



TOWN OF ELIZABETH

**TOWN OF ELIZABETH
MAIN STREET BOARD OF DIRECTORS
Monday, March 11, 2024 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 February 12, 2024

NEW BUSINESS

2. Discussion regarding Coreflection Draft 2024 Work Plan
3. Discussion and possible action regarding 2024 Budget reallocation (Locable)
4. Discussion regarding Main Street Intern Draft Job Description
5. Discussion regarding Main Street Streetscape Design

STAFF REPORT

6. Staff Report

BOARD REPORTS

ADJOURNMENT



**MAIN STREET BOARD OF DIRECTORS – RECORD OF PROCEEDINGS
FEBRUARY 12, 2024**

CALL TO ORDER

The Regular Meeting of the Main Street Board of Directors was called to order on Monday, February 12, 2024, at 9:35 AM by President Tedd Lipka.

ROLL CALL

Present were President Tedd Lipka, Vice President Linda Bulmer, and Board Members Jeff Struthers, Michael Hussey, Kurt Prinslow, and Carrie Wedel. Member Brandon Jeffress was not present. There was a quorum to conduct business.

Also present were Community Development Director Zach Higgins, Planner/Project Manager Alexandra Cramer, Deputy Town Clerk Harmony Malakowski, and Community Development Administrative Assistant Dianna Hiatt.

AGENDA CHANGES

No changes from Staff.

No changes from the Board.

Agenda set.

UNSCHEDULED PUBLIC COMMENT

There was no unscheduled public comment.

CONSENT AGENDA

1. Minutes of the Rescheduled Regular Meeting of January 22, 2024

Motion by Mr. Hussey, seconded by Mr. Prinslow, to approve the Consent Agenda.

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

NEW BUSINESS

2. Discussion and possible action regarding election of 2024 Officers



Motion by Mr. Hussey, seconded by Mr. Prinslow, to elect Linda Bulmer as President of the Main Street Board of Directors for 2024.

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

Motion by Ms. Wedel, seconded by Mr. Hussey, to elect Mr. Jeffress as Vice President of the Main Street Board of Directors for 2024.

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

3. Discussion regarding Main Street Station – Russ Berget

Motion by Mr. Hussey, seconded by President Bulmer, to recommend to the Planning Commission and Board of Trustees approval of the Main Street Station as presented.

The vote of those Board Members present was 5 in favor and 1 opposed. Mr. Prinslow opposed. Motion carried.

4. Discussion regarding 2024 Main Street Networking Event

Director Higgins led the discussion regarding this year’s Networking event. Mr. Lipka will take the lead in organizing this event. The Board provided direction to Staff.

STAFF REPORTS

- Director Higgins provided updates regarding:
 - Streetscape Design Update. Discussion followed.
 - An RFP for design and development of the Gesin Lot.
 - DHM is still working on the gateway sign.
 - Staff are applying for the T-Mobile Hometown Grant.
 - The 2024 Main Street ornament design.
 - Discussion regarding Elbert County’s 150th anniversary celebration.
 - Main Street Now Conference and other training updates.
 - Wi-Fi on Main Street.
 - HAB Design Guidelines.
 - Upcoming dates for joint workshops.
 - Additional Strategic Planning information will be provided soon.

BOARD REPORTS

No Board Reports.



TOWN OF ELIZABETH

ADJOURNMENT

Motion by Mr. Hussey, seconded by Mr. Prinslow, to adjourn the meeting at 10:51 AM.

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

President Linda Bulmer

Deputy Town Clerk Harmony Malakowski



FOUR POINTS CATEGORY	STRATEGIC PRIORITY	PROJECT	ACTIVITIES TO START	Timing (Q1-Q4)	Lead, Support	STATUS	Success Measure	BUDGETING (cost estimate, grant, sponsorship, donation)			
Organization	Planning, Operations & Administration	Training	Attend two of the four quarterly trainings provided by DOLA	Quarterly	Zach, Alex, Board	Staff send training opportunities to		\$4,000: DOLA Scholarship; MS BOT; DOLA technical assistance			
			Main Street Manager's Summit	November	Zach, Alex, Board	Pending DOLA					
			Main Street NOW Conference	March	Zach, Alex, Board	Register and make reservations for					
			Downtown Colorado Inc. In the Game Conference	April	Zach, Alex, Board	Register and make reservations for					
			Main Street Communities Field Trip	April	Zach, Alex, Board	Schedule with DOLA					
		Annual Main Street Program Planning	Review multi-year strategic plan	Ongoing							
			Annual budget preparation and submission to BOT	August							
			Submit annual workplan to DOLA and BOT	December							
			Quarterly reporting to BOT	Quarterly							
			Election of officers	December							
			Designated meeting posting place	1st meeting in January							
			Submit annual mini-grant application	As needed							
			Redeem annual scholarship from DOLA system	As needed							
			Redeem annual mini grant from DOLA system	As needed							
			Host DOLA site visit	November							
			Report quarterly business stats to Main Street Board	Quarterly							
			Operations/Administration	Submit quarterly reports to DOLA	Quarterly on the 15th						
				Submit annual report to BOT	January						
				Retain membership of National Main Street Center	January						
				Storymap	April						
Website/ social media maintenance	Ongoing										
Coordination with local stakeholders (SBDC, Parks and Recreation,	Ongoing										
Coordination with local, state, and federal agencies (BOT, ToE	Ongoing										
advisory boards, Elbert County, CTO, DOLA)	Ongoing										
Maintain business inventory	Ongoing										
Maintain property inventory	Ongoing										
Networking event/ meeting with EMMA	February										
Economic Vitality	Cultivate community wide partnerships to align shared goals and increase impact.	Connect businesses to resources (marketing, grants, education/training, consultants), serve as clearinghouse for small businesses.									
		Streamline application/review process.									
		Secure a Façade Improvement Program Grant to support Main Street business improvements.									
Promotion	Create 80107 awareness of Main Street and promotion to new residents.	Support/Lead Community Events: Friday Night Markets, Family Fun Run, Mayors Tree Lighting	Mayor's Lighting: Event Coordination	January							
			Friday Night Market: Secure interns/volunteers to facilitate market & Friday Night Market: Secure vendors, book produce and food trucks	April							
		Friday Night Market: Offer Main St Vendor Scholarship	January-April								
		Fun Run:									
		Fun Run:									
Leverage area events as an opportunity to attract people to Main Street.											
Continue to develop the Main Street Program website and provide a community calendar of events, promotions and activities along Main Street.											
Secure an intern to support social media marketing and management.											
Main Street Ornament Program		January									
Promotion	Cultivate community wide partnerships to align shared goals and increase impact.	Continue to foster communications with Board of Trustees to share the Value, Activities and Impact of Main Street									
		Continue to foster communications with Board of Trustees – Value, Activities and Impact of Main Street									
		Construct streetscape plan improvements	Complete design Artist Design of Streetscape Features Apply for streetscape construction grant Apply for art/creative district grant								

Design, Economic Vitality	Encourage Infill and Reinvestment along Main Street		Start streetscape construction					
		Geisen lot development	Create an RFP for site development and development parameters					
		Main Street Station	Advocate for Station Development and coordinate with town on Site planning					
		Town owned parking lot						
		Monument/gateway signage	Complete design & construct					
		Support Town's Parks, Trails, and Open Space Master Plan/ Running Creek Park	Advocate for implementation of key projects that promote connectivity to Main Street District					
		Main Street Flower Plantings	Identify partners & equipment to support watering throughout summer months	April				



UPDATED DRAFT BUDGET FEBRUARY 12, 2024

ELIZABETH MAIN STREET PROGRAM BUDGET 2024		
2024 MSBOD BUDGET TOTALS (\$15,000 BUDGETED)		
		AVAILABLE
TRAINING	\$4,000	\$4,000 AVAILABLE TO REPURPOSE
ANNUAL MEMBERSHIP	\$500	
NETWORKING EVENT	\$250	\$ 750 AVAILABLE TO REPURPOSE
FLOWER PLANTINGS	\$550	
MAPS AND MATERIALS	\$200	
ORNAMENT PROGRAM	\$2,000	
SOCIAL MEDIA ADVERTISING	\$600	
FNM VENDOR SCHOLARSHIP	\$400	
SWAG	\$0	\$1,750 AVAILABLE TO REPURPOSE
TOTAL	\$8,500	\$6,500

ORIGINAL APPROVED

ELIZABETH MAIN STREET PROGRAM BUDGET 2024		
2024 MSBOD BUDGET TOTALS (\$15,000 BUDGETED)		
		YTD
TRAINING	\$8,000	
ANNUAL MEMBERSHIP	\$500	
NETWORKING EVENT	\$1,000	
FLOWER PLANTINGS	\$550	
MAPS AND MATERIALS	\$200	
ORNAMENT PROGRAM	\$2,000	
SOCIAL MEDIA ADVERTISING	\$600	
FNM VENDOR SCHOLARSHIP	\$400	
SWAG	\$1,750	
TOTAL	\$15,000	\$0



TOWN OF ELIZABETH

COMMUNITY DEVELOPMENT DEPARTMENT

TO: Main Street Board of Directors
FROM: Zach Higgins, AICP Community Development Director
DATE: March 11, 2024
SUBJECT: Locable and Budget Discussion

SUMMARY

The Main Street Board has heard from Brian at Locable and given general direction for the Board of Trustees to consider the expenditure. The Board of Trustees has provided general direction to allow the MSBOD to reallocate funds from their 2024 budget to include the expense of starting and maintaining the use of the Locable website platform.

The Main Street Board needs to examine the 2024 budget and consider any funds which can be reallocated to move forward with the Locable platform if they so choose.

The Coordinate Plan is \$149 per month billed annually for a total of \$1,788. A startup plan is required and Staff would recommend the "Launch" Program for a total of \$3,700 if signed up in 2024. The total expenditure from the MSBOD budget from this fiscal year would be \$4,888 for one year of service from the sign up date.

RECOMMENDATION

Staff recommends the Main Street Board consider their 2024 budget and make reallocations if they deem appropriate.

ATTACHMENT(S)

2024 Budget

2024 MSBOD BUDGET TOTALS (\$15,000 BUDGETED)		
		YTD
TRAINING	\$8,000	
ANNUAL MEMBERSHIP	\$500	
NETWORKING EVENT	\$1,000	
FLOWER PLANTINGS	\$550	
MAPS AND MATERIALS	\$200	
ORNAMENT PROGRAM	\$2,000	
SOCIAL MEDIA ADVERTISING	\$600	
FNM VENDOR SCHOLARSHIP	\$400	
SWAG	\$1,750	
TOTAL	\$15,000	\$0



Town of Elizabeth Main Street Intern

Position Title: Archive Intern
Revised: March, 2024
Supervised by: Community Development Director
Purpose of Position: To assist the Town primarily with marketing and social media for the Main Street Board of Directors.
Time Commitment: 6-12 hours per week

Overall Tasks

- Assist the Community Development Director/Main Street Manager with managing the Main Street Board's website and social media accounts.
- Assist the Planner/Project Manager with managing the Historic Advisory Board's website.
- Assist the Planning Technician with managing the Town's website and social media accounts.
- Participate in creation of website and social media content.
- Develop and distribute marketing materials for the Town/Main Street events to Elizabeth High School.
- Develop and distribute a survey to the Elizabeth High School student body.
- Act as liaison for the Main Street Board to the Elizabeth High School.
- Other duties as assigned.

