Street Board of Directors' growing board membership from 5 to 7 to the Board of Trustees

Motion by Mr. Hussey, seconded by Vice President Bulmer, to recommend to the Board of Trustees growing Main Street Board of Directors' membership from 5 members to 7 members.

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

Discussion regarding Main Street Street-Furniture

Mr. Higgins presented the Board with bench designs as well as a map with possible bench



TOWN OF ELIZABETH

locations on Main Street. Discussion commenced regarding possible art designs on Main Street.

Discussion regarding 2022 Ornament Design

Mr. Hussey presented possible ornament designs to the Board.

Motion by Mr. Hussey, seconded by Vice President Bulmer, to use the design consisting of the cow and rancher for the 2022 Ornament Design.

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

Discussion regarding networking event/meeting with EMMA

Item tabled until the next meeting.

Discussion regarding Historic Preservation code update proposal

Mr. Higgins provided the Board with an update on the Historic Advisory Board's progress regarding the Historic Preservation code.

Discussion regarding the Historic Advisory Board survey results.

Discussion regarding Flower Plantings on Main Street

Mr. Hussey reminded the Board of how the plantings were done last year. The Board agreed to move forward with the same plan. Mr. Hussey will coordinate with Town staff regarding the Main Street plantings.

STAFF REPORTS

- Discussion regarding the next steps for Board vacancies.
- Mr. Higgins provided an update on the Streetscape Design.
- Mr. Higgins reminded the Board of upcoming trainings.
- Discussion regarding a tour of other municipalities with DOLA.
- Discussion regarding the next quarterly report to the Board of Trustees.
- First quarter stats have been submitted to DOLA.
- Mr. Higgins will check in with Public Works regarding the Historic Main Street directional sign.

BOARD REPORTS

- Vice President Bulmer provided an update regarding the Gesin Lot development.



TOWN OF ELIZABETH

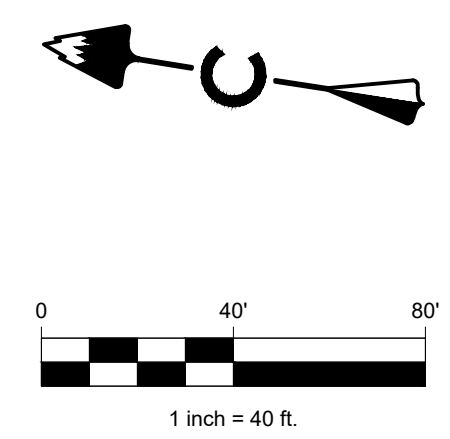
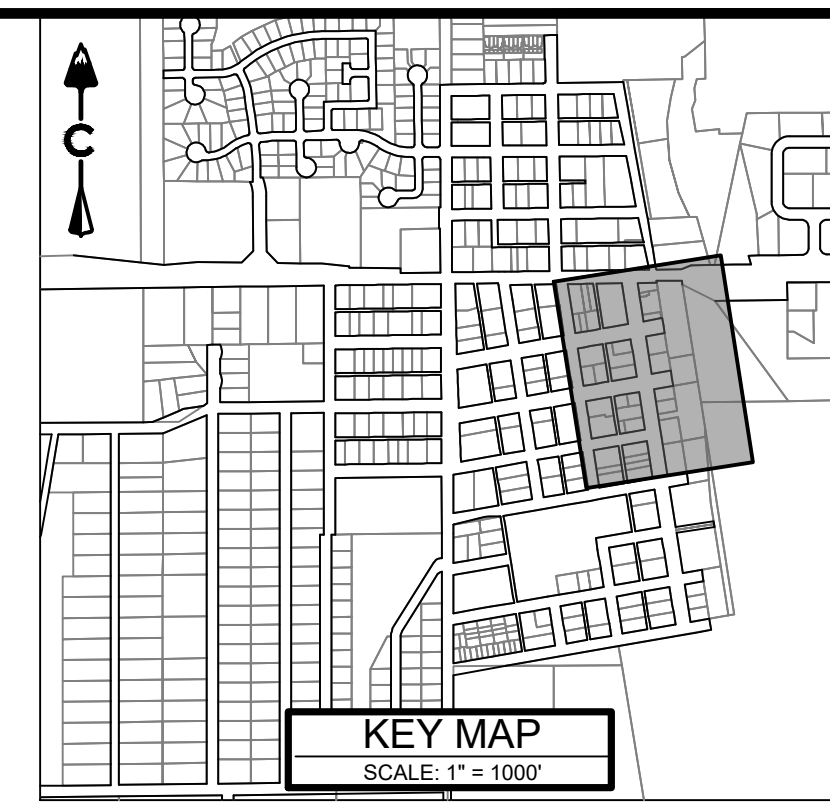
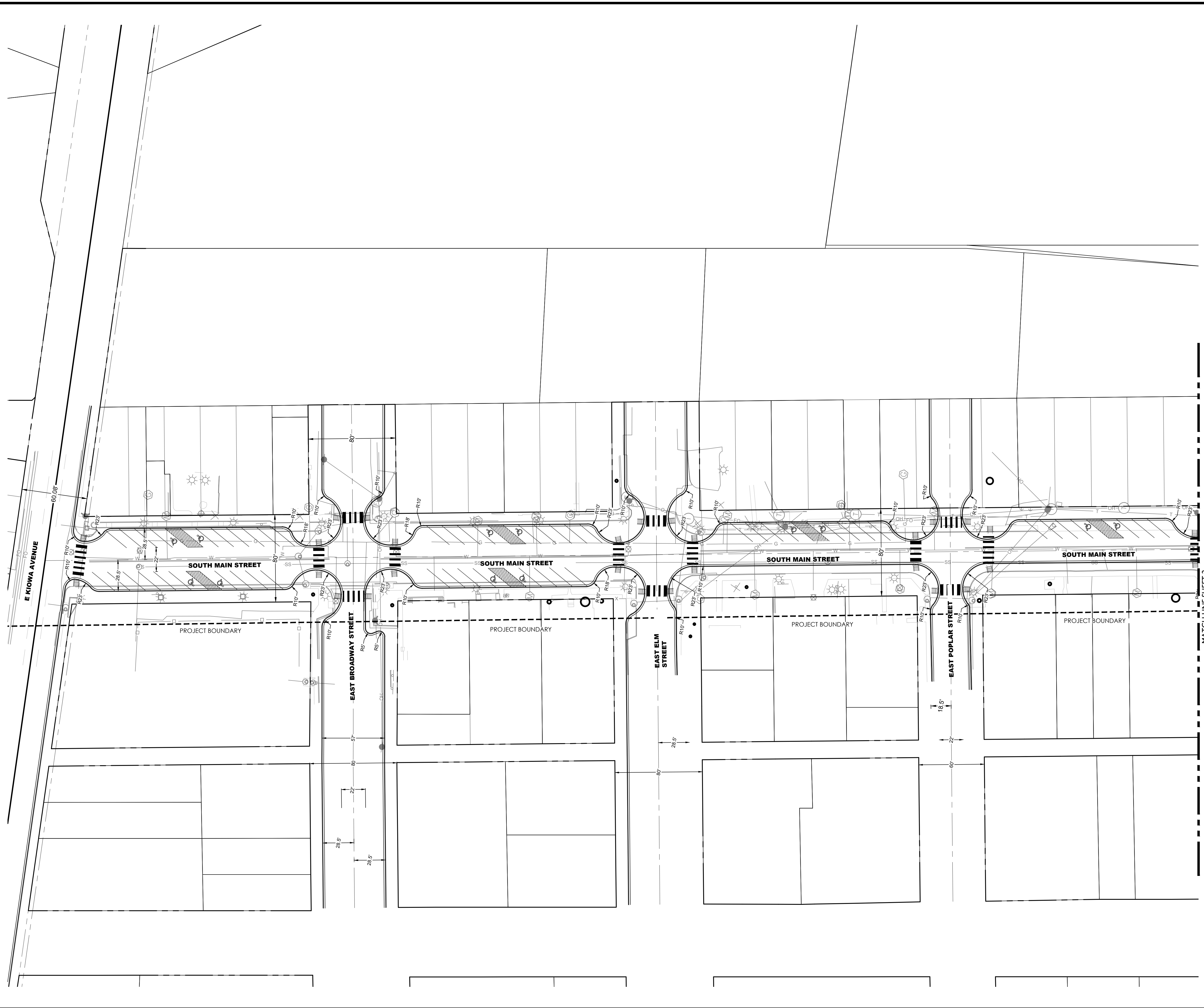
- Vice President Bulmer provided an update on the bunkhouse lot development next to the 1897 house.

