



Town of Elizabeth

BOARD OF TRUSTEES WORKSHOP PLACER AI PRESENTATION

Tuesday, July 8, 2025, at 6:15 PM

Board of Trustees Regular Meeting

Tuesday, July 8, 2025 at 7:00 PM

Town Hall, 151 S. Banner Street

Conferencing Access Information: This is viewing-only access.

<https://us02web.zoom.us/j/87290790911?pwd=3psm9QzrKvYCOBdJLWluuGd5aFkaKE.1>

Join via phone: 1 669 900 9128 Meeting ID: 872 90790911

Meeting Passcode:017485

Call to Order

Roll Call

Pledge of Allegiance

Public Comment

This is a meeting of the Board of Trustees held in public. We welcome you here and thank you for your time and concerns. When you are recognized, please stand and state your name and address to the Board. Your comments will be limited to 5 minutes. If many speakers are anticipated, the Mayor may (a) shorten the time limit; (b) ask speakers to limit themselves to new information and points of view not already covered by previous speakers; and/or (c) limit the total time of public comment to allow the Board to proceed to consider items set on the regular meeting agenda. The Board of Trustees may not respond to your comments during this meeting, but rather take your comments and suggestions under advisement and your questions will be directed to the appropriate person or department for follow-up. Personal attacks against Board Members, Administrative Staff, or Employees will not be recognized. If a response from Staff is requested, the Mayor will direct Staff to have a response at the next regularly scheduled Board meeting.

Agenda Changes

Consent Agenda

1. Minutes of the June 10, 2025, Meeting

New Business

Action may be taken on any and all items listed on the agenda.

Accommodations for disabilities may be made upon request.

2. Discussion and possible appointment of a new Historic Advisory Board Member – Alexandra Cramer

Public Hearing

3. Elizabeth Liquor Store Project Site Development Plan – Alexandra Cramer

New Business

4. Discussion and possible action on Resolution 25R22, a Resolution approving the Site Development Plan for the Elizabeth Liquor Store Project – Alexandra Cramer
5. Discussion and possible action on Resolution 25R23, a Resolution adopting the Town of Elizabeth Artificial Intelligence (AI) at work policy – Michelle Oeser
6. Discussion and possible action on Resolution 25R24, a Resolution authorizing the Town Administrator to enter into a Professional Services Agreement with Paypoint HR, LLC to perform a compensation study and pay equity analysis for the Town of Elizabeth – Patrick Davidson

Management Monitoring Reports

7. Management Monitoring Reports

Board of Trustees Report

8. Board Reports

Minutes

9. Minutes of the Planning Commission Meeting of May 20, 2025

Adjournment

Action may be taken on any and all items listed on the agenda.
Accommodations for disabilities may be made upon request.



Town of Elizabeth

Board of Trustees Regular Meeting - Record of Proceedings

Tuesday, June 10, 2025 at 7:00 PM

Town Hall, 151 S. Banner Street

Call to Order

The Regular Meeting of the Board of Trustees for the Town of Elizabeth was called to order on Tuesday, June 10, 2025, at 7:02 PM by Mayor Angela Ternus.

Roll Call

Present:

Mayor Angela Ternus
Mayor Pro Tem Tracy Hutchins
Trustee Loren Einspahr
Trustee Dave Conley
Trustee Michael Schroder
Trustee Steve Gaither

There was a quorum to do business.

Also in Attendance:

Town Administrator Patrick Davidson
Town Clerk Michelle Oeser
Public Works Director Mike DeVol
Assistant Public Works Director James McErnie
Police Chief Jeff Engel
Planner/Project Manager Alexandra Cramer

Pledge of Allegiance

Public Comment

This is a meeting of the Board of Trustees held in public. We welcome you here and thank you for your time and concerns. When you are recognized, please stand and state your name and address to the Board. Your comments will be limited to 5 minutes. If many speakers are anticipated, the Mayor may (a) shorten the time limit; (b) ask speakers to limit themselves to new information and points of view not already covered by previous speakers; and/or (c) limit the total time of public comment to allow the Board to proceed to consider items set on the regular meeting agenda. The Board of Trustees may not respond to your comments during this meeting, but rather take your comments and suggestions under advisement and your questions will be directed to the appropriate person or department for follow-up. Personal attacks against Board Members,

Administrative Staff, or Employees will not be recognized. If a response from Staff is requested, the Mayor will direct Staff to have a response at the next regularly scheduled Board meeting.

Paul Schwarzkopf - Town of Elizabeth Resident
Nancy Button - Elbert County Resident
Richard Sabulsky - Elbert County Resident
Patrick Davidson - Town of Elizabeth Town Administrator
Jean Sabulsky - Elbert County Resident
Cindy Angers - Elbert Country Resident
Kathy Davis - Elbert County Resident
Jenna Jacobson - Elbert County Resident
Lydia Uttley - Elbert County Resident
Joel Latham- Elbert County Resident
Chris Koplan - Elbert County Resident
Julie Denton - Elbert County Resident
Derek Haffner - Elbert County Resident
Troy Lave - Elbert County Resident
Wendy Kalpino - Elbert County Resident
Corey Hoffman - Town of Elizabeth Attorney
Cynthia Abshire - Elbert County Resident

Agenda Changes

No changes from Administration.

No changes from the Board.

Agenda set.

Consent Agenda

1. Minutes of May 27, 2025, Regular Meeting

Motion by Mayor Pro Tem Hutchins, seconded by Trustee Einspahr, to Approve the Consent Agenda.

Voting Yes: Mayor Ternus, Mayor Pro Tem Hutchins, Trustee Einspahr, Trustee Conley, Trustee Schroder, Trustee Gaither

Voting No: None

Motion Passed Unanimously (6-0)

New Business

2. Discussion and possible appointment of new Board Member

Motion by Mayor Pro Tem Hutchins, seconded by Trustee Schroder, to appoint Cynthia Thye to the Board of Trustees with a term ending November 2026.

Voting Yes: Mayor Ternus, Mayor Pro Tem Hutchins, Trustee Einspahr, Trustee Conley, Trustee Schroder, Trustee Gaither

Voting No: None

Motion Passed Unanimously (6-0)

Trustee Cynthia Thye was sworn in and took her seat at the Board table.

3. Recognition of Jeff Lehman

Dennis Rodriguez recognized Jeff Lehman for his dedication to the Town of Elizabeth Historic Walk and Talk.

4. Discussion with PattyAnn Fontenot with Connections for Families

Presentation by PattyAnn Fontenot.

5. Discussion and possible direction regarding the issuance of a building moratorium within the Town of Elizabeth and the topic of vested property rights

Corey Hoffmann provided a report. Discussion followed.

6. Discussion and possible direction regarding entering into an agreement for the acceptance of wastewater from the Ridgewood Estates PUD / Pine Ridge Metro District [formerly known as Elizabeth West]

Patrick Davidson and Mike DeVol provided a report. Discussion followed.

7. Discussion and possible direction regarding entering negotiations for a potential land transaction involving the trade of 601 Pine Ridge Street for unplatted lands commonly known as the Abraham Lot (Parcel ID 8513226004)

Patrick Davidson provided a report. Discussion followed.

8. Discussion and possible direction regarding Gold Creek Commons Planned Unit Development (PUD)

Patrick Davidson and Corey Hoffmann provided a report. Discussion followed.

9. Discussion and possible direction regarding the issuance of a Request for Proposals (RFP) for a Facility Master Plan

Patrick Davidson provided a report. Discussion followed.

Management Monitoring Reports

10. Management Monitoring Reports

- Town Administrator Patrick Davidson:
 - Nothing to add to his written report.
- Police Chief Jeff Engel:
 - Stampede Rodeo went off without a hitch.
 - Discussion on the need for new radios.
 - Mayor Ternus asked about calls for service.
 - Trustee Conley asked about the SRO position.
- Public Works Director Mike DeVol:
 - Receiving positive comments about Main Street.
 - The Depot Parking lot is a bit behind schedule due to the weather.
 - Friday Markets start this Friday.
 - Trustee Schroder discussed the Main Street punch list.
- Town Clerk Michelle Oeser:
 - Thanked the Board for manning the table at Elizabash.
 - Reminded the Board of upcoming workshops.
 - The total for the Flower Fundraiser was \$8,032.00.

- Discussion on Back to the Badge.
- Discussion on the upcoming ice-cream social.
- Discussion on the 2024 audit.

Board of Trustees Report

11. Board Reports

- Michael Schroder Trustee:
 - Will be attending CML
- Angela Ternus Mayor
 - People loved the swag, stickers, and the newsletter provided at the Elizabash.

Minutes

12. Minutes of the Historic Advisory Board Meeting of May 5, 2025

Adjournment

Motion by Mayor Pro Tem Hutchins, seconded by Trustee Gaither, to approve the Adjournment at 11:16 PM.

Voting Yes: Mayor Ternus, Mayor Pro Tem Hutchins, Trustee Einspahr, Trustee Conley, Trustee Schroder, Trustee Gaither, Trustee Thye

Voting No: None

Motion passed Unanimously (7-0)

Town Clerk Michelle M. Oeser

Mayor Angela Ternus



TOWN OF ELIZABETH

COMMUNITY DEVELOPMENT DEPARTMENT

TO: Board of Trustees

FROM: Alexandra Cramer, AICP, Planner/Project Manager

DATE: July 8th, 2025

SUBJECT: MSBOD Appointment

SUMMARY

The Town has received an application for the Main Street Board of Directors opening. David Colleran has applied to fill a vacancy on the Main Street Board of Directors. The candidate's application and letter of interest are attached. The Main Street Board has seven (7) seats with three (3) year staggered terms, with currently one (1) vacant seat.

If appointed, David Colleran would fill a seat with a term starting now through March 31st, 2027.

STAFF RECOMMENDATION

Staff recommends that the Board of Trustees appoint David Colleran to the Main Street Board of Directors for a term starting July 8th, 2025 through March 31st, 2027.

ATTACHMENT(S)

Application/Letter of Interest



Thursday, June 6, 2025

Board of Trustees,

As a dedicated resident of Elizabeth for the past five years, I have been deeply invested in fostering a strong, connected community while supporting thoughtful, responsible growth. My family and I chose

Elizabeth for its close-knit, small-town charm and the opportunity to actively participate in its vibrant local culture. At the same time, we recognize the importance of balanced development that attracts like-minded individuals who appreciate and contribute to the spirit of our small town.

Over the years, my wife and I have cherished the opportunity to attend and share in the many local events that make Elizabeth special, often alongside our kids and grandkids. Whether participating in the Color Run, Elizabash, Friday Night Markets, or one of our favorites—the Elizabeth Fire Department breakfast—these gatherings foster a sense of togetherness and strengthen the fabric of our town. By bringing longtime residents and newcomers together, these events celebrate Elizabeth's rich heritage and vibrant culture, reinforcing the close-knit community spirit that my family enjoys being a part of year after year.

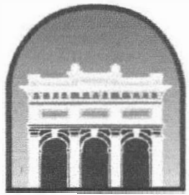
As a member of the Main Street Board, I would be committed to fostering strong partnerships with other local boards and neighboring towns throughout our county. Through active listening, clear communication, and meaningful collaboration, I aim to strengthen these connections and encourage new business owners to bring essential services and businesses to our community. By doing so, we can enhance Elizabeth's economic vitality while preserving its small-town character. Working alongside fellow board members—whether on the Main Street Board or other Elizabeth committees—I will contribute my ability to engage thoughtfully, support fundraising efforts, plan impactful events, and connect with the community. These efforts are essential to ensuring the long-term success and sustainability of our town while maintaining its welcoming and close-knit atmosphere.

With a diverse background in sales, management, and technical operations, I bring valuable skills that can enhance town planning and streamline processes to better serve the community. My goal is to contribute a thoughtful, community-driven perspective to ongoing initiatives, ensuring that local voices are heard and considered in decision-making. With no personal agenda or vested interests, my focus remains on sustainable growth that reflects the genuine needs and aspirations of Elizabeth's residents, fostering a thriving and balanced future for our town.

I sincerely appreciate your time and consideration for a position on the Main Street Board. I look forward to the opportunity to collaborate with fellow community members to support and strengthen Elizabeth's future.

Sincerely,

David M. Collier



ELIZABETH
Main Street

APPLICATION FOR APPOINTMENT ELIZABETH MAIN STREET BOARD

Please complete the following application for consideration for service on the Elizabeth Main Street Board of Directors. Along with this application please submit a letter of interest for the position describing your experience, expertise, and reasons you would like to be a member of the Main Street Board of Directors.

Name: DAVID COLLERAN
[REDACTED] ELIZABETH MO 80107
Email: [REDACTED] Contact Phone #: [REDACTED]
Occupation: SALE DIRECTOR (MCAAS / TECHNOLOGY)

Please list your areas of experience and expertise:

- ☒ Administration
- ☐ Accounting/Finance
- ☐ Program Development
- ☒ Communications
- ☒ Public Relations
- ☐ Design
- ☐ Marketing / Advertising
- ☐ Economic Development
- ☐ Historic Preservation
- ☒ Event Management
- ☒ Downtown Business Activity

Additional areas of expertise/ experience SALES, COMMUNITY & BUSINESS RELATIONSHIP

Have you attended an Elizabeth Main Street meeting, event, forum, webinar, etc.?

- ☒ Yes
- ☐ No

If so, please explain your involvement.

ATTENDED AS A ELIZABETH RESIDENT INTERESTED IN THE
RESPONSIBLE DEVELOPMENT OF OUR TOWN AND SURROUNDING
AREA.

Please submit this application along with your letter of interest. Make sure you have read through the Elizabeth Main Street Board of Directors job description and understand the position's responsibility and requirements.

Submit to: Alexandra Cramer, Planner/Project Manager acramer@townofelizabeth.org
Town of Elizabeth, 151 S Banner Street, PO Box 159, Elizabeth CO 80107 303-646-4166

DAVID COLLERAN

Senior Director Solutions Consultant | Customer Experience | Technical Leadership | Client Relations Expert | Trusted Advisor

📞 [REDACTED] @ [REDACTED] h [REDACTED]
📍 Denver Metropolitan Area



SUMMARY

Senior Director with over 30 years of experience in customer experience and contact center solutions, expert in Genesys Cloud and conversational AI. Key achievements include leading a team contributing to a \$20 million annual revenue increase with Fortune 500 clients and achieving the prestigious sales award 13 times. A Senior Director, Solutions Consulting position at Hello Heart is sought, where customer experience and technical acumen skills will be brought to support the mission of providing innovative and effective healthcare solutions.

SPECIALTIES

Genesys Cloud, SaaS, Network Architecture and Security, Conversational AI, Zoom, Omnichannel, Cloud Computing, Digital Engagement, UC, WebRTC, Polycom, Virtual Agents, CCaaS, AI, Customer Experience, Generative AI, JavaScript, Python, Rust, Contact Centers, Telephony, APIs (JSON & REST), Integration, CRM Systems, Ticketing System, Cisco, WEM, SIP, Call Centers, Work Automation, IVR, JSON, SQL, Tableau, Microsoft Office, Salesforce, Zendesk, Predictive Analytics

EXPERIENCE

Senior Director Solution Consultant

Genesys

📅 02/2022 - Present 📍 Denver, United States

Company Description

- Transformed and assisted a diverse team of solution consultants in the Commercial and Mid-Market sales organization to deliver technical value throughout the sales cycle
- Consistently exceeded performance goals annually
- Fostered and coached a collaborative, team-oriented culture within the Genesys Solution Consulting organization, empowering consultants to support one another in surpassing prospect and customer expectations
- Developed and implemented a recognition tool that allowed leadership to quickly identify top performers on a quarterly and annual basis within the Solution Consulting Organization of North America
- Coordinated unique training sessions for new hires that maximized skills and reduced onboarding time

KEY ACHIEVEMENTS



Revenue Increase

Led team to surpass \$20 million annual revenue with Fortune 500 clients



Elite Sales Award

Achieved sales award 13 times, recognizing outstanding annual results



Technical Presentation Success

Presented technical solutions that resulted in 150% sales target achievement



Team Mentorship

Mentored team members achieving 95% customer satisfaction improvement

CERTIFICATIONS

Demo2Win!

2Win!

MEDDPICC Masterclass

MEDDIC

Genesys Design Thinking Practitioner

Genesys Cloud Services

Genesys Cloud Professional Certification

Genesys Cloud Services

Genesys Engage (Premise & Cloud) Certification

Genesys Cloud Services

EXPERIENCE

Senior Solutions Consultant Manager

Genesys

📅 09/2018 - 02/2022 📍 Denver, United States

Company Description

- Led a team of exceptional Solution Consultants, delivering innovative and impactful customer experience solutions to our clients
- Motivated, inspired, and empowered my team, along with others at Genesys, to grow personally and professionally while fostering strong relationships with our customers
- Listen, empathized, and guided my team and peers to learn from both successes and setbacks, driving continuous improvement
- Consistently surpassed corporate sales targets while aligning with and supporting the company's direction, goals, and vision
- Directly collaborated with and sold to Fortune 500 clients led to a \$20 million increase in annual revenue
- A four-time recipient of the prestigious annual sales award (President's Club)

Lead Principal Solutions Engineer

Genesys

📅 03/2008 - 08/2018 📍 Denver, United States

Company Description

- Technical PreSales Solutions Engineer on a high-performing sales team and in a region that consistently exceeds corporate goals
- A 9-time recipient of the prestigious annual sales award (President's Club) out of 11 opportunities
- Solution expert and technical advocate for key enterprise customers
- Crafted engaging, impactful technical presentations for customers at all levels of the organization, from C-suite executives to business users
- Effectively communicate with both technical and business users to ensure understanding and clarity throughout and after the sales cycle

Senior Architect (Call Center Services)

Wells Fargo

📅 09/2004 - 03/2008 📍 Denver, United States

Senior Engineer

McKesson Health Solutions

📅 02/2002 - 09/2004 📍 Scottsdale, United States

CTI engineer

Zamba Solutions

📅 01/1999 - 01/2001 📍 Location

Regional CTI Manager

MCI

📅 04/1992 - 09/2000 📍 Location

EDUCATION

University of Memphis

30+ years of Industry Experience



STAFF REPORT

Site Plan Application

Elizabeth Liquor Store

787 Crossroads Circle

Applicant: Harjot Singh / Point Consulting LLC

Location: 787 Crossroads Circle (Elizabeth Crossroads Business Park Lot 11)

Exhibit A: Applicant's submittal documents and proposed plans

Exhibit B: Referral agency approvals

Exhibit C: Public Notice

Executive Summary

Point Consulting LLC, on behalf of property owner Harjot Singh, has submitted a site plan application for a 4,980-square-foot, two-tenant commercial building at 787 Crossroad Circle. The 0.64-acre site is currently vacant and is located within Lot 11 of the Elizabeth Crossroads Business Park, which is part of the Hollow Woods PUD.

The proposal consists of a primary liquor store tenant occupying approximately 3,000 square feet and a secondary retail tenant occupying 1,980 square feet. The development plan includes 25 parking spaces (including one ADA-compliant space), drive aisles, a drive-through lane, sidewalks, a trash enclosure, landscaped areas, and utility connections. The drive-through window is proposed for the building's southern side with counterclockwise circulation.

The site design includes ADA access from the north sidewalk along Crossroad Circle, with customer access through east-facing doors and delivery access through west-facing doors. The applicant states the project has been designed to comply with Elizabeth Municipal Code requirements and the Hollow Woods PUD provisions.



TOWN OF ELIZABETH

COMMUNITY DEVELOPMENT DEPARTMENT

Staff has reviewed the application materials and received comments and approvals from all referral agencies. The review examined zoning compliance, site design and access, public improvements, landscaping and screening, utilities, and building design against applicable standards.

The Planning Commission reviewed this proposal at their June 17th, 2025, meeting, and voted 5-0 to recommend approval of Resolution 25R22 to the Board of Trustees with no further conditions.

Staff recommends the Board of Trustees approve Resolutions 25R22, a resolution approving the Elizabeth Liquor Store Site Plan.

Applicant Request:

Point Consulting LLC, on behalf of property owner Harjot Singh, has submitted a site plan application for development of a 4,980-square-foot commercial building at 787 Crossroad Circle. The building is proposed to house two retail tenants: a primary liquor store (approximately 3,000 square feet) and a secondary retail tenant (1,980 square feet). The property is currently vacant and is zoned PUD.

Proposal and Background Summary:

The subject property is Lot 11 of the Elizabeth Crossroads Business Park, encompassing 0.64 acres (27,672 square feet) within the Hollow Woods PUD, which was established by Ordinance 15-10 in 2015. The property was rezoned to PUD to accommodate liquor-related uses, with the PUD extending Regional Commercial (RC) land use rights to support "Liquor Manufacturing (Distillery or Rectifier) operations" as well as "Food and Beverage processing" uses beyond the standard RC district permissions.

The site is currently vacant. The proposed two-tenant building utilizes stone and metal materials for the exterior design. The development plan includes 25 parking spaces, internal drive aisles, a drive-through facility, pedestrian sidewalks, landscaping, and a screened trash enclosure. The drive-through lane is proposed for the building's southern elevation with counterclockwise circulation patterns.

The access plan includes ADA-compliant features and pedestrian movement. The primary customer entrance is proposed to face east toward the parking area, with service and delivery access planned for the building's rear (west side). Site utilities would connect to existing Town of Elizabeth water and sewer infrastructure as established in the original Elizabeth Crossroads Business Park subdivision.

Surrounding Zoning Districts:

North: RC, Regional Commercial

South: RC, Regional Commercial



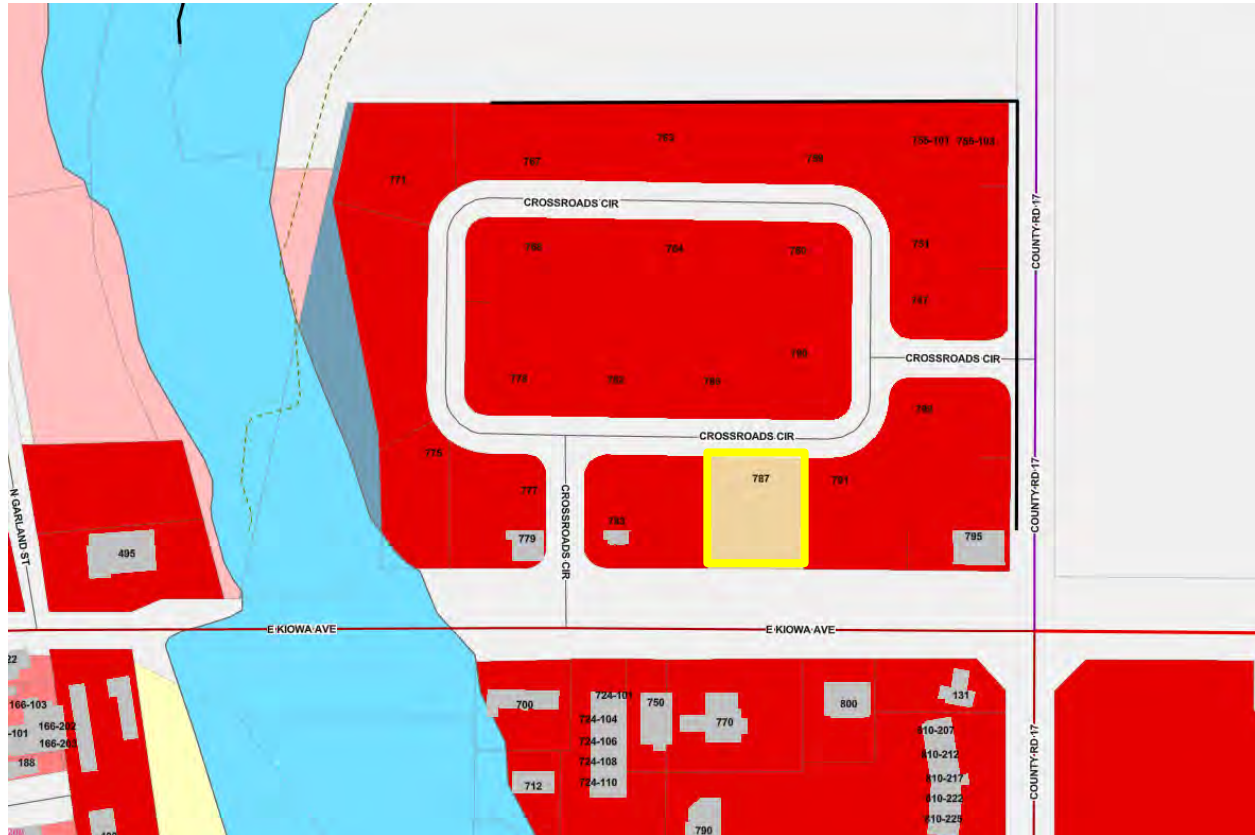
TOWN OF ELIZABETH

COMMUNITY DEVELOPMENT DEPARTMENT

East: RC, Regional Commercial

West: RC, Regional Commercial

General Project Location



Approval Criteria:

Section 16-2-40 of the EMC includes criteria for the Planning Commission and Board of Trustees to consider for site plans in order to offer a favorable recommendation for approval to the Board of Trustees. This includes review against all applicable standards as found in the EMC Land Use and Development code, the Elizabeth Comprehensive Plan, and the Town of Elizabeth Design Guidelines.

Site Plan Case Analysis:

Staff finds that the proposed commercial development and site plan displays general conformance with the applicable provisions of the EMC, the Elizabeth Comprehensive Plan, and the Town of Elizabeth Design Standards and Guidelines.

▪ PO Box 159, 151 S. Banner Street ▪ Elizabeth, Colorado 80107 ▪ (303) 646-4166 ▪ Fax: (303) 646-9434 ▪ www.townofelizabeth.org



Elizabeth Municipal Code (EMC) and Hollow Woods PUD:

The Hollow Woods PUD was adopted by Ordinance 15-10 in 2015. The PUD extends Regional Commercial (RC) land use rights to support "Liquor Manufacturing (Distillery or Rectifier) operations" and "Food and Beverage processing" beyond standard RC district permissions. The following analysis addresses specific requirements:

PUD Compliance:

- **Permitted Uses:** The PUD permits all principal uses allowed in the RC district per Article I, Section 16-1-150 of the EMC, plus "Food and Beverage processing" and other uses deemed similar by the town planner or zoning administrator.
- **Dimensional Standards:** The PUD references Article I, Section 16-1-150 of the EMC, applying Regional Commercial (RC) district dimensional standards per Table 16-6.

Additional EMC Requirements:

- **Bulk Standards:** The proposed building dimensions and site layout are subject to setback, height, and lot coverage standards established for the RC district per Table 16-6 of the EMC.
- **Drainage:** Site drainage must meet Town standards with appropriate runoff management.
- **Floodplain:** The site is not located within identified floodplain areas.
- **Traffic and Access:** Site access is proposed from Crossroad Circle through a single access point for both passenger vehicles and delivery trucks, with an additional drive-through lane.
- **Parking:** The EMC requires one space per 200 square feet of floor area. The proposal provides 25 parking spaces for 4,980 square feet of floor area ($4,980 \text{ SF} \div 200 = 24.9$ spaces).
- **Right-of-Way (ROW):** Existing public improvements along Crossroad Circle serve the development.
- **Open Space:** The Hollow Woods PUD references fulfillment of the Chapter 16 requirement for 20% open space dedication through the pre-existing open space dedication established under the Elizabeth Crossroads Business Park annexation agreement recorded June 18, 1999.
- **Utilities:** The PUD specifies that water and sewer are to be provided by the Town of Elizabeth as established in the Elizabeth Crossroads Business Park subdivision infrastructure.



- **Landscaping:** The EMC requires minimum landscaped area. The proposal provides 20% of the total site area for landscaping.

The Town of Elizabeth Design Standards and Guidelines:

The Town's Design Standards and Guidelines apply to the proposed commercial building:

- **Building Mass & Scale:** The proposed building is designed for commercial use within the business park setting.
- **Building Materials:** The exterior design utilizes stone and metal materials.
- **Architectural Style:** The building incorporates commercial design elements through varied materials and architectural detailing.
- **Standards Compliance:** The project must meet Town standards for commercial development, including requirements for building articulation and material quality as specified in the Design Standards and Guidelines.

Elizabeth Comprehensive Plan:

Staff finds that the proposed site plan complies with the Town's adopted Comprehensive Plan:

- The development supports commercial growth within designated areas, consistent with the Plan's economic development goals.
- The site design maintains appropriate standards for commercial development while ensuring compatibility with the surrounding business park environment.
- The project contributes to the tax base while providing commercial services to the community.

Findings and Staff Recommendation:

The Elizabeth Liquor Store site plan application has been reviewed and analyzed by the development review team and staff in accordance with Chapter 16 of the EMC.

Findings:

1. **PUD Compliance:** The proposed site plan demonstrates full compliance with the Hollow Woods PUD as established by Ordinance 15-10, including conformance with permitted uses, dimensional standards, and design guidelines.



2. **Use Compatibility:** The liquor store use is specifically contemplated and permitted under the Hollow Woods PUD, which extends Regional Commercial rights to support "Liquor Manufacturing (Distillery or Rectifier) operations" and related commercial uses.
3. **Site Design:** The proposed site plan demonstrates compliance with all applicable RC district standards as applied through the PUD and the Hollow Woods Development Plan requirements.
4. **Traffic and Circulation:** The site access, internal circulation, and drive-through design provide safe and efficient traffic movement without adversely impacting the surrounding street network.
5. **Parking:** The development provides adequate parking to meet code requirements and anticipated demand for both tenant spaces.
6. **Utilities:** The site can be adequately served by existing Town of Elizabeth water and sewer infrastructure as established in the Elizabeth Crossroads Business Park subdivision.
7. **Landscaping:** The landscape plan exceeds minimum requirements and provides appropriate screening and visual enhancement.
8. **Building Design:** The proposed architecture utilizes materials specifically approved by the Hollow Woods PUD and is compatible with the business park setting and applicable design standards.
9. **Open Space:** Open space requirements are satisfied through the pre-existing dedication established under the Elizabeth Crossroads Business Park annexation agreement.
10. **Comprehensive Plan Consistency:** The development aligns with the Town's goals for appropriate commercial development within designated areas and supports the economic development objectives contemplated by the PUD.

Staff Recommendation:

Based on the analysis above, staff has reviewed the proposed site plan for 787 Crossroad Circle against the criteria set forth in Chapter 16 of the Elizabeth Municipal Code and the requirements of the Hollow Woods PUD as established by Ordinance 15-10. Staff recommends the Board of Trustees approve Resolution 25R22, a resolution approving the Elizabeth Liquor Store Site Plan, with no further conditions.

Planning Commission Recommendation:

At their June 17th meeting, the Planning Commission voted 5-0 to recommend approval of Resolution 25R22 to the Board of Trustees with no further conditions.



TOWN OF ELIZABETH

COMMUNITY DEVELOPMENT DEPARTMENT

Attachment(s)

Resolution 25R22

Site Plan Agreement

Exhibit A

Exhibit B

Exhibit C

RESOLUTION 25R22

A RESOLUTION APPROVING THE SITE DEVELOPMENT PLAN FOR THE ELIZABETH LIQUOR STORE PROJECT

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF ELIZABETH, COLORADO AS FOLLOWS:

Section 1. The Site Development Plan for the Elizabeth Liquor Store Project, attached hereto as **Exhibit A**, is hereby approved pursuant to Section 16-2-40 of the Town of Eliabeth Municipal Code.

PASSED, APPROVED, and ADOPTED this ____ day of _____, 2025, by the Board of Trustees of the Town of Elizabeth, Colorado, on first and final reading, by a vote of _____ for and _____ against.

Angela Ternus, Mayor

ATTEST

Michelle M. Oeser, Town Clerk

ELIZABETH LIQUOR STORE
SITE PLAN

LOT 11 ELIZABETH CROSS ROADS BUSINESS PARK
SECTION 7 TOWNSHIP 8 SOUTH RANGE 64 WEST
COUNTY OF ELBERT, STATE OF COLORADO

LEGAL DESCRIPTION

LOT 11 ELIZABETH CROSS ROADS BUSINESS PARK
SECTION 7 TOWNSHIP 8 SOUTH RANGE 64 WEST
ELBERT COUNTY, COLORADO

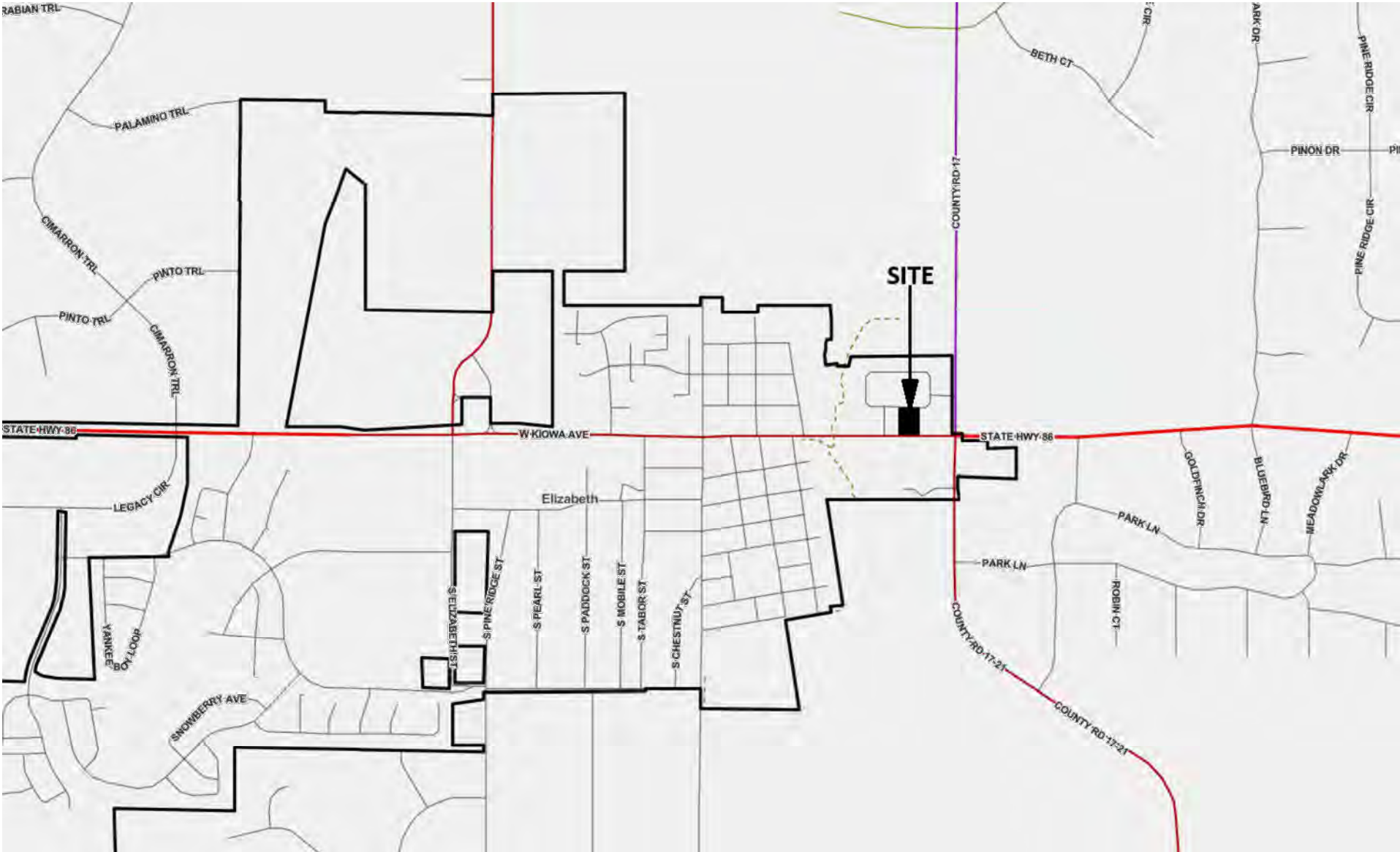
BENCHMARK

DOUGLAS COUNTY BENCHMARK:

DCBM LOVE
ELEVATION = 6705.71 (NAVD88)

BASIS OF BEARINGS

BEARINGS ARE PLATTED AND BASED ON THE CONSIDERATION THAT THE SOUTH LINE OF LOTS 11 & 12, ELIZABETH CROSS ROADS BUSINESS PARK, COUNTY OF ELBERT, STATEOF COLORADO BEARS N89° 43' 03" W; AS SHOWN HEREON BETWEEN THOSE IDENTIFIED MONUMENTS.



VICINITY MAP
SCALE: 1"=1,500'



PROJECT TEAM

OWNER
HARIOT SINGH
10146 BLUE BLOOD PLACE
LITTLETON, CO 80125
PHONE: 720.757.4700

ARCHITECT
NAMA PARTNERS, LLC
CONTACT: HERB CASNER
PHONE: 303.905.7567

CIVIL ENGINEER
POINT CONSULTING, LLC
8460 W KEN CARYL AVE, SUITE 101
LITTLETON, CO 80128
CONTACT: TIFFANY WATSON, PE
PHONE: 720.258.6836

LANDSCAPE ARCHITECT
POINT CONSULTING, LLC
8460 W KEN CARYL AVE, SUITE 101
LITTLETON, CO 80128
CONTACT: JIM SHIPTON, PLA
PHONE: 720.258.6836

LAND SURVEYOR
DAVID E. ARCHER & ASSOC INC
105 WILCOX STREET
CASTLE ROCK, CO 80104
PHONE: 303.688.4642

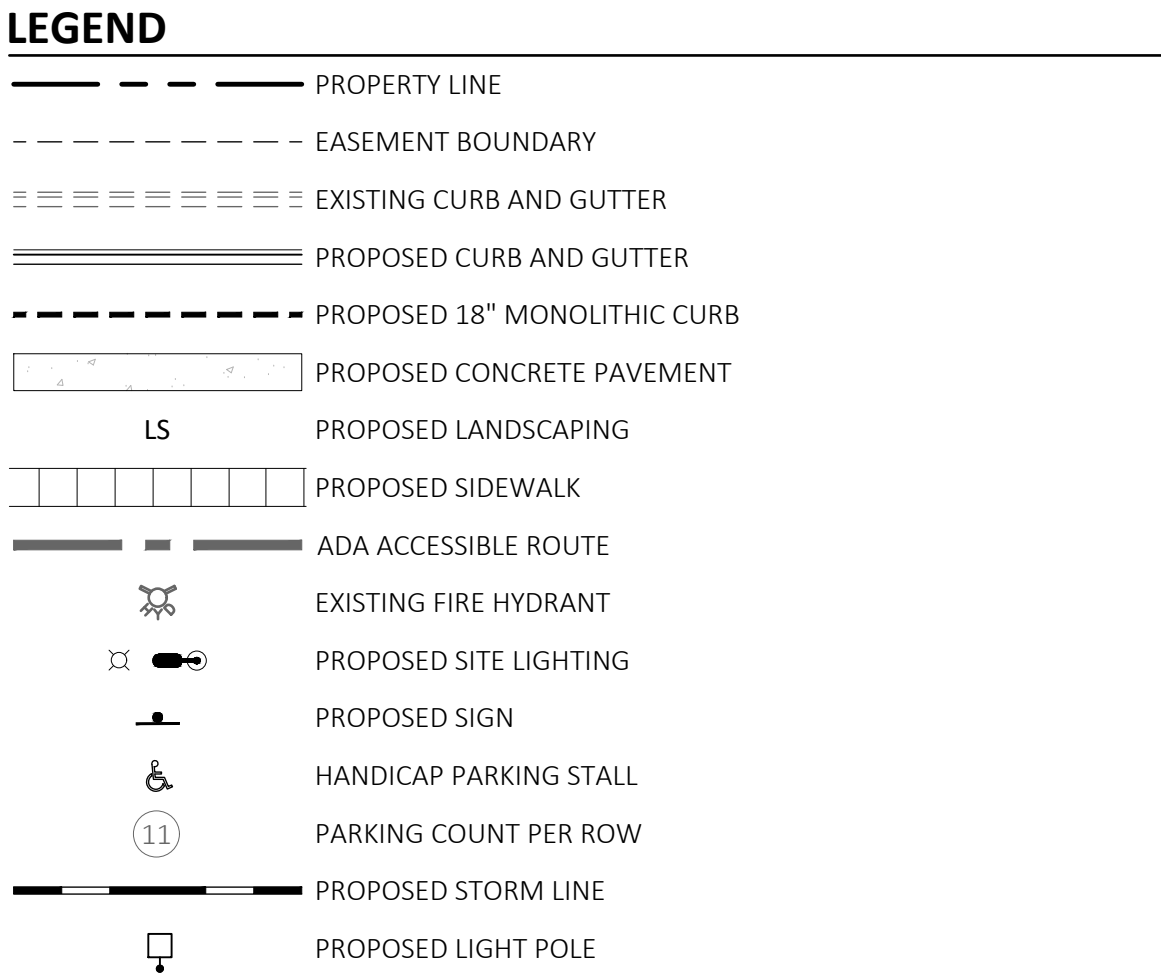
ELIZABETH WATER DEPARTMENT
ELIZABETH PUBLIC WORKS
303 WASHINGTON STREET
ELIZABETH, CO 80107
PHONE: 303.646.0916

ELIZABETH SANITATION DEPARTMENT
ELIZABETH PUBLIC WORKS
303 WASHINGTON STREET
ELIZABETH, CO 80107
PHONE: 303.646.0916

SITE DATA TABLE	
ZONING	PUD
LOT SIZE	27,672 SF / 0.635 ACRES
NUMBER OF DWELLING UNITS	0
NUMBER OF BUILDINGS	1
NUMBER OF RETAIL UNITS	2
GROSS FLOOR AREA	4,980 SF
PROPOSED TENANT 1 USE	RETAIL
PROPOSED TENANT 2 USE	RETAIL

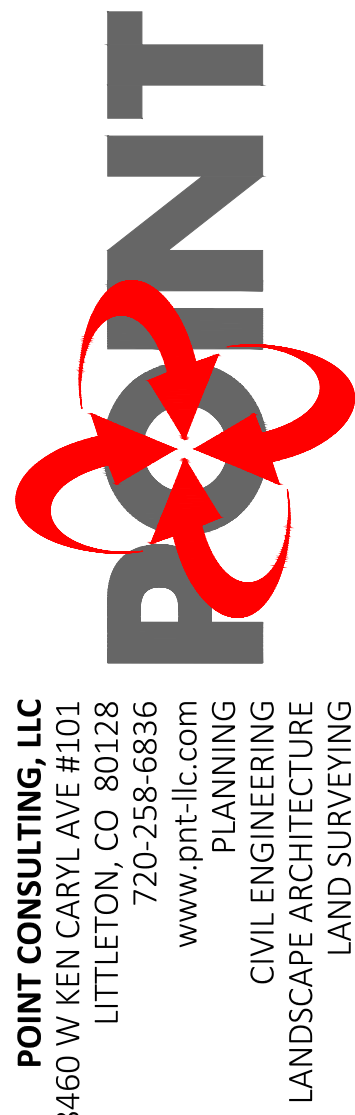
SHEET INDEX	
SHEET NUMBER	DRAWING TITLE
1	COVER
2	SITE PLAN
3	LANDSCAPE PLAN
4	LANDSCAPE DETAILS
5	ARCHITECTURAL ELEVATION
6	ARCHITECTURAL ELEVATIONS
7	SITE PHOTOMETRIC PLAN
8	PHOTOMETRIC FIXTURE CUT SHEETS
9	PHOTOMETRIC FIXTURE CUT SHEETS
10	PHOTOMETRIC FIXTURE CUT SHEETS

LOT 11 ELIZABETH CROSS ROADS BUSINESS PARK
SECTION 7 TOWNSHIP 8 SOUTH RANGE 64 WEST
COUNTY OF ELBERT, STATE OF COLORADO



- 1 INSTALL 6-INCH MONOLITHIC CURB.
- 2 INSTALL 18-INCH MONOLITHIC CURB.
- 3 MATCH EXISTING CURB AND GUTTER.
- 4 INSTALL 6" THICK CONCRETE PAVEMENT.
- 5 INSTALL CONCRETE SIDEWALK, WIDTH PER PLAN.
- 6 MATCH EXISTING SIDEWALK. USE #4 REBAR @ 2' O.C. (MIN 3 BARS).
- 7 INSTALL CONCRETE CROSS PAN.
- 8 INSTALL ADA RAMP.
- 9 INSTALL VERTICAL CURB MIDBLOCK RAMP.
- 10 INSTALL TRASH ENCLOSURE WITH 6-FT BRICK WALLS.
- 11 PAINT 4-INCH THICK WHITE PARKING STRIPE. LENGTH AND SPACING PER PLAN.
- 12 PAINT 4-INCH THICK DIAGONAL PAVEMENT MARKING @ 2-FEET O.C.
- 13 PAINT WHITE ACCESSIBLE PARKING SYMBOL.
- 14 INSTALL ACCESSIBLE PARKING SIGN.
- 15 PAINT WHITE 1-FOOT WIDE STOP BAR WITH 2-FOOT HEIGHT "STOP" LETTERS.
- 16 INSTALL BOLLARD.
- 17 INSTALL SIDEWALK CHASE DRAIN.
- 18 INSTALL MSE RETAINING WALL.
- 19 PAINT DIRECTIONAL ARROWS.
- 20 INSTALL SITE LIGHT POLE.
RE: PHOTOMETRIC PLAN
- 21 INSTALL TRAILER PARKING ONLY SIGN.
- 22 INSTALL DO NOT ENTER SIGN EXIT ONLY SIGN.
- 23 INSTALL ONE WAY SIGN.
- 24 INSTALL 15" HDPE STORM PIPE.
- 25 INSTALL CURB INLET.
- 26 INSTALL LIGHT POLE.
- 27 INSTALL PAD MOUNTED TRANSFORMER.
- 28 CORE ELECTRIC METERING LOCATION.
- 29 PAINT 4-INCH THICK WHITE DASHED PARKING STRIPE.
LENGTH AND SPACING PER PLAN.

1. REFER TO SHEET 1, COVER SHEET, FOR THE BENCHMARK AND BASIS OF BEARINGS



SITE PLAN

ELIZABETH LIQUOR STORE

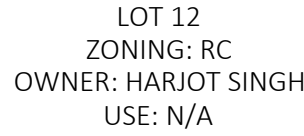
787 CROSSROAD CIRCLE, ELIZABETH, COLORADO 80107

JOB NO. 24.067

SITE PLAN

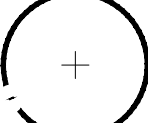
SHEET 2

LOT 11 ELIZABETH CROSS ROADS BUSINESS PARK
SECTION 7 TOWNSHIP 8 SOUTH RANGE 64 WEST
COUNTY OF ELBERT, STATE OF COLORADO

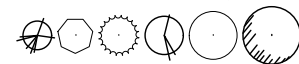


	PROPERTY LINE
	EXISTING CURB AND GUTTER
	PROPOSED CURB AND GUTTER
	EASEMENT BOUNDARY
	EXISTING CONTOUR
	PROPOSED CONTOUR
	EXISTING FIRE HYDRANT
	4-INCH 12 GAUGE ROLLED TOP STEEL EDGE
	EXISTING TELEPHONE LINE
	EXISTING ELECTRIC LINE
	EXISTING FIBER OPTIC LINE
	EXISTING GAS LINE
	EXISTING STORM DRAIN

PROPOSED DECIDUOUS TREE



PROPOSED ORNAMENTAL TREE



PROPOSED DECIDUOUS SHRUBS



PROPOSED EVERGREEN SHRUBS



PROPOSED ORNAMENTAL GRASSES



PROPOSED SITE LIGHTING

DESCRIPTION	REQUIRED	PROVIDED
SITE AREA	N/A	27,710 SF
OVERALL LANDSCAPE AREA	4,157 SF (15%)	5,607 SF (20%)

GROUND COVER		
LIVING VEGETATION	3,118 SF (75%)	3,453 SF (83%)

DESCRIPTION	AMOUNT (SF, LF, EA)	FORMULA (SF, LF, EA)	TREES REQ.	TREES PROV.	SHRUBS REQ.	SHRUBS PROV.
PARKING LOT ISLANDS	4 EA (831 SF TOTAL)	1 T & 4 SH / ISLAND	4	*3	16	**32
LANDSCAPE AREA	4,776 SF	1 T & 5 SH / 1500 SF	3	3	16	*26

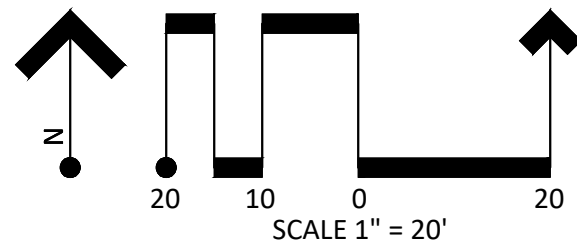
DESCRIPTION	AMOUNT (SF, LF, EA)	FORMULA (SF, LF, EA)	TREES REQ.	TREES PROV.	SHRUBS REQ.	SHRUBS PROV.
PARKING LOT ISLANDS	4 EA (831 SF TOTAL)	1 T & 4 SH / ISLAND	4	*3	16	**32
LANDSCAPE AREA	4,776 SF	1 T & 5 SH / 1500 SF	3	3	16	*26

**REQUEST TO SUBSTITUTE ONE PARKING ISLAND TREE WITH 10 SHRUBS DUE TO A UTILITY EASEMENT CONSTRAINT.*

DESCRIPTION	AMOUNT (SF, LF, EA)	FORMULA (SF, LF, EA)	TREES REQ.	TREES PROV.
STREET TREES	83 LF	1 T/40 LF	2	2

DESCRIPTION	AMOUNT (SF, LF, EA)	FORMULA (SF, LF, EA)	TREES REQ.	TREES PROV.
STREET TREES	83 LF	1 T/40 LF	2	2

1. REFER TO SHEET C0.0 COVER SHEET, FOR THE BENCHMARK AND BASIS OF BEARINGS.
2. SHRUBS BEDS ARE TO BE IRRIGATION WITH DRIP IRRIGATION.
3. SOD AND SEED AREAS ARE TO BE IRRIGATION BY SPRAY IRRIGATION.
4. A 3-FOOT CLEAR SPACE SHALL BE MAINTAINED AROUND ALL FIRE HYDRANTS AND NOT OBSTRUCTED.
5. REFER TO SHEET L3.90, FOR THE PLANT LIST, LANDSCAPE NOTES AND LANDSCAPE DETAILS.



LOT 11 ELIZABETH CROSS ROADS BUSINESS PARK
SECTION 7 TOWNSHIP 8 SOUTH RANGE 64 WEST
COUNTY OF ELBERT, STATE OF COLORADO

3. THIS LANDSCAPE ARCHITECTURAL SITE PLAN IS TO BE USED IN CONJUNCTION WITH THE CIVIL, IRRIGATION, ARCHITECTURAL, MECHANICAL AND ELECTRICAL PLANS TO FORM COMPLETE INFORMATION REGARDING THIS PROJECT.
2. LANDSCAPE CONSTRUCTION SHALL CONFORM TO ALL APPLICABLE STATE AND LOCAL CODES AND SPECIFICATIONS.
3. ALL MATERIAL AND WORKMANSHIP SHALL BE GUARANTEED FOR ONE YEAR, FROM DATE OF FINAL ACCEPTANCE.
4. LANDSCAPE CONTRACTOR SHALL EXAMINE THE SITE CONDITIONS UNDER WHICH THE WORK IS TO BE PERFORMED AND NOTIFY THE GENERAL CONTRACTOR IN WRITING OF UNSATISFACTORY CONDITIONS. DO NOT PROCEED UNTIL CONDITIONS HAVE BEEN CORRECTED.
5. BEFORE COMMENCING WORK, CONTACT APPROPRIATE UTILITY COMPANIES FOR UTILITY LOCATIONS, AND COORDINATE WITH GENERAL CONTRACTOR IN REGARD TO LOCATION OF PROPOSED UTILITIES, IRRIGATION SLEEVES, CONDUITS, ETC.
6. ALL PLANT MATERIALS SHALL MEET OR EXCEED SIZE IN SCHEDULES.
7. OWNER'S REPRESENTATIVE RESERVES THE RIGHT TO REFUSE PLANT MATERIALS WHICH DO NOT MEET THE QUALITY REQUIRED FOR THE PROJECT. ALL DECIDUOUS TREES SHALL HAVE FULL, WELL-SHAPED HEADS, ALL EVERGREENS SHALL BE UNSHEARED AND FULL TO THE GROUND. PLANTING PROCEDURES SHALL CONFORM TO DETAILS.
8. ALL TREE AND SHRUB BED LOCATIONS ARE TO BE STAKED OUT ON SITE FOR APPROVAL BY OWNER'S REPRESENTATIVE PRIOR TO INSTALLATION.
9. ALL B&B PLANT MATERIAL SHALL HAVE ALL ROOT, TWINE OR OTHER CONTAMINANT MATERIAL, EXCEPT FOR THE BURLAP, REMOVED FROM THE TRUNK AND WIRE TIE BALL OF THE PLANT PRIOR TO PLANTING.
10. IRRIGATION: ALL LANDSCAPE AREAS TO BE SERVED BY AUTOMATIC IRRIGATION SYSTEM. IRRIGATION SYSTEM SHALL INCLUDE A RAIN SENSOR WITH AUTOMATIC SHUT-OFF OF THE SYSTEM DURING PERIODS OF HIGH MOISTURE. A DRIP, SUB-SURFACE, BUBBLER OR LOW VOLUME IRRIGATION SYSTEM FOR ALL PLANTING STRIPS LESS THAN 8" WIDE AND ALL PLANTING BEDS INVOLVING TREES, SHRUBS, PERENNIALS AND GROUND COVER, AND A IRRIGATION CLOCK WHICH ALLOWS PROGRAMMING TO MEET THE DIFFERENTIAL NEEDS OF THE SPECIFIED PLANTING PLAN.
11. DISTRIBUTE IMPORTED TOPSOIL OVER AREAS TO BE GRASSED TO A MINIMUM DEPTH OF FOUR (4") INCHES, AND TO A DEPTH OF TEN (10") INCHES IN SHRUB AND PERENNIAL BEDS. TOPSOIL TO BE NATURAL, FRIABLE, FERTILE, FINE LOAMY SOIL FREE FROM WEEDS, UTILITY GRASS, STONES LARGER THAN 1", ROOTS OR ANY OTHER MATERIAL WHICH MAY BE HARMFUL TO PLANT GROWTH.
12. SOIL PREPARATION: MIX THE FOLLOWING SOIL AMENDMENTS AND APPLY SHRUB BED AREAS.
 - A. ASPEN RICH COMPOST -- 4 CUBIC YARDS PER 1,000 S.F.
 - B. COMMERCIAL FERTILIZER (20-10-5): 10 lbs. PER 1,000 S.F.
 - C. SUPERPHOSPHATE: 10 lbs. PER 1,000 S.F.

18. ROCK MULCH: INSTALL 3-INCHES OF 1-1/2" PLATTE RIVER ROCK, PER EWING OUTDOOR SUPPLY, 35049 CO RD 13, ELIZABETH, CO 80107 (303) 646-8811. IN SPECIFIED SHRUB BEDS OVER TYPAR 3301 WEED MAT OR APPROVED EQUAL, AFTER APPLYING PRE-EMERGENT HERBICIDE.
19. NATIVE SEED MIX: IN SPECIFIED AREAS SHALL BE ROCKY MOUNTAIN NATIVE MIX, PER PINE LANE NURSERY, 18200 APACHE DRIVE PARKER, CO 80134 (303) 841-3009.
20. SOD: IN SPECIFIED AREAS SHALL BE BUFFALO SOD, PER THE SOD GUY, 42600 SUMMIT VIEW CT. PARKER, CO 80138 (303) 841-7575.
21. LANDSCAPE EDGING: IN THE SPECIFIED AREAS, INSTALL 4-INCH, 12 GAUGE ROLLED TOP STEEL EDGING, PER EWING OUTDOOR SUPPLY, 35049 CO RD 13, ELIZABETH, CO 80107 (303) 646-8811.



Qty.	Sym.	Scientific/Botanic Name	Container/Size	Notes	Habit	Water Usage
DECIDUOUS TREES						
2	SSL	SUMMER SPRITE LINDEN Tilia cordata 'Summer Sprite'	2" CAL. SINGLE TRUNK	FULL CROWN, B&B, STAKED SPECIMEN QUALITY	16x10 FEET	MEDIUM
3	UPO	URBAN PINNACLE OAK Quercus macrocarpa 'JFS-KW3'	2" CAL. SINGLE TRUNK	FULL CROWN, B&B, STAKED SPECIMEN QUALITY	55x25 FEET	VERY LOW
EVERGREEN TREES						
2	HIS	HOOPSII SPRUCE Picea pungens 'Hoopsii'	6'-10" HT. SEE PLAN	FULL FORM, B&B SPECIMEN QUALITY, GUYED	25X12 FEET	LOW
ORNAMENTAL TREES						
1	WKH	WINTER KING HAWTHORN Crataegus viridis 'Winter King'	1 1/2" CAL SINGLE TRUNK	STRAIGHT TRUNK, B&B SPECIMEN QUALITY, STAKED	20X20 FEET	LOW
DECIDUOUS SHRUBS						
3	FLB	FINELINE FERN LEAF BUCKTHORN Rhamnus frangula 'Ron Williams'	5 GAL. 18"-24" HT.	SPACING 3' O.C. 5 CANES MIN.	6X3 FEET	LOW
18	LDN	LITTLE DEVIL NINEBARK Physocarpus opulifolius 'Donna May'	5 GAL. 18"-24" HT.	SPACING 3' O.C. 5 CANES MIN.	4x4 FEET	LOW
12	LDP	LEADPLANT Amorpha canescens	5 GAL. 18"-24" HT.	SPACING 4' O.C. 5 CANES MIN.	3X3 FEET	VERY LOW
18	LPT	LODENSE PRIVET Ligustrum vulgare 'Lodense'	5 GAL. 18"-24" HT.	SPACING 4' O.C. 5 CANES MIN.	3X4 FEET	VERY LOW
EVERGREEN SHRUBS						
7	BOJ	BUFFALO JUNIPER Juniperus sabina 'Buffalo'	5 GAL. 18"-24" SPREAD	SPACING 4' O.C. 5 CANES MIN.	18"x7 FEET	VERY LOW
ORNAMENTAL GRASSES						
14	SSG	SHENANDOAH SWITCHGRASS Panicum virgatum 'Shenandoah'	1 GAL. ESTABLISHED	SPACING 24" O.C.	4X2 FEET	VERY LOW



ELIZABETH LIQUOR STORE
LOT 11 ELIZABETH CROSS ROADS BUSINESS PARK
SECTION 7 TOWNSHIP 8 SOUTH RANGE 64 WEST
COUNTY OF ELBERT, STATE OF COLORADO



LEGEND:

INTEGRALLY COLORED CMU: (MANUFACTURER: BASALITE)

CMU-1, SPLIT FACE, "605WR"

CMU-2, COMB FACE, "600WR"

CMU-3, GROUND FACE, "720WR"

STOREFRONT:

SF-1 ANODIZED FINISH (BLACK) (KAWNEER)

GL-1 CLEAR GLAZING

GL-2 SPANDREL GLAZING

COPING / FLASHING/TRELLIS/AWNINGS:

MTL-1 BERRIDGE "MATTE BLACK"

PAINT:

PT-1 BENJAMIN MOORE "2120-10 JET BLACK"

GOOSENECK LIGHT FIXTURE - BLACK

EXIT/EMERGENCY LIGHT

ALL EXTERIOR BUILDING LIGHTING TO BE FULL CUT OFF.



WEST ELEVATION
SCALE: 1/4" = 1'-0"

2

EAST ELEVATION
SCALE: 1/4" = 1'-0"

1

SITE PLAN

ELIZABETH LIQUOR STORE

787 CROSSROAD CIRCLE, ELIZABETH, COLORADO 80107

JOB NO. 24.067

DESCRIPTION

ORIGINAL PREPARATION
2ND SITE PLAN SUBMITTAL

DATE

2024.12.20
2025.03.14

EXTERIOR ELEVATIONS

A5

nama
partners llc

2287 Pinto Trail
Elizabeth, CO 80107

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ELIZABETH LIQUOR STORE
LOT 11 ELIZABETH CROSS ROADS BUSINESS PARK
SECTION 7 TOWNSHIP 8 SOUTH RANGE 64 WEST
COUNTY OF ELBERT, STATE OF COLORADO



- LEGEND:**
- INTEGRALLY COLORED CMU: (MANUFACTURER: BASALITE)
- CMU-1, SPLIT FACE, "605WR"
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 - GL-1 CLEAR GLAZING
 - GL-2 SPANDREL GLAZING
- COPING / FLASHING/TRELLIS/AWNINGS:
- MTL-1 BERRIDGE "MATTE BLACK"
- PAINT:
- PT-1 BENJAMIN MOORE "2120-10 JET BLACK"
- GOOSENECK LIGHT FIXTURE - BLACK
- EXIT/EMERGENCY LIGHT
- ALL EXTERIOR BUILDING LIGHTING TO BE FULL CUT OFF.

SOUTH ELEVATION
SCALE: 1/4" = 1'-0"

4



SIDE (NORTH) D
SCALE: 1/4" = 1'-0"

SIDE (SOUTH) B
SCALE: 1/4" = 1'-0"



FRONT (WEST) C
SCALE: 1/4" = 1'-0"

REAR (EAST) A
SCALE: 1/4" = 1'-0"

TRASH ENCLOSURE ELEVATIONS
SCALE: 1/4" = 1'-0"

5

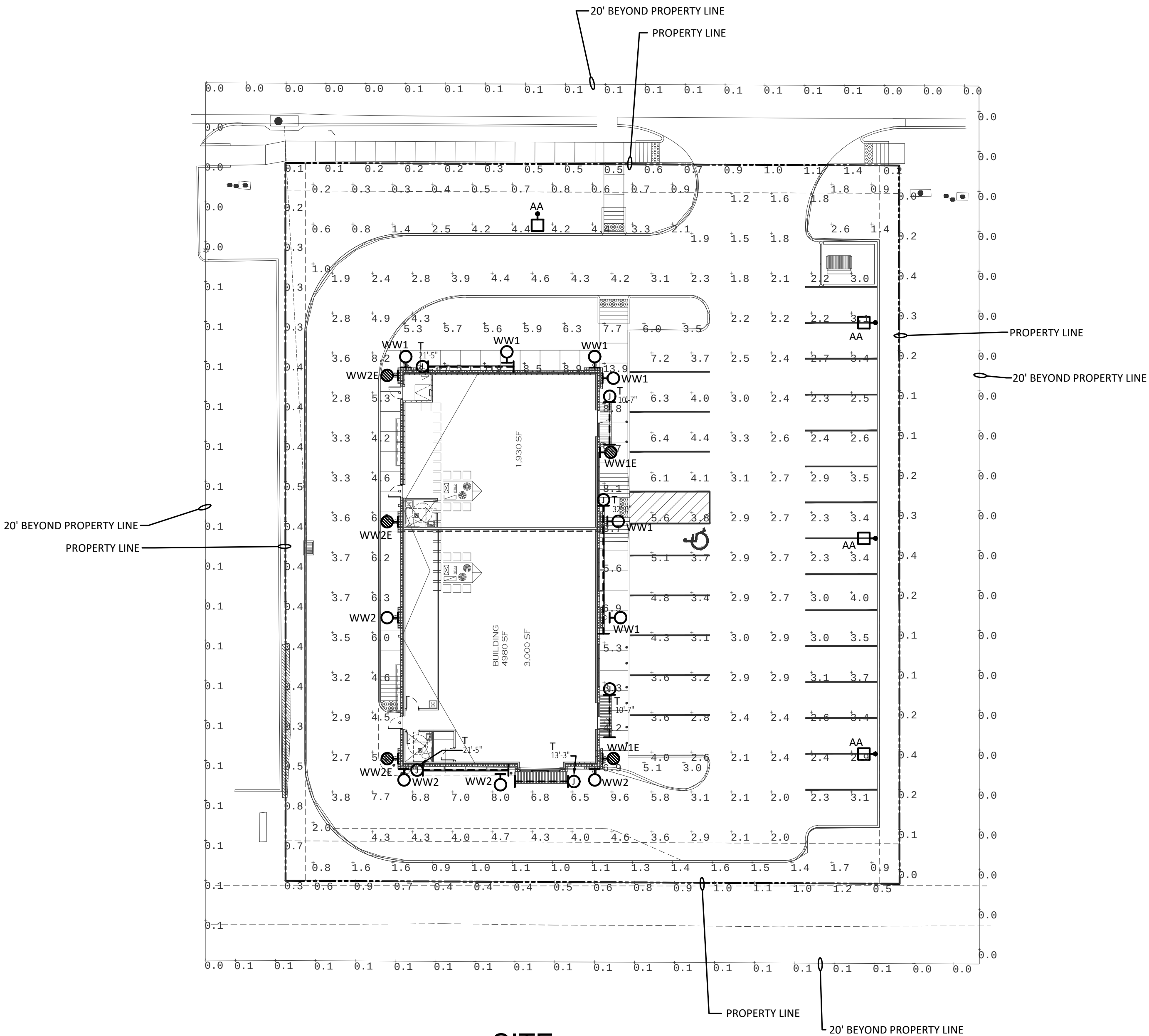
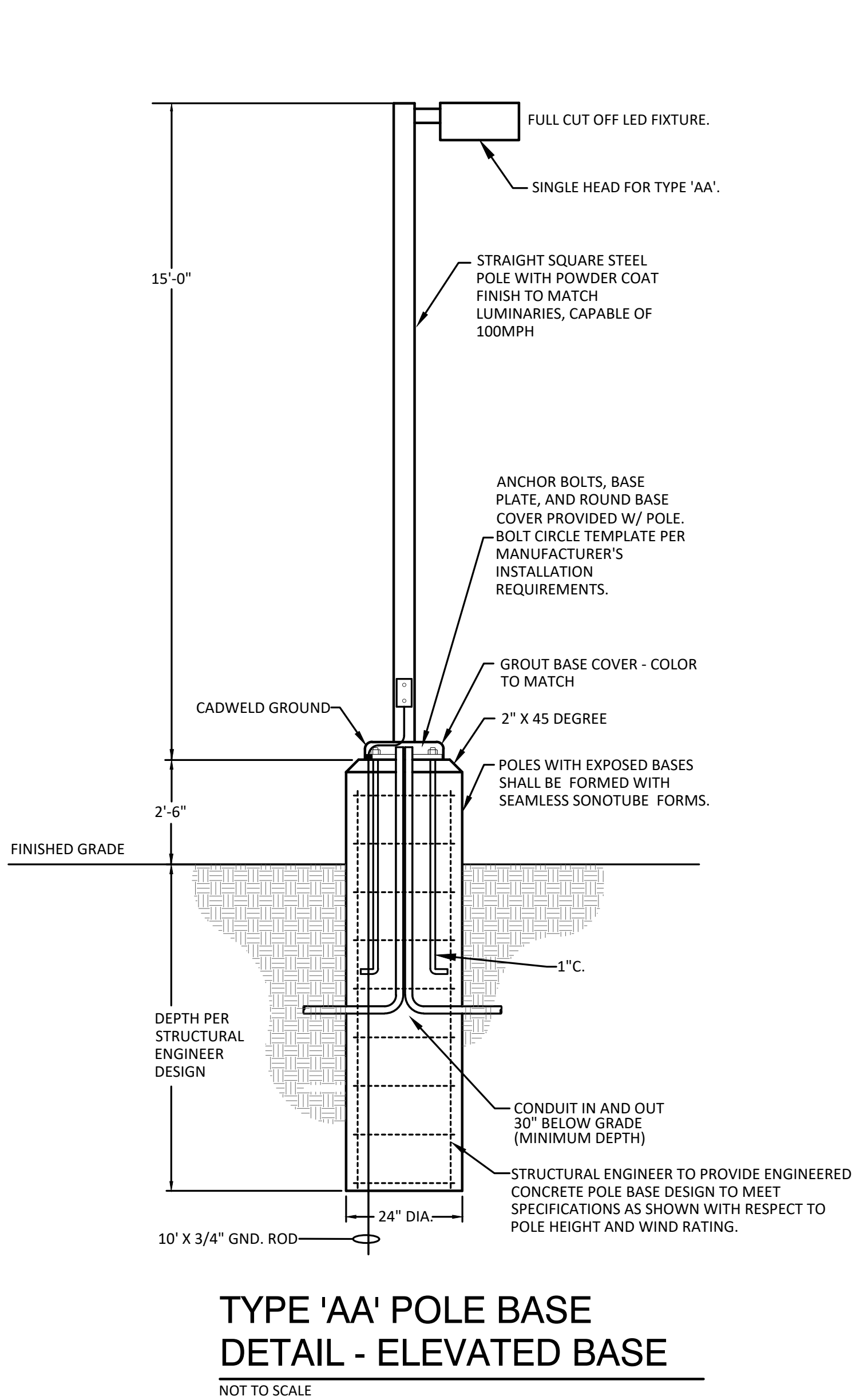


NORTH ELEVATION
SCALE: 1/4" = 1'-0"

3

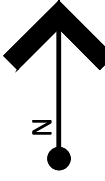
ELIZABETH LIQUOR STORE
SITE PLAN

LOT 11 ELIZABETH CROSS ROADS BUSINESS PARK
SECTION 7 TOWNSHIP 8 SOUTH RANGE 64 WEST
COUNTY OF ELBERT, STATE OF COLORADO



Calculation Summary								
Label	CalcType	Units	Avg	Max	Min	Avg/Min	Max/Min	
20' Beyond Property Line	Illuminance	Fc	0.07	0.1	0.0	N.A.	N.A.	
Bldg Adjacent Sidewalk and Land	Illuminance	Fc	6.77	13.9	3.0	2.26	4.63	
Outer Landscape Area	Illuminance	Fc	1.51	4.4	0.2	7.55	22.00	
Parking Area & Driveways	Illuminance	Fc	3.64	9.6	1.2	3.03	8.00	
Property Line	Illuminance	Fc	0.45	1.4	0.0	N.A.	N.A.	