Interns' responsibilities will include:

- A commitment to work 6-12 hours per week for at least four months.
- Assisting and maintaining social media and website materials for the Main Street Board, Historic Advisory Board, and Town Hall

Regular commitments/meetings:

- Weekly reporting to Community Development Director on progress.
- Monthly Main Street Board of Directors meeting (second Monday of the month 8:30-10:30am)

Qualified candidates will be/have:

- An interest in marketing, Main Streets, governmental affairs, history, architecture, planning, or environmental affairs.
- Familiarity of Adobe Suite (Photoshop, InDesign, etc) or similar digital creation tools preferred.
- Self-motivated, detail-oriented individuals with strong organizational skills.
- Ability to familiarize themselves with the Main Street Four Point Approach.
- Interest and prior knowledge of social media and creating posts.



TOWN OF ELIZABETH

ZACH HIGGINS, AICP
COMMUNITY DEVELOPMENT DIRECTOR

- Excellent computer skills with experience with Microsoft office, and/or a willingness to learn.
- The ability to work independently and with others.
- Dependability, flexibility, and ability to maintain confidentiality.

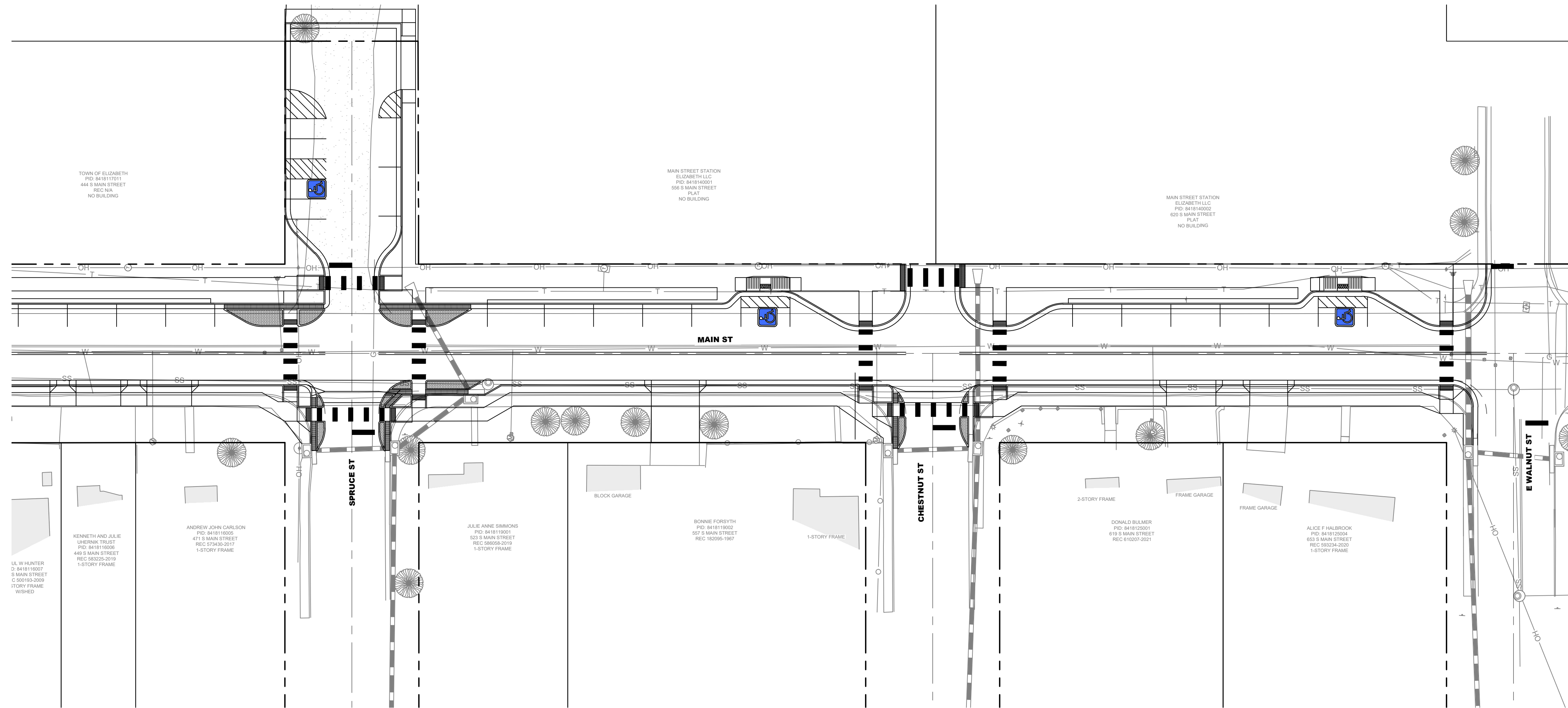
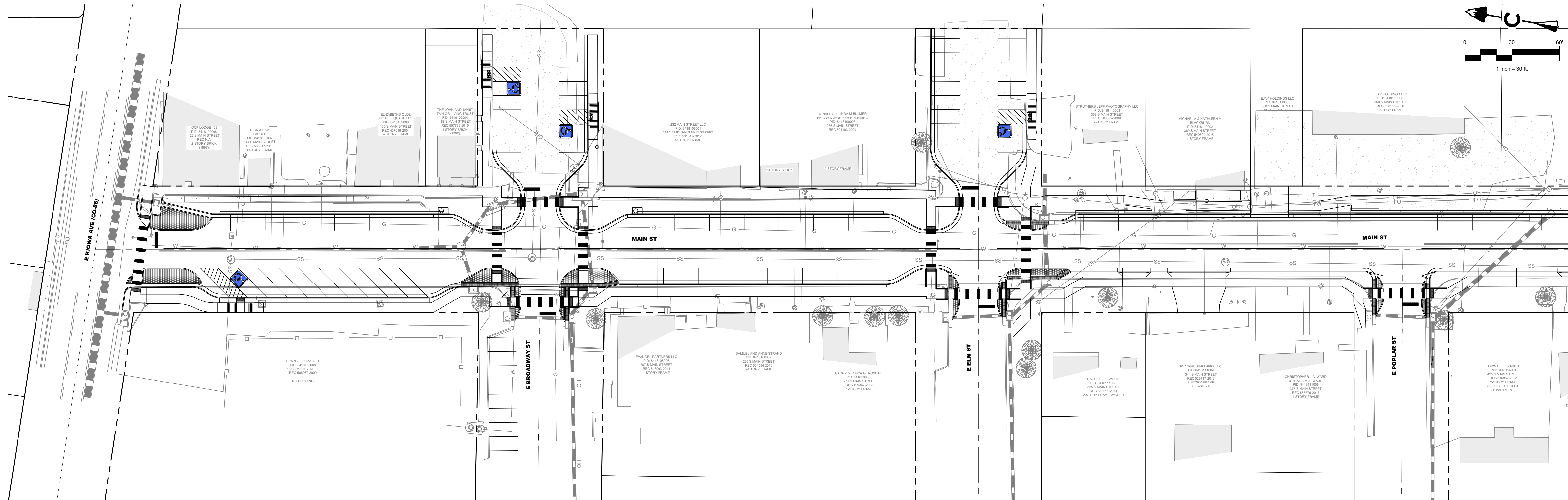
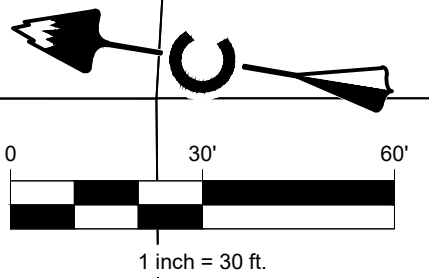
The Town of Elizabeth offers unpaid internships designed to expose skilled applicants to the various aspects of municipal government including historic archiving, marketing, events, and development work.

The internships are intended for those who are serious about pursuing their chosen field that aligns with the internship responsibilities. Benefits of an internship at the Town of Elizabeth include a great hands-on learning experience at a local municipality, exposure to the inner workings of a local government, and the opportunity to learn from professionals in various fields of government.

Interested applicants must be a High School Student in the Elizabeth area. Town of Elizabeth internships require a commitment of 6-12 hours per week. Internships must be scheduled during the Town of Elizabeth's operating hours (8 AM through 5 PM, Monday through Friday).

To apply, send a resume and cover letter to:

Town of Elizabeth
Zach Higgins, Community Development Director
Subject Line: Internship Application (Main Street)
zhiggins@townofelizabeth.org



