



TOWN OF ELIZABETH

CHRIS LOWE/INTERIM TOWN ADMINISTRATOR

ADMINISTRATOR REPORT

08/21/2026

- Hannah and I have had several budget meetings and are running numbers and working hard to be ready for a budget session with you all when you decide on a time and date that works.
- Community Gardens planters are in and look great, the crew did a really nice job of choosing and setting these up. Now hopefully we can get the community interested in using them, even this fall for some plantings. The boys will also be working on changing the gate to a pedestrian entrance and moving the larger gate for equipment to the west side of the garden.
- Travis will have started on 8/24, have been working on some onboarding scheduling and staff will be doing a welcome luncheon later that week. He has a prior commitment on the night of our meeting of the 25th, so I told him he was not expected to attend and to allow him to get acclimated before he attends his first meeting. But we are very excited to get him on board. Mike will be meeting with him on his first day to give him a tour and introductions. Still trying to figure out some office solutions for him.
- As a follow up from the last meeting with the Facilities Master Plan study, I have sent a draft of our standard professional services agreement to Wold for their review. I used the numbers from their proposal but did add the options that they offered but with the caveat that if those were selected as we get further down the road of the project, we would advise you of that.
- Hoping to get Main Street buttoned up for your meeting.
- We have added signage and messaging and information on the website to assist in publicizing information for Hillside. Important to note that we have had residents physically threaten workers, incidents where vehicles are attempting to hit or scare workers. Thoroughly unacceptable behavior especially when you consider that this whole project is intended to transform their streets for the better. There is no construction project in the history of the world, including I am guessing the Pyramids, where someone was not inconvenienced. I understand frustration, what I don't understand is criminal or threatening behavior. I have told the contractor to note all instances and identities, and the Chief has vowed to step up protection of these workers and to attempt to arrest those that are committed to threatening the safety of these workers. I hope our community will try harder to be more respectful, patient and appreciative of this project. Any assistance, help or leadership that you all can provide for our citizens would be much appreciated.
- Street light issue on 86, pedestrian button from the school to Safeway was not working for a brief time. Multiple calls were made to CDOT to instigate repairs. It was damaged in a crash last week and so they reset it while waiting for parts. So, it is fixed in the meantime, but we did deploy officers during school ingress and egress hours for safety reasons until such time as CDOT made their temporary repairs. Will advise when permanent repairs are complete.

▪ PO Box 159, 151 S. Banner Street ▪ Elizabeth, Colorado 80107 ▪ (303) 646-4166

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TOWN OF ELIZABETH POLICE DEPARTMENT

CHIEF OF POLICE JEFF ENGEL

ELIZABETH POLICE DEPARTMENT ACTIVITY STATISTICS REPORT

Period: 08/02/2026 to 08/15/2026



ELIZABETH POLICE DEPARTMENT'S MISSION STATEMENT:

"The Elizabeth Police Department is committed to service excellence in protecting life and property, impartial enforcement of law, and building community with those who live, work, and visit, the Town of Elizabeth."

The following is an informational breakdown of EPD police activity from **08/02/2026 at 12:01 a.m. to 08/15/2026 at 11:59 p.m.** This information is compiled from our Records Management System (RMS), identified as New World (NW), as well as Douglas County Regional Dispatch (DCRD) records.

***All suspects/defendants are presumed innocent until proven guilty in a Court of Law. ***



425 S. Main St., P.O. Box 1527, Elizabeth, Colorado, 80107
Phone: 303-646-4664 Fax: 303-646-0616
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www.townofelizabeth.org



Colorado Association of
Chiefs of Police



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Period: 08/02/2026 to 08/15/2026

Total Calls for Service:

283

Traffic Stops:

Total Stops:

Penalty Assessments Issued:

Warnings Issued:

51

17

34

Other Calls for Service:

Call Type:	Number of Calls:
911 Rapid SOS	4
Abandoned Vehicle	1
Alarm-Bank	2
Alarm-Business Burglary	3
Animal Barking	1
Animal Complaint	1
Animal Cruelty	2
Assault	1
Assist to Fire Department	1



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Period: 08/02/2026 to 08/15/2026

