



# TOWN OF ELIZABETH

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**TOWN OF ELIZABETH  
Planning Commission Regular Meeting and Workshop  
Tuesday, May 02, 2023 at 6:30 PM  
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 March 21, 2023

**NEW BUSINESS**

- [2.](#) Discussion and possible action regarding Site Plan waiver for 392 S Main Street

**STAFF REPORT**

- [3.](#) Staff Report

**COMMISSIONER REPORTS**

**ADJOURNMENT**

**A Training Workshop Will Commence Immediately After the Regularly Scheduled Meeting  
Continuing the APA Planning Commissioner Training Series.**



# TOWN OF ELIZABETH

PLANNING COMMISSION

## PLANNING COMMISSION – RECORD OF PROCEEDINGS MARCH 21, 2023

### CALL TO ORDER

The Regular Meeting of the Elizabeth Planning Commission was called to order on Tuesday, March 21, 2023, at 6:33 PM by Chair Jenny Case.

### ROLL CALL

Present were Chair Jenny Case, Vice Chair Amy Schmidt, and Commissioners Julie Uhernik, George Fick, Rob Porter, and Ed Beard. Commissioner Greg Lindbloom 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 agenda changes from staff.

No agenda changes by the Commissioners.

### UNSCHEDULED PUBLIC COMMENT

No Unscheduled Public Comment.

### CONSENT AGENDA

1. Minutes of the Special Meeting of March 7, 2023

Motion by Vice Chair Schmidt, seconded by Commissioner Uhernik, to approve the Consent Agenda as presented.

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

### NEW BUSINESS

2. Discussion regarding Elizabeth Municipal Code Updates

Direction was provided to Staff regarding Use by Special Review yearly review requirements.



## TOWN OF ELIZABETH

PLANNING COMMISSION

3. Discussion regarding Staff reports

The Commissioners provided direction to Staff.

4. Discussion regarding American Planning Association – Planning Commissioner Training Series – Comprehensive Plans

Discussion followed regarding the Comprehensive Plan.

### STAFF REPORT

- Mr. Higgins provided updates on upcoming training opportunities.
- Mr. Higgins provided updates on upcoming joint workshops with the Board of Trustees.
- Olde Town Traffic Study will be presented to the Board of Trustees on April 11, 2023.
- Approval of streetscape cross sections are on hold until after the Board of Trustees have their workshop with the Main Street Board of Directors.
- Mr. Higgins told the Commissioners that the Board of Trustees upheld the Planning Commission recommendations to allow the updates to Pine Ridge Crossing and Walnut Grove.

### COMMISSIONER REPORTS

- Vice Chair Schmidt had a question regarding Planning Commissioners voicing public comment at meetings as a citizen.

### ADJOURNMENT

Motion by Commissioner Fick, seconded by Vice Chair Schmidt, to adjourn the meeting at 8:06 p.m. The vote of those Commissioners present was unanimously in favor. Motion carried.

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Chair Jenny Case

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Deputy Town Clerk Harmony Malakowski



# TOWN OF ELIZABETH

COMMUNITY DEVELOPMENT DEPARTMENT

**TO:** Planning Commission  
**FROM:** Zach Higgins, AICP Community Development Director  
**DATE:** May 02, 2023  
**SUBJECT:** Site Plan Waiver regarding 392 S Main Street

### SUMMARY

The owners of 392 S Main Street, the Carriage Shoppes, is requesting that the Planning Commission waive their opportunity to review a Site Plan in relation to selling sheds on the currently vacant parcel directly east of the Carriage Shoppes. This request by the applicant is permitted under Section 16-1-200 Supplementary regulations (a)(15)(b)2. The Planning Commission or Board of Trustees may waive its opportunity to review uses that are permitted by right if, after being consulted by the Town staff, it determines that the size of the project does not warrant its review.

The applicant has met with Town Staff regarding the above-mentioned request. The zoning of the parcel in question is DT which allows as a use by right, retail stores, sales and display rooms and shops.