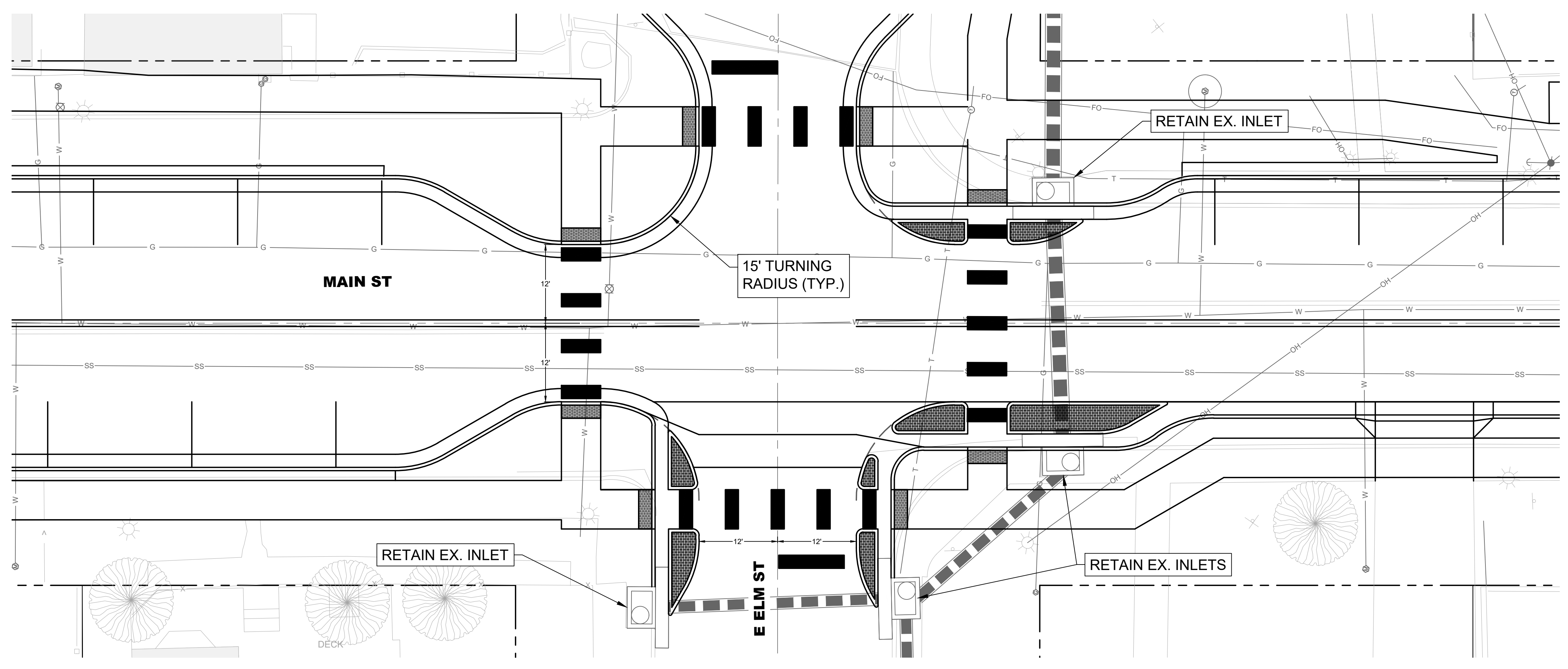
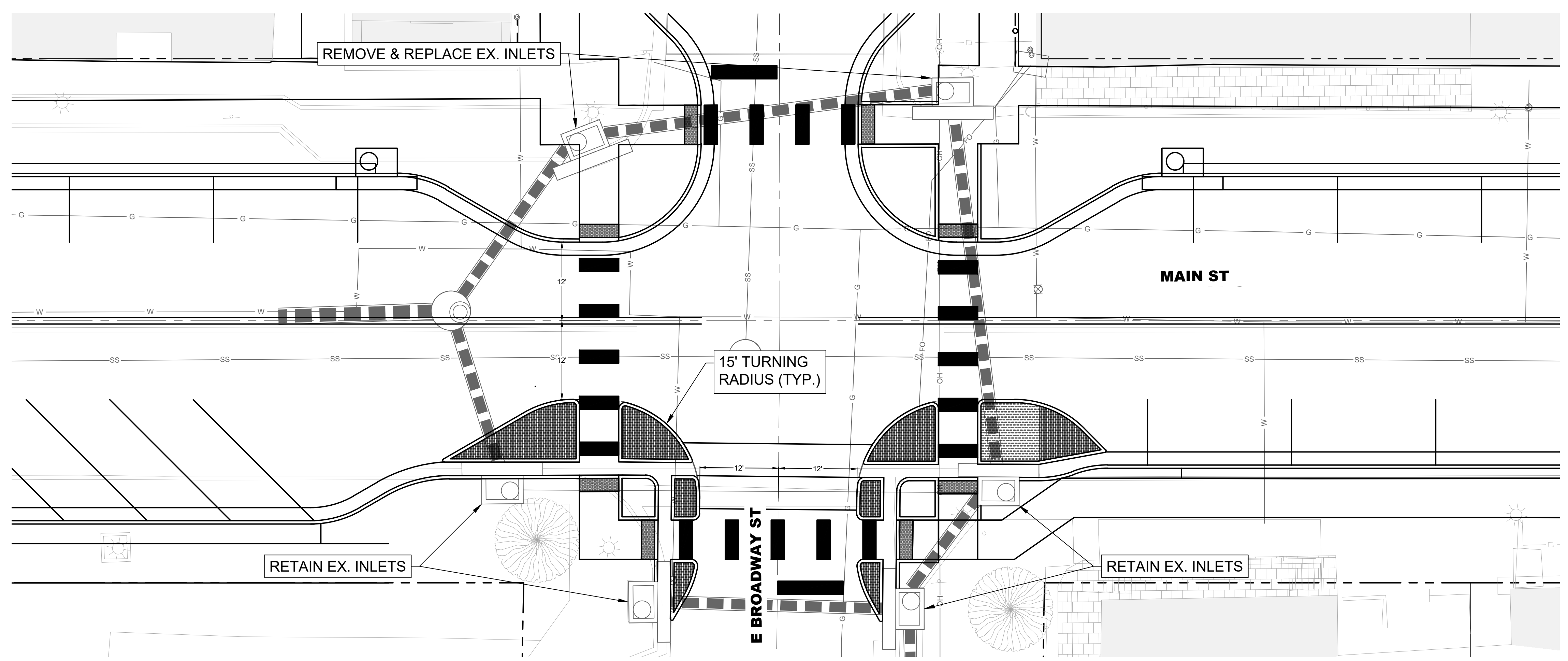
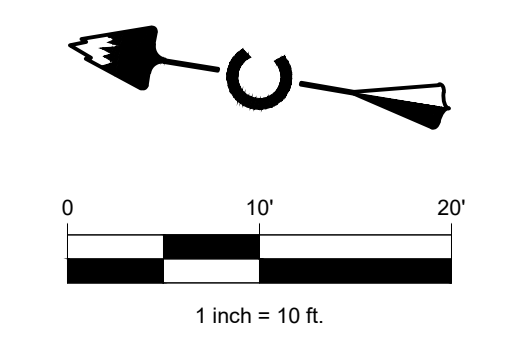
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**ELIZABETH MAIN ST STREETSCAPE
ALTERNATIVE BULB-OUT EXHIBIT**

CREATED BY: TCV
DATE: 02/16/24
JOB NO.10-010-069
SHEET 1

CORE CORE CONSULTANTS, INC.
3473 S. BROADWAY
ENGLEWOOD, CO 80113
303.703.4444
LIVEYOURCORE.COM

LAND DEVELOPMENT
ENERGY
PUBLIC INFRASTRUCTURE



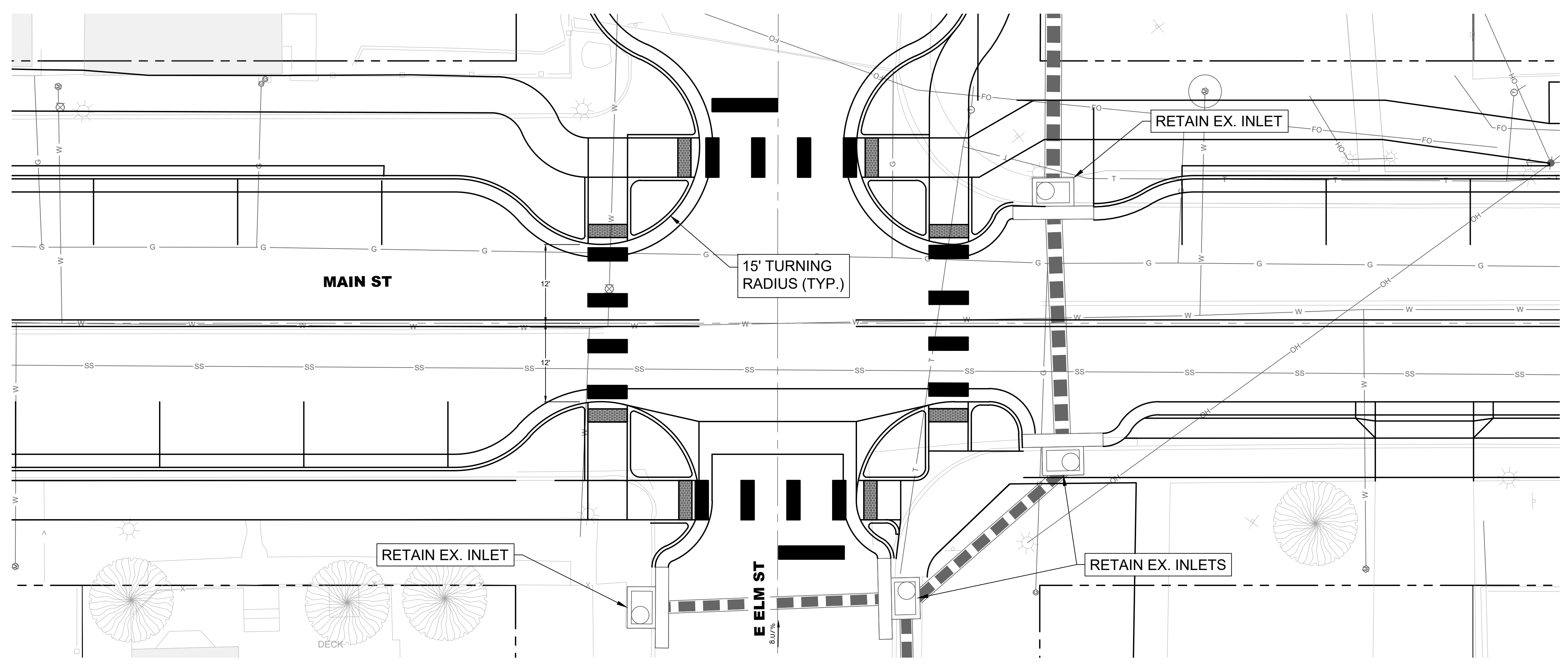
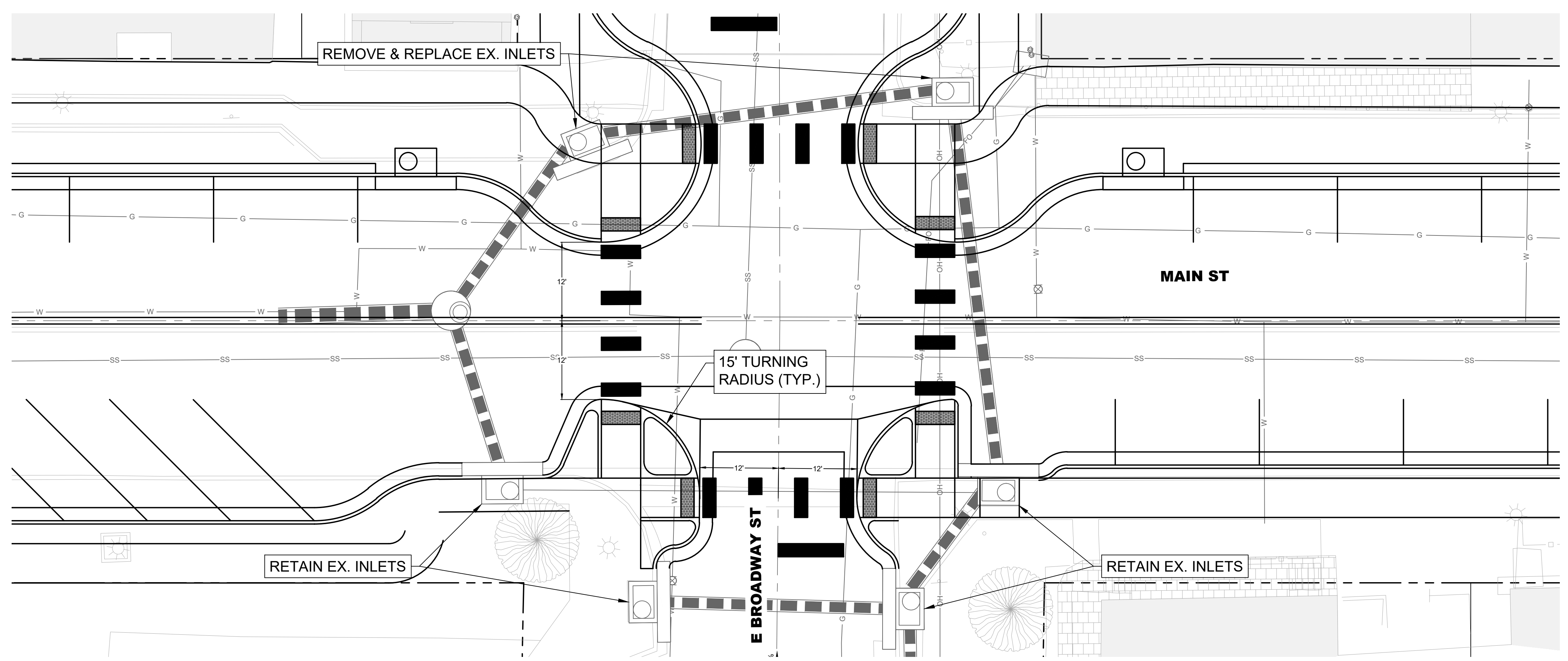
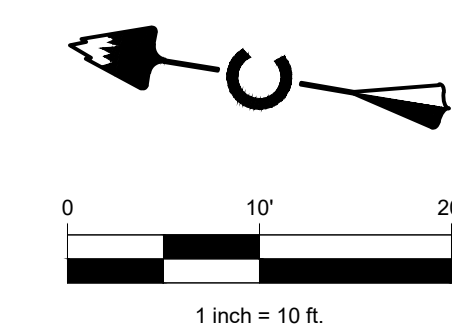
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**ELIZABETH MAIN ST STREETSCAPE
ALTERNATIVE BULB-OUTS
CONCEPT 1**