ADJOURNMENT

Motion by Vice President Bulmer, seconded by Mr. Struthers, to adjourn meeting at 9:58 AM. The vote of those Board Members present was unanimously in favor. Motion carried.

President Tedd Lipka

Deputy Town Clerk Harmony Malakowski



LEGEND

[Symbol]	EXISTING CURB & GUTTER
[Symbol]	DEMO CURB & GUTTER
[Symbol]	EXISTING STORM & STUB OUT
[Symbol]	DEMO STORM & STUB OUT
[Symbol]	EXISTING WATER & STUB OUT
[Symbol]	DEMO WATER & STUB OUT
[Symbol]	EXISTING SANITARY & STUB OUT
[Symbol]	DEMO SANITARY & STUB OUT
[Symbol]	EXISTING IRRIGATION & STUB OUT
[Symbol]	DEMO IRRIGATION & STUB OUT
[Symbol]	EXISTING STORM & STUB OUT
[Symbol]	DEMO STORM & STUB OUT
[Symbol]	FUTURE STORM & STUB OUT
[Symbol]	PROJECT BOUNDARY
[Symbol]	EXISTING FENCE - CHAIN LINK
[Symbol]	EXISTING FENCE - WOOD POST
[Symbol]	DEMO FENCE - CHAIN LINK
[Symbol]	DEMO FENCE - WOOD POST
[Symbol]	IRRIGATION SERVICE
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[Symbol]	WATER SERVICE
[Symbol]	EXISTING ELECTRIC
[Symbol]	EXISTING FIBER OPTIC
[Symbol]	EXISTING GAS
[Symbol]	EXISTING OVER HEAD ELECTRIC
[Symbol]	CONCRETE
[Symbol]	EXISTING GRAVEL ROAD
[Symbol]	EXISTING ASPHALT ROAD
[Symbol]	APPROXIMATE SAWCUT LIMITS

Item 2

CORE CONSULTANTS, INC.
3473 S. BROADWAY
DENVER, CO 80113
303.703.4444
LIVE@CORE.COM

CORE

LAND DEVELOPMENT
ENERGY
PUBLIC INFRASTRUCTURE

811

Know what's below.
Call before you dig.