Light Fixture Schedule										
Designation	Lamps		Fixture Characteristics	Fixture Mounting				Fixture Specification		
	# of Lamps	Lamp Type		Finish	Method	Ceiling Type	Recess Depth	Manufacturer	Catalog #	Voltage
AA	1	LED - 7,451 Lumens, 59 Watts (3000K)	LED Pole Mounted Fixture with Type IV Forward Throw Distribution with House Side Shield	Black	Pole Overall Height: 17'-6" AFF	--	--	McGraw-Edison	GLEON-SA2C-830-U-T4FT-BK-HSS	Universal
T	--	LED - 200 Lumens/Ft., 2.3 Watts/Ft. (3000K)	Wet Location Rated LED Tape Light (Length as Shown)		Surface	Metal Awning/Trellis	--	Juno	JFX-24V-200LM-16FT-30K-90CRI-WL (Provide Power Supply Compatible with Lengths Shown & Future Phase Power Supply) (Provide Adequate Hardware for Complete Installation)	120V
WW1	--	LED - 3,980 Lumens, 34 Watts (3000K)	Wall Mounted Area Light with Type IV Forward Throw Distribution	Black	Wall: 10'-0" AFF	--	--	McGraw-Edison	GWC-SA1A-830-U-T4FT-BK	Universal
WW1E	--	LED - 3,980 Lumens, 34 Watts (3000K)	Same as Type 'WW1' with 90 Minute Battery Back-up	Black	Wall: 10'-0" AFF	--	--	McGraw-Edison	GWC-SA1A-830-U-T4FT-BK-CBP	Universal
WW2	--	LED - 4,976 Lumens, 34 Watts (3000K)	Wall Mounted Area Light with Type III with Spill Control Distribution	Black	Wall: 10'-0" AFF	--	--	McGraw-Edison	GWC-SA1A-830-U-SL3-BK	Universal
WW2E	--	LED - 4,976 Lumens, 34 Watts (3000K)	Same as Type 'WW2' with 90 Minute Battery Back-up	Black	Wall: 10'-0" AFF	--	--	McGraw-Edison	GWC-SA1A-830-U-SL3-BK-CBP	Universal



POINT CONSULTING, LLC
8460 W. KEN CARYL AVE #101
LITTLETON, CO 80128
720-258-6836
www.pnt-llc.com
CIVIL ENGINEERING
PLANNING
LANDSCAPE ARCHITECTURE
LAND SURVEYING

ELIZABETH LIQUOR STORE
787 CROSSROAD CIRCLE, ELIZABETH, COLORADO 80107
JOB NO. 24-087

DATE
2024.12.20
2025.03.14
ORIGINAL PREPARATION
2ND SITE PLAN SUBMITAL
DESCRIPTION
SITE PHOTOMETRIC PLAN
7

ELIZABETH LIQUOR STORE

SITE PLAN

LOT 11 ELIZABETH CROSS ROADS BUSINESS PARK
SECTION 7 TOWNSHIP 8 SOUTH RANGE 64 WEST
COUNTY OF ELBERT, STATE OF COLORADO

Project	Catalog #	Type
Prepared by	Notes	Date



McGraw-Edison GLEON Galleon

Area / Site Luminaire

Product Features



Product Certifications



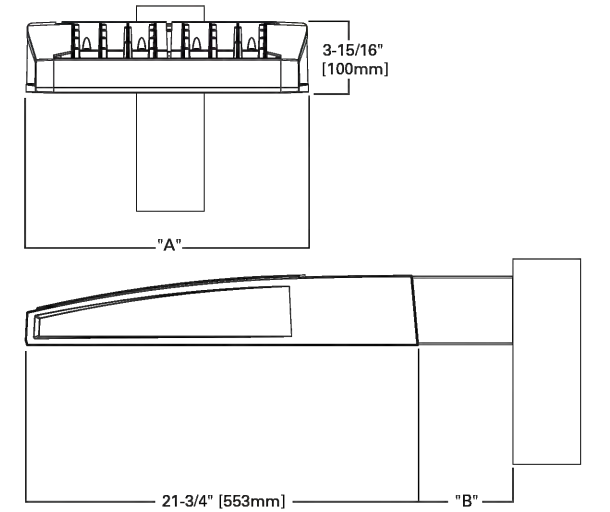
Connected Systems

- WaveLinx PRO Wireless
- WaveLinx LITE Wireless
- Enlighted

Quick Facts

- Lumen packages range from 4,200 - 80,800 (34W - 640W)
- Efficacy up to 156 LPW
- Options to meet Buy American and other domestic preference requirements

Dimensional Details



NOTES:
1. See Notes on page 10 for additional information.
2. See Notes on page 10 for additional information.



PSS00020EN page 1
August 8, 2024 10:35 PM

McGraw-Edison

Ordering Information

SAMPLE NUMBER: GLEON-SA4C-740-U-TAFT-GM

Product Family	Light Engine	Color Temperature	Voltage	Distribution	Mounting	Finish	
Configuration	Drive Current	Temperature	Voltage	Distribution	Mounting	Finish	
GLEON Galleon	AA1-Square AA2-Square AA3-Square AA4-Square AA5-Square AA6-Square AA7-Square AA8-Square AA9-Square AA10-Square	A4000A B4000A C4000A D4000A E4000A F4000A G4000A H4000A I4000A J4000A	72-700V, 2700K 72-700V, 3000K 72-700V, 3500K 72-700V, 4000K 72-700V, 4500K 72-700V, 5000K 72-700V, 5500K 72-700V, 6000K 72-700V, 6500K 72-700V, 7000K	9-120/277V 120/277V 120/277V 120/277V 120/277V 120/277V 120/277V 120/277V 120/277V 120/277V	T2-Type II T3-Type III T4-Type IV T5-Type V T6-Type VI T7-Type VII T8-Type VIII T9-Type IX T10-Type X T11-Type XI T12-Type XII	Blue/Alu Arm for Round or Square Pole Blue/Alu Arm Adapter Blue/Alu Mount Blue/Alu Mount Arm (Standard Length) Blue/Alu Mount Arm (Extended Length) Blue/Alu Mount Arm (Quick Mount Arm)	AP-Gray BP-Black CP-Black DP-Black EP-Black FP-Black GP-Black HP-Black IP-Black JP-Black
Control System Options (Add as Suffix)							
Accessories (Order Separately)							
NEMA 3-400V 100' Dimming Leads F50-500V 120, 277 or 347 Vac Single Voltage F50-500V 120, 277 or 347 Vac Single Voltage NEMA 3-400V 120							

Options (Add as Suffix)	Controls and Systems Options (Add as Suffix)	Accessories (Order Separately)**
DM-External 0-10V Dimming Leads FF-Double Face (208, 240 or 480V Specify Voltage) ZM-Double Face (208, 240 or 480V Specify Voltage) MA-107 High Ambient HES-Installed House Side Shield GSRM-Glare Reducing Shield, Black GSRM-Glare Reducing Shield, White MT-Installed Mesh Top TSS-Top Surface Door Hardware CC-Coastal Corrosion Finish LW-Optics Rotated 90° Left CE-Optics Rotated 90° Right CE-CE-Mounting	BPC-Button Type Photocell PFC-NEMA 3-Pin Photocell Receptacle PRT-NEMA 7-Pin Photocell Receptacle SPB4-Dimming Occupancy Sensor with Bluetooth Interface, 21°-40° Mounting MCL-2-Motion Sensor for ON/OFF Operation, 2°-20° Mounting Height MCL-4-Motion Sensor for ON/OFF Operation, 21°-40° Mounting Height MCL-6-Motion Sensor for ON/OFF Operation, 2°-20° Mounting Height MCL-8-Motion Sensor for ON/OFF Operation, 21°-40° Mounting Height MCL-10-Motion Sensor for ON/OFF Operation, 2°-20° Mounting Height MCL-12-Motion Sensor for ON/OFF Operation, 21°-40° Mounting Height MCL-14-Motion Sensor for ON/OFF Operation, 2°-20° Mounting Height MCL-16-Motion Sensor for ON/OFF Operation, 21°-40° Mounting Height MCL-18-Motion Sensor for ON/OFF Operation, 2°-20° Mounting Height MCL-20-Motion Sensor for ON/OFF Operation, 21°-40° Mounting Height MCL-22-Motion Sensor for ON/OFF Operation, 2°-20° Mounting Height MCL-24-Motion Sensor for ON/OFF Operation, 21°-40° Mounting Height MCL-26-Motion Sensor for ON/OFF Operation, 2°-20° Mounting Height MCL-28-Motion Sensor for ON/OFF Operation, 21°-40° Mounting Height MCL-30-Motion Sensor for ON/OFF Operation, 2°-20° Mounting Height MCL-32-Motion Sensor for ON/OFF Operation, 21°-40° Mounting Height MCL-34-Motion Sensor for ON/OFF Operation, 2°-20° Mounting Height MCL-36-Motion Sensor for ON/OFF Operation, 21°-40° Mounting Height MCL-38-Motion Sensor for ON/OFF Operation, 2°-20° Mounting Height MCL-40-Motion Sensor for ON/OFF Operation, 21°-40° Mounting Height MCL-42-Motion Sensor for ON/OFF Operation, 2°-20° Mounting Height MCL-44-Motion Sensor for ON/OFF Operation, 21°-40° Mounting Height MCL-46-Motion Sensor for ON/OFF Operation, 2°-20° Mounting Height MCL-48-Motion Sensor for ON/OFF Operation, 21°-40° Mounting Height MCL-50-Motion Sensor for ON/OFF Operation, 2°-20° Mounting Height MCL-52-Motion Sensor for ON/OFF Operation, 21°-40° Mounting Height MCL-54-Motion Sensor for ON/OFF Operation, 2°-20° Mounting Height MCL-56-Motion Sensor for ON/OFF Operation, 21°-40° Mounting Height MCL-58-Motion Sensor for ON/OFF Operation, 2°-20° Mounting Height MCL-60-Motion Sensor for ON/OFF Operation, 21°-40° Mounting Height MCL-62-Motion Sensor for ON/OFF Operation, 2°-20° Mounting Height MCL-64-Motion Sensor for ON/OFF Operation, 21°-40° Mounting Height MCL-66-Motion Sensor for ON/OFF Operation, 2°-20° Mounting Height MCL-68-Motion Sensor for ON/OFF Operation, 21°-40° Mounting Height MCL-70-Motion Sensor for ON/OFF Operation, 2°-20° Mounting Height MCL-72-Motion Sensor for ON/OFF Operation, 21°-40° Mounting Height MCL-74-Motion Sensor for ON/OFF Operation, 2°-20° Mounting Height MCL-76-Motion Sensor for ON/OFF Operation, 21°-40° Mounting Height MCL-78-Motion Sensor for ON/OFF Operation, 2°-20° Mounting Height MCL-80-Motion Sensor for ON/OFF Operation, 21°-40° Mounting Height MCL-82-Motion Sensor for ON/OFF Operation, 2°-20° Mounting Height MCL-84-Motion Sensor for ON/OFF Operation, 21°-40° Mounting Height MCL-86-Motion Sensor for ON/OFF Operation, 2°-20° Mounting Height MCL-88-Motion Sensor for ON/OFF Operation, 21°-40° Mounting Height MCL-90-Motion Sensor for ON/OFF Operation, 2°-20° Mounting Height MCL-92-Motion Sensor for ON/OFF Operation, 21°-40° Mounting Height MCL-94-Motion Sensor for ON/OFF Operation, 2°-20° Mounting Height MCL-96-Motion Sensor for ON/OFF Operation, 21°-40° Mounting Height MCL-98-Motion Sensor for ON/OFF Operation, 2°-20° Mounting Height MCL-100-Motion Sensor for ON/OFF Operation, 21°-40° Mounting Height	GA-RA1013-Photocell Shorting Cap MA1025-10V Surge Module Replacement MA1026-XX-Single Tenon Adapter for 2 1/2" O.D. Tenon MA1027-XX-2 1/2" Tenon Adapter for 2 1/2" O.D. Tenon MA1028-XX-3 1/2" Tenon Adapter for 3 1/2" O.D. Tenon MA1029-XX-4 1/2" Tenon Adapter for 4 1/2" O.D. Tenon MA1030-XX-5 1/2" Tenon Adapter for 5 1/2" O.D. Tenon MA1031-XX-6 1/2" Tenon Adapter for 6 1/2" O.D. Tenon MA1032-XX-7 1/2" Tenon Adapter for 7 1/2" O.D. Tenon MA1033-XX-8 1/2" Tenon Adapter for 8 1/2" O.D. Tenon MA1034-XX-9 1/2" Tenon Adapter for 9 1/2" O.D. Tenon MA1035-XX-10 1/2" Tenon Adapter for 10 1/2" O.D. Tenon MA1036-XX-11 1/2" Tenon Adapter for 11 1/2" O.D. Tenon MA1037-XX-12 1/2" Tenon Adapter for 12 1/2" O.D. Tenon MA1038-XX-13 1/2" Tenon Adapter for 13 1/2" O.D. Tenon MA1039-XX-14 1/2" Tenon Adapter for 14 1/2" O.D. Tenon MA1040-XX-15 1/2" Tenon Adapter for 15 1/2" O.D. Tenon MA1041-XX-16 1/2" Tenon Adapter for 16 1/2" O.D. Tenon MA1042-XX-17 1/2" Tenon Adapter for 17 1/2" O.D. Tenon MA1043-XX-18 1/2" Tenon Adapter for 18 1/2" O.D. Tenon MA1044-XX-19 1/2" Tenon Adapter for 19 1/2" O.D. Tenon MA1045-XX-20 1/2" Tenon Adapter for 20 1/2" O.D. Tenon MA1046-XX-21 1/2" Tenon Adapter for 21 1/2" O.D. Tenon MA1047-XX-22 1/2" Tenon Adapter for 22 1/2" O.D. Tenon MA1048-XX-23 1/2" Tenon Adapter for 23 1/2" O.D. Tenon MA1049-XX-24 1/2" Tenon Adapter for 24 1/2" O.D. Tenon MA1050-XX-25 1/2" Tenon Adapter for 25 1/2" O.D. Tenon MA1051-XX-26 1/2" Tenon Adapter for 26 1/2" O.D. Tenon MA1052-XX-27 1/2" Tenon Adapter for 27 1/2" O.D. Tenon MA1053-XX-28 1/2" Tenon Adapter for 28 1/2" O.D. Tenon MA1054-XX-29 1/2" Tenon Adapter for 29 1/2" O.D. Tenon MA1055-XX-30 1/2" Tenon Adapter for 30 1/2" O.D. Tenon MA1056-XX-31 1/2" Tenon Adapter for 31 1/2" O.D. Tenon MA1057-XX-32 1/2" Tenon Adapter for 32 1/2" O.D. Tenon MA1058-XX-33 1/2" Tenon Adapter for 33 1/2" O.D. Tenon MA1059-XX-34 1/2" Tenon Adapter for 34 1/2" O.D. Tenon MA1060-XX-35 1/2" Tenon Adapter for 35 1/2" O.D. Tenon MA1061-XX-36 1/2" Tenon Adapter for 36 1/2" O.D. Tenon MA1062-XX-37 1/2" Tenon Adapter for 37 1/2" O.D. Tenon MA1063-XX-38 1/2" Tenon Adapter for 38 1/2" O.D. Tenon MA1064-XX-39 1/2" Tenon Adapter for 39 1/2" O.D. Tenon MA1065-XX-40 1/2" Tenon Adapter for 40 1/2" O.D. Tenon MA1066-XX-41 1/2" Tenon Adapter for 41 1/2" O.D. Tenon MA1067-XX-42 1/2" Tenon Adapter for 42 1/2" O.D. Tenon MA1068-XX-43 1/2" Tenon Adapter for 43 1/2" O.D. Tenon MA1069-XX-44 1/2" Tenon Adapter for 44 1/2" O.D. Tenon MA1070-XX-45 1/2" Tenon Adapter for 45 1/2" O.D. Tenon MA1071-XX-46 1/2" Tenon Adapter for 46 1/2" O.D. Tenon MA1072-XX-47 1/2" Tenon Adapter for 47 1/2" O.D. Tenon MA1073-XX-48 1/2" Tenon Adapter for 48 1/2" O.D. Tenon MA1074-XX-49 1/2" Tenon Adapter for 49 1/2" O.D. Tenon MA1075-XX-50 1/2" Tenon Adapter for 50 1/2" O.D. Tenon MA1076-XX-51 1/2" Tenon Adapter for 51 1/2" O.D. Tenon MA1077-XX-52 1/2" Tenon Adapter for 52 1/2" O.D. Tenon MA1078-XX-53 1/2" Tenon Adapter for 53 1/2" O.D. Tenon MA1079-XX-54 1/2" Tenon Adapter for 54 1/2" O.D. Tenon MA1080-XX-55 1/2" Tenon Adapter for 55 1/2" O.D. Tenon MA1081-XX-56 1/2" Tenon Adapter for 56 1/2" O.D. Tenon MA1082-XX-57 1/2" Tenon Adapter for 57 1/2" O.D. Tenon MA1083-XX-58 1/2" Tenon Adapter for 58 1/2" O.D. Tenon MA1084-XX-59 1/2" Tenon Adapter for 59 1/2" O.D. Tenon MA1085-XX-60 1/2" Tenon Adapter for 60 1/2" O.D. Tenon MA1086-XX-61 1/2" Tenon Adapter for 61 1/2" O.D. Tenon MA1087-XX-62 1/2" Tenon Adapter for 62 1/2" O.D. Tenon MA1088-XX-63 1/2" Tenon Adapter for 63 1/2" O.D. Tenon MA1089-XX-64 1/2" Tenon Adapter for 64 1/2" O.D. Tenon MA1090-XX-65 1/2" Tenon Adapter for 65 1/2" O.D. Tenon MA1091-XX-66 1/2" Tenon Adapter for 66 1/2" O.D. Tenon MA1092-XX-67 1/2" Tenon Adapter for 67 1/2" O.D. Tenon MA1093-XX-68 1/2" Tenon Adapter for 68 1/2" O.D. Tenon MA1094-XX-69 1/2" Tenon Adapter for 69 1/2" O.D. Tenon MA1095-XX-70 1/2" Tenon Adapter for 70 1/2" O.D. Tenon MA1096-XX-71 1/2" Tenon Adapter for 71 1/2" O.D. Tenon MA1097-XX-72 1/2" Tenon Adapter for 72 1/2" O.D. Tenon MA1098-XX-73 1/2" Tenon Adapter for 73 1/2" O.D. Tenon MA1099-XX-74 1/2" Tenon Adapter for 74 1/2" O.D. Tenon MA1100-XX-75 1/2" Tenon Adapter for 75 1/2" O.D. Tenon MA1101-XX-76 1/2" Tenon Adapter for 76 1/2" O.D. Tenon MA1102-XX-77 1/2" Tenon Adapter for 77 1/2" O.D. Tenon MA1103-XX-78 1/2" Tenon Adapter for 78 1/2" O.D. Tenon MA1104-XX-79 1/2" Tenon Adapter for 79 1/2" O.D. Tenon MA1105-XX-80 1/2" Tenon Adapter for 80 1/2" O.D. Tenon MA1106-XX-81 1/2" Tenon Adapter for 81 1/2" O.D. Tenon MA1107-XX-82 1/2" Tenon Adapter for 82 1/2" O.D. Tenon MA1108-XX-83 1/2" Tenon Adapter for 83 1/2" O.D. Tenon MA1109-XX-84 1/2" Tenon Adapter for 84 1/2" O.D. Tenon MA1110-XX-85 1/2" Tenon Adapter for 85 1/2" O.D. Tenon MA1111-XX-86 1/2" Tenon Adapter for 86 1/2" O.D. Tenon MA1112-XX-87 1/2" Tenon Adapter for 87 1/2" O.D. Tenon MA1113-XX-88 1/2" Tenon Adapter for 88 1/2" O.D. Tenon MA1114-XX-89 1/2" Tenon Adapter for 89 1/2" O.D. Tenon MA1115-XX-90 1/2" Tenon Adapter for 90 1/2" O.D. Tenon MA1116-XX-91 1/2" Tenon Adapter for 91 1/2" O.D. Tenon MA1117-XX-92 1/2" Tenon Adapter for 92 1/2" O.D. Tenon MA1118-XX-93 1/2" Tenon Adapter for 93 1/2" O.D. Tenon MA1119-XX-94 1/2" Tenon Adapter for 94 1/2" O.D. Tenon MA1120-XX-95 1/2" Tenon Adapter for 95 1/2" O.D. Tenon MA1121-XX-96 1/2" Tenon Adapter for 96 1/2" O.D. Tenon MA1122-XX-97 1/2" Tenon Adapter for 97 1/2" O.D. Tenon MA1123-XX-98 1/2" Tenon Adapter for 98 1/2" O.D. Tenon MA1124-XX-99 1/2" Tenon Adapter for 99 1/2" O.D. Tenon MA1125-XX-100 1/2" Tenon Adapter for 100 1/2" O.D. Tenon MA1126-XX-101 1/2" Tenon Adapter for 101 1/2" O.D. Tenon MA1127-XX-102 1/2" Tenon Adapter for 102 1/2" O.D. Tenon MA1128-XX-103 1/2" Tenon Adapter for 103 1/2" O.D. Tenon MA1129-XX-104 1/2" Tenon Adapter for 104 1/2" O.D. Tenon MA1130-XX-105 1/2" Tenon Adapter for 105 1/2" O.D. Tenon MA1131-XX-106 1/2" Tenon Adapter for 106 1/2" O.D. Tenon MA1132-XX-107 1/2" Tenon Adapter for 107 1/2" O.D. Tenon MA1133-XX-108 1/2" Tenon Adapter for 108 1/2" O.D. Tenon MA1134-XX-109 1/2" Tenon Adapter for 109 1/2" O.D. Tenon MA1135-XX-110 1/2" Tenon Adapter for 110 1/2" O.D. Tenon MA1136-XX-111 1/2" Tenon Adapter for 111 1/2" O.D. Tenon MA1137-XX-112 1/2" Tenon Adapter for 112 1/2" O.D. Tenon MA1138-XX-113 1/2" Tenon Adapter for 113 1/2" O.D. Tenon MA1139-XX-114 1/2" Tenon Adapter for 114 1/2" O.D. Tenon MA1140-XX-115 1/2" Tenon Adapter for 115 1/2" O.D. Tenon MA1141-XX-116 1/2" Tenon Adapter for 116 1/2" O.D. Tenon MA1142-XX-117 1/2" Tenon Adapter for 117 1/2" O.D. Tenon MA1143-XX-118 1/2" Tenon Adapter for 118 1/2" O.D. Tenon MA1144-XX-119 1/2" Tenon Adapter for 119 1/2" O.D. Tenon MA1145-XX-120 1/2" Tenon Adapter for 120 1/2" O.D. Tenon MA1146-XX-121 1/2" Tenon Adapter for 121 1/2" O.D. Tenon MA1147-XX-122 1/2" Tenon Adapter for 122 1/2" O.D. Tenon MA1148-XX-123 1/2" Tenon Adapter for 123 1/2" O.D. Tenon MA1149-XX-124 1/2" Tenon Adapter for 124 1/2" O.D. Tenon MA1150-XX-125 1/2" Tenon Adapter for 125 1/2" O.D. Tenon MA1151-XX-126 1/2" Tenon Adapter for 126 1/2" O.D. Tenon MA1152-XX-127 1/2" Tenon Adapter for 127 1/2" O.D. Tenon MA1153-XX-128 1/2" Tenon Adapter for 128 1/2" O.D. Tenon MA1154-XX-129 1/2" Tenon Adapter for 129 1/2" O.D. Tenon MA1155-XX-130 1/2" Tenon Adapter for 130 1/2" O.D. Tenon MA1156-XX-131 1/2" Tenon Adapter for 131 1/2" O.D. Tenon MA1157-XX-132 1/2" Tenon Adapter for 132 1/2" O.D. Tenon MA1158-XX-133 1/2" Tenon Adapter for 133 1/2" O.D. Tenon MA1159-XX-134 1/2" Tenon Adapter for 134 1/2" O.D. Tenon MA1160-XX-135 1/2" Tenon Adapter for 135 1/2" O.D. Tenon MA1161-XX-136 1/2" Tenon Adapter for 136 1/2" O.D. Tenon MA1162-XX-137 1/2" Tenon Adapter for 137 1/2" O.D. Tenon MA1163-XX-138 1/2" Tenon Adapter for 138 1/2" O.D. Tenon MA1164-XX-139 1/2" Tenon Adapter for 139 1/2" O.D. Tenon MA1165-XX-140 1/2" Tenon Adapter for 140 1/2" O.D. Tenon MA1166-XX-141 1/2" Tenon Adapter for 141 1/2" O.D. Tenon MA1167-XX-142 1/2" Tenon Adapter for 142 1/2" O.D. Tenon MA1168-XX-143 1/2" Tenon Adapter for 143 1/2" O.D. Tenon MA1169-XX-144 1/2" Tenon Adapter for 144 1/2" O.D. Tenon MA1170-XX-145 1/2" Tenon Adapter for 145 1/2" O.D. Tenon MA1171-XX-146 1/2" Tenon Adapter for 146 1/2" O.D. Tenon MA1172-XX-147 1/2" Tenon Adapter for 147 1/2" O.D. Tenon MA1173-XX-148 1/2" Tenon Adapter for 148 1/2" O.D. Tenon MA1174-XX-149 1/2" Tenon Adapter for 149 1/2" O.D. Tenon MA1175-XX-150 1/2" Tenon Adapter for 150 1/2" O.D. Tenon MA1176-XX-151 1/2" Tenon Adapter for 151 1/2" O.D. Tenon MA1177-XX-152 1/2" Tenon Adapter for 152 1/2" O.D. Tenon MA1178-XX-153 1/2" Tenon Adapter for 153 1/2" O.D. Tenon MA1179-XX-154 1/2" Tenon Adapter for 154 1/2" O.D. Tenon MA1180-XX-155 1/2" Tenon Adapter for 155 1/2" O.D. Tenon MA1181-XX-156 1/2" Tenon Adapter for 156 1/2" O.D. Tenon MA1182-XX-157 1/2" Tenon Adapter for 157 1/2" O.D. Tenon MA1183-XX-158 1/2" Tenon Adapter for 158 1/2" O.D. Tenon MA1184-XX-159 1/2" Tenon Adapter for 159 1/2" O.D. Tenon MA1185-XX-160 1/2" Tenon Adapter for 160 1/2" O.D. Tenon MA1186-XX-161 1/2" Tenon Adapter for 161 1/2" O.D. Tenon MA1187-XX-162 1/2" Tenon Adapter for 162 1/2" O.D. Tenon MA1188-XX-163 1/2" Tenon Adapter for 163 1/2" O.D. Tenon MA1189-XX-164 1/2" Tenon Adapter for 164 1/2" O.D. Tenon MA1190-XX-165 1/2" Tenon Adapter for 165 1/2" O.D. Tenon MA1191-XX-166 1/2" Tenon Adapter for 166 1/2" O.D. Tenon MA1192-XX-167 1/2" Tenon Adapter for 167 1/2" O.D. Tenon MA1193-XX-168 1/2" Tenon Adapter for 168 1/2" O.D. Tenon MA1194-XX-169 1/2" Tenon Adapter for 169 1/2" O.D. Tenon MA1195-XX-170 1/2" Tenon Adapter for 170 1/2" O.D. Tenon MA1196-XX-171 1/2" Tenon Adapter for 171 1/2" O.D. Tenon MA1197-XX-172 1/2" Tenon Adapter for 172 1/2" O.D. Tenon MA1198-XX-173 1/2" Tenon Adapter for 173 1/2" O.D. Tenon MA1199-XX-174 1/2" Tenon Adapter for 174 1/2" O.D. Tenon MA1200-XX-175 1/2" Tenon Adapter for 175 1/2" O.D. Tenon MA1201-XX-176 1/2" Tenon Adapter for 176 1/2" O.D. Tenon MA1202-XX-177 1/2" Tenon Adapter for 177 1/2" O.D. Tenon MA1203-XX-178 1/2" Tenon Adapter for 178 1/2" O.D. Tenon MA1204-XX-179 1/2" Tenon Adapter for 179 1/2" O.D. Tenon MA1205-XX-180 1/2" Tenon Adapter for 180 1/2" O.D. Tenon MA1206-XX-181 1/2" Tenon Adapter for 181 1/2" O.D. Tenon MA1207-XX-182 1/2" Tenon Adapter for 182 1/2" O.D. Tenon MA1208-XX-183 1/2" Tenon Adapter for 183 1/2" O.D. Tenon MA1209-XX-184 1/2" Tenon Adapter for 184 1/2" O.D. Tenon MA1210-XX-185 1/2" Tenon Adapter for 185 1/2" O.D. Tenon MA1211-XX-186 1/2" Tenon Adapter for 186 1/2" O.D. Tenon MA1212-XX-187 1/2" Tenon Adapter for 187 1/2" O.D. Tenon MA1213-XX-188 1/2" Tenon Adapter for 188 1/2" O.D. Tenon MA1214-XX-189 1/2" Tenon Adapter for 189 1/2" O.D. Tenon MA1215-XX-190 1/2" Tenon Adapter for 190 1/2" O.D. Tenon MA1216-XX-191 1/2" Tenon Adapter for 191 1/2" O.D. Tenon MA1217-XX-192 1/2" Tenon Adapter for 192 1/2" O.D. Tenon MA1218-XX-193 1/2" Tenon Adapter for 193 1/2" O.D. 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LOT 11 ELIZABETH CROSS ROADS BUSINESS PARK
SECTION 7 TOWNSHIP 8 SOUTH RANGE 64 WEST
COUNTY OF ELBERT, STATE OF COLORADO

SITE PLAN AGREEMENT

THIS AGREEMENT is made this _____ day of _____, 2025, by and between the Town of Elizabeth, Colorado, a municipal corporation (the "Town"), and _____ (the "Developer").

RECITALS:

A. The Developer is the owner of certain real property located in the Town of Elizabeth known as _____, and commonly known as the Elizabeth Liquor Store, which is more particularly described in **Exhibit A**, attached hereto and incorporated herein (the "Property").

B. The Board of Trustees and the Planning Commission of the Town of Elizabeth held all necessary public hearings concerning the site plan for the Property in accordance with Article II of Chapter 16 of the Town of Elizabeth Municipal Code. A copy of the site plan is attached hereto as **Exhibit B** and incorporated herein.

C. The approvals cited above are contingent upon the express condition that all duties created by this Agreement are faithfully performed by the Developer.

AGREEMENT

NOW, THEREFORE, for and in consideration of the mutual promises and covenants contained herein, the sufficiency of which are mutually acknowledged, the parties hereto agree as follows:

1. Purpose. The purpose of this Agreement is to set forth the terms, conditions and fees to be paid by the Developer, upon approval of the site plan for the Property. All conditions contained herein are in addition to any and all requirements of the Town of Elizabeth Subdivision Ordinance and Zoning Ordinance, any and all state statutes, and any other sections of the Elizabeth Municipal Code, and are not intended to supersede any requirements contained therein.

2. Fees. The following fees shall be paid to the Town by the Developer.

a. The Developer hereby agrees to pay the Town the actual cost to the Town for plan review, engineering review, hydrological and surveying review, prior to and during the development process, and for construction observation, inspection and materials testing during the construction process for public improvements, and for construction observation, inspection and materials testing and electronic deliverable review during the warranty period for public improvements, and for legal services (the "actual costs") rendered in connection with the review of the site plan of the Property, including related administrative fees not to exceed one hundred fifteen percent (115%) of the actual costs.

b. The Developer acknowledges and agrees that the Town, pursuant to this Agreement, shall be granted construction easement(s) that are reasonably sufficient to complete the public improvements.

3. Specific Conditions. The Developer hereby agrees to construct the following public improvements:

a. Stormwater improvements as more particularly described in **Exhibit C**, attached hereto and incorporated herein by this reference;

b. Paving and sidewalk improvements as more particularly described in **Exhibit C**, attached hereto and incorporated herein by this reference; and

c. Landscaping improvements as more particularly described in **Exhibit C**, attached hereto and incorporated herein by this reference

4. Breach by the Developer; the Town's Remedies. In the event of a breach of any of the terms and conditions of this Agreement by the Developer, the Board of Trustees shall be notified immediately and the Town may take such action, as permitted and/or authorized by law, this Agreement or the ordinances as the Town deems necessary to protect the public health, safety and welfare; and to protect the citizens of the Town from hardship and undue risk. The remedies include, but are not limited to:

a. The refusal to issue any building permit or certificate of occupancy;

b. The revocation of any building permit previously issued under which construction directly related to such building permit has not commenced, except a building permit previously issued to a third party;

c. A demand that the security given for the completion of the public improvements be paid or honored; or

d. Any other remedy available at law.

Unless necessary to protect the immediate health, safety and welfare of the Town, or to protect the interest of the Town with regard to security given for the completion of the public improvements, the Town shall provide the Developer thirty (30) days' written notice of its intent to take any action under this paragraph, during which thirty-day period the Developer may cure the breach described in the notice and prevent further action by the Town.

5. Public Improvements and Warranty. All drainage structures, paved streets, including sidewalk, curb, gutter and slope easements, and necessary appurtenances, as shown on the site plan, landscape plans and the associated construction documents (the "Public Improvements"), as approved by the Director of Public Works of the Town, shall be installed and completed at the expense of the Developer and dedicated and/or conveyed to the Town. The Public Improvements required by this Agreement and shown on the site plan, as well as associated construction documents approved by the Director of Public Works of the Town and the costs of these Public Improvements, are set forth on **Exhibit C**, attached hereto and incorporated herein. All Public Improvements covered by this Agreement shall be made in accordance with the site plan and associated construction documents drawn according to regulations and construction standards for such improvements and approved by the Director of Public Works of the Town.

The Developer shall warrant any and all Public Improvements, which are conveyed to the Town, pursuant to this Agreement, for a period of two (2) years from the date the Town's Director of Public Works grants probationary acceptance of the Public Improvements, as approved by the Town. The warranty period shall extend to the date final acceptance is granted in writing by the Town's Director of Public Works. The Developer shall be responsible for scheduling the necessary inspections for probationary and final acceptance. Specifically, but not by way of limitation, the Developer shall warrant the following:

- a. That the title conveyed shall be marketable and its transfer rightful;
- b. Any and all facilities conveyed shall be free from any security interest or other lien or encumbrance; and
- c. Any and all facilities so conveyed shall be in conformity with the Town's specifications and shall be free of defects in materials or workmanship for a period of two (2) years, as stated above, including, but not limited to, cracks, breakage, settling, or other deterioration of the Public Improvements, no matter the cause, for a period of two (2) years, as stated above.

The Town will accept for maintenance all Public Improvements after the warranty period has expired, provided all warranty work has been completed. The Town shall accept for snow removal purposes only all dedicated public streets after probationary acceptance has been granted in writing by the Director of Public Works. The Developer shall make all corrections necessary to bring the Public Improvements into conformity with the Town's specifications, prior to final acceptance.

6. Observation. The Town shall have the right to make reasonable engineering observations at the Developer's expense, as the Town may request. Observation, acquiescence in, or approval by any engineering inspector of the construction of physical facilities at any particular time shall not constitute the approval by the Town of any portion of the construction of such Public Improvements. Such approval shall be made by the Town only after completion of construction and in the manner hereinafter set forth.

7. Completion of Public Improvements. The obligations of the Developer provided for in paragraph 3 of this Agreement, including the inspections hereof, shall be performed on or before July 8, 2027, and proper application for acceptance of the Public Improvements shall be made on or before such date. Upon completion of construction by the Developer of such Public Improvements, the Town's Director of Public Works or his designee shall inspect the improvements and certify with specificity their conformity or lack thereof to the Town's specifications. The Developer shall make all corrections necessary to bring the improvements into conformity with the Town's specifications. Once approved by the Town's Director of Public Works, the Town shall accept said improvements upon conveyance, pursuant to paragraph 9; provided, however, the Town shall not be obligated to accept the Public Improvements until the actual costs described in paragraphs 2.a. and b. of this Agreement are paid in full by the Developer.

8. Related Costs – Public Improvements. The Developer shall provide all necessary engineering designs, surveys, field surveys and incidental services related to the construction of

the Public Improvements, at its sole cost and expense, including reproducible "as built" drawings certified accurate by a professional engineer registered in the State of Colorado.

9. Improvements to be the Property of the Town. All Public Improvements for roads, concrete curbs and gutters, storm sewers, and drainage improvements accepted by the Town shall be dedicated to the Town and warranted for a period of two (2) years following probationary acceptance by the Town, as provided above. Upon completion of construction and conformity with the site plan and associated construction plans, and any properly approved changes, the Developer shall convey to the Town, by bill of sale, all installed physical facilities.

10. Performance Guarantee. In order to secure the construction and installation of the Public Improvements, the Developer shall, prior to issuance of any building permit on the Property, furnish the Town, at the Developer's expense, with the performance guarantee described herein. The performance guarantee provided by the Developer shall be an irrevocable letter of credit in which the Town is designated as beneficiary in an amount equal to one hundred ten percent (110%) of the estimated costs of the Public Improvements to be constructed and installed, as set forth in **Exhibit C**, to secure the performance and completion of the Public Improvements. The Developer agrees that approval of the site plan by the Town is contingent upon the Developer's provision of an irrevocable letter of credit to the Town within ninety (90) days of the execution of this Agreement, in the amount and form provided herein. Failure of the Developer to provide an irrevocable letter of credit to the Town, in the manner provided herein, shall negate the Town's approval of the site plan. Letters of credit shall be substantially in the form and content set forth in **Exhibit D**, attached hereto and incorporated herein, and shall be subject to the review and approval of the Town Attorney. The Developer shall not start the construction of any public or private improvement on the Property, including, but not limited to, staking, earth work, overlot grading or the erection of any structure, temporary or otherwise, until the Town has received and approved the irrevocable letter of credit.

The estimated costs of the Public Improvements shall be a figure mutually agreed upon by the Developer and the Town's Director of Public Works, as set forth in **Exhibit C**. If, however, they are unable to agree, the Director of Public Works' estimate shall govern after giving consideration to information provided by the Developer, including, but not limited to, construction contracts and engineering estimates. The purpose of the cost estimate is solely to determine the amount of security. No representations are made as to the accuracy of these estimates and the Developer agrees to pay the actual costs of all such Public Improvements.

The estimated costs of the Public Improvements may increase in the future. Accordingly, the Town reserves the right to review and adjust the cost estimates on an annual basis. Adjusted cost estimates will be made according to changes in the Construction Costs Index, as published by the Engineering News Record. If the Town adjusts the cost estimate for the Public Improvements, the Town shall give written notice to the Developer. The Developer shall, within thirty (30) days after receipt of said written notice, provide the Town with a new or amended letter of credit in the amount of the adjusted cost estimates. If the Developer refuses or fails to so provide the Town with a new or amended letter of credit, the Town may exercise the remedies provided for in paragraph 4 of this Agreement; provided, however, that prior to increasing the amount of additional security required, the Town shall give credit to the Developer for all required Public

Improvements which have actually been completed so that the amount of security required at any time shall relate to the cost of required Public Improvements not yet constructed.

In the event the Public Improvements are not constructed or completed within the period of time specified by paragraph 7 of this Agreement or a written extension of time mutually agreed upon by the parties to this Agreement, the Town may draw on the letter of credit to complete the Public Improvements called for in this Agreement. In the event the letter of credit is to expire within fourteen (14) calendar days and the Developer has not yet provided a satisfactory replacement, the Town may draw on the letter of credit and either hold such funds as security for performance of this Agreement or spend such funds to finish the Public Improvements or correct problems with the Public Improvements, as the Town deems appropriate.

Upon completion of performance of such improvements, conditions and requirements within the required time and the approval of the Town Public Works Director, the Developer shall issue an irrevocable letter of credit to the Town in the amount of twenty percent (20%) of the total cost of construction and installation of the Public Improvements, to be held by the Town during the two-year warranty period. If the Public Improvements are not completed within the required time, the monies may be used to complete the improvements.

11. Nuisance Conditions. The Developer agrees to prevent the existence of any nuisances by way of its construction activities. In the event the authorized inspector/designated Town authority determines that a nuisance exists, the Developer shall be subject to the provisions set forth in Elizabeth Municipal Code regarding the abatement of nuisances and the cost assessed for the abatement thereof.

In addition to the provisions above, if the nuisance is not abated or an abatement plan is not submitted to the satisfaction of the Town, the Town may, upon thirty (30) days' notice under this Agreement, exercise the right to draw upon the performance guarantee specified in paragraph 10 of this Agreement. The Town may draw on the performance guarantee in order to pay the cost of abating the nuisance, including any expenses and penalties incurred under the Elizabeth Municipal Code. The Town may exercise this right in addition to, or in lieu of, the withholding of permits and/or the withholding of certificates of occupancy. The right to draw on the performance guarantee shall be subject to the sole discretion of the Town, provided the Developer has received thirty (30) days' notice, as provided herein.

12. Indemnification. The Developer shall indemnify and hold harmless the Town, its officers, employees, agents or servants from any and all suits, actions and claims of every nature and description caused by, arising from or on account of any act or omission of the Developer, or of any other person or entity for whose act or omission the Developer is liable, with respect to construction of the Public Improvements; and the Developer shall pay any and all judgments rendered against the Town as the result of any suit, action or claim, together with all reasonable expenses and attorney fees incurred by the Town in defending any such suit, action or claim.

The Developer shall pay all property taxes on the Property dedicated to the Town, and shall indemnify and hold harmless the Town for any property tax liability.

The Developer shall require that all contractors and other employees engaged in construction of Public Improvements shall maintain adequate workers' compensation insurance and public liability coverage and shall faithfully comply with the provisions of the Federal Occupational Safety and Health Act.

13. Waiver of Defects. In executing this Agreement the Developer waives all objections it may have concerning defects, if any, in the formalities whereby it is executed, or concerning the power of the Town to impose conditions on the Developer, as set forth herein, and concerning the procedure, substance and form of the ordinances or resolutions adopting this Agreement.

14. Modifications. This Agreement shall not be amended, except by subsequent written agreement of the parties.

15. Release of Liability. It is expressly understood that the Town cannot be legally bound by the representations of any of its officers or agents or their designees, except in accordance with the Elizabeth Municipal Code and the laws of the State of Colorado.

16. Captions. The captions to this Agreement are inserted only for the purpose of convenient reference and in no way define, limit or prescribe the scope or intent of this Agreement or any part thereof.

17. Binding Effect. This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective heirs, successors and assigns, as the case may be.

18. Invalid Provision. If any provision of this Agreement shall be determined to be void by any court of competent jurisdiction, then such determination shall not affect any other provision hereof, and all of the other provisions shall remain in full force and effect. It is the intention of the parties hereto that if any provision of this Agreement is capable of two constructions, one of which would render the provision void and the other which would render the provision valid, then the provision shall have the meaning which renders it valid.

19. Governing Law. The laws of the State of Colorado shall govern the validity, performance and enforcement of this Agreement. Should either party institute legal suit or action for enforcement of any obligation contained herein, it is agreed that venue of such suit or action shall be in Elbert County, Colorado.

20. Attorney Fees. Should this Agreement become the subject of litigation to resolve a claim of default of performance by the Developer and a court of competent jurisdiction determines that the Developer was in default in the performance of the Agreement, the Developer shall pay the attorney fees, expenses and court costs of the Town.

21. Notice. All notice required under this Agreement shall be in writing and shall be hand delivered or sent by registered or certified mail, return receipt requested, postage prepaid, to the addresses of the parties herein set forth. All notices so given shall be considered effective seventy-two (72) hours after deposit in the United States mail with the proper address, as set forth below. Either party, by notice so given, may change the address to which future notices shall be sent.

Notice to the Town: Town of Elizabeth
 Attn: Town Administrator
 151 S. Banner Street
 Elizabeth, Colorado 80107

With copy to: Corey Y. Hoffmann, Esq.
 Hoffmann, Parker, Wilson & Carberry, P.C.
 511 16th Street, Suite 610
 Denver, Colorado 80202

Notice to Developer: _____

22. Force Majeure. Whenever the Developer is required to complete the construction, repair or replacement of Public Improvements by an agreed deadline, the Developer shall be entitled to an extension of time equal to a delay in completing the foregoing, due to unforeseeable causes beyond the control and without the fault or negligence of the Developer, including, but not limited to, acts of God, weather, fires and strikes.

23. Approvals. Whenever approval or acceptance of the Town is necessary, pursuant to any provision of this Agreement, the Town shall act reasonably and in a timely manner in responding to such request for approval or acceptance.

24. Assignment or Assignments. There shall be no transfer or assignment of any of the rights or obligations of the Developer under this Agreement, without the prior written approval of the Town. The Developer agrees to provide the Town with at least fourteen (14) days' advance written notice of the transfer or assignment of any of the rights and obligations of the Developer under this Agreement.

25. Title and Authority. The Developer expressly warrants and represents to the Town that it is the record owner of the property constituting the Property and further represents and warrants, together with the undersigned individuals, that the undersigned individuals have full power and authority to enter into this Site Plan Agreement. The Developer and the undersigned individuals understand that the Town is relying on such representations and warranties in entering into this Agreement.

WHEREFORE, the parties hereto have executed this Agreement on the day and year first above written.

TOWN OF ELIZABETH, COLORADO

By: _____
Angela Ternus, Mayor

ATTEST:

Michelle M. Oeser, Town Clerk

APPROVED AS TO FORM:

Corey Y. Hoffmann, Town Attorney

DEVELOPER: HARJOT SINGH

By: _____
[*Harjot Singh, Owner/Developer*]

STATE OF COLORADO)
)ss.
COUNTY OF _____)

The foregoing instrument was acknowledged before me this _____ day of _____,
20__, by _____, as _____ of _____.

My commission expires: _____.

(SEAL)

Notary Public

EXHIBIT A

787 CROSSROADS CIRCLE, ELIZABETH, COLORADO 80107

LOT 11 ELIZABETH CROSS ROADS BUSINESS PARK

SECTION 7 TOWNSHIP 8 SOUTH RANGE 64 WEST

COUNTY OF ELBERT, STATE OF COLORADO

ELIZABETH LIQUOR STORE

SITE PLAN

LOT 11 ELIZABETH CROSS ROADS BUSINESS PARK
SECTION 7 TOWNSHIP 8 SOUTH RANGE 64 WEST
COUNTY OF ELBERT, STATE OF COLORADO

LEGAL DESCRIPTION

LOT 11 ELIZABETH CROSS ROADS BUSINESS PARK
SECTION 7 TOWNSHIP 8 SOUTH RANGE 64 WEST
ELBERT COUNTY, COLORADO

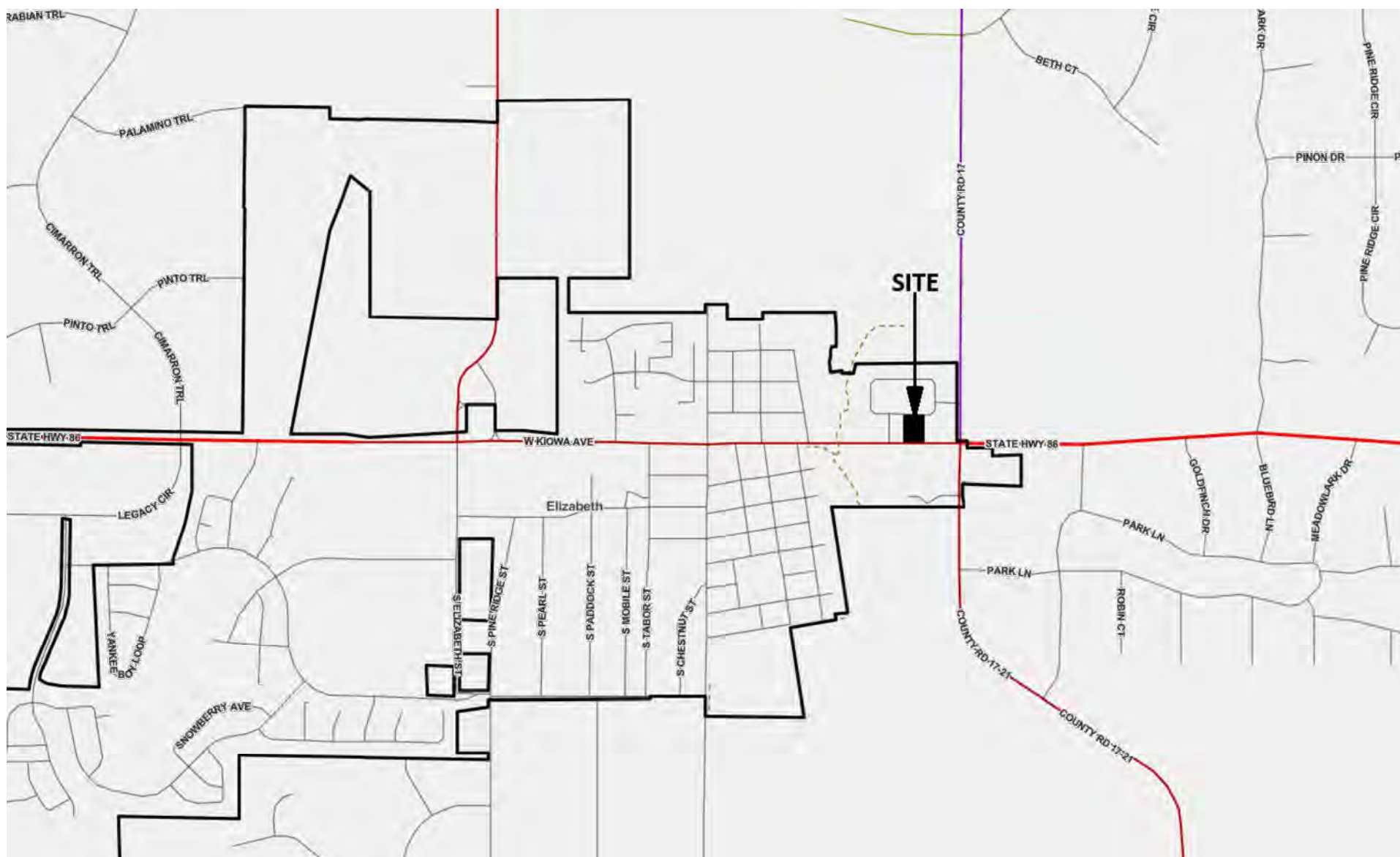
BENCHMARK

DOUGLAS COUNTY BENCHMARK:

DCBM LOVE
ELEVATION = 6705.71 (NAVD88)

BASIS OF BEARINGS

BEARINGS ARE PLATTED AND BASED ON THE CONSIDERATION THAT THE SOUTH LINE OF LOTS 11 & 12, ELIZABETH CROSS ROADS BUSINESS PARK, COUNTY OF ELBERT, STATE OF COLORADO BEARS N89° 43' 03" W; AS SHOWN HEREON BETWEEN THOSE IDENTIFIED MONUMENTS.



VICINITY MAP

SCALE: 1"=1,500'



PROJECT TEAM

OWNER
HARJOT SINGH
10146 BLUE BLOOD PLACE
LITTLETON, CO 80125
PHONE: 720.757.4700

ARCHITECT
NAMA PARTNERS, LLC
CONTACT: HERB CASNER
PHONE: 303.905.7567

CIVIL ENGINEER
POINT CONSULTING, LLC
8460 W KEN CARYL AVE, SUITE 101
LITTLETON, CO 80128
CONTACT: TIFFANY WATSON, PE
PHONE: 720.258.6836

LANDSCAPE ARCHITECT
POINT CONSULTING, LLC
8460 W KEN CARYL AVE, SUITE 101
LITTLETON, CO 80128
CONTACT: JIM SHIPTON, PLA
PHONE: 720.258.6836

LAND SURVEYOR
DAVID E. ARCHER & ASSOC INC
105 WILCOX STREET
CASTLE ROCK, CO 80104
PHONE: 303.688.4642

ELIZABETH WATER DEPARTMENT
ELIZABETH PUBLIC WORKS
303 WASHINGTON STREET
ELIZABETH, CO 80107
PHONE: 303.646.0916

ELIZABETH SANITATION DEPARTMENT
ELIZABETH PUBLIC WORKS
303 WASHINGTON STREET
ELIZABETH, CO 80107
PHONE: 303.646.0916

SITE DATA TABLE	
ZONING	PUD
LOT SIZE	27,672 SF / 0.635 ACRES
NUMBER OF DWELLING UNITS	0
NUMBER OF BUILDINGS	1
NUMBER OF RETAIL UNITS	2
GROSS FLOOR AREA	4,980 SF
PROPOSED TENANT 1 USE	RETAIL
PROPOSED TENANT 2 USE	RETAIL

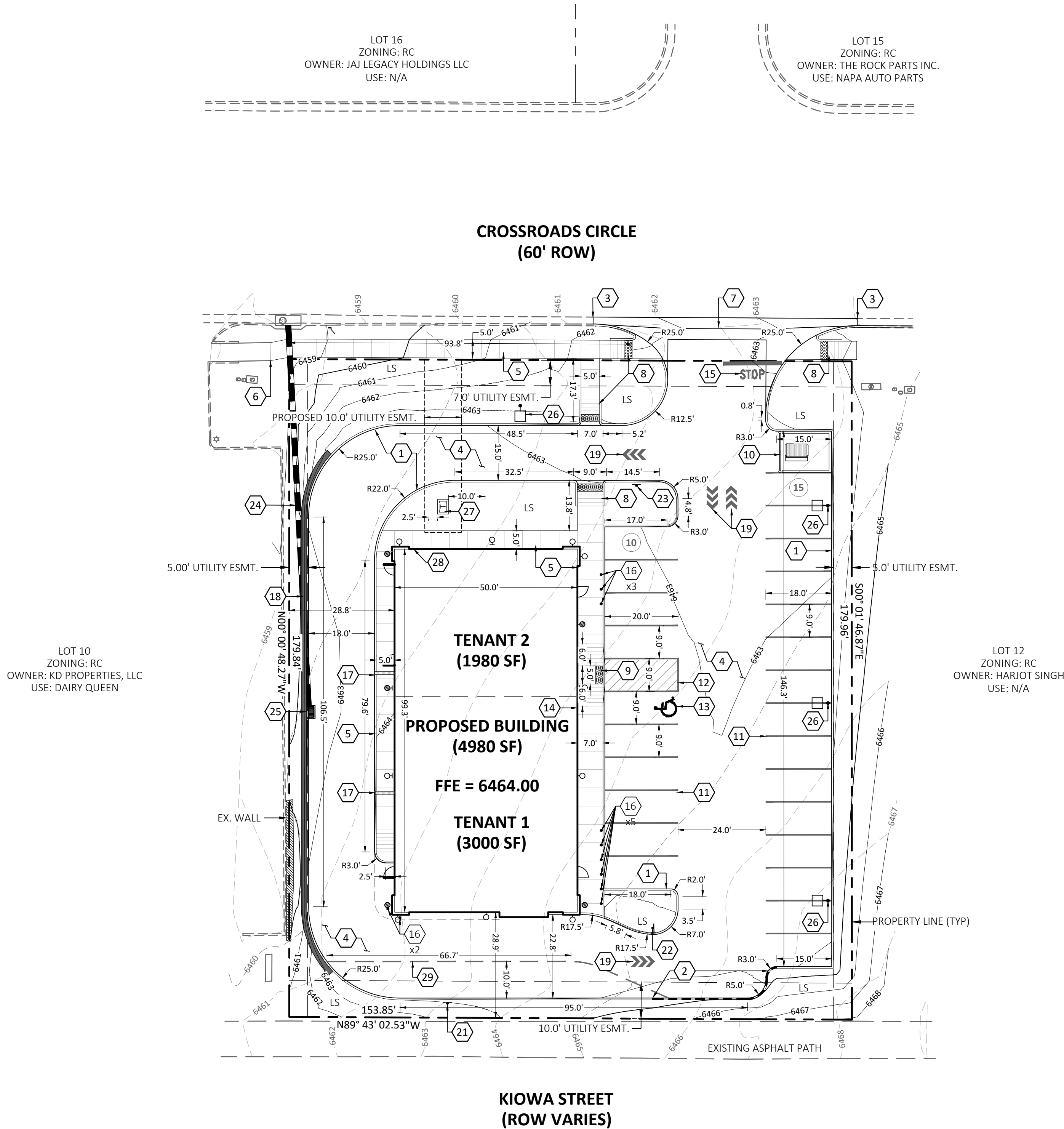
SHEET INDEX	
SHEET NUMBER	DRAWING TITLE
1	COVER
2	SITE PLAN
3	LANDSCAPE PLAN
4	LANDSCAPE DETAILS
5	ARCHITECTURAL ELEVATION
6	ARCHITECTURAL ELEVATIONS
7	SITE PHOTOMETRIC PLAN
8	PHOTOMETRIC FIXTURE CUT SHEETS
9	PHOTOMETRIC FIXTURE CUT SHEETS
10	PHOTOMETRIC FIXTURE CUT SHEETS



Know what's below.
Call before you dig.

ELIZABETH LIQUOR STORE
SITE PLAN

LOT 11 ELIZABETH CROSS ROADS BUSINESS PARK
SECTION 7 TOWNSHIP 8 SOUTH RANGE 64 WEST
COUNTY OF ELBERT, STATE OF COLORADO



LEGEND

- PROPERTY LINE
- EASEMENT BOUNDARY
- EXISTING CURB AND GUTTER
- PROPOSED CURB AND GUTTER
- PROPOSED 18" MONOLITHIC CURB
- PROPOSED CONCRETE PAVEMENT
- PROPOSED LANDSCAPING
- PROPOSED SIDEWALK
- ADA ACCESSIBLE ROUTE
- EXISTING FIRE HYDRANT
- PROPOSED SITE LIGHTING
- PROPOSED SIGN
- HANDICAP PARKING STALL
- PARKING COUNT PER ROW
- PROPOSED STORM LINE
- PROPOSED LIGHT POLE

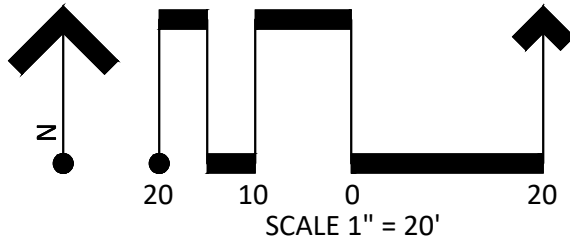
CONSTRUCTION NOTES

- INSTALL 6-INCH MONOLITHIC CURB.
- INSTALL 18-INCH MONOLITHIC CURB.
- MATCH EXISTING CURB AND GUTTER.
- INSTALL 6" THICK CONCRETE PAVEMENT.
- INSTALL CONCRETE SIDEWALK, WIDTH PER PLAN.
- MATCH EXISTING SIDEWALK. USE #4 REBAR @ 2' O.C. (MIN 3 BARS).
- INSTALL CONCRETE CROSS PAN.
- INSTALL ADA RAMP.
- INSTALL VERTICAL CURB MIDBLOCK RAMP.
- INSTALL TRASH ENCLOSURE WITH 6-FT BRICK WALLS.
- PAINT 4-INCH THICK WHITE PARKING STRIPE. LENGTH AND SPACING PER PLAN.
- PAINT 4-INCH THICK DIAGONAL PAVEMENT MARKING @ 2-FEET O.C.
- PAINT WHITE ACCESSIBLE PARKING SYMBOL.
- INSTALL ACCESSIBLE PARKING SIGN.
- PAINT WHITE 1-FOOT WIDE STOP BAR WITH 2-FOOT HEIGHT "STOP" LETTERS.
- INSTALL BOLLARD.
- INSTALL SIDEWALK CHASE DRAIN.
- INSTALL MSE RETAINING WALL.
- PAINT DIRECTIONAL ARROWS.
- INSTALL SITE LIGHT POLE. RE: PHOTOMETRIC PLAN
- INSTALL TRAILER PARKING ONLY SIGN.
- INSTALL DO NOT ENTER SIGN EXIT ONLY SIGN.
- INSTALL ONE WAY SIGN.
- INSTALL 15" HDPE STORM PIPE.
- INSTALL CURB INLET.
- INSTALL LIGHT POLE.
- INSTALL PAD MOUNTED TRANSFORMER.
- CORE ELECTRIC METERING LOCATION.
- PAINT 4-INCH THICK WHITE DASHED PARKING STRIPE. LENGTH AND SPACING PER PLAN.

GENERAL NOTES

- REFER TO SHEET 1, COVER SHEET, FOR THE BENCHMARK AND BASIS OF BEARINGS.

PARKING REQUIREMENTS TABLE		
	REQUIRED	PROVIDED
TOTAL SPACES	25	25
ACCESSIBLE	1	1
CITY CODE REQUIRES 1 PARKING SPACE FOR EACH 200 SQUARE FEET OF USABLE FLOOR AREA. BASED ON THIS CODE, AND A TOTAL FLOOR AREA OF 4980 SQUARE FEET, 25 TOTAL PARKING SPACES ARE REQUIRED.		
CITY CODE REQUIRES 1 ACCESSIBLE PARKING SPACE WHEN 1-25 PARKING SPACES ARE PROVIDED. BASED ON THIS CODE, 1 ACCESSIBLE PARKING SPACE WAS PROVIDED.		