### STAFF RECOMMENDATION

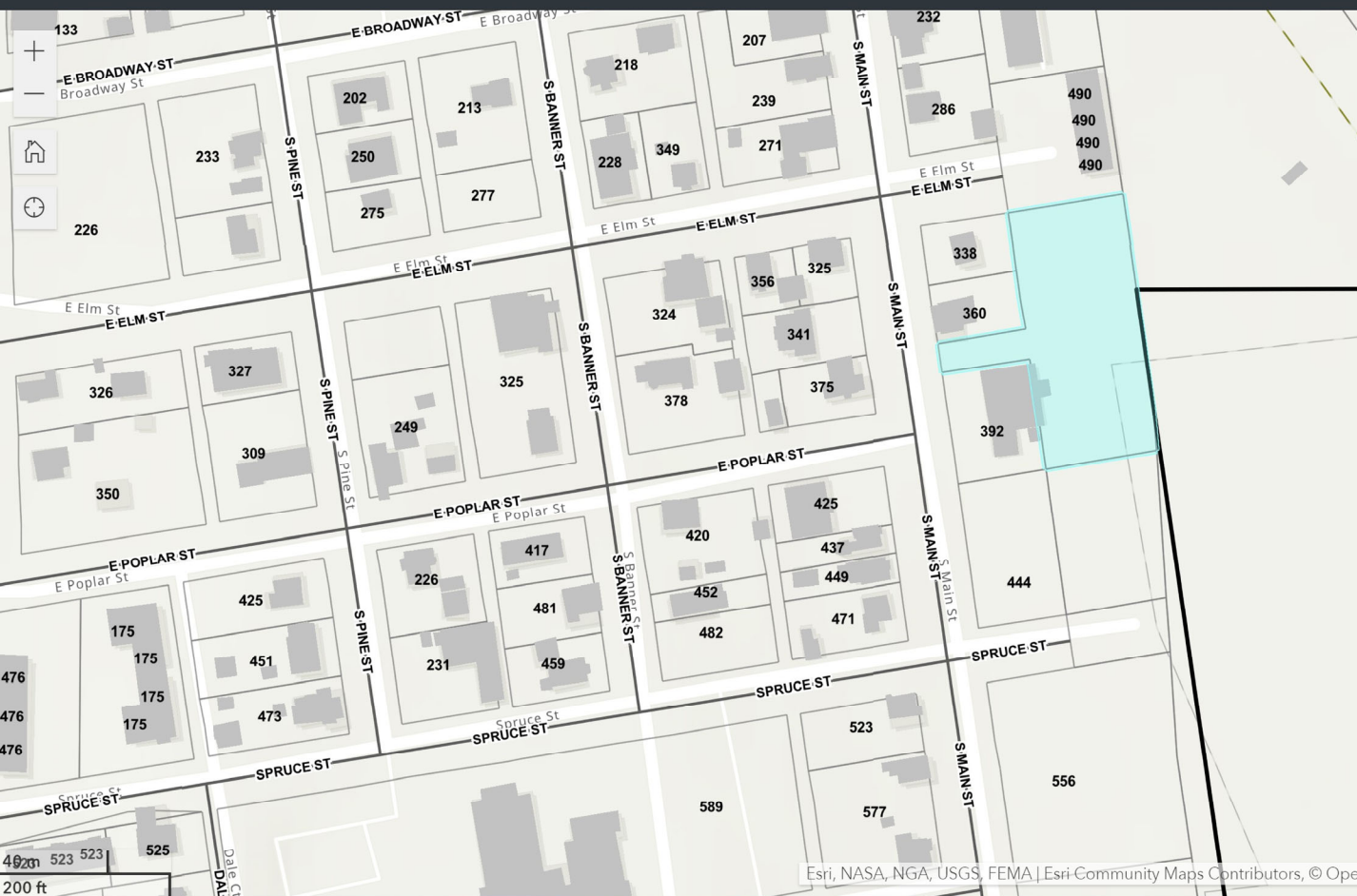
Staff recommends the Planning Commission waive its right to review the Site Plan for the parcel adjacent to 392 S Main Street, the Carriage Shoppes, as permitted under Section 16-1-200 Supplementary regulations (a)(15)(b)2 of the Elizabeth Municipal Code. The Planning Commission can maintain its right to review the Site Plan for the parcel in question or waive its right.

### ATTACHMENT(S)

Map of 392 S Main Street



Item 2.



Zoom to 2 of 2

**Parcel:**

Parcel ID	8418110006
Account	R115662
Section	18-8S-64W
Subdivision	
Block	
Lot/Tract	
Stated Area	0.756
Situs Addr	ELIZABETH, CO 80107
Owner Name	EJAY HOLDINGS LLC
Care Of	
Owner Addr	11200 CONESTOGA PL FRANKTOWN, CO 80116
Tax Area	0001
Mill Levy	101.74



## TOWN OF ELIZABETH

COMMUNITY DEVELOPMENT DEPARTMENT

**TO:** Planning Commission  
**FROM:** Zach Higgins, AICP Community Development Director  
**DATE:** May 02, 2023  
**SUBJECT:** Staff Report

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- Training: American Planning Association – Planning Commissioner Training Series
  - Roles/Responsibilities (completed)
  - Managing the Meeting (completed)
  - Staff Reports (completed)
  - Comprehensive Plans (completed)
  - Zoning/Ordinances (completed)
- Training: Referral Agencies:
  - Fire
  - Police Department
  - Public Works
  - Civil Engineer (CORE Engineering)
  - Traffic Engineer (Stolfus)
  - CORE Electric
  - Black Hills Energy (Gas)
  - Elizabeth School District
- Stolfus has presented findings and recommendations to the public on 02/23 from the Old Town Traffic Study. Stolfus has presented the draft report to the BOT on 04/25/2023.
- The BOT have been presented with updated Main Street Cross-Sections at their meeting on 02/28/2023. The BOT has chosen to table the resolution to allow additional time to discuss the proposed with the MSBOD. A workshop has been scheduled for 04/01/2023.
- The MSBOD has approved an RFP for distribution for a monument sign or similar on the Gesin Lot at the intersection of Main Street and SH-86. The RFP is distributed and awaiting responses.
- The HAB is working on creating a Historic District within Town and updating the Design Guidelines to include additional language about historic properties.
- The HAB will be holding a public meeting on May 8<sup>th</sup> at 6pm to discuss Historic District creation and Design Guideline updates.



## TOWN OF ELIZABETH

COMMUNITY DEVELOPMENT DEPARTMENT

- There will be an event to commemorate the listing of 188 S Main Street on to the National Register of Historic Places on May 6<sup>th</sup> at 10am.