#	REVISION DESCRIPTION	DATE	BY
1	DRAFT	XXXXXX	XXX

ELIZABETH MAIN STREET STREETScape
ELIZABETH, CO
PRELIMINARY CONCEPT
MAIN STREETScape

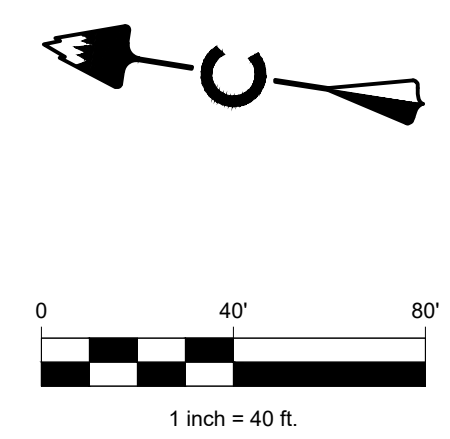
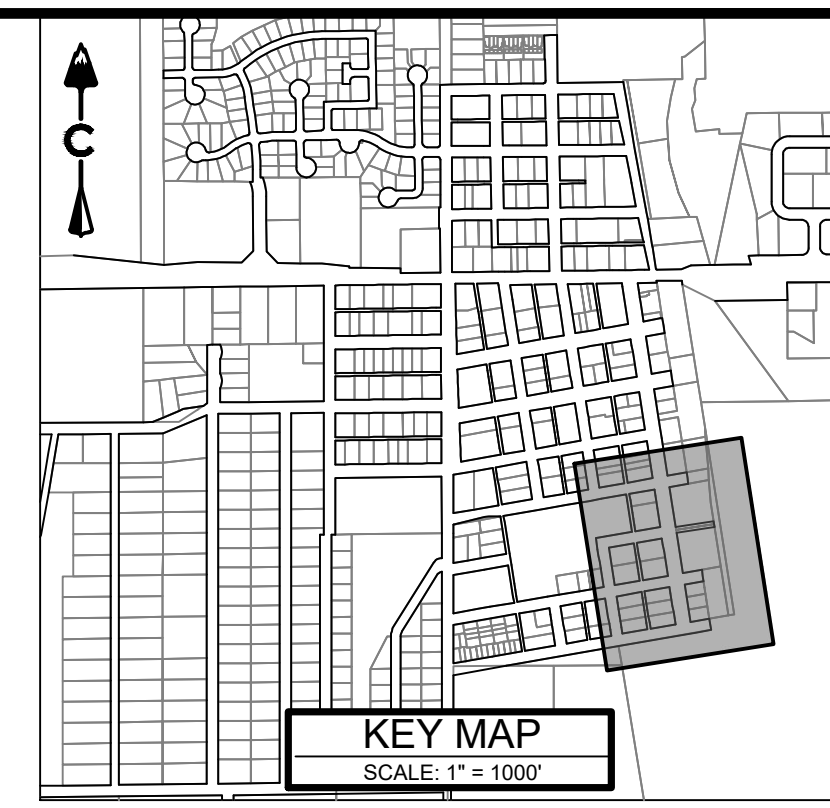
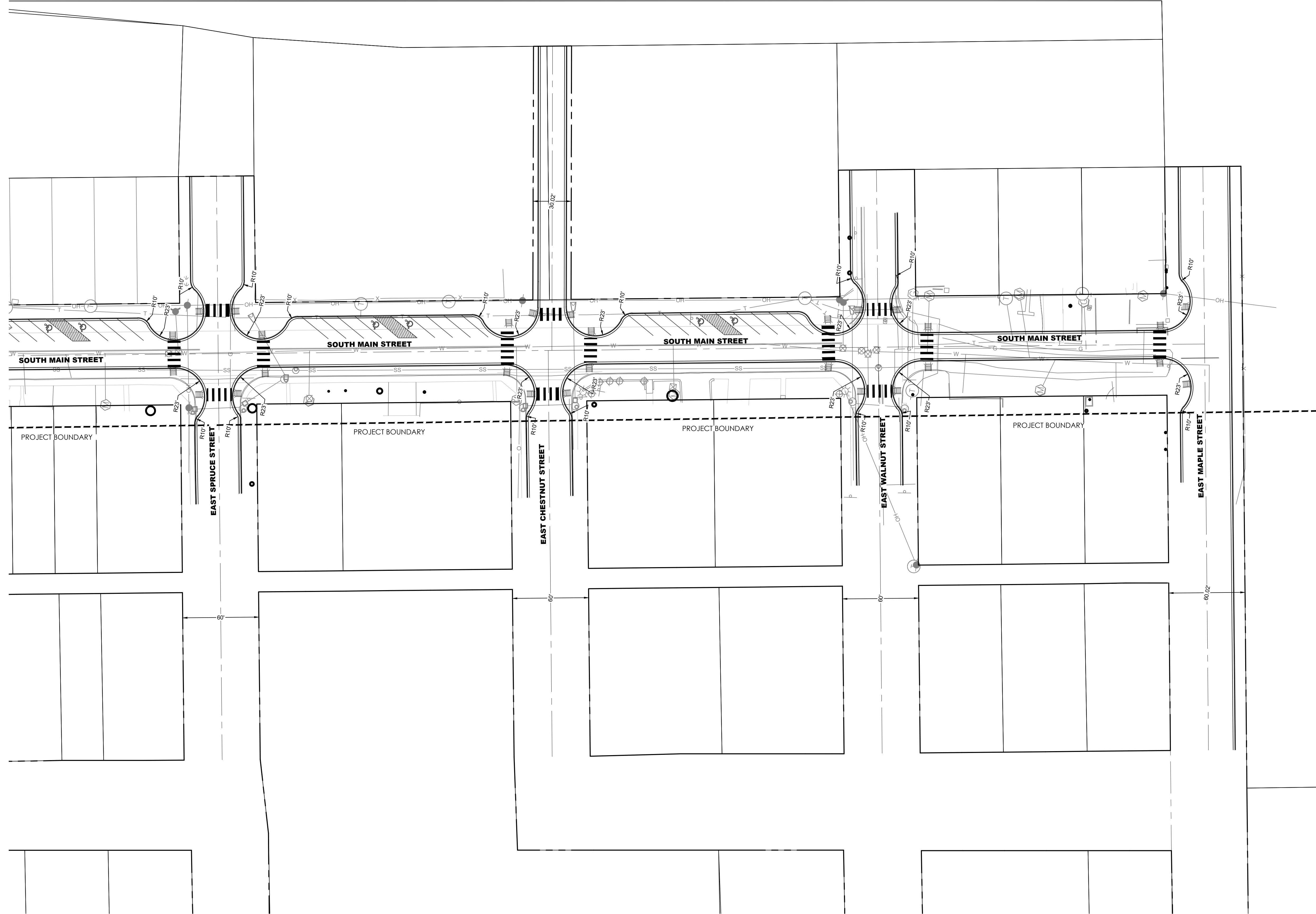
DESIGNED BY: SEB
DRAWN BY: SEB
CHECKED BY: MN

JOB NO.
10-010-069

SHEET
1

NOT FOR CONSTRUCTION

Page 5



LEGEND

- EXISTING CURB & GUTTER
- DEMO CURB & GUTTER
- EXISTING STORM & STUB OUT
- DEMO STORM & STUB OUT
- EXISTING WATER & STUB OUT
- DEMO WATER & STUB OUT
- EXISTING SANITARY & STUB OUT
- DEMO SANITARY & STUB OUT
- EXISTING IRRIGATION & STUB OUT
- DEMO IRRIGATION & STUB OUT
- EXISTING STORM & STUB OUT (SD)
- DEMO STORM & STUB OUT (SD)
- FUTURE STORM & STUB OUT (SD)
- PROJECT BOUNDARY
- EXISTING FENCE - CHAIN LINK
- EXISTING FENCE - WOOD POST
- DEMO FENCE - CHAIN LINK
- DEMO FENCE - WOOD POST
- IRRIGATION SERVICE (I)
- SANITARY SERVICE (S)
- WATER SERVICE (W)
- EXISTING ELECTRIC (E)
- EXISTING FIBER OPTIC (FO)
- EXISTING GAS (G)
- EXISTING OVER HEAD ELECTRIC (OH)
- CONCRETE
- EXISTING GRAVEL ROAD
- EXISTING ASPHALT ROAD
- APPROXIMATE SAWCUT LIMITS

MATCH LINE SHEET XX

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ELIZABETH, CO
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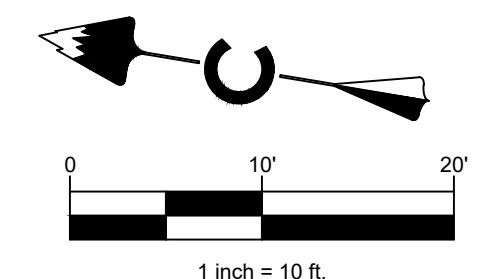
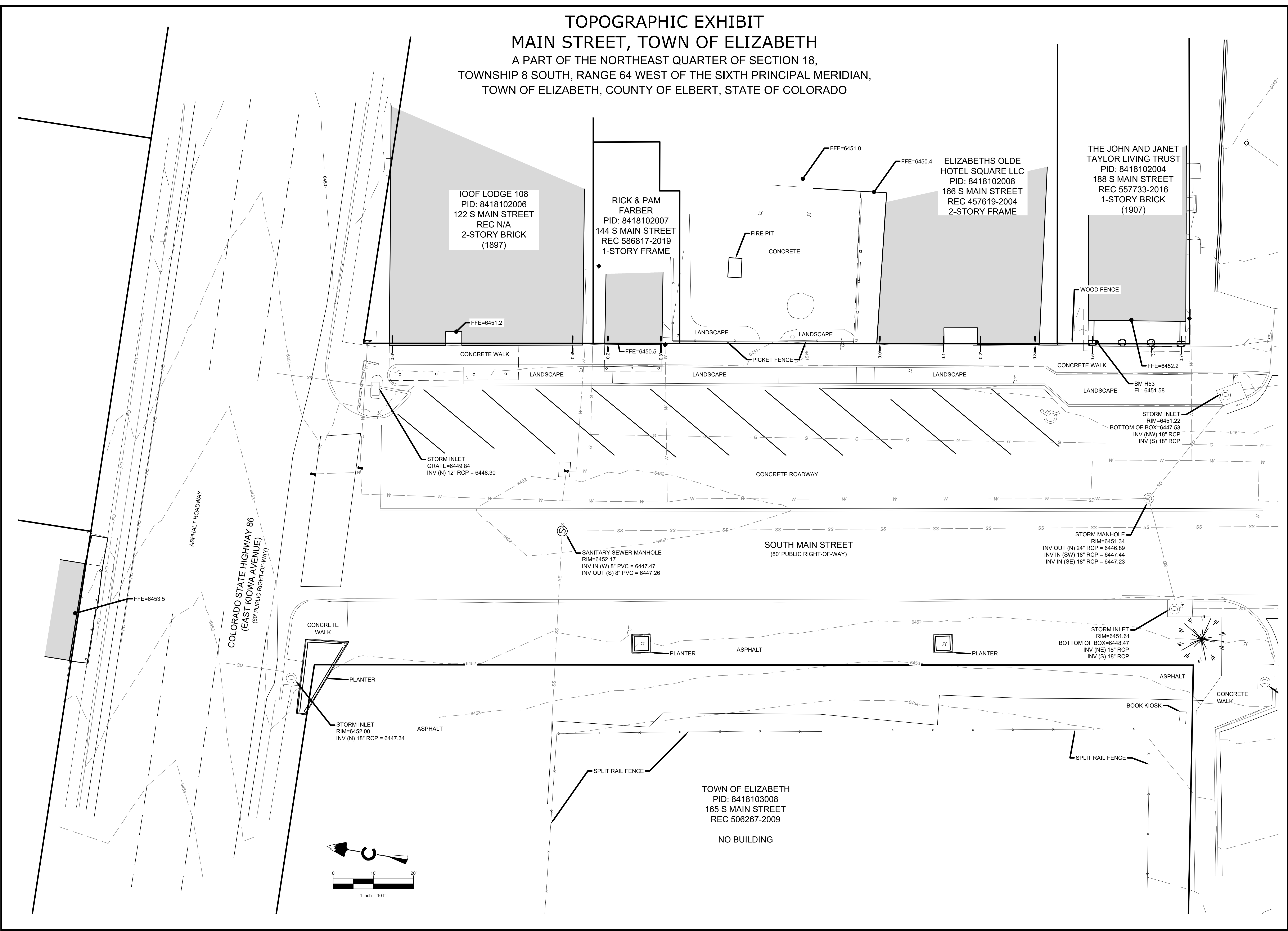
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CHECKED BY: MN