ELIZABETH LIQUOR STORE

SITE PLAN

DESCRIPTION
ORIGINAL PREPARATION
2ND SITE PLAN SUBMITTAL

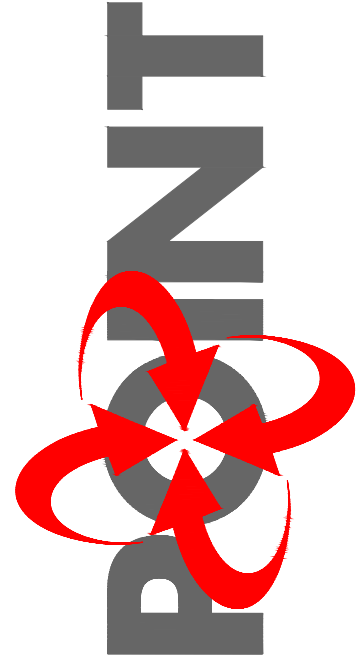
DATE
2024.12.20
2025.03.14

SHEET 2

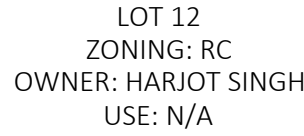
JOB NO. 24.067

787 CROSSROAD CIRCLE, ELIZABETH, COLORADO 80107

POINT CONSULTING, LLC
8460 W. KEN CARYL AVE #101
LITTLETON, CO 80128
720-258-6836
www.pnt-llc.com
PLANNING
CIVIL ENGINEERING
LANDSCAPE ARCHITECTURE
LAND SURVEYING

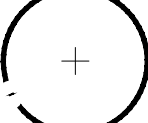


LOT 11 ELIZABETH CROSS ROADS BUSINESS PARK
SECTION 7 TOWNSHIP 8 SOUTH RANGE 64 WEST
COUNTY OF ELBERT, STATE OF COLORADO

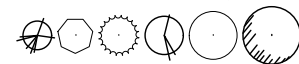


	PROPERTY LINE
	EXISTING CURB AND GUTTER
	PROPOSED CURB AND GUTTER
	EASEMENT BOUNDARY
	EXISTING CONTOUR
	PROPOSED CONTOUR
	EXISTING FIRE HYDRANT
	4-INCH 12 GAUGE ROLLED TOP STEEL EDGE
	EXISTING TELEPHONE LINE
	EXISTING ELECTRIC LINE
	EXISTING FIBER OPTIC LINE
	EXISTING GAS LINE
	EXISTING STORM DRAIN

PROPOSED DECIDUOUS TREE



PROPOSED ORNAMENTAL TREE



PROPOSED DECIDUOUS SHRUBS



PROPOSED EVERGREEN SHRUBS



PROPOSED ORNAMENTAL GRASSES



PROPOSED SITE LIGHTING

DESCRIPTION	REQUIRED	PROVIDED
SITE AREA	N/A	27,710 SF
OVERALL LANDSCAPE AREA	4,157 SF (15%)	5,607 SF (20%)

TREE AND SHRUB REQUIREMENTS

DESCRIPTION	AMOUNT (SF, LF, EA)	FORMULA (SF, LF, EA)	TREES REQ.	TREES PROV.	SHRUBS REQ.	SHRUBS PROV.
PARKING LOT ISLANDS	4 EA (831 SF TOTAL)	1 T & 4 SH / ISLAND	4	*3	16	**32
LANDSCAPE AREA	4,776 SF	1 T & 5 SH / 1500 SF	3	3	16	*26

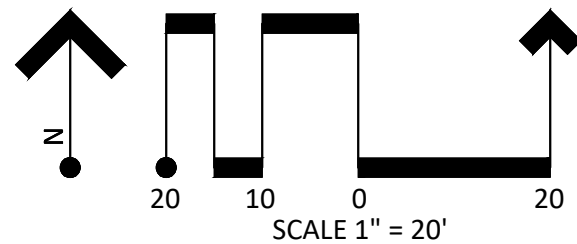
**REQUEST TO SUBSTITUTE ONE PARKING ISLAND TREE WITH 10 SHRUBS DUE TO A UTILITY EASEMENT CONSTRAINT.*

****ADDITIONAL SHRUBS REQUIRED DUE TO THREE LANDSCAPE ISLANDS BEING LARGER THAN 150 SF.**

DESCRIPTION	AMOUNT (SF, LF, EA)	FORMULA (SF, LF, EA)	TREES REQ.	TREES PROV.
STREET TREES	83 LF	1 T/40 LF	2	2

DESCRIPTION	AMOUNT (SF, LF, EA)	FORMULA (SF, LF, EA)	TREES REQ.	TREES PROV.
STREET TREES	83 LF	1 T/40 LF	2	2

1. REFER TO SHEET C0.0 COVER SHEET, FOR THE BENCHMARK AND BASIS OF BEARINGS.
2. SHRUBS BEDS ARE TO BE IRRIGATION WITH DRIP IRRIGATION.
3. SOD AND SEED AREAS ARE TO BE IRRIGATION BY SPRAY IRRIGATION.
4. A 3-FOOT CLEAR SPACE SHALL BE MAINTAINED AROUND ALL FIRE HYDRANTS AND NOT OBSTRUCTED.
5. REFER TO SHEET L3.90, FOR THE PLANT LIST, LANDSCAPE NOTES AND LANDSCAPE DETAILS.



ELIZABETH LIQUOR STORE

787 CROSSROAD CIRCLE, ELIZABETH, COLORADO 80107

JOB NO. 24.067

LANDSCAPE PLAN

3.10

ELIZABETH LIQUOR STORE
CONSTRUCTION DOCUMENTS

LOT 11 ELIZABETH CROSS ROADS BUSINESS PARK
SECTION 7 TOWNSHIP 8 SOUTH RANGE 64 WEST
COUNTY OF ELBERT, STATE OF COLORADO

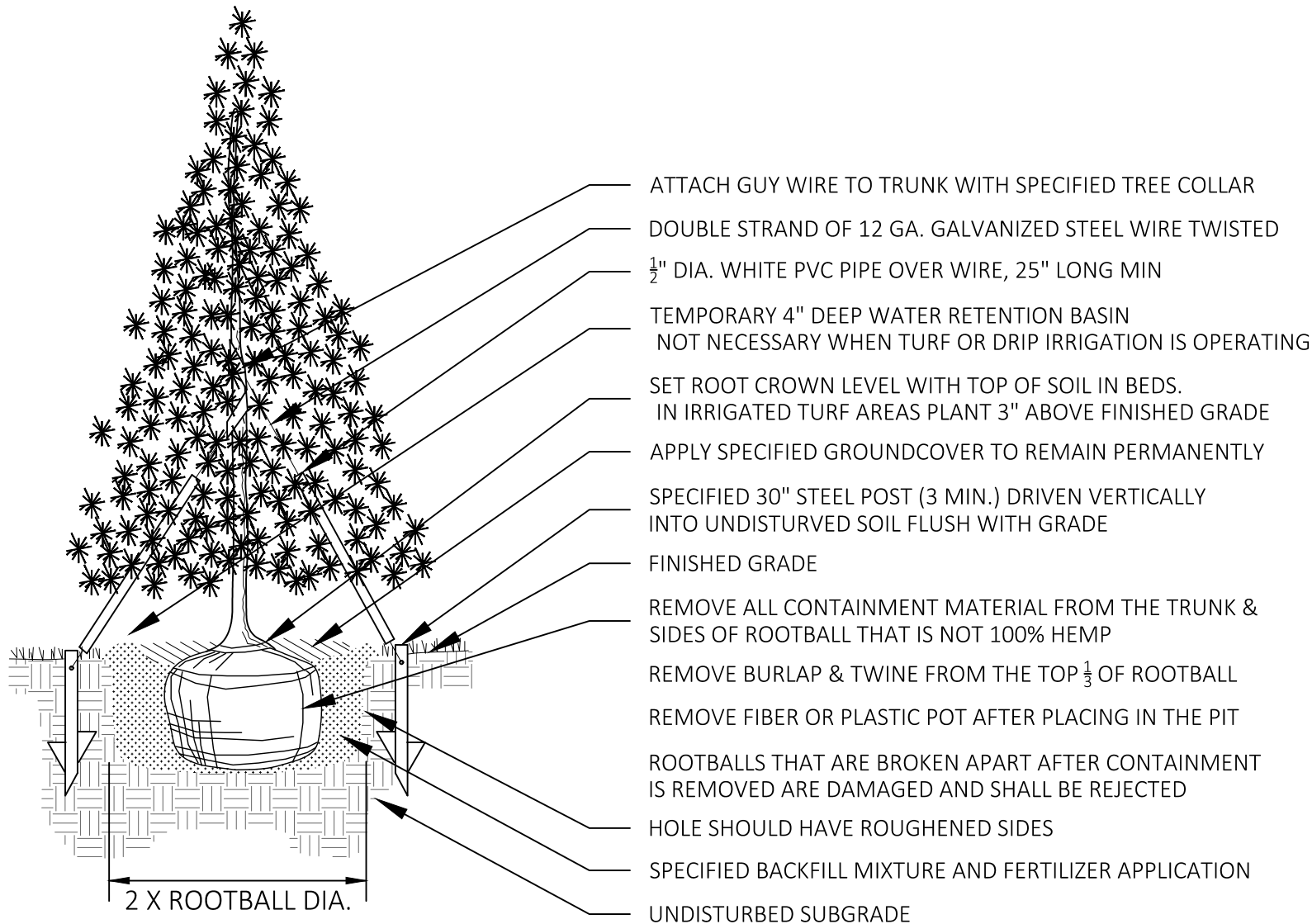
LANDSCAPE NOTES

- THIS LANDSCAPE ARCHITECTURAL SITE PLAN IS TO BE USED IN CONJUNCTION WITH THE CIVIL, IRRIGATION, ARCHITECTURAL, MECHANICAL AND ELECTRICAL PLANS TO FORM COMPLETE INFORMATION REGARDING THIS SITE.
- LANDSCAPE CONSTRUCTION SHALL CONFORM TO ALL APPLICABLE STATE AND LOCAL CODES AND SPECIFICATIONS.
- ALL MATERIAL AND WORKMANSHIP SHALL BE GUARANTEED FOR ONE YEAR, FROM DATE OF FINAL ACCEPTANCE.
- LANDSCAPE CONTRACTOR SHALL EXAMINE THE SITE CONDITIONS UNDER WHICH THE WORK IS TO BE PERFORMED AND NOTIFY THE GENERAL CONTRACTOR IN WRITING OF UNSATISFACTORY CONDITIONS. DO NOT PROCEED UNTIL CONDITIONS HAVE BEEN CORRECTED.
- BEFORE COMMENCING WORK, CONTACT APPROPRIATE UTILITY COMPANIES FOR UTILITY LOCATIONS, AND COORDINATE WITH GENERAL CONTRACTOR IN REGARD TO LOCATION OF PROPOSED UTILITIES, IRRIGATION SLEEVES, CONDUITS, ETC.
- ALL PLANT MATERIALS SHALL MEET OR EXCEED SIZE IN SCHEDULES.
- OWNER'S REPRESENTATIVE RESERVES THE RIGHT TO REFUSE PLANT MATERIALS WHICH DO NOT MEET THE QUALITY REQUIRED FOR THE PROJECT. ALL DECIDUOUS TREES SHALL HAVE FULL, WELL-SHAPED HEADS, ALL EVERGREENS SHALL BE UNSHEARED AND FULL TO THE GROUND. PLANTING PROCEDURES SHALL CONFORM TO DETAILS.
- ALL TREE AND SHRUB BED LOCATIONS ARE TO BE STAKED OUT ON SITE FOR APPROVAL BY OWNER'S REPRESENTATIVE PRIOR TO INSTALLATION.
- ALL B&B PLANT MATERIAL SHALL HAVE ALL WIRE, TWINE OR OTHER CONTAINMENT MATERIAL, EXCEPT FOR THE BURLAP, REMOVED FROM THE TRUNK AND ROOT BALL OF THE PLANT PRIOR TO PLANTING.
- IRRIGATION: ALL LANDSCAPE AREAS TO BE SERVED BY AUTOMATIC IRRIGATION SYSTEM. IRRIGATION SYSTEM SHALL INCLUDE: A RAIN SENSOR WITH AUTOMATIC SHUT-OFF OF THE SYSTEM DURING PERIODS OF HIGH MOISTURE; A DRIP, SUB-SURFACE, BUBBLER OR LOW VOLUME IRRIGATION SYSTEM FOR ALL PLANTING STRIPS LESS THAN 8" WIDE AND ALL PLANTING BEDS INVOLVING TREES, SHRUBS, PERENNIALS AND GROUND COVER AND N IRRIGATION CLOCK WHICH ALLOWS PROGRAMMING TO MEET THE A DIFFERENTIAL NEEDS OF THE SPECIFIED PLANTING PLAN.
- DISTRIBUTE IMPORTED TOPSOIL OVER AREAS TO BE GRASSED TO A MINIMUM DEPTH OF FOUR (4") INCHES, AND TO A DEPTH OF TEN (10") INCHES IN SHRUB AND PERENNIAL BEDS. TOPSOIL TO BE NATURAL, FRIABLE, FERTILE, FINE LOAMY SOIL FREE FROM WEEDS, LITER, GRASS, STONES LARGER THAN 1", ROOTS OR ANY OTHER MATERIAL WHICH MAY BE HARMFUL TO PLANT GROWTH.
- SOIL PREPARATION: MIX THE FOLLOWING SOIL AMENDMENTS AND APPLY SHRUB BED AREAS.
 - ASPEN RICH COMPOST -- 4 CUBIC YARDS PER 1,000 S.F.
 - COMMERCIAL FERTILIZER (20-10-5): 10 lbs. PER 1,000 S.F.
 - SUPERPHOSPHATE: 10 lbs. PER 1,000 S.F.

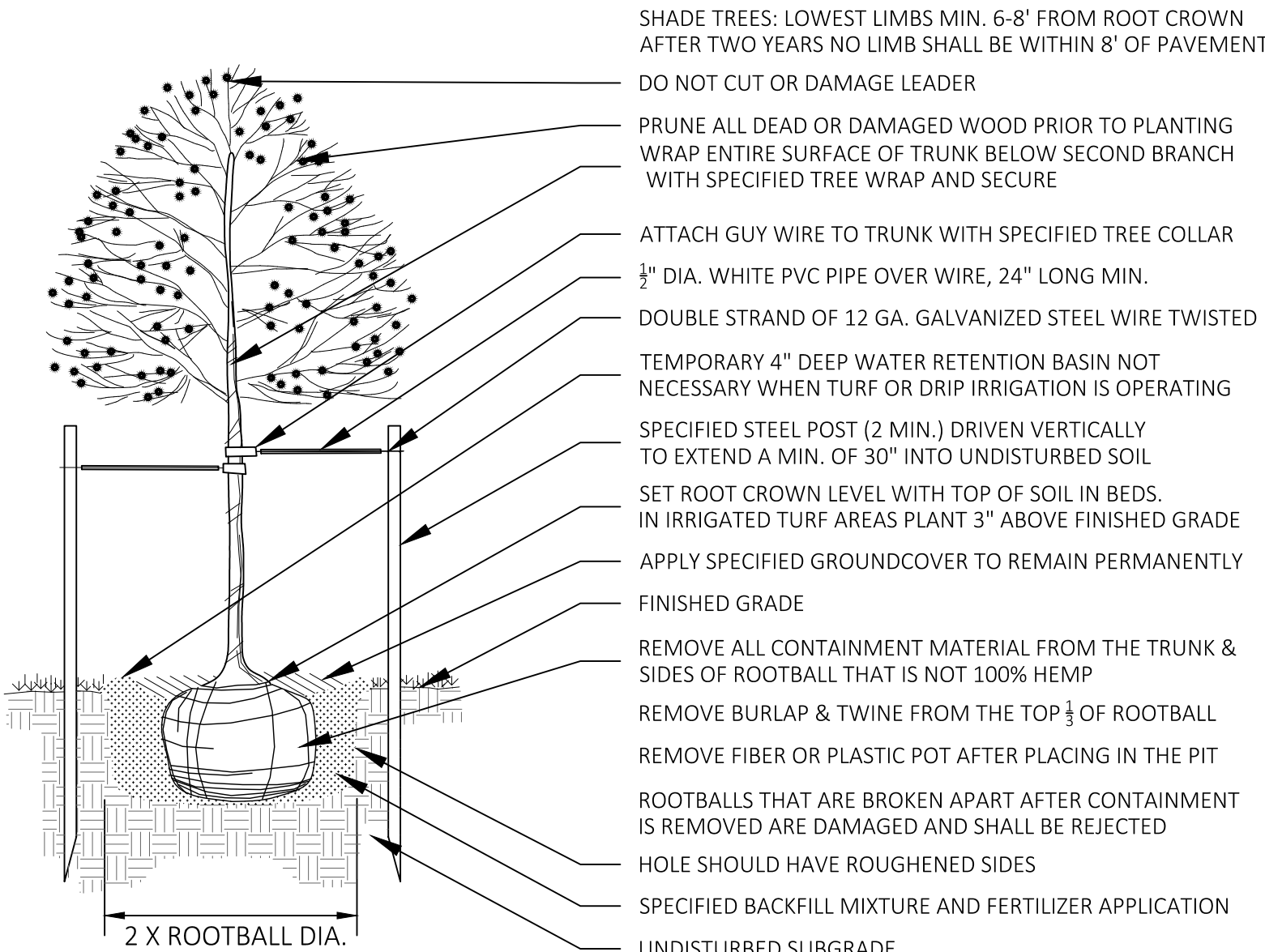
- BACKFILL FOR TREES AND SHRUBS: SHALL CONSIST OF 1/3 ASPEN RICH COMPOST AND 2/3 SITE SOIL. FERTILIZE WITH AGRI-FORM TABLETS AT MANUFACTURER'S RECOMMENDED RATES.
- LANDSCAPE CONTRACTOR SHALL BE RESPONSIBLE FOR FINISH GRADES IN LANDSCAPE AREAS.
- LANDSCAPE CONTRACTOR SHALL BE RESPONSIBLE FOR TRAFFIC CONTROL AS NECESSARY BY THIS WORK.
- TEST SOIL IN PROPOSED LANDSCAPE AREAS PREVIOUSLY PAVED OR BUILT ON FOR STERILENT AND REMOVE CONTAMINATED SOIL. BACKFILL WITH SPECIFIED TOPSOIL.
- CONTRACTOR SHALL REPAIR ALL DAMAGE DUE TO HIS CONSTRUCTION AND KEEP PROJECT AREAS CLEAN AND ORDERLY DURING AND UPON COMPLETION OF HIS WORK.

MATERIALS:

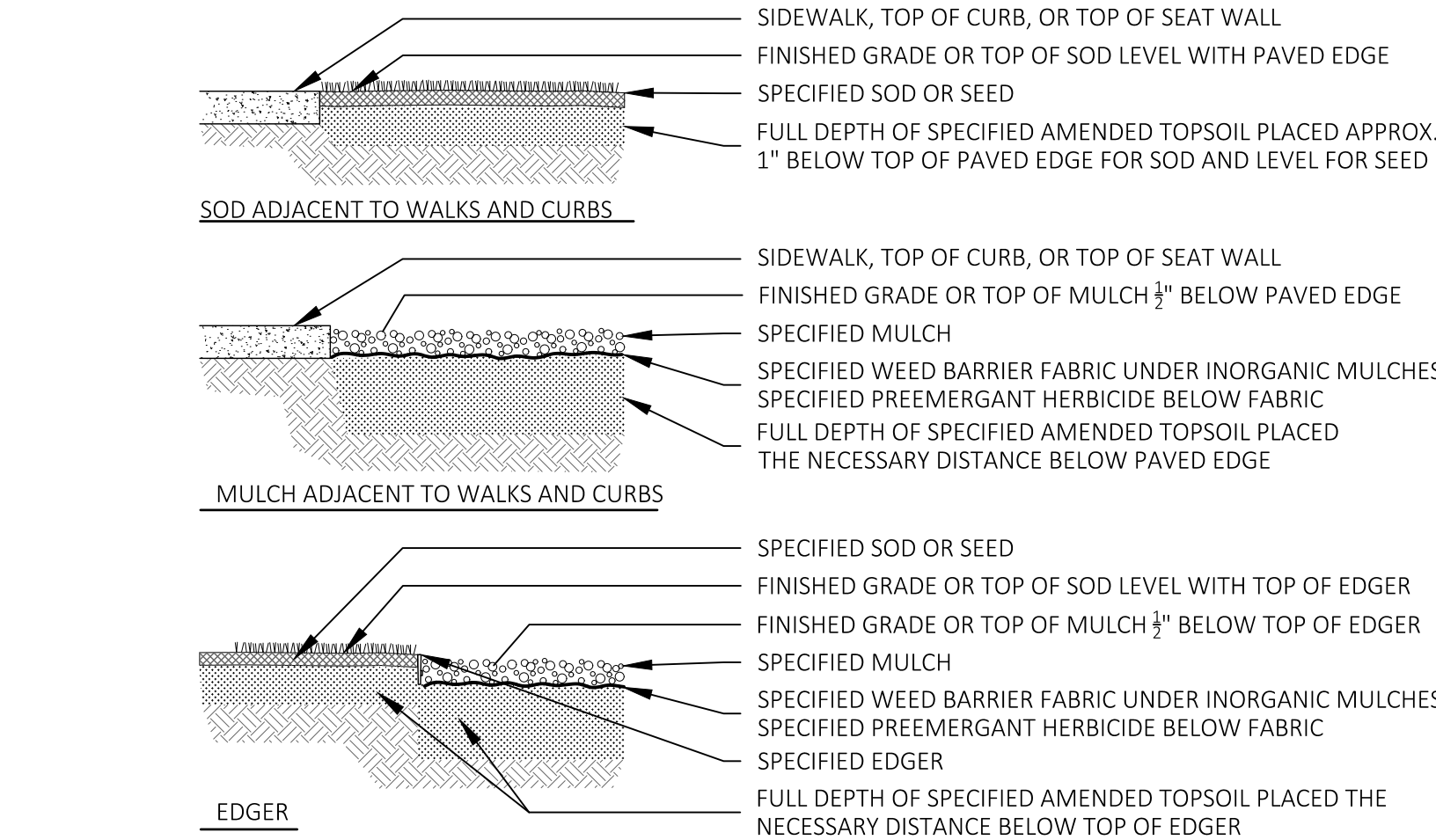
- ROCK MULCH: INSTALL 3-INCHES OF 1-1/2" PLATTE RIVER ROCK, PER EWING OUTDOOR SUPPLY, 35049 CO RD 13, ELIZABETH, CO 80107 (303) 646-8811. IN SPECIFIED SHRUB BEDS OVER TYPAR 3301 WEED MAT OR APPROVED EQUAL, AFTER APPLYING PRE-EMERGENT HERBICIDE.
- NATIVE SEED MIX: IN SPECIFIED AREAS SHALL BE ROCKY MOUNTAIN NATIVE MIX, PER PINE LANE NURSERY, 18200 APACHE DRIVE PARKER, CO 80134 (303) 841-3009.
- SOD: IN SPECIFIED AREAS SHALL BE BUFFALO SOD, PER THE SOD GUY, 42600 SUMMIT VIEW CT. PARKER, CO 80138 (303) 841-7575.
- LANDSCAPE EDGING: IN THE SPECIFIED AREAS, INSTALL 4-INCH, 12 GAUGE ROLLED TOP STEEL EDGING, PER EWING OUTDOOR SUPPLY, 35049 CO RD 13, ELIZABETH, CO 80107 (303) 646-8811.



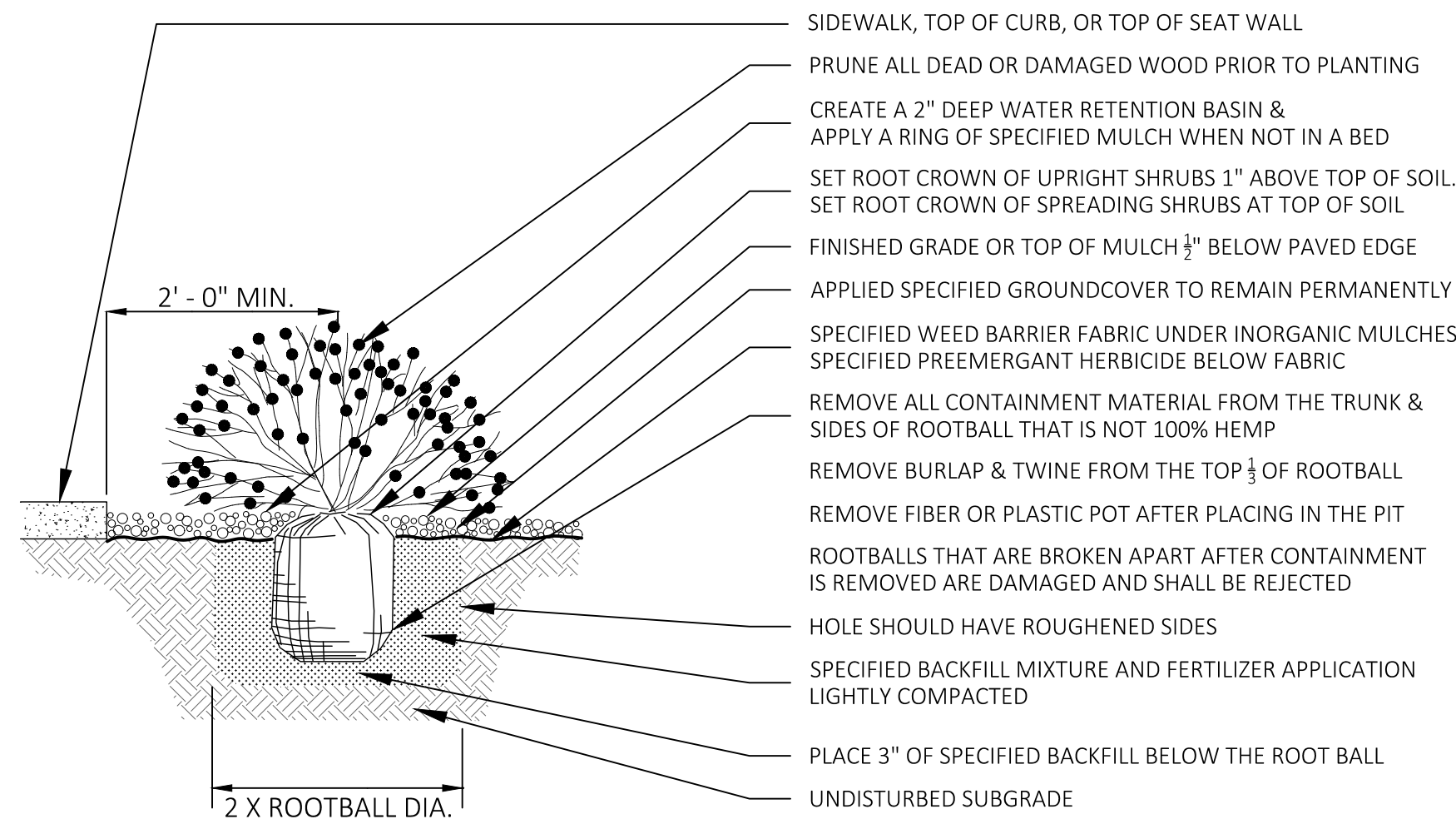
A EVERGREEN TREE PLANTING W/ GUY WIRES
NOT TO SCALE



B DECIDUOUS TREE PLANTING
NOT TO SCALE



C EDGE TREATMENT
NOT TO SCALE



D SHRUB PLANTING
NOT TO SCALE

CONSTRUCTION DOCUMENTS

ELIZABETH LIQUOR STORE

787 CROSSROAD CIRCLE, ELIZABETH, COLORADO 80107

JOB NO. 24.067

DESCRIPTION
ORIGINAL PREPARATION
2ND CD SUBMITAL

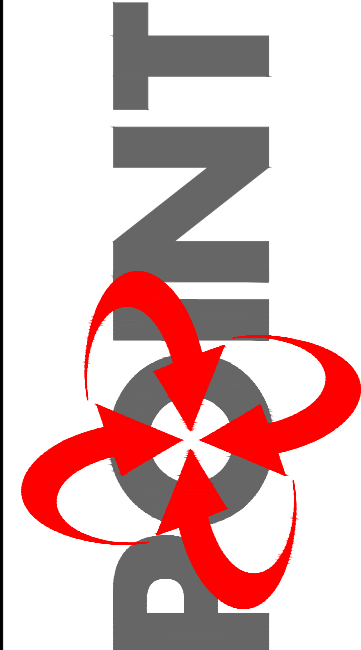
DATE
2024.12.20
2025.03.14

13.90

POINT CONSULTING, LLC

8460 W. KEN CARYL AVE #101
LITTLETON, CO 80128
720-258-6836
www.pnt-llc.com

CIVIL ENGINEERING
PLANNING
LANDSCAPE ARCHITECTURE
LAND SURVEYING



ELIZABETH LIQUOR STORE
LOT 11 ELIZABETH CROSS ROADS BUSINESS PARK
SECTION 7 TOWNSHIP 8 SOUTH RANGE 64 WEST
COUNTY OF ELBERT, STATE OF COLORADO



LEGEND:

INTEGRALLY COLORED CMU: (MANUFACTURER: BASALITE)

- CMU-1, SPLIT FACE, "605WR"
- CMU-2, COMB FACE, "600WR"
- CMU-3, GROUND FACE, "720WR"

STOREFRONT:

- SF-1 ANODIZED FINISH (BLACK) (KAWNEER)
- GL-1 CLEAR GLAZING
- GL-2 SPANDREL GLAZING

COPING / FLASHING/TRELLIS/AWNINGS:

- MTL-1 BERRIDGE "MATTE BLACK"

PAINT:

- PT-1 BENJAMIN MOORE "2120-10 JET BLACK"

- GOOSENECK LIGHT FIXTURE - BLACK
- EXIT/EMERGENCY LIGHT

ALL EXTERIOR BUILDING LIGHTING TO BE FULL CUT OFF.



WEST ELEVATION
SCALE: 1/4" = 1'-0"

2

EAST ELEVATION
SCALE: 1/4" = 1'-0"

1

SITE PLAN

ELIZABETH LIQUOR STORE

787 CROSSROAD CIRCLE, ELIZABETH, COLORADO 80107

JOB NO. 24.067

DESCRIPTION

ORIGINAL PREPARATION
2ND SITE PLAN SUBMITTAL

DATE

2024.12.20
2025.03.14

EXTERIOR ELEVATIONS

A5

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partners llc

2287 Pinto Trail
Elizabeth, CO 80107

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ELIZABETH LIQUOR STORE
LOT 11 ELIZABETH CROSS ROADS BUSINESS PARK
SECTION 7 TOWNSHIP 8 SOUTH RANGE 64 WEST
COUNTY OF ELBERT, STATE OF COLORADO



- LEGEND:**
- INTEGRALLY COLORED CMU: (MANUFACTURER: BASALITE)
- CMU-1, SPLIT FACE, "605WR"
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- MTL-1 BERRIDGE "MATTE BLACK"
- PAINT:
- PT-1 BENJAMIN MOORE "2120-10 JET BLACK"
- GOOSENECK LIGHT FIXTURE - BLACK
- EXIT/EMERGENCY LIGHT
- ALL EXTERIOR BUILDING LIGHTING TO BE FULL CUT OFF.

SOUTH ELEVATION
SCALE: 1/4" = 1'-0"

4



SIDE (NORTH) D
SCALE: 1/4" = 1'-0"

SIDE (SOUTH) B
SCALE: 1/4" = 1'-0"

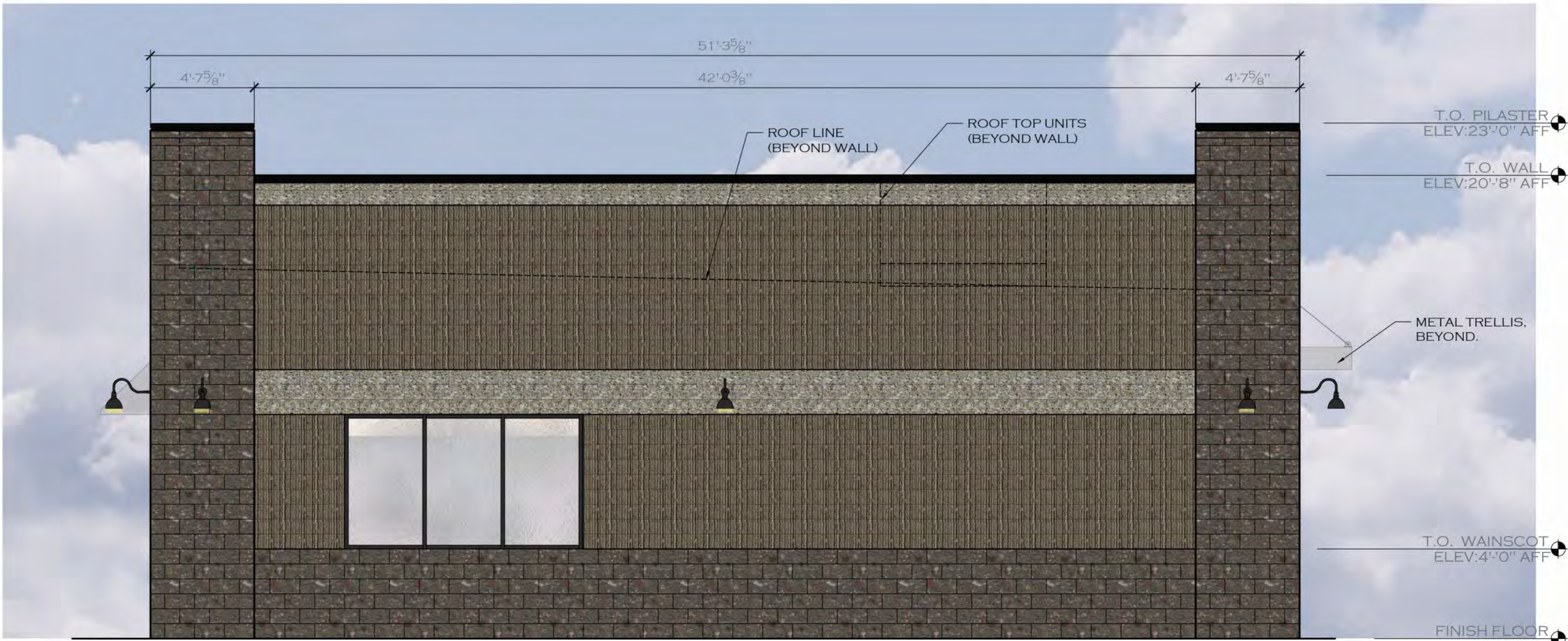


FRONT (WEST) C
SCALE: 1/4" = 1'-0"

REAR (EAST) A
SCALE: 1/4" = 1'-0"

TRASH ENCLOSURE ELEVATIONS
SCALE: 1/4" = 1'-0"

5



NORTH ELEVATION
SCALE: 1/4" = 1'-0"

3

SITE PLAN
ELIZABETH LIQUOR STORE

DESCRIPTION
ORIGINAL PREPARATION
2ND SITE PLAN SUBMITTAL

DATE
2024.12.20
2025.03.14

EXTERIOR ELEVATIONS

A6

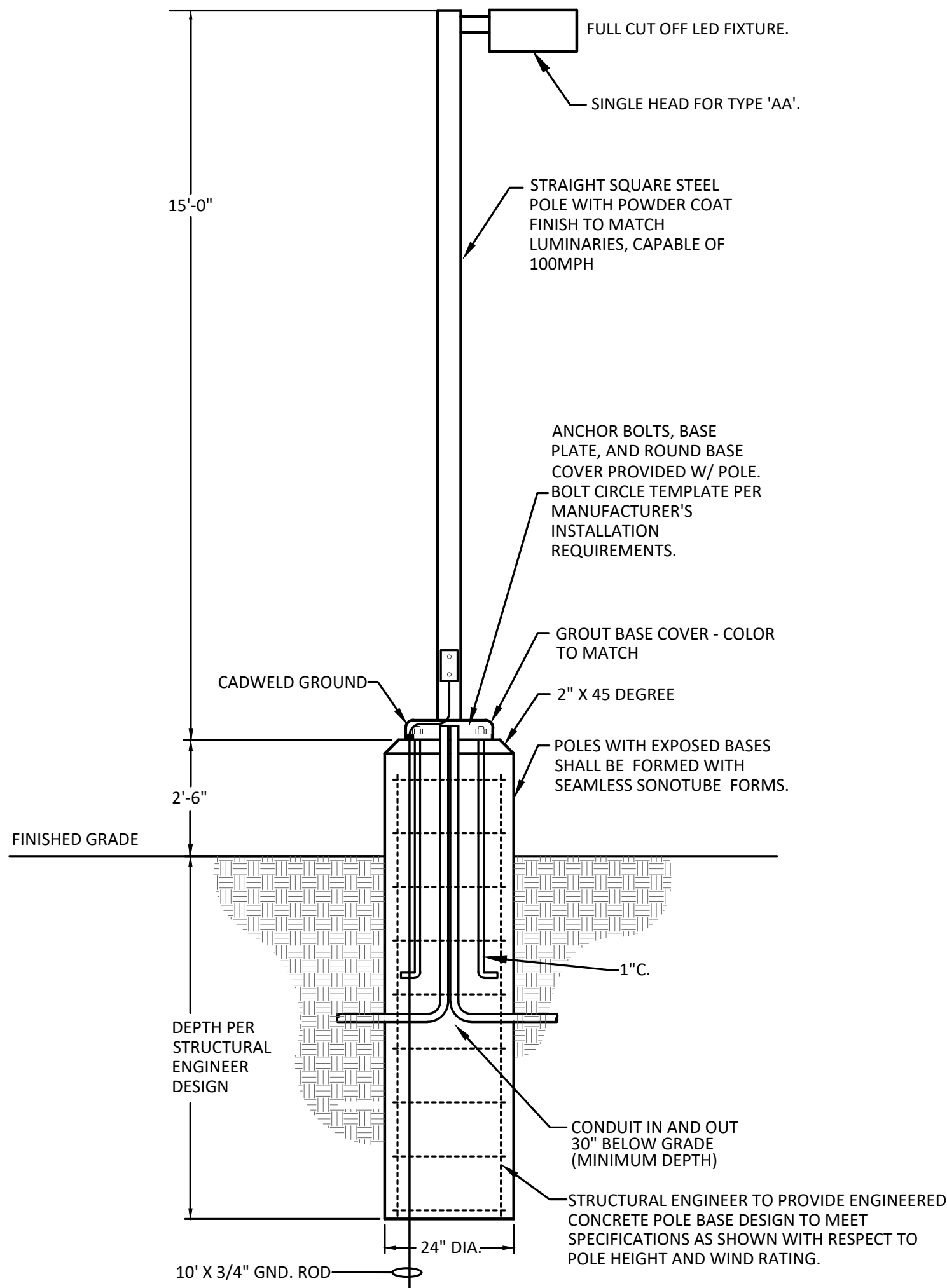
787 CROSSROAD CIRCLE, ELIZABETH, COLORADO 80107

JOB NO. 24.067

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partners llc
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Elizabeth, CO 80107
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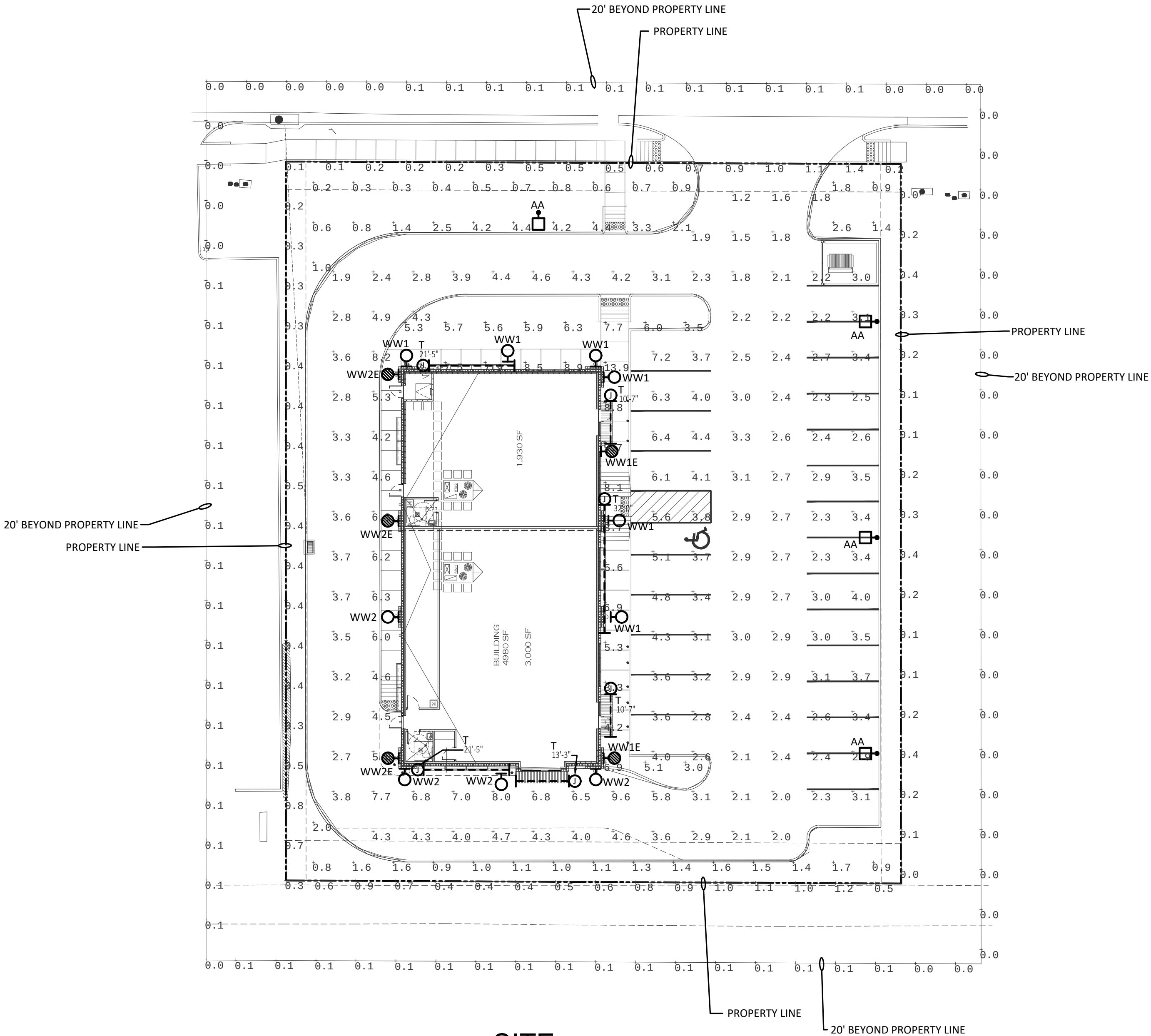
ELIZABETH LIQUOR STORE
SITE PLAN

LOT 11 ELIZABETH CROSS ROADS BUSINESS PARK
SECTION 7 TOWNSHIP 8 SOUTH RANGE 64 WEST
COUNTY OF ELBERT, STATE OF COLORADO



TYPE 'AA' POLE BASE
DETAIL - ELEVATED BASE

NOT TO SCALE

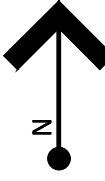


1 SITE
PHOTOMETRIC PLAN

SCALE: 1"=20'-0"

Calculation Summary								
Label	CalcType	Units	Avg	Max	Min	Avg/Min	Max/Min	
20' Beyond Property Line	Illuminance	Fc	0.07	0.1	0.0	N.A.	N.A.	
Bldg Adjacent Sidewalk and Land	Illuminance	Fc	6.77	13.9	3.0	2.26	4.63	
Outer Landscape Area	Illuminance	Fc	1.51	4.4	0.2	7.55	22.00	
Parking Area & Driveways	Illuminance	Fc	3.64	9.6	1.2	3.03	8.00	
Property Line	Illuminance	Fc	0.45	1.4	0.0	N.A.	N.A.	

Light Fixture Schedule										
Designation	Lamps		Fixture Characteristics	Fixture Mounting				Fixture Specification		
	# of Lamps	Lamp Type		Finish	Method	Ceiling Type	Recess Depth	Manufacturer	Catalog #	Voltage
AA	1	LED - 7,451 Lumens, 59 Watts (3000K)	LED Pole Mounted Fixture with Type IV Forward Throw Distribution with House Side Shield	Black	Pole Overall Height: 17'-6" AFF	--	--	McGraw-Edison	GLEON-SA2C-830-U-T4FT-BK-HSS	Universal
T	--	LED - 200 Lumens/Ft., 2.3 Watts/Ft. (3000K)	Wet Location Rated LED Tape Light (Length as Shown)		Surface	Metal Awning/Trellis	--	Juno	JFX-24V-200LM-16FT-30K-90CRI-WL (Provide Power Supply Compatible with Lengths Shown & Future Phase Power Supply) (Provide Adequate Hardware for Complete Installation)	120V
WW1	--	LED - 3,980 Lumens, 34 Watts (3000K)	Wall Mounted Area Light with Type IV Forward Throw Distribution	Black	Wall: 10'-0" AFF	--	--	McGraw-Edison	GWC-SA1A-830-U-T4FT-BK	Universal
WW1E	--	LED - 3,980 Lumens, 34 Watts (3000K)	Same as Type 'WW1' with 90 Minute Battery Back-up	Black	Wall: 10'-0" AFF	--	--	McGraw-Edison	GWC-SA1A-830-U-T4FT-BK-CBP	Universal
WW2	--	LED - 4,976 Lumens, 34 Watts (3000K)	Wall Mounted Area Light with Type III with Spill Control Distribution	Black	Wall: 10'-0" AFF	--	--	McGraw-Edison	GWC-SA1A-830-U-SL3-BK	Universal
WW2E	--	LED - 4,976 Lumens, 34 Watts (3000K)	Same as Type 'WW2' with 90 Minute Battery Back-up	Black	Wall: 10'-0" AFF	--	--	McGraw-Edison	GWC-SA1A-830-U-SL3-BK-CBP	Universal



LOT 11 ELIZABETH CROSS ROADS BUSINESS PARK
SECTION 7 TOWNSHIP 8 SOUTH RANGE 64 WEST
COUNTY OF ELBERT, STATE OF COLORADO

Area / Site Luminaire

Product Features



Product Certifications



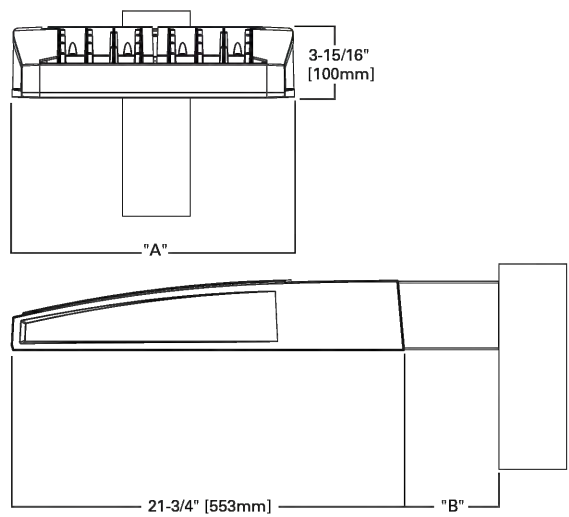
 Connected Systems

- WaveLinx PRO Wireless
- WaveLinx LITE Wireless
- Enlighted

Quick Facts

- Lumen packages range from 4,200 - 80,800 (34W - 640W)
- Efficacy up to 156 LPW
- Options to meet Buy American and other domestic preference requirements

Dimensional Details



NOTES:
1. Visit <https://www.designlights.org/search/> to confirm qualification. Not all product variations are DLC qualified.
2. IDA Certified for 3000K CCT and warmer only.



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McGraw-Edison

Ordering Information

SAMPLE NUMBER: GLEON-SA4C-740-U-T4FT-GM

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GLEON Galleon

McGraw-Edison

GLEON Galleon

 Supplemental Performance Guide

Number of Light Sectors	1	2	3	4	5	6	7	8	9	10
Nominal Power (Watts)	67	129	191	258	320	382	448	511	575	640
Input Current @ 120V (A)	0.58	1.16	1.78	2.31	2.94	3.56	4.09	4.71	5.34	5.87
Input Current @ 208V (A)	0.33	0.63	0.93	1.27	1.57	1.87	2.22	2.52	2.8	3.14
Input Current @ 240V (A)	0.29	0.55	0.80	1.10	1.35	1.61	1.93	2.18	2.41	2.71
Input Current @ 277V (A)	0.25	0.48	0.70	0.96	1.18	1.39	1.69	1.90	2.09	2.36
Input Current @ 347V (A)	0.20	0.39	0.57	0.78	0.96	1.15	1.36	1.54	1.72	1.92
Input Current @ 480V (A)	0.15	0.30	0.43	0.60	0.73	0.85	1.03	1.16	1.28	1.45

		400K Lumens	7.972	15.680	23.245	30.714	38.056	45.541	53.887	61.204	68.072	75.366
T2	BUS Rating	01-10-02	02-03-02	03-10-04	03-10-04	03-10-04	03-10-05	03-10-05	03-10-05	04-10-05	04-10-05	04-10-05
	Lumens per Watt	119	121	123	122	119	119	119	120	119	118	118
	4000K Lumens	8.46	16.039	24.660	32.669	40.441	48.348	57.114	66.476	76.192	86.019	96.019
	BUS Rating	01-10-02	02-10-02	02-10-03	03-10-04	03-10-04	03-10-05	03-10-05	03-10-05	04-10-05	04-10-05	04-10-05
T2R	Lumens per Watt	126	128	129	126	126	126	127	128	127	126	125
	4000K Lumens	8.125	15.879	23.693	31.307	38.787	46.417	54.893	62.197	69.381	76.819	83.619
T3	BUS Rating	01-10-02	02-10-03	03-10-04	03-10-04	03-10-05	03-10-05	03-10-05	03-10-05	04-10-05	04-10-05	04-10-05
	Lumens per Watt	121	123	124	121	121	122	123	122	121	120	120
	4000K Lumens	8.306	16.232	24.220	32.021	39.651	47.447	56.114	63.580	70.924	78.523	85.723
	BUS Rating	01-10-02	02-10-03	03-10-04	03-10-04	03-10-05	03-10-05	03-10-05	03-10-05	04-10-05	04-10-05	04-10-05
T3R	Lumens per Watt	124	126	127	124	124	124	124	125	124	123	123
	4000K Lumens	8.176	15.970	23.881	31.488	39.011	46.608	54.322	62.058	69.793	77.291	84.491
T4T	BUS Rating	01-10-03	02-10-03	02-10-04	03-10-05	03-10-05	03-10-05	03-10-05	03-10-05	04-10-05	04-10-05	04-10-05
	Lumens per Watt	122	124	125	122	122	122	122	123	122	121	121
	4000K Lumens	8.067	15.764	23.522	31.080	38.510	46.082	54.499	61.751	68.881	75.263	81.563
	BUS Rating	02-10-02	03-10-03	03-10-04	03-10-04	04-10-05	04-10-05	04-10-05	04-10-05	04-10-05	05-10-05	05-10-05
T4W	Lumens per Watt	120	122	123	120	120	121	122	121	120	119	119
	4000K Lumens	7.958	15.562	23.206	30.662	37.589	45.462	53.763	60.920	67.592	73.835	79.535
SL2	BUS Rating	02-10-03	03-10-03	03-10-04	03-10-05	03-10-05	03-10-05	03-10-05	03-10-05	04-10-05	04-10-05	04-10-05
	Lumens per Watt	119	121	121	119	119	119	119	120	119	118	118
	4000K Lumens	8.124	15.877	23.690	31.301	38.784	46.411	54.885	62.189	69.073	75.899	82.499
	BUS Rating	01-10-02	02-10-03	03-10-04	03-10-05	03-10-05	03-10-05	03-10-05	03-10-05	04-10-05	04-10-05	04-10-05
SL3	Lumens per Watt	121	123	124	121	121	121	121	122	121	121	120
	4000K Lumens	7.719	15.080	22.510	29.741	36.850	44.097	52.148	59.009	65.813	72.577	78.977
SL4	BUS Rating	01-10-03	02-10-04	02-10-05	03-10-05	03-10-05	03-10-05	03-10-05	03-10-05	04-10-05	04-10-05	04-10-05
	Lumens per Watt	115	117	118	115	115	115	115	116	115	114	114
	4000K Lumens	8.380	16.375	24.436	32.887	40.003	47.870	56.610	64.144	71.552	78.221	84.421
	BUS Rating	03-10-01	02-10-02	04-10-02	05-10-02	05-10-02	05-10-03	05-10-03	05-10-04	05-10-04	05-10-04	05-10-04
SNQ	Lumens per Watt	125	127	128	125	125	125	125	126	124	124	124
	4000K Lumens	8.334	16.276	24.885	32.881	40.739	48.762	57.683	66.326	72.686	78.607	84.107
	BUS Rating	04-10-02	05-10-02	05-10-03	05-10-04	05-10-04	05-10-05	05-10-05	05-10-05	05-10-05	05-10-05	05-10-05
	Lumens per Watt	127	129	130	127	127	127	128	129	127	126	126
	4000K Lumens	8.556	16.723	24.951	32.968	40.847	48.881	57.898	66.499	73.063	78.994	84.594
	BUS Rating	03-10-02	02-10-02	05-10-03	05-10-04	05-10-04	05-10-05	05-10-05	05-10-05	05-10-05	05-10-05	05-10-05
SWQ	Lumens per Watt	128	130	131	128	128	128	128	129	128	127	126
	4000K Lumens	7.140	13.951	20.817	27.506	34.081	40.783	48.231	54.649	60.959	67.142	72.196
SLJ SLR	BUS Rating	01-10-03	02-10-03	03-10-04	03-10-05	03-10-05	03-10-05	03-10-05	03-10-05	04-10-05	04-10-05	04-10-05
	Lumens per Watt	107	108	109	107	107	107	107	107	107	106	105
	4000K Lumens	8.304	16.228	24.215	31.994	39.641	47.437	56.100	63.566	70.907	78.504	85.704
	BUS Rating	01-10-03	02-10-02	04-10-02	05-10-02	05-10-03	05-10-04	05-10-04	05-10-05	05-10-05	05-10-05	05-10-05
RW	Lumens per Watt	124	126	127	124	124	124	125	124	123	122	121
	4000K Lumens	8.335	16.287	24.302	32.110	39.784	47.610	56.393	63.796	71.163	78.790	85.790
APL	BUS Rating	01-10-01	02-10-02	04-10-02	03-10-03	03-10-03	03-10-03	03-10-04	04-10-04	04-10-04	04-10-04	04-10-04
	Lumens per Watt	124	126	127	124	124	125	126	125	124	123	123

© Nominal data for 70 DR. ** For Additional performance data, please reference the Gallen Supplemental Performance Guide.

* Nominal data for 70 CRI. ** For additional performance data, please reference the Galleon Supplemental Performance Guide.



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LOT 11 ELIZABETH CROSS ROADS BUSINESS PARK
SECTION 7 TOWNSHIP 8 SOUTH RANGE 64 WEST
COUNTY OF ELBERT, STATE OF COLORADO



juno®
JFX Series

JFX LED Tapelight



Product Features

JFX TapeLight is a versatile system capable of being used in task or accent lighting in commercial, retail, residential and outdoor settings. This system is ideal for linear run lengths up to 40ft of continuous illumination. The wet location option offers IP65 rating with fully encapsulated tapeLight providing a robust and durable solution for outdoor applications. When used with an extrusion to create an enclosure, the overall height of the enclosure is less than 0.5" thick, which makes this tapeLight ideal for being hidden underhood cabinets or in tight wall features. A LED population of up to 36 LEDs per foot means uniform illumination even without the use of a diffuser. JFX TapeLight keeps the installation easy with NEC rated junction boxes included with all drivers.

Applications

- Ideal for long, linear run lengths
- Flexible PCBA allows mounting to curved surfaces which are 4" radius or greater
- Minimized overall profile for hidden installation
- Linkable end to end
- Wet location rated for outdoor usage
- 3M adhesive rated for multiple working surfaces such as: metals, woods, plastics.



AcuityBrands. One Lithonia Way • Conyers, GA 30012 • Phone 1-800-705-SERV (7378) • techsupportlighting@acuitybrands.com • Visit us at www.acuitybrands.com
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Light Commercial & Residential

1 of 8



juno® JFX Series

ORDERING INFORMATION

Juno JFX

Example: JFX 24V 200LM 16FT 27K 90CBI 00

Series	Voltage	Lumen	Real Length	CCT	CRI	IP Rating
JTX ¹ Juro Flex Spotlight	24V 24 VOLT	100LM ² 100 LUMENS PER FOOT 200LM 200 LUMENS PER FOOT 300LM 300 LUMENS PER FOOT	16FT 16.4FT REEL 100FT 100FT REEL	27K 2700K CCT 30K 3000 CCT 40K 4000 CCT RGBW ^{1,2} RED GREEN BLUE WHITE	90CRI ¹ 90 CRI	DL DAMP LOCATION WL WET LOCATION

JFX CUSTOM ORDERING TREE

Example: JFX 24V 200LM 1FT4IN 30K 90CRI DL SLCH

Series	Voltage	Lumen	Custom Length ^{1,2,3,4}	CCT	CRI	IP Rating	Channels	Lead Length
JTX ¹	24V 24 VOLT	100LM ² 100 LUMENS PER FOOT	1FT 1 FOOT 2FT 2 FEET 3FT 3 FEET 4FT 4 FEET 5FT 5 FEET 6FT 6 FEET 7FT 7 FEET 8FT 8 FEET 9FT 9 FEET 10IN 10 INCHES	27K 2700K CCT 30K 3000K CCT 40K 4000K CCT RGBW ^{3,4,5} RGB RED GREEN BLUE WHITE	90CRI ¹ 90 CRI	DL DAMP LOCATION VLT VET LOCATION	NICH ¹ NO SLAM CABLE SLIM ¹ SLIM CHANNEL	24IN 24IN LEAD

Driver Ordering Table

Ordering Example: JFDREV 120NAC MAY 20M

Series	Voltage	Type	Wattage
JFXDRV JFX Drivers	120VAC	MLV	20W 20 Watts
JFXDRV JFX Drivers	120VAC	MLV	40W 40 Watts
JFXDRV JFX Drivers	120VAC	MLV	60W 60 Watts
JFXDRV JFX Drivers	120VAC	MLV	96W 96 Watts
JFXDRV JFX Drivers	120-277VAC	CLV	60W 60 Watts
JFXDRV JFX Drivers	120-277VAC	CLV	100W 100 Watts

Notes:

1. Must order driver from Driver Ordering Table.
2. Only available on K83W light engine.
 - POC for K83W only available in White LED mode.
3. 200UM tapehead is only available in 4 inch increments.
4. 4FT considered maximum shipping length.
5. Considered as Custom-Kitting. Requires additional leadtime for assembly and shipping (4-6 weeks).
6. Greater Voltage driver required for K83W light engine.
7. Refer to Min/Max table below.
8. Must choose one of the K83W accessory control options for On/Off and color control. Also choose K83W connector options for easy installation.
9. 1. Connectors (1) taplight to taplight connector, (3) taplight to wire connectors.
 - Only available with 1000M option.
10. IFC CNT Connectors not compatible with WL type. See installation instructions for detail on how to wire LED/connection.
14. Refer to [Actual Length Chart](#).
15. WL taplight connector does not completely fit inside the SCL1 leaving some extra visible. Do not place WL Location if passing the SCL1.
[Click here to download WL SCL1](#)

Accessories: Order as separate catalog number.	
JFX IRM[®]	RGBW IR Transmitter and Receiver
JFX RGBW DMX[®]	RGBW DMX Decoder
JFX SLCH[®]	Slim Channel, 48"
JFX CNT^{13,14}	Peak of 4 Connectors (For use with static CCT tape only)
JFX CNT TTE¹³	Peak of 5 Static CCT Connector Tape-to-Tape
JFX CNT TTW¹³	Peak of 5 Static CCT Connector Tape-to-Wire
JFX RGBW CNT TTE¹³	RGBW Connector Tape-to-Tape & End-to-End
JFX RGBW CNT TTE¹³	RGBW Connector Tape-to-Tape, 6IN Ladder Cable
JFX RGBW CNT TTW¹³	RGBW Connector Tape-to-Wire, 6IN Ladder Cable

End Caps and Hardware	
RK4JFX SLCH HRDWKIT M200	Extrusion hardware kit with clips (2), screws (2), and end caps (1 each)
RK4JFX WL HRDWKIT M200	Wet location hardware kit with end caps (2 each) and clips (10)

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Light Commercial & Residential

2 of 8

juno® JFX Series

Specifications

Construction

Flexible JFX tapelight is manufactured with the highest quality PCB materials, components, and binning processes to ensure color and lumen consistency for a high-end professional installation. With up to 36 LEDs per foot, JFX ensures illumination uniformity for tight space and hidden light sight applications. For Wet Location Options, a complete silicone encapsulation is included for an IP65-rated tapelight. Can be field cut at marked locations using standard steel office scissors for desired linear length.

LED Light Engine

Longlife LEDs are mounted to a flexible CBA with a minimum bend radius of 4" (Front to Back), coupled with quality drivers to provide extended service life. JFX is rated to deliver L70 @ 50,000 hours. The product can be dimmed to 10% or less depending on driver and/or control option utilized.

Electrical Connections

JRX utilizes a 120VAC or MVOLT (120-277) drivers at 50/60HZ (see driver specification tables below). All drivers provide a constant voltage output of 24VDC with output ratings from 20 to 100 watts. Capable of operating from -22°C to +70°C ambient.

Tapelight Specifications

Toplight	Watts/Ft	Dimmable	Max Run (ft)	Lumens/Ft			
				27K	30K	40K	RGBW
JFX Spot 200 TL	2.3	Y	40	185	191	200	n/a
JFX Spot 250 TL	2.3	Y	40	172	178	186	n/a
JFX Spot 300 TL	3.4	Y	25	275	285	298	n/a
JFX Spot 300 WL	3.4	Y	25	256	265	277	n/a
JFX RGBW 100 TL	2.2	Y	25	n/a	n/a	n/a	86
JFX RGBW 100 WL	2.2	Y	25	n/a	n/a	n/a	81

Minimum Allowable Run Length (Total Ft

Driver	MLV				CLV	
Tapelight	20W	40W	60W	96W	60W	100W
200 ft./in.	1.7	3.5	5.2	8.3	n/a	n/a
300 ft./in.	1.2	2.4	3.5	5.6	n/a	n/a
100 ft./in.	n/a	n/a	n/a	n/a	1.1	1.8

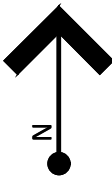
Maximum Allowable Run Length (Ft.)

Driver	MLV				CLV	
Toplight	20W	40W	60W	96W	60W	100W
200 DL/WL	7.0	13.9	20.9	33.4	26.1	40.0
300 DL/WL	4.7	9.4	14.1	22.6	17.6	27.3
100 RGBW	n/a	n/a	n/a	n/a	27.3	45.5

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3 of 8

811 Know what's below.
Call before you dig.



			SITE PLAN	ELIZABETH LIQUOR STORE 787 CROSSROAD CIRCLE, ELIZABETH, COLORADO 80107 JOB NO. 24-087	FIXTURE CUT SHEET'S	10
DATE	DESCRIPTION	-				
2024.12.20	ORIGINAL PREPARATION	-				
2025.03.14	AND SITE PLAN SUBMITTAL	-				
-	-	-				
-	-	-				
PNT CONSULTING, LLC						
8460 W KEN CARL AVE #101						
LITTLETON, CO 80128						
720-258-6836						
www.pnt-llc.com						
CIVIL ENGINEERING						
PLANNING						
LANDSCAPE ARCHITECTURE						
LAND SURVEYING						

EXHIBIT C



787 Crossroad Circle - Elizabeth Liquor Store				
Engineers Estimate of Probable Cost - Public ROW Improvements				
Prepared by: Point Consulting, LLC				
Date: March 4, 2025				
	Amount	Measurement	Cost / Unit	Cost
Public Improvements Cost Estimate				
Public Storm Improvements				
Traffic Control	1	LS	\$8,000.00	\$ 8,000.00
Steel Plates	1	LS	\$4,000.00	\$ 4,000.00
15" HDPE Storm Pipe	10	LF	\$200.00	\$ 2,000.00
Paving				
Demo existing curb/gutter	75	LF	\$20.00	\$ 1,500.00
Curb and Gutter	75	LF	\$52.00	\$ 3,900.00
CDOT Driveway Curb Cut	1	EA	\$10,000.00	\$ 10,000.00
Asphalt Trenching and Repairs	38	LF	\$200.00	\$ 7,600.00
ADA Ramp	2	EA	\$5,000.00	\$ 10,000.00
Sidewalks	68	SY	\$60.00	\$ 4,080.00
			COST	\$ 51,080.00
			25% CONTINGENCY	\$ 12,770.00
			TOTAL COST	\$ 63,850.00
			Total Letter of Credit amount	\$ 63,850.00

EXHIBIT C

LANDSCAPE IMPROVEMENT COSTS

Elizabeth Liquor Store

787 Crossroads Cir, Elizabeth, CO 80107

4/4/2025

Work Category	Improvement Item	Unit	Plan Quantity	Unit Cost	Total Cost
Landscaping					
Trees	2" Caliper Deciduous Tree	EACH	2	\$ 600.00	\$ 1,200.00
				Total	\$ 1,200.00
Groundcover	Rock Mulch	TONS	6	\$ 100.00	\$ 600.00
				Total	\$ 600.00
Miscellaneous	Irrigation	SQ FT	352	\$ 2.00	\$ 704.00
	Soil Amendment	CU YD	4	\$ 85.00	\$ 340.00
				Total	\$ 1,044.00
IMPROVEMENTS TOTAL					
				Subtotal	\$ 2,844.00
				15% Contingency	\$ 426.60
				TOTAL	\$ 3,270.60

FORM- IRREVOCABLE LETTER OF CREDIT

Issuing Bank's Letterhead

Irrevocable Letter of Credit

Issuing Bank: [Type in bank name.]