Assist to Other Agency	5
Attempt to Contact	1
Business Check	10
Child Custody	1
Citizen Assist	20
Citizen Contact	15
Civil	1
Crime Prevention	11
Criminal Mischief	1
Dead Animal	1
Disturbance	2
Drunk Subject	2
Follow Up	49
Found Property	2
Harassment	2
Increased Patrol	2
Informational Report	2
Juvenile Complaint	2
Lost Property	1



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Period: 08/02/2026 to 08/15/2026

Medical Assist	3
Motorist Assist	2
Municipal Ordinance Violation	8
Motor Vehicle Crash with Property Damage	5
Motor Vehicle Crash with Hazards	1
Parking Complaint	8
Racing	1
Report Every Drunk Driver Immediately	5
Repossession	1
School Education	1
Sex Assault	1
Sex Offense	1
Special Assignment	1
Suicidal Subject with a Weapon	1
Suspicious Circumstance	5
Suspicious Vehicle	5
Theft	4
Traffic Complaint	8
Traffic Hazard	7



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Period: 08/02/2026 to 08/15/2026

Traffic Stop	51
VIN Verify	9
Warrant Arrest	1
Weapon Violation	1
Welfare Check	5
Wildlife	1



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Period: 08/02/2026 to 08/15/2026

Open Patrol Division Criminal Investigations:

Case Number:	Call Type:	Details:
26-3293	Sex Assault	Investigation into a Sex Assault.
26-3628	ICAC Tip	Investigation into a tip received from the Internet Crimes Against Children (ICAT) Task Force.
26-3599	Financial Crimes	Investigation into theft and fraud of a resident.
26-3769	Sex Assault	Investigation into a Sex Assault.
26-4128	Drug Violation	Investigation into possible drug sales in Town.
26-4139	Municipal Ordinance Violation	Investigation into illegal dumping in Town.
26-4534	Financial Crimes	Investigation into fraud of a resident.
26-4589	Theft	Investigation into a piece of property stolen from a resident.
26-4279	ICAC	Investigation with the ICAC Task Force.
26-4652	Weapons Offense	Investigation into a possible weapons offense.



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26-4442	Financial Crimes	Investigation into fraud of a resident.
26-4651	Shoplifting	Investigation into a shoplifting that occurred at a local store.

Open Community Services Division Municipal Ordinance Violations:

Case Number:	Call Type:	Notes:
26-3027	Municipal Ordinance Violation	Investigation into a property in violation of multiple Town codes.
26-3590	Municipal Ordinance Violation	Investigation into a property in violation of multiple Town codes.
26-4420	Animal Control	Investigation into animal control issues in Town.
26-4262	Municipal Ordinance Violation	Investigation into a property in violation of multiple Town codes.
26-4265	Municipal Ordinance Violation	Investigation into a property in violation of multiple Town codes.

**Please note that limited information regarding open investigations is available. This is to protect the integrity of the investigations. **



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Period: 08/02/2026 to 08/15/2026

Closed Case/Incident Reports:

Case/Incident Number:	Call Type:	Details:
26-4678	Alcohol Offenses	EPD responded to a reported minor in possession of alcohol. Upon arrival, Officers determined the underaged party was intoxicated. The subject was issued a municipal summons.
26-4454	Warrant Arrest	EPD Officers contacted a party with a felony warrant for their arrest. The party was arrested and booked into the Elbert County Jail.
26-4535	Animal Control AOA to ECSO	EPD Community Services assisted the Elbert County Sheriff's Office for impoundment of a dog.
26-4491	Sex Offense	EPD closed a case regarding a possible sex offense. The reporting party was unsure of what had actually occurred, and therefore there was insufficient information to continue the investigation.
26-4519	Found Property	Found property was turned into EPD. EPD was able to identify and contact the owner, who came to retrieve their property.
26-1417	Theft	EPD closed a case regarding theft. After an intensive investigation, there was insufficient evidence to pursue criminal charges.
26-4497	Animal Control AOA to BAP	EPD Community Services assisted the Bureau of Animal Protection on an animal cruelty case.