JOB NO.
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SHEET
2

TOPOGRAPHIC EXHIBIT
MAIN STREET, TOWN OF ELIZABETH
 A PART OF THE NORTHEAST QUARTER OF SECTION 18,
 TOWNSHIP 8 SOUTH, RANGE 64 WEST OF THE SIXTH PRINCIPAL MERIDIAN,
 TOWN OF ELIZABETH, COUNTY OF ELBERT, STATE OF COLORADO



CORE

TOPOGRAPHIC EXHIBIT
 MAIN STREET, TOWN OF ELIZABETH
 NE 1/4 SEC. 18, T.8S., R.64W., 6TH P.M.
 TOWN OF ELIZABETH, COUNTY OF ELBERT, COLORADO

LAND DEVELOPMENT
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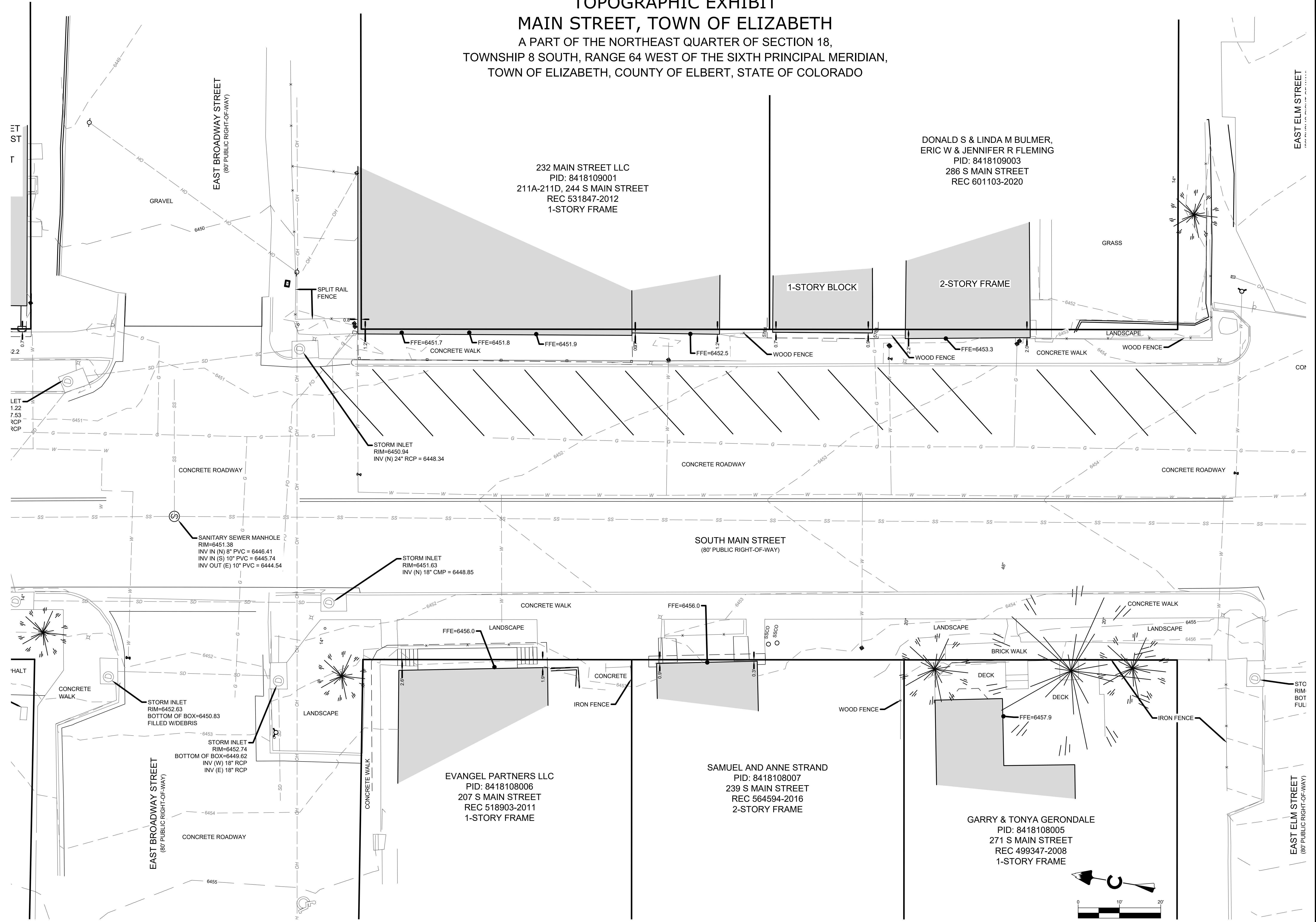
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 ENGLEWOOD, CO 80113
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SHEET 1 of 7