Issuance Date: [Type loc issuance date.]

Letter of Credit No.: [Type letter of credit number.]

Expiry Date: [Type loc expiration date.]

Amount: [Type in aggregate amount.]

Name of Developer: [Type in name of developer.]

Town of Elizabeth

[Address]

Attention: Mayor and Town Attorney

Ladies and Gentlemen:

We hereby establish this Irrevocable Letter of Credit in your favor for an amount up to the aggregate sum of \$_____ U.S. Dollars.

Funds under this credit are available to you by your draft or drafts drawn at sight on us containing the number of this Letter of Credit, as set forth above, in the Form of Sight Draft attached hereto as Exhibit 1 and incorporated by this reference. Partial drawings are permitted. The amount of the funds available under this Letter of Credit may not be reduced, except by payment of drafts drawn hereunder, or pursuant to written authorization given to us by the Town. The sole condition for payment of any draft under this Letter of Credit is that the draft be accompanied by a letter, on the Town's letterhead, signed by the Mayor or designee, stating that one or more of the following conditions exist:

a. The Town has determined that the Developer is in default of its obligations under that certain *[type in "agreement" or "permit"]*, to secure the performance of the *[type in the name and date of the agreement, such as "Site Improvement Agreement between the Town and Developer" and the name of the project, or "Development Agreement between the Town and Developer" and the name of the project]* or *[for permit, type in the name of the project]*;

or

b. That the expiry date of this Irrevocable Letter of Credit is less than fourteen (14) days from the date of the Mayor or designee's letter and the Developer has not provided the Town with a replacement letter of credit in an amount and form acceptable to the Town to secure the performance of the *[type in name of the agreement]* or *[for permit, type in the name of the project]* described herein.

Drafts for payment by the Town, pursuant to this Letter of Credit, shall be deemed timely presented if, prior to the date of expiration of the Letter of Credit, the draft is deposited in the U.S. mail or otherwise delivered for transmission by any other usual means of communication with postage or cost of transmission prepaid and properly addressed to the above letterhead address.

We hereby agree with the Town that such drafts will be processed in good faith and duly honored, upon presentation to us, as provided herein. In case of wrongful dishonor, we agree to reimburse the Town for all court costs, investigative costs and reasonable attorneys fees the Town may incur in obtaining payment, according to the terms of this Letter of Credit. This Letter of Credit shall be governed by and construed in accordance with the laws of the State of Colorado. We further agree that the exclusive venue for any action concerning this Letter of Credit shall be the District Court for Elbert County, Colorado.

Very truly yours,
[Name of Bank]

By: _____
Signature of Authorized Signing Officer

0

Print
Name

[Signature **Must** Be Notarized]

STATE OF COLORADO)
)ss.
COUNTY OF _____)

The foregoing instrument was acknowledged before me this _____ day of _____ ,
20 __, by _____, as _____ of _____

My commission expires: _____ —

SEAL

Notary Public

EXHIBIT 1

FORM OF SIGHT DRAFT

Date: _____

At sight, pay to the order of Town of Elizabeth _____
Dollars

(\$ _____), for value received and charge to the account of *[name of Developer]*.

Drawn under Letter of Credit No _____
[type letter of credit issuance date].

To: *[name of Issuing Bank]* _____, Town of Elizabeth, beneficiary,

[Address of Issuing Bank] _____

By: *[type Mayor or designee]*

RESOLUTION 25R22

A RESOLUTION APPROVING THE SITE DEVELOPMENT PLAN FOR THE ELIZABETH LIQUOR STORE PROJECT

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF ELIZABETH, COLORADO AS FOLLOWS:

Section 1. The Site Development Plan for the Elizabeth Liquor Store Project, attached hereto as **Exhibit A**, is hereby approved pursuant to Section 16-2-40 of the Town of Eliabeth Municipal Code.

PASSED, APPROVED, and ADOPTED this ____ day of _____, 2025, by the Board of Trustees of the Town of Elizabeth, Colorado, on first and final reading, by a vote of _____ for and _____ against.

Angela Ternus, Mayor

ATTEST

Michelle M. Oeser, Town Clerk



TOWN OF ELIZABETH

COMMUNITY DEVELOPMENT DEPARTMENT

EXHIBIT A



TOWN OF ELIZABETH

COMMUNITY DEVELOPMENT DEPARTMENT

LAND USE APPLICATION

DATE: 12/4/2024

NAME OF PROJECT: Elizabeth Liquor Store

NAME OF APPLICANT: Blake Widmer

ADDRESS AND LEGAL DESCRIPTION OF PROJECT: 787 Crossroad Circle, Elizabeth, Colorado 80107

Lot 11 Elizabeth Cross Roads Business Park, Section 7 Township 8 South Range 64 West, Elbert County, Colorado

Please check the appropriate item(s):

☐ REZONE

☐ PLAT

☐ USE BY SPECIAL REVIEW

☒ PUD (planned unit development)

☐ MINOR PLAT/REPLAT

☐ ANNEXATION

☐ VARIANCE

☐ SUBDIVISION

☐ MINOR SUBDIVISION

☒ SITE PLAN

☐ OTHER _____

PRESENT ZONING: PUD

AREA IN ACRES: 0.64

PROPOSED ZONING: PUD

PRESENT USE: _____

PROPOSED # OF LOTS (if applicable): 1

PROPOSED GROSS FLOOR AREA (if applicable): 4950 Sq. Ft.

*PROPERTY OWNER

NAME: Harjot Singh

ADDRESS: 10146 Blue Blood Place

Littleton, CO 80125

TELEPHONE #: 720-757-4700

EMAIL: arshgrewal@hotmail.com

Harjot Singh
SIGNATURE OF OWNER

SIGNATURE OF OWNER

APPLICANT REPRESENTATIVE

NAME: Blake Widmer

ADDRESS: 8460 Ken Caryl Ave #101

TELEPHONE #: 203-521-8769

EMAIL: bwidmer@pnt-llc.com

Blake Widmer
SIGNATURE OF APPLICANT

SIGNATURE OF APPLICANT

*(OWNERS SIGNATURE NEEDS TO BE NOTARIZED)

Subscribed and sworn to be before me this 4th day of December, 20 24.
My commission expires

June 13, 2025

Yvonne Denise Shipton
Notary





December 20, 2024

Zach Higgins
Elizabeth Community Development
151 S Banner St
Elizabeth, CO 80107

Re: Proposal Narrative for 787 Crossroad Circle PUD and Site Plan Submittal

Dear Mr. Higgins,

Our company, Point Consulting LLC, on behalf of the property owner, Harjot Singh, is proposing a project within the Town of Elizabeth. The project is located at 787 Crossroad Circle on a vacant parcel of land. The project is located on Lot 11 of the Elizabeth Crossroads Business Park, parcel number 8407415012. The property is 0.64 acres in size and is part of the Hollow Woods PUD.

We are proposing a 4980 square foot, two tenant building. The primary tenant, which will take up approximately 3000 square feet of the building, will be a liquor store. The lot has been zoned to PUD to accommodate for this proposed use. The associated improvements associated with this business include 24 full size parking spaces, 1 ADA parking space, drive aisles, a drive-thru lane, sidewalks, a trash enclosure, landscaped areas and relevant utilities. The drive thru window will be located on the southern side of the building, and customers making use of it will circulate the site in a counterclockwise fashion. ADA access will be available to the site and building from the north sidewalk along Crossroad Circle. Customers will access the building through doors on the east (front) and deliveries will be made to doors on the west (back). Architectural, Civil, and Landscape components of the site have all been designed to comply with Elizabeth Municipal Code and conform to the Hollow Woods Development Plan and Design Guide.

We look forward to working with the Town of Elizabeth on this project. Please do not hesitate to reach out with any questions.

Sincerely,

Blake Widmer
Project Manager
Point Consulting LLC

bwidmer@pnt-llc.com

ELIZABETH LIQUOR STORE
SITE PLAN

LOT 11 ELIZABETH CROSS ROADS BUSINESS PARK
SECTION 7 TOWNSHIP 8 SOUTH RANGE 64 WEST
COUNTY OF ELBERT, STATE OF COLORADO

LEGAL DESCRIPTION

LOT 11 ELIZABETH CROSS ROADS BUSINESS PARK
SECTION 7 TOWNSHIP 8 SOUTH RANGE 64 WEST
ELBERT COUNTY, COLORADO

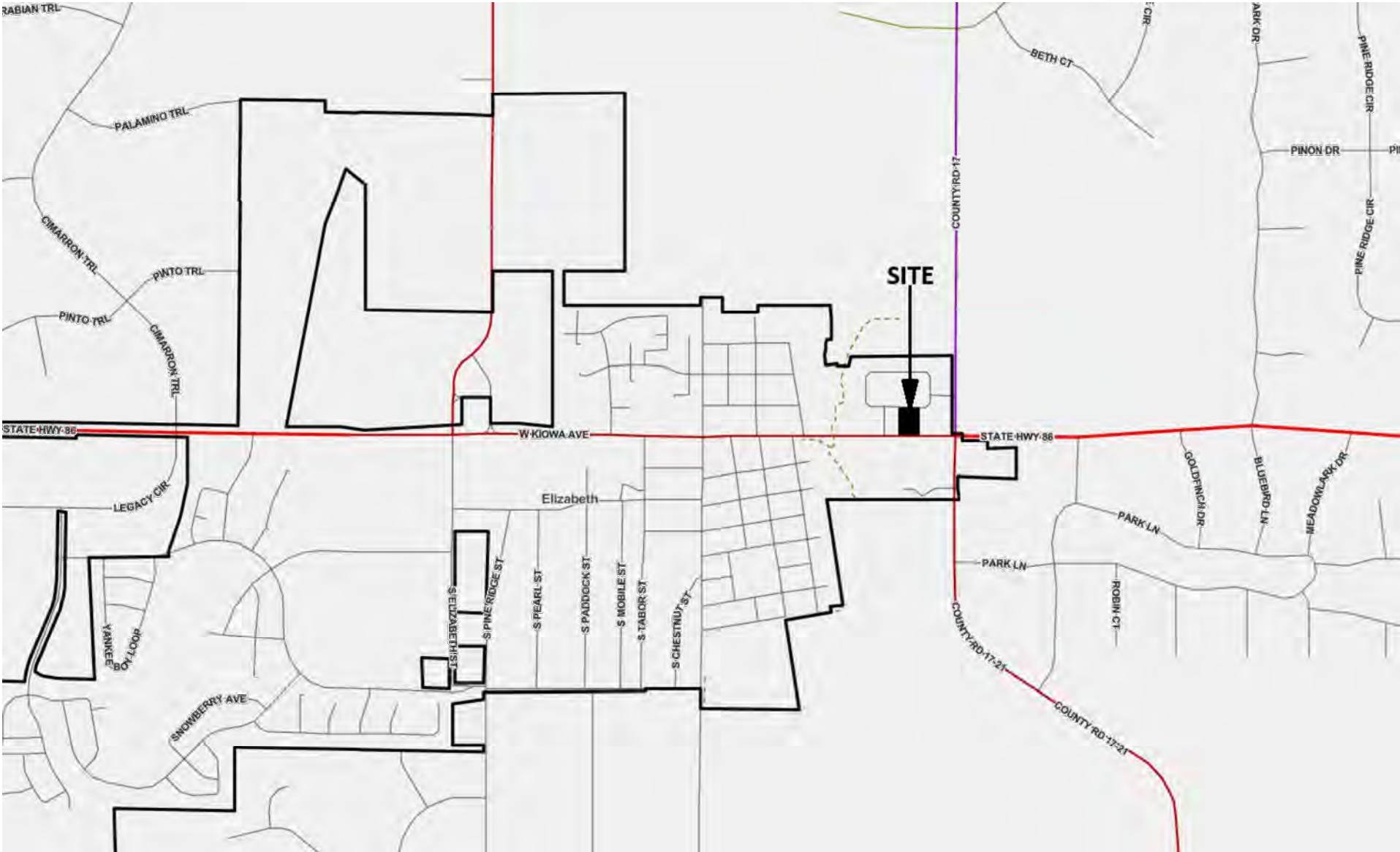
BENCHMARK

DOUGLAS COUNTY BENCHMARK:

DCBM LOVE
ELEVATION = 6705.71 (NAVD88)

BASIS OF BEARINGS

BEARINGS ARE PLATTED AND BASED ON THE CONSIDERATION THAT THE SOUTH LINE OF LOTS 11 & 12, ELIZABETH CROSS ROADS BUSINESS PARK, COUNTY OF ELBERT, STATEOF COLORADO BEARS N89° 43' 03" W; AS SHOWN HEREON BETWEEN THOSE IDENTIFIED MONUMENTS.



VICINITY MAP

SCALE: 1"=1,500'



PROJECT TEAM

OWNER
HARIOT SINGH
10146 BLUE BLOOD PLACE
LITTLETON, CO 80125
PHONE: 720.757.4700

ARCHITECT
NAMA PARTNERS, LLC
CONTACT: HERB CASNER
PHONE: 303.905.7567

CIVIL ENGINEER
POINT CONSULTING, LLC
8460 W KEN CARYL AVE, SUITE 101
LITTLETON, CO 80128
CONTACT: TIFFANY WATSON, PE
PHONE: 720.258.6836

LANDSCAPE ARCHITECT
POINT CONSULTING, LLC
8460 W KEN CARYL AVE, SUITE 101
LITTLETON, CO 80128
CONTACT: JIM SHIPTON, PLA
PHONE: 720.258.6836

LAND SURVEYOR
DAVID E. ARCHER & ASSOC INC
105 WILCOX STREET
CASTLE ROCK, CO 80104
PHONE: 303.688.4642

ELIZABETH WATER DEPARTMENT
ELIZABETH PUBLIC WORKS
303 WASHINGTON STREET
ELIZABETH, CO 80107
PHONE: 303.646.0916

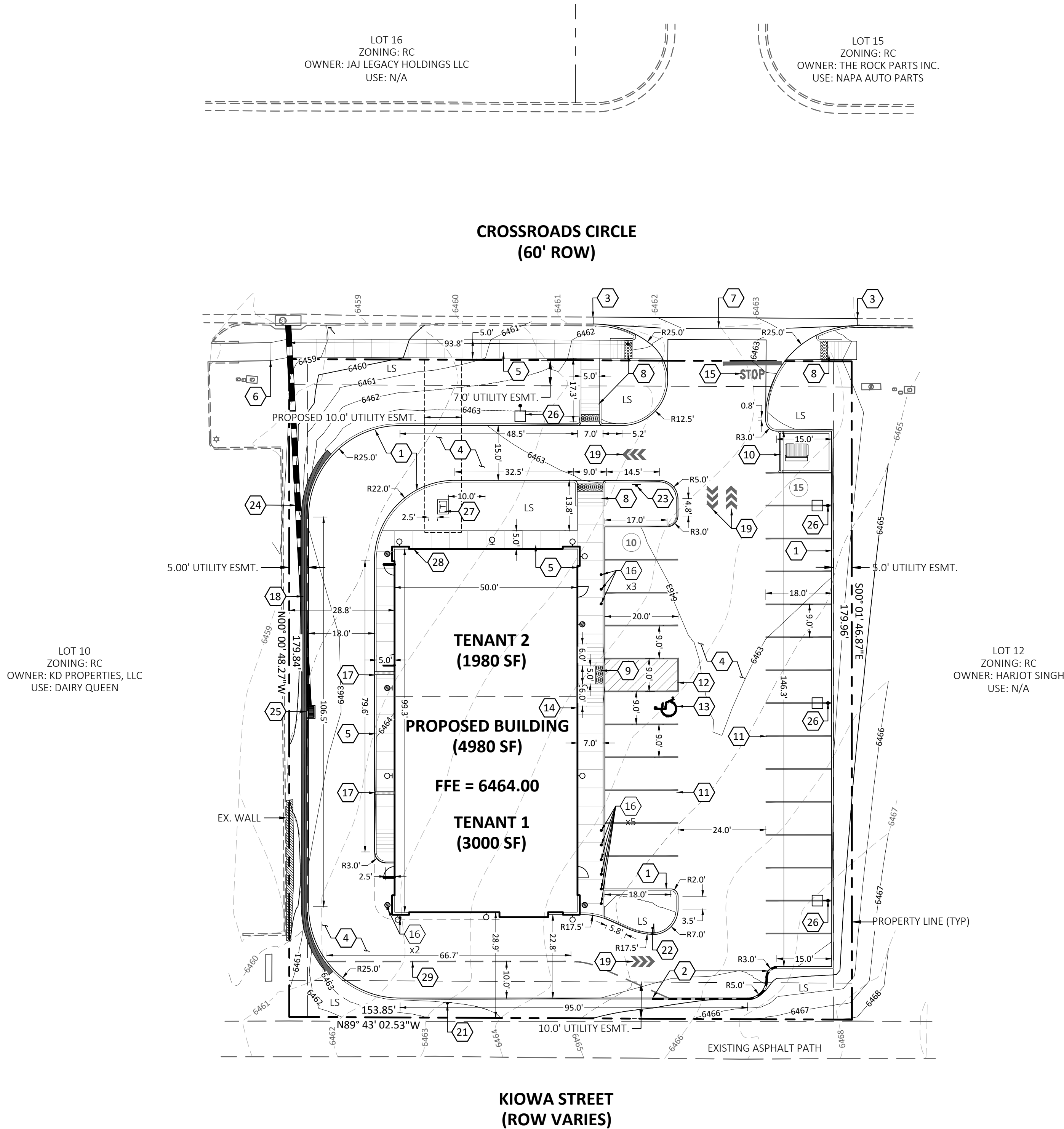
ELIZABETH SANITATION DEPARTMENT
ELIZABETH PUBLIC WORKS
303 WASHINGTON STREET
ELIZABETH, CO 80107
PHONE: 303.646.0916

SITE DATA TABLE	
ZONING	PUD
LOT SIZE	27,672 SF / 0.635 ACRES
NUMBER OF DWELLING UNITS	0
NUMBER OF BUILDINGS	1
NUMBER OF RETAIL UNITS	2
GROSS FLOOR AREA	4,980 SF
PROPOSED TENANT 1 USE	RETAIL
PROPOSED TENANT 2 USE	RETAIL

SHEET INDEX	
SHEET NUMBER	DRAWING TITLE
1	COVER
2	SITE PLAN
3	LANDSCAPE PLAN
4	LANDSCAPE DETAILS
5	ARCHITECTURAL ELEVATION
6	ARCHITECTURAL ELEVATIONS
7	SITE PHOTOMETRIC PLAN
8	PHOTOMETRIC FIXTURE CUT SHEETS
9	PHOTOMETRIC FIXTURE CUT SHEETS
10	PHOTOMETRIC FIXTURE CUT SHEETS

ELIZABETH LIQUOR STORE
SITE PLAN

LOT 11 ELIZABETH CROSS ROADS BUSINESS PARK
SECTION 7 TOWNSHIP 8 SOUTH RANGE 64 WEST
COUNTY OF ELBERT, STATE OF COLORADO



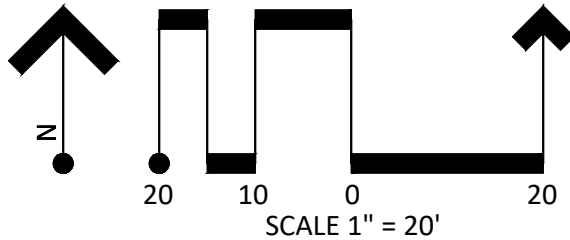
- LEGEND**
- PROPERTY LINE
 - EASEMENT BOUNDARY
 - EXISTING CURB AND GUTTER
 - PROPOSED CURB AND GUTTER
 - PROPOSED 18" MONOLITHIC CURB
 - PROPOSED CONCRETE PAVEMENT
 - PROPOSED LANDSCAPING
 - PROPOSED SIDEWALK
 - ADA ACCESSIBLE ROUTE
 - EXISTING FIRE HYDRANT
 - PROPOSED SITE LIGHTING
 - PROPOSED SIGN
 - HANDICAP PARKING STALL
 - PARKING COUNT PER ROW
 - PROPOSED STORM LINE
 - PROPOSED LIGHT POLE

- CONSTRUCTION NOTES**
- INSTALL 6-INCH MONOLITHIC CURB.
 - INSTALL 18-INCH MONOLITHIC CURB.
 - MATCH EXISTING CURB AND GUTTER.
 - INSTALL 6" THICK CONCRETE PAVEMENT.
 - INSTALL CONCRETE SIDEWALK, WIDTH PER PLAN.
 - MATCH EXISTING SIDEWALK. USE #4 REBAR @ 2' O.C. (MIN 3 BARS).
 - INSTALL CONCRETE CROSS PAN.
 - INSTALL ADA RAMP.
 - INSTALL VERTICAL CURB MIDBLOCK RAMP.
 - INSTALL TRASH ENCLOSURE WITH 6-FT BRICK WALLS.
 - PAINT 4-INCH THICK WHITE PARKING STRIPE. LENGTH AND SPACING PER PLAN.
 - PAINT 4-INCH THICK DIAGONAL PAVEMENT MARKING @ 2-FEET O.C.
 - PAINT WHITE ACCESSIBLE PARKING SYMBOL.
 - INSTALL ACCESSIBLE PARKING SIGN.
 - PAINT WHITE 1-FOOT WIDE STOP BAR WITH 2-FOOT HEIGHT "STOP" LETTERS.
 - INSTALL BOLLARD.
 - INSTALL SIDEWALK CHASE DRAIN.
 - INSTALL MSE RETAINING WALL.
 - PAINT DIRECTIONAL ARROWS.
 - INSTALL SITE LIGHT POLE. RE: PHOTOMETRIC PLAN
 - INSTALL TRAILER PARKING ONLY SIGN.
 - INSTALL DO NOT ENTER SIGN EXIT ONLY SIGN.
 - INSTALL ONE WAY SIGN.
 - INSTALL 15" HDPE STORM PIPE.
 - INSTALL CURB INLET.
 - INSTALL LIGHT POLE.
 - INSTALL PAD MOUNTED TRANSFORMER.
 - CORE ELECTRIC METERING LOCATION.
 - PAINT 4-INCH THICK WHITE DASHED PARKING STRIPE. LENGTH AND SPACING PER PLAN.

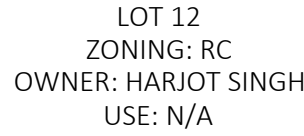
GENERAL NOTES

1. REFER TO SHEET 1, COVER SHEET, FOR THE BENCHMARK AND BASIS OF BEARINGS.

PARKING REQUIREMENTS TABLE		
	REQUIRED	PROVIDED
TOTAL SPACES	25	25
ACCESSIBLE	1	1
CITY CODE REQUIRES 1 PARKING SPACE FOR EACH 200 SQUARE FEET OF USABLE FLOOR AREA. BASED ON THIS CODE, AND A TOTAL FLOOR AREA OF 4980 SQUARE FEET, 25 TOTAL PARKING SPACES ARE REQUIRED.		
CITY CODE REQUIRES 1 ACCESSIBLE PARKING SPACE WHEN 1-25 PARKING SPACES ARE PROVIDED. BASED ON THIS CODE, 1 ACCESSIBLE PARKING SPACE WAS PROVIDED.		



LOT 11 ELIZABETH CROSS ROADS BUSINESS PARK
SECTION 7 TOWNSHIP 8 SOUTH RANGE 64 WEST
COUNTY OF ELBERT, STATE OF COLORADO



	PROPERTY LINE
	EXISTING CURB AND GUTTER
	PROPOSED CURB AND GUTTER
	EASEMENT BOUNDARY
	EXISTING CONTOUR
	PROPOSED CONTOUR
	EXISTING FIRE HYDRANT
	4-INCH 12 GAUGE ROLLED TOP STEEL EDGE
	EXISTING TELEPHONE LINE
	EXISTING ELECTRIC LINE
	EXISTING FIBER OPTIC LINE
	EXISTING GAS LINE
	EXISTING STORM DRAIN

PROPOSED DECIDUOUS TREE

PROPOSED ORNAMENTAL TREE

PROPOSED DECIDUOUS SHRUBS

PROPOSED EVERGREEN SHRUBS

PROPOSED ORNAMENTAL GRASSES

 PROPOSED SITE LIGHTING

DESCRIPTION	REQUIRED	PROVIDED
SITE AREA	N/A	27,710 SF
OVERALL LANDSCAPE AREA	4,157 SF (15%)	5,607 SF (20%)

GROUND COVER		
LIVING VEGETATION	3,118 SF (75%)	3,453 SF (83%)

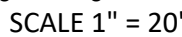
DESCRIPTION	AMOUNT (SF, LF, EA)	FORMULA (SF, LF, EA)	TREES REQ.	TREES PROV.	SHRUBS REQ.	SHRUBS PROV.
PARKING LOT ISLANDS	4 EA {831 SF TOTAL}	1 T & 4 SH / ISLAND	4	*3	16	**32
LANDSCAPE AREA	4,776 SF	1 T & 5 SH / 1500 SF	3	3	16	*26

*REQUEST TO SUBSTITUTE ONE PARKING ISLAND TREE WITH 10 SHRUBS DUE TO A UTILITY EASEMENT CONSTRAINT.

***ADDITIONAL SHRUBS REQUIRED DUE TO THREE LANDSCAPE ISLANDS BEING LARGER THAN 150 SF.*

DESCRIPTION	AMOUNT (SF, LF, EA)	FORMULA (SF, LF, EA)	TREES REQ.	TREES PROV.
STREET TREES	83 LF	1 T/40 LF	2	2

1. REFER TO SHEET C0.00, COVER SHEET, FOR THE BENCHMARK AND BASIS OF BEARINGS.
2. SHRUBS BEDS ARE TO BE IRRIGATION WITH DRIP IRRIGATION
3. SOD AND SEED AREAS ARE TO BE IRRIGATION BY SPRAY IRRIGATION.
4. A 3-FOOT CLEAR SPACE SHALL BE MAINTAINED AROUND ALL FIRE HYDRANTS AND NOT OBSTRUCTED.
5. REFER TO SHEET L3.90, FOR THE PLANT LIST, LANDSCAPE NOTES AND LANDSCAPE DETAILS.



LOT 11 ELIZABETH CROSS ROADS BUSINESS PARK
SECTION 7 TOWNSHIP 8 SOUTH RANGE 64 WEST
COUNTY OF ELBERT, STATE OF COLORADO

3. THIS LANDSCAPE ARCHITECTURAL SITE PLAN IS TO BE USED IN CONJUNCTION WITH THE CIVIL, IRRIGATION, ARCHITECTURAL, MECHANICAL AND ELECTRICAL PLANS TO FORM COMPLETE INFORMATION REGARDING THIS PROJECT.
2. LANDSCAPE CONSTRUCTION SHALL CONFORM TO ALL APPLICABLE STATE AND LOCAL CODES AND SPECIFICATIONS.
3. ALL MATERIAL AND WORKMANSHIP SHALL BE GUARANTEED FOR ONE YEAR, FROM DATE OF FINAL ACCEPTANCE.
4. LANDSCAPE CONTRACTOR SHALL EXAMINE THE SITE CONDITIONS UNDER WHICH THE WORK IS TO BE PERFORMED AND NOTIFY THE GENERAL CONTRACTOR IN WRITING OF UNSATISFACTORY CONDITIONS. DO NOT PROCEED UNTIL CONDITIONS HAVE BEEN CORRECTED.
5. BEFORE COMMENCING WORK, CONTACT APPROPRIATE UTILITY COMPANIES FOR UTILITY LOCATIONS, AND COORDINATE WITH GENERAL CONTRACTOR IN REGARD TO LOCATION OF PROPOSED UTILITIES, IRRIGATION SLEEVES, CONDUITS, ETC.
6. ALL PLANT MATERIALS SHALL MEET OR EXCEED SIZE IN SCHEDULES.
7. OWNER'S REPRESENTATIVE RESERVES THE RIGHT TO REFUSE PLANT MATERIALS WHICH DO NOT MEET THE QUALITY REQUIRED FOR THE PROJECT. ALL DECIDUOUS TREES SHALL HAVE FULL, WELL-SHAPED HEADS, ALL EVERGREENS SHALL BE UNSHEARED AND FULL TO THE GROUND. PLANTING PROCEDURES SHALL CONFORM TO DETAILS.
8. ALL TREE AND SHRUB BED LOCATIONS ARE TO BE STAKED OUT ON SITE FOR APPROVAL BY OWNER'S REPRESENTATIVE PRIOR TO INSTALLATION.
9. ALL B&B PLANT MATERIAL SHALL HAVE ALL ROOT, TWINE OR OTHER CONTAMINANT MATERIAL, EXCEPT FOR THE BURLAP, REMOVED FROM THE TRUNK AND WIRE TIE BALL OF THE PLANT PRIOR TO PLANTING.
10. IRRIGATION: ALL LANDSCAPE AREAS TO BE SERVED BY AUTOMATIC IRRIGATION SYSTEM. IRRIGATION SYSTEM SHALL INCLUDE: A. RAIN SENSOR WITH AUTOMATIC SHUT-OFF OF THE SYSTEM DURING PERIODS OF HIGH MOISTURE; A DRIP, SUB-SURFACE, BUBBLER OR LOW VOLUME IRRIGATION SYSTEM FOR ALL PLANTING STRIPS LESS THAN 8" WIDE AND ALL PLANTING BEDS INVOLVING TREES, SHRUBS, PERENNIALS AND GROUND COVER; AND N IRRIGATION CLOCK WHICH ALLOWS PROGRAMMING TO MEET THE DIFFERENTIAL NEEDS OF THE SPECIFIED PLANTING PLAN.
11. DISTRIBUTE IMPORTED TOPSOIL OVER AREAS TO BE GRASSED TO A MINIMUM DEPTH OF FOUR (4") INCHES, AND TO A DEPTH OF TEN (10") INCHES IN SHRUB AND PERENNIAL BEDS. TOPSOIL TO BE NATURAL, FRIABLE, FERTILE, FINE LOAMY SOIL FREE FROM WEEDS, UTILITY GRASS, STONES LARGER THAN 1", ROOTS OR ANY OTHER MATERIAL WHICH MAY BE HARMFUL TO PLANT GROWTH.
12. SOIL PREPARATION: MIX THE FOLLOWING SOIL AMENDMENTS AND APPLY SHRUB BED AREAS.
 - A. ASPEN RICH COMPOST -- 4 CUBIC YARDS PER 1,000 S.F.
 - B. COMMERCIAL FERTILIZER (20-10-5): 10 lbs. PER 1,000 S.F.
 - C. SUPERPHOSPHATE: 10 lbs. PER 1,000 S.F.

18. ROCK MULCH: INSTALL 3-INCHES OF 1-1/2" PLATTE RIVER ROCK, PER EWING OUTDOOR SUPPLY, 35049 CO RD 13, ELIZABETH, CO 80107 (303) 646-8811. IN SPECIFIED SHRUB BEDS OVER TYPAR 3301 WEED MAT OR APPROVED EQUAL, AFTER APPLYING PRE-EMERGENT HERBICIDE.
19. NATIVE SEED MIX: IN SPECIFIED AREAS SHALL BE ROCKY MOUNTAIN NATIVE MIX, PER PINE LANE NURSERY, 18200 APACHE DRIVE PARKER, CO 80134 (303) 841-3009.
20. SOD: IN SPECIFIED AREAS SHALL BE BUFFALO SOD, PER THE SOD GUY, 42600 SUMMIT VIEW CT. PARKER, CO 80138 (303) 841-7575.
21. LANDSCAPE EDGING: IN THE SPECIFIED AREAS, INSTALL 4-INCH, 12 GAUGE ROLLED TOP STEEL EDGING, PER EWING OUTDOOR SUPPLY, 35049 CO RD 13, ELIZABETH, CO 80107 (303) 646-8811.



Qty.	Sym.	Scientific/Botanic Name	Container/Size	Notes	Habit	Water Usage
DECIDUOUS TREES						
2	SSL	SUMMER SPRITE LINDEN Tilia cordata 'Summer Sprite'	2" CAL. SINGLE TRUNK	FULL CROWN, B&B, STAKED SPECIMEN QUALITY	16x10 FEET	MEDIUM
3	UPO	URBAN PINNACLE OAK Quercus macrocarpa 'JFS-KW3'	2" CAL. SINGLE TRUNK	FULL CROWN, B&B, STAKED SPECIMEN QUALITY	55x25 FEET	VERY LOW
EVERGREEN TREES						
2	HIS	HOOPSII SPRUCE Picea pungens 'Hoopsii'	6'-10" HT. SEE PLAN	FULL FORM, B&B SPECIMEN QUALITY, GUYED	25X12 FEET	LOW
ORNAMENTAL TREES						
1	WKH	WINTER KING HAWTHORN Crataegus viridis 'Winter King'	1 1/2" CAL SINGLE TRUNK	STRAIGHT TRUNK, B&B SPECIMEN QUALITY, STAKED	20X20 FEET	LOW
DECIDUOUS SHRUBS						
3	FLB	FINELINE FERN LEAF BUCKTHORN Rhamnus frangula 'Ron Williams'	5 GAL. 18"-24" HT.	SPACING 3' O.C. 5 CANES MIN.	6X3 FEET	LOW
18	LDN	LITTLE DEVIL NINEBARK Physocarpus opulifolius 'Donna May'	5 GAL. 18"-24" HT.	SPACING 3' O.C. 5 CANES MIN.	4x4 FEET	LOW
12	LDP	LEADPLANT Amorpha canescens	5 GAL. 18"-24" HT.	SPACING 4' O.C. 5 CANES MIN.	3X3 FEET	VERY LOW
18	LPT	LODENSE PRIVET Ligustrum vulgare 'Lodense'	5 GAL. 18"-24" HT.	SPACING 4' O.C. 5 CANES MIN.	3X4 FEET	VERY LOW
EVERGREEN SHRUBS						
7	BOJ	BUFFALO JUNIPER Juniperus sabina 'Buffalo'	5 GAL. 18"-24" SPREAD	SPACING 4' O.C. 5 CANES MIN.	18"x7 FEET	VERY LOW
ORNAMENTAL GRASSES						
14	SSG	SHENANDOAH SWITCHGRASS Panicum virgatum 'Shenandoah'	1 GAL. ESTABLISHED	SPACING 24" O.C.	4X2 FEET	VERY LOW



ELIZABETH LIQUOR STORE
LOT 11 ELIZABETH CROSS ROADS BUSINESS PARK
SECTION 7 TOWNSHIP 8 SOUTH RANGE 64 WEST
COUNTY OF ELBERT, STATE OF COLORADO



LEGEND:

INTEGRALLY COLORED CMU: (MANUFACTURER: BASALITE)

- CMU-1, SPLIT FACE, "605WR"
- CMU-2, COMB FACE, "600WR"
- CMU-3, GROUND FACE, "720WR"

STOREFRONT:

- SF-1 ANODIZED FINISH (BLACK) (KAWNEER)
- GL-1 CLEAR GLAZING
- GL-2 SPANDREL GLAZING

COPING / FLASHING/TRELLIS/AWNINGS:

- MTL-1 BERRIDGE "MATTE BLACK"

PAINT:

- PT-1 BENJAMIN MOORE "2120-10 JET BLACK"

- GOOSENECK LIGHT FIXTURE - BLACK
- EXIT/EMERGENCY LIGHT

ALL EXTERIOR BUILDING LIGHTING TO BE FULL CUT OFF.



EAST ELEVATION
SCALE: 1/4" = 1'-0"

1

DESCRIPTION

ORIGINAL PREPARATION
2ND SITE PLAN SUBMITTAL

DATE

2024.12.20
2025.03.14

SITE PLAN

ELIZABETH LIQUOR STORE

787 CROSSROAD CIRCLE, ELIZABETH, COLORADO 80107

JOB NO. 24.067

EXTERIOR ELEVATIONS

A5

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2287 Pinto Trail
Elizabeth, CO 80107



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ELIZABETH LIQUOR STORE
LOT 11 ELIZABETH CROSS ROADS BUSINESS PARK
SECTION 7 TOWNSHIP 8 SOUTH RANGE 64 WEST
COUNTY OF ELBERT, STATE OF COLORADO



- LEGEND:
- INTEGRALLY COLORED CMU: (MANUFACTURER: BASALITE)
- CMU-1, SPLIT FACE, "605WR"
 - CMU-2, COMB FACE, "600WR"
 - CMU-3, GROUND FACE, "720WR"
- STOREFRONT:
- SF-1 ANODIZED FINISH (BLACK) (KAWNEER)
 - GL-1 CLEAR GLAZING
 - GL-2 SPANDREL GLAZING
- COPING / FLASHING/TRELLIS/AWNINGS:
- MTL-1 BERRIDGE "MATTE BLACK"
- PAINT:
- PT-1 BENJAMIN MOORE "2120-10 JET BLACK"
- GOOSENECK LIGHT FIXTURE - BLACK
- EXIT/EMERGENCY LIGHT
- ALL EXTERIOR BUILDING LIGHTING TO BE FULL CUT OFF.

SOUTH ELEVATION
SCALE: 1/4" = 1'-0"

4



SIDE (NORTH) D
SCALE: 1/4" = 1'-0"

SIDE (SOUTH) B
SCALE: 1/4" = 1'-0"



FRONT (WEST) C
SCALE: 1/4" = 1'-0"

REAR (EAST) A
SCALE: 1/4" = 1'-0"

TRASH ENCLOSURE ELEVATIONS
SCALE: 1/4" = 1'-0"

5



NORTH ELEVATION
SCALE: 1/4" = 1'-0"

3

SITE PLAN
ELIZABETH LIQUOR STORE

DESCRIPTION
ORIGINAL PREPARATION
2ND SITE PLAN SUBMITTAL

DATE
2024.12.20
2025.03.14

EXTERIOR ELEVATIONS

A6

787 CROSSROAD CIRCLE, ELIZABETH, COLORADO 80107

JOB NO. 24.067

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partners llc

2287 Pinto Trail
Elizabeth, CO 80107

n

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SITE PLAN

[illegible]

NOT TO SCALE



SCALE: 1"=20'-0"

Light Fixture Schedule										
Designation	Lamps		Fixture Characteristics	Fixture Mounting				Fixture Specification		
	# of lamps	Lamp Type		Description	Finish	Method	Ceiling Type	Recess Depth	Manufacturer	
AA	1	LED - 7,451 Lumens, 59 Watts (3000K)	LED Pole Mounted Fixture with Type IV Forward Throw Distribution with House Side Shield	Black	Pole Overall Height: 17'-6" AFF	--	--	McGraw-Edison	GLEON-SA2C-830-U-T4FT-BK-HSS	Universal
T	--	LED - 200 Lumens/Ft., 2.3 Watts/Ft. (3000K)	Wet Location Rated LED Tape Light (Length as Shown)		Surface	Metal Awning/Trellis	--	Juno	JFX-24V-200LM-16FT-30K-90CRI-WL (Provide Power Supply Compatible with Lengths Shown & Future Phase Power Supply) (Provide Adequate Hardware for Complete Installation)	120V
WW1	--	LED - 3,980 Lumens, 34 Watts (3000K)	Wall Mounted Area Light with Type IV Forward Throw Distribution	Black	Wall: 10'-0" AFF	--	--	McGraw-Edison	GWC-SA1A-830-U-T4FT-BK	Universal
WW1E	--	LED - 3,980 Lumens, 34 Watts (3000K)	Same as Type "WW1" with 90 Minute Battery Back-up	Black	Wall: 10'-0" AFF	--	--	McGraw-Edison	GWC-SA1A-830-U-T4FT-BK-CBP	Universal
WW2	--	LED - 4,976 Lumens, 34 Watts (3000K)	Wall Mounted Area Light with Type III with Spill Control Distribution	Black	Wall: 10'-0" AFF	--	--	McGraw-Edison	GWC-SA1A-830-U-SL3-BK	Universal
WW2E	--	LED - 4,976 Lumens, 34 Watts (3000K)	Same as Type "WW2" with 90 Minute Battery Back-up	Black	Wall: 10'-0" AFF	--	--	McGraw-Edison	GWC-SA1A-830-U-SL3-BK-CBP	Universal



LOT 11 ELIZABETH CROSS ROADS BUSINESS PARK
SECTION 7 TOWNSHIP 8 SOUTH RANGE 64 WEST
COUNTY OF ELBERT, STATE OF COLORADO

Area / Site Luminaire

Product Features



Product Certifications



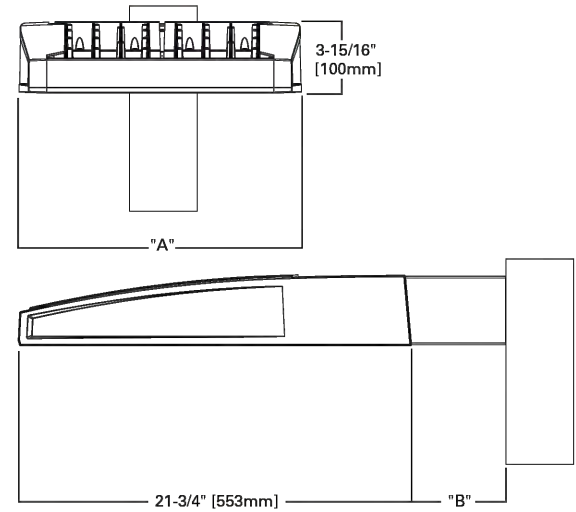
 Connected Systems

- WaveLinx PRO Wireless
- WaveLinx LITE Wireless
- Enlighted

Quick Facts

- Lumen packages range from 4,200 - 80,800 (34W - 640W)
- Efficacy up to 156 LPW
- Options to meet Buy American and other domestic preference requirements

Dimensional Details



NOTES:
1. Visit <https://www.designlights.org/search/> to confirm qualification. Not all product variations are DLC qualified.
2. IGA Certified for 2000K CCT and warmer only.



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McGraw-Edison

Ordering Information

SAMPLE NUMBER: GLEON-SA4C-740-U-T4FT-GM

Product Family	Light Engine		Color	Voltage	Distributor	Mounting	Finish
	Configuration	Drive Current	Temperature				
GLEN-Gloss	SA1-1 Square	A4+0mA	722-700C, 2300K	120-237V	T2-Type II	[Black] Anti-Mount Standard Square Pole [Black] Anti-Mount Adapter [Black] Anti-Mount Standard Square Pole [Black] Anti-Mount Adapter [Black] Anti-Mount Standard Square Pole [Black] Anti-Mount Adapter [Black] Anti-Mount Standard Square Pole [Black] Anti-Mount Adapter [Black] Anti-Mount Standard Square Pole [Black] Anti-Mount Adapter	Black
SA2-1 Square	A22-0mA	722-700C, 2300K	120-237V	T2-Type II	Black		
SA3-1 Square	A3-0mA	722-700C, 2300K	120-237V	T2-Type II	Black		
SA4-1 Square	C1+00mA	722-700C, 2300K	120-237V	T2-Type II	Black		
SA5-1 Square	C2+00mA	722-700C, 2300K	120-237V	T2-Type II	Black		
SA6-1 Square	C3+00mA	722-700C, 2300K	120-237V	T2-Type II	Black		
SA7-1 Square	C4+00mA	722-700C, 2300K	120-237V	T2-Type II	Black		
SA8-1 Square	C5+00mA	722-700C, 2300K	120-237V	T2-Type II	Black		
SA9-1 Square	C6+00mA	722-700C, 2300K	120-237V	T2-Type II	Black		
SA10-1 Square	C7+00mA	722-700C, 2300K	120-237V	T2-Type II	Black		
Control and Systems Options (Add as Applicable)							Accessories (Order Separately)
DC-External 5-100 Driving Voltage							GA-122-150 Super Module Replacement
DIM-External 5-120, 227 or 240V (Specify Voltage)							GA-122-150 Super Module Replacement
DR-Resistor Drive (230V - 480V) Selectable							GA-122-150 Super Module Replacement
ES-100% High Ambient							GA-122-150 Super Module Replacement
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GLEON Galleon

McGraw-Edison

GLEON Galleon

 Supplemental Performance Guide™

Number of Light Sectors	1	2	3	4	5	6	7	8	9	10
Nominal Power (Watts)	67	129	191	258	320	382	448	511	575	640
Input Current @ 120V (A)	0.58	1.16	1.78	2.31	2.94	3.56	4.09	4.71	5.34	5.87
Input Current @ 208V (A)	0.33	0.63	0.93	1.27	1.57	1.87	2.22	2.52	2.8	3.14
Input Current @ 240V (A)	0.29	0.55	0.80	1.10	1.35	1.61	1.93	2.18	2.41	2.71
Input Current @ 277V (A)	0.25	0.48	0.70	0.96	1.18	1.39	1.69	1.90	2.09	2.36
Input Current @ 347V (A)	0.20	0.39	0.57	0.78	0.96	1.15	1.36	1.54	1.72	1.92
Input Current @ 480V (A)	0.15	0.30	0.43	0.60	0.73	0.85	1.03	1.16	1.28	1.45

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* Nominal data for 70 CRI. ** For additional performance data, please reference the Galleon Supplemental Performance Guide



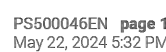
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LOT 11 ELIZABETH CROSS ROADS BUSINESS PARK
SECTION 7 TOWNSHIP 8 SOUTH RANGE 64 WEST
COUNTY OF ELBERT, STATE OF COLORADO

- WaveLinx PRO Wireless
- WaveLinx LITE Wireless
- Enlighted

- Choice of thirteen high-efficiency, patented AccuLED Optics
- Downward and inverted wall mounting configurations
- Eight lumen packages from 3,215 up to 17,056
- Efficacies up to 154 lumens per watt

NOTES:
1. Visit <https://www.designlights.org/search/> to confirm qualification. Not all product variations are DLC qualified.
2. IGA Certified for 3000K CCT and warmer only.

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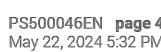
Construction	Electrical
Driver enclosure thermally isolated from optics for optimal thermal performance	LED driver assembly mounted for ease of maintenance
Die-cast aluminum heat sinks	Standard with 0-10V dimming
IP66 rated housing	Optional 10kV or 20kV surge module
1.5G vibration rated	Suitable for operation in -40°C to 40°C ambient environments; Optional 50°C high ambient (HA) configuration
Optics	Luminaire available with the field adjustable dimming controller (FADC) to manually adjust wattage and reduce the total lumen output and light levels. Comes pre-set to the highest position for maximum light output.
Patented, high-efficiency injection-molded AccuLED Optics technology	
13 optical distributions	
ALU Certified (3000K CCT and warmer only)	

- LED driver assembly mounted for ease of maintenance
- Standard with 0-10V dimming
- Optional 10kV or 20kV surge module
- Suitable for operation in -40°C to 40°C ambient environments; Optional 50°C high ambient (HA) configuration
- Luminaire available with the field adjustable dimming controller (FADC) to manually adjust wattage and reduce the total lumen output and light levels. Comes pre-set to the highest position at the lumen output selected

- "Hook-N-Lock" mechanism for easy installation



* Nominal lumen data for 70 CRI. BUG rating for 4000K/5000K. Refer to IES files for 3000K BUG ratings.



LOT 11 ELIZABETH CROSS ROADS BUSINESS PARK
SECTION 7 TOWNSHIP 8 SOUTH RANGE 64 WEST
COUNTY OF ELBERT, STATE OF COLORADO

Juno

JFX Series

JFX LED Tapelight

Project:
Fixture Type:
Location:
Contact/Phone:

Product Features

JFX Tapelight is a versatile system capable of being used in task or accent lighting in commercial, retail, residential and outdoor settings. This system is ideal for linear run lengths up to 40ft of continuous illumination. The wet location option offers IP65 rating with fully encapsulated tapelight providing a robust and durable solution for outdoor applications. When used with an extrusion to create an enclosure, the overall height of the enclosure is less than 0.5" thick, which makes this tapelight ideal for being hidden underneath cabinets or in tight wall features. A LED population of up to 36 LEDs per foot means uniform illumination even without the use of a diffuser. JFX Tapelight keeps the installation easy with NEC rated junction boxes included with all drivers.

Applications

- Ideal for long, linear run lengths
- Flexible PCBA allows mounting to curved surfaces which are 4" radius or greater
- Minimized overall profile for hidden installation
- Linkable end to end
- Wet location rated for outdoor usage
- 3M adhesive rated for multiple working surfaces such as: metals, woods, plastics.

One Illinois Way • Conyers, GA 30012 • Phone 1-800-705-SERV (7378) • ledsupport@acuitybrands.com • Visit us at www.acuitybrands.com
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AcuityBrands

1 of 8

 JFX Series											
ORDERING INFORMATION											
Juno JFX Example: JFX 24V 200LM 16FT 27K 90CRI DL											
Series	Voltage	Lumen	Reel Length		CCT	CRI	IP Rating				
JFX ¹ Juno Flex Taplight	24V 24 VOLT	100LM ² 100 LUMENS PER FOOT 200LM 200 LUMENS PER FOOT 300LM 300 LUMENS PER FOOT	16FT 16-4FT REEL 100FT 100FT REEL		27K 2700K CCT 30K 3000K CCT 40K 4000K CCT RGBW ^{3,4,5} RED GREEN BLUE WHITE	90CRI ⁶ 90 CRI	DL DAMP LOCATION	WL WATER LOCATION			
JFX CUSTOM ORDERING TREE Example: JFX 24V 200LM 16FT4IN 30K 90CRI DL SLCH											
Series	Voltage	Lumen	Custom Length^{4,5}	CCT	CRI	IP Rating	Channels	Lead Length			
JFX ¹ Juno Flex Taplight	24V 24 VOLT	100LM ² 100 LUMENS PER FOOT 200LM 200 LUMENS PER FOOT 300LM 300 LUMENS PER FOOT	11T 1 FOOT 2FT 2 FOOT 3FT 3 FOOT 4FT 4 FOOT 2IN 2 INCHES 4IN ⁴ 4 INCHES 8IN ⁴ 8 INCHES 10IN 10 INCHES	27K 2700K CCT 30K 3000K CCT 40K 4000K CCT RGBW ^{3,4,5} RED GREEN BLUE WHITE	90CRI ⁶ 90 CRI	DL DAMP LOCATION WL WATER LOCATION	NSLCH NO SLM CHANNEL SLCH ¹ SLM CHANNEL	24IN 24IN LEAD			
Driver Ordering Table											
Ordering Example: JFXDRY 120VAC MWL 20W											
Series	Voltage	Type	Wattage								
JFXDRY JFX Driver	120VAC	MW Low Voltage Dimmable Driver	20W	20 Watts							
JFXDRY JFX Driver	120VAC	MW Low Voltage Dimmable Driver	40W	40 Watts							
JFXDRY JFX Driver	120VAC	MW Low Voltage Dimmable Driver	60W	60 Watts							
JFXDRY JFX Driver	120VAC	MW Low Voltage Dimmable Driver	80W	80 Watts							
JFXDRY JFX Driver	120VAC	MW Low Voltage Dimmable Driver	100W	100 Watts							
JFXDRY JFX Driver	120VAC	MW Low Voltage Dimmable Driver	120W	120 Watts							
JFXDRY JFX Driver	120VAC	MW Low Voltage Dimmable Driver	140W	140 Watts							
JFXDRY JFX Driver	120VAC	MW Low Voltage Dimmable Driver	160W	160 Watts							
JFXDRY JFX Driver	120VAC	MW Low Voltage Dimmable Driver	180W	180 Watts							
JFXDRY JFX Driver	120VAC	MW Low Voltage Dimmable Driver	200W	200 Watts							
JFXDRY JFX Driver	120VAC	MW Low Voltage Dimmable Driver	220W	220 Watts							
JFXDRY JFX Driver	120VAC	MW Low Voltage Dimmable Driver	240W	240 Watts							
JFXDRY JFX Driver	120VAC	MW Low Voltage Dimmable Driver	260W	260 Watts							
JFXDRY JFX Driver	120VAC	MW Low Voltage Dimmable Driver	280W	280 Watts							
JFXDRY JFX Driver	120VAC	MW Low Voltage Dimmable Driver	300W	300 Watts							
JFXDRY JFX Driver	120VAC	MW Low Voltage Dimmable Driver	320W	320 Watts							
JFXDRY JFX Driver	120VAC	MW Low Voltage Dimmable Driver	340W	340 Watts							
JFXDRY JFX Driver	120VAC	MW Low Voltage Dimmable Driver	360W	360 Watts							
JFXDRY JFX Driver	120VAC	MW Low Voltage Dimmable Driver	380W	380 Watts							
JFXDRY JFX Driver	120VAC	MW Low Voltage Dimmable Driver	400W	400 Watts							
JFXDRY JFX Driver	120VAC	MW Low Voltage Dimmable Driver	420W	420 Watts							
JFXDRY JFX Driver	120VAC	MW Low Voltage Dimmable Driver	440W	440 Watts							
JFXDRY JFX Driver	120VAC	MW Low Voltage Dimmable Driver	460W	460 Watts							

JFX Series

Specifications

Construction

Flexible JFX lighting is manufactured with the highest quality PCB materials, components, and binning processes to ensure color and lumen consistency for a high-end professional installation. With up to 36 LEDs per foot, JFX ensures illumination uniformity for light space and hidden light source applications. For Wet Location Options, a complete silicone encapsulation is included for an IP65-rated tapelight. Can be cut at marked locations using standard steel office scissors for desired linear length.

LED Light Engine

Long-life LEDs, mounted to a flexible PCB with a minimum bend radius of 4" (Front to Back), coupled with quality drivers to provide extended service life. JFX is rated to deliver L70 @ 50,000 hours. The product can be dimmed to 10% or less depending on driver and/or control option utilized.

Electrical Connections

JFX utilizes a 120VAC or MVOLT (120-277V) drivers at 50/60Hz (see driver specification tables below). All drivers provide a constant voltage output of 24VDC with output ratings from 20 to 100 watts. Capable of operating from 22°C to +70°C ambient.

Testing

All test reports are based on published industry procedures; field performance may differ from actual performance.

Warranty

5-year limited warranty. This is the only warranty provided and no other statements in this specification sheet create any warranty of any kind. All other express and implied warranties are disclaimed. Complete warranty terms located at: www.aacuitybrands.com/support/warranty/terms-and-conditions

Note:

Actual performance may differ as a result of end-user environment and application. All values are design or typical values, measured under laboratory conditions at 25 °C. Specifications subject to change without notice.

Tapelight Specifications

Tapelight	Watts/Ft	Dimmable	Max Run (Ft)	27K	30K	40K	RGWB
JFX Series 200 IL	2.3	Y	40	185	191	200	n/a
JFX Series 200 RW	2.3	Y	40	172	178	186	n/a
JFX Series 300 IL	3.4	Y	25	275	285	298	n/a
JFX Series 300 RW	3.4	Y	25	256	265	277	n/a
JFX RGBW 100 IL	2.2	Y	25	n/a	n/a	n/a	88
JFX RGBW 100 RW	2.2	Y	25	n/a	n/a	n/a	81

Minimum Allowable Run Length (Total Ft)

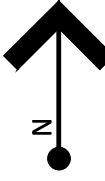
Driver	MLV			CLV		
Tapelight	20W	40W	60W	40W	60W	100W
200 IL/ RW	1.7	3.5	5.2	8.3	n/a	n/a
300 IL/ RW	1.2	2.4	3.5	5.6	n/a	n/a
100 RGBW	n/a	n/a	n/a	n/a	1.1	1.8

Maximum Allowable Run Length (Ft)

Driver	MLV			CLV		
Tapelight	20W	40W	60W	80W	60W	100W
200 IL/ RW	7.0	15.9	20.5	32.4	26.1	40.0
300 IL/ RW	4.7	9.4	14.1	22.6	17.6	27.3
100 RGBW	n/a	n/a	n/a	n/a	27.3	65.5

One Wilshire Way • Conyers, GA 30012 • Phone 1-800-705-SERV (7378) • techsupport@aacuitybrands.com • Visit us at www.aacuitybrands.com
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3 of 8

[illegible]

LOT 11 ELIZABETH CROSS ROADS BUSINESS PARK
SECTION 7 TOWNSHIP 8 SOUTH RANGE 64 WEST
COUNTY OF ELBERT, STATE OF COLORADO

LOT 11 ELIZABETH CROSS ROADS BUSINESS PARK
SECTION 7 TOWNSHIP 8 SOUTH RANGE 64 WEST
ELBERT COUNTY, COLORADO

DOUGLAS COUNTY BENCHMARK:

DCBM LOVE
ELEVATION = 6705.71 (NAVD88)

BEARINGS ARE PLATTED AND BASED ON THE CONSIDERATION THAT THE SOUTH LINE OF LOTS 11 & 12, ELIZABETH CROSS ROADS BUSINESS PARK, COUNTY OF ELBERT, STATE OF COLORADO BEARS N89° 43' 03" W; AS SHOWN HEREON BETWEEN THOSE IDENTIFIED MONUMENTS.



OWNER
HARJOT SINGH
10146 BLUE BLOOD PLACE
LITTLETON, CO 80125
PHONE: 720.757.4700

ARCHITECT
NAMA PARTNERS, LLC
CONTACT: HERB CASNER
PHONE: 303.905.7567

CIVIL ENGINEER
POINT CONSULTING, LLC
8460 W KEN CARYL AVE, SUITE 101
LITTLETON, CO 80128
CONTACT: TIFFANY WATSON, PE
PHONE: 720.258.6836

LANDSCAPE ARCHITECT
POINT CONSULTING, LLC
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LITTLETON, CO 80128
CONTACT: JIM SHIPTON, PLA
PHONE: 720.258.6836

LAND SURVEYOR
DAVID E. ARCHER & ASSOC INC
105 WILCOX STREET
CASTLE ROCK, CO 80104
PHONE: 303.688.4642

ELIZABETH WATER DEPARTMENT
ELIZABETH PUBLIC WORKS
303 WASHINGTON STREET
ELIZABETH, CO 80107
PHONE: 303.646.0916

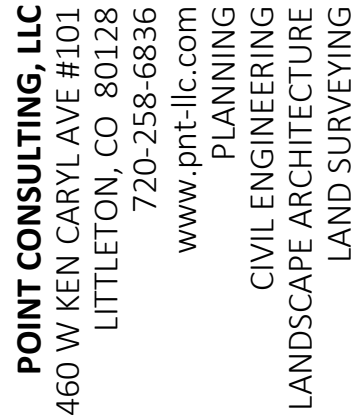
ELIZABETH SANITATION DEPARTMENT
ELIZABETH PUBLIC WORKS
303 WASHINGTON STREET
ELIZABETH, CO 80107
PHONE: 303.646.0916

SITE DATA TABLE

SHEET NO.	DRAWING NO.	DRAWING TITLE
1	C0.00	COVER SHEET
2	C2.10	EXISTING CONDITIONS & DEMOLITION PLAN
3	C3.10	SITE PLAN
4	C3.20	HORIZONTAL CONTROL PLAN
5	C3.90	SITE CONSTRUCTION DETAILS
6	C3.91	SITE CONSTRUCTION DETAILS
7	C3.92	SITE CONSTRUCTION DETAILS
8	C4.10	GRADING PLAN
9	C5.10	INITIAL EROSION CONTROL PLAN
10	C5.11	INTERIM EROSION CONTROL PLAN
11	C5.12	FINAL EROSION CONTROL PLAN
12	C5.90	EROSION & SEDIMENT CONTROL DETAILS
13	C5.91	EROSION & SEDIMENT CONTROL DETAILS
14	C5.92	EROSION & SEDIMENT CONTROL DETAILS
15	C5.93	EROSION & SEDIMENT CONTROL DETAILS
16	C6.10	OVERALL UTILITY PLAN
17	C6.90	UTILITY DETAILS
18	C6.91	UTILITY DETAILS
19	C7.10	STORM SEWER PLAN AND PROFILE
20	L3.10	LANDSCAPE PLAN
21	L3.90	LANDSCAPE DETAILS
22	IR3.10	IRRIGATION PLAN
23	IR3.11	IRRIGATION DETAILS
24	IR3.12	IRRIGATION DETAILS



Know what's below.
Call before you dig.



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THE DIRECT
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TIFFANY D. WATSON
COLORADO
LICENSE NO. 403600
FOR AND ON
BEHALF OF POINT
CONSULTING, LLC

CONSTRUCTION DOCUMENTS

ELIZABETH LIQUOR STORE

787 CROSSROAD CIRCLE, ELIZABETH, COLORADO 80107

JOB NO. 24.067

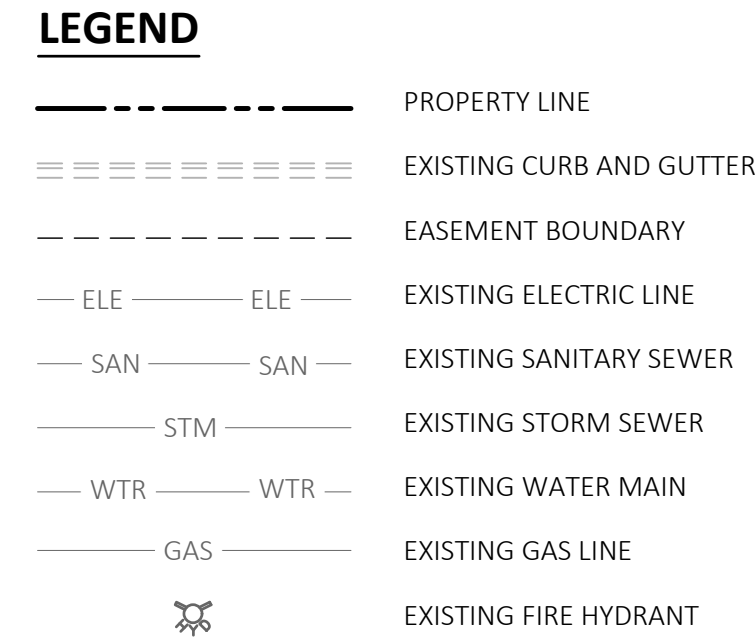
COVER SHEET

C0.00

DATE	DESCRIPTION
2024.12.20	ORIGINAL PREPARATION
2025.01.14	3RD CD SUBMITTAL
2025.04.23	3RD CD SUBMITTAL
-	-
-	-
-	-
-	-
-	-
-	-
-	-

COVER SHEET

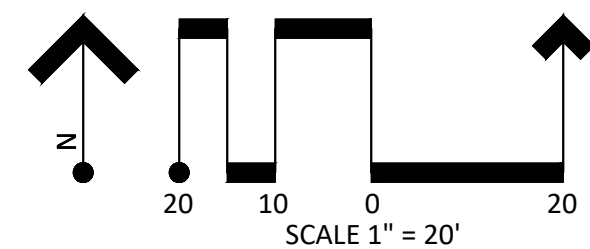
LOT 11 ELIZABETH CROSS ROADS BUSINESS PARK
SECTION 7 TOWNSHIP 8 SOUTH RANGE 64 WEST
COUNTY OF ELBERT, STATE OF COLORADO



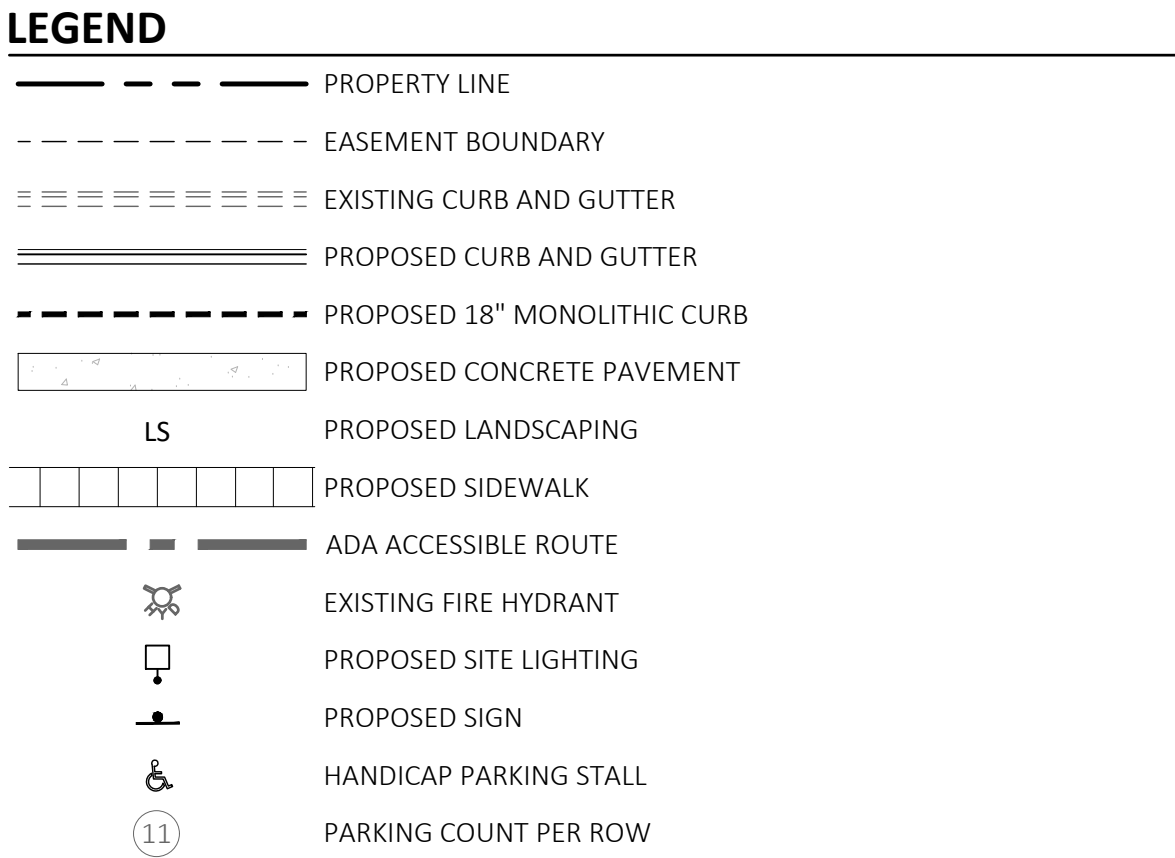
DOUGLAS COUNTY BENCHMARK:

DCBM LOVE
ELEVATION = 6705.71 (NAVD88)

1. REFER TO SHEET C0.00, COVER SHEET, FOR THE BASIS OF BEARINGS.
2. REFER TO SHEETS C5.10-C5.12, FOR EROSION CONTROL PLANS.