CORE CORE CONSULTANTS, INC.
3473 S. BROADWAY
ENGLEWOOD, CO 80113
303.703.4444
LIVEYOURCORE.COM

LAND DEVELOPMENT
ENERGY
PUBLIC INFRASTRUCTURE

CREATED BY: TCV
DATE: 02/05/24
JOB NO.10-010-069
SHEET 1



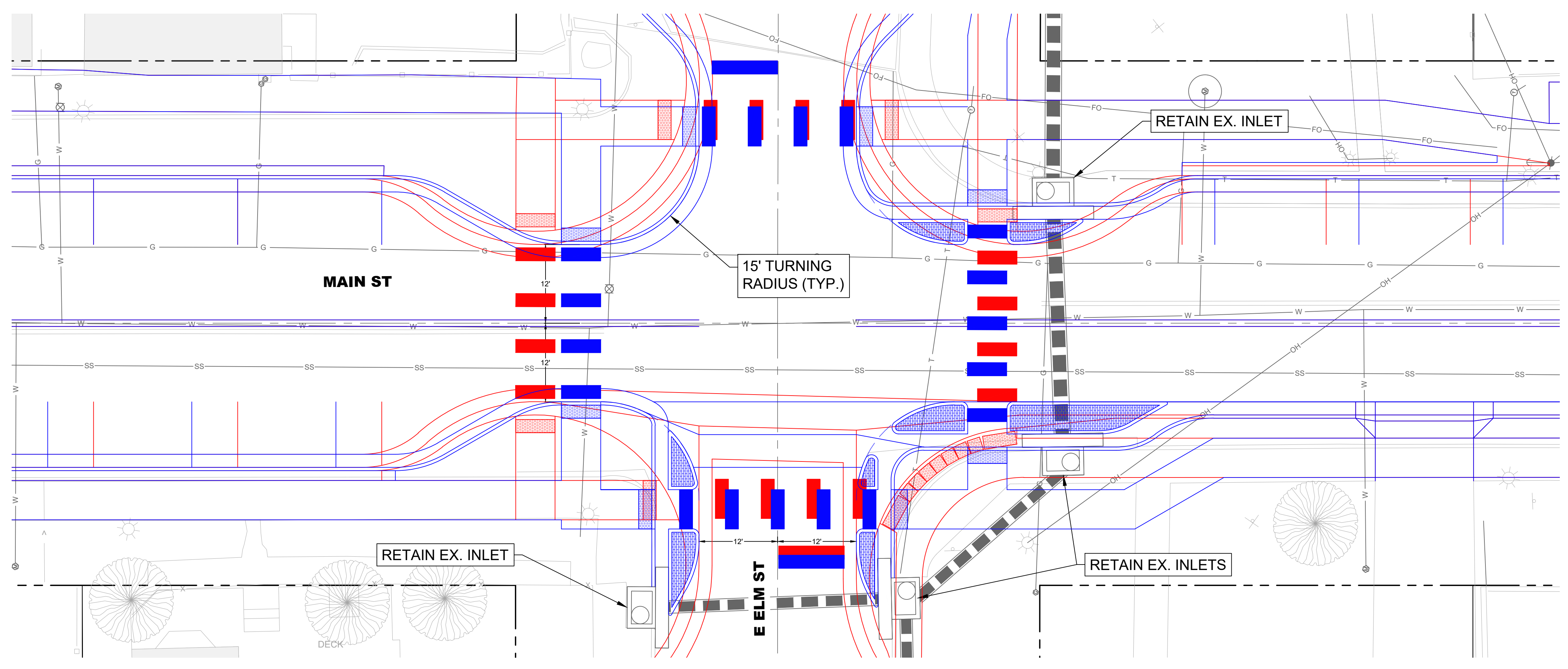
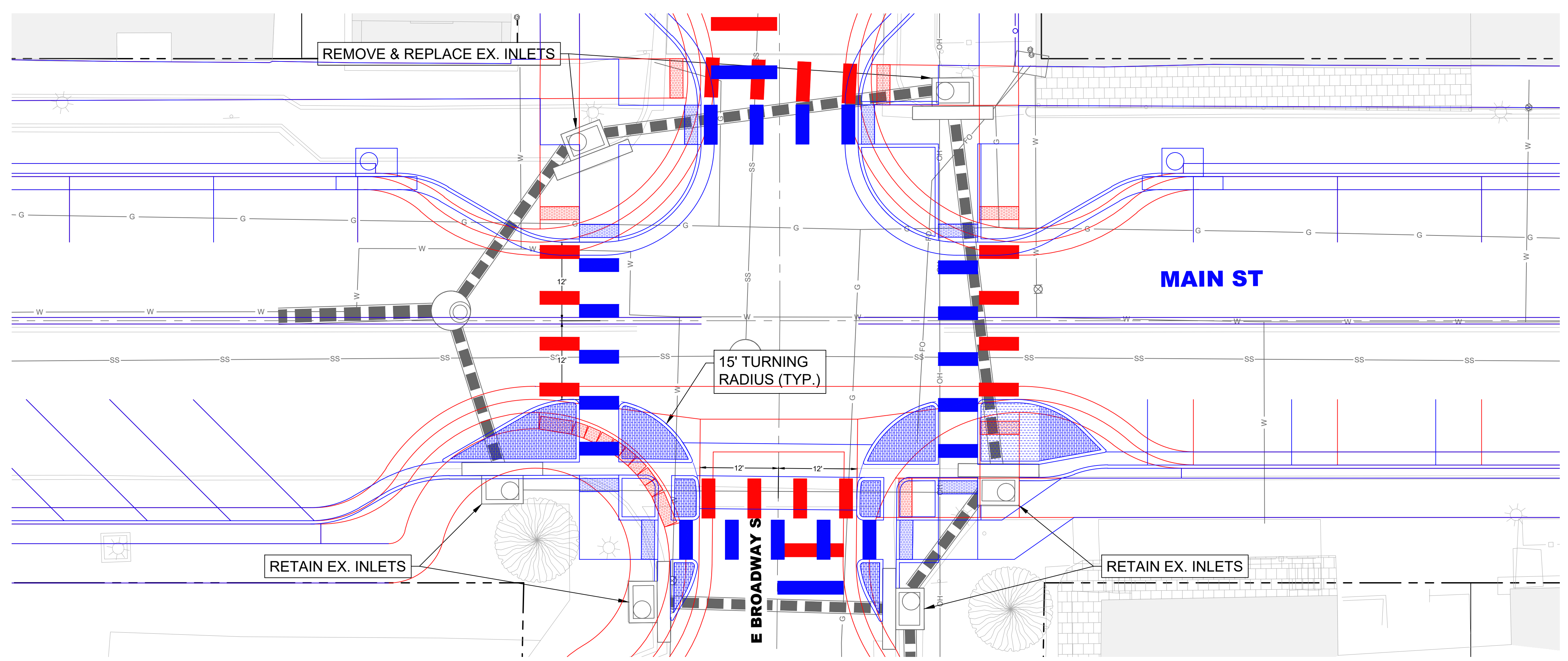
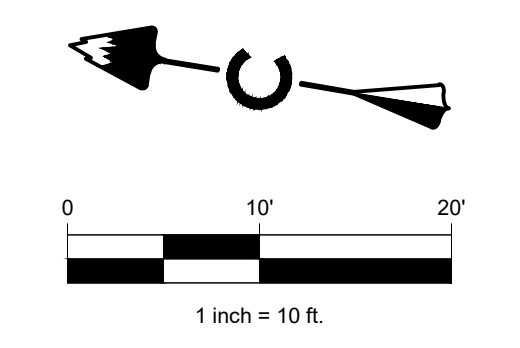
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ELIZABETH MAIN ST STREETSCAPE
 ALTERNATIVE BULB-OUTS
 CONCEPT 2

CORE CORE CONSULTANTS, INC.
 3473 S. BROADWAY
 ENGLEWOOD, CO 80113
 303.703.4444
 LIVEYOURCORE.COM

LAND DEVELOPMENT
 ENERGY
 PUBLIC INFRASTRUCTURE

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DATE: 02/05/24
JOB NO.10-010-069
SHEET 1