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 TOWN OF ELIZABETH, COUNTY OF ELBERT, STATE OF COLORADO



232 MAIN STREET LLC
 PID: 8418109001
 211A-211D, 244 S MAIN STREET
 REC 531847-2012
 1-STORY FRAME

DONALD S & LINDA M BULMER,
 ERIC W & JENNIFER R FLEMING
 PID: 8418109003
 286 S MAIN STREET
 REC 601103-2020

EVANGEL PARTNERS LLC
 PID: 8418108006
 207 S MAIN STREET
 REC 518903-2011
 1-STORY FRAME

SAMUEL AND ANNE STRAND
 PID: 8418108007
 239 S MAIN STREET
 REC 564594-2016
 2-STORY FRAME

GARRY & TONYA GERONDALE
 PID: 8418108005
 271 S MAIN STREET
 REC 499347-2008
 1-STORY FRAME

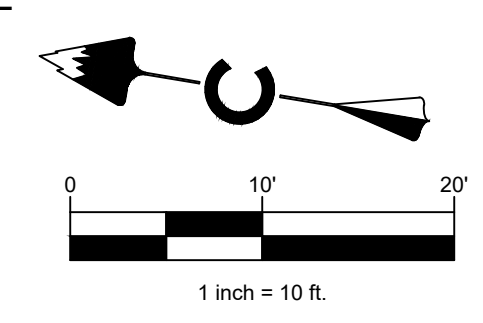
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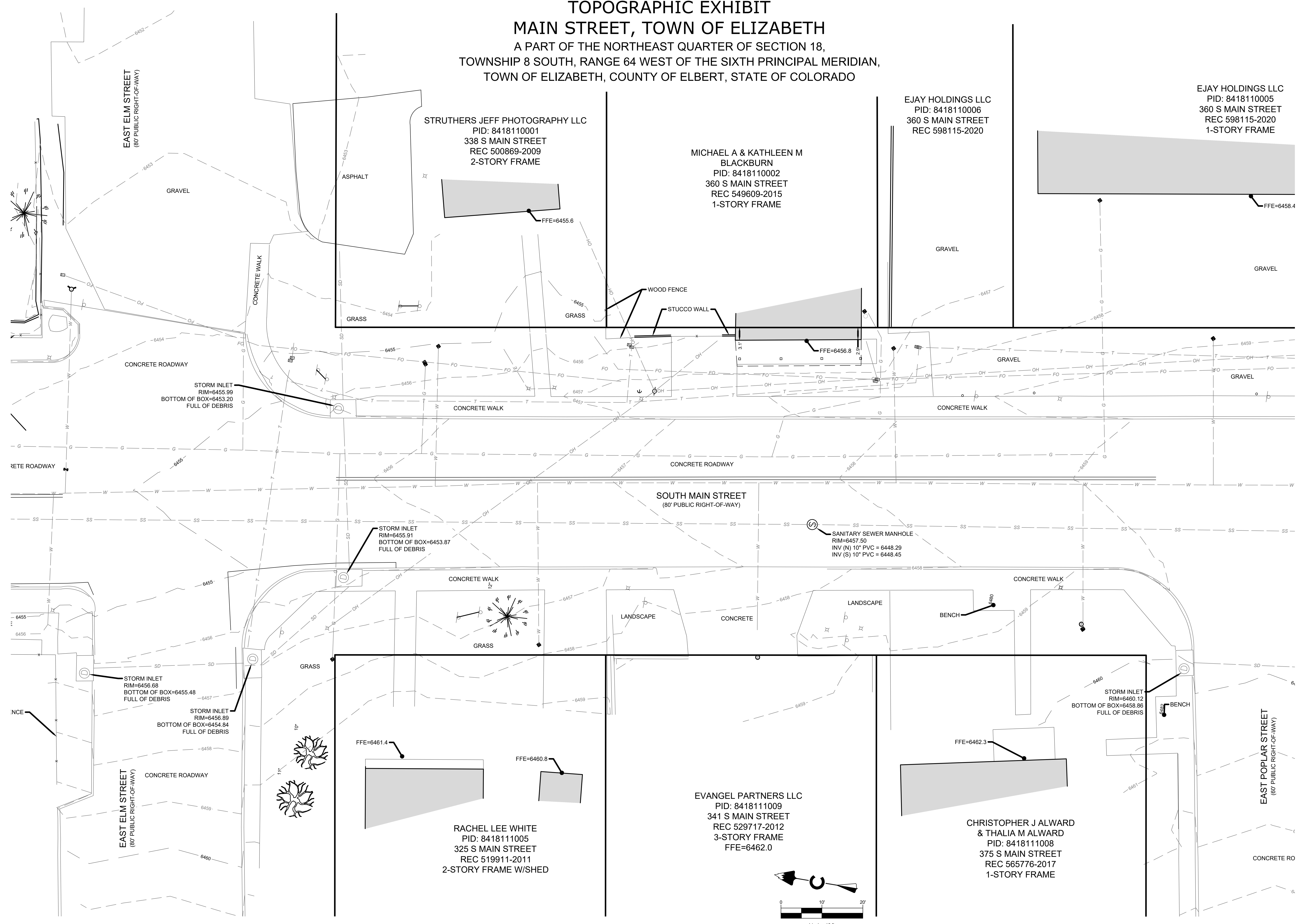
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 SHEET 2 of 7