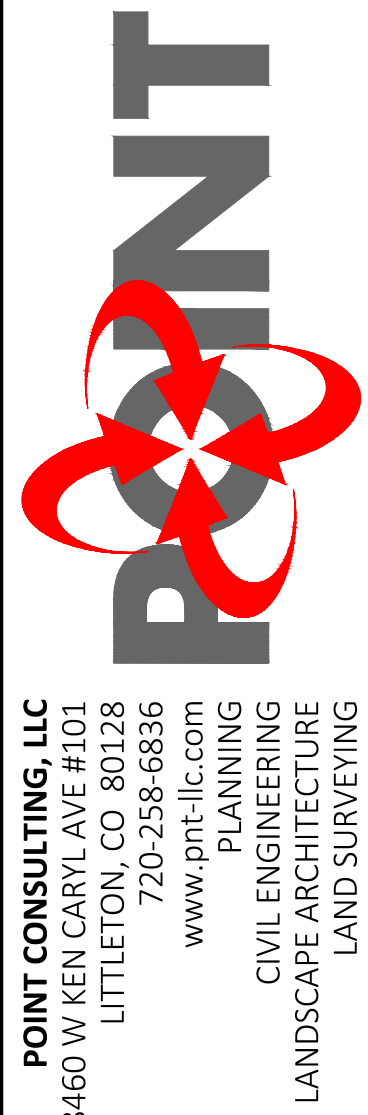
LOT 11 ELIZABETH CROSS ROADS BUSINESS PARK
SECTION 7 TOWNSHIP 8 SOUTH RANGE 64 WEST
COUNTY OF ELBERT, STATE OF COLORADO



1. INSTALL 6-INCH MONOLITHIC CURB.
RE: SHEETS C3.90, DETAIL A.
2. INSTALL 12-INCH MONOLITHIC CURB.
RE: SHEET C3.90, DETAIL A.
3. MATCH EXISTING CURB AND GUTTER.
INSTALL 6" THICK CONCRETE PAVEMENT.
RE: SHEET C3.90, DETAIL C.
4. INSTALL CONCRETE SIDEWALK, WIDTH PER PLAN.
RE: SHEETS C3.90, DETAIL A.
5. MATCH EXISTING SIDEWALK. USE #4 REBAR @ 2' O.C. (MIN 3 BARS).
6. INSTALL 6" CONCRETE CROSS PAN.
RE: SHEET C3.90, DETAIL B.
7. INSTALL ADA RAMP.
RE: SHEETS C3.91, DETAIL D.
8. INSTALL VERTICAL CURB MIDBLOCK RAMP.
RE: SHEET C3.91, DETAIL D.
9. INSTALL TRASH ENCLOSURE WITH 6'-8" BRICK WALLS.
RE: ARCHITECTURAL PLANS.
10. PAINT 4-INCH THICK WHITE PARKING STRIPE. LENGTH AND SPACING PER PLAN.
11. PAINT 4-INCH THICK WHITE DIAGONAL PAVEMENT MARKING @ 2-FEET O.C.
12. PAINT WHITE ACCESSIBLE PARKING SYMBOL.
RE: SHEET C3.92, DETAIL E.
13. INSTALL WALL MOUNTED ACCESSIBLE PARKING SIGN.
RE: SHEET C3.92, DETAIL H.
14. PAINT WHITE 1-FOOT WIDE STOP BAR WITH 2-FOOT HEIGHT "STOP" LETTERS.
INSTALL BOLLARD.
RE: SHEET C3.92, DETAIL F.
15. INSTALL SIDEWALK CHASE DRAIN.
RE: SHEET C3.92, DETAIL I.
16. INSTALL MSE RETAINING WALL.
RE: SHEET C4.10, DETAIL A.
17. PAINT DIRECTIONAL ARROWS.
RE: SHEET C3.92, DETAIL H.
18. INSTALL SITE LIGHT POLE.
RE: PHOTOMETRIC PLAN.
19. INSTALL TRAILER PARKING ONLY SIGN.
RE: SHEET C3.92, DETAIL H.
20. INSTALL DO NOT ENTER SIGN EXIT ONLY SIGN.
RE: SHEET C3.92, DETAIL H.
21. INSTALL ONE WAY SIGN.
RE: SHEET C3.92, DETAIL H.
22. INSTALL LIGHT POLE AND BASE.
RE: PHOTOMETRIC PLAN.
23. INSTALL PAD MOUNTED TRANSFORMER.
RE: SHEET C6.91, DETAIL J.
24. PAINT 4-INCH THICK WHITE DASHED PARKING STRIPE.
LENGTH AND SPACING PER PLAN.
25. SAWCUT AND REMOVE EXISTING ASPHALT, CURB, AND GUTTER. PAVEMENT TO BE REPLACED. REPLACEMENT ASPHALT AND CONCRETE TO MATCH EXISTING THICKNESS.

1. REFER TO SHEET C0.00, COVER SHEET, FOR THE BENCHMARK AND BASIS OF BEARINGS.
2. REFER TO SHEET C3.90-C3.92, FOR SITE DETAILS.

Profile view of the road showing elevation changes. The profile starts at a point labeled 'Z' with an elevation of 20. It rises to a peak of 20, then falls to a valley of 10, rises to a peak of 0, falls to a valley of 0, and finally rises to a peak of 20. The scale is 1 inch = 20 feet.



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TIFFANY D. WATSON
COLORADO
LICENSE NO. 40360
FOR AND ON
BEHALF OF POINT
CONSULTING, LLC

CONSTRUCTION DOCUMENTS

ELIZABETH LIQUOR STORE

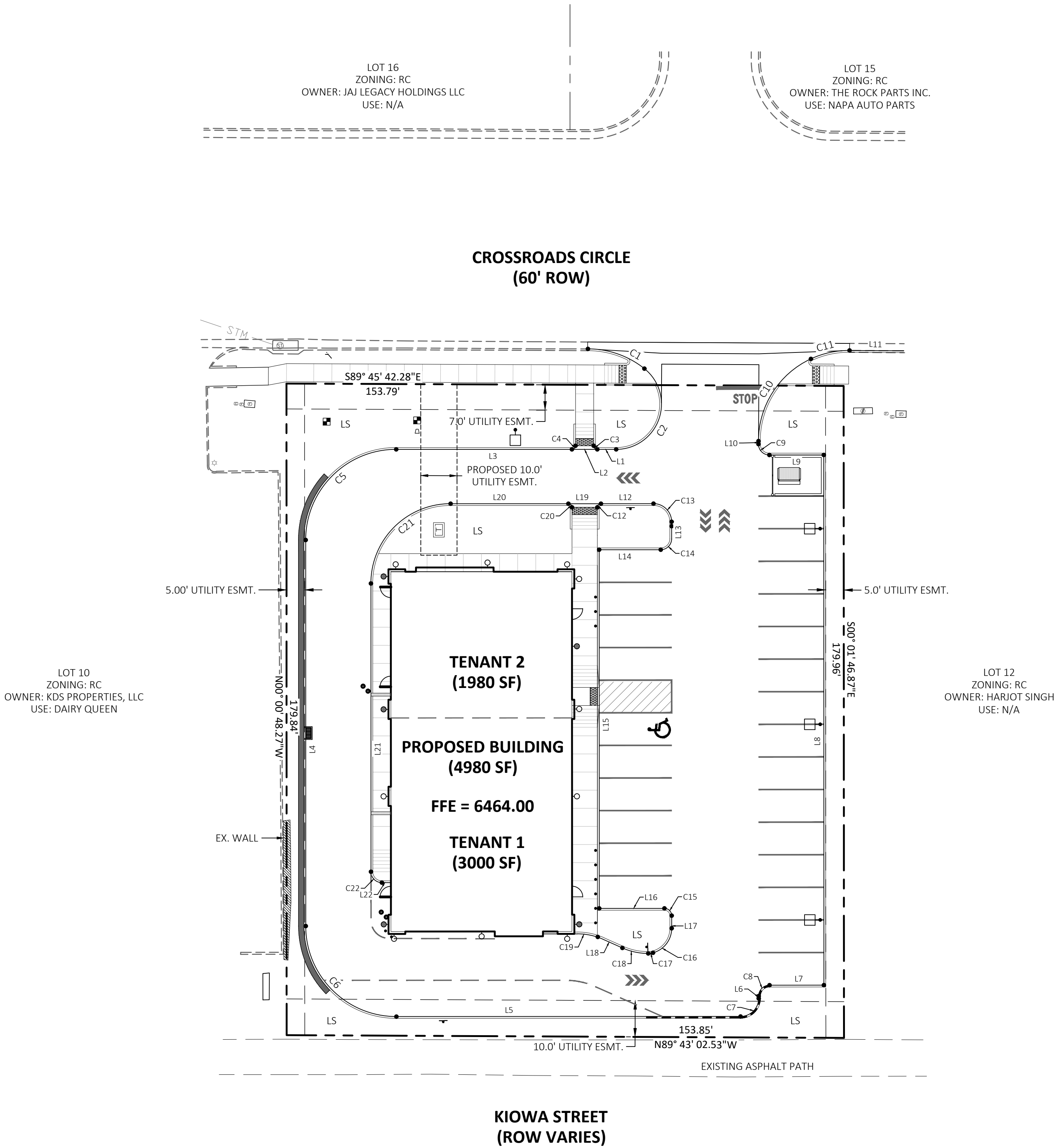
787 CROSSROAD CIRCLE, ELIZABETH, COLORADO 80107

JOB NO. 24.067

DATE	DESCRIPTION
2024.12.20	ORIGINAL PREPARATION
2025.03.20	ORIGINAL SUBMITTAL
2025.04.23	3RD CD SUBMITTAL
-	-
-	-
-	-
-	-
-	-

ELIZABETH LIQUOR STORE
CONSTRUCTION DOCUMENTS

LOT 11 ELIZABETH CROSS ROADS BUSINESS PARK
SECTION 7 TOWNSHIP 8 SOUTH RANGE 64 WEST
COUNTY OF ELBERT, STATE OF COLORADO

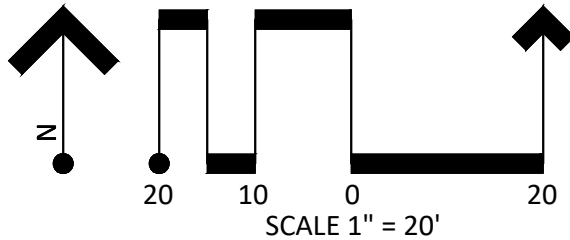


LEGEND

- PROPERTY LINE
- EXISTING CURB AND GUTTER
- PROPOSED CURB AND GUTTER
- PROPOSED ASPHALT EDGE
- PROPOSED SIDEWALK
- HANDICAP PARKING STALL
- EASEMENT BOUNDARY
- PARKING COUNT PER ROW
- PROPOSED SIGN
- PROPOSED SITE LIGHTING
- EXISTING FIRE HYDRANT
- PROPOSED STORM STRUCTURES
- LANDSCAPE AREA

Line Table						
Line #	Length	Direction	Northing (Start)	Easting (Start)	Northing (End)	Easting (End)
L1	5.21	S89° 59' 11.73"W	1558088.27	3257006.59	1558088.27	3257001.39
L2	7.00	N89° 59' 11.73"E	1558088.27	3256994.39	1558088.27	3257001.39
L3	48.50	S89° 59' 11.73"W	1558088.27	3256994.39	1558088.26	3256945.89
L4	106.57	S00° 00' 48.27"E	1558063.25	3256920.89	1557956.69	3256920.92
L5	95.00	N89° 59' 11.73"E	1557931.69	3256945.92	1557931.71	3257040.92
L6	0.66	N00° 00' 48.27"W	1557936.71	3257045.92	1557937.38	3257045.92
L7	15.00	N89° 59' 11.73"E	1557940.38	3257048.92	1557940.38	3257063.92
L8	146.34	N00° 00' 48.27"W	1557940.38	3257063.92	1558086.72	3257063.89
L9	15.00	S89° 59' 11.73"W	1558086.72	3257063.89	1558086.72	3257048.89
L10	0.84	N00° 00' 48.27"W	1558089.71	3257045.89	1558090.55	3257045.89
L11	14.95	S89° 42' 11.59"E	1558115.56	3257071.02	1558115.48	3257085.96
L12	14.50	S89° 59' 11.73"W	1558073.27	3257016.89	1558073.27	3257002.39
L13	4.70	N00° 00' 48.27"W	1558063.57	3257021.89	1558068.28	3257021.89
L14	17.00	N89° 59' 11.73"E	1558060.57	3257001.89	1558060.57	3257018.89
L15	99.00	N00° 00' 48.27"W	1557961.57	3257001.92	1558060.57	3257001.89
L16	18.00	S89° 59' 11.73"W	1557961.57	3257019.92	1557961.57	3257001.92
L17	3.50	N00° 00' 48.27"W	1557956.07	3257021.92	1557959.57	3257021.92
L18	5.81	S65° 58' 57.65"E	1557953.02	3257003.01	1557950.66	3257008.32
L19	9.00	N89° 59' 11.73"E	1558073.27	3256993.39	1558073.27	3257002.39
L20	32.50	S89° 59' 11.73"W	1558073.27	3256993.39	1558073.26	3256960.89
L21	79.57	S00° 00' 48.27"E	1558051.26	3256938.90	1557971.69	3256938.91
L22	2.50	N89° 59' 11.73"E	1557968.69	3256941.92	1557968.69	3256944.42

Curve Table						
Curve #	Length	Radius	Delta	Northing (Start)	Easting (Start)	Northing (End)
C1	16.824	25.000	038.5576	1558116.00	3256998.80	1558110.55
C2	30.858	12.500	141.4424	1558110.55	3257014.38	1558088.27
C3	1.571	1.000	090.0000	1558088.27	3257001.39	1558089.27
C4	1.571	1.000	090.0000	1558089.27	3256995.39	1558088.27
C5	39.270	25.000	090.0000	1558088.26	3256945.89	1558063.25
C6	39.270	25.000	090.0000	1557956.69	3256920.92	1557931.69
C7	7.854	5.000	090.0000	1557931.71	3257040.92	1557936.71
C8	4.712	3.000	090.0000	1557937.38	3257045.92	1557940.38
C9	4.712	3.000	090.0000	1558086.72	3257048.89	1558089.71
C10	28.392	25.000	065.0706	1558090.55	3257045.89	1558113.23
C11	11.013	25.000	025.2396	1558113.23	3257060.34	1558115.56
C12	1.571	1.000	090.0000	1558073.27	3257002.39	1558072.27
C13	7.854	5.000	090.0000	1558068.28	3257021.89	1558073.27
C14	4.712	3.000	090.0000	1558060.57	3257018.89	1558063.57
C15	3.142	2.000	090.0000	1557959.57	3257021.92	1557961.57
C16	9.131	7.000	074.7354	1557949.32	3257016.76	1557956.07
C17	1.332	5.000	015.2646	1557949.14	3257015.45	1557949.32
C18	7.340	17.500	024.0307	1557950.66	3257008.32	1557949.14
C19	8.167	18.174	025.7471	1557954.54	3256995.05	1557953.02
C20	1.571	1.000	090.0000	1558072.27	3256994.39	1558073.27
C21	34.558	22.000	090.0000	1558073.26	3256960.89	1558051.26
C22	4.712	3.000	090.0000	1557971.69	3256938.91	1557968.69



POINT

POINT CONSULTING, LLC
8460 W. KEN CARYL AVE #101
LITTLETON, CO 80128
720-258-6836
www.pnt-llc.com

PLANNING
CIVIL ENGINEERING
LANDSCAPE ARCHITECTURE
LAND SURVEYING



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LICENSE NO. 40360
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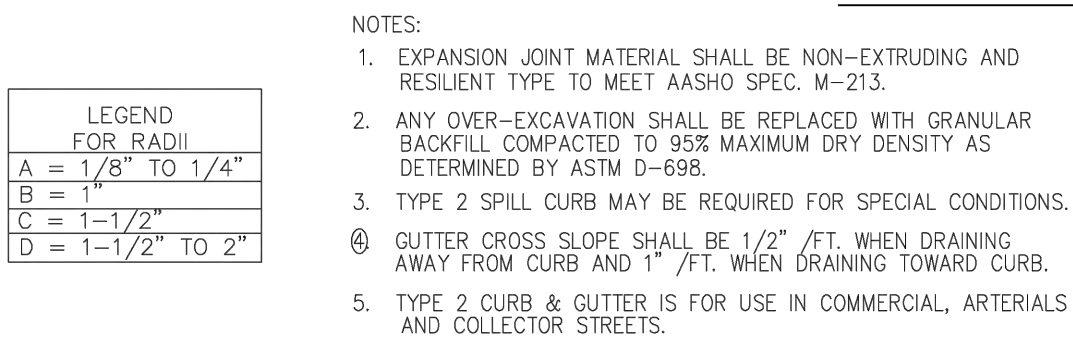
CONSTRUCTION DOCUMENTS

ELIZABETH LIQUOR STORE

787 CROSSROAD CIRCLE, ELIZABETH, COLORADO 80107
JOB NO. 24.067

DESCRIPTION		DATE
ORIGINAL PREPARATION	2024.12.20	
2ND CD SUBMITTAL	2025.03.14	
3RD CD SUBMITTAL	2025.04.23	
HORIZONTAL CONTROL PLAN		C3.20

LOT 11 ELIZABETH CROSS ROADS BUSINESS PARK
SECTION 7 TOWNSHIP 8 SOUTH RANGE 64 WEST
COUNTY OF ELBERT, STATE OF COLORADO



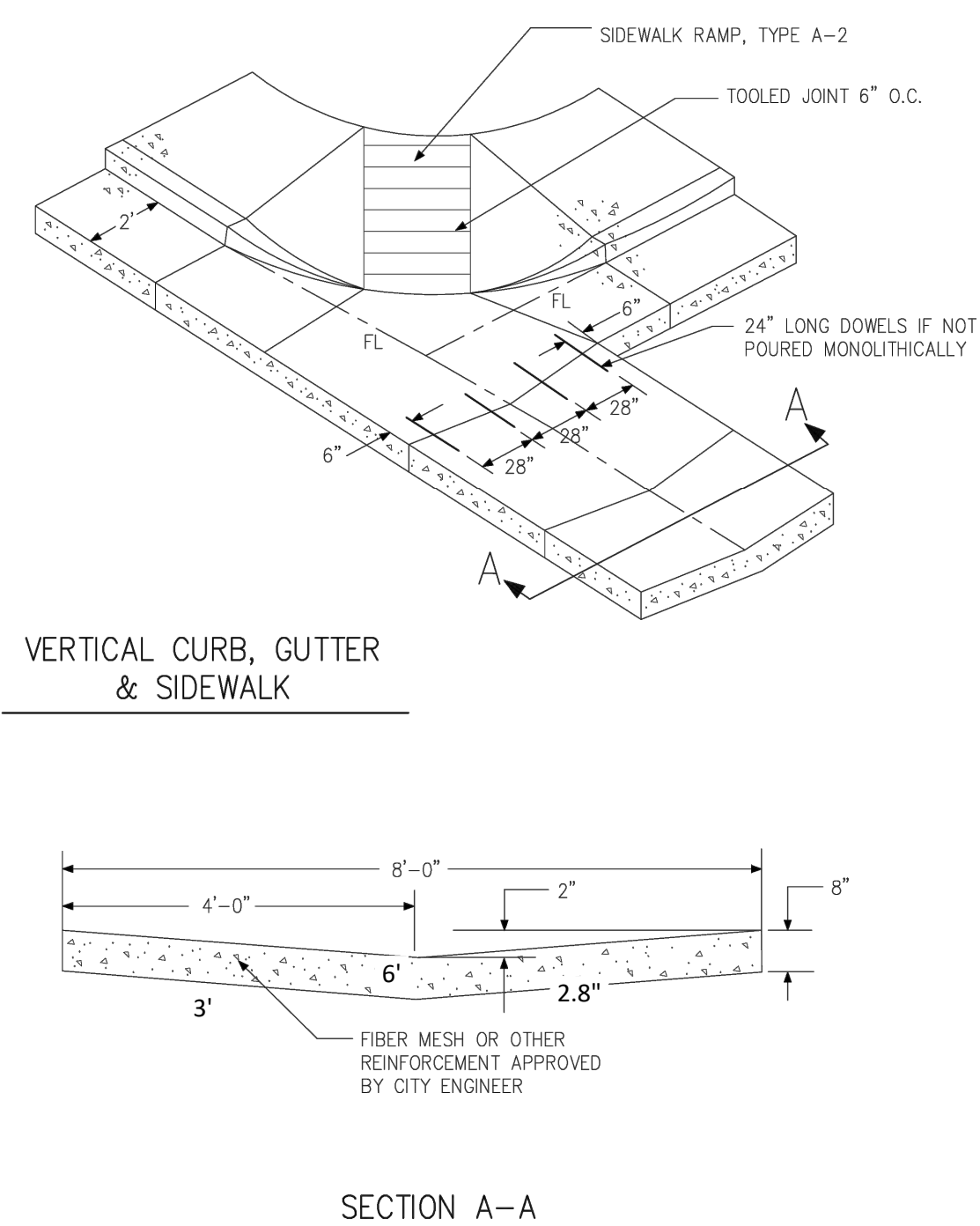
	STANDARDS & SPECIFICATIONS	REVISED:	6" VERTICAL CURB AND GUTTER
	DATE:	DRAWING NO. 500-13	

CURB AND SIDEWALK DETAILS
NOT TO SCALE



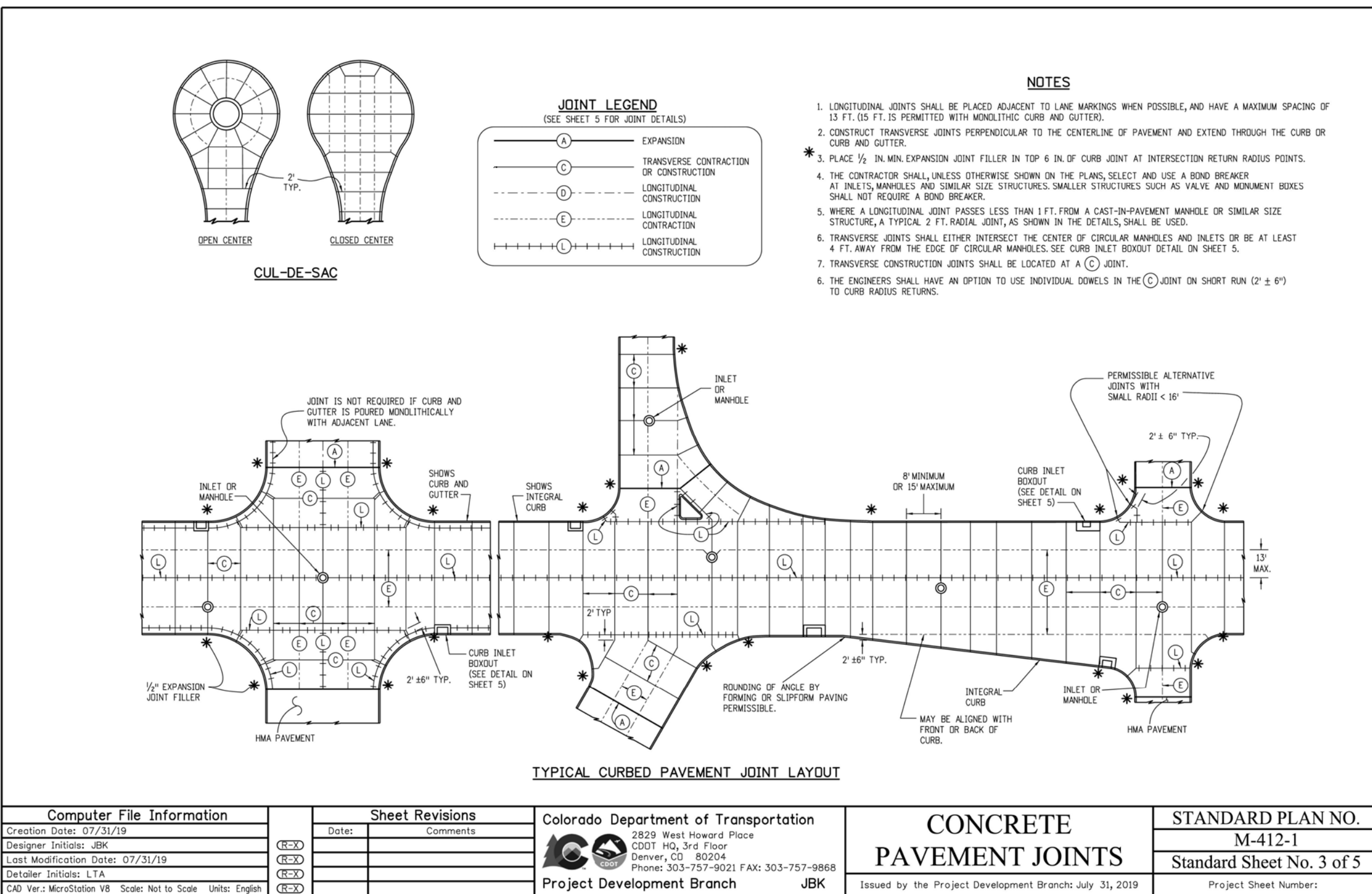
TOWN OF ELIZABETH STANDARD ROADWAY DETAILS	
CURB, GUTTER, & SIDEWALK DETAILS	
SCALE: <u>NOT TO SCALE</u>	DATE: <u>02/10/09</u>
APPROVED: <u>TEST INC. OF DENVER</u> TOWN ENGINEER	RD-1

CONCRETE JOINT DETAILS
NOT TO SCALE

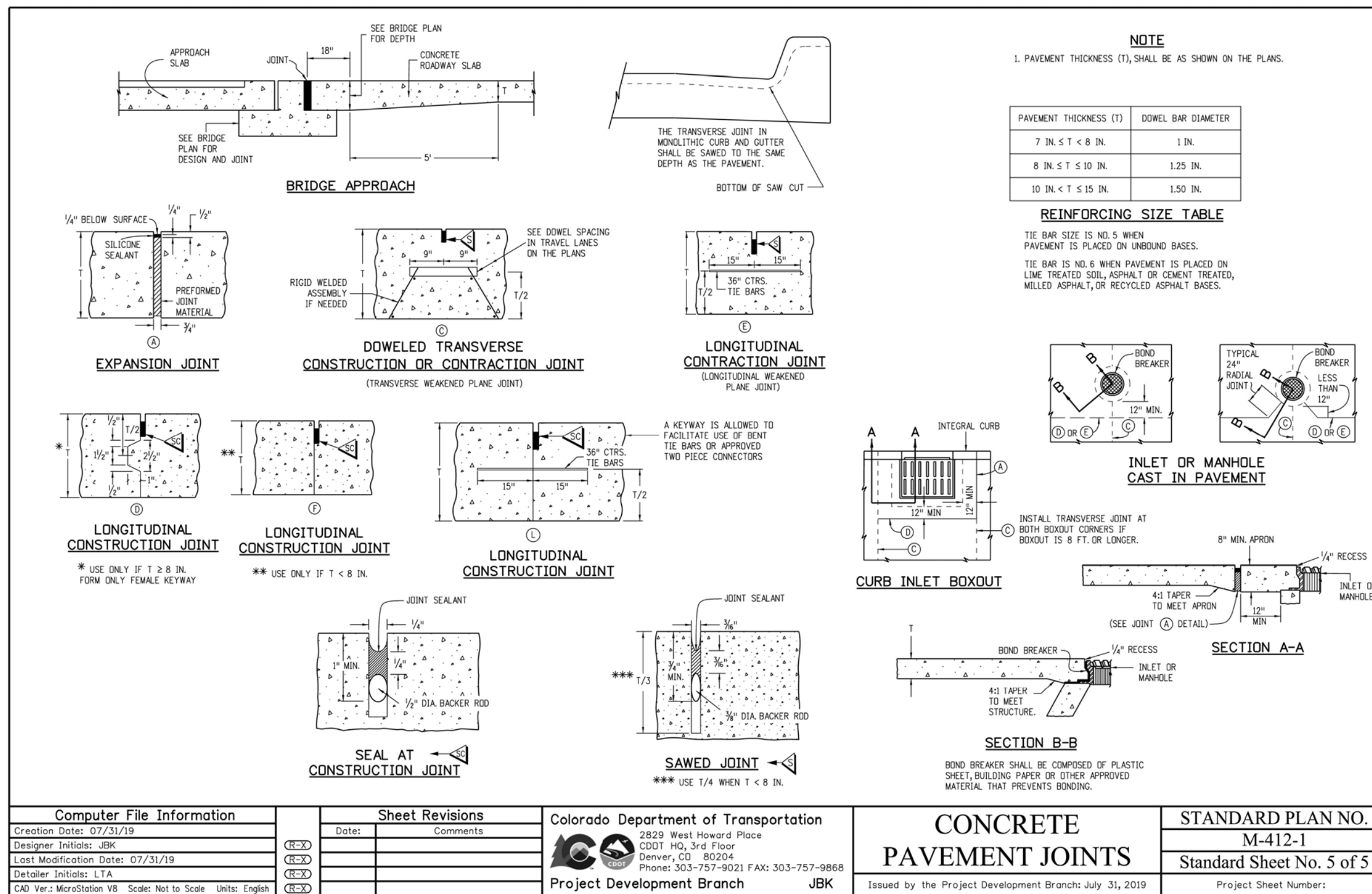


	STANDARDS & SPECIFICATIONS	REVISED:	CROSS PAN INDUSTRIAL/ARTERIAL, COLLECTOR STREET
DATE:	DRAWING NO. 500-15		

CROSS PAN / ENTRANCE DETAIL
NOT TO SCALE



CONCRETE JOINT DETAILS
NOT TO SCALE



PREPARED UNDER
THE DIRECT
SUPERVISION OF
TIFFANY D. WATSON
COLORADO
LICENSE NO. 40360
FOR AND ON
BEHALF OF POINT
CONSULTING, LLC

CONSTRUCTION DOCUMENTS

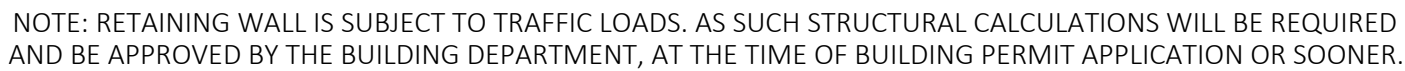
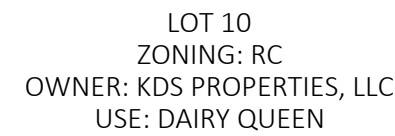
ELIZABETH LIQUOR STORE

787 CROSSROAD CIRCLE, ELIZABETH, COLORADO 80107

0 24.067

	DATE	DESCRIPTION
	2020.12.20	-
	2025.03.14	-
	2025.04.23	-
	-	-
	-	-
	-	-
	-	-
C3-90		SITE CONSTRUCTION DETAILS

LOT 11 ELIZABETH CROSS ROADS BUSINESS PARK
SECTION 7 TOWNSHIP 8 SOUTH RANGE 64 WEST
COUNTY OF ELBERT, STATE OF COLORADO



(A) 3'-4" MAX MSE RETAINING WALL CROSS-SECTION
NOT TO SCALE

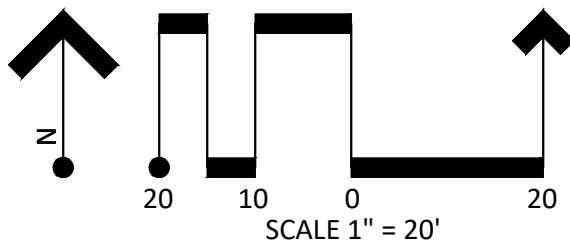
- | | |
|-----|--|
| | PROPERTY LINE |
| | EXISTING CURB AND GUTTER |
| | PROPOSED CURB AND GUTTER |
| | EASEMENT BOUNDARY |
| | EXISTING CONTOUR |
| | PROPOSED CONTOUR |
| | PROPOSED CONCRETE SIDEWALK |
| | EXISTING STORM SEWER PIPE |
| | PROPOSED STORM SEWER PIPE |
| | EXISTING FIRE HYDRANT |
| | PROPOSED TRANSFORMER |
| | PROPOSED SPOT ELEVATION |
| | EXISTING SPOT ELEVATION |
| HP | HIGH POINT AT FINISHED GRADE |
| LP | LOW POINT AT FINISHED GRADE |
| GB | GRADE BREAK |
| ME | MATCH EXISTING |
| TF | TOP OF FOOTER |
| BF | BOTTOM OF FOOTER |
| TW | TOP OF WALL |
| BW | BOTTOM OF WALL |
| TBC | TOP OF BACK OF CURB |
| | ACCESSIBLE PARKING NOT TO EXCEED 2% IN ANY DIRECTION |
| | PROPOSED ADA ROUTE |
| | PROPOSED SITE LIGHTING |

1. INSTALL 6-INCH MONOLITHIC CURB.
RE: SHEETS C3.90, DETAIL A.
2. INSTALL 12-INCH MONOLITHIC CURB.
RE: SHEET C3.90, DETAIL A.
3. MATCH EXISTING CURB AND GUTTER.
4. INSTALL 6" THICK CONCRETE PAVEMENT.
RE: SHEET C3.90, DETAIL C.
5. INSTALL CONCRETE CROSS PAN.
RE: SHEET C3.90, DETAIL B.
6. INSTALL ADA RAMP.
RE: SHEETS C3.91, DETAIL D.
7. INSTALL VERTICAL MIDBLOCK RAMP.
RE: SHEET C3.91, DETAIL D.
8. INSTALL CONCRETE SIDEWALK, WIDTH PER PLAN.
RE: SHEETS C3.90, DETAIL A.
9. MATCH EXISTING SIDEWALK. USE #4 REBAR @ 2' O.C. (MIN 3 BARS).
10. INSTALL MSE RETAINING WALL. SEE PLANS FOR BOTTOM OF WALL ELEVATIONS.
RE: SHEET C4.10, DETAIL A.
11. INSTALL CURB CHASE DRAIN.
RE: SHEET C3.92, DETAIL I.
12. DRAINAGE FLOW LINE.

1. REFER TO SHEET CO.00, COVER SHEET, FOR THE BENCHMARK AND BASIS OF BEARINGS.
2. ALL SPOT ELEVATIONS ARE TO FINISHED GRADE SURFACE UNLESS OTHERWISE NOTED ON PLAN.
3. ALL SPOT ELEVATIONS ARE TRUNCATED, ADD 6400 TO EACH SPOT ELEVATION.
4. 2% TYPICAL THROUGH TRUNCATED DOMES. ACCESSIBLE PARKING 2.0% MAX SLOPE IN ANY DIRECTION.
5. ANY LANDING AND TURNING SPACES SHALL BE 2% OR LESS IN ANY DIRECTION.

DOUGLAS COUNTY BENCHMARK:

DCBM LOVE
ELEVATION = 6705.71 (NAVD88)



CONSTRUCTION DOCUMENTS

CONSTRUCTION DOCUMENTS

787 CRC
JOB NO. 24.067

GRADING PLAN

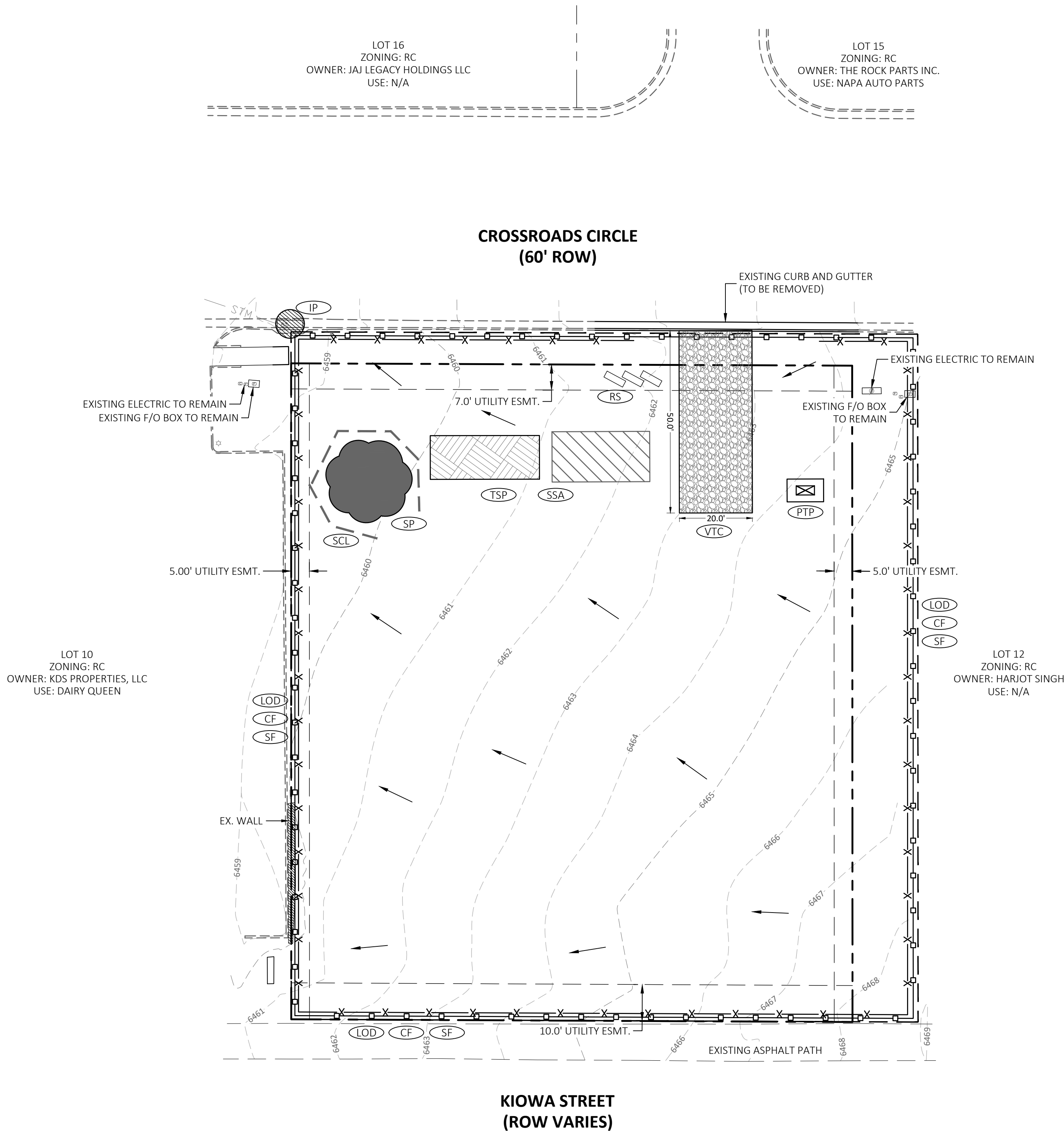
DESCRIPTION
ORIGINAL PREPARATION
2ND CD SUBMITTAL
3RD CD SUBMITTAL

DATE
2024.12.20
2025.03.14
2025.04.23

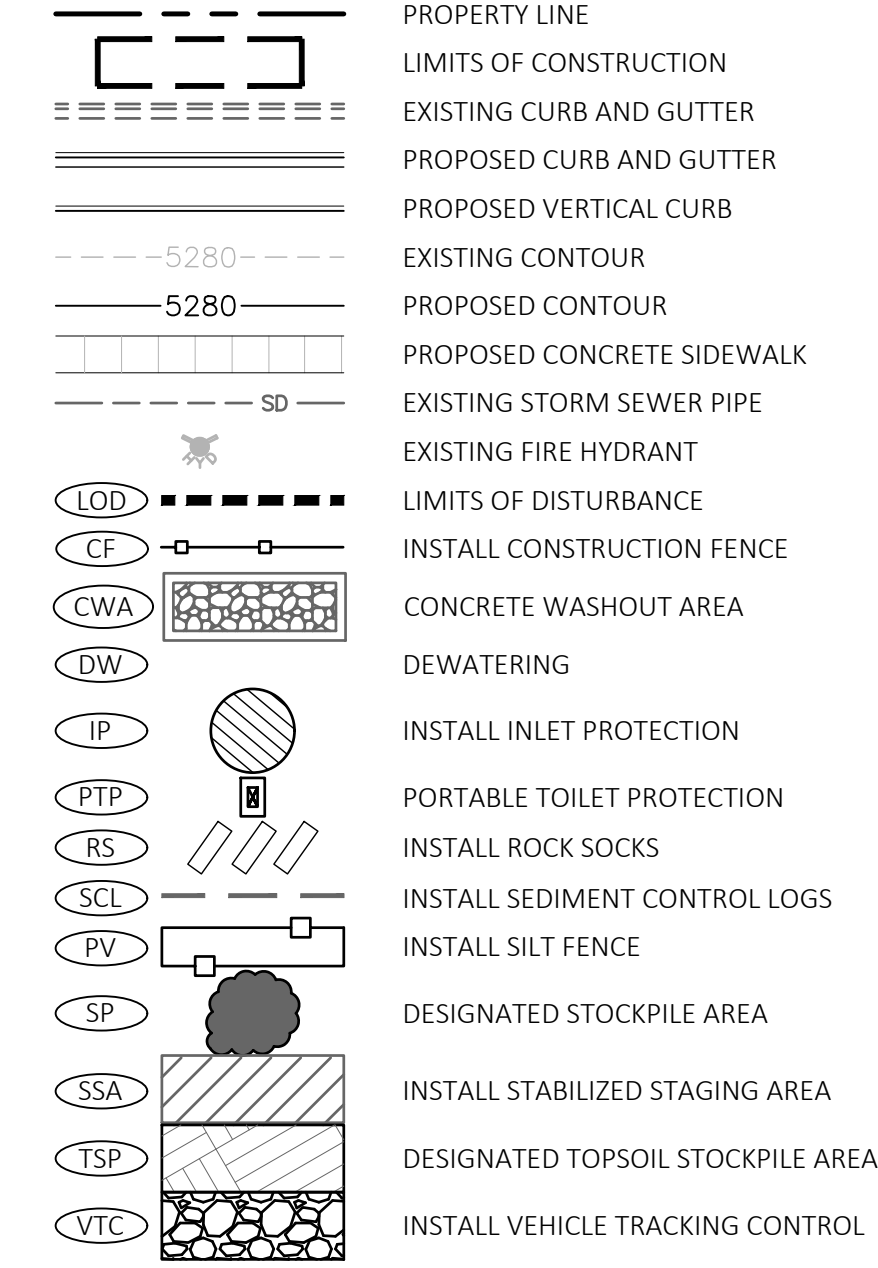
C4.10

ELIZABETH LIQUOR STORE
CONSTRUCTION DOCUMENTS

LOT 11 ELIZABETH CROSS ROADS BUSINESS PARK
SECTION 7 TOWNSHIP 8 SOUTH RANGE 64 WEST
COUNTY OF ELBERT, STATE OF COLORADO



LEGEND



CUT/FILL CALCULATIONS

CUT	834 CU YD
FILL	888 CU YD
NET FILL	54 CU YD
TOTAL DISTURBED AREA	30,954 SF

*CUT AND FILL CALCULATIONS ARE FROM EXISTING GRADE TO FINISHED SURFACE. PAVEMENT AND BASE THICKNESS, BUILDING EXCAVATION, AND UTILITY EXCAVATION ARE NOT INCLUDED IN THE CALCULATION.

EROSION CONTROL SCHEDULE

INITIAL: WORK DURING THE INITIAL PHASE INCLUDES THE DEMOLITION AND CLEARING OF SIDEWALK CONCRETE AND CLEARING AND GRUBBING OF EXISTING VEGETATION. PRIOR TO SITE DISTURBANCE, THE FOLLOWING BMPs SHALL BE INSTALLED: VEHICLE TRACKING CONTROL, ROCK SOCKS, INLET PROTECTION, EXISTING VEGETATION PROTECTION, STOCKPILE PROTECTION AREAS, STABILIZED STAGING AREA, SILT FENCE, AND CONSTRUCTION FENCE.

INTERIM: WORK DURING THE INTERIM PHASE INCLUDES THE COMPLETION OF GRADING, UTILITY INSTALLATION, PAVEMENT INSTALLATION, AND HORIZONTAL/VERTICAL BUILDING CONSTRUCTION. UPON COMPLETION, THE STOCKPILE PROTECTION AREA, VEHICLE TRACKING CONTROL, EXISTING VEGETATION PROTECTION, STABILIZED STAGING AREA, SILT FENCE, AND CONSTRUCTION FENCE SHALL BE REMOVED.

FINAL: WORK DURING THE FINAL PHASE INCLUDES THE INSTALLATION OF THE FOLLOWING ABOVE GROUND FEATURES: LANDSCAPING, LIGHT POLES, SIGNAGE/STRIPING, AND SEDIMENT CONTROL LOGS BEHIND ALL NEW CURB AND GUTTER AND SIDEWALK. UPON FINAL STABILIZATION OF THE SITE, ALL REMAINING BMPs SHALL BE REMOVED.

BENCHMARK

DOUGLAS COUNTY BENCHMARK:
DCBM LOVE
ELEVATION = 6705.71 (NAVD88)

GENERAL NOTES

- REFER TO SHEET C0.00, COVER SHEET, FOR THE BASIS OF BEARINGS.
- REFER TO SHEETS C5.90-C5.93 FOR EROSION CONTROL DETAILS.
- ALL BMP'S SHALL BE IN PLACE PRIOR TO THE COMMENCEMENT OF ANY CONSTRUCTION ACTIVITIES.



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TIFFANY D. WATSON
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LICENSE NO. 40360
FOR AND ON
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CONSTRUCTION DOCUMENTS

ELIZABETH LIQUOR STORE

787 CROSSROAD CIRCLE, ELIZABETH, COLORADO 80107

JOB NO. 24.067

DESCRIPTION

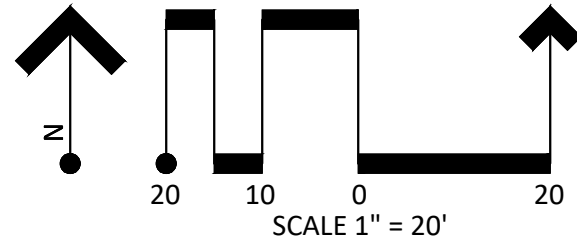
ORIGINAL PREPARATION
2ND CD SUBMITTAL
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DATE

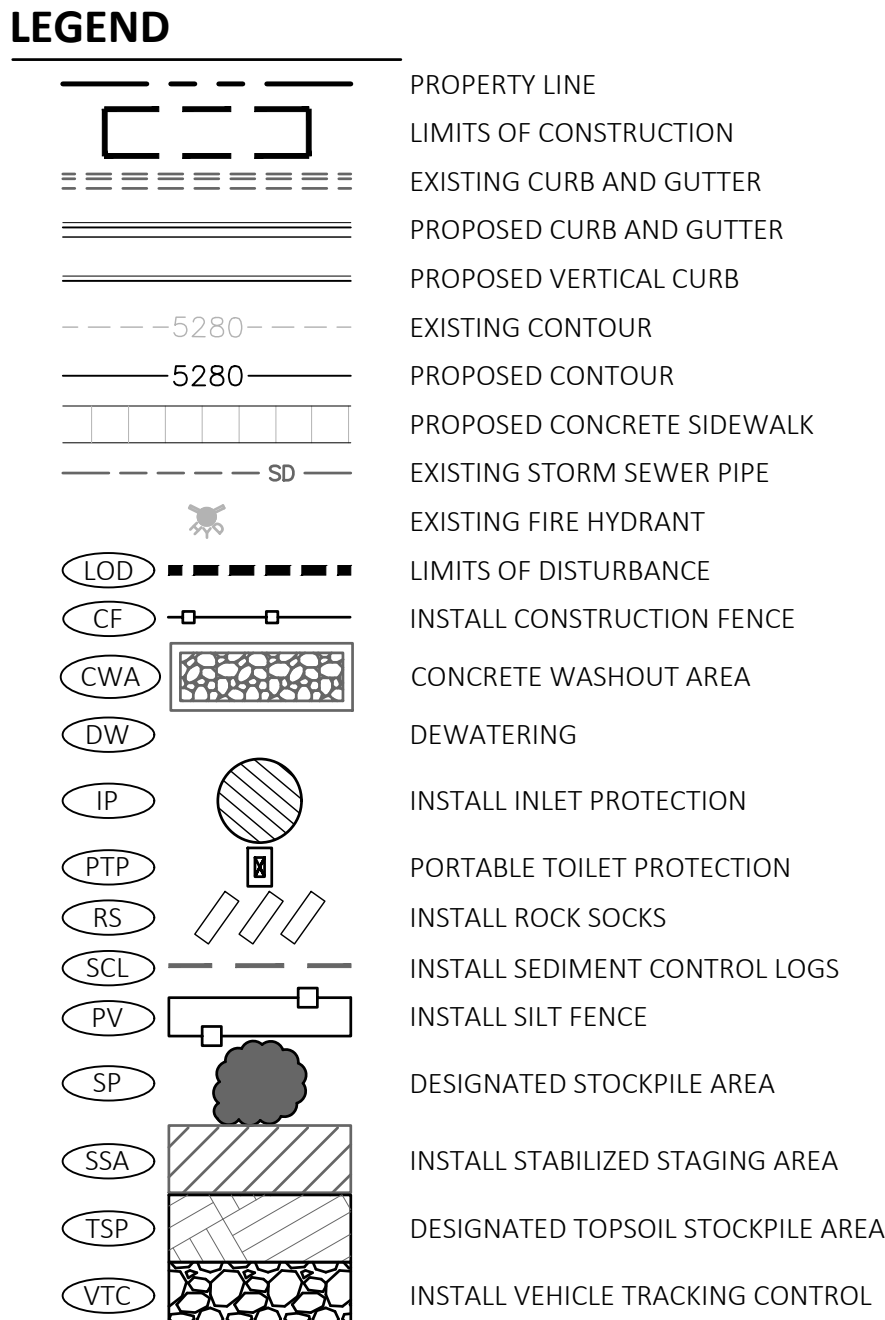
2024.12.20
2025.03.14
2025.04.23

C5.10

INITIAL EROSION CONTROL PLAN



LOT 11 ELIZABETH CROSS ROADS BUSINESS PARK
SECTION 7 TOWNSHIP 8 SOUTH RANGE 64 WEST
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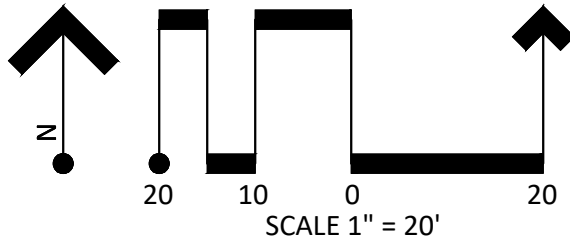
BENCHMARK

DOUGLAS COUNTY BENCHMARK

DCBM LOVE
ELEVATION = 6705.71 (NAVD88)

GENERAL NOTES

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PREPARED UNDER
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CONSTRUCTION DOCUMENTS

ELIZABETH LIQUOR STORE

787 CROSSROAD CIRCLE, ELIZABETH, COLORADO 80107

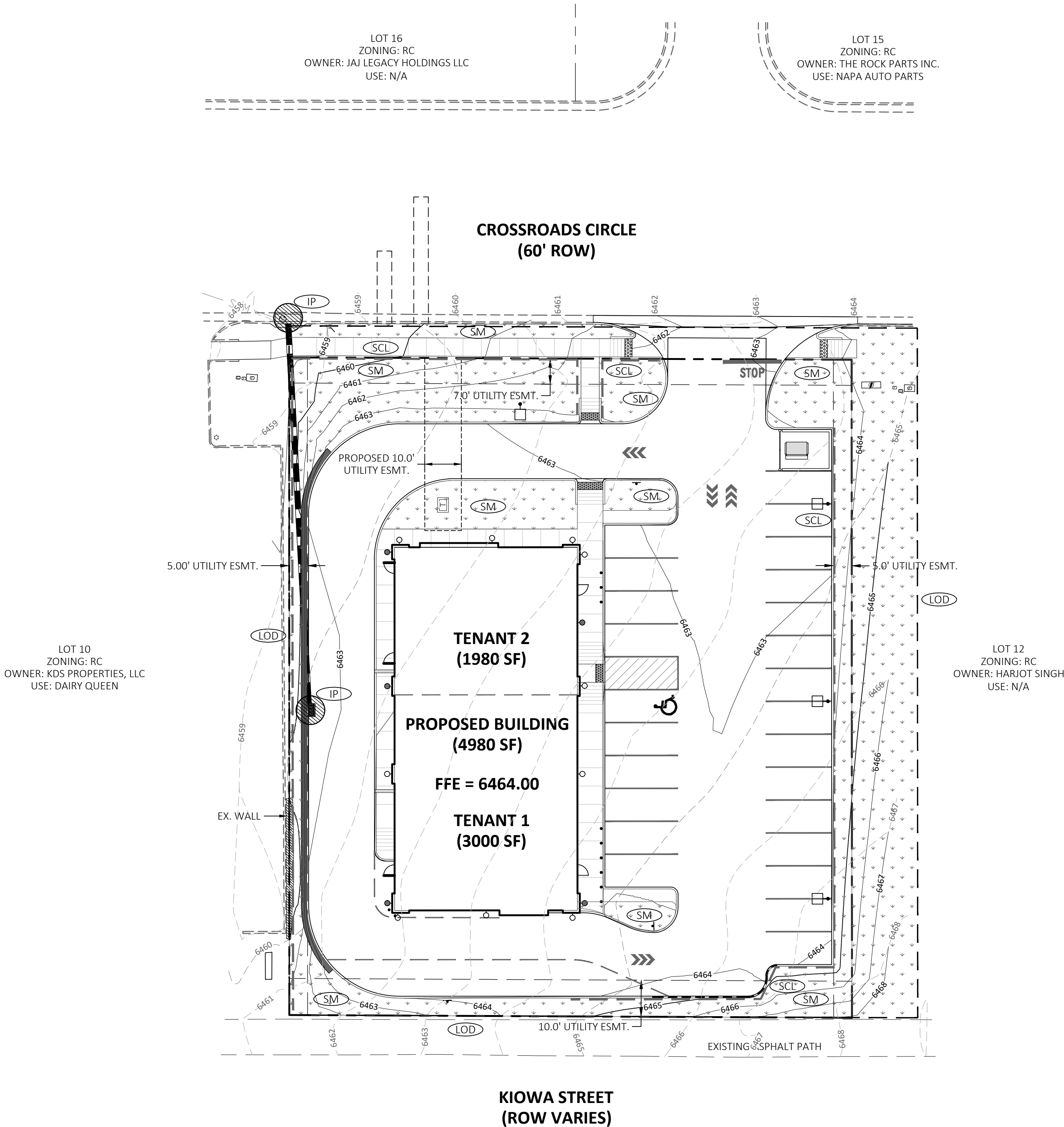
JOB NO. 24.067

INTERIM EROSION CONTROL PLAN

C5.11

ELIZABETH LIQUOR STORE
CONSTRUCTION DOCUMENTS

LOT 11 ELIZABETH CROSS ROADS BUSINESS PARK
SECTION 7 TOWNSHIP 8 SOUTH RANGE 64 WEST
COUNTY OF ELBERT, STATE OF COLORADO



LEGEND

PROPERTY LINE
LIMITS OF CONSTRUCTION
EXISTING CURB AND GUTTER
PROPOSED CURB AND GUTTER
PROPOSED VERTICAL CURB
EXISTING CONTOUR
PROPOSED CONTOUR
PROPOSED CONCRETE SIDEWALK
EXISTING STORM SEWER PIPE
EXISTING FIRE HYDRANT
LIMITS OF DISTURBANCE
INSTALL CONSTRUCTION FENCE
CONCRETE WASHOUT AREA
DEWATERING
INSTALL INLET PROTECTION
PORTABLE TOILET PROTECTION
INSTALL ROCK SOCKS
INSTALL SEDIMENT CONTROL LOGS
INSTALL SILT FENCE
DESIGNATED STOCKPILE AREA
INSTALL STABILIZED STAGING AREA
DESIGNATED TOPSOIL STOCKPILE AREA
INSTALL VEHICLE TRACKING CONTROL

CUT/FILL CALCULATIONS

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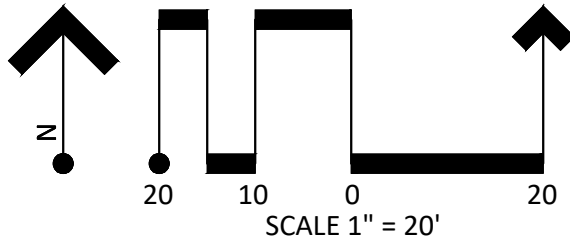
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BENCHMARK

DOUGLAS COUNTY BENCHMARK:
DCBM LOVE
ELEVATION = 6705.71 (NAVD88)

- GENERAL NOTES**
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COLORADO LICENSE NO. 40360
FOR AND ON BEHALF OF POINT CONSULTING, LLC

DO NOT REGISTERED
TATSONS
40360
PROFESSIONAL
04.14.2025

CONSTRUCTION DOCUMENTS

ELIZABETH LIQUOR STORE

787 CROSSROAD CIRCLE, ELIZABETH, COLORADO 80107
JOB NO. 24.067

DATE	DESCRIPTION
2024.12.20	ORIGINAL PREPARATION
2025.03.14	2ND CD SUBMITTAL
2025.04.23	3RD CD SUBMITTAL

C5.12

FINAL EROSION CONTROL PLAN

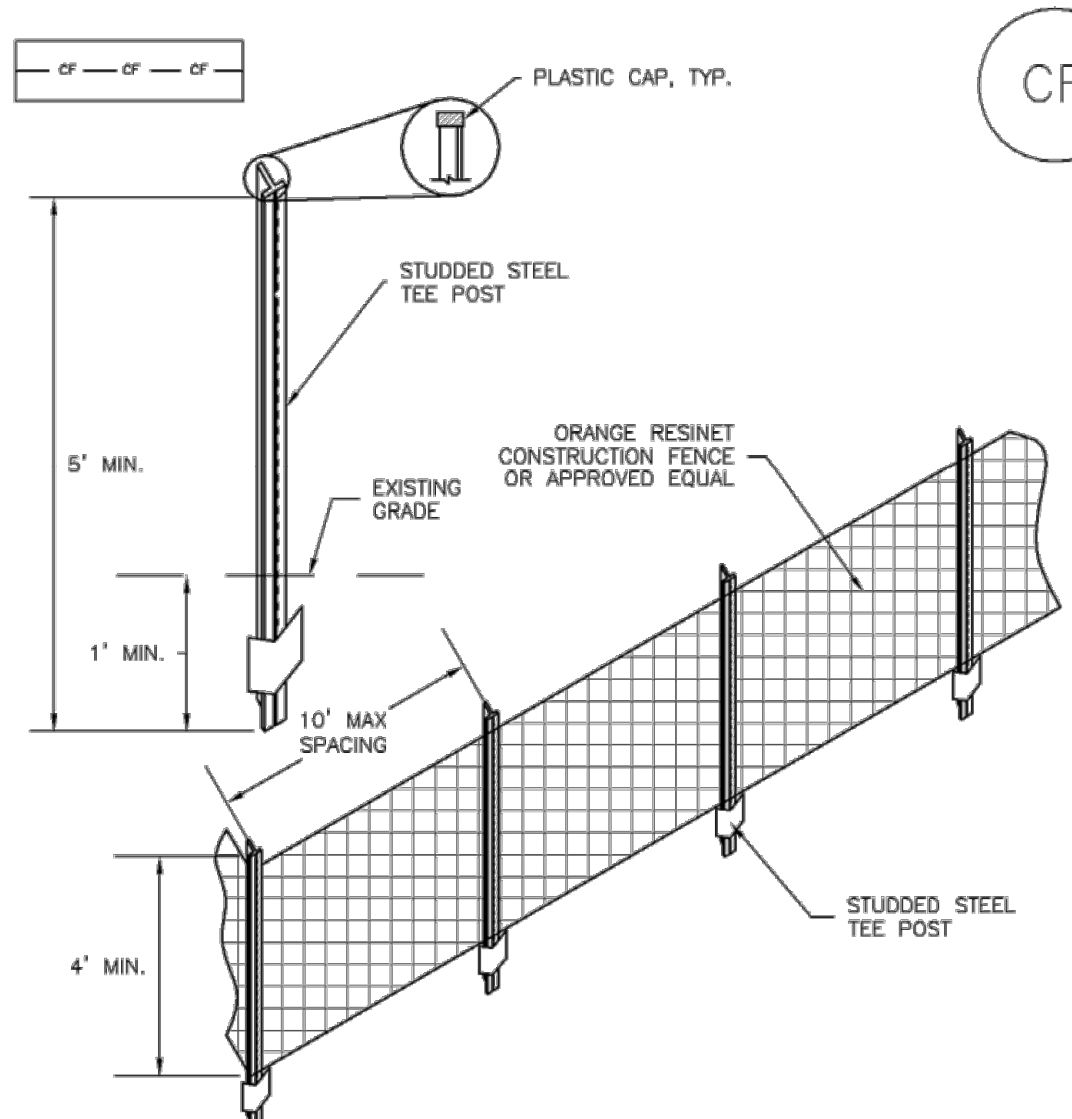
ELIZABETH LIQUOR STORE

CONSTRUCTION DOCUMENTS

LOT 11 ELIZABETH CROSS ROADS BUSINESS PARK
SECTION 7 TOWNSHIP 8 SOUTH RANGE 64 WEST
COUNTY OF ELBERT, STATE OF COLORADO

SM-3

Construction Fence (CF)



CF-1. PLASTIC MESH CONSTRUCTION FENCE

CONSTRUCTION FENCE INSTALLATION NOTES

1. SEE PLAN VIEW FOR:
-LOCATION OF CONSTRUCTION FENCE.
2. CONSTRUCTION FENCE SHOWN SHALL BE INSTALLED PRIOR TO ANY LAND DISTURBING ACTIVITIES.
3. CONSTRUCTION FENCE SHALL BE COMPOSED OF ORANGE, CONTRACTOR-GRADE MATERIAL THAT IS AT LEAST 4' HIGH. METAL POSTS SHOULD HAVE A PLASTIC CAP FOR SAFETY.
4. STUDDED STEEL TEE POSTS SHALL BE UTILIZED TO SUPPORT THE CONSTRUCTION FENCE. MAXIMUM SPACING FOR STEEL TEE POSTS SHALL BE 10'.
5. CONSTRUCTION FENCE SHALL BE SECURELY FASTENED TO THE TOP, MIDDLE, AND BOTTOM OF EACH POST.

CONSTRUCTION FENCE MAINTENANCE NOTES

1. INSPECT BMPs EACH WORKDAY, AND MAINTAIN THEM IN EFFECTIVE OPERATING CONDITION. MAINTENANCE OF BMPs SHOULD BE PROACTIVE, NOT REACTIVE. INSPECT BMPs AS SOON AS POSSIBLE (AND ALWAYS WITHIN 24 HOURS) FOLLOWING A STORM THAT CAUSES SURFACE EROSION, AND PERFORM NECESSARY MAINTENANCE.
2. FREQUENT OBSERVATIONS AND MAINTENANCE ARE NECESSARY TO MAINTAIN BMPs IN EFFECTIVE OPERATING CONDITION. INSPECTIONS AND CORRECTIVE MEASURES SHOULD BE DOCUMENTED THOROUGHLY.
3. WHERE BMPs HAVE FAILED, REPAIR OR REPLACEMENT SHOULD BE INITIATED UPON DISCOVERY OF THE FAILURE.
4. CONSTRUCTION FENCE SHALL BE REPAIRED OR REPLACED WHEN THERE ARE SIGNS OF DAMAGE SUCH AS RIPS OR SAGS. CONSTRUCTION FENCE IS TO REMAIN IN PLACE UNTIL THE UPSTREAM DISTURBED AREA IS STABILIZED AND APPROVED BY THE LOCAL JURISDICTION.
5. WHEN CONSTRUCTION FENCES ARE REMOVED, ALL DISTURBED AREAS ASSOCIATED WITH THE INSTALLATION, MAINTENANCE, AND/OR REMOVAL OF THE FENCE SHALL BE COVERED WITH TOPSOIL, SEEDED AND MULCHED, OR OTHERWISE STABILIZED AS APPROVED BY LOCAL JURISDICTION.