LEGEND

- BLUE - PROPOSED BULB-OUT ALTERNATIVE WITH 15' RADIUS
- RED - FLUSH BULB-OUT WITH 25' RADIUS

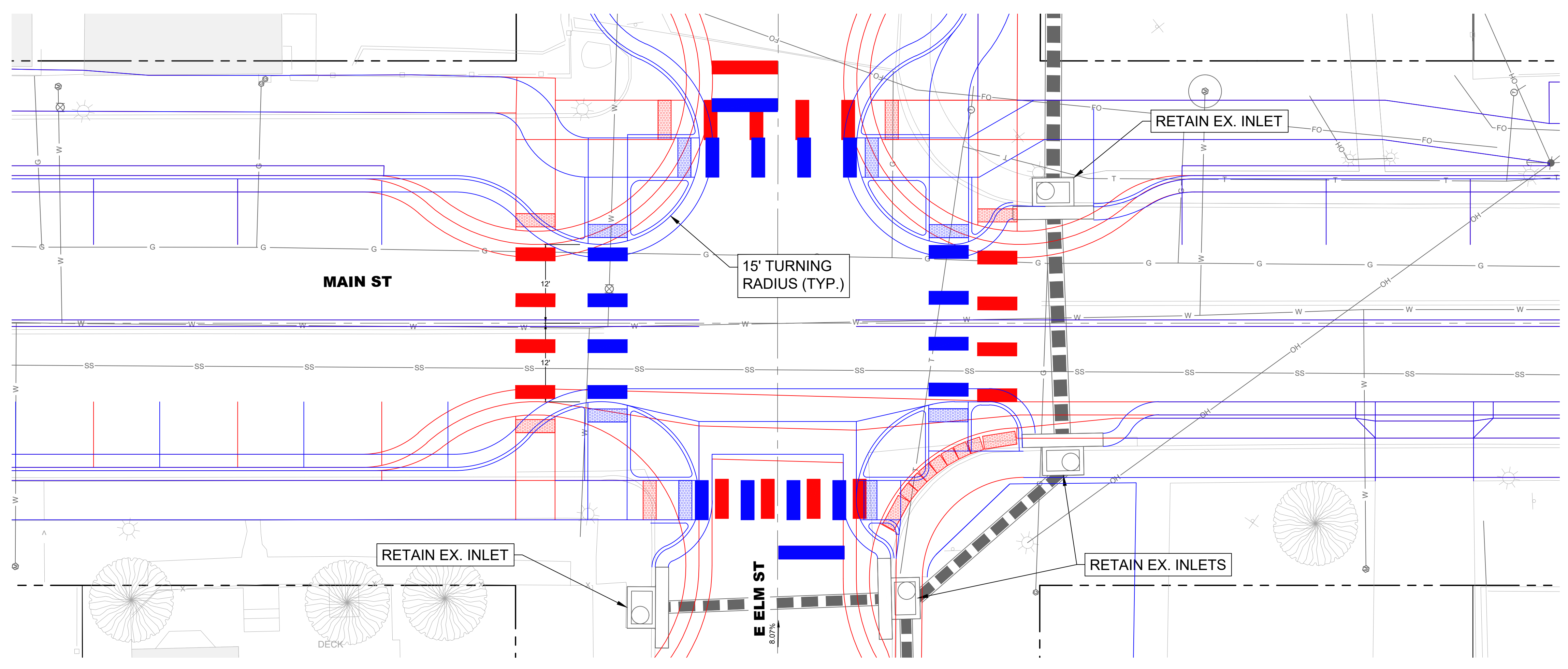
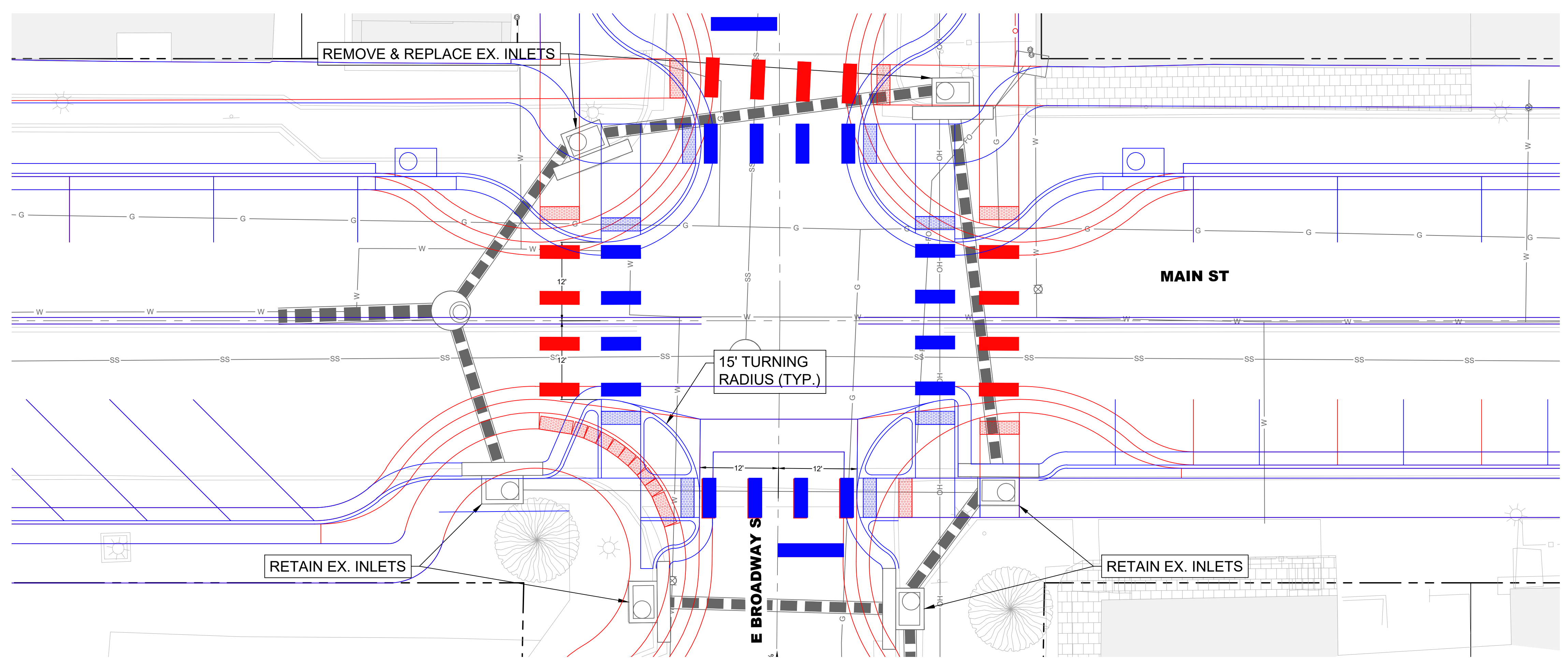
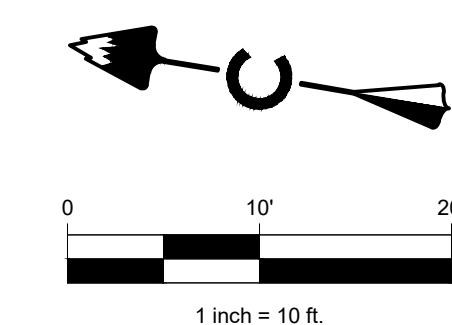
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ALTERNATIVE BULB-OUTS
CONCEPT 1**

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DATE: 02/06/24
JOB NO.10-010-069
SHEET 1

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LEGEND

BLUE - PROPOSED BULB-OUT ALTERNATIVE WITH 15' RADIUS

RED - FLUSH BULB-OUT WITH 25' RADIUS

**ELIZABETH MAIN ST STREETSCAPE
ALTERNATIVE BULB-OUTS
CONCEPT 2**

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ENGLEWOOD, CO 80113
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LAND DEVELOPMENT
ENERGY
PUBLIC INFRASTRUCTURE

CREATED BY: TCV
DATE: 02/06/24
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SHEET 1

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TO: Main Street Board of Directors
FROM: Zach Higgins, AICP Community Development Director
DATE: March 11, 2024
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.
- j. The BOT heard Main Street recommendations from Stolfus related to their Old Town Traffic Study at their 02/14/2023 BOT meeting.
- k. Staff received direction from the BOT at their 02/14/2023 regarding parking and traffic movement on Main Street. The BOT tabled the resolution to update the street cross-sections in order to obtain additional information.
- l. MSBOD and BOT met on 04/01/2023 for a work session. BOT gave direction on Streetscape. Staff is working on implementing direction.
- m. The Streetscape Amendment #2 has been approved by the BOT on 05/09/2023.
- n. Manny presented the options based on block-by-block analysis on 06/27/2023.
- o. Staff is seeking formal direction based on the block-by-block analysis on 07/11/2023.
- p. The BOT has given formal direction to accept the block-by-block recommendations from CORE Engineering. They have also given direction to save the four trees in the 500 block of Main Street and remove parking from the



West side of that block. CORE Engineering is working on providing the cross-sections required for adoption by resolution.

- q. A Streetscape meeting took place on 08/24/2023 here at Town Hall. CORE presented their updated CAD layout and DHM presented their updated landscaping and street furniture design.
- r. Staff met with CORE's lighting consultant to discuss streetlights.
- s. Staff submitted the Revitalizing Main Street Grant in September and was successful in receiving an award of funds. Staff is still working with CDOT in regards to the details around the award.
- t. Staff has submitted a \$1,000,000 grant request to the DOLA EIAF TIER II grant program on December 1st. Staff has presented to the Grant committee in February, 2024.
- u. Updated designs to accommodate less demolition have been created and will be presented to the MSBOD and BOT in early March.

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.
- c. Mr. Gregory presented his latest proposal to the BOT on 02/28/2023. The Town is putting together a price for the property to be considered.
- d. The Board of Trustees has decided to not pursue Mr. Gregory's proposal further at this time.
- e. Staff will be seeking a site feasibility study for the Gesin Lot through DOLA.
- f. The monument sign/clock tower RFP has been distributed. The proposals will be reviewed on 05/11 at 2pm.
- g. DHM Design has been awarded the contract by DOLA. The Kick-Off meeting took place on 06/26 followed by the Design Charrette.
- h. DHM Design held their second meeting, to review and give feedback on three options on 08/14/2023 at Town Hall. The archway over Main Street was chosen by the group. DHM is working on additional design development before presenting to the BOT.
- i. The MSBOD made a design recommendation to the BOT. The BOT have moved forward with the MSBOD design recommendation at their 11/28/2023 BOT meeting.
- j. The Town will be seeking grant funding for this project through the T-Mobile Hometown Grant in the first quarter of 2024.



- k. The Town is starting the process of creating an RFP for the design and development of the Gesin Lot.
- l. DHM has presented the 60% design set to the Town for review of the Main Street Archway Sign.

3. Ornaments

- a. Tom Pollard has provided pricing for this year's ornaments. The total will be \$2,195.00 which includes art and tooling, 200 ornaments, boxes with info sheet, and shipping.
- b. The Town has received this year's ornaments. Ornaments are available for purchase by the Main Street businesses.
- c. All 200 ornaments have been purchased from the Town for 2023.

4. Training Update/Reminder

- a. Alert Staff of any trainings you feel are relevant.
- b. DOLA Main Street Program provides monthly trainings online.
- c. Main Street NOW Conference will be held on May 6th-8th in Birmingham, AL
- d. Please work with staff to book your accommodations for the Main Street NOW Conference.

5. WiFi on Main Street

- a. Town working with Maverix to provide wireless internet service to Main Street and possibly Running Creek Park. Maverix to meet with the BOT on October 10th.
- b. BOT has approved Maverix contract and Maverix team is moving forward with infrastructure improvements.

6. 2023 Fourth quarter stats have been submitted to DOLA.

7. HAB District Creation and Design Guideline Update

- a. The HAB held their second public meeting on Historic District Creation and Design Guideline update on 06/12 at Town Hall.
- b. The HAB is starting a new effort for Design Guideline creation for 2024.