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26-4571	Disturbance	EPD responded to a residence on a report of a family fight. After investigation, the parties agreed to separate and did not wish charges pursued against the other family member.
26-4514	Municipal Ordinance Violation	EPD responded to a residence that was in violation of the Town of Elizabeth Municipal Code (EMC). After working with the resident, the property is now in compliance.
26-4635	Disturbance	EPD responded to a residence on a reported disturbance. After investigation, it was determined no crime had occurred. However, subsequently, another criminal violation was discovered, and a separate case was opened.
26-3459	Financial Crimes	EPD closed a case involving fraud. The reporting party reported it was a family member who had used their credit card, and there was no crime.
26-4671	AOA to DCSO	EPD Officers responded to a BOLO issued by the Douglas County Sheriff's Office, for a vehicle that was allegedly used in a menacing. EPD Officers located the vehicle and conducted a high-risk traffic contact. The suspect was detained and transferred to DCSO.
26-4670	Found Property	EPD responded to a local store on reported found property. EPD was able to return some of the items to their owners. The items that



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		could not be returned were booked into the property room.
26-4717	Disturbance	EPD responded to a neighbor dispute. After investigation, it was determined that no crime had occurred.
26-4489	Motor Vehicle Crash	EPD responded to a single vehicle crash. The motorist was issued a municipal summons for a traffic offense.
26-4525	Motor Vehicle Crash	EPD responded to a two-vehicle crash. The motorist who violated the Town of Elizabeth Model Traffic Code (MTC) was issued a municipal summons for a traffic offense.
26-4553	Motor Vehicle Crash	EPD responded to a two-vehicle crash. The motorist who violated the Town of Elizabeth Model Traffic Code (MTC) was issued a municipal summons for a traffic offense.
26-4592	Motor Vehicle Crash	EPD responded to a single vehicle vs. a deer crash. The motorist was uninjured and the deer was deceased.
26-4605	Motor Vehicle Crash	EPD responded to a two-vehicle crash. The motorist who violated the Town of Elizabeth Model Traffic Code (MTC) was issued a municipal summons for a traffic offense.



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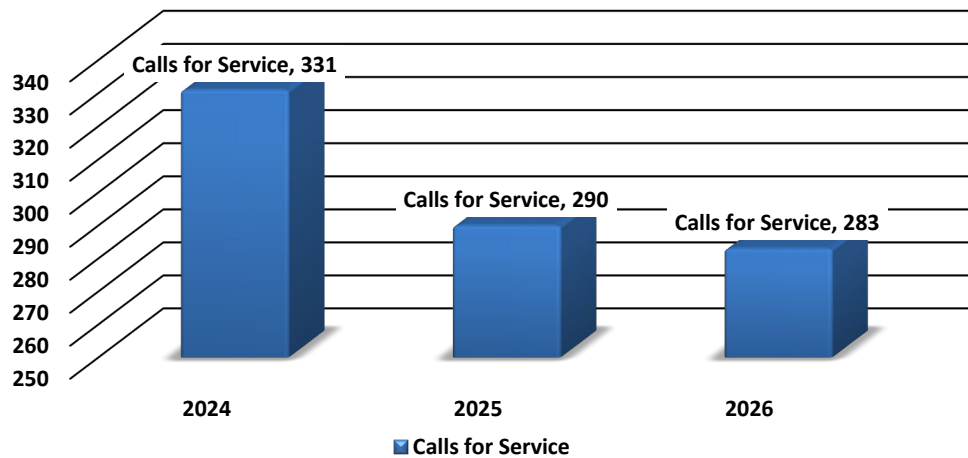
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ELIZABETH POLICE DEPARTMENT ACTIVITY STATISTICS REPORT