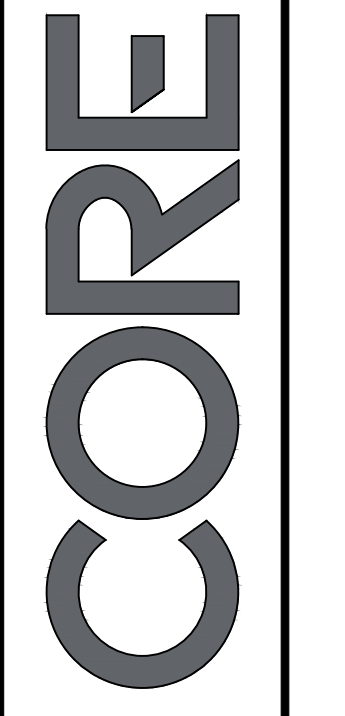


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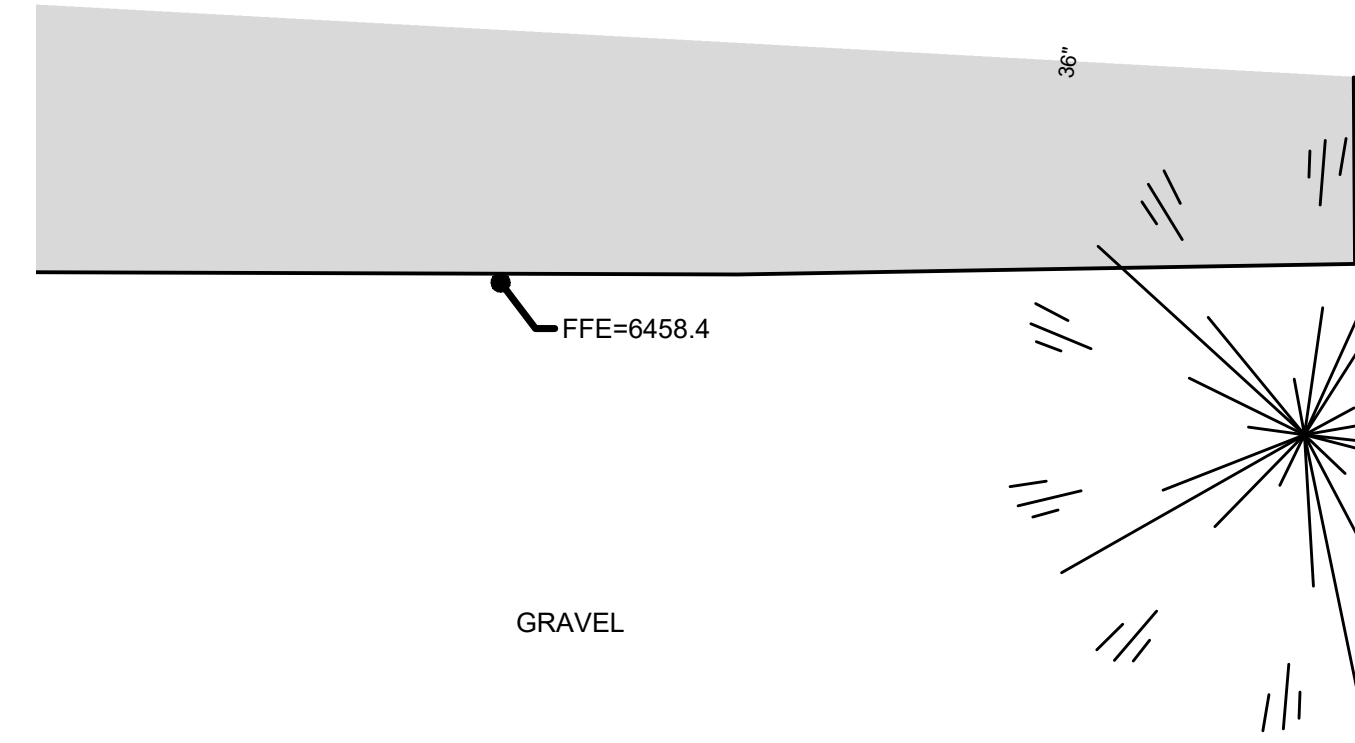
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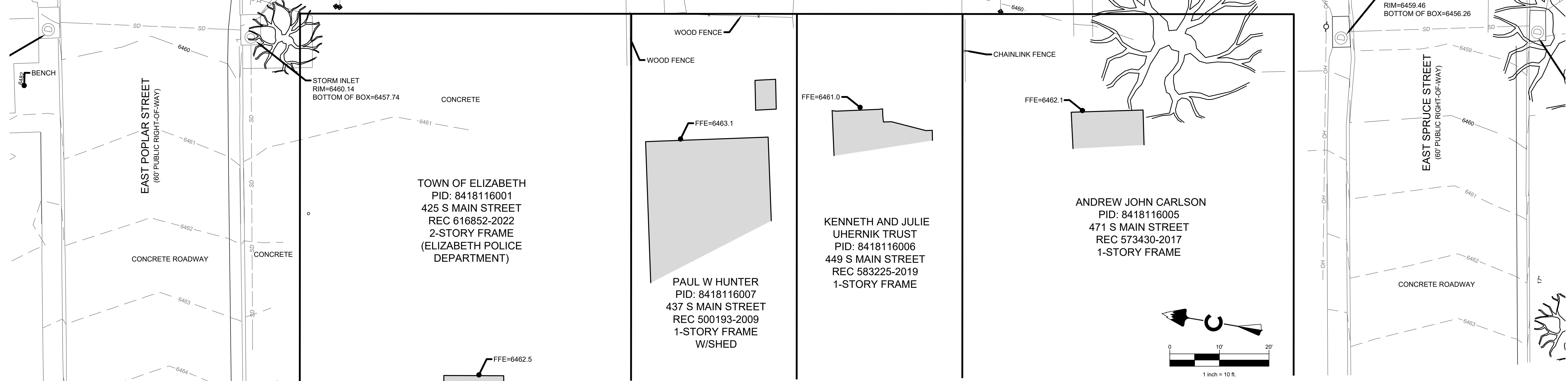
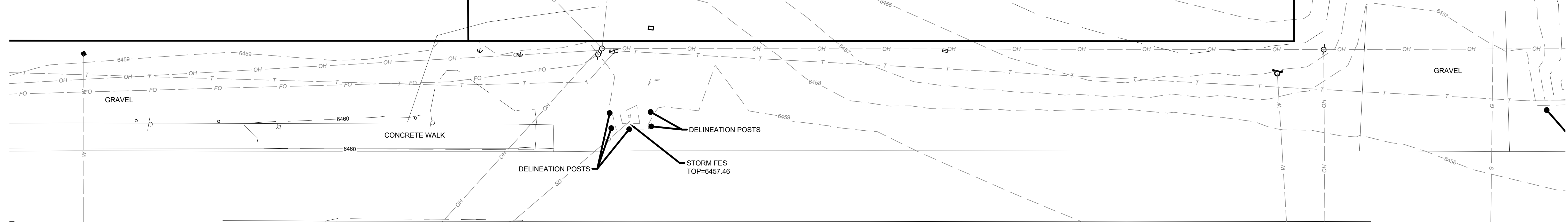
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EJAY HOLDINGS LLC
PID: 8418110005
360 S MAIN STREET
REC 598115-2020
1-STORY FRAME