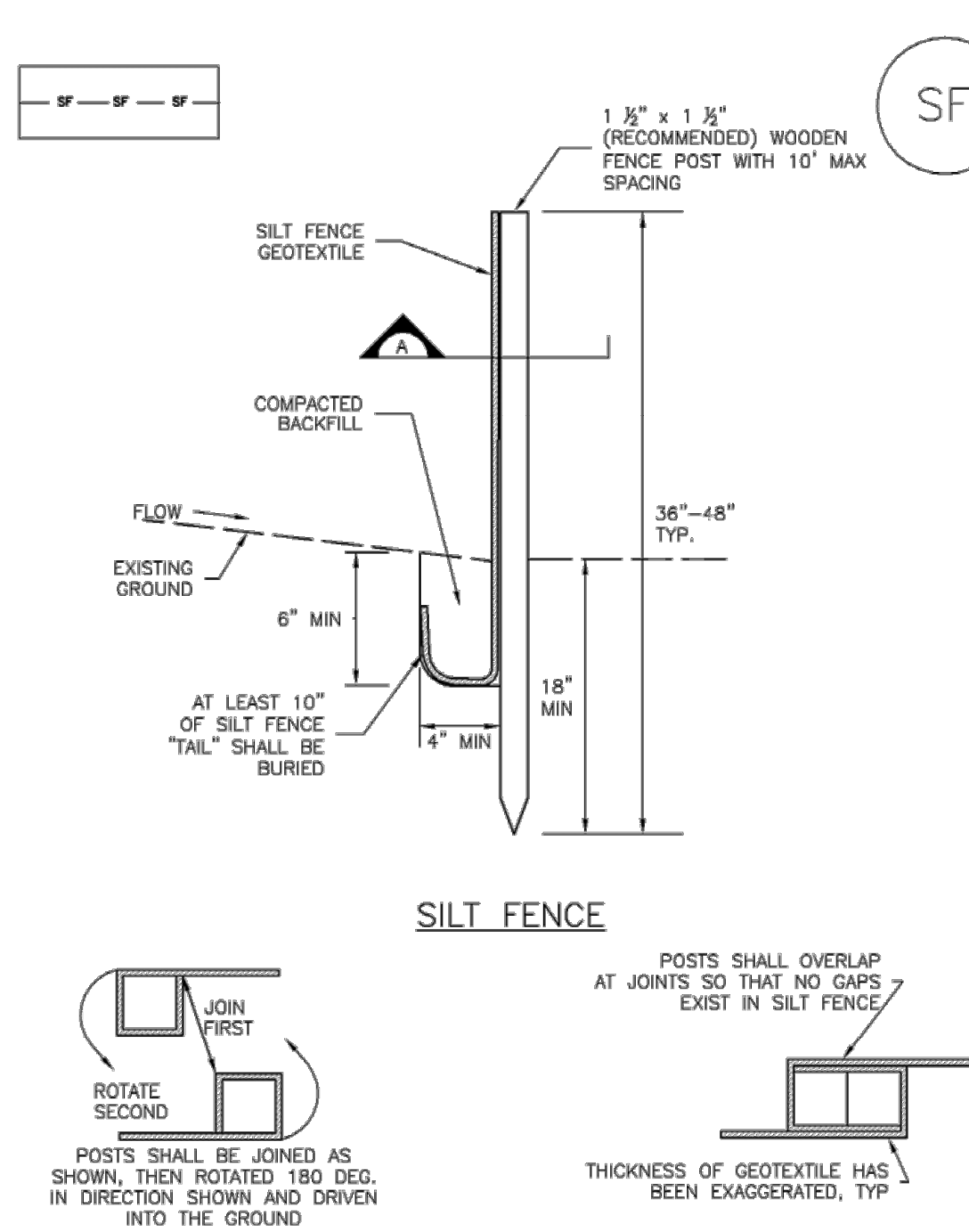
NOTE: MANY JURISDICTIONS HAVE BMP DETAILS THAT VARY FROM UDFCD STANDARD DETAILS. CONSULT WITH LOCAL JURISDICTIONS AS TO WHICH DETAIL SHOULD BE USED WHEN DIFFERENCES ARE NOTED.

(DETAIL ADAPTED FROM TOWN OF PARKER, COLORADO, NOT AVAILABLE IN AUTOCAD)

November 2010 Urban Drainage and Flood Control District
Urban Storm Drainage Criteria Manual Volume 3

CF-3

Silt Fence (SF)



SILT FENCE

SECTION A

SF-1. SILT FENCE

SILT FENCE INSTALLATION NOTES

1. SILT FENCE MUST BE PLACED AWAY FROM THE TOE OF THE SLOPE TO ALLOW FOR WATER PONDING. SILT FENCE AT THE TOE OF A SLOPE SHOULD BE INSTALLED IN A FLAT LOCATION AT LEAST SEVERAL FEET (2-5 FT) FROM THE TOE OF THE SLOPE TO ALLOW ROOM FOR PONDING AND DEPOSITION.
2. A UNIFORM 6" X 4" ANCHOR TRENCH SHALL BE EXCAVATED USING TRENCHER OR SILT FENCE INSTALLATION DEVICE. NO ROAD GRADERS, BACKHOES, OR SIMILAR EQUIPMENT SHALL BE USED.
3. COMPACT ANCHOR TRENCH BY HAND WITH A "JUMPING JACK" OR BY WHEEL ROLLING. COMPACTION SHALL BE SUCH THAT SILT FENCE RESISTS BEING PULLED OUT OF ANCHOR TRENCH BY HAND.
4. SILT FENCE SHALL BE PULLED TIGHT AS IT IS ANCHORED TO THE STAKES. THERE SHOULD BE NO NOTICEABLE SAG BETWEEN STAKES AFTER IT HAS BEEN ANCHORED TO THE STAKES.
5. SILT FENCE FABRIC SHALL BE ANCHORED TO THE STAKES USING 1" HEAVY DUTY STAPLES OR NAILS WITH 1" HEADS. STAPLES AND NAILS SHOULD BE PLACED 3" ALONG THE FABRIC DOWN THE STAKE.
6. AT THE END OF A RUN OF SILT FENCE ALONG A CONTOUR, THE SILT FENCE SHOULD BE TURNED PERPENDICULAR TO THE CONTOUR TO CREATE A "J-HOOK." THE "J-HOOK" EXTENDING PERPENDICULAR TO THE CONTOUR SHOULD BE OF SUFFICIENT LENGTH TO KEEP RUNOFF FROM FLOWING AROUND THE END OF THE SILT FENCE (TYPICALLY 10' - 20').
7. SILT FENCE SHALL BE INSTALLED PRIOR TO ANY LAND DISTURBING ACTIVITIES.

SILT FENCE MAINTENANCE NOTES

1. INSPECT BMPs EACH WORKDAY, AND MAINTAIN THEM IN EFFECTIVE OPERATING CONDITION. MAINTENANCE OF BMPs SHOULD BE PROACTIVE, NOT REACTIVE. INSPECT BMPs AS SOON AS POSSIBLE (AND ALWAYS WITHIN 24 HOURS) FOLLOWING A STORM THAT CAUSES SURFACE EROSION, AND PERFORM NECESSARY MAINTENANCE.
2. FREQUENT OBSERVATIONS AND MAINTENANCE ARE NECESSARY TO MAINTAIN BMPs IN EFFECTIVE OPERATING CONDITION. INSPECTIONS AND CORRECTIVE MEASURES SHOULD BE DOCUMENTED THOROUGHLY.
3. WHERE BMPs HAVE FAILED, REPAIR OR REPLACEMENT SHOULD BE INITIATED UPON DISCOVERY OF THE FAILURE.
4. SEDIMENT ACCUMULATED UPSTREAM OF THE SILT FENCE SHALL BE REMOVED AS NEEDED TO MAINTAIN THE FUNCTIONALITY OF THE BMP, TYPICALLY WHEN DEPTH OF ACCUMULATED SEDIMENTS IS APPROXIMATELY 6".
5. REPAIR OR REPLACE SILT FENCE WHEN THERE ARE SIGNS OF WEAR, SUCH AS SAGGING, TEARING, OR COLLAPSE.
6. SILT FENCE IS TO REMAIN IN PLACE UNTIL THE UPSTREAM DISTURBED AREA IS STABILIZED AND APPROVED BY THE LOCAL JURISDICTION, OR IS REPLACED BY AN EQUIVALENT PERIMETER SEDIMENT CONTROL BMP.
7. WHEN SILT FENCE IS REMOVED, ALL DISTURBED AREAS SHALL BE COVERED WITH TOPSOIL, SEEDED AND MULCHED OR OTHERWISE STABILIZED AS APPROVED BY LOCAL JURISDICTION.

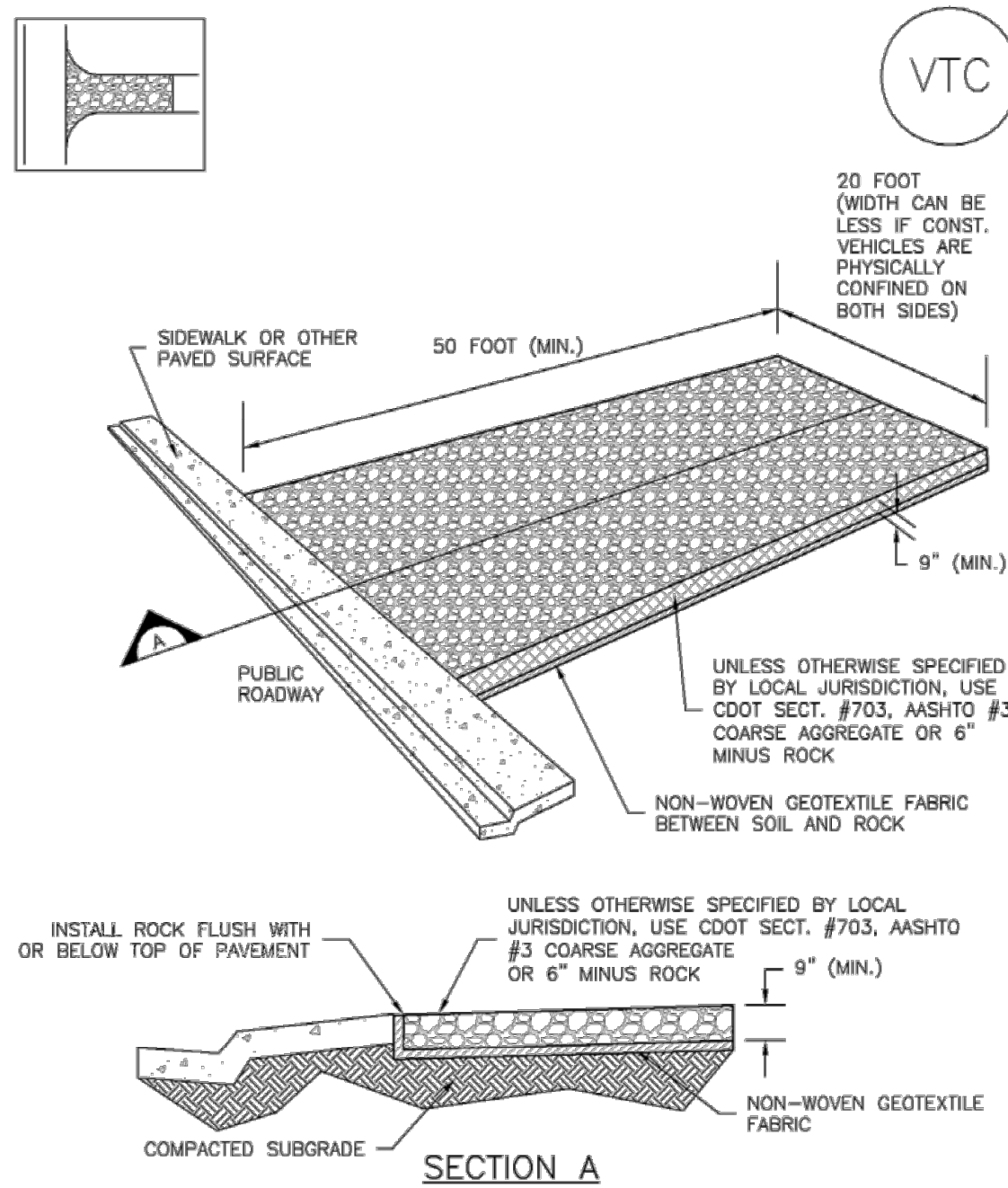
(DETAIL ADAPTED FROM TOWN OF PARKER, COLORADO AND CITY OF AURORA, NOT AVAILABLE IN AUTOCAD)

NOTE: MANY JURISDICTIONS HAVE BMP DETAILS THAT VARY FROM UDFCD STANDARD DETAILS. CONSULT WITH LOCAL JURISDICTIONS AS TO WHICH DETAIL SHOULD BE USED WHEN DIFFERENCES ARE NOTED.

SF-4 Urban Drainage and Flood Control District
Urban Storm Drainage Criteria Manual Volume 3

November 2010

Vehicle Tracking Control (VTC)



VTC-1. AGGREGATE VEHICLE TRACKING CONTROL

STABILIZED CONSTRUCTION ENTRANCE/EXIT INSTALLATION NOTES

1. SEE PLAN VIEW FOR:
-LOCATION OF CONSTRUCTION ENTRANCE(S)/EXIT(S).
-TYPE OF CONSTRUCTION ENTRANCE(S)/EXIT(S) (WITH/WITHOUT WHEEL WASH, CONSTRUCTION MAT OR TRM).
2. CONSTRUCTION MAT OR TRM STABILIZED CONSTRUCTION ENTRANCES ARE ONLY TO BE USED ON SHORT DURATION PROJECTS (TYPICALLY RANGING FROM A WEEK TO A MONTH) WHERE THERE WILL BE LIMITED VEHICULAR ACCESS.
3. A STABILIZED CONSTRUCTION ENTRANCE/EXIT SHALL BE LOCATED AT ALL ACCESS POINTS WHERE VEHICLES ACCESS THE CONSTRUCTION SITE FROM PAVED RIGHT-OF-WAYS.
4. STABILIZED CONSTRUCTION ENTRANCE/EXIT SHALL BE INSTALLED PRIOR TO ANY LAND DISTURBING ACTIVITIES.
5. A NON-WOVEN GEOTEXTILE FABRIC SHALL BE PLACED UNDER THE STABILIZED CONSTRUCTION ENTRANCE/EXIT PRIOR TO THE PLACEMENT OF ROCK.
6. UNLESS OTHERWISE SPECIFIED BY LOCAL JURISDICTION, ROCK SHALL CONSIST OF DOT SECT. #703, ASHTO #3 COARSE AGGREGATE OR 6" (MINUS) ROCK.

STABILIZED CONSTRUCTION ENTRANCE/EXIT MAINTENANCE NOTES

1. INSPECT BMPs EACH WORKDAY, AND MAINTAIN THEM IN EFFECTIVE OPERATING CONDITION. MAINTENANCE OF BMPs SHOULD BE PROACTIVE, NOT REACTIVE. INSPECT BMPs AS SOON AS POSSIBLE (AND ALWAYS WITHIN 24 HOURS) FOLLOWING A STORM THAT CAUSES SURFACE EROSION, AND PERFORM NECESSARY MAINTENANCE.
2. FREQUENT OBSERVATIONS AND MAINTENANCE ARE NECESSARY TO MAINTAIN BMPs IN EFFECTIVE OPERATING CONDITION. INSPECTIONS AND CORRECTIVE MEASURES SHOULD BE DOCUMENTED THOROUGHLY.
3. WHERE BMPs HAVE FAILED, REPAIR OR REPLACEMENT SHOULD BE INITIATED UPON DISCOVERY OF THE FAILURE.
4. ROCK SHALL BE REAPPLIED OR REGRADED AS NECESSARY TO THE STABILIZED ENTRANCE/EXIT TO MAINTAIN A CONSISTENT DEPTH.
5. SEDIMENT TRACKED ONTO PAVED ROADS IS TO BE REMOVED THROUGHOUT THE DAY AND AT THE END OF THE DAY BY SHOVELING OR SWEEPING. SEDIMENT MAY NOT BE WASHED DOWN STORM SEWER DRAINS.

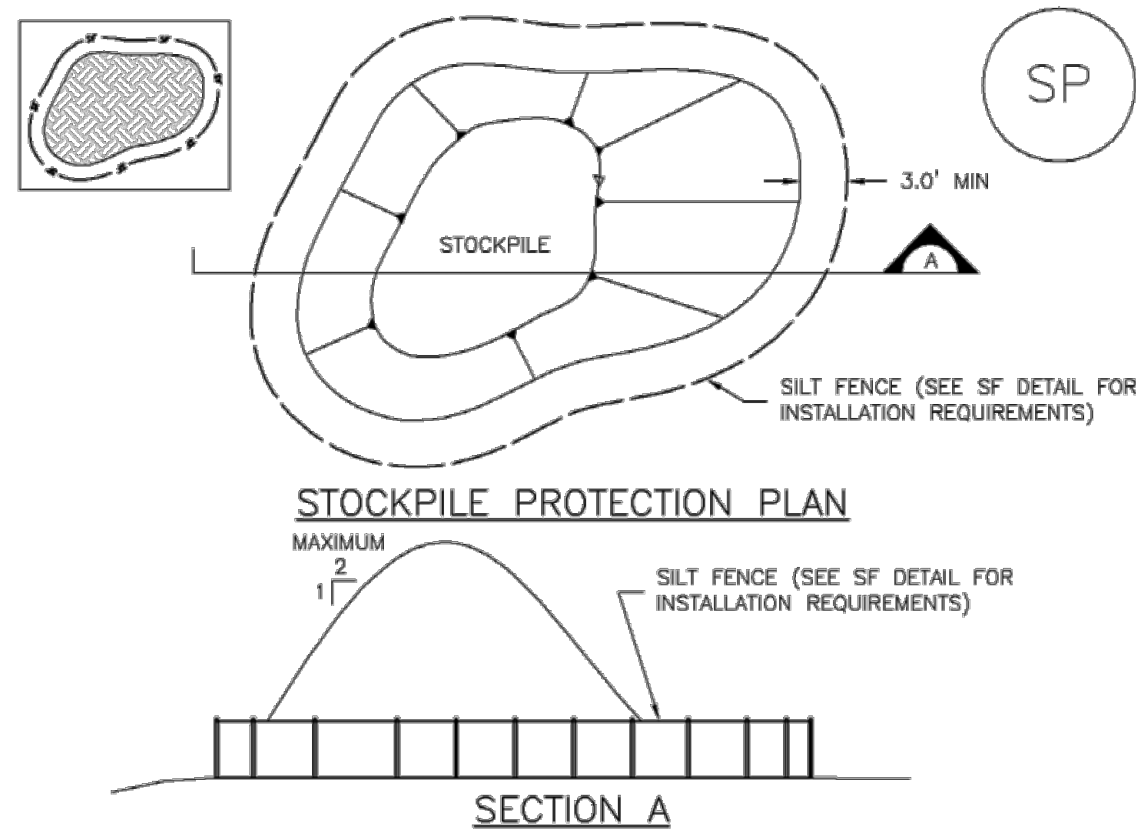
NOTE: MANY JURISDICTIONS HAVE BMP DETAILS THAT VARY FROM UDFCD STANDARD DETAILS. CONSULT WITH LOCAL JURISDICTIONS AS TO WHICH DETAIL SHOULD BE USED WHEN DIFFERENCES ARE NOTED.

(DETAILS ADAPTED FROM CITY OF BROOMFIELD, COLORADO, NOT AVAILABLE IN AUTOCAD)

VTC-6 Urban Drainage and Flood Control District
Urban Storm Drainage Criteria Manual Volume 3

November 2010

Stockpile Management (SP)



SP-1. STOCKPILE PROTECTION

STOCKPILE PROTECTION INSTALLATION NOTES

1. SEE PLAN VIEW FOR:
-LOCATION OF STOCKPILES.
-TYPE OF STOCKPILE PROTECTION.
2. INSTALL PERIMETER CONTROLS IN ACCORDANCE WITH THEIR RESPECTIVE DESIGN DETAILS. SILT FENCE IS SHOWN IN THE STOCKPILE PROTECTION DETAILS; HOWEVER, OTHER TYPES OF PERIMETER CONTROLS INCLUDING SEDIMENT CONTROL LOGS OR ROCK SOCKS MAY BE SUITABLE IN SOME CIRCUMSTANCES. CONSIDERATIONS FOR DETERMINING THE APPROPRIATE TYPE OF PERIMETER CONTROL FOR A STOCKPILE INCLUDE WHETHER THE STOCKPILE IS LOCATED ON A PERVIOUS OR IMPERVIOUS SURFACE, THE RELATIVE HEIGHTS OF THE PERIMETER CONTROL AND STOCKPILE, THE ABILITY OF THE PERIMETER CONTROL TO CONTAIN THE STOCKPILE WITHOUT FAILING IN THE EVENT THAT MATERIAL FROM THE STOCKPILE SHIFTS OR SLUMPS AGAINST THE PERIMETER, AND OTHER FACTORS.
3. STABILIZE THE STOCKPILE SURFACE WITH SURFACE ROUGHENING, TEMPORARY SEEDING AND MULCHING, EROSION CONTROL BLANKETS, OR SOIL BINDERS. SOILS STOCKPILED FOR AN EXTENDED PERIOD (TYPICALLY FOR MORE THAN 60 DAYS) SHOULD BE SEEDED AND MULCHED WITH A TEMPORARY GRASS COVER ONCE THE STOCKPILE IS PLACED (TYPICALLY WITHIN 14 DAYS). USE OF MULCH ONLY OR A SOIL BINDER IS ACCEPTABLE IF THE STOCKPILE WILL BE IN PLACE FOR A MORE LIMITED TIME PERIOD (TYPICALLY 30-60 DAYS).
4. FOR TEMPORARY STOCKPILES ON THE INTERIOR PORTION OF A CONSTRUCTION SITE, WHERE OTHER DOWNGRADIENT CONTROLS, INCLUDING PERIMETER CONTROL, ARE IN PLACE, STOCKPILE PERIMETER CONTROLS MAY NOT BE REQUIRED.

November 2010 Urban Drainage and Flood Control District
Urban Storm Drainage Criteria Manual Volume 3

SP-3

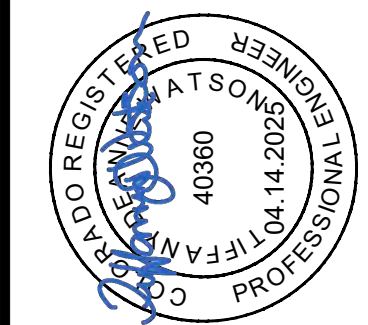
CONSTRUCTION DOCUMENTS

ELIZABETH LIQUOR STORE

PREPARED UNDER
THE DIRECT
SUPERVISION OF
TEFFANY D. WATSON
COLORADO
LICENSE NO. 40360
FOR AND ON
BEHALF OF POINT
CONSULTING, LLC

DATE DESCRIPTION
2024.12.20 ORIGINAL PREPARATION
2025.03.14 2ND CD SUBMITTAL
2025.04.23 3RD CD SUBMITTAL
CS-90 EROSION & SEDIMENT CONTROL DETAILS

POINT CONSULTING, LLC
8460 W. KEN CARYL AVE #101
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PLANNING
CIVIL ENGINEERING
LANDSCAPE ARCHITECTURE
LAND SURVEYING



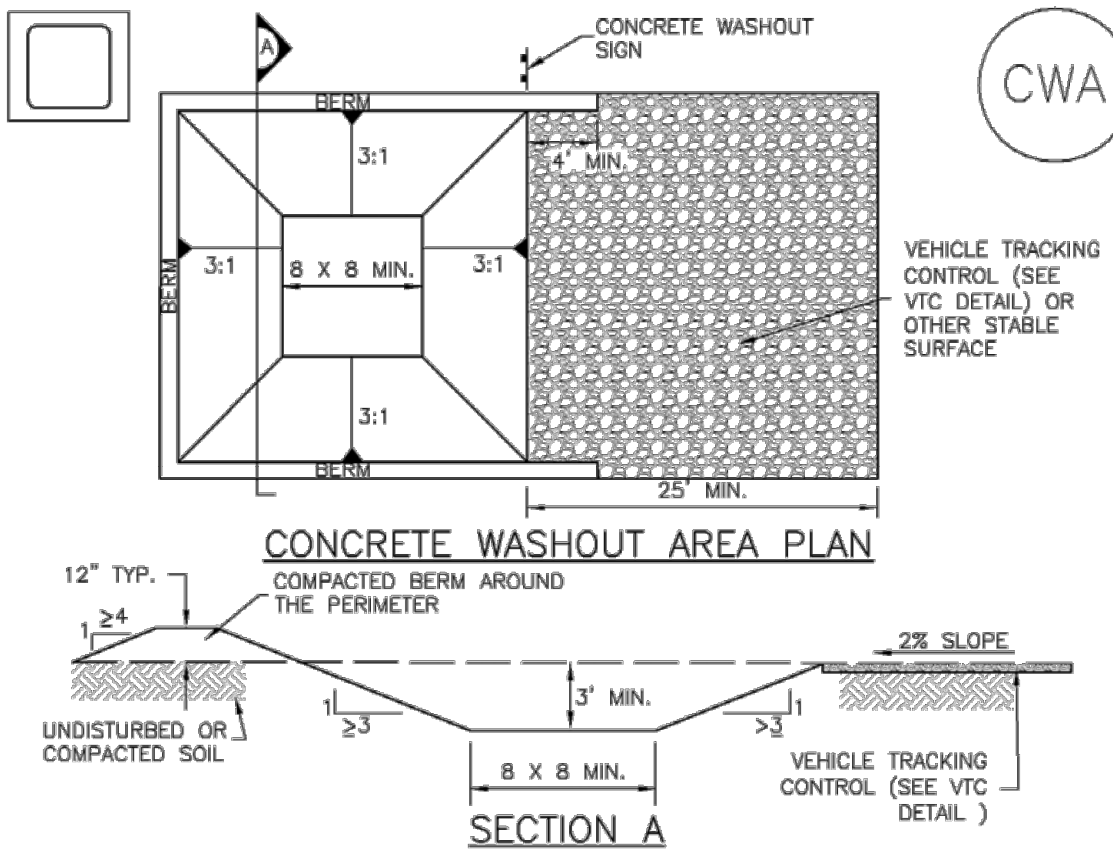
ELIZABETH LIQUOR STORE

CONSTRUCTION DOCUMENTS

LOT 11 ELIZABETH CROSS ROADS BUSINESS PARK
SECTION 7 TOWNSHIP 8 SOUTH RANGE 64 WEST
COUNTY OF ELBERT, STATE OF COLORADO

Concrete Washout Area (CWA)

MM-1



CWA-1. CONCRETE WASHOUT AREA

CWA INSTALLATION NOTES

- SEE PLAN VIEW FOR:
-CWA INSTALLATION LOCATION.
- DO NOT LOCATE AN UNLINED CWA WITHIN 400' OF ANY NATURAL DRAINAGE PATHWAY OR WATERBODY. DO NOT LOCATE WITHIN 1,000' OF ANY WELLS OR DRINKING WATER SOURCES. IF SITE CONSTRAINTS MAKE THIS INFESIBLE, OR IF HIGHLY PERMEABLE SOILS EXIST ON SITE, THE CWA MUST BE INSTALLED WITH AN IMPERMEABLE LINER (18 MIL MIN. THICKNESS) OR SURFACE STORAGE ALTERNATIVES USING PREFABRICATED CONCRETE WASHOUT DEVICES OR A LINED ABOVE GROUND STORAGE ARE SHOULD BE USED.
- THE CWA SHALL BE INSTALLED PRIOR TO CONCRETE PLACEMENT ON SITE.
- CWA SHALL INCLUDE A FLAT SUBSURFACE PIT THAT IS AT LEAST 8' BY 8' SLOPES LEADING OUT OF THE SUBSURFACE PIT SHALL BE 3:1 OR FLATTER. THE PIT SHALL BE AT LEAST 3' DEEP.
- BERM SURROUNDING SIDES AND BACK OF THE CWA SHALL HAVE MINIMUM HEIGHT OF 1'.
- VEHICLE TRACKING PAD SHALL BE SLOPED 2% TOWARDS THE CWA.
- SIGNS SHALL BE PLACED AT THE CONSTRUCTION ENTRANCE, AT THE CWA, AND ELSEWHERE AS NECESSARY TO CLEARLY INDICATE THE LOCATION OF THE CWA TO OPERATORS OF CONCRETE TRUCKS AND PUMP RIGS.
- USE EXCAVATED MATERIAL FOR PERIMETER BERM CONSTRUCTION.

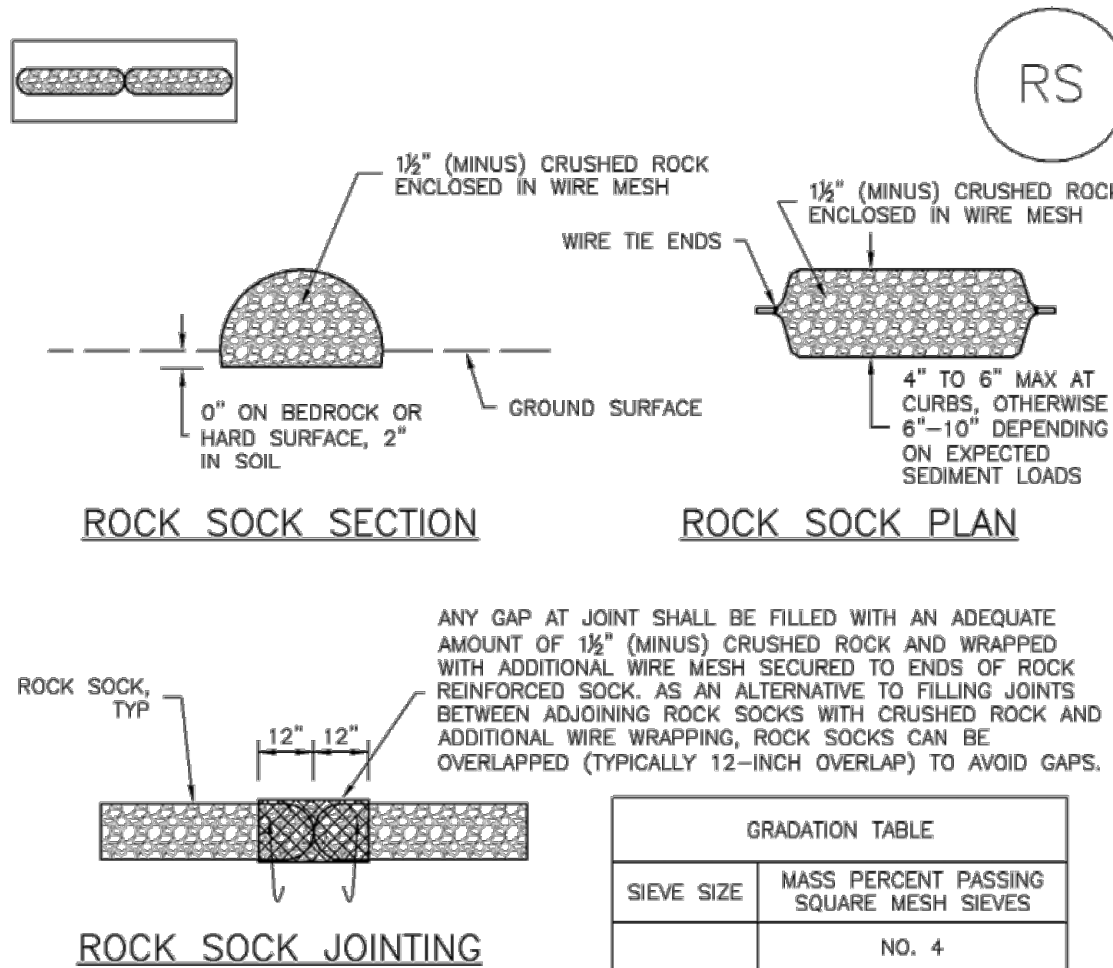
CWA MAINTENANCE NOTES

- INSPECT BMPs EACH WORKDAY, AND MAINTAIN THEM IN EFFECTIVE OPERATING CONDITION. MAINTENANCE OF BMPs SHOULD BE PROACTIVE, NOT REACTIVE. INSPECT BMPs AS SOON AS POSSIBLE (AND ALWAYS WITHIN 24 HOURS) FOLLOWING A STORM THAT CAUSES SURFACE EROSION, AND PERFORM NECESSARY MAINTENANCE.
- FREQUENT OBSERVATIONS AND MAINTENANCE ARE NECESSARY TO MAINTAIN BMPs IN EFFECTIVE OPERATING CONDITION. INSPECTIONS AND CORRECTIVE MEASURES SHOULD BE DOCUMENTED THOROUGHLY.
- WHERE BMPs HAVE FAILED, REPAIR OR REPLACEMENT SHOULD BE INITIATED UPON DISCOVERY OF THE FAILURE.
- THE CWA SHALL BE REPAIRED, CLEANED, OR ENLARGED AS NECESSARY TO MAINTAIN CAPACITY FOR CONCRETE WASTE. CONCRETE MATERIALS, ACCUMULATED IN PIT, SHALL BE REMOVED ONCE THE MATERIALS HAVE REACHED A DEPTH OF 2'.
- CONCRETE WASHOUT WATER, WASTED PIECES OF CONCRETE AND ALL OTHER DERRIS IN THE SUBSURFACE PIT SHALL BE TRANSPORTED FROM THE JOB SITE IN A WATER-TIGHT CONTAINER AND DISPOSED OF PROPERLY.
- THE CWA SHALL REMAIN IN PLACE UNTIL ALL CONCRETE FOR THE PROJECT IS PLACED.
- WHEN THE CWA IS REMOVED, COVER THE DISTURBED AREA WITH TOP SOIL, SEED AND MULCH OR OTHERWISE STABILIZED IN A MANNER APPROVED BY THE LOCAL JURISDICTION.

(DETAIL ADAPTED FROM DOUGLAS COUNTY, COLORADO AND THE CITY OF PARKER, COLORADO, NOT AVAILABLE IN AUTOCAD)
NOTE: MANY JURISDICTIONS HAVE BMP DETAILS THAT VARY FROM UDFCD STANDARD DETAILS. CONSULT WITH LOCAL JURISDICTIONS AS TO WHICH DETAIL SHOULD BE USED WHEN DIFFERENCES ARE NOTED.

SC-5

Rock Sock (RS)



RS-1. ROCK SOCK PERIMETER CONTROL

ROCK SOCK INSTALLATION NOTES

- SEE PLAN VIEW FOR:
-LOCATION(S) OF ROCK SOCKS.
- CRUSHED ROCK SHALL BE 1 1/2" (MINUS) IN SIZE WITH A FRACTURED FACE (ALL SIDES) AND SHALL COMPLY WITH GRADATION SHOWN ON THIS SHEET (1 1/2" MINUS).
- WIRE MESH SHALL BE FABRICATED OF 10 GAGE POULTRY MESH, OR EQUIVALENT, WITH A MAXIMUM OPENING OF 1/2", RECOMMENDED MINIMUM ROLL WIDTH OF 48"
- WIRE MESH SHALL BE SECURED USING "HOG RINGS" OR WIRE TIES AT 6" CENTERS ALONG ALL JOINTS AND AT 2" CENTERS ON ENDS OF SOCKS.
- SOME MUNICIPALITIES MAY ALLOW THE USE OF FILTER FABRIC AS AN ALTERNATIVE TO WIRE MESH FOR THE ROCK ENCLOSURE.

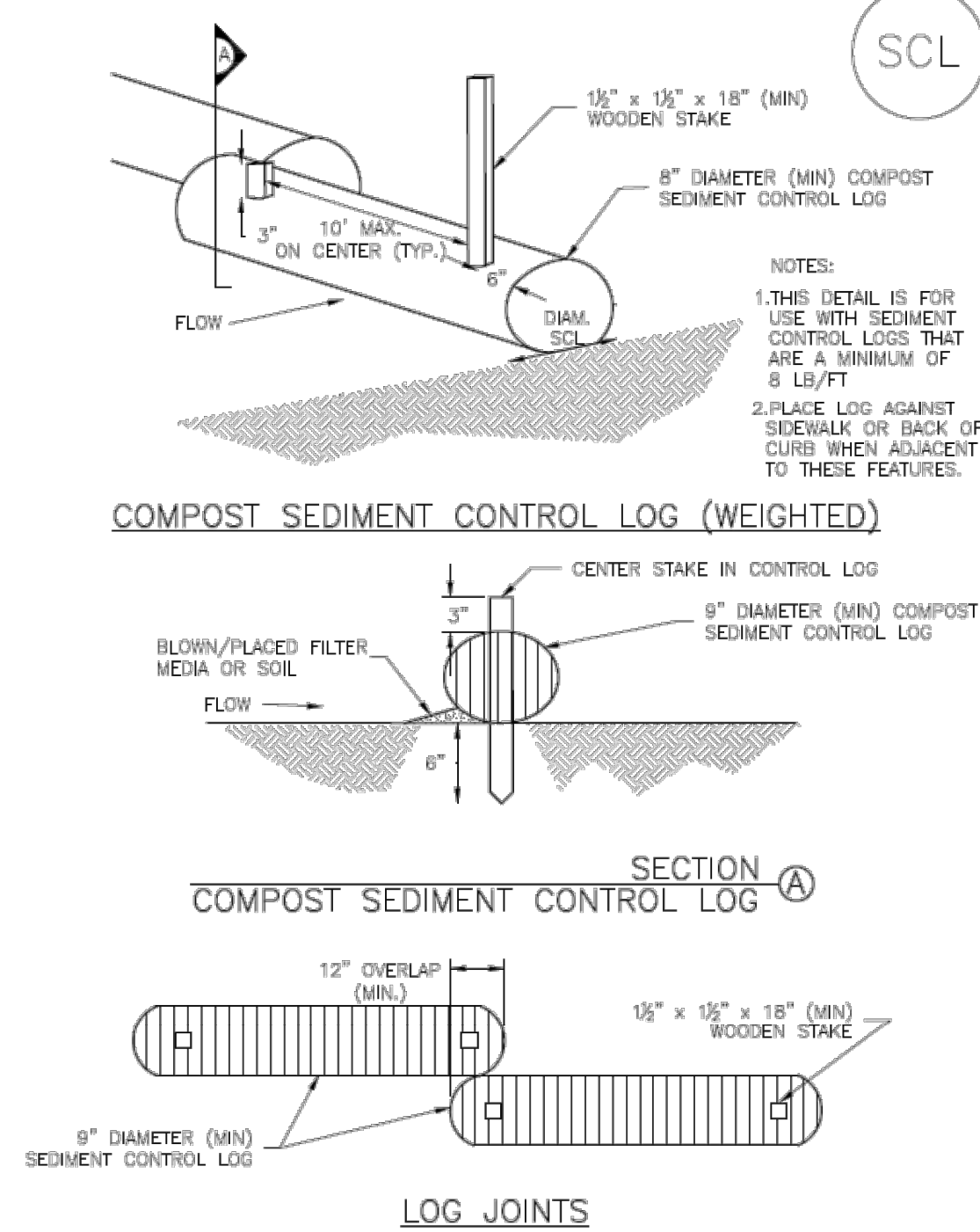
ROCK SOCK MAINTENANCE NOTES

- INSPECT BMPs EACH WORKDAY, AND MAINTAIN THEM IN EFFECTIVE OPERATING CONDITION. MAINTENANCE OF BMPs SHOULD BE PROACTIVE, NOT REACTIVE. INSPECT BMPs AS SOON AS POSSIBLE (AND ALWAYS WITHIN 24 HOURS) FOLLOWING A STORM THAT CAUSES SURFACE EROSION, AND PERFORM NECESSARY MAINTENANCE.
- FREQUENT OBSERVATIONS AND MAINTENANCE ARE NECESSARY TO MAINTAIN BMPs IN EFFECTIVE OPERATING CONDITION. INSPECTIONS AND CORRECTIVE MEASURES SHOULD BE DOCUMENTED THOROUGHLY.
- WHERE BMPs HAVE FAILED, REPAIR OR REPLACEMENT SHOULD BE INITIATED UPON DISCOVERY OF THE FAILURE.
- ROCK SOCKS SHALL BE REPLACED IF THEY BECOME HEAVILY SOILED, OR DAMAGED BEYOND REPAIR.
- SEDIMENT ACCUMULATED UPSTREAM OF ROCK SOCKS SHALL BE REMOVED AS NEEDED TO MAINTAIN FUNCTIONALITY OF THE BMP. TYPICALLY WHEN DEPTH OF ACCUMULATED SEDIMENTS IS APPROXIMATELY 1/2 OF THE HEIGHT OF THE ROCK SOCK.
- ROCK SOCKS ARE TO REMAIN IN PLACE UNTIL THE UPSTREAM DISTURBED AREA IS STABILIZED AND APPROVED BY THE LOCAL JURISDICTION.
- WHEN ROCK SOCKS ARE REMOVED, ALL DISTURBED AREAS SHALL BE COVERED WITH TOPSOIL, SEEDED AND MULCHED OR OTHERWISE STABILIZED AS APPROVED BY LOCAL JURISDICTION.

(DETAIL ADAPTED FROM TOWN OF PARKER, COLORADO AND CITY OF AURORA, COLORADO, NOT AVAILABLE IN AUTOCAD)
NOTE: MANY JURISDICTIONS HAVE BMP DETAILS THAT VARY FROM UDFCD STANDARD DETAILS. CONSULT WITH LOCAL JURISDICTIONS AS TO WHICH DETAIL SHOULD BE USED WHEN DIFFERENCES ARE NOTED.
NOTE: THE DETAILS INCLUDED WITH THIS FACT SHEET SHOW COMMONLY USED, CONVENTIONAL METHODS OF ROCK SOCK INSTALLATION IN THE DENVER METROPOLITAN AREA. THERE ARE MANY OTHER SIMILAR PROPRIETARY PRODUCTS ON THE MARKET. UDFCD NEITHER ENDORSES NOR DISCOURAGES USE OF PROPRIETARY PROTECTION PRODUCTS. HOWEVER, IN THE EVENT PROPRIETARY METHODS ARE USED, THE APPROPRIATE DETAIL FROM THE MANUFACTURER MUST BE INCLUDED IN THE SWMP AND THE BMP MUST BE INSTALLED AND MAINTAINED AS SHOWN IN THE MANUFACTURER'S DETAILS.

SC-2

Sediment Control Log (SCL)



SCL-2. COMPOST SEDIMENT CONTROL LOG (WEIGHTED)

SEDIMENT CONTROL LOG INSTALLATION NOTES

- SEE PLAN VIEW FOR LOCATION AND LENGTH OF SEDIMENT CONTROL LOGS.
- SEDIMENT CONTROL LOGS THAT ACT AS A PERIMETER CONTROL SHALL BE INSTALLED PRIOR TO ANY UPGRADIENT LAND-DISTURBING ACTIVITIES.
- SEDIMENT CONTROL LOGS SHALL CONSIST OF STRAW, COMPOST, EXCELSIOR OR COCONUT FIBER, AND SHALL BE FREE OF ANY NOXIOUS WEED SEEDS OR DEFECTS INCLUDING RIPS, HOLES AND OBVIOUS WEAR.
- SEDIMENT CONTROL LOGS MAY BE USED AS SMALL CHECK DAMS IN DITCHES AND SWALES. HOWEVER, THEY SHOULD NOT BE USED IN PERENNIAL STREAMS.
- IT IS RECOMMENDED THAT SEDIMENT CONTROL LOGS BE TRENCHED INTO THE GROUND TO A DEPTH OF APPROXIMATELY 1/2 OF THE DIAMETER OF THE LOG. IF TRENCHING TO THIS DEPTH IS NOT FEASIBLE AND/OR DESIRABLE (SHORT TERM INSTALLATION WITH DESIRE NOT TO DAMAGE LANDSCAPE) A LESSER TRENCHING DEPTH MAY BE ACCEPTABLE WITH MORE ROBUST STAKING. COMPOST LOGS THAT ARE 8 LB/FT DO NOT NEED TO BE TRENCHED.
- THE UPHILL SIDE OF THE SEDIMENT CONTROL LOG SHALL BE BACKFILLED WITH SOIL OR FILTER MATERIAL THAT IS FREE OF ROCKS AND DEBRIS. THE SOIL SHALL BE TIGHTLY COMPACTED INTO THE SHAPE OF A RIGHT TRIANGLE USING A SHOVEL OR WEIGHTED LAWN ROLLER OR BLOWN IN PLACE.
- FOLLOW MANUFACTURERS' GUIDANCE FOR STAKING. IF MANUFACTURERS' INSTRUCTIONS DO NOT SPECIFY SPACING, STAKES SHALL BE PLACED ON 4' CENTERS AND EMBEDDED A MINIMUM OF 6" INTO THE GROUND. 3" OF THE STAKE SHALL PROTRUDE FROM THE TOP OF THE LOG. STAKES THAT ARE BROKEN PRIOR TO INSTALLATION SHALL BE REPLACED. COMPOST LOGS SHOULD BE STAKED 10" ON CENTER.

SEDIMENT CONTROL LOG MAINTENANCE NOTES

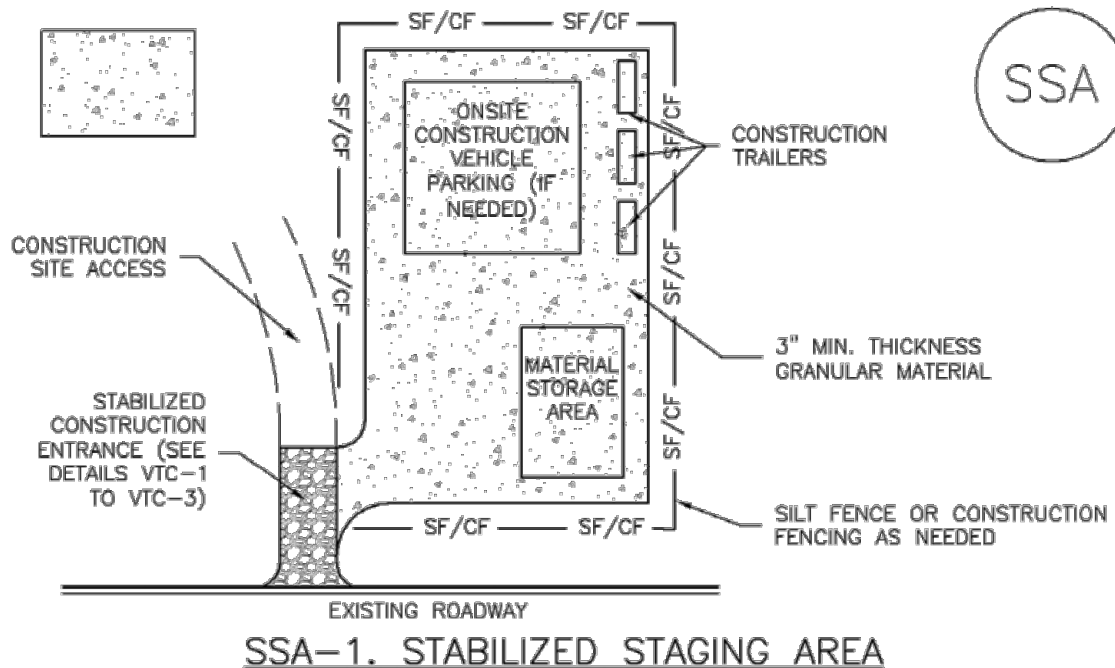
- INSPECT BMPs EACH WORKDAY, AND MAINTAIN THEM IN EFFECTIVE OPERATING CONDITION. MAINTENANCE OF BMPs SHOULD BE PROACTIVE, NOT REACTIVE. INSPECT BMPs AS SOON AS POSSIBLE (AND ALWAYS WITHIN 24 HOURS) FOLLOWING A STORM THAT CAUSES SURFACE EROSION, AND PERFORM NECESSARY MAINTENANCE.
- FREQUENT OBSERVATIONS AND MAINTENANCE ARE NECESSARY TO MAINTAIN BMPs IN EFFECTIVE OPERATING CONDITION. INSPECTIONS AND CORRECTIVE MEASURES SHOULD BE DOCUMENTED THOROUGHLY.
- WHERE BMPs HAVE FAILED, REPAIR OR REPLACEMENT SHOULD BE INITIATED UPON DISCOVERY OF THE FAILURE.
- SEDIMENT ACCUMULATED UPSTREAM OF SEDIMENT CONTROL LOG SHALL BE REMOVED AS NEEDED TO MAINTAIN FUNCTIONALITY OF THE BMP. TYPICALLY WHEN DEPTH OF ACCUMULATED SEDIMENTS IS APPROXIMATELY 1/2 OF THE HEIGHT OF THE SEDIMENT CONTROL LOG.
- SEDIMENT CONTROL LOG SHALL BE REMOVED AT THE END OF CONSTRUCTION. COMPOST FROM COMPOST LOGS MAY BE LEFT IN PLACE AS LONG AS BAGS ARE REMOVED AND THE AREA SEEDED. IF DISTURBED AREAS EXIST AFTER REMOVAL, THEY SHALL BE COVERED WITH TOP SOIL, SEEDED AND MULCHED OR OTHERWISE STABILIZED IN A MANNER APPROVED BY THE LOCAL JURISDICTION.

(DETAILS ADAPTED FROM TOWN OF PARKER, COLORADO, JEFFERSON COUNTY, COLORADO, DOUGLAS COUNTY, COLORADO, AND CITY OF AURORA, COLORADO, NOT AVAILABLE IN AUTOCAD)

NOTE: MANY JURISDICTIONS HAVE BMP DETAILS THAT VARY FROM UDFCD STANDARD DETAILS. CONSULT WITH LOCAL JURISDICTIONS AS TO WHICH DETAIL SHOULD BE USED WHEN DIFFERENCES ARE NOTED.

Stabilized Staging Area (SSA)

SM-6



SSA-1. STABILIZED STAGING AREA

STABILIZED STAGING AREA INSTALLATION NOTES

- SEE PLAN VIEW FOR:
-LOCATION OF STAGING AREA(S).
-CONTRACTOR MAY ADJUST LOCATION AND SIZE OF STAGING AREA WITH APPROVAL FROM THE LOCAL JURISDICTION.
- STABILIZED STAGING AREA SHOULD BE APPROPRIATE FOR THE NEEDS OF THE SITE. OVERSIZING RESULTS IN A LARGER AREA TO STABILIZE FOLLOWING CONSTRUCTION.
- STAGING AREA SHALL BE STABILIZED PRIOR TO OTHER OPERATIONS ON THE SITE.
- THE STABILIZED STAGING AREA SHALL CONSIST OF A MINIMUM 3" THICK GRANULAR MATERIAL.
- UNLESS OTHERWISE SPECIFIED BY LOCAL JURISDICTION, ROCK SHALL CONSIST OF DOT SECT. #703, AASHTO #3 COARSE AGGREGATE OR 6" (MINUS) ROCK.
- ADDITIONAL PERIMETER BMPs MAY BE REQUIRED INCLUDING BUT NOT LIMITED TO SILT FENCE AND CONSTRUCTION FENCING.

STABILIZED STAGING AREA MAINTENANCE NOTES

- INSPECT BMPs EACH WORKDAY, AND MAINTAIN THEM IN EFFECTIVE OPERATING CONDITION. MAINTENANCE OF BMPs SHOULD BE PROACTIVE, NOT REACTIVE. INSPECT BMPs AS SOON AS POSSIBLE (AND ALWAYS WITHIN 24 HOURS) FOLLOWING A STORM THAT CAUSES SURFACE EROSION, AND PERFORM NECESSARY MAINTENANCE.
- FREQUENT OBSERVATIONS AND MAINTENANCE ARE NECESSARY TO MAINTAIN BMPs IN EFFECTIVE OPERATING CONDITION. INSPECTIONS AND CORRECTIVE MEASURES SHOULD BE DOCUMENTED THOROUGHLY.
- WHERE BMPs HAVE FAILED, REPAIR OR REPLACEMENT SHOULD BE INITIATED UPON DISCOVERY OF THE FAILURE.
- ROCK SHALL BE REAPPLIED OR REGRADED AS NECESSARY IF RUTTING OCCURS OR UNDERLYING SUBGRADE BECOMES EXPOSED.

STABILIZED STAGING AREA MAINTENANCE NOTES

- STABILIZED STAGING AREA SHALL BE ENLARGED IF NECESSARY TO CONTAIN PARKING, STORAGE, AND UNLOADING/LOADING OPERATIONS.
 - THE STABILIZED STAGING AREA SHALL BE REMOVED AT THE END OF CONSTRUCTION. THE GRANULAR MATERIAL SHALL BE REMOVED OR, IF APPROVED BY THE LOCAL JURISDICTION, USED ON SITE, AND THE AREA COVERED WITH TOPSOIL, SEEDED AND MULCHED OR OTHERWISE STABILIZED IN A MANNER APPROVED BY LOCAL JURISDICTION.
- NOTE: MANY MUNICIPALITIES PROHIBIT THE USE OF RECYCLED CONCRETE AS GRANULAR MATERIAL FOR STABILIZED STAGING AREAS DUE TO DIFFICULTIES WITH RE-ESTABLISHMENT OF VEGETATION IN AREAS WHERE RECYCLED CONCRETE WAS PLACED.
- NOTE: MANY JURISDICTIONS HAVE BMP DETAILS THAT VARY FROM UDFCD STANDARD DETAILS. CONSULT WITH LOCAL JURISDICTIONS AS TO WHICH DETAIL SHOULD BE USED WHEN DIFFERENCES ARE NOTED.

(DETAILS ADAPTED FROM DOUGLAS COUNTY, COLORADO, NOT AVAILABLE IN AUTOCAD)

ELIZABETH LIQUOR STORE
CONSTRUCTION DOCUMENTS
LOT 11 ELIZABETH CROSS ROADS BUSINESS PARK
SECTION 7 TOWNSHIP 8 SOUTH RANGE 64 WEST
COUNTY OF ELBERT, STATE OF COLORADO

Temporary and Permanent Seeding (TS/PS) EC-2

Description

Temporary seeding can be used to stabilize disturbed areas that will be inactive for an extended period. Permanent seeding should be used to stabilize areas at final grade that will not be otherwise stabilized. Effective seeding includes preparing a seedbed, selecting an appropriate seed mixture, using proper planting techniques, and protecting the seeded area with mulch, geotextiles, or other appropriate measures.

Appropriate Uses

When the soil surface is disturbed and will remain inactive for an extended period (typically determined by local government requirements), proactive stabilization measures, including planting a temporary seed mix, should be implemented. If the inactive period is short-lived (on the order of two weeks), techniques such as surface roughening may be appropriate. For longer periods of inactivity of up to one year, temporary seeding and mulching can provide effective erosion control. Permanent seeding should be used on finished areas that have not been otherwise stabilized.

The USDCM Volume 2 *Revegetation* Chapter contains suggested annual grains and native seed mixes to use for temporary seeding. Alternatively, local governments may have their own seed mixes and timelines for seeding. Check jurisdictional requirements for seeding and temporary stabilization.

Design and Installation

Effective seeding requires proper seedbed preparation, selecting an appropriate seed mixture, using appropriate seeding equipment to ensure proper coverage and density, and protecting seeded areas with mulch or fabric until plants are established.

The USDCM Volume 2 *Revegetation* Chapter contains detailed seed mixes, soil preparation practices, and seeding and mulching recommendations that should be referenced to supplement this Fact Sheet.

Drill seeding is the preferred seeding method. Hydroseeding is not recommended except in areas where steep slopes prevent use of drill seeding equipment, and even in these instances it is preferable to hand seed and mulch. Some jurisdictions do not allow hydroseeding or hydromulching.

Seedbed Preparation

Prior to seeding, ensure that areas to be revegetated have soil conditions capable of supporting vegetation. Overlot grading can result in loss of topsoil and compaction, resulting in poor quality subsoils at the ground surface that

have low nutrient value, little organic matter content, few soil microorganisms, rooting restrictions, and conditions less conducive to infiltration of precipitation. As a result, it is typically necessary to provide stockpiled topsoil, compost, or other soil amendments and rototill them into the soil to a depth of 6 inches or more.

Topsoil should be salvaged during grading operations for use and spread on areas to be revegetated later. Topsoil should be viewed as an important resource to be utilized for vegetation establishment, due to its water-holding capacity, structure, texture, organic matter content, biological activity, and nutrient content. The rooting depth of most native grasses in the semi-arid Denver metropolitan area is 6 to 18 inches. If present, at a minimum of the upper 6 inches of topsoil should be stripped, stockpiled, and ultimately respread across areas that will be revegetated.

Where topsoil is not available, subsoils should be amended to provide an appropriate plant-growth medium. Organic matter, such as well digested compost, can be added to improve soil characteristics conducive to plant growth. Other treatments can be used to adjust soil pH conditions when needed. Soil testing, which is typically inexpensive, should be completed to determine and optimize the types and amounts of amendments that are required.

If the disturbed ground surface is compacted, rip or rototill the upper 12 inches of the surface prior to placing topsoil. If adding compost to the existing soil surface, rototilling is necessary. Surface roughening will assist in placing a stable topsoil layer on steeper slopes, and allow infiltration and root penetration to greater depth. Topsoil should not be placed when either the salvaged topsoil or receiving ground are frozen or snow covered.

Prior to seeding, the soil surface should be rough and the seedbed should be firm, but neither too loose nor compacted. The upper layer of soil should be in a condition suitable for seeding at the proper depth and conducive to plant growth. Seed-to-soil contact is the key to good germination.

Refer to MHFD's Topsoil Management Guidance for detailed information on topsoil assessment, design, and construction.

Temporary Vegetation

To provide temporary vegetative cover on disturbed areas which will not be paved, built upon, or fully landscaped or worked for an extended period (typically 30 days or more), plant an annual grass appropriate for the time of planting and mulch the planted areas. Temporary grain seed mixes suitable for the Denver metropolitan area are listed in Table TS/PS-1. Native temporary seed mixes are provided in USDCM Volume 2, Chapter 13, Appendix A. These are to be considered only as general recommendations when specific design guidance for a particular site is not available. Local governments typically specify seed mixes appropriate for their jurisdiction.

Permanent Revegetation

To provide vegetative cover on disturbed areas that have reached final grade, a perennial grass mix should be established. Permanent seeding should be performed promptly (typically within 14 days) after reaching final grade. Each site will have different characteristics and a landscape professional or the local jurisdiction should be contacted to determine the most suitable seed mix for a specific site. In lieu of a specific recommendation, one of the perennial grass mixes appropriate for site conditions and growth season listed in seed mix tables in the USDCM Volume 2 *Revegetation* Chapter can be used. The pure live seed (PLS) rates of application recommended in these tables are considered to be absolute minimum rates for seed applied using proper drill-seeding equipment. These are to be considered only as general



Photograph TS/PS-1. Equipment used to drill seed. Photo courtesy of Douglas County.

Table TS/PS-1. Minimum Drill Seeding Rates for Various Temporary Annual Grasses

Species* (Common name)	Growth Season*	Pounds of Pure Live Seed (PLS)/acre*	Planting Depth (inches)
1. Oats	Cool	35 - 50	1 - 2
2. Spring wheat	Cool	25 - 35	1 - 2
3. Spring barley	Cool	25 - 35	1 - 2
4. Annual ryegrass	Cool	10 - 15	½
5. Millet	Warm	3 - 15	½ - ¾
6. Winter wheat	Cool	20 - 35	1 - 2
7. Winter barley	Cool	20 - 35	1 - 2
8. Winter rye	Cool	20 - 35	1 - 2
9. Triticale	Cool	25 - 40	1 - 2
* Successful seeding of annual grass resulting in adequate plant growth will usually produce enough dead-plant residue to provide protection from wind and water erosion for an additional year. This assumes that the cover is not disturbed or mowed closer than 8 inches.			
Hydraulic seeding may be substituted for drilling only where slopes are steeper than 3:1 or where access limitations exist. When hydraulic seeding is used, hydraulic mulching should be applied as a separate operation, when practical, to prevent the seeds from being encapsulated in the mulch.			
b See Table TS/PS-2 for seeding dates. Irrigation, if consistently applied, may extend the use of cool season species during the summer months.			
c Seeding rates should be doubled if seed is broadcast, or increased by 50 percent if done using a Brillion Drill or by hydraulic seeding.			

Table TS/PS-2. Seeding Dates for Annual and Perennial Grasses

Seeding Dates	Annual Grasses (Numbers in table reference species in Table TS/PS-1)		Perennial Grasses	
	Warm	Cool	Warm	Cool
January 1–March 15			✓	✓
March 16–April 30		1,2,3	✓	✓
May 1–May 15			✓	
May 16–June 30	5			
July 1–July 15	5			
July 16–August 31				
September 1–September 30		6, 7, 8, 9		
October 1–December 31			✓	✓

Mulch

Cover seeded areas with mulch or an appropriate rolled erosion control product to promote establishment of vegetation. Anchor mulch by crimping, netting or use of a non-toxic tackifier. See the USDCM Volume 2 *Revegetation* Chapter and Volume 3 Mulching BMP Fact Sheet (EC-04) for additional guidance.

Maintenance and Removal

Monitor and observe seeded areas to identify areas of poor growth or areas that fail to germinate. Reseed and mulch these areas, as needed.

If a temporary annual seed was planted, the area should be reseeded with the desired perennial mix when there will be no further work in the area. To minimize competition between annual and perennial species, the annual mix needs time to mature and die before seeding the perennial mix. To increase success of the perennial mix, it should be seeded during the appropriate seeding dates the second year after the temporary annual mix was seeded. Alternatively, if this timeline is not feasible, the annual mix seed heads should be removed and then the area seeded with the perennial mix.

An area that has been permanently seeded should have a good stand of vegetation within one growing season if irrigated and within three growing seasons without irrigation in Colorado. Reseed portions of the site that fail to germinate or remain bare after the first growing season.

Seeded areas may require irrigation, particularly during extended dry periods. Targeted weed control may also be necessary.

Protect seeded areas from construction equipment and vehicle access.

Mulching (MU) EC-4

Description

Mulching consists of evenly applying straw, hay, shredded wood mulch, rock, bark or compost to disturbed soils and securing the mulch by crimping, tackifiers, netting or other measures. Mulching helps reduce erosion by protecting bare soil from rainfall impact, increasing infiltration, and reducing runoff. Although often applied in conjunction with temporary or permanent seeding, it can also be used for temporary stabilization of areas that cannot be reseeded due to seasonal constraints.

Mulch can be applied either using standard mechanical dry application methods or using hydromulching equipment that hydraulically applies a slurry of water, wood fiber mulch, and often a tackifier.

Appropriate Uses

Use mulch in conjunction with seeding to help protect the seedbed and stabilize the soil. Mulch can also be used as a temporary cover on low to mild slopes to help temporarily stabilize disturbed areas where growing season constraints prevent effective reseeded. Disturbed areas should be properly mulched and tacked, or seeded, mulched and tacked promptly after final grade is reached (typically within no longer than 14 days) on portions of the site not otherwise permanently stabilized.

Standard dry mulching is encouraged in most jurisdictions; however, hydromulching may not be allowed in certain jurisdictions or may not be allowed near waterways.

Do not apply mulch during windy conditions.

Design and Installation

Prior to mulching, surface-roughen areas by rolling with a crimping or punching type roller or by track walking. Track walking should only be used where other methods are impractical because track walking with heavy equipment typically compacts the soil.

A variety of mulches can be used effectively at construction sites. Consider the following:

Mulch	
Functions	
Erosion Control	Yes
Sediment Control	Moderate
Site/Material Management	No

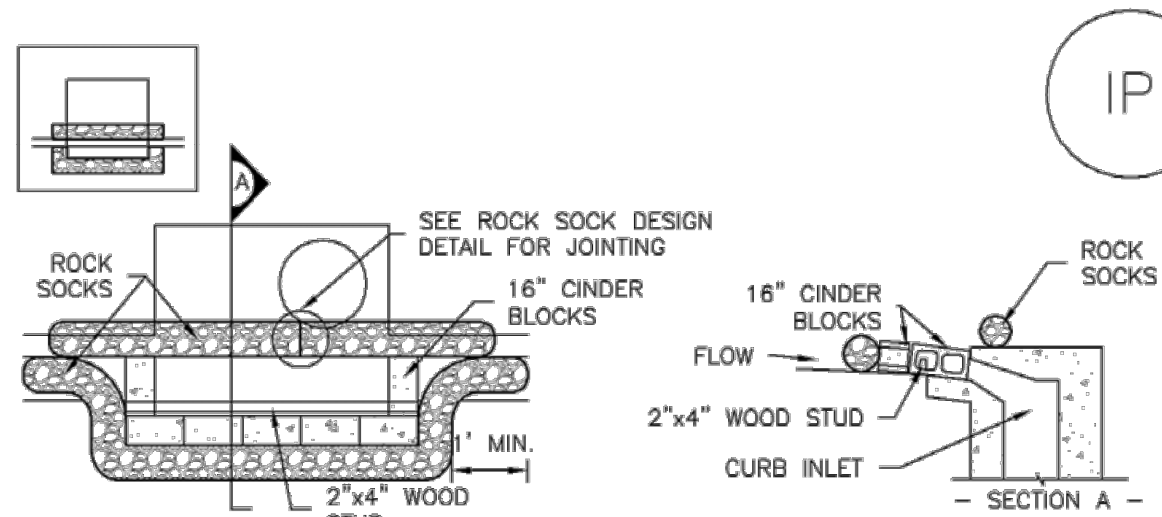
- Clean, weed-free and seed-free cereal grain straw should be applied evenly at a rate of 2 tons per acre and must be tacked or fastened by a method suitable for the condition of the site. Straw mulch must be anchored (and not merely placed) on the surface. This can be accomplished mechanically by crimping or with the aid of tackifiers or nets. Anchoring with a crimping implement is preferred, and is the recommended method for areas flatter than 3:1. Mechanical crimpers must be capable of tucking the long mulch fibers into the soil to a depth of 3 inches without cutting them. An agricultural disk, while not an ideal substitute, may work if the disk blades are dull or blunted and set vertically; however, the frame may have to be weighted to afford proper soil penetration.
- Grass hay may be used in place of straw; however, because hay is comprised of the entire plant including seed, mulching with hay may seed the site with non-native grass species which might in turn out-compete the native seed. Alternatively, native species of grass hay may be purchased, but can be difficult to find and are more expensive than straw. Purchasing and utilizing a certified weed-free straw is an easier and less costly mulching method. When using grass hay, follow the same guidelines as for straw (provided above).
- On small areas sheltered from the wind and heavy runoff, spraying a tackifier on the mulch is satisfactory for holding it in place. For steep slopes and special situations where greater control is needed, erosion control blankets anchored with stakes should be used instead of mulch.
- Hydraulic mulching consists of wood cellulose fibers mixed with water and a tackifying agent and should be applied at a rate of no less than 1,500 pounds per acre (1,425 lbs of fibers mixed with at least 75 lbs of tackifier) with a hydraulic mulcher. For steeper slopes, up to 2000 pounds per acre may be required for effective hydros seeding. Hydromulch typically requires up to 24 hours to dry; therefore, it should not be applied immediately prior to inclement weather. Application to roads, waterways and existing vegetation should be avoided.