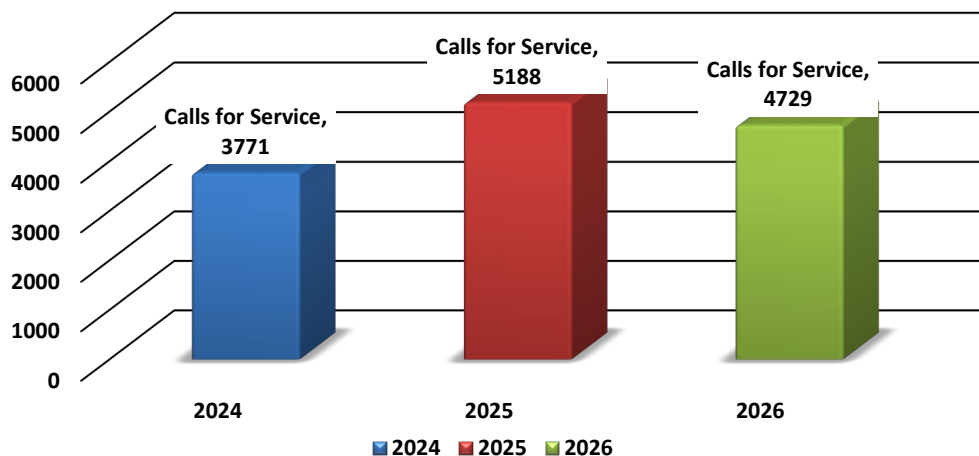
Period: 08/02/2026 to 08/15/2026

Historical Data:

Calls for Service For Same Period:



Total Calls for Service Year to Date



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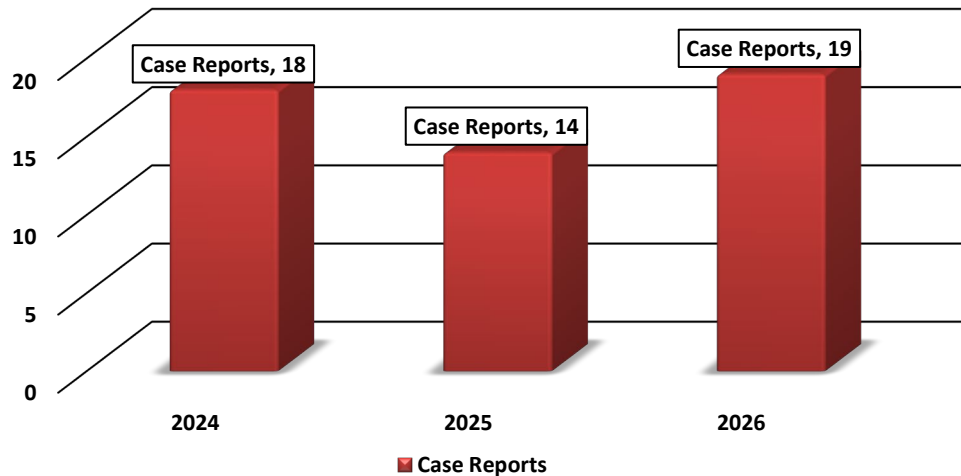
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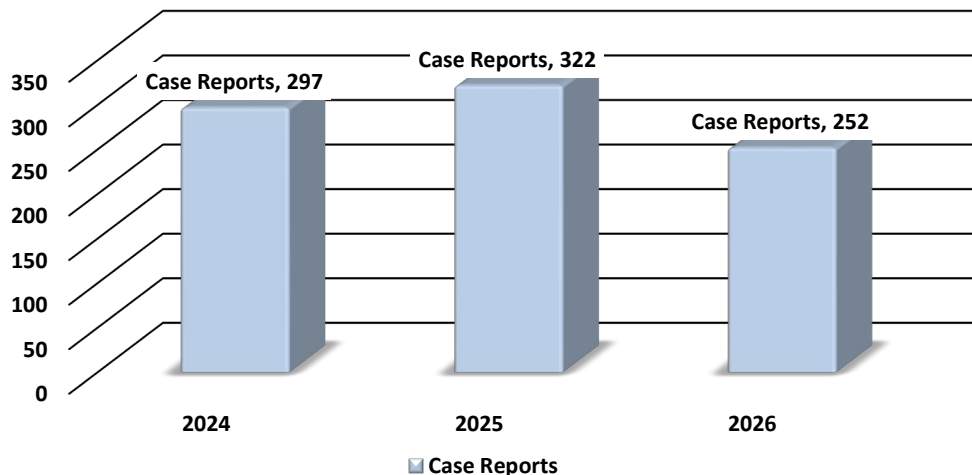
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Case Reports Pulled For Same Period:



Total Case Reports Pulled Year to Date:



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ACCOUNTABILITY•INTEGRITY•RESPECT•TEAMWORK•EXCELLENCE

Town of Elizabeth Police Department Monitoring Report

August 28, 2026

Departmental Updates:

