



TOWN OF ELIZABETH

**TOWN OF ELIZABETH
MAIN STREET BOARD OF DIRECTORS
Thursday, September 08, 2022 at 8:30 AM
Town Hall, 151 S. Banner Street**

CALL TO ORDER

ROLL CALL

AGENDA CHANGES

UNSCHEDULED PUBLIC COMMENT

MINUTES

- [1.](#) Minutes of the Regular Meeting of August 11, 2022

NEW BUSINESS

2. Discussion regarding Main Street Streetscape
- [3.](#) Discussion regarding Downtown District Zoning Requirements and Allowable Uses

REPORTS

- [4.](#) Staff Report
5. Board Reports

ADJOURNMENT



**MAIN STREET BOARD OF DIRECTORS – RECORD OF PROCEEDINGS
AUGUST 11, 2022**

CALL TO ORDER

The Regular Meeting of the Main Street Board of Directors was called to order on Thursday, August 11, 2022, at 8:34 AM by President Tedd Lipka.

ROLL CALL

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

Also present were, Planner/Project Manager Zach Higgins, Town Clerk Michelle Oeser, and Chief of Police Melvin Berghahn. Community Development Director Pam Cherry, and Public Works Director Mike DeVol attended via Zoom.

AGENDA CHANGES

No agenda changes by staff or Board.

MINUTES

Regular Minutes of July 11, 2022

Motion by Mr. Hussey, seconded by Vice President Bulmer, to approve the minutes from July 11, 2022.

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

NEW BUSINESS

Discussion regarding Main Street Streetscape and recent public meetings

Planner/Project Manager Zach Higgins gave a staff report. Discussion on parking followed.

Follow up discussion on the Board's meet and greet.

Discussion regarding Main Street Resident Canvassing



Mr. Higgins gave a staff report on plans for canvassing residents located on Main Street.

Discussion regarding social media

Mr. Higgins gave a staff report on social media for the Main Street Board of Directors.

Discussion regarding Downtown District Height Requirements and Lot Coverage

Mr. Higgins provided a staff report on height requirements and lot coverage.

STAFF REPORTS

- Mr. Higgins stated that the 3rd design meeting, which is at 80% design phase, is on October 13th at 6:00 p.m.
- Mr. Higgins went over his written report.

BOARD REPORTS

- Vice President Bulmer discussed the Mayor's Tree Lighting event.
- President Tedd Lipka discussed getting an AV system for Running Creek Park.

ADJOURNMENT

Motion by Mr. Hussey, seconded by Mr. Struthers, to adjourn meeting at 10:28 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

COMMUNITY DEVELOPMENT DEPARTMENT

TO: Main Street Board of Directors
FROM: Zach Higgins, AICP Planner/Project Manager
DATE: September 08, 2022
SUBJECT: Downtown District Zoning Requirements and Allowable Uses

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

<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-(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

<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-(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

<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-(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	

<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

<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-(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			

<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



TO: Main Street Board of Directors
FROM: Zach Higgins, AICP Planner/Project Manager
DATE: September 08, 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 has been set for 10/13/2022.
- g. The Board of Trustees will hear the progress on the project and provide further direction on 09/13/2022 as a workshop item.

2. Historic Preservation Ordinance

- a. The Historic Advisory Board has put forth an Ordinance for the 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.
- b. The BOT will hear this Ordinance and vote on 09/27/2022.

3. 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.

4. Ornaments

- a. Ornaments and packaging have been received. Sales to businesses will begin in the coming weeks.

5. Training Update/Reminder

- a. None at this time.

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