8. MSBOD, HAB, PC, and BOT Joint Workshop

- a. Tentative BOT and MSBOD Workshop schedule:
 - i. COMPLETED 01/23/2024 – 5pm (Gesin Lot Discussion)
 - ii. 04/23/2024 – 6:30pm
 - iii. 07/23/2024 – 6:30pm
 - iv. 09/24/2024 – 6pm (Advisory Board Budget Requests)

9. Strategic Planning with Melissa Antol, COREFLECTION

- a. COMPLETED - Please complete the survey by 01/15 @5pm
- b. COMPLETED - In-person workshop 01/29 4-8pm
- c. COMPLETED - Virtual workshop 01/30 6-8pm
- d. COMPLETED - Follow up during regular meeting on 02/12

ELIZABETH GATEWAY SIGN

FEBRUARY 2024

60% CONSTRUCTION DOCUMENT SET

DHM DESIGN

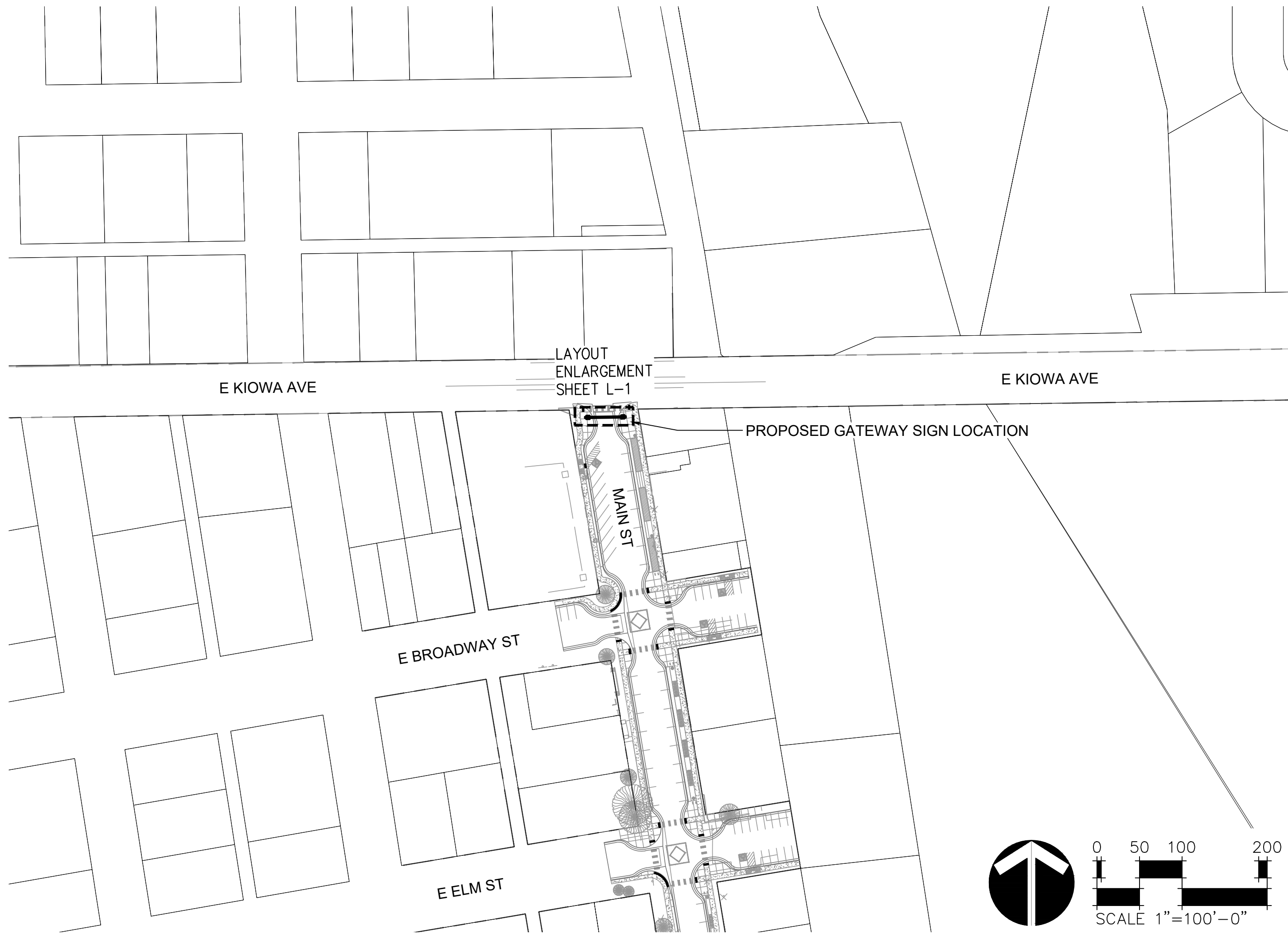
900 S. Broadway
Suite 300
Denver, CO 80209
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www.dhmdesign.com

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TOWN OF ELIZABETH
ELIZABETH, COLORADO
TELEPHONE: 303-725-7496
CONTACT: ZACH HIGGINS,
COMMUNITY DEVELOPMENT
DIRECTOR

LANDSCAPE ARCHITECT:
DHM DESIGN CORPORATION
900 S. BROADWAY, SUITE 300
DENVER, CO 80209
TELEPHONE: 303-829-5566
CONTACT: MARK WILCOX, PLA

SHEET INDEX	
CVR - COVER SHEET	SHEET 1
N-1 - GENERAL NOTES	SHEET 2
L-1 - LAYOUT PLAN	SHEET 3
SD-1 - SIGN LAYOUT	SHEET 4
SD-2 - SIGN DETAILS	SHEET 5



APPROVED BY:

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PROJECT MANAGER

CALL BEFORE YOU DIG
CALL UTILITY NOTIFICATION
CENTER OF COLORADO
1-800-922-1987
12600 W. COLFAX AVE., SUITE B-310
LAKEWOOD, COLORADO 80215
www.uncc.org
CALL 3 BUSINESS DAYS IN ADVANCE
BEFORE YOU DIG, GRADE, OR EXCAVATE
FOR THE MARKING OF UNDERGROUND
MEMBER UTILITIES

ALL UNDERGROUND UTILITIES OR STRUCTURES REPORTED BY THE OWNER OR OTHERS AND THOSE SHOWN ON THE RECORDS EXAMINED ARE INDICATED WITH THEIR APPROXIMATE LOCATION AND EXTENT. THE CONTRACTOR BY ACCEPTING THESE PLANS OR PROCEEDING WITH IMPROVEMENTS PLANS IN THIS AREA SHALL BE RESPONSIBLE TO ASSUME LIABILITY AND TO HOLD OWNER HARMLESS FOR ANY DAMAGES RESULTING FROM THE EXISTENCE OF UNDERGROUND UTILITIES OR STRUCTURES NOT REPORTED TO THE OWNER NOT INDICATED ON THE PUBLIC RECORDS EXAMINED. LOCATED AT VARIANCE WITH THAT REPORTED OR SHOWN ON RECORDS EXAMINED. THE CONTRACTOR IS REQUIRED TO TAKE DUE PRECAUTIONARY MEASURES TO PROTECT THE UTILITIES OR STRUCTURES SHOWN AND ANY OTHER UTILITIES OR STRUCTURES FOUND AT THE SITE. IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO NOTIFY THE OWNER OF THE UTILITIES OR STRUCTURES CONCERNED BEFORE STARTING WORK.

Elizabeth Gateway Sign
Elizabeth, CO

PROJECT NUMBER: 23109.00
DATE: 2024-02-29
DESIGNED: MW
DRAWN: KW
CHECKED: MW

REVISIONS:

JOB DESCRIPTION:
60% CONSTRUCTION DOCUMENT

SHEET TITLE:
COVER SHEET

SHEET NUMBER:
CVR
SHEET 1 OF 5

NOT FOR CONSTRUCTION

GENERAL NOTES

- A. THE FOLLOWING REQUIREMENTS SHALL BE THE OBLIGATION OF THE CONTRACTOR, UNTIL SUCH TIME AS THE PLAN IS CERTIFIED AS PROPERLY COMPLETED, OR UNTIL SUCH TIME AS OTHERWISE ALLOWED BY THE TOWN TO BE VOIDED, MODIFIED, OR REPLACED.
- B. ALL MATERIALS AND WORKMANSHIP SHALL BE SUBJECT TO INSPECTION BY THE TOWN OF ELIZABETH. THE TOWN OF ELIZABETH RESERVES THE RIGHT TO ACCEPT OR REJECT ANY MATERIALS AND WORKMANSHIP THAT DOES NOT CONFORM TO THE TOWN OF ELIZABETH SHALL STANDARDS AND SPECIFICATIONS.
- C. THE CONTRACTOR SHALL NOTIFY TOWN OF ELIZABETH REPRESENTATIVE OR LANDSCAPE ARCHITECT, TWENTY-FOUR (24) HOURS PRIOR TO THE BEGINNING OF CONSTRUCTION.
- D. LOCATION OF EXISTING UTILITIES SHALL BE VERIFIED BY THE CONTRACTOR PRIOR TO ACTUAL CONSTRUCTION. FOR INFORMATION ON OWNER OWNED UTILITIES, CONTACT UNCC, 1-800-922-1987.
- E. THE CONTRACTOR SHALL HAVE ONE (1) SIGNED COPY OF THE PLANS (APPROVED BY THE TOWN OF ELIZABETH, ONE (1) COPY OF THE APPROPRIATE STANDARDS AND SPECIFICATIONS AT THE JOB SITE AT ALL TIMES AND A COPY OF ANY PERMITS AND EXTENSION AGREEMENTS NEEDED AT THE JOB SITE AT ALL TIMES.
- F. THE CONTRACTOR SHALL AT ALL TIMES TAKE PRECAUTIONS FOR PROTECTION OF EXISTING PUBLIC AND PRIVATE INSTALLATIONS THAT MAY BE ENCOUNTERED DURING CONSTRUCTION. ANY DAMAGED INSTALLATIONS, PUBLIC OR PRIVATE SHALL BE REPAIRED AT THE CONTRACTORS EXPENSE.
- G. CONTRACTOR SHALL PROVIDE A TRAFFIC CONTROL (AS REQUIRED) PLAN CONFORMING WITH THE MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (MUTCD) FOR APPROVAL BY THE THE TOWN OF ELIZABETH.
- H. THE CONTRACTOR SHALL REMOVE ALL SEDIMENT, MUD, AND CONSTRUCTION DEBRIS THAT MAY ACCUMULATE IN THE FLOW LINES, PRIVATE PROPERTY, AND PUBLIC RIGHTS OF WAY AS A RESULT OF THIS CONSTRUCTION PROJECT. REMOVAL SHALL BE CONDUCTED WITHIN 48 HOURS OR AS DIRECTED BY THE EROSION CONTROL INSPECTOR.
- I. THE CONTRACTOR SHALL PREVENT SEDIMENT, DEBRIS, AND ALL OTHER POLLUTANTS FROM ENTERING THE STORM SEWER SYSTEM DURING ALL DEMOLITION, EXCAVATION, TRENCHING, BORING, GRADING OR OTHER CONSTRUCTION OPERATIONS THAT ARE PART OF THIS PROJECT. THE CONTRACTOR SHALL BE RESPONSIBLE FOR REMEDIATION OF ANY ADVERSE IMPACTS TO ADJACENT WATERWAYS, WETLANDS, OTHER PROPERTIES, ETC., RESULTING FROM WORK DONE AS PART OF THIS PROJECT.
- J. CONTRACTOR SHALL PROVIDE EROSION CONTROL PLANS AND MEASURES AS REQUIRED AROUND GATEWAY SIGN.
- K. ALL MATERIAL IMPORTED TO OR EXPORTED FROM THE SITE SHALL BE PROPERLY COVERED TO PREVENT THE LOSS OF MATERIAL DURING TRANSPORT.
- L. THE CONTRACTOR SHALL NOTIFY THE TOWN EROSION CONTROL INSPECTOR UPON INSTALLATION OF SEDIMENT AND EROSION CONTROL MEASURES 24 HOURS PRIOR TO STARTING GRADING WORK.
- M. EROSION AND SEDIMENT CONTROL MEASURES SHALL BE IN PLACE AND INSPECTED BY THE TOWN PRIOR TO GRADING ACTIVITIES. ADDITIONAL EROSION AND SEDIMENT CONTROL MEASURES MAY BE REQUIRED DURING AND AFTER CONSTRUCTION AND SHALL BE INSTALLED WITHIN 48 HOURS OF NOTIFICATION BY THE TOWN. THE CONTRACTOR SHALL INSTALL AND MAINTAIN ALL EROSION CONTROL MEASURES AS INDICATED ON THIS PLAN AND AS NECESSARY TO PREVENT SEDIMENT DEPOSITION OFF-SITE.
- N. THE CONTRACTOR SHALL PREVENT LOSS OF CUT AND FILL MATERIAL TRANSPORTED TO AND FROM THE SITE BY TAKING APPROPRIATE MEASURES. ALL MUD AND SEDIMENT TRACKED ONTO PUBLIC STREETS SHALL BE CLEANED IMMEDIATELY BY CONTRACTOR, AND/OR THEIR AUTHORIZED AGENTS. STREET CLEANING INCLUDES SHOVELING AND SWEEPING ACTIVITIES. AT NO TIME SHALL SEDIMENT BE WASHED DOWN UNPROTECTED INLETS INTO THE CITY STORM SEWER SYSTEM.
- O. THE DISCHARGE OF WATER CONTAINING WASTE CEMENT TO THE STORM SEWER SYSTEM IS PROHIBITED.
- P. THE DISCHARGE OF ANY WATER CONTAMINATED BY WASTE PRODUCTS FROM CUTTING OPERATIONS TO THE STORM SEWER SYSTEM IS PROHIBITED. THE CONTRACTOR SHALL PROTECT ALL STORM SEWER FACILITIES ADJACENT TO ANY LOCATION WHERE PAVEMENT CUTTING OPERATIONS INVOLVING WHEEL CUTTING, SAW CUTTING OR ABRASIVE WATER JET CUTTING ARE TO TAKE PLACE. THE CONTRACTOR SHALL REMOVE AND PROPERLY DISPOSE OF ALL WASTE PRODUCTS GENERATED BY SAID CUTTING OPERATIONS ON A DAILY BASIS.
- Q. CONTRACTOR MUST OBTAIN ALL TOWN OF ELIZABETH REQUIRED PERMITS PRIOR TO ANY CONSTRUCTION ACTIVITY.