- On August 17, an unknown individual vandalized a Flock camera within the Town of Elizabeth. We are conducting an investigation and following up on actionable information.
- The Internet Crimes Against Children (ICAC) Task Force is currently collaborating with the Federal Bureau of Investigation (FBI) on an active criminal investigation. Due to the ongoing nature of the case, no additional details are available for release at this time.
- With the start of the new school year, officers have been directed to maintain a highly visible presence during school arrival and dismissal times to enhance traffic safety, promote safe pedestrian movement, and support a secure environment for students, parents, and staff.
- Officer Steven Herbel successfully completed the Police and Leadership Institute through CIRSA. He described the program as highly informative and beneficial, providing both professional growth and personal development.



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Elizabeth Police Department

Special Report

FOR INTERNAL USE ONLY

Report Date	Report Time	Date Occurred	Time Occurred	Primary Jurisdiction	Case Number
08/14/2026	0034	08/13/2026	1526	Elizabeth Police Department	26-4671

Location of Occurrence
State Highway 86 / Hummingbird Dr.

☒	Major Criminal Event	☐	Transportation Incident	☒	Notable Incident/Arrest
☐	Inmate Injury	☐	Police Vehicle Accident	☐	General Information Item
☐	Death Investigation	☐	Discharge of Police Weapon	☐	Other

☐	After Action Report Completed (required for all incidents involving natural or man-made disasters, pandemics, civil disturbances, mass arrests, credible bomb threats, hostage or barricaded person situations, acts of terrorism, and other unusual incidents)
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On Thursday, August 13th, 2026, at approximately 1526 hours, Officers with the Elizabeth Police Department (EPD), responded to the 700 Blk of E. Kiowa Ave, Town of Elizabeth, Elbert County, Colorado, to assist the Douglas County Sheriff's Office (DCSO) on a menacing call.

Douglas County Reginal Dispatch (DCRD) advised EPD that a subject of menacing was traveling eastbound on Highway 86 into EPD's jurisdiction. DCRD advised the vehicle was identified as a blue Ford Bronco bearing Colorado license plate number DGBV36, which registered to a Simla, Colorado address. DCRD advised the subject was identified as a male wearing a red flannel shirt and was reported to have held a handgun out of the window of the vehicle, then knocked it on the roof during a road rage incident that occurred at the approximate intersection of E. Highway 86 and Burning Tree Dr. in Douglas County Sheriff's Office jurisdiction.

Officers located the suspect vehicle and initiated a high-risk vehicle contact. One party, later identified was detained.

DCSO arrived on scene and the investigation was turned over to them.

Nothing further to report at this time.

Deputy/Supervisor Name & Number	Page 1 of 1
Sergeant Sean R. Bigler #1504	

August 25, 2026

Management Team Updates

Community Development — Alexandra Cramer, AICP, Community Development Director

Current Activities (2025-2026)

- **Elizabeth Backyard BBQ:** Volunteer timeline and duties will be sent out this week to BOT. Keep an eye out for this in your email. Staff will have a booth selling tickets for the event at the Main Street Car Show and the Elizabeth Brewfest over the weekend.
- **Gesin Lot:** The RFQ has been published. Responses are due by October 2nd.
- **Façade Grant Program:** The 2026 Façade Grant Program committee met on Wednesday, August 5th to discuss applications. 5 projects were funded this round:
 - 286 Main Street (The Nest)** — Linda Bulmer — front display window glass repair — \$688.00 grant / \$172.00 match (25%)
 - 338 Main Street (The Section House)** — Jeff Struthers — exterior wood repair and repainting — \$3,424.00 grant / \$856.00 match (25%)
 - 360 Main Street (Antelope Alpacas Fiber Arts Center)** — Kate Blackburn — exterior painting of building and stucco walls — \$4,124.95 grant / \$2,062.47 match (50%)
 - 375 S Main Street (Rock Canyon Roofing)** — David Cox — handicap ramp replacement only — \$533.33 grant / \$266.67 match (50%)
 - 392 Main Street (The Carriage Shoppes)** — Linda Bulmer — front elevation painting (partial award) — \$1,229.72 grant / \$614.86 match (50%)
- **MSBOD:** The MSBOD is preparing for their next Main Street Car Show on Friday, August 21st, as well as the Main Street 5K and Family Color Run on Saturday, August 29th.
- **Staff Updates:** Dianna Hiatt's last day with the Town will be September 3rd. She is moving north to Sterling to be closer to her daughter and son-in-law. Dianna has been an incredible asset to not only the Town but the greater Elizabeth community over many years and will be greatly missed. Gayle Gardner has been training with Dianna over the past couple of weeks and will begin full-time on August 31st.