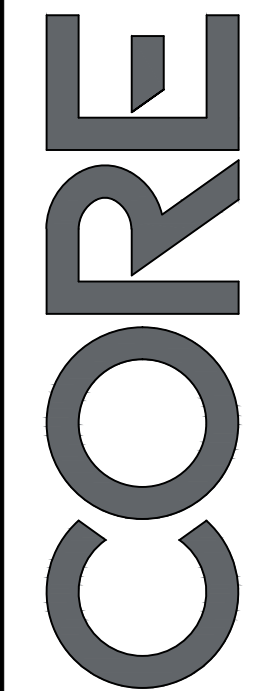


FARMER BROTHERS
DEVELOPMENT LLC
PID: 8418117009
444 S MAIN STREET
599177-2020
NO BUILDING



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SHEET 4 of 7

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 TOWN OF ELIZABETH, COUNTY OF ELBERT, STATE OF COLORADO

MAIN STREET STATION
 ELIZABETH LLC
 PID: 8418140001
 556 S MAIN STREET
 PLAT
 NO BUILDING

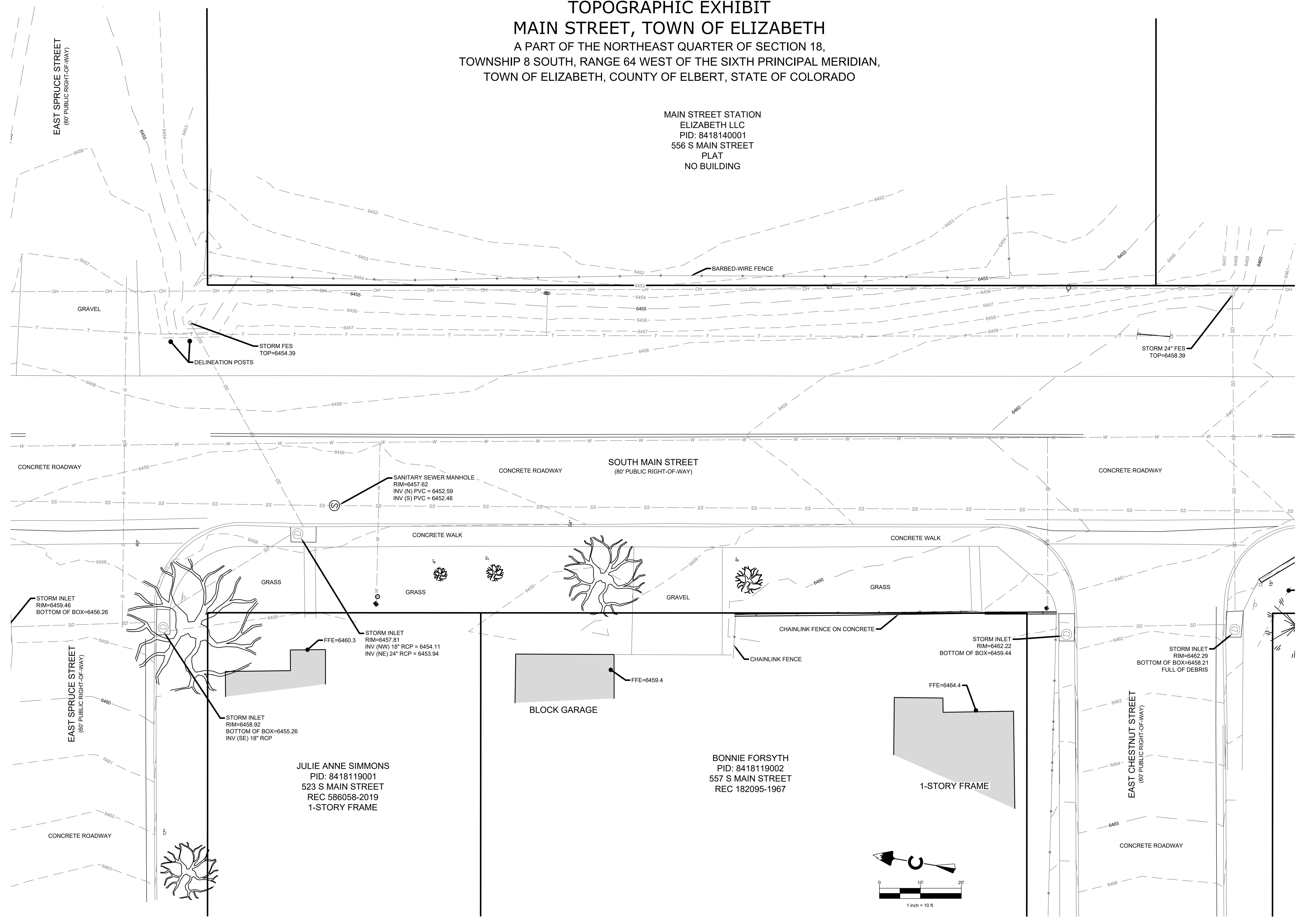
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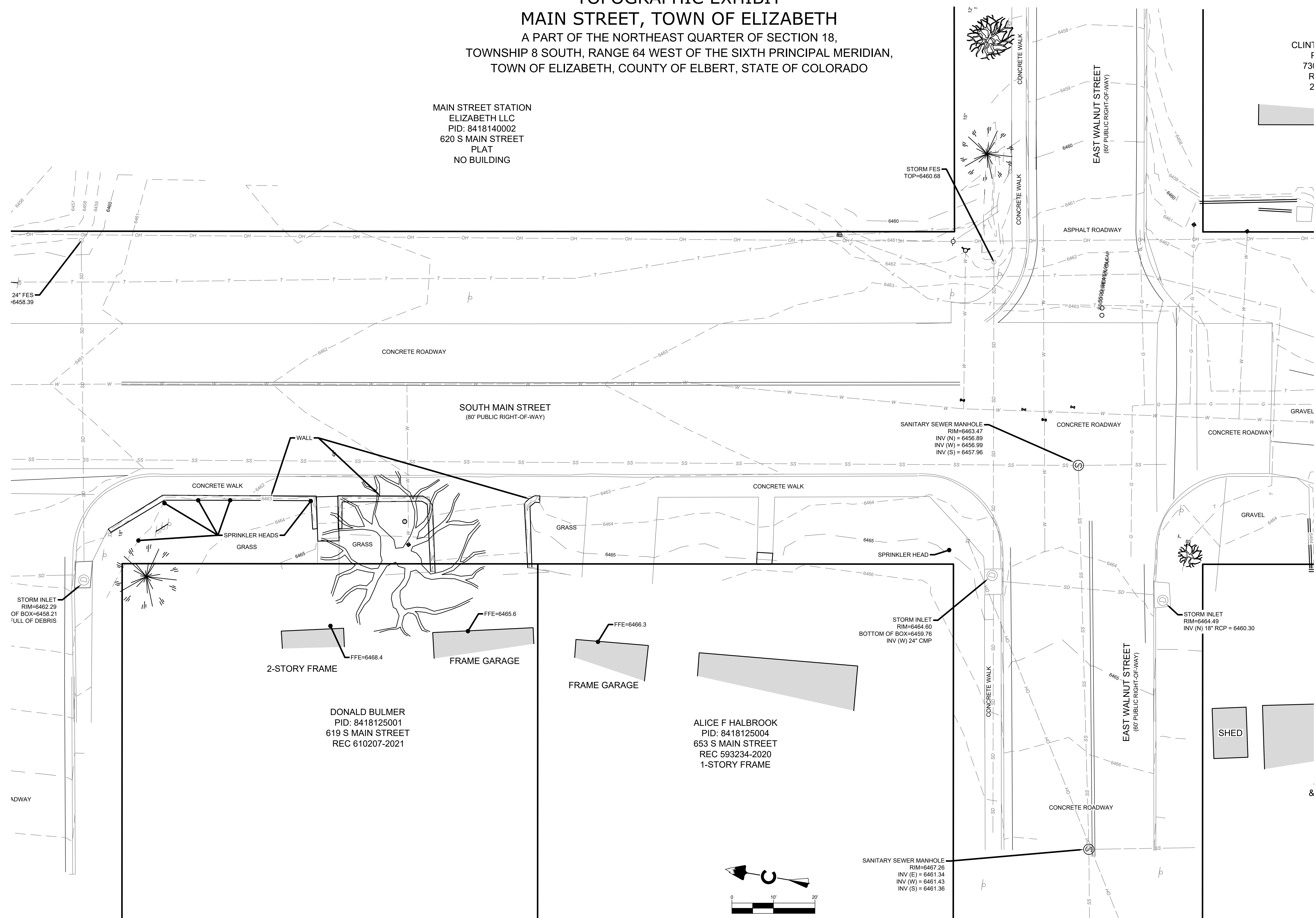
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MAIN STREET STATION
 ELIZABETH LLC
 PID: 8418140002
 620 S MAIN STREET
 PLAT
 NO BUILDING