DHM DESIGN

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Denver, CO 80209
303.892.5566
www.dhmdesign.com

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Elizabeth, CO

PROJECT NUMBER: 23109.00 DATE: 2024-02-29
DESIGNED: MW
DRAWN: KW
CHECKED: MW

REVISIONS:
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JOB DESCRIPTION:
60% CONSTRUCTION
DOCUMENT

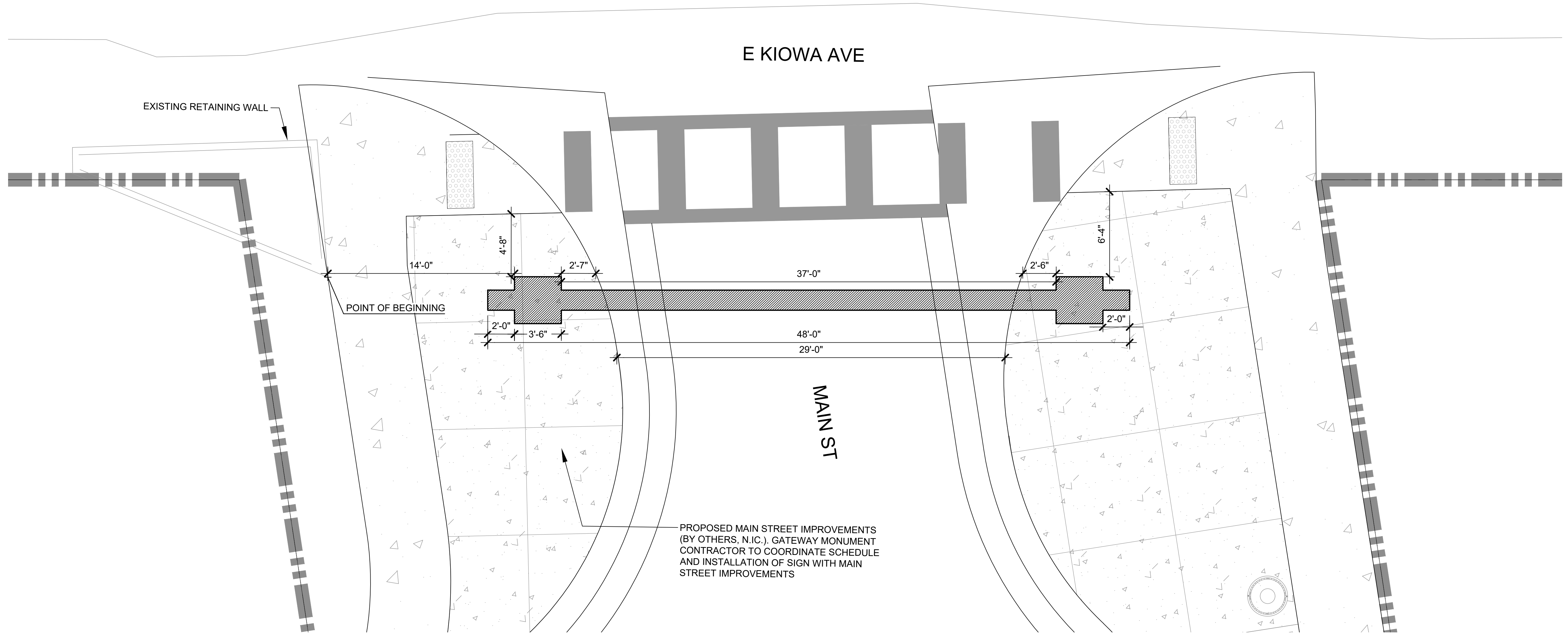
SHEET TITLE:
GENERAL NOTES

SHEET NUMBER:

N-1

SHEET 2 OF 5

NOT FOR CONSTRUCTION



PROPOSED MAIN STREET IMPROVEMENTS
(BY OTHERS, N.I.C.). GATEWAY MONUMENT
CONTRACTOR TO COORDINATE SCHEDULE
AND INSTALLATION OF SIGN WITH MAIN
STREET IMPROVEMENTS

1 ELIZABETH GATEWAY SIGN LAYOUT PLAN

SCALE: 1" = 2'-0"

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**Elizabeth Gateway Sign
Elizabeth, CO**

PROJECT NUMBER: 23109.00
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REVISIONS:

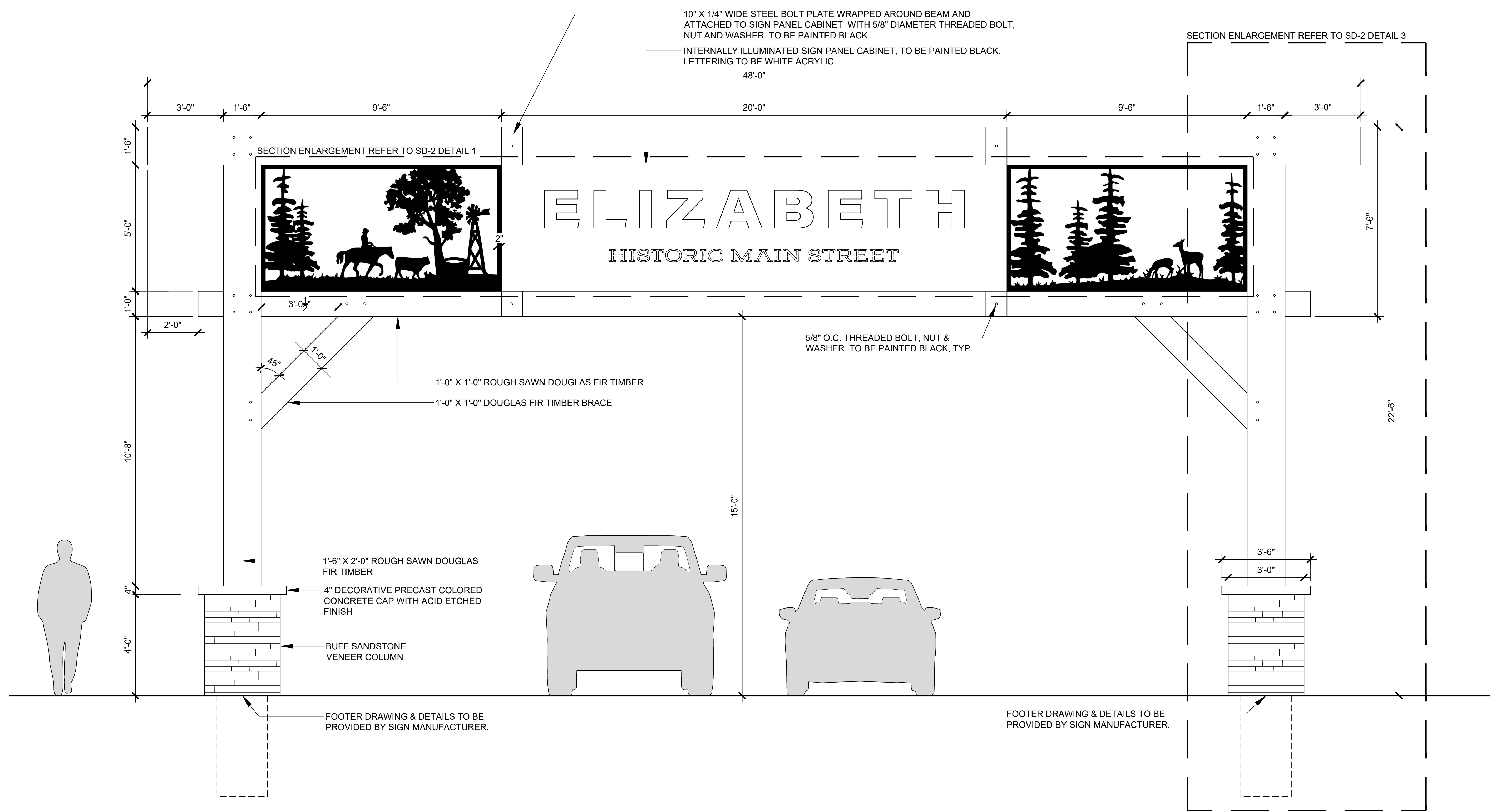
JOB DESCRIPTION:
60% CONSTRUCTION
DOCUMENT

SHEET TITLE:
LAYOUT PLAN

SHEET NUMBER:

L-1

SHEET 3 OF 5



- NOTES:**
1. SIGNS ARE DESIGNED TO 60% AND SHALL BE USED FOR CONCEPTUAL PURPOSES ONLY.
 2. SIGN MANUFACTURER TO PROVIDE FINAL ENGINEERED SHOP DRAWINGS, FOUNDATION DESIGNS, ELECTRICAL DESIGNS AND PERMITS FOR APPROVAL FROM THE TOWN OF ELIZABETH PRIOR TO CONSTRUCTION.
 3. SIGN MANUFACTURER TO PROVIDE FINAL SIGN FOUNDATION AND DETAILING PER TOWN CODE REQUIREMENTS.
 4. PROVIDE COLOR SAMPLES AND COLOR PROOFS OF ALL SIGNS FOR APPROVAL PRIOR TO FABRICATION.