Background & Context

- **HAB:** The HAB presented the 2026 Historic Building Coloring Contest awards at the first Friday Night Market on June 12th. All winners and entries can be found on the HAB's website.
- **Code Updates:** Staff is working on identifying areas in the code that are recommended to be updated/revised. Staff has seen a notable uptick in resident inquiries regarding ADUs — specifically how property owners can pursue them on their properties. This trend appears consistent with broader challenges around home ownership affordability and the need for income supplementation. In

reviewing the Town's current ADU requirements, staff has found them to be outdated relative to other Colorado municipalities. Staff plans to bring this to the attention of the Planning Commission and Board of Trustees in the coming month. Staff is also continuing research on downtown district height standards. If the Board has additional code topics it would like to see addressed, please let staff know.

- **2026 Licensing Activity:** In 2026, the CD Department has processed 17 new business licenses to date, 12 of which were issued in April alone. New businesses include: *TPLO2GO (313 E Kiowa Ave)*, *Legends Real Estate (276 E Kiowa Ave #104)*, *Elizabeth Card and Game (210 S Elizabeth St)*, *Rock Canyon Roofing (375 S Main St)*, *Sizzor Magic Hair & Nail Salon (796 E Kiowa Ave #109)*, *All Star Pet Grooming (724 E Kiowa Ave #106)*, *Montessori School of Elizabeth (635 W Beverly St)*, *Light to Wellness (810 E Kiowa Ave #107)*, *Golden Spur Feed Store (125 S Tabor St)*, *Elizabeth Liquors (787 Crossroads Circle)*, *Heritage Cleaners (276 E Kiowa Ave #106)*, *Doug's Diner (724 E Kiowa Ave)*, *Insightful Healing Therapy (286 S Main St)*, *Safeway Fuel Center #1532 (110 S Elizabeth St)*, *ECC Kitchen & Bath (755 Crossroads Circle #101/102)*, *Elevated Auto Body 2 LLC dba Bender Menders LLC (763 Crossroads Circle)*, and *The Pokémon Company International Inc (220 S Elizabeth St)*.
- **Chamber Collaboration (October 25):** Some members on the MSBOD will be assisting the Elizabeth Chamber of Commerce at their BooBash on October 25th. This cooperation came out of several meetings the MSBOD had with Chamber on how to better collaborate and assist with each organization's events and efforts. The MSBOD is also sponsoring a musician to play on Main Street during the event from 11am-1pm to encourage attendees to stay and patronize the businesses.
- **2025 5K and Family Color Run:** The 5K and Family Color Run was a success this year. We had approximately 240 participants. We were sponsored by the following organizations/businesses: Waste Management, Independence/Craft Companies, Potestio Brothers, Bobo Bars, EBC, EPR District. We partnered with the Elizabeth Chamber of Commerce to help coordinate sponsorships to pay for the t-shirts this year. We received donations from the following businesses: RNK Running & Walking, Sprouts, Mountain Man, Randy's Antiques, IC Threads, The Nest, EBC, The Prickly Pear and Coffee House on Mainstreet, Carriage Shoppes. We had volunteers from the following organizations: EHS Poms Team, Running Creek PTCO, Boy Scout Troop 636, Elbert Schools Booster Club, Elbert County Fair Royalty, Kiowa Schools, and Redstone Bank.
- **DOLA Colorado Main Street Manager Summit:** Staff attended the Colorado Main Street Manager Summit in Lyons, where Main Street communities across the state presented their recent work. Notable accomplishments included: Windsor received the Colorful Colorado Choice Award for their Downtown Master Plan and launched a new 501(c)(3) Main Street Partnership; Silverton secured full funding for their Blair Street Revitalization Project; Town of Lyons completed town-wide wayfinding signage; Pagosa Springs supported downtown businesses through a two-year US 160 reconstruction; Rifle launched "Third Thursday on Third Street"; Wellington completed two new downtown murals and launched

their Walk of Fame project; Victor adopted a new Land Use Code and launched a Revitalization Program providing \$7,500 property improvement grants to 10 businesses. The MSBOD will review all accomplishments presented at the summit to identify programs and initiatives that could be adapted for Elizabeth.