24" FES
 =6458.39

STORM FES
 TOP=6460.68

SANITARY SEWER MANHOLE
 RIM=6463.47
 INV (N) = 6456.89
 INV (W) = 6456.99
 INV (S) = 6457.96

STORM INLET
 RIM=6462.29
 OF BOX=6458.21
 FULL OF DEBRIS

STORM INLET
 RIM=6464.60
 BOTTOM OF BOX=6459.76
 INV (W) 24" CMP

STORM INLET
 RIM=6464.49
 INV (N) 18" RCP = 6460.30

2-STORY FRAME
 FFE=6468.4

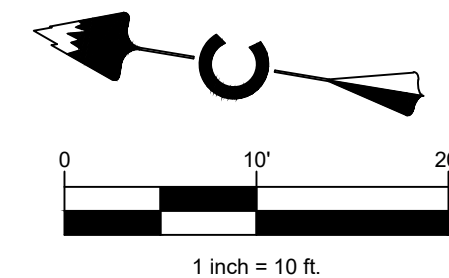
FRAME GARAGE
 FFE=6465.6

FRAME GARAGE
 FFE=6466.3

ALICE F HALBROOK
 PID: 8418125004
 653 S MAIN STREET
 REC 593234-2020
 1-STORY FRAME

DONALD BULMER
 PID: 8418125001
 619 S MAIN STREET
 REC 610207-2021

SANITARY SEWER MANHOLE
 RIM=6467.26
 INV (E) = 6461.34
 INV (W) = 6461.43
 INV (S) = 6461.36



CLIN
 F
 731
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 2

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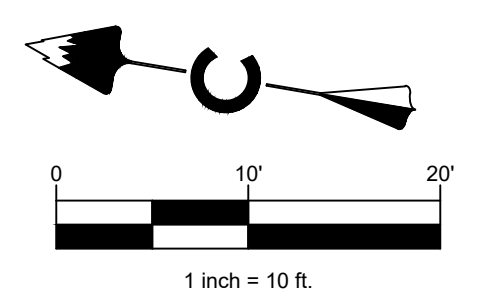
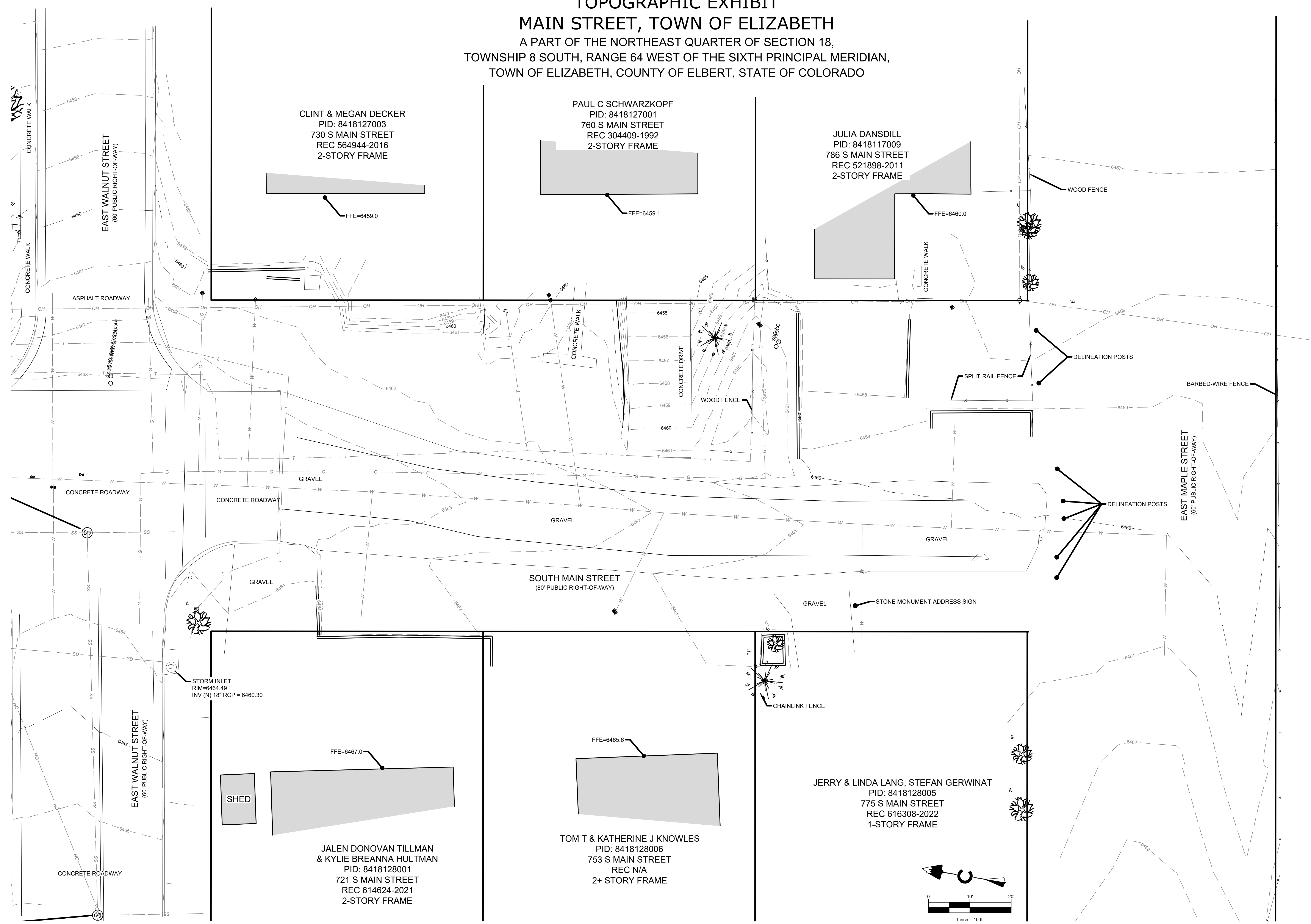
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SHEET 6 OF 7

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 SHEET 7 OF 7



TO: Main Street Board of Directors
FROM: Zach Higgins, AICP Planner/Project Manager
DATE: May 12, 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.*
- d. *Two candidates have applied for the one remaining open seat. The MSBOD has the ability to recommend that the MSBOD grows to 7 members if they see fit. The recommendation would be made to the BOT, who would then formally approve the MSBOD growth.*

2. 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 has been tentatively set for June 30th at 6:00pm.
- e. A second certified letter will be distributed to property owners to notify regarding the second public meeting in May.



3. Training Update/Reminder

- a. Main Street Now – Conference Dates are May 16 – May 18.

4. 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.
- b. Staff is continuing to work with CDOT regarding the new location and will provide updates as they become available.
- c. Sign has been reinstalled just West of Buzzard’s Pizza on SH 86.

5. First quarter stats have been submitted to DOLA.

6. Dutch Heritage Gardens

- a. Field trip to pick out and pick up flowers tentatively scheduled for May 23rd or 26th. MSBOD members need to coordinate with Pat/Public Works to finalize date and organize travel.



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;	



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 Accomodations	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

MS BOD BUDGET TOTALS (\$33,000 BUDGETED)

TRAINING	\$4,000
ANNUAL MEMBERSHIP	\$375
EMMA/EBC	\$500
MS STATION PARKING/EV	TBD
FLOWER PLANTINGS	\$450
MAPS AND MATERIALS	\$200
ORNAMENT PROGRAM	\$2,000
BUILDING/PROPERTY INVENTOR	TBD
VOLUNTEER PROGRAM	\$1,000
TOTAL	\$8,525