1 ELIZABETH GATEWAY SIGN

SCALE: 1/2" = 1'-0"

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**Elizabeth Gateway Sign
Elizabeth, CO**

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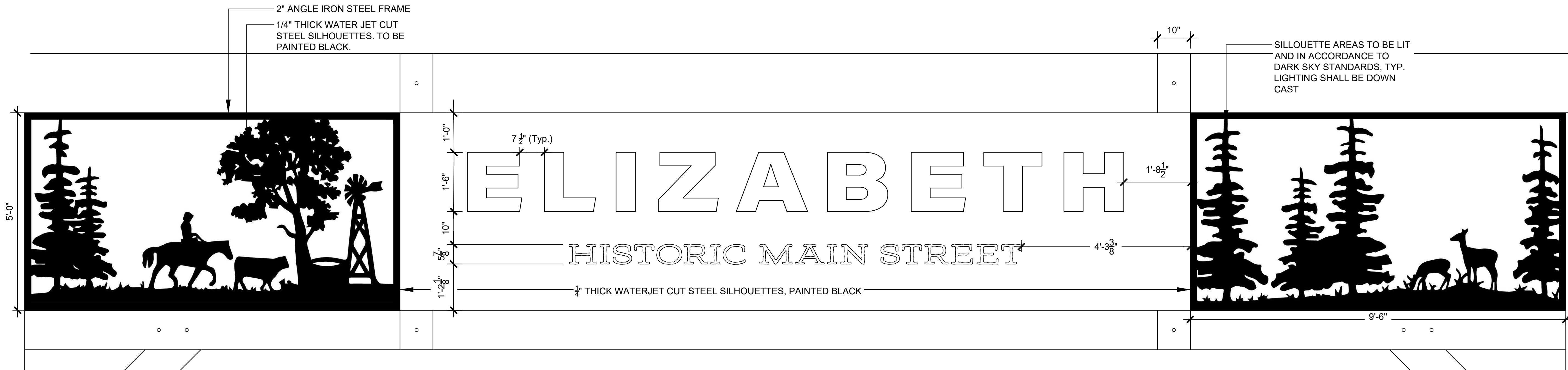
REVISIONS:

JOB DESCRIPTION:
60% CONSTRUCTION DOCUMENT

SHEET TITLE:
SIGN LAYOUT

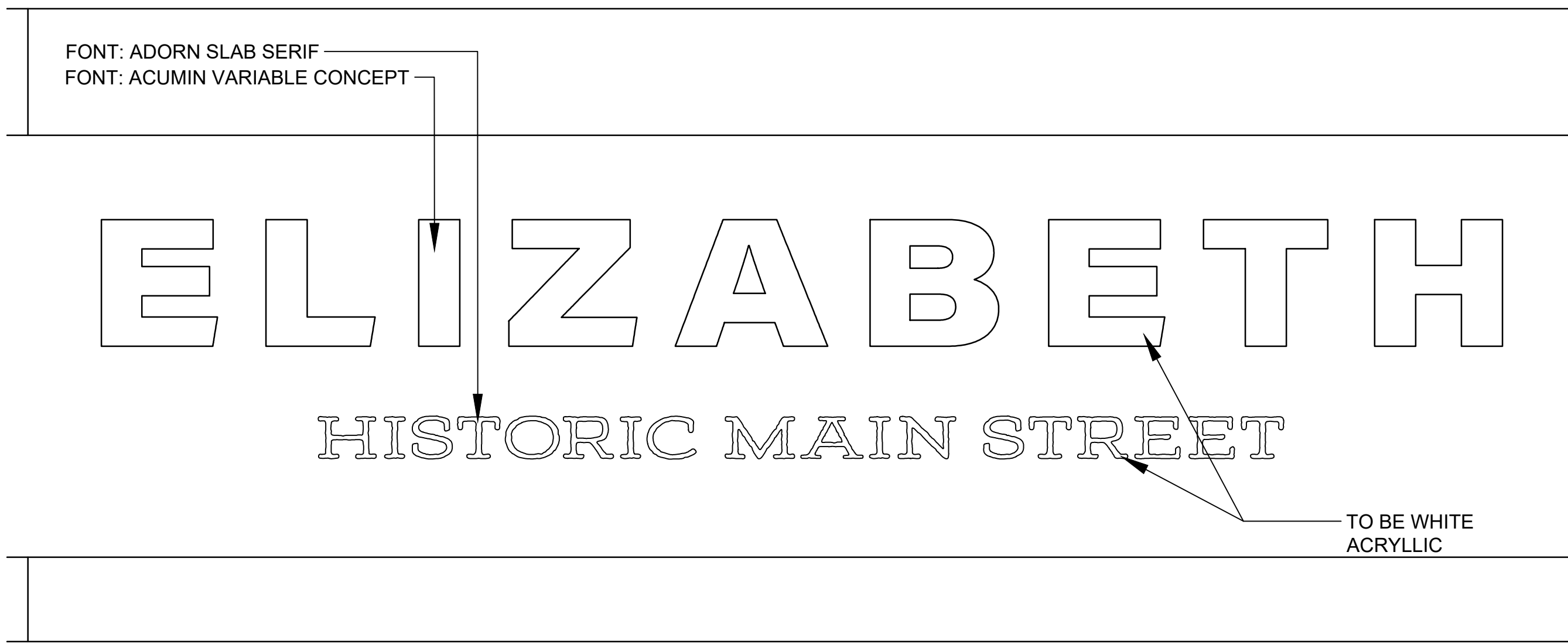
SHEET NUMBER:

SD-1



1 ELIZABETH GATEWAY GRAPHICS ENLARGEMENT

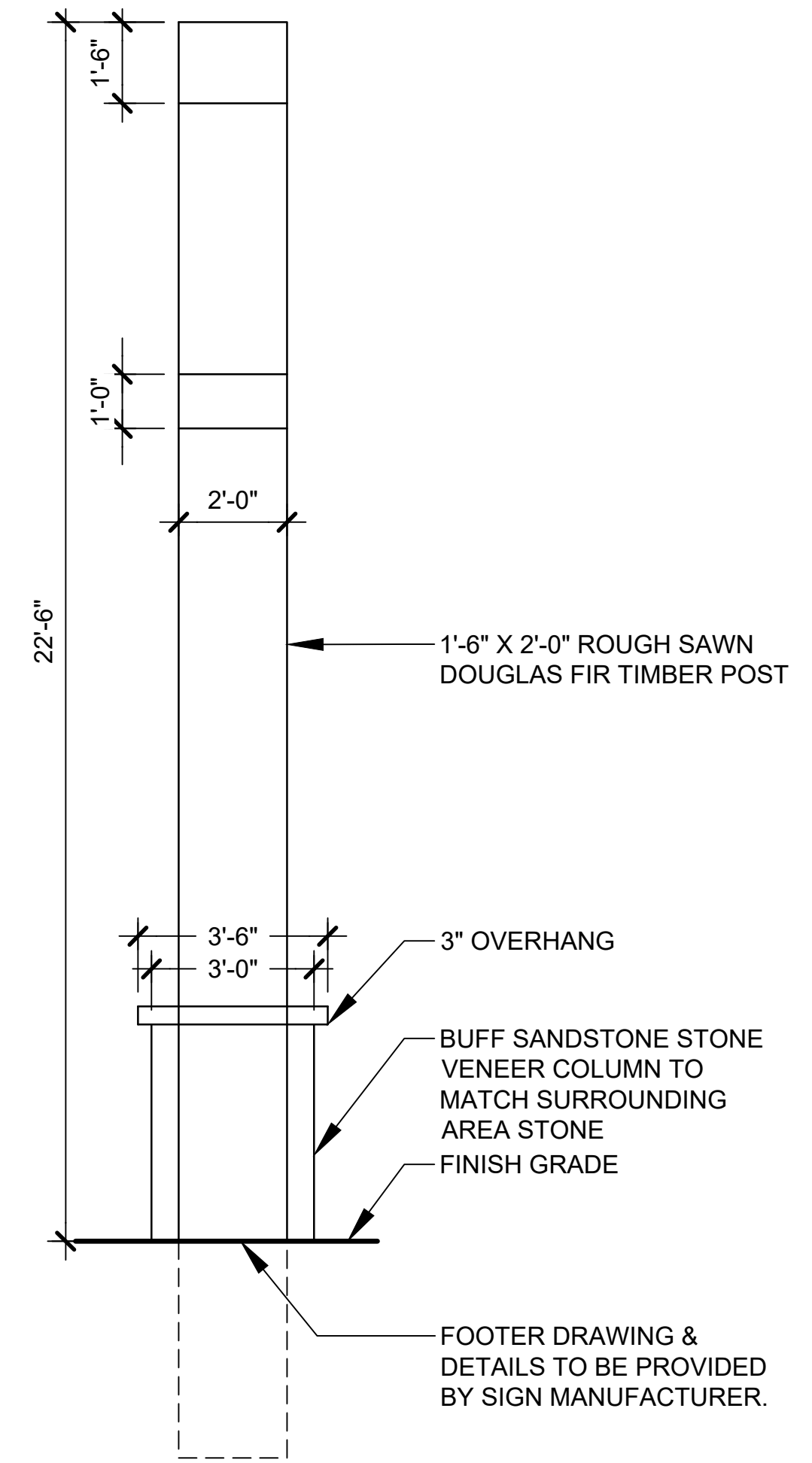
SCALE: 3/4" = 1'-0"



- NOTES:
- SIGN CABINET TO BE INTERNALLY ILLUMINATED.
 - DETAILS TO BE PROVIDED BY SIGN MANUFACTURER.

2 ELIZABETH GATEWAY FONTS & LIGHTING

SCALE: 3/4" = 1'-0"



3 ELIZABETH GATEWAY SECTION

SCALE: 3/8" = 1'-0"

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SIGN LAYOUT

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SD-2