- **Main Street Car Show (September 5, 2025):** The Main Street Car Show took place on September 5th, 2025. There were over 80 cars that participated. We had 3 food trucks and a local musician. We received good feedback from both participants and attendees—some that were visiting Elizabeth Main Street for the first time. The MSBOD would like to explore another car show in the spring.
- **Colorado Main Street Community of the Year Award (2024):** The MSBOD was named the Colorado Main Street Community of the Year in 2024. As part of this recognition, the Town was awarded professional services from DOLA Main Street with Ayres Associates to conduct a development analysis for the Gesin Lot. The analysis was completed in June with the report scheduled for presentation to the BOT in July.
- **Oddfellows Building Mural (May):** Through DOLA mini grant funds, Staff and MSBOD members collaborated to install a mural on the Oddfellows building in May. The public art installation has received positive community reactions.
- **Chamber of Commerce Partnership Development:** The MSBOD is working to build stronger partnerships with the Chamber of Commerce. Staff and MSBOD members have met with the Chamber several times over the past six months to identify collaboration opportunities and improve resources for the business community. Staff also coordinated a meeting with DOLA Main Street and the Chamber to further these discussions. All meetings have been successful, with the Chamber moving forward to assist with 5K sponsorships for the first time.
- **Locable Website Development:** The MSBOD's Locable website continues to grow with approximately 40 local businesses and organizations registered in the directory. The website has been opened to all businesses within Town limits and features numerous events in the calendar. Staff and the MSBOD will continue promoting the website as the Elizabeth area's primary event calendar resource.
- **ElizaBash Weekend Promotion:** During ElizaBash weekend, the MSBOD provided Main Street stickers, temporary tattoos, and bags to participating Main Street businesses for patron distribution. The businesses expressed appreciation for these promotional offerings.
- **Networking Event (May):** The MSBOD held a networking event at Elizabeth Brewing Company in May with approximately 50 attendees from various boards, organizations, businesses, and the general public. The event was catered by the Elizabeth High School Culinary Class and was successful.
- **Stampede Participation:** The MSBOD attempted to attend the Stampede, but their participation was cut short due to storms and tent malfunctions.

Background & Context — Historic Advisory Board

- **Oral History Program:** The HAB continues to expand their oral history collection available at historichelizabethco.org. Bob Rasmussen and Lynn Mitchell, with the assistance of Dianna Hiatt, have been conducting interviews and compiling oral histories. The website currently features 10 completed oral histories with a backlog of additional interviews to be posted. These have proven to be an

effective community engagement tool, with social media generating 250+ engagements on Facebook.

- **11th Historic Walk and Talk (September 27):** The HAB held their 11th Historic Walk and Talk on September 27th at 9:30am with approximately 100 attendees. The event received positive feedback from both new and returning participants. Highlights included a tour of the Oddfellows building and a first-person historic character enactment performed by a Historic Advisory Board member, who dressed in historically accurate attire and portrayed Elsie Banes through monologue. Staff created brochures focusing on the town's historic figures for distribution at the event. American Legion provided lunch, and Elizabeth Brewing Company featured their "Elizabrew" commemorating the town's 135-year anniversary.
- **Museum Tour:** The HAB recently took a tour of the Elbert County Museum and got to meet some of their board members.
- **Historic Building Coloring Contest:** The HAB completed their first historic building coloring contest and received 14 entries. Community voting determined winners from each grade level (K-3rd). The four winners received award bags presented at the First Friday Night Market, and all participants were offered complimentary DQ ice cream cones. The Town thanks the Library District and Elbert County Artist Guild for their partnership on this project. All contest entries can be viewed on the HAB's website.
- **Historic Property Research:** Historic property research efforts are ongoing with several properties completed. As research is finalized, properties are added to the virtual walking tour map on the HAB's website. Property owners receive completed packets of research findings. Staff has received positive feedback from property owners expressing gratitude for the opportunity to meet with HAB members and learn previously unknown history about their properties.
- **Partnership Development:** The HAB is exploring new partnerships with the Library District as well as the Elbert County Historical Society and Museum.