- Erosion control mats, blankets, or nets are recommended to help stabilize steep slopes (generally 3:1 and steeper) and waterways. Depending on the product, these may be used alone or in conjunction with grass or straw mulch. Normally, use of these products will be restricted to relatively small areas. Biodegradable mats made of straw and jute, straw-coconut, coconut fiber, or excelsior can be used instead of mulch. (See the ECM/TRM BMP for more information.)
- Some tackifiers or binders may be used to anchor mulch. Check with the local jurisdiction for allowed tackifiers. Manufacturer's recommendations should be followed at all times. (See the Soil Binder BMP for more information on general types of tackifiers.)
- Rock can also be used as mulch. It provides protection of exposed soils to wind and water erosion and allows infiltration of precipitation. An aggregate base course can be spread on disturbed areas for temporary or permanent stabilization. The rock mulch layer should be thick enough to provide full coverage of exposed soil on the area it is applied.

Maintenance and Removal

After mulching, the bare ground surface should not be more than 10 percent exposed. Reapply mulch, as needed, to cover bare areas.

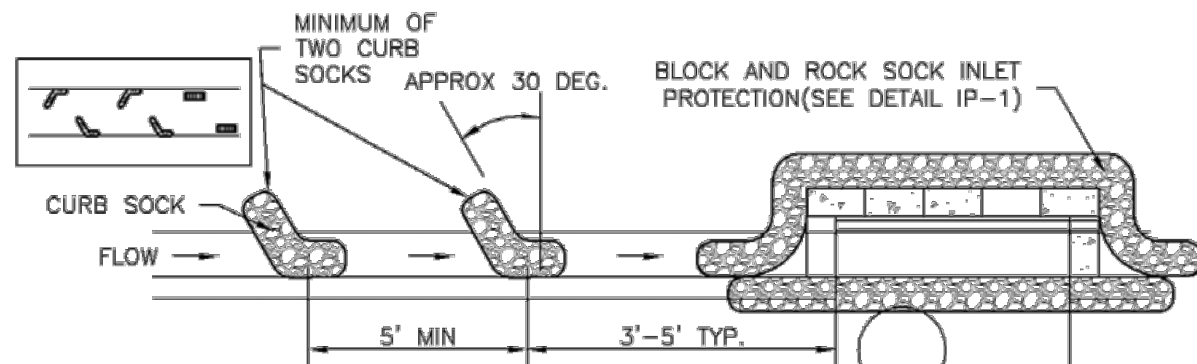
SC-6 Inlet Protection (IP)



IP-1. BLOCK AND ROCK SOCK SUMP OR ON GRADE INLET PROTECTION

BLOCK AND CURB SOCK INLET PROTECTION INSTALLATION NOTES

- SEE ROCK SOCK DESIGN DETAIL FOR INSTALLATION REQUIREMENTS.
- CONCRETE "CINDER" BLOCKS SHALL BE LAID ON THEIR SIDES AROUND THE INLET IN A SINGLE ROW, ABUTTING ONE ANOTHER WITH THE OPEN END FACING AWAY FROM THE CURB.
- GRAVEL BAGS SHALL BE PLACED AROUND CONCRETE BLOCKS, CLOSELY ABUTTING ONE ANOTHER AND JOINTED TOGETHER IN ACCORDANCE WITH ROCK SOCK DESIGN DETAIL.



IP-2. CURB ROCK SOCKS UPSTREAM OF INLET PROTECTION

CURB ROCK SOCK INLET PROTECTION INSTALLATION NOTES

- SEE ROCK SOCK DESIGN DETAIL INSTALLATION REQUIREMENTS.
- PLACEMENT OF THE SOCK SHALL BE APPROXIMATELY 30 DEGREES FROM PERPENDICULAR IN THE OPPOSITE DIRECTION OF FLOW.
- SOCKS ARE TO BE FLUSH WITH THE CURB AND SPACED A MINIMUM OF 5 FEET APART.
- AT LEAST TWO CURB SOCKS IN SERIES ARE REQUIRED UPSTREAM OF ON-GRADE INLETS.

GENERAL INLET PROTECTION INSTALLATION NOTES

- SEE PLAN VIEW FOR:
 - LOCATION OF INLET PROTECTION.
 - TYPE OF INLET PROTECTION (IP-1, IP-2, IP-3, IP-4, IP-5, IP-6)
- INLET PROTECTION SHALL BE INSTALLED PROMPTLY AFTER INLET CONSTRUCTION OR PAVING IS COMPLETE (TYPICALLY WITHIN 48 HOURS). IF A RAINFALL/RUNOFF EVENT IS FORECAST, INSTALL INLET PROTECTION PRIOR TO ONSET OF EVENT.
- MANY JURISDICTIONS HAVE BMP DETAILS THAT VARY FROM UDFCD STANDARD DETAILS. CONSULT WITH LOCAL JURISDICTIONS AS TO WHICH DETAIL SHOULD BE USED WHEN DIFFERENCES ARE NOTED.

INLET PROTECTION MAINTENANCE NOTES

- INSPECT BMPs EACH WORKDAY, AND MAINTAIN THEM IN EFFECTIVE OPERATING CONDITION. MAINTENANCE OF BMPs SHOULD BE PROACTIVE, NOT REACTIVE. INSPECT BMPs AS SOON AS POSSIBLE (AND ALWAYS WITHIN 24 HOURS) FOLLOWING A STORM THAT CAUSES SURFACE EROSION, AND PERFORM NECESSARY MAINTENANCE.
- FREQUENT OBSERVATIONS AND MAINTENANCE ARE NECESSARY TO MAINTAIN BMPs IN EFFECTIVE OPERATING CONDITION. INSPECTIONS AND CORRECTIVE MEASURES SHOULD BE DOCUMENTED THOROUGHLY.
- WHERE BMPs HAVE FAILED, REPAIR OR REPLACEMENT SHOULD BE INITIATED UPON DISCOVERY OF THE FAILURE.
- SEDIMENT ACCUMULATED UPSTREAM OF INLET PROTECTION SHALL BE REMOVED AS NECESSARY TO MAINTAIN BMP EFFECTIVENESS, TYPICALLY WHEN STORAGE VOLUME REACHES 50% OF CAPACITY, A DEPTH OF 6" WHEN SILT FENCE IS USED, OR ¼ OF THE HEIGHT FOR STRAW BALES.
- INLET PROTECTION IS TO REMAIN IN PLACE UNTIL THE UPSTREAM DISTURBED AREA IS PERMANENTLY STABILIZED, UNLESS THE LOCAL JURISDICTION APPROVES EARLIER REMOVAL OF INLET PROTECTION IN STREETS.
- WHEN INLET PROTECTION AT AREA INLETS IS REMOVED, THE DISTURBED AREA SHALL BE COVERED WITH TOP SOIL, SEEDED AND MULCHED, OR OTHERWISE STABILIZED IN A MANNER APPROVED BY THE LOCAL JURISDICTION.

(DETAIL ADAPTED FROM TOWN OF PARKER, COLORADO AND CITY OF AURORA, COLORADO, NOT AVAILABLE IN AUTOCAD)

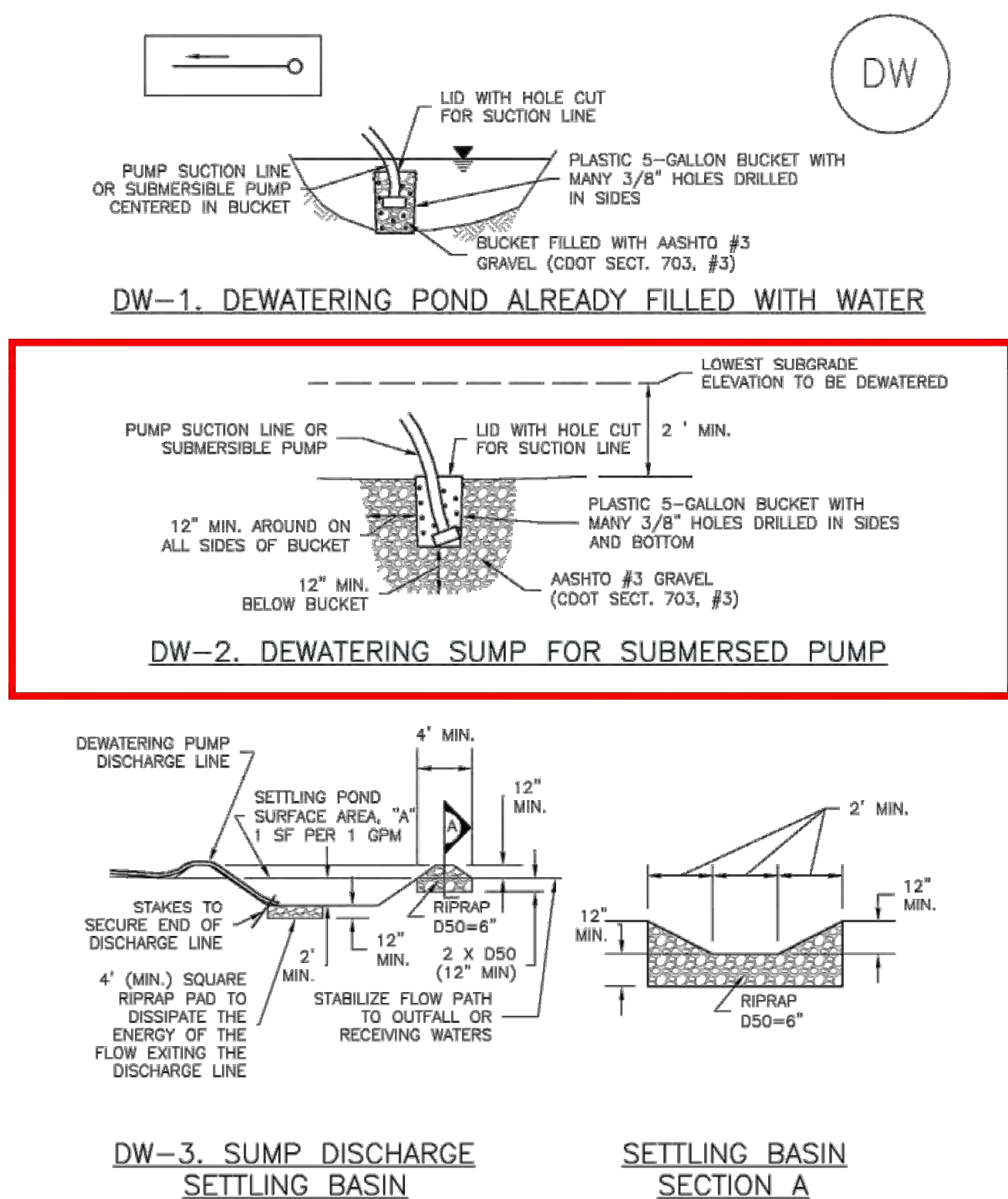
NOTE: MANY JURISDICTIONS HAVE BMP DETAILS THAT VARY FROM UDFCD STANDARD DETAILS. CONSULT WITH LOCAL JURISDICTIONS AS TO WHICH DETAIL SHOULD BE USED WHEN DIFFERENCES ARE NOTED.

NOTE: THE DETAILS INCLUDED WITH THIS FACT SHEET SHOW COMMONLY USED, CONVENTIONAL METHODS OF INLET PROTECTION IN THE DENVER METROPOLITAN AREA. THERE ARE MANY PROPRIETARY INLET PROTECTION METHODS ON THE MARKET. UDFCD NEITHER ENDORSES NOR DISCOURAGES USE OF PROPRIETARY INLET PROTECTION; HOWEVER, IN THE EVENT PROPRIETARY METHODS ARE USED, THE APPROPRIATE DETAIL FROM THE MANUFACTURER MUST BE INCLUDED IN THE SWMP AND THE BMP MUST BE INSTALLED AND MAINTAINED AS SHOWN IN THE MANUFACTURER'S DETAILS.

NOTE: SOME MUNICIPALITIES DISCOURAGE OR PROHIBIT THE USE OF STRAW BALES FOR INLET PROTECTION. CHECK WITH LOCAL JURISDICTION TO DETERMINE IF STRAW BALE INLET PROTECTION IS ACCEPTABLE.

LOT 11 ELIZABETH CROSS ROADS BUSINESS PARK
SECTION 7 TOWNSHIP 8 SOUTH RANGE 64 WEST
COUNTY OF ELBERT, STATE OF COLORADO

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DEWATERING INSTALLATION NOTES

4. Dewatering operations shall use one or more of the dewatering pumps shown above, well points, or other means approved by the local jurisdiction to reduce the pumping of sediment, and shall provide a temporary sediment basin or filtration BMP to reduce sediment to allowable levels prior to release off site or to a receiving waterway. A sediment basin may be used in lieu of sump discharge settling basin shown above if a 4-foot-square RIRPAP pad is placed at the discharge point and the discharge end of the line is staked in place to prevent movement of the line.

DEWATERING MAINTENANCE NOTES

1. INSPECT BMPs EACH WORKDAY, AND MAINTAIN THEM IN EFFECTIVE OPERATING CONDITION. MAINTENANCE OF BMPs SHOULD BE PROACTIVE, NOT REACTIVE. INSPECT BMPs AS SOON AS POSSIBLE (AND ALWAYS WITHIN 24 HOURS) FOLLOWING A STORM THAT CAUSES SURFACE EROSION, AND PERFORM NECESSARY MAINTENANCE.

2. FREQUENT OBSERVATIONS AND MAINTENANCE ARE NECESSARY TO MAINTAIN BMPs IN EFFECTIVE OPERATING CONDITION. INSPECTIONS AND CORRECTIVE MEASURES SHOULD BE DOCUMENTED THOROUGHLY.

3. WHERE BMPs HAVE FAILED, REPAIR OR REPLACEMENT SHOULD BE INITIATED UPON DISCOVERY OF THE FAILURE.

4. DEWATERING BMPs ARE REQUIRED IN ADDITION TO ALL OTHER PERMIT REQUIREMENTS.

5. TEMPORARY SETTLING BASINS SHALL BE REMOVED WHEN NO LONGER NEEDED FOR DEWATERING OPERATIONS. ANY DISTURBED AREA SHALL BE COVERED WITH TOPSOIL, SEEDED AND MULCHED OR OTHERWISE STABILIZED IN A MANNER APPROVED BY THE LOCAL JURISDICTION.

NOTE: MANY JURISDICTIONS HAVE BMP DETAILS THAT VARY FROM UDFCD STANDARD DETAILS. CONSULT WITH LOCAL JURISDICTIONS AS TO WHICH DETAIL SHOULD BE USED WHEN DIFFERENCES ARE NOTED.

(DETAILS ADAPTED FROM DOUGLAS COUNTY, COLORADO, NOT AVAILABLE IN AUTOCAD)

Surface Cover During Phased Construction

Install construction fencing or other perimeter controls around areas to be protected from clearing and grading as part of construction phasing.

Maintaining surface cover on steep slopes for the maximum practical duration during construction is recommended.

Open Space Preservation

Where natural open space areas will be preserved as part of a development, it is important to install construction fencing around these areas to protect them from compaction. This is particularly important when areas with soils with high infiltration rates are preserved as part of LID designs. Preserved open space areas should not be used for staging and equipment storage.

Wetlands and Riparian Areas

Install a construction fence around the perimeter of the wetland or riparian (streamside vegetation) area to prevent access by equipment. In areas downgradient of disturbed areas, install a perimeter control such as silt fence, sediment control logs, or similar measure to minimize sediment loading to the wetland.

Tree Protection

- Before beginning construction operations, establish a tree protection zone around trees to be preserved by installing construction fences. Allow enough space from the trunk to protect the root zone from soil compaction and mechanical damage, and the branches from mechanical damage (see Table PV-1). If low branches will be kept, place the fence outside of the drip line. Where this is not possible, place fencing as far away from the trunk as possible. In order to maintain a healthy tree, be aware that about 60 percent of the tree's root zone extends beyond the drip line.

Table PV-1
Guidelines for Determining the Tree Protection Zone
(Source: Matheny and Clark, 1998; as cited in GreenCO and WWE 2008)

	Distance from Trunk (ft) per inch of DBH		
Species Tolerance to Damage	Young	Mature	Over mature
<i>Good</i>	0.5'	0.75'	1.0'
<i>Moderate</i>	0.75'	1.0'	1.25'
<i>Poor</i>	1.0'	1.25'	1.5'

Notes: DBH = diameter at breast height (4.5 ft above grade); Young = <20% of life expectancy; Mature = 20%-80% of life expectancy; Over mature =>80% of life expectancy

- Most tree roots grow within the top 12 to 18 inches of soil. Grade changes within the tree protection zone should be avoided where possible because seemingly minor grade changes can either smother

¹ Tree Protection guidelines adapted from GreenCO and WWE (2008). *Green Industry Best Management Practices (BMPs) for the Conservation and Protection of Water Resources in Colorado: Moving Toward Sustainability*, Third Release. See www.greenco.org for more detailed guidance on tree preservation.

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SM-2

roots (in fill situations) or damage roots (in cut situations). Consider small walls where needed to avoid grade changes in the tree protection zone.

- Place and maintain a layer of mulch 4 to 6-inch thick from the tree trunk to the fencing, keeping a 6-inch space between the mulch and the trunk. Mulch helps to preserve moisture and decrease soil compaction if construction traffic is unavoidable. When planting operations are completed, the mulch may be reused throughout planting areas.
- Limit access, if needed at all, and appoint one route as the main entrance and exit to the tree protection zone. Within the tree protection zone, do not allow any equipment to be stored, chemicals to be dumped, or construction activities to take place except fine grading, irrigation system installation, and planting operations. These activities should be conducted in consultation with a landscaping professional, following Green Industry BMPs.
- Be aware that soil compaction can cause extreme damage to tree health that may appear gradually over a period of years. Soil compaction is easier to prevent than repair.

Maintenance and Removal

Repair or replace damaged or displaced fencing or other protective barriers around the vegetated area

If damage occurs to a tree, consult an arborist for guidance on how to care for the tree. If a tree in a designated preservation area is damaged beyond repair, remove and replace with a 2-inch diameter tree of the same or similar species.

Construction equipment must not enter a wetland area, except as permitted by the U.S. Army Corps of Engineers (USACE). Inadvertent placement of fill in a wetland is a 404 permit violation and will require notification of the USACE.

If damage to vegetation occurs in a protected area, reseed the area with the same or similar species, following the recommendations in the USDCM *Revegetation* chapter.

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460 W KEN CARTER AVE #101
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PLANNING
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THE DIRECT
SUPERVISION OF
TIFFANY D. WATSON
COLORADO
LICENSE NO. 40360
FOR AND ON
BEHALF OF POINT
CONSULTING, LLC

CONSTRUCTION DOCUMENTS

ELIZABETH LIQUOR STORE

787 CROSSROAD CIRCLE, ELIZABETH, COLORADO 80107

9.24.067

	DESCRIPTION
	ORIGINAL PREPARATION
	2ND CD SUBMITTAL
	3RD CD SUBMITTAL
	-
	-
	-
	-
	-
	-
	EROSION & SEDIMENT CONTROL DETAILS

LOT 11 ELIZABETH CROSS ROADS BUSINESS PARK
SECTION 7 TOWNSHIP 8 SOUTH RANGE 64 WEST
COUNTY OF ELBERT, STATE OF COLORADO



1. REFER TO SHEET C0.00, COVER SHEET, FOR THE BENCHMARK AND BASIS OF BEARINGS.
2. REFER TO SHEET C0.10 FOR GENERAL NOTES AND UTILITY NOTES.
3. REFER TO SHEET C6.90 FOR UTILITY DETAILS.
4. CONTRACTOR TO COORDINATE WITH CORE ELECTRIC CO-OP FOR ELECTRIC SERVICES.
5. CONTRACTOR TO COORDINATE WITH HILLS ENERGY FOR GAS SERVICES.
6. CONTRACTOR TO PROTECT ALL EXISTING PRIVATE UTILITIES.
7. ALL SHOWN LOCATIONS OF EXISTING UTILITIES ARE APPROXIMATE. CONTRACTOR TO VERIFY LOCATION OF EXISTING UTILITIES BEFORE EXCAVATION.
8. ALL PROPOSED STORM DRAINAGE FACILITIES ARE PRIVATELY OWNED AND MAINTAINED.

	PROPERTY LINE
	EXISTING CURB AND GUTTER
	PROPOSED VERTICAL CURB
	PROPOSED SIDEWALK
	EXISTING SANITARY SEWER
	EXISTING WATER MAIN
	EXISTING STORM SEWER
	EXISTING GAS LINE
	EXISTING ELECTRIC LINE
	EXISTING FIBER-OPTIC LINE
	EXISTING FIRE HYDRANT
	PROPOSED WATER SERVICE
	WATER SERVICE REDUCER
	SANITARY SEWER MANHOLE
	PROPOSED SANITARY SERVICE
	PROPOSED ELECTRIC LINE
	PROPOSED STORM LINE
	PROPOSED GAS SERVICE
	PROPOSED LIGHT POLE
	PROPOSED TRANSFORMER
	PROPOSED STORM STRUCTURES

DRY:

- ① CAUTION! UTILITY CROSSING. CONTRACTOR TO VERIFY HORIZONTAL AND VERTICAL PRIOR TO COMMENCING CONSTRUCTION.
- ② EXISTING UNDERGROUND ELECTRIC. PROTECT IN PLACE.
- ③ INSTALL UNDERGROUND ELECTRIC SERVICE, CONTRACTOR TO COORDINATE WITH CORE ELECTRIC CO-OP.
- ④ ELECTRIC SERVICE CONNECTION TO BUILDING, CONTRACTOR TO COORDINATE WITH CORE ELECTRIC CO-OP.
- ⑤ INSTALL PAD TRANSFORMER, CONTRACTOR TO COORDINATE WITH CORE ELECTRIC CO-OP. RE: SHEET C6.91, DETAIL J.
- ⑥ INSTALL UNDERGROUND GAS SERVICE. CONTRACTOR TO COORDINATE WITH BLACK HILLS ENERGY.
- ⑦ GAS SERVICE CONNECTION TO BUILDING.
- ⑧ INSTALL LIGHT POLE. RE: PHOTOMETRIC PLANS.
- ⑨ EXISTING FIBER-OPTIC LINE. PROTECT IN PLACE.
- ⑩ EXISTING TELEPHONE LINE. PROTECT IN PLACE.
- ⑪ PROTECT EXISTING PRIVATE UTILITIES.

WATER:

1. EXISTING FIRE HYDRANT.
2. EXISTING 8-INCH PVC WATER MAIN.
3. TIE INTO EXISTING 8-INCH WATER MAIN WITH A WET TAP.
4. TIE INTO EXISTING WATER STUB OUT.
5. PROPOSED $\frac{3}{4}$ -INCH TYPE K SERVICE LINE. SEE PLAN FOR LENGTH.
6. PROPOSED $\frac{3}{4}$ -INCH WATER METER.
RE: SHEET C.90, DETAIL F.
7. PROPOSED 1-INCH TYPE K SERVICE LINE. SEE PLAN FOR LENGTH.
8. PROPOSED 1-INCH WATER METER.
RE: SHEET C.90, DETAIL F.
9. PROPOSED 1 $\frac{1}{4}$ -INCH TYPE K SERVICE LINE. SEE PLAN FOR LENGTH.
10. PROPOSED 1-INCH TO 1 $\frac{1}{4}$ -INCH TYPE K REDUCER COUPLING.
11. CONNECT WATER LINE TO BUILDING.
RE: PLUMBING PLANS.
12. PROPOSED CONCRETE PIPE ENCASEMENT
RE: SHEET C6.90, DETAIL B.
13. CAUTION! UTILITY CROSSING. CONTRACTOR TO VERIFY HORIZONTAL
VERTICAL PRIOR TO COMMENCING CONSTRUCTION.
RE: SHEET C6.90, DETAIL A.

STORM:

- | | |
|---|---|
| 1 | EXISTING TOWN OF ELIZABETH CURB INLET. PROTECT IN PLACE. |
| 2 | INSTALL 2'X3" NYLOPLAST INLET.
RE: SHEET C6.91, DETAIL I. |
| 3 | INSTALL 15" HDPE STORM. SEE PLAN FOR LENGTH AND SLOPES.
RE: SHEET C6.91, DETAIL H. |
| 4 | INSTALL CONNECTION TO INLET. INVERT PER PLAN. |
| 5 | INSTALL CURB CHASE DRAIN.
RE: SHEET C3.92, DETAIL I. |
| 6 | EXISTING 18" RCP. |

SANITARY:

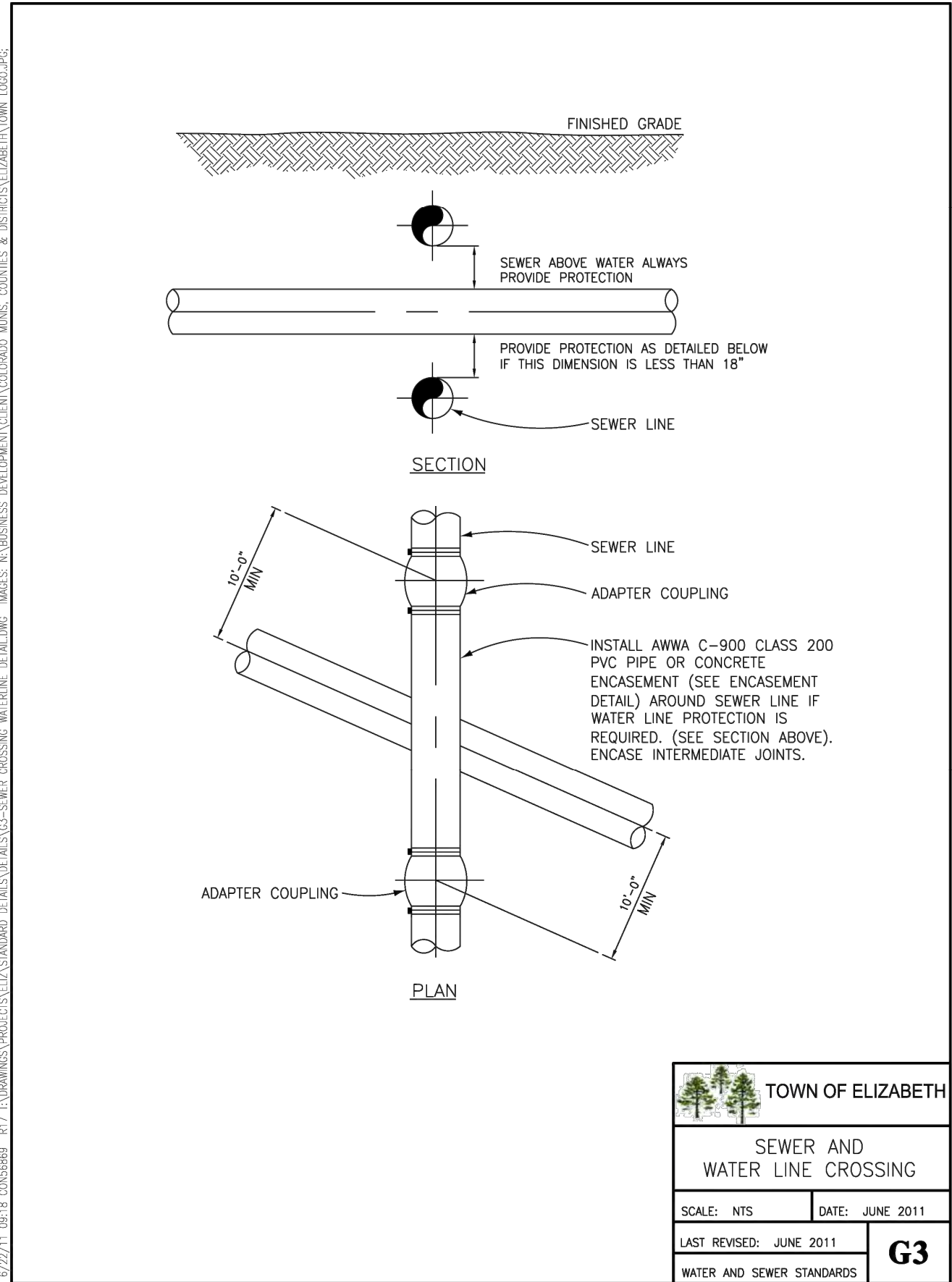
- | | |
|---|---|
| 1 | EXISTING 8-INCH PVC SANITARY SEWER. |
| 2 | CONNECT TO EXISTING 8-INCH PVC SANITARY SEWER. |
| 3 | CONNECT TO EXISTING 6-INCH PVC SANITARY STUB.
CONTRACTOR TO VERIFY LOCATION IN FIELD. |
| 4 | INSTALL 4-INCH PVC SANITARY SEWER LINE WITH TRACER WIRE. SEE PLAN FOR
SLOPE AND LENGTHS.
RE: SHEET C6-90, DETAIL D. |
| 5 | INSTALL 4-INCH PVC SANITARY CLEANOUT.
RE: SHEET C6-91, DETAIL G. |
| 6 | CONNECT SANITARY LINE TO BUILDING. RE: PLUMBING PLANS. |
| 7 | CAUTION! SANITARY CROSSING. CONTRACTOR TO VERIFY HORIZONTAL AND
VERTICAL PRIOR TO COMMENCING CONSTRUCTION. SEE PLAN FOR INVERTS. |



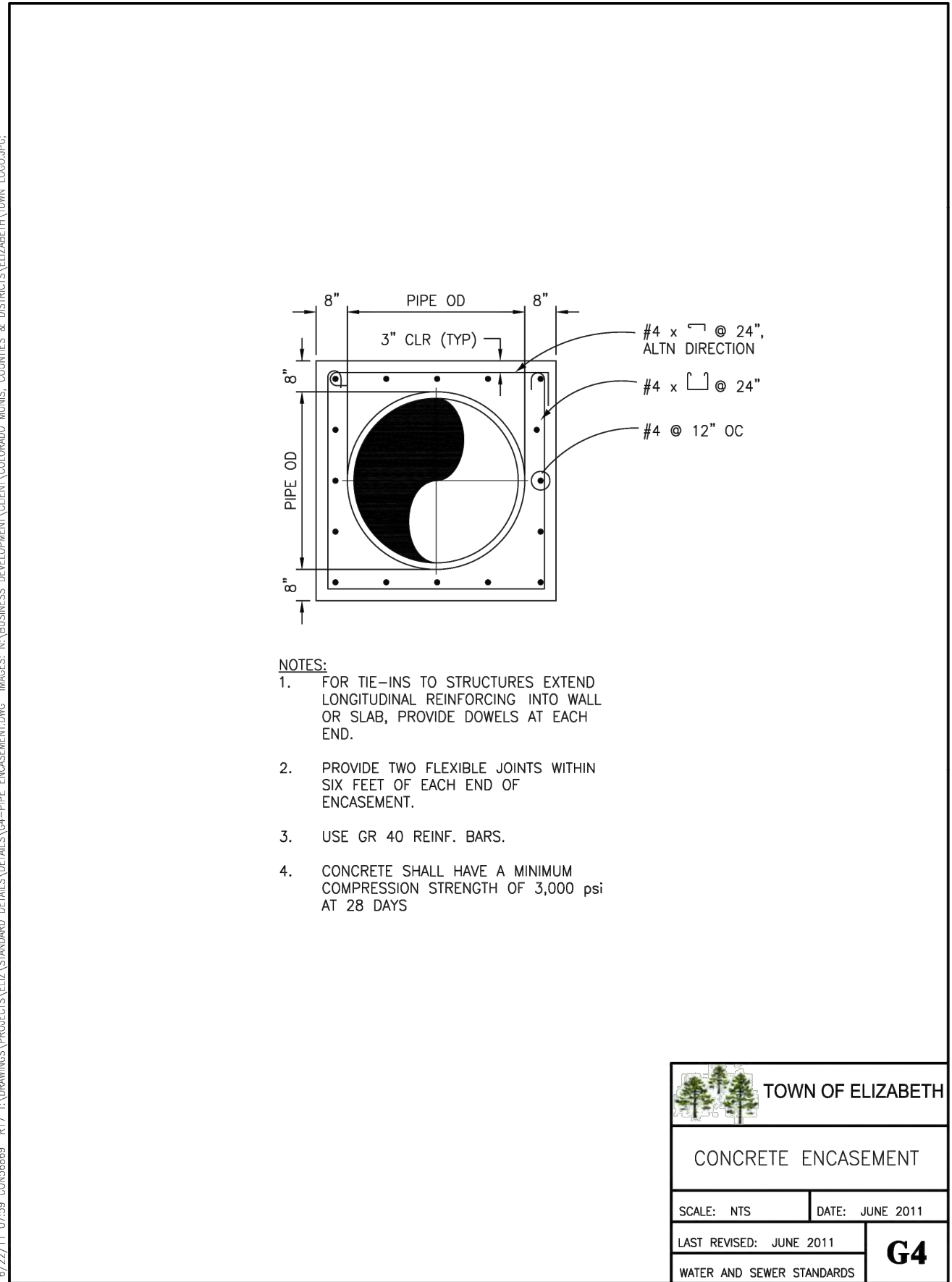
CONSTRUCTION DOCUMENTS

ELIZABETH LIQUOR STORE

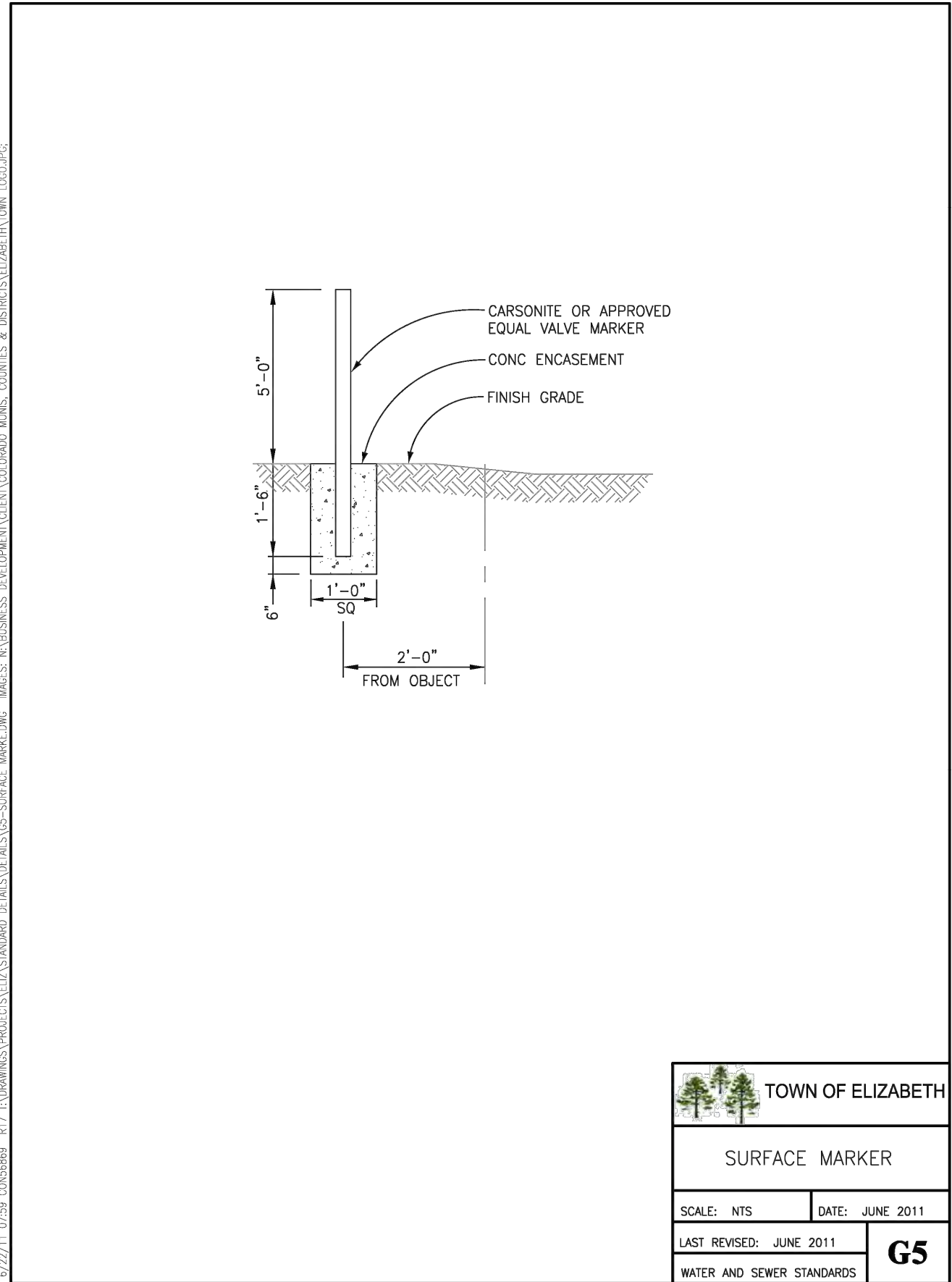
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2025.04.23	3RD CD SUBMITTAL
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C6.10	OVERALL UTILITY PLAN



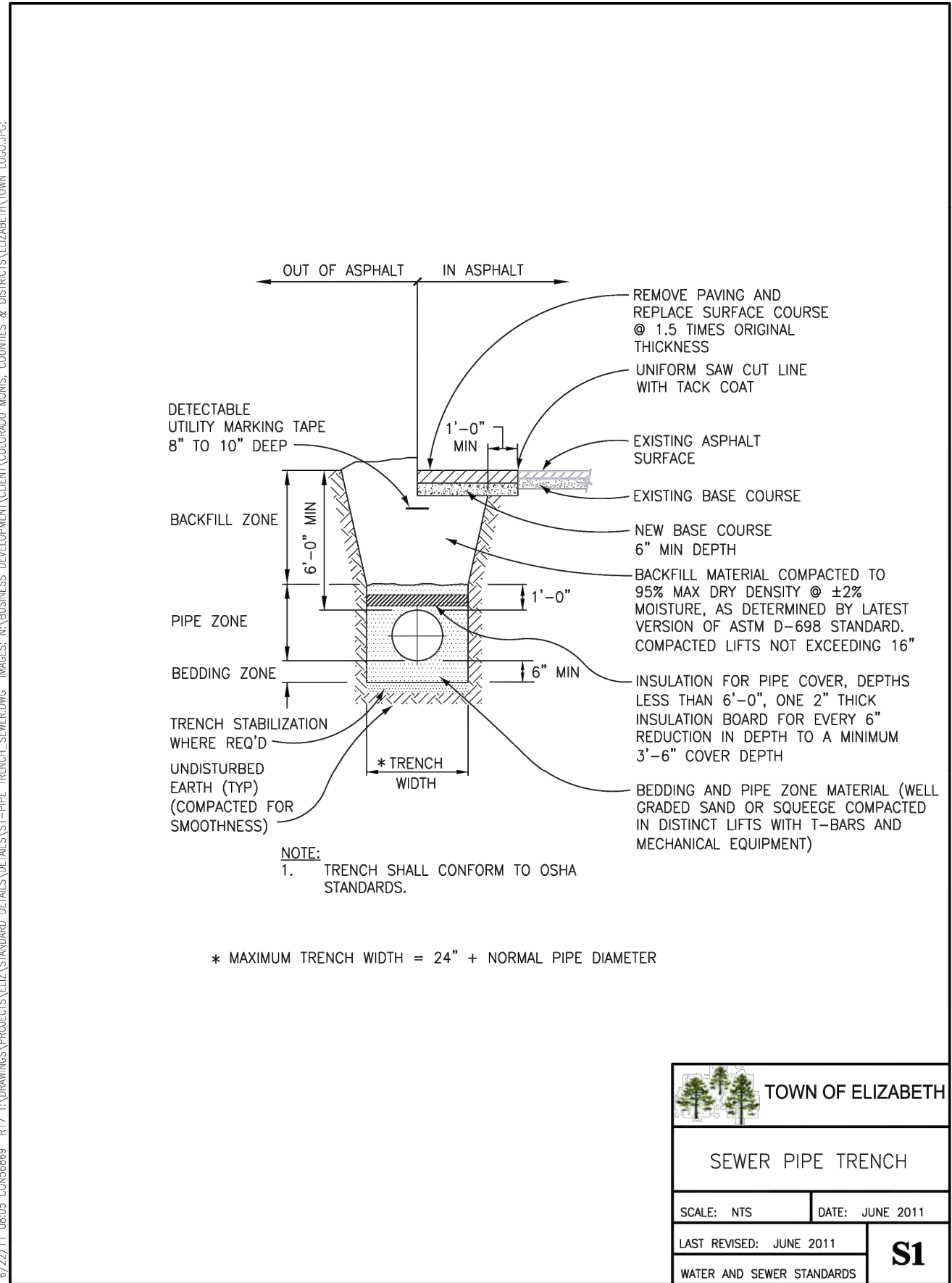
A SEWER AND WATER CROSSING DETAIL
NOT TO SCALE



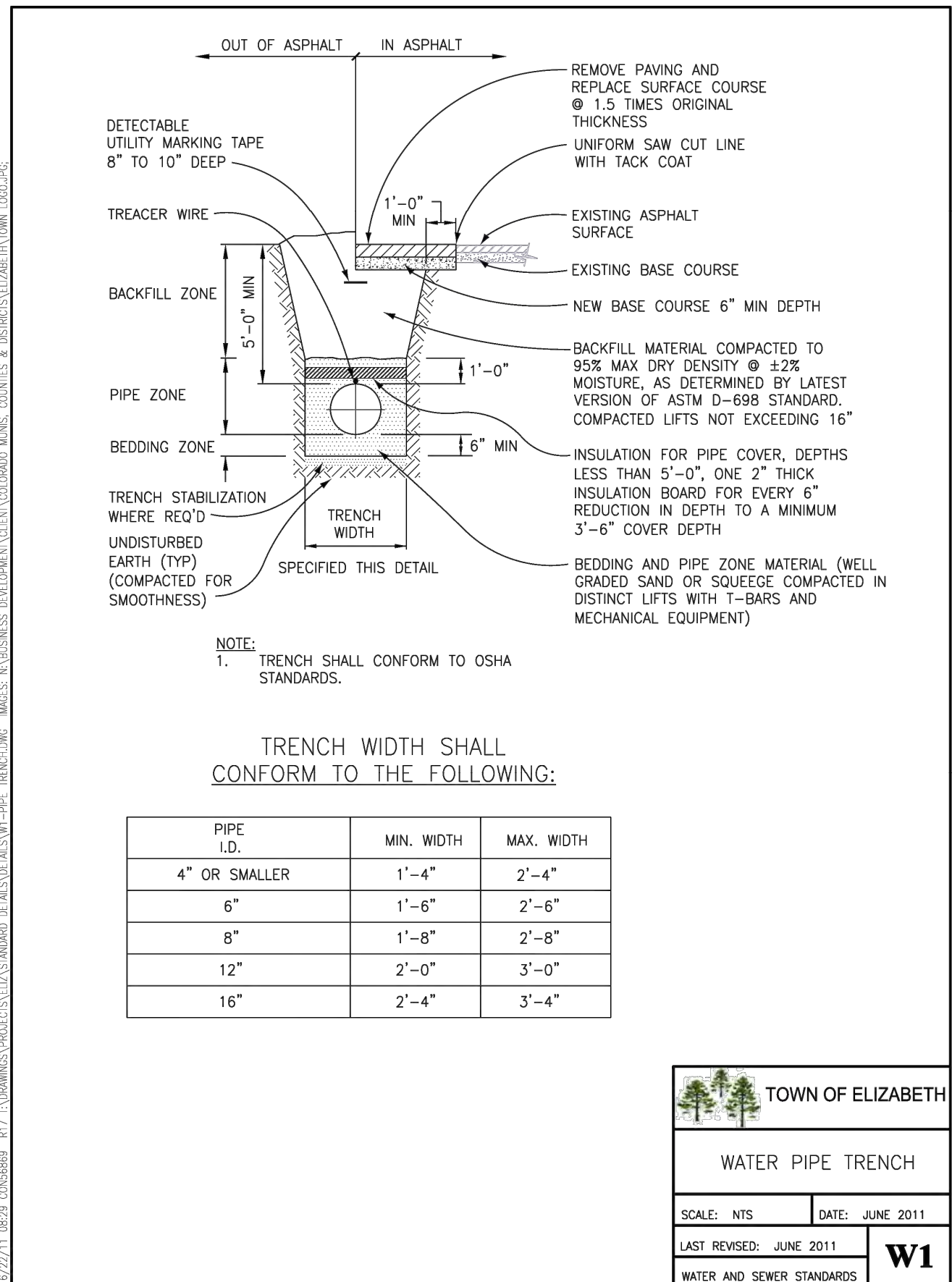
B ENCASEMENT DETAIL
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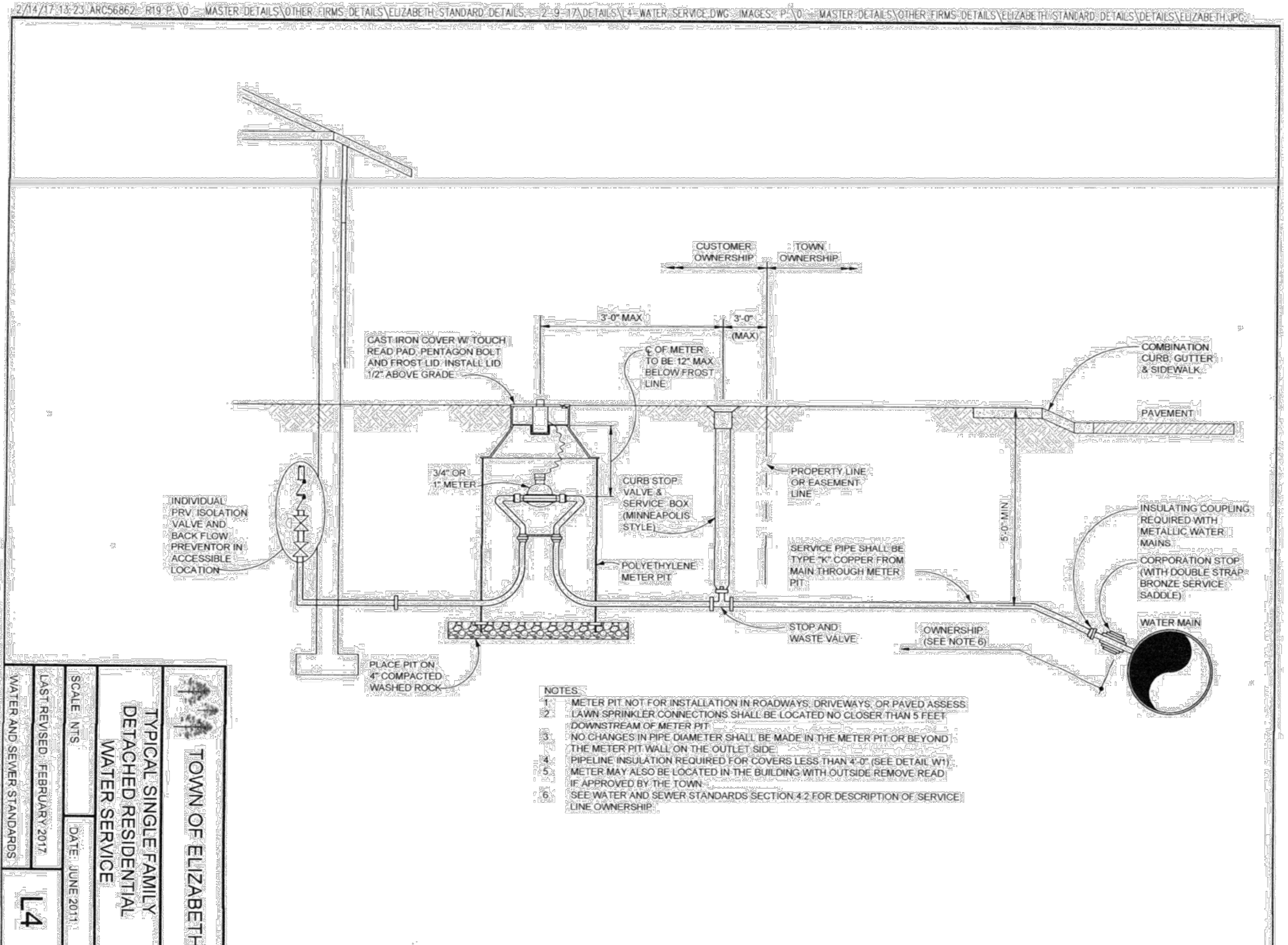
C SURFACE MARKER DETAIL
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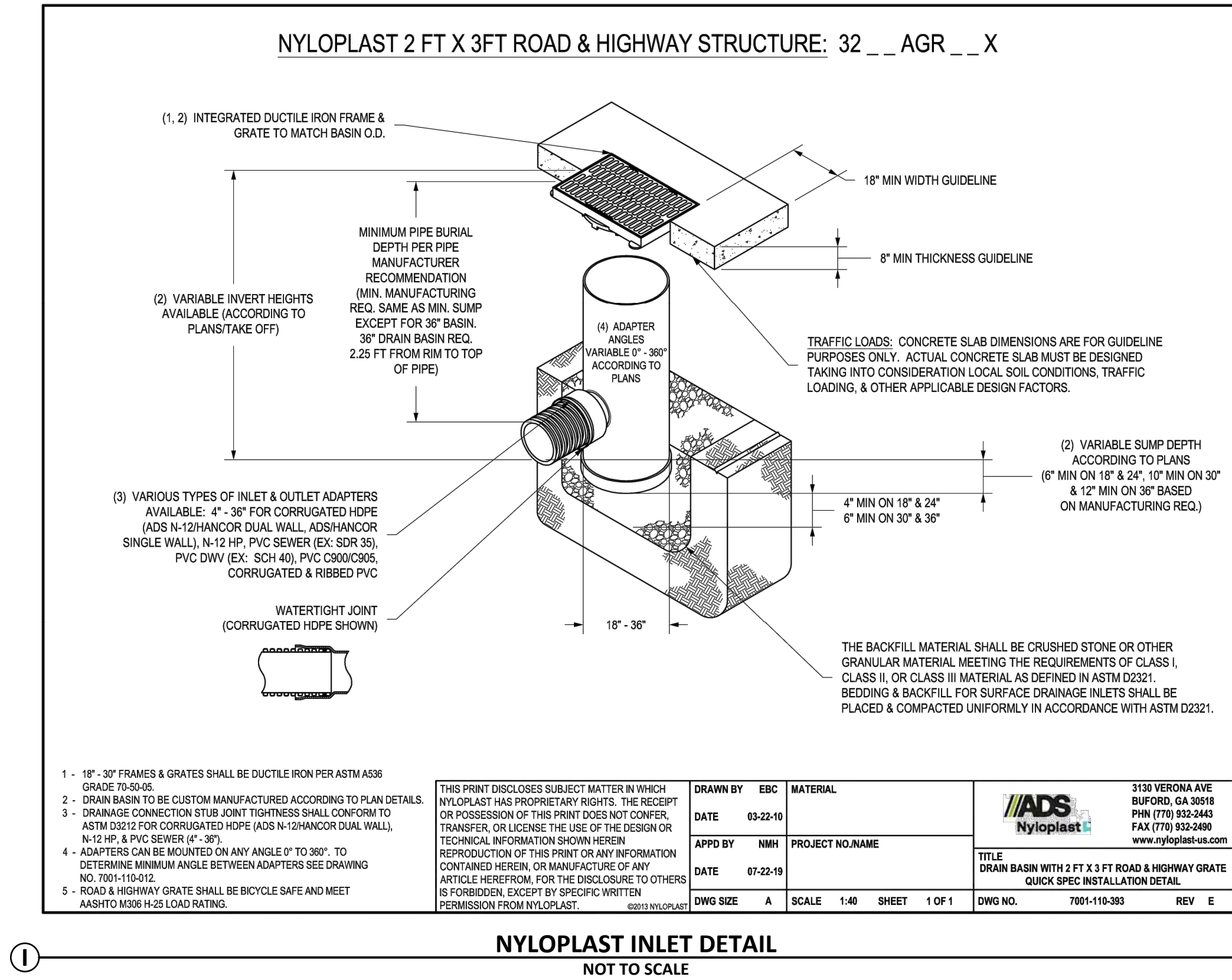
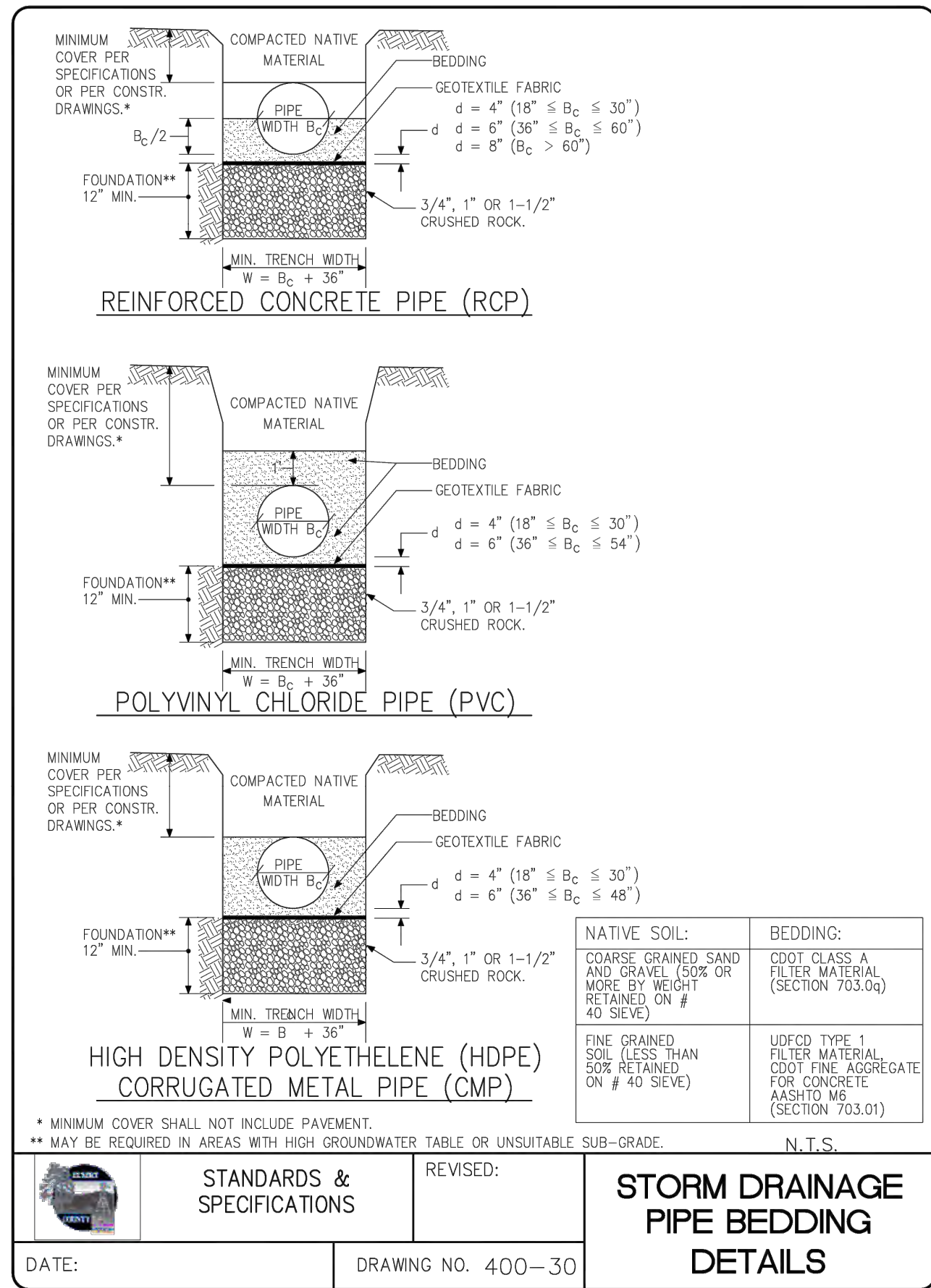
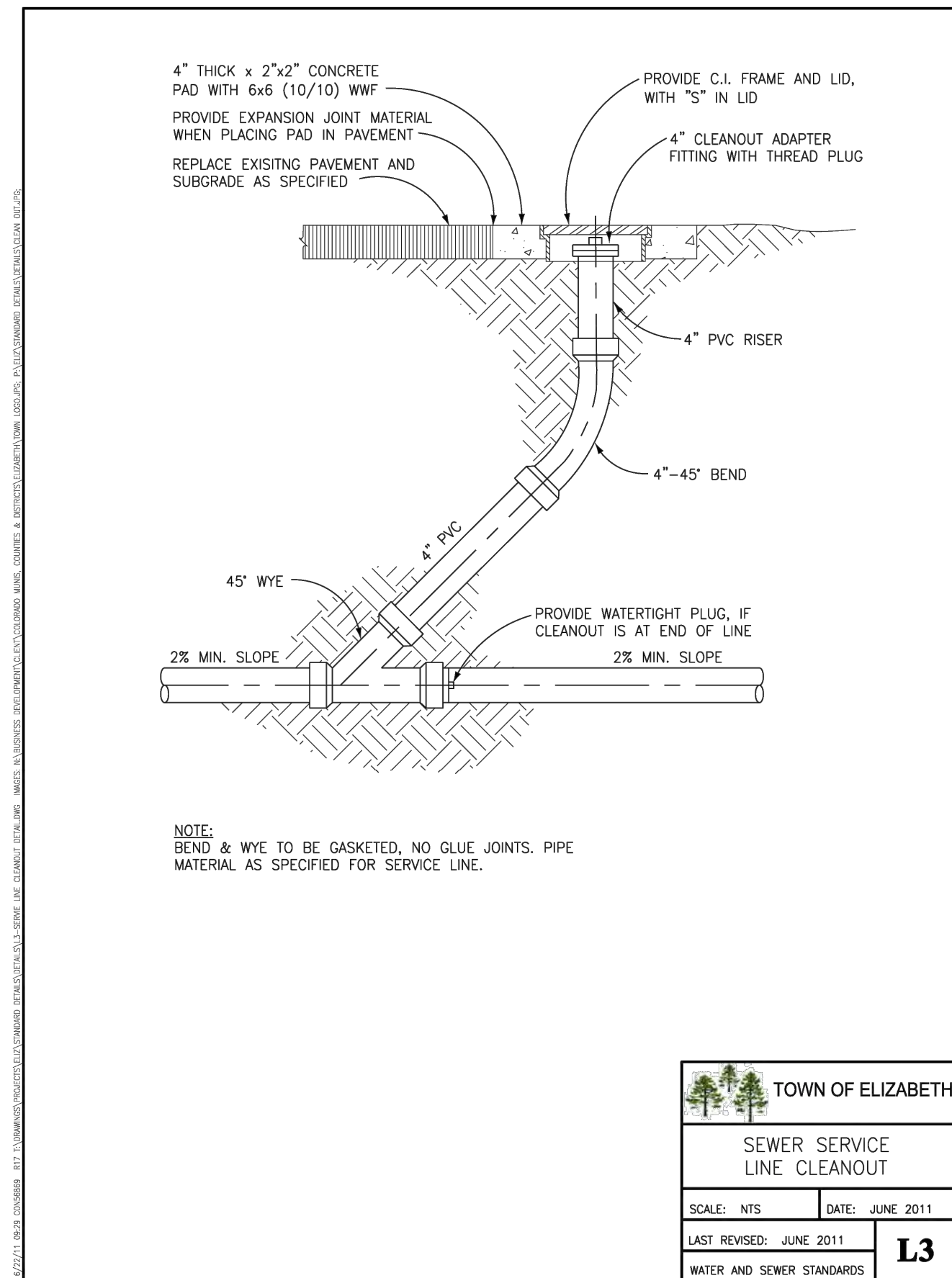
D SEWER PIPE TRENCH DETAIL
NOT TO SCALE



E WATER PIPE TRENCH DETAIL
NOT TO SCALE

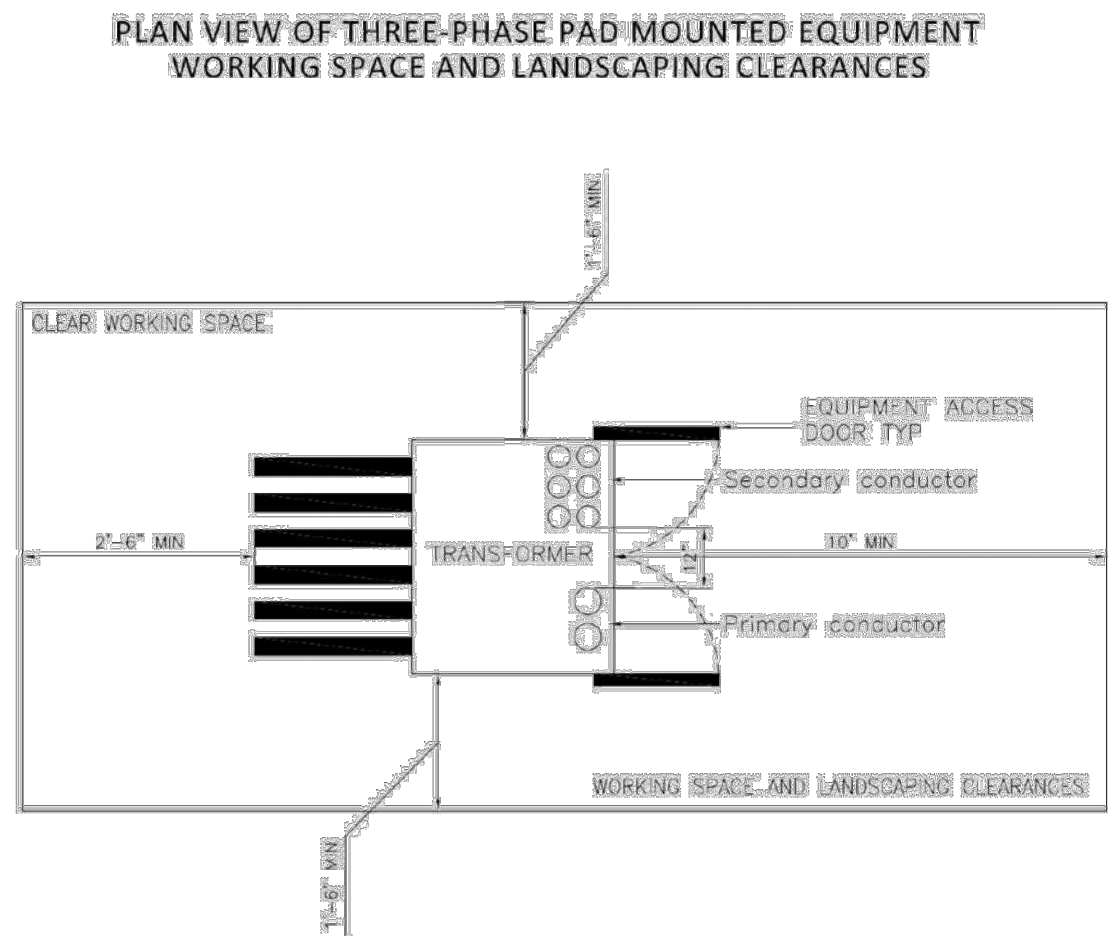


F WATER METER DETAIL
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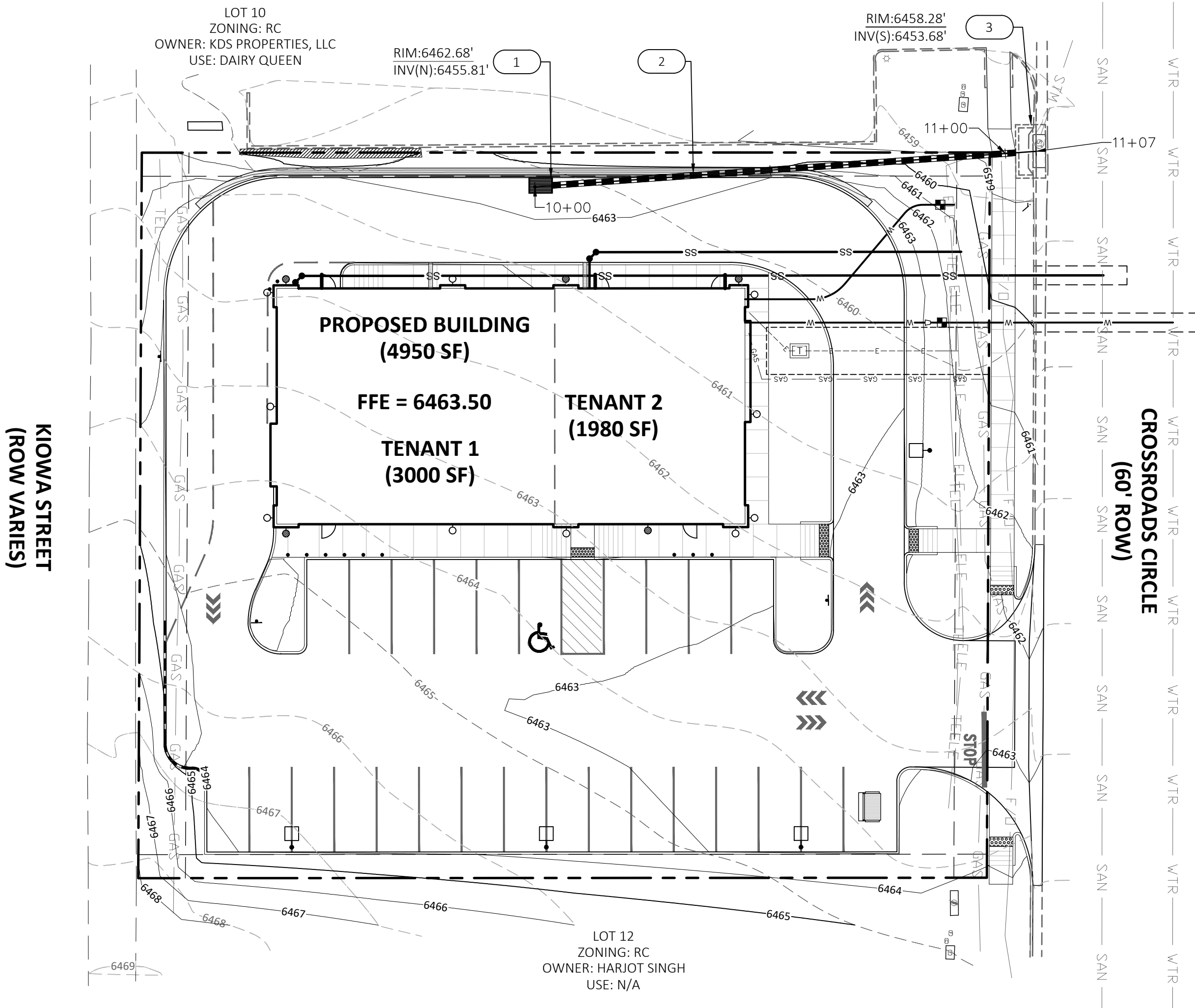


Three-phase Pad Mounted Equipment

- Three-phase pad mounted equipment with cooling fins shall have a clear working space minimum of 1'-6" on the sides, 2'-6" at the rear of the equipment, and 10' of level ground in front of the equipment. CORE's written approval is required for any variance. Roadways and drive-throughs are not considered working space. Secondary conduits shall be located in the front right quadrant of the transformer and will maintain a minimum separation of 12" between primary and secondary conduits. Secondary cables shall not encroach into the primary side of the transformer.

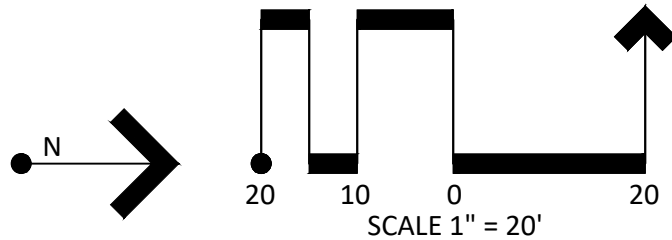
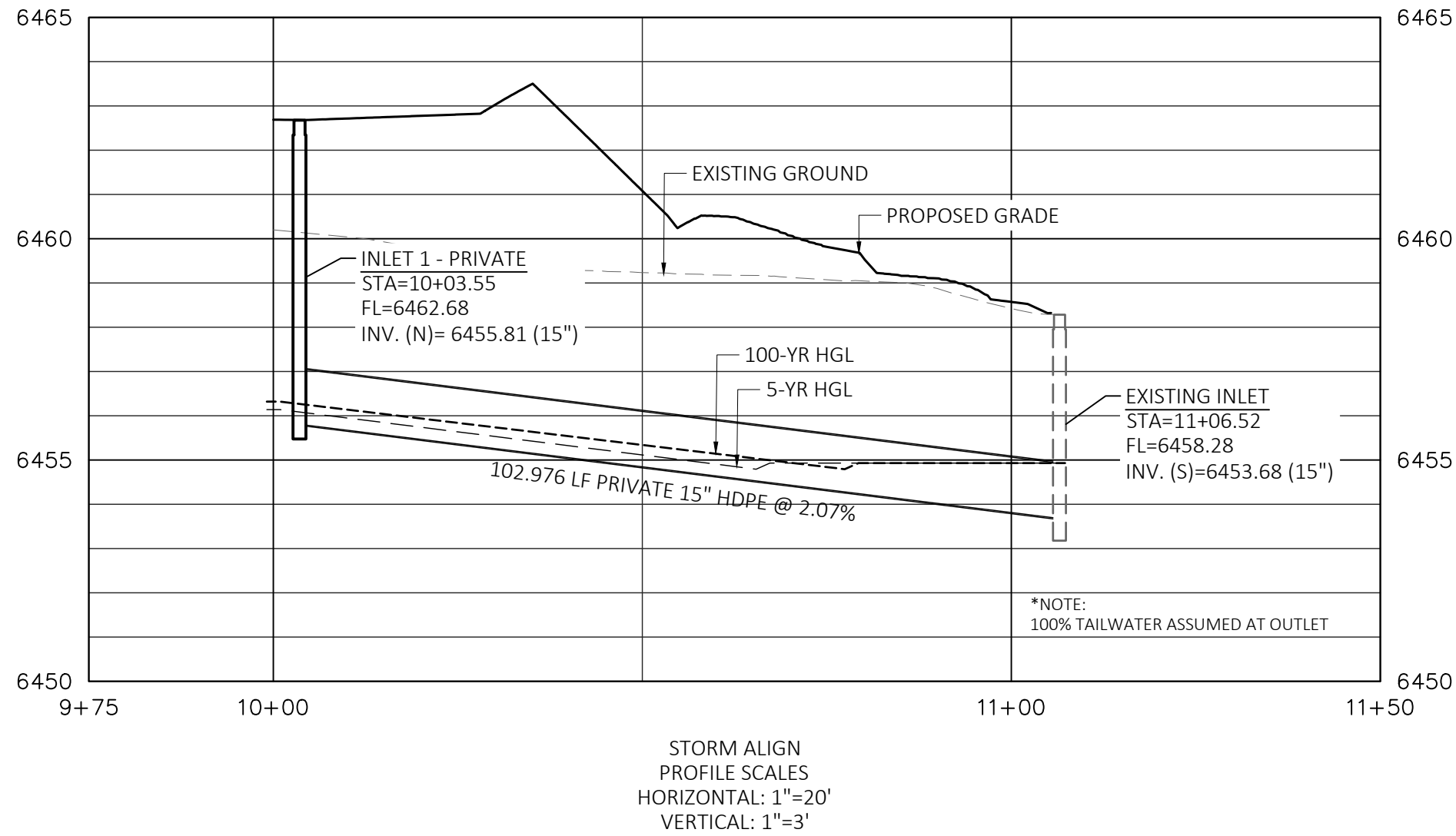


ELIZABETH LIQUOR STORE
CONSTRUCTION DOCUMENTS
LOT 11 ELIZABETH CROSS ROADS BUSINESS PARK
SECTION 7 TOWNSHIP 8 SOUTH RANGE 64 WEST
COUNTY OF ELBERT, STATE OF COLORADO



- LEGEND**
- PROPERTY LINE
 - EXISTING CURB AND GUTTER
 - PROPOSED VERTICAL CURB
 - PROPOSED SIDEWALK
 - EXISTING SANITARY SEWER
 - EXISTING WATER MAIN
 - EXISTING STORM SEWER
 - EXISTING GAS LINE
 - EXISTING ELECTRIC LINE
 - EXISTING FIBER-OPTIC LINE
 - EXISTING FIRE HYDRANT
 - PROPOSED WATER SERVICE
 - WATER SERVICE REDUCER
 - SANITARY SEWER MANHOLE
 - PROPOSED SANITARY SERVICE
 - PROPOSED ELECTRIC LINE
 - PROPOSED STORM LINE
 - PROPOSED GAS SERVICE
 - PROPOSED LIGHT POLE
 - PROPOSED TRANSFORMER
 - PROPOSED STORM STRUCTURES

- CONSTRUCTION NOTES**
- INSTALL 2'x3' NYLOPLAST INLET.
RE: SHEET C6.91, DETAIL I.
 - INSTALL 15-INCH HDPE STORM PIPE. SEE PLAN FOR LENGTH AND SLOPES.
RE: SHEET C6.91, DETAIL H.
 - CONNECT TO EXISTING 10' TYPE R INLET. CORE AND GROUT PIPE.



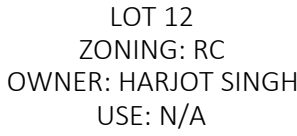
PREPARED UNDER
THE DIRECT
SUPERVISION OF
TIFFANY D. WATSON
COLORADO
LICENSE NO. 40360
FOR AND ON
BEHALF OF POINT
CONSULTING, LLC

CONSTRUCTION DOCUMENTS
ELIZABETH LIQUOR STORE
787 CROSSROAD CIRCLE, ELIZABETH, COLORADO 80107
JOB NO. 24.067

DESCRIPTION
ORIGINAL PREPARATION
2ND CD SUBMITTAL
3RD CD SUBMITTAL

DATE
2024.12.20
2025.03.14
2025.04.23

LOT 11 ELIZABETH CROSS ROADS BUSINESS PARK
SECTION 7 TOWNSHIP 8 SOUTH RANGE 64 WEST
COUNTY OF ELBERT, STATE OF COLORADO



	PROPERTY LINE
	EXISTING CURB AND GUTTER
	PROPOSED CURB AND GUTTER
	EASEMENT BOUNDARY
	EXISTING CONTOUR
	PROPOSED CONTOUR
	EXISTING FIRE HYDRANT
	4-INCH 12 GAUGE ROLLED TOP STEEL EDGER
	EXISTING TELEPHONE LINE
	EXISTING ELECTRIC LINE
	EXISTING FIBER OPTIC LINE
	EXISTING GAS LINE
	EXISTING STORM DRAIN

 PROPOSED DECIDUOUS TREE
 PROPOSED ORNAMENTAL TREE
 PROPOSED DECIDUOUS SHRUB
 PROPOSED EVERGREEN SHRUB
 PROPOSED ORNAMENTAL GRASS
 PROPOSED SITE LIGHTING

DESCRIPTION	REQUIRED	PROVIDED
SITE AREA	N/A	27,710 SF
OVERALL LANDSCAPE AREA	4,157 SF (15%)	5,607 SF (20%)

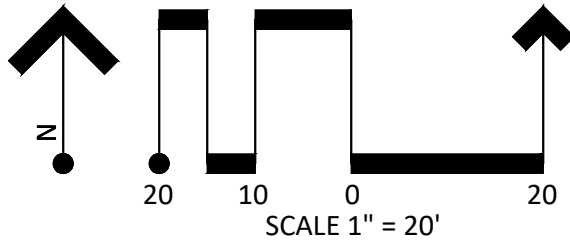
TREE AND SHRUB REQUIREMENTS

DESCRIPTION	AMOUNT (SF, LF, EA)	FORMULA (SF, LF, EA)	TREES REQ.	TREES PROV.	SHRUBS REQ.	SHRUBS PROV.
PARKING LOT ISLANDS	4 EA (831 SF TOTAL)	1 T & 4 SH / ISLAND	4	*3	16	**32
LANDSCAPE AREA	4,776 SF	1 T & 5 SH / 1500 SF	3	3	16	*26

***REQUEST TO SUBSTITUTE ONE PARKING ISLAND TREE WITH 10 SHRUBS DUE TO A UTILITY EASEMENT CONSTRAINT.
 **ADDITIONAL SHRUBS REQUIRED DUE TO THREE LANDSCAPE ISLANDS BEING LARGER THAN 150 SF.

DESCRIPTION	AMOUNT (SF, LF, EA)	FORMULA (SF, LF, EA)	TREES REQ.	TREES PROV.
STREET TREES	83 LF	1 T/40 LF	2	2

1. REFER TO SHEET C0.00, COVER SHEET, FOR THE BENCHMARK AND BASIS OF BEARINGS.
2. SHRUBS BEDS ARE TO BE IRRIGATION WITH DRIP IRRIGATION
3. SOD AND SEED AREAS ARE TO BE IRRIGATION BY SPRAY IRRIGATION.
4. A 3-FOOT CLEAR SPACE SHALL BE MAINTAINED AROUND ALL FIRE HYDRANTS AND NOT OBSTRUCTED.
5. REFER TO SHEET L3.90, FOR THE PLANT LIST, LANDSCAPE NOTES AND LANDSCAPE DETAILS.

L3.10

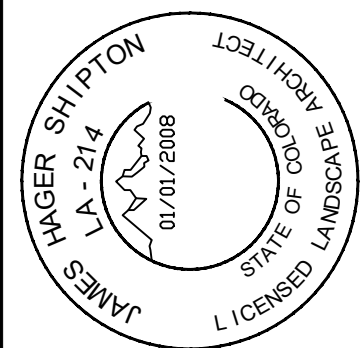
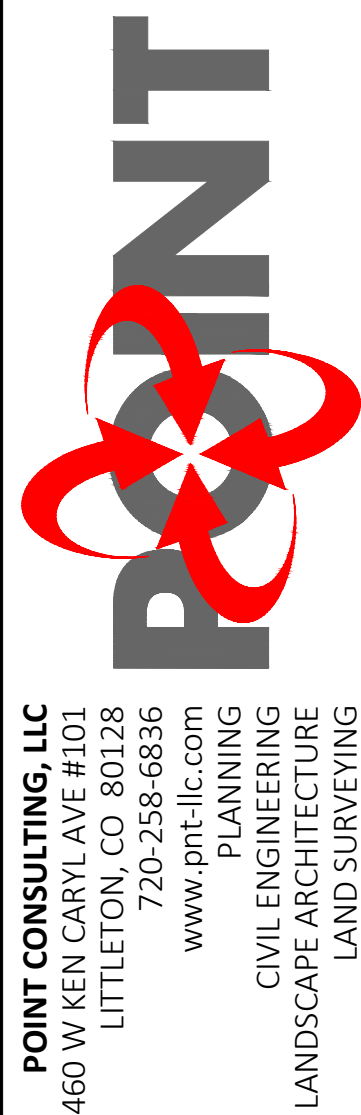
LOT 11 ELIZABETH CROSS ROADS BUSINESS PARK
SECTION 7 TOWNSHIP 8 SOUTH RANGE 64 WEST
COUNTY OF ELBERT, STATE OF COLORADO

3. THIS LANDSCAPE ARCHITECTURAL SITE PLAN IS TO BE USED IN CONJUNCTION WITH THE CIVIL, IRRIGATION, ARCHITECTURAL, MECHANICAL AND ELECTRICAL PLANS TO FORM COMPLETE INFORMATION REGARDING THIS PROJECT.
2. LANDSCAPE CONSTRUCTION SHALL CONFORM TO ALL APPLICABLE STATE AND LOCAL CODES AND SPECIFICATIONS.
3. ALL MATERIAL AND WORKMANSHIP SHALL BE GUARANTEED FOR ONE YEAR, FROM DATE OF FINAL ACCEPTANCE.
4. LANDSCAPE CONTRACTOR SHALL EXAMINE THE SITE CONDITIONS UNDER WHICH THE WORK IS TO BE PERFORMED AND NOTIFY THE GENERAL CONTRACTOR IN WRITING OF UNSATISFACTORY CONDITIONS. DO NOT PROCEED UNTIL CONDITIONS HAVE BEEN CORRECTED.
5. BEFORE COMMENCING WORK, CONTACT APPROPRIATE UTILITY COMPANIES FOR UTILITY LOCATIONS, AND COORDINATE WITH GENERAL CONTRACTOR IN REGARD TO LOCATION OF PROPOSED UTILITIES, IRRIGATION SLEEVES, CONDUITS, ETC.
6. ALL PLANT MATERIALS SHALL MEET OR EXCEED SIZE IN SCHEDULES.
7. OWNER'S REPRESENTATIVE RESERVES THE RIGHT TO REFUSE PLANT MATERIALS WHICH DO NOT MEET THE QUALITY REQUIRED FOR THE PROJECT. ALL DECIDUOUS TREES SHALL HAVE FULL, WELL-SHAPED HEADS, ALL EVERGREENS SHALL BE UNSHEARED AND FULL TO THE GROUND. PLANTING PROCEDURES SHALL CONFORM TO DETAILS.
8. ALL TREE AND SHRUB BED LOCATIONS ARE TO BE STAKED OUT ON SITE FOR APPROVAL BY OWNER'S REPRESENTATIVE PRIOR TO INSTALLATION.
9. ALL B&B PLANT MATERIAL SHALL HAVE ALL ROOT, TWINE OR OTHER CONTAMINMENT MATERIAL, EXCEPT FOR THE BURLAP, REMOVED FROM THE TRUNK AND ROOT BALL OF THE PLANT PRIOR TO PLANTING.
10. IRRIGATION: ALL LANDSCAPE AREAS TO BE SERVED BY AUTOMATIC IRRIGATION SYSTEM. IRRIGATION SYSTEM SHALL INCLUDE: A RAIN SENSOR WITH AUTOMATIC SHUT-OFF OF THE SYSTEM DURING PERIODS OF HIGH MOISTURE. A Drip, SUB-SURFACE, BURIED OR LOW VOLUME IRRIGATION SYSTEM FOR ALL PLANTING STRIPS LESS THAN 8" WIDE AND ALL PLANTING BEDS INVOLVING TREES, SHRUBS, PERENNIALS AND GROUND COVER; AND N IRRIGATION CLOCK WHICH ALLOWS PROGRAMMING TO MEET THE A DIFFERENTIAL NEEDS OF THE SPECIFIED PLANTING PLAN.
11. DISTRIBUTE IMPORTED TOPSOIL OVER AREAS TO BE GRASSED TO A MINIMUM DEPTH OF FOUR (4") INCHES, AND TO A DEPTH OF TEN (10") INCHES IN SHRUB AND PERENNIAL BEDS. TOPSOIL TO BE NATURAL, FRIABLE, FERTILE, FINE LOAMY SOIL FREE FROM WEEDS, LITTER, GRASS, STONES LARGER THAN 1", ROOTS OR ANY OTHER MATERIAL WHICH MAY BE HARMFUL TO PLANT GROWTH.
12. SOIL PREPARATION: MIX THE FOLLOWING SOIL AMENDMENTS AND APPLY SHRUB BED AREAS.
 - A. ASPEN RICH COMPOST -- 4 CUBIC YARDS PER 1,000 S.F.
 - B. COMMERCIAL FERTILIZER (20-10-5): 10 lbs. PER 1,000 S.F.
 - C. SUPERPHOSPHATE: 10 lbs. PER 1,000 S.F.

18. ROCK MULCH: INSTALL 3-INCHES OF 1-1/2" PLATTE RIVER ROCK, PER EWING OUTDOOR SUPPLY, 35049 CO RD 13, ELIZABETH, CO 80107 (303) 646-8811. IN SPECIFIED SHRUB BEDS OVER TYPAR 3301 WEED MAT OR APPROVED EQUAL, AFTER APPLYING PRE-EMERGENT HERBICIDE.
19. NATIVE SEED MIX: IN SPECIFIED AREAS SHALL BE ROCKY MOUNTAIN NATIVE MIX, PER PINE LANE NURSERY, 18200 APACHE DRIVE PARKER, CO 80134 (303) 841-3009.
20. SOD: IN SPECIFIED AREAS SHALL BE BUFFALO SOD, PER THE SOD GUY, 42600 SUMMIT VIEW CT. PARKER, CO 80138 (303) 841-7575.
21. LANDSCAPE EDGING: IN THE SPECIFIED AREAS, INSTALL 4-INCH, 12 GAUGE ROLLED TOP STEEL EDGING, PER EWING OUTDOOR SUPPLY, 35049 CO RD 13, ELIZABETH, CO 80107 (303) 646-8811.



Qty.	Sym.	Scientific/Botanic Name	Container/Size	Notes	Habit	Water Usage
DECIDUOUS TREES						
2	SSL	SUMMER SPRITE LINDEN Tilia cordata 'Summer Sprite'	2" CAL. SINGLE TRUNK	FULL CROWN, B&B, STAKED SPECIMEN QUALITY	16x10 FEET	MEDIUM
3	UPO	URBAN PINNACLE OAK Quercus macrocarpa 'JFS-KW3'	2" CAL. SINGLE TRUNK	FULL CROWN, B&B, STAKED SPECIMEN QUALITY	55x25 FEET	VERY LOW
EVERGREEN TREES						
2	HIS	HOOPSII SPRUCE Picea pungens 'Hoopsii'	6'-10" HT. SEE PLAN	FULL FORM, B&B SPECIMEN QUALITY, GUYED	25X12 FEET	LOW
ORNAMENTAL TREES						
1	WKH	WINTER KING HAWTHORN Crataegus viridis 'Winter King'	1 1/2" CAL SINGLE TRUNK	STRAIGHT TRUNK, B&B SPECIMEN QUALITY, STAKED	20X20 FEET	LOW
DECIDUOUS SHRUBS						
3	FLB	FINELINE FERN LEAF BUCKTHORN Rhamnus frangula 'Ron Williams'	5 GAL. 18"-24" HT.	SPACING 3' O.C. 5 CANES MIN.	6X3 FEET	LOW
18	LDN	LITTLE DEVIL NINEBARK Physocarpus opulifolius 'Donna May'	5 GAL. 18"-24" HT.	SPACING 3' O.C. 5 CANES MIN.	4x4 FEET	LOW
12	LDP	LEADPLANT Amorpha canescens	5 GAL. 18"-24" HT.	SPACING 4' O.C. 5 CANES MIN.	3X3 FEET	VERY LOW
18	LPT	LODENSE PRIVET Ligustrum vulgare 'Lodense'	5 GAL. 18"-24" HT.	SPACING 4' O.C. 5 CANES MIN.	3X4 FEET	VERY LOW
EVERGREEN SHRUBS						
7	BOJ	BUFFALO JUNIPER Juniperus sabina 'Buffalo'	5 GAL. 18"-24" SPREAD	SPACING 4' O.C. 5 CANES MIN.	18"x7 FEET	VERY LOW
ORNAMENTAL GRASSES						
14	SSG	SHENANDOAH SWITCHGRASS Panicum virgatum 'Shenandoah'	1 GAL. ESTABLISHED	SPACING 24" O.C.	4X2 FEET	VERY LOW



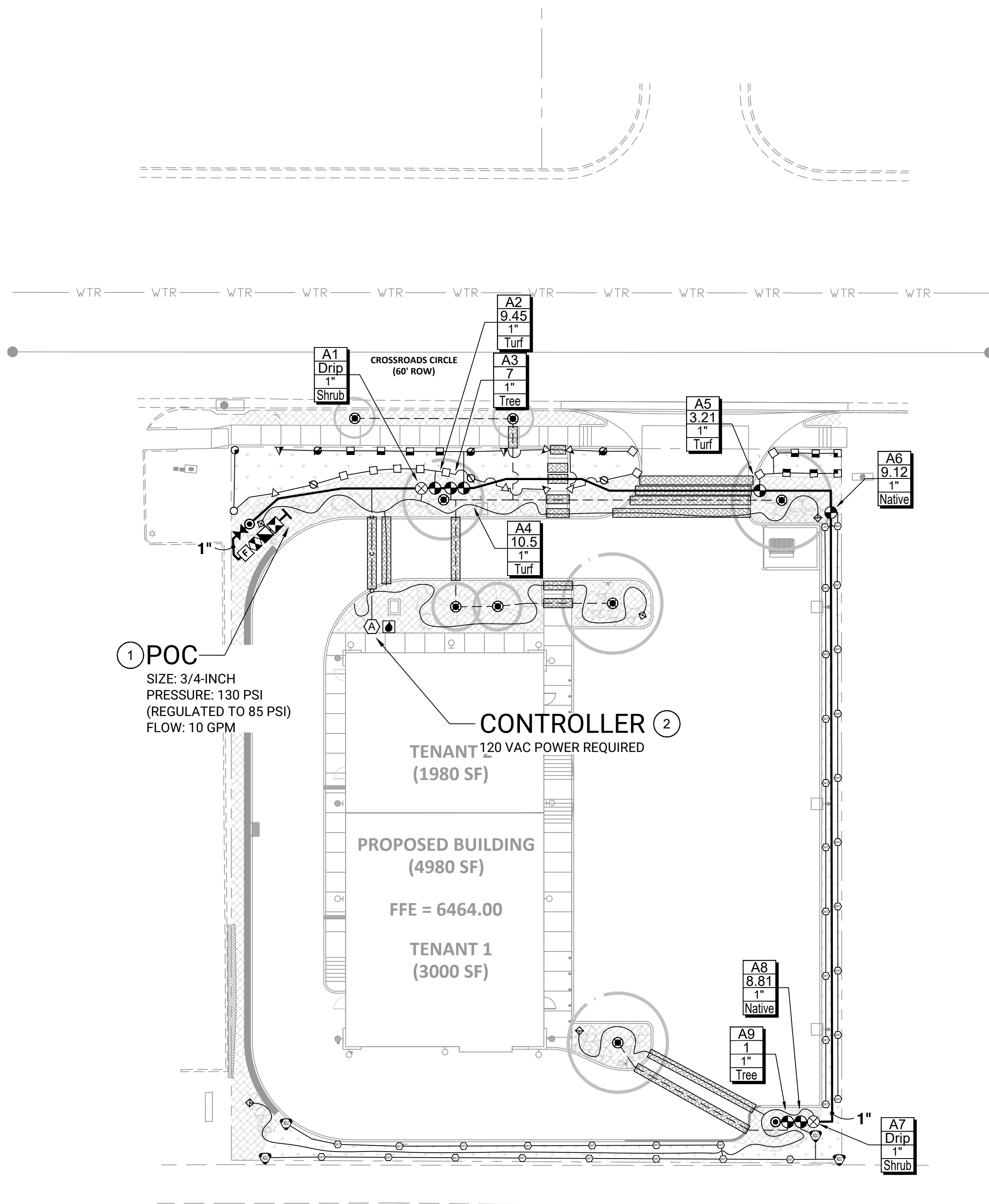
PREPARED UNDER
THE DIRECT
SUPERVISION OF
JAMES H. SHIPTON
COLORADO
LICENSE NO. LA 21
FOR AND ON
BEHALF OF POINT
CONSULTING, LLC

787 CROSSROAD CIRCLE, ELIZABETH, COLORADO 80107
24067

DATE	DESCRIPTION
2024.12.20	ORIGINAL PREPARATION
2025.01.14	3RD CD SUBMITTAL
2025.04.23	3RD CD SUBMITTAL
-	-
-	-
-	-
-	-
-	-
-	-
-	-
13.90	LANDSCAPE DETAILS

ELIZABETH LIQUOR STORE
CONSTRUCTION DOCUMENTS

LOT 11 ELIZABETH CROSS ROADS BUSINESS PARK
SECTION 7 TOWNSHIP 8 SOUTH RANGE 64 WEST
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NATIVE SEEDING IRRIGATION

SPRINKLERS LOCATED IN NATIVE SEEDER AREAS WILL BE SPACED AT 110-120% OF THEIR RADIUS OF THROW. THIS PROVIDES ADEQUATE COVERAGE FOR SEED GERMINATION AND ESTABLISHMENT WHILE REDUCING THE NUMBER OF SPRINKLERS REQUIRED AND SAVING COST.

IRRIGATION SYSTEM DESIGN PARAMETERS

THE FACTORS IN THE TABLE BELOW WERE UTILIZED IN THE IRRIGATION SYSTEM DESIGN TO DETERMINE TAP CAPACITY REQUIREMENTS AND MAINLINE SIZE AND ARE MADE AVAILABLE TO GUIDE DECISIONS ON THE SYSTEM OPERATION BY THE CONTRACTOR. MULTIPLE ZONES WILL BE REQUIRED TO OPERATE AT THE SAME TIME UP TO A COMBINED TOTAL EQUAL TO THE MINIMUM FLOW REQUIRED AT THE POC WHEN ZONE SIZES ARE LOWER THAN THE MINIMUM FLOW REQUIRED AT THE POC.

MINIMUM PRESSURE REQUIREMENT AT POC	76 PSI
MINIMUM FLOW REQUIRED AT POC	10 GPM
MAXIMUM FLOW AT FURTHEST POINTS OF THE SYSTEM	9 GPM
TOTAL IRRIGATION DAYS PER WEEK	3 DAYS
WATER WINDOW PER DAY	16 HRS

IRRIGATION LEGEND

- SLEEVES: CLASS 200 PVC
- POINT-OF-CONNECTION ASSEMBLY
- MAINLINE PIPE: CLASS 200 PVC
1-INCH SIZE UNLESS OTHERWISE INDICATED
- LATERAL PIPE TO SPRINKLERS: CLASS 200 PVC
1-INCH SIZE UNLESS OTHERWISE INDICATED
- LATERAL PIPE TO DRIP EMITTERS: UV RADIATION RESISTANT POLYETHYLENE
3/4-INCH SIZE UNLESS OTHERWISE INDICATED, ROUTING IS DIAGRAMMATIC
- IRRIGATION CONTROL WIRES IN CONDUIT OR WITH WARNING TAPE
- LATERAL PIPE TO TREE EMITTERS: CLASS 200 PVC
3/4-INCH SIZE UNLESS OTHERWISE INDICATED
- UNCONNECTED PIPE CROSSING
- REMOTE CONTROL VALVE ASSEMBLY FOR SPRINKLER LATERALS:
RAIN BIRD PEB (SIZED PER PLAN)
- ⊗ REMOTE CONTROL DRIP VALVE ASSEMBLY: RAIN BIRD XC2-PRB-100-COM
- QUICK COUPLING VALVE ASSEMBLY: RAIN BIRD SRC
- ✂ ISOLATION GATE VALVE ASSEMBLY: MATCO 514
- FLOW SENSOR ASSEMBLY: RAIN BIRD FS100P
- ⊠ BACKFLOW PREVENTION ASSEMBLY: FEBCO 825YA (3/4")
- ⊕ MASTER VALVE ASSEMBLY: RAIN BIRD PEB (1")
- ◇ FLUSH CAP ASSEMBLY WITH DRIP INDICATOR
- Ⓐ IRRIGATION CONTROLLER UNIT
WITH LNK2 WIFI MODULE
RAIN BIRD ESP-ME3
- Ⓜ WEATHER SENSOR: RAIN BIRD WR2 WIRELESS RAIN/FREEZE SENSOR
- PRESSURE REDUCING VALVE ASSEMBLY: ZURN 500XL, REGULATED TO 85 PSI
- ◆ POP-UP SPRAY SPRINKLER: RAIN BIRD 1806-S-P30 W/U-SERIES 8 NOZZLE
PRESSURE: 30 PSI RADIUS: 8 FEET
FLOW (GPM): Q-0.26 H-0.52 F-1.05
- POP-UP SPRAY SPRINKLER: RAIN BIRD 1806-S-P30 W/U-SERIES 10 NOZZLE
PRESSURE: 30 PSI RADIUS: 10 FEET
FLOW (GPM): Q-0.41 H-0.82 F-1.64
- ▲ POP-UP SPRAY SPRINKLER: RAIN BIRD 1806-S-P30 W/U-SERIES 12 NOZZLE
PRESSURE: 30 PSI RADIUS: 12 FEET
FLOW (GPM): Q-0.65 H-1.30 F-2.60
- POP-UP SPRAY SPRINKLER: RAIN BIRD 1806-S-P30 W/U-SERIES 15 NOZZLE
PRESSURE: 30 PSI RADIUS: 15 FEET
FLOW (GPM): Q-0.92 H-1.85 F-3.70
- POP-UP SPRAY SPRINKLER: RAIN BIRD 1806-S-P30 W/MPR SERIES NOZZLE
PRESSURE: 30 PSI RADIUS: 4 FEET X 15 FEET
FLOW (GPM): HEVAN08-1.17 HEVAN10-1.78 HEVAN12-2.37 HEVAN15-3.70
- ⊕ POP-UP ROTATING SPRAY SPRINKLER: RAIN BIRD 1812-S-P45
PRESSURE: 45 PSI RADIUS: 8 FEET TO 14 FEET
FLOW (GPM): Q-0.32 H-0.63 F-1.27
- ⊕ POP-UP ROTATING SPRAY SPRINKLER: RAIN BIRD 1812-S-P45
W/RVAN STRIP SERIES NOZZLE
PRESSURE: 45 PSI RADIUS: ADJUSTABLE RECTANGULAR SPRAY
FLOW (GPM): SST-5'x30' 0.48 LCS/RCS 5'x15' 0.24
- TREE BUBBLER ASSEMBLY: TWO (2) RAIN BIRD 1402 BUBBLERS
PRESSURE: 30 PSI
FLOW (GPM): 0.50 PER BUBBLER; 1.00 PER ASSEMBLY
- Ⓐ INDICATES CONTROLLER AND STATION NUMBER
- ◇ INDICATES LATERAL DISCHARGE (GPM)
- 1" INDICATES VALVE SIZE (INCHES)
- INDICATES LANDSCAPE APPLICATION

INSTALLATION GENERAL NOTES

- THE SYSTEM DESIGN ASSUMES A DYNAMIC PRESSURE REGULATED TO 85 PSI FOR THE IRRIGATION SYSTEM, AT A DESIGN FLOW OF 10 GPM AT THE 3/4-INCH IRRIGATION POINT-OF-CONNECTION (POC). TAP, METER, BACKFLOW PREVENTER, MASTER VALVE AND FLOW METER SHALL BE SIZED AS INDICATED IN THE DRAWING LEGEND. VERIFY PRESSURE AND FLOW ON SITE PRIOR TO CONSTRUCTION.
- READ THOROUGHLY AND BECOME FAMILIAR WITH THE SPECIFICATIONS AND INSTALLATION DETAILS FOR THIS AND RELATED WORK PRIOR TO CONSTRUCTION.
- COORDINATE UTILITY LOCATES ("CALL BEFORE YOU DIG") OF UNDERGROUND UTILITIES PRIOR TO CONSTRUCTION.
- DO NOT PROCEED WITH THE INSTALLATION OF THE IRRIGATION SYSTEM WHEN IT IS OBVIOUS IN THE FIELD THAT OBSTRUCTIONS OR GRADE DIFFERENCES EXIST THAT MIGHT NOT HAVE BEEN CONSIDERED IN THE ENGINEERING. IF DISCREPANCIES IN CONSTRUCTION DETAILS, LEGEND, NOTES, OR SPECIFICATIONS ARE DISCOVERED, BRING ALL SUCH OBSTRUCTIONS OR DISCREPANCIES TO THE ATTENTION OF THE OWNER'S REPRESENTATIVE.
- THE DRAWINGS ARE DIAGRAMMATIC. THEREFORE, THE FOLLOWING SHOULD BE NOTED:
 - ALTHOUGH IRRIGATION COMPONENTS MAY BE SHOWN OUTSIDE PLANTING AREAS FOR CLARITY, INSTALL IRRIGATION PIPE AND WIRING IN LANDSCAPED AREAS WHENEVER POSSIBLE.
 - TREE AND SHRUB LOCATIONS AS SHOWN ON LANDSCAPE PLANS TAKE PRECEDENCE OVER IRRIGATION EQUIPMENT LOCATIONS. AVOID CONFLICTS BETWEEN THE IRRIGATION SYSTEM, PLANTING MATERIALS, AND ARCHITECTURAL FEATURES.
 - USE ONLY STANDARD TEES AND ELBOW FITTINGS. USE OF TEES IN THE BULLNOSE CONFIGURATION, OR USE OF CROSS TYPE FITTINGS IS NOT ALLOWED.
- PROVIDE THE FOLLOWING COMPONENTS TO THE OWNER PRIOR TO THE COMPLETION OF THE PROJECT:
 - TWO (2) OPERATING KEYS FOR EACH TYPE OF MANUALLY OPERATED VALVES.
 - TWO (2) OF EACH SERVICING WRENCH OR TOOL NEEDED FOR COMPLETE ACCESS, ADJUSTMENT, AND REPAIR OF ALL ROTARY SPRINKLERS.
- SELECT NOZZLES FOR SPRAY AND ROTARY SPRINKLERS WITH ARCS WHICH PROVIDE COMPLETE AND ADEQUATE COVERAGE WITH MINIMUM OVERSPRAY FOR THE SITE CONDITIONS. CAREFULLY ADJUST THE RADIUS OF THROW AND ARC OF COVERAGE OF EACH ROTARY SPRINKLER TO PROVIDE THE BEST PERFORMANCE.
- THE IRRIGATION CONTRACTOR IS RESPONSIBLE FOR THE INSTALLATION OF IRRIGATION SLEEVING. SLEEVES ARE REQUIRED FOR BOTH PIPING AND ELECTRICAL WIRING AT EACH HARDSCAPE CROSSING. COORDINATE INSTALLATION OF SLEEVING WITH OTHER TRADES. ANY PIPE OR WIRE WHICH PASSES BENEATH EXISTING HARDSCAPE WHERE SLEEVING WAS NOT INSTALLED WILL REQUIRE HORIZONTAL BORING BY THE IRRIGATION CONTRACTOR. PIPE SLEEVES SHALL BE SIZED TWICE THE NOMINAL SIZE OF THE PIPE PASSING THROUGH.
- INSTALL ALL ELECTRICAL POWER TO THE IRRIGATION CONTROL SYSTEM IN ACCORDANCE WITH THE NATIONAL ELECTRIC CODE AND ALL APPLICABLE LOCAL ELECTRIC UTILITY CODES.
- THE FOLLOWING SHOULD BE NOTED REGARDING PIPE SIZING: IF A SECTION OF UNSIZED PIPE IS LOCATED BETWEEN TWO IDENTICALLY SIZED SECTIONS, THE UNSIZED PIPE IS THE SAME NOMINAL SIZE AS THE TWO SIZED SECTIONS. THE UNSIZED PIPE SHOULD NOT BE CONFUSED WITH THE DEFAULT PIPE SIZE NOTED IN THE LEGEND.
- INSTALL TWO (2) #14 AWG CONTROL WIRES ON STANDARD WIRE SYSTEMS, FOR USE AS SPARES. INSTALL SPARE WIRES FROM CONTROLLER LOCATION TO EACH DEAD-END OF MAINLINE. COIL 3 FEET OF WIRE IN VALVE BOX.

ESTIMATED ANNUAL WATER USE

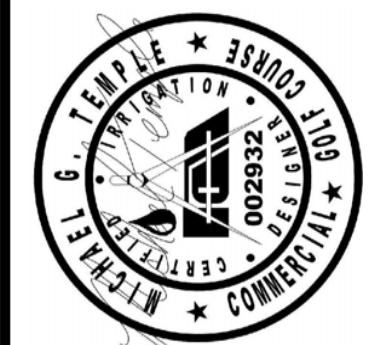
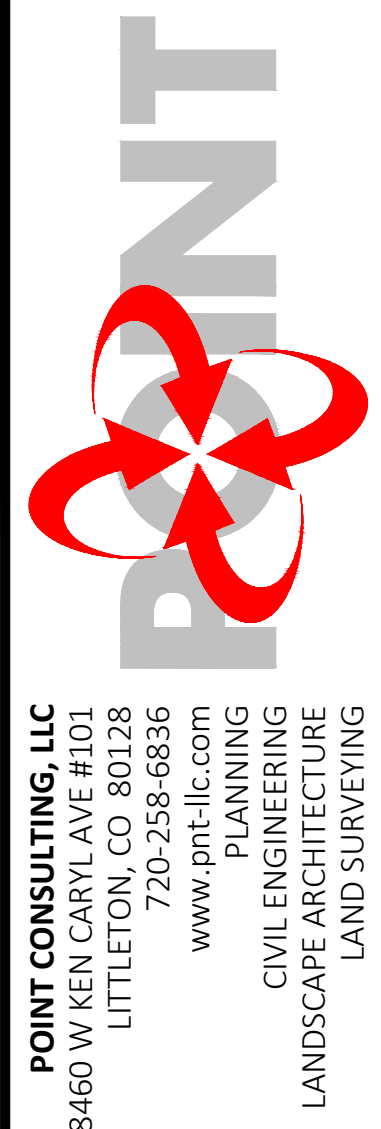
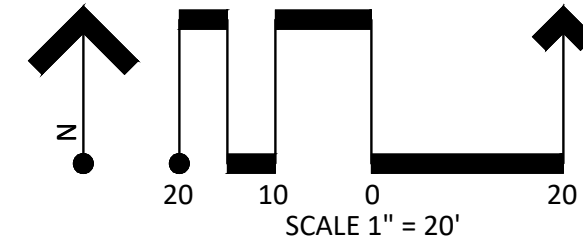
THE IRRIGATION SYSTEM AS SHOWN ON THIS PLAN HAS AN ESTIMATED ANNUAL WATER USE OF 56,079 GALLONS. TO VERIFY EFFICIENT IRRIGATION SYSTEM OPERATION, THE OWNER SHALL COMPARE THIS ESTIMATED IRRIGATION WATER USE WITH ACTUAL WATER USE, AS RECORDED ON SITE, AFTER ALL PLANT MATERIAL HAS BEEN ESTABLISHED.

THE ESTIMATED ANNUAL IRRIGATION WATER USE OF THIS SYSTEM IS BASED ON 30-YEARS AVERAGE EVAPOTRANSPIRATION RATES (ET) FOR THE LOCAL AREA AND TYPICAL NEW IRRIGATION SYSTEM EQUIPMENT EFFICIENCIES. MAJOR DEVIATIONS FROM THIS ESTIMATE USE SHOULD BE BROUGHT TO THE ATTENTION OF THE OWNER AND CURRENT IRRIGATION MAINTENANCE COMPANY AT THE TIME OF THE DEVIATION.

TO VERIFY EFFICIENT IRRIGATION SYSTEM OPERATION AND WATER USE, AN IRRIGATION SYSTEM EVALUATION AND AUDIT SHOULD BE PERFORMED.

CONSTRUCTION NOTES

- THE IRRIGATION SYSTEM POINT-OF-CONNECTION (POC) SHALL BE DOWNSTREAM OF THE IRRIGATION WATER TAP AND METER INSTALLED BY OTHERS AT THE APPROXIMATE LOCATION SHOWN. INSTALL BACKFLOW PREVENTION UNIT AND MASTER VALVE ASSEMBLY AS INDICATED. VERIFY EXACT LOCATION OF POC WITH OWNER'S REPRESENTATIVE.
- WALL MOUNT THE IRRIGATION CONTROLLER AT THE APPROXIMATE LOCATION SHOWN. COORDINATE ELECTRICAL POWER TO THE CONTROLLER WITH THE OWNER'S REPRESENTATIVE. CARE SHOULD BE TAKEN TO INSTALL THE IRRIGATION CONTROLLER IN A LOCATION THAT IS ACCESSIBLE FOR MAINTENANCE, AND SCREENED FROM VIEW EITHER BEHIND ENTRY WALLS, NEXT TO BUILDINGS, OR BEHIND PLANT MATERIAL. FINAL LOCATION TO BE APPROVED BY OWNER'S REPRESENTATIVE.



CONSTRUCTION DOCUMENTS

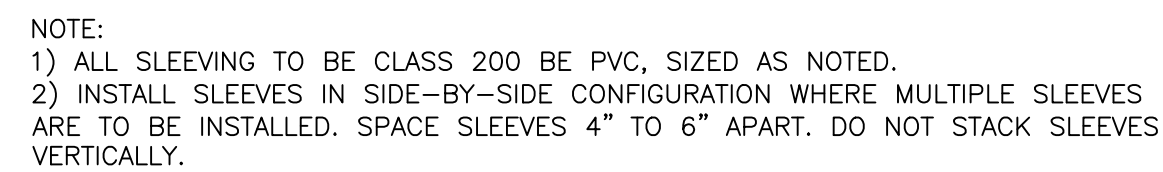
ELIZABETH LIQUOR STORE

ELIZABETH, COLORADO

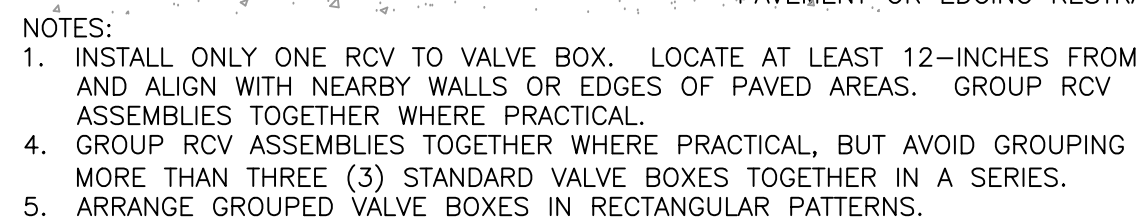
JOB NO. 24.067

DATE	DESCRIPTION	IR:10
2024.12.20	ORIGINAL PREPARATION	
2025.03.07	2ND TOWN SUBMITTAL	

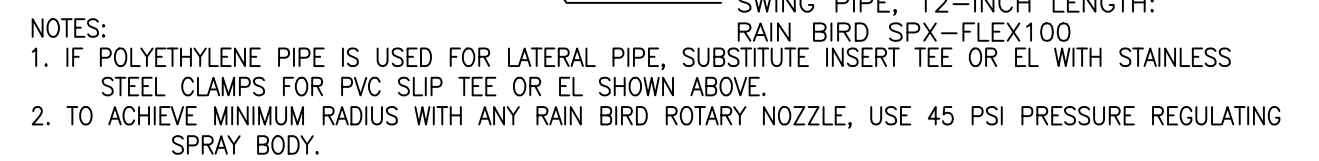
LOT 11 ELIZABETH CROSS ROADS BUSINESS PARK
SECTION 7 TOWNSHIP 8 SOUTH RANGE 64 WEST
COUNTY OF ELBERT, STATE OF COLORADO



11 TYPICAL SLEEVING
DETAIL



12 TYPICAL VALVE BOX INSTALLATION



14 12-INCH POP UP
R-VAN ROTARY NOZZLE



15 BUBBLER ASSEMBLY FOR TREES IN SHRUB BEDS



18 DRIP FLUSH CAP ASSEMBLY



NOTES:

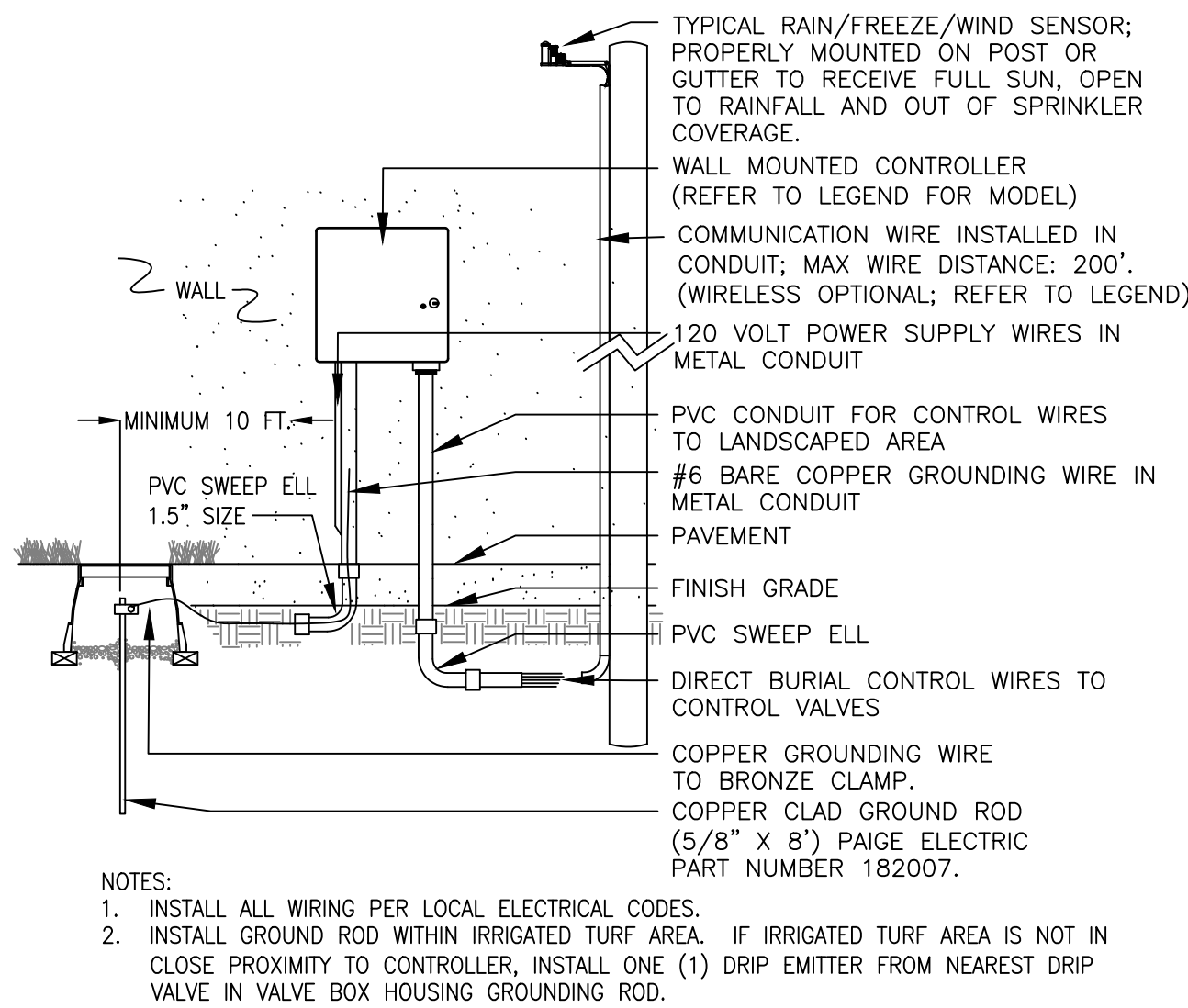
1. ALL EMISSION POINTS TO BE LOCATED ON THE UPHILL SIDE OF PLANT MATERIAL.
2. ALL EMITTER QUANTITIES AND FLOW RATES ARE FOR RECOMMENDATION ONLY. THE CONTRACTOR SHALL CONSULT AND CONFIRM WITH LOCAL PRACTICE PRIOR TO INSTALLATION.

20 EMITTER SCHEDULE

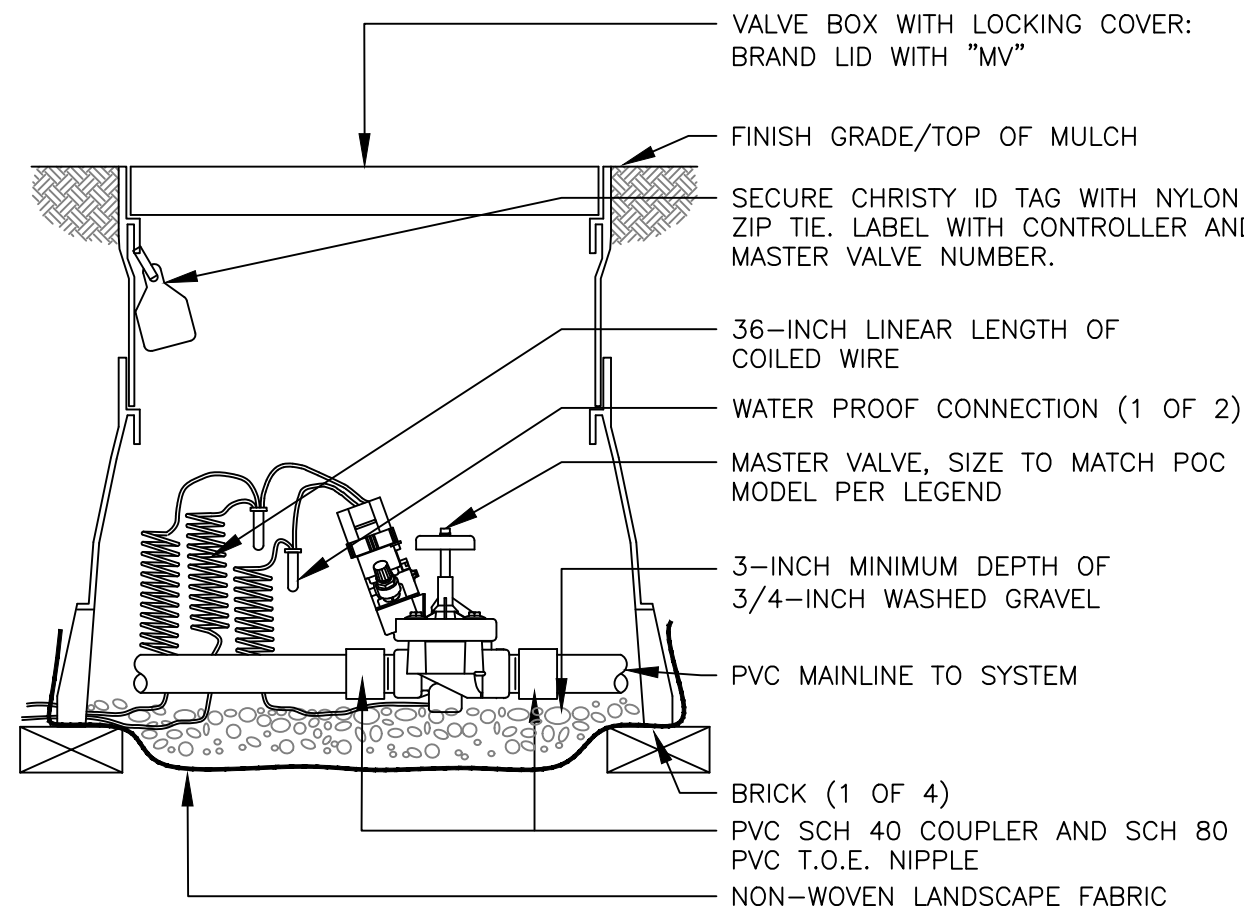


ELIZABETH LIQUOR STORE
CONSTRUCTION DOCUMENTS

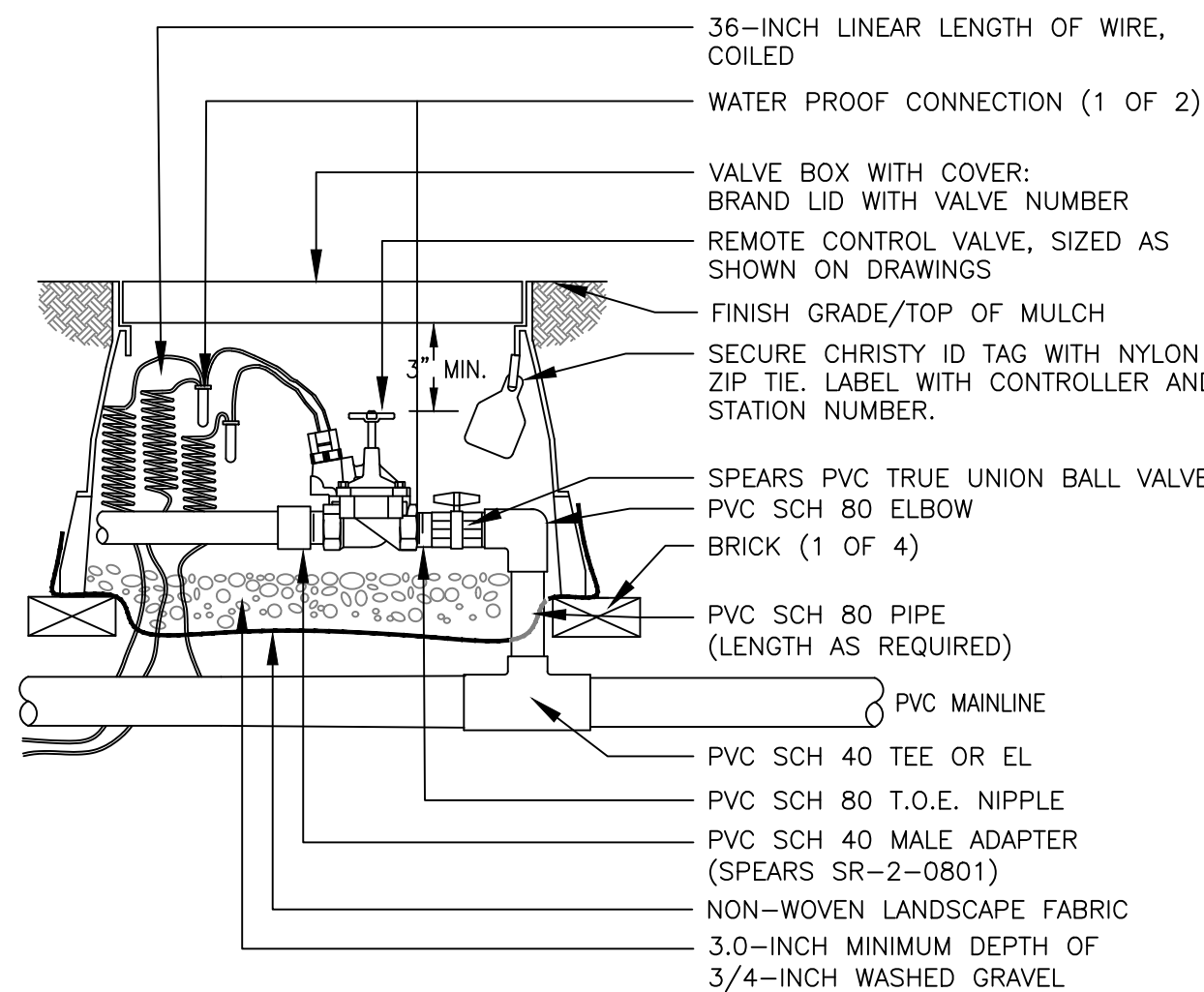
LOT 11 ELIZABETH CROSS ROADS BUSINESS PARK
SECTION 7 TOWNSHIP 8 SOUTH RANGE 64 WEST
COUNTY OF ELBERT, STATE OF COLORADO



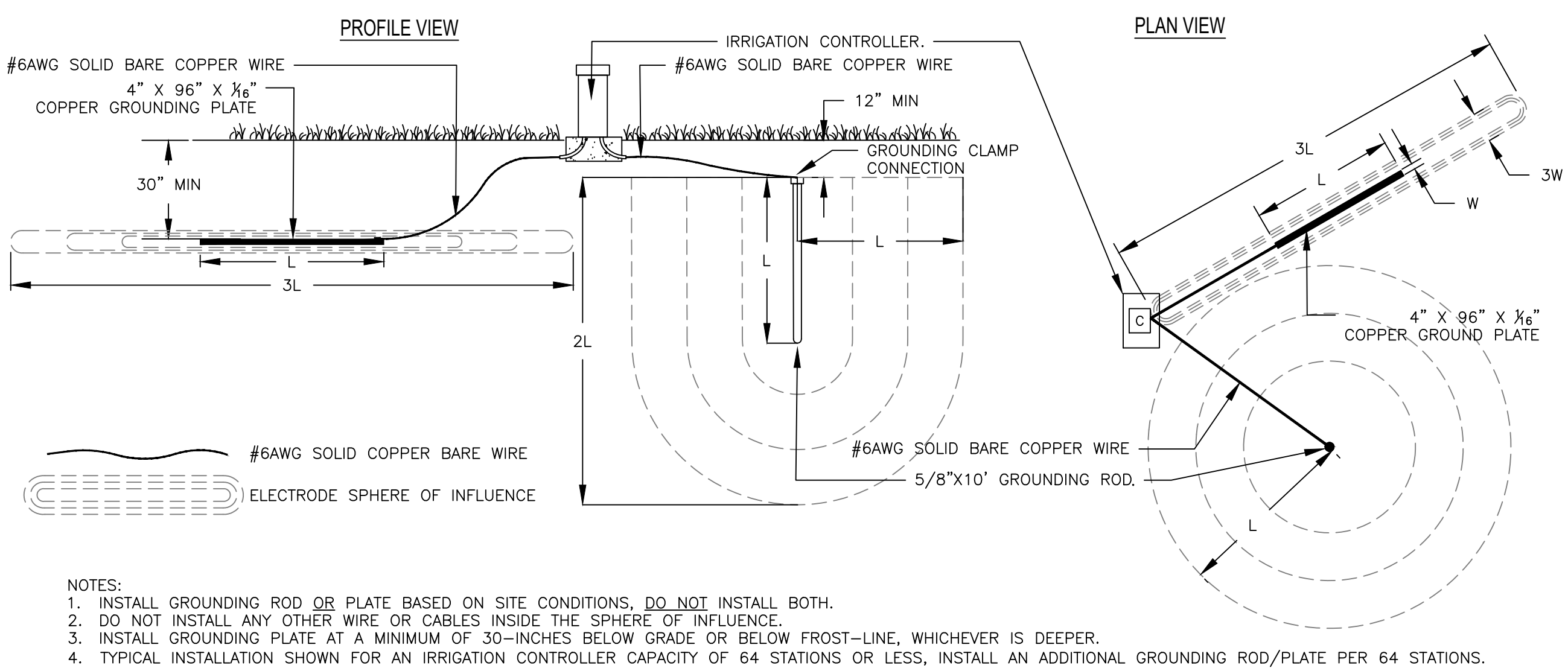
1 WALL MOUNT
CONTROLLER ASSEMBLY



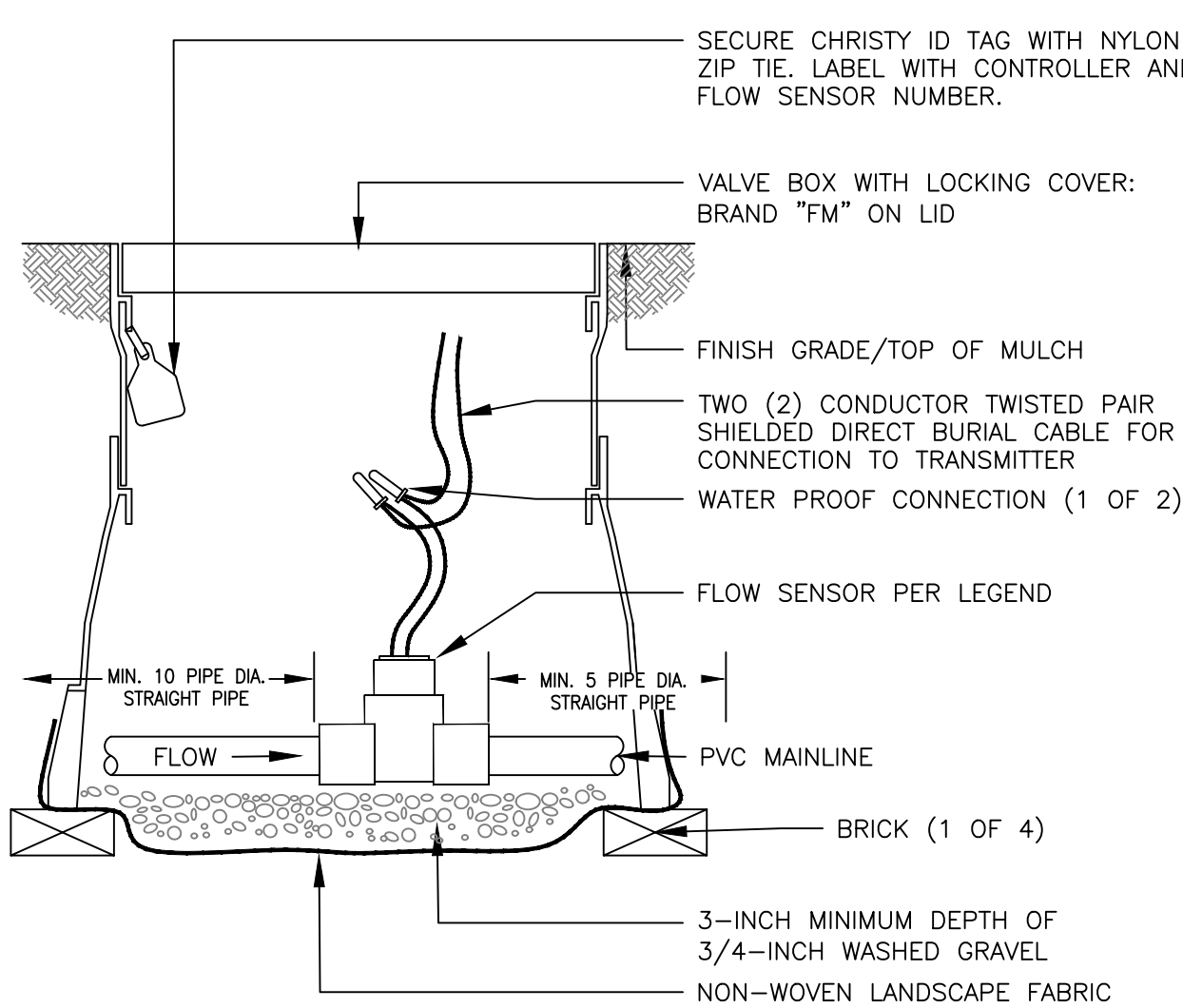
4 MASTER VALVE
ASSEMBLY