Additional Department Updates

- **Consulting Services Clarification:** At the workshop on October 20th, a comment was made that suggested eliminating SAFEbuilt consulting services as a budget cut, with the implication that Community Development staff should be doing this work instead. This assumes the work is not already being done in-house, which is incorrect. Community Development manages project coordination, stakeholder communication, code compliance, public engagement, Board presentations, and long-range planning. Consulting services provide technical input on specific matters, not ongoing project management or regular planning review. Since the Planner/Project Manager position was filled in 2023, Community Development staff has managed and reviewed all projects. Multiple projects have been presented to and approved by the Board without any third-party consultation. This includes projects managed after the department was reduced by a third in December 2024. The 350 S Elbert Street Subdivision represents a specific exception where the former director established a third-party arrangement in 2022 for project management due to applicant difficulties, and this was kept in place for continuity with both staff and the applicant through

the director's departure. With Walnut Grove, SAFEbuilt was used as a planning resource and second opinion through coordination with the applicant, engineering consultants, and staff on how planning and engineering considerations intersected. Plan review against code is only one small part of what planning and project management entails. The reality is that the town's zoning code and PUDs are outdated and create situations that are rarely black and white. Relying on a single planner to interpret these ordinances without peer review at times is not responsible planning. SAFEbuilt has worked with the Town for over eight years and knows how things generally work here. Getting a second set of eyes on certain situations is standard practice and ultimately protects the Town.

Background & Context — Ongoing Initiatives

- **Greater Elizabeth PROST Master Plan:** The master plan was approved by the Town's BOT, EPR District, and Elizabeth School District.
- **2025 Neighborhood Block Parties:** Neighborhood block parties took place over the course of June, July, and August. *If the BOT plans to move forward with long-range planning initiatives such as a Facilities Master Plan or a Comprehensive Plan Update in 2026-2027, neighborhood block parties should be considered for a way to reach and receive authentic feedback from residents.*
- **Advisory Board Onboarding Packets:** Staff is working on developing onboarding packets for all three boards: Planning Commission, Historic Advisory Board, and Main Street Board of Directors.
- **Permit Document Updates:** Staff is updating permit documents and creating a one-stop shop informational packet to streamline the permitting process.
- **Strong Towns Workshop Series:** The Planning Commission participated in Strong Towns workshops on 08/20/2024 and 09/03/2024. More information can be found on the Town's website under Community Development and Planning Commission. Additional PC training will be researched to help prepare them for a potential comprehensive plan update.



TOWN OF ELIZABETH

CLERK'S/FINANCE OFFICE MANAGER'S REPORT

August 25, 2026

The Clerk's / Finance report reflects updates provided by individual Staff members.

Andi

- I hit my two-month anniversary this week. I am continuing to learn every day; training is going really well.
- Allison, Hannah, and Michelle are amazing resources, and I can't put into words how much I appreciate them. I am so glad to be here.

Hannah

Allison

Michelle

- August has been a very busy month. Thank you all for participating in the Open House and interview process for your chosen Town Administrator final candidates.
- This month's Senior Luncheon featured Jacob Love from the Elbert County Office of Emergency Management as our presenter. Jacob spoke about emergency preparedness, staying safe during severe weather and local events, and the resources available to assist the community. He did an excellent job presenting the information and answering questions. His presentation was informative, engaging, and provided valuable information for our seniors.
- I wanted to let you know that my son will be getting married this weekend. I will be adjusting my work schedule a little so I can be available to help when needed while they are out of town. I will coordinate my schedule accordingly and will keep you informed if there are any significant changes, but I plan to still be working regular hours. Thank you for your understanding. I appreciate your support as my family celebrates this exciting time!
- Upcoming event dates for August:

August 21st – Car Show (for fun) 5 pm – 7 pm - Just for fun

August 22nd – Library Foundation Brewfest - 12 pm – 4 pm – Just for fun

August 25th - Regular Board Meeting - 7:00 pm

August 29th – 11:00 am – 4:00 pm – Backyard BBQ (for work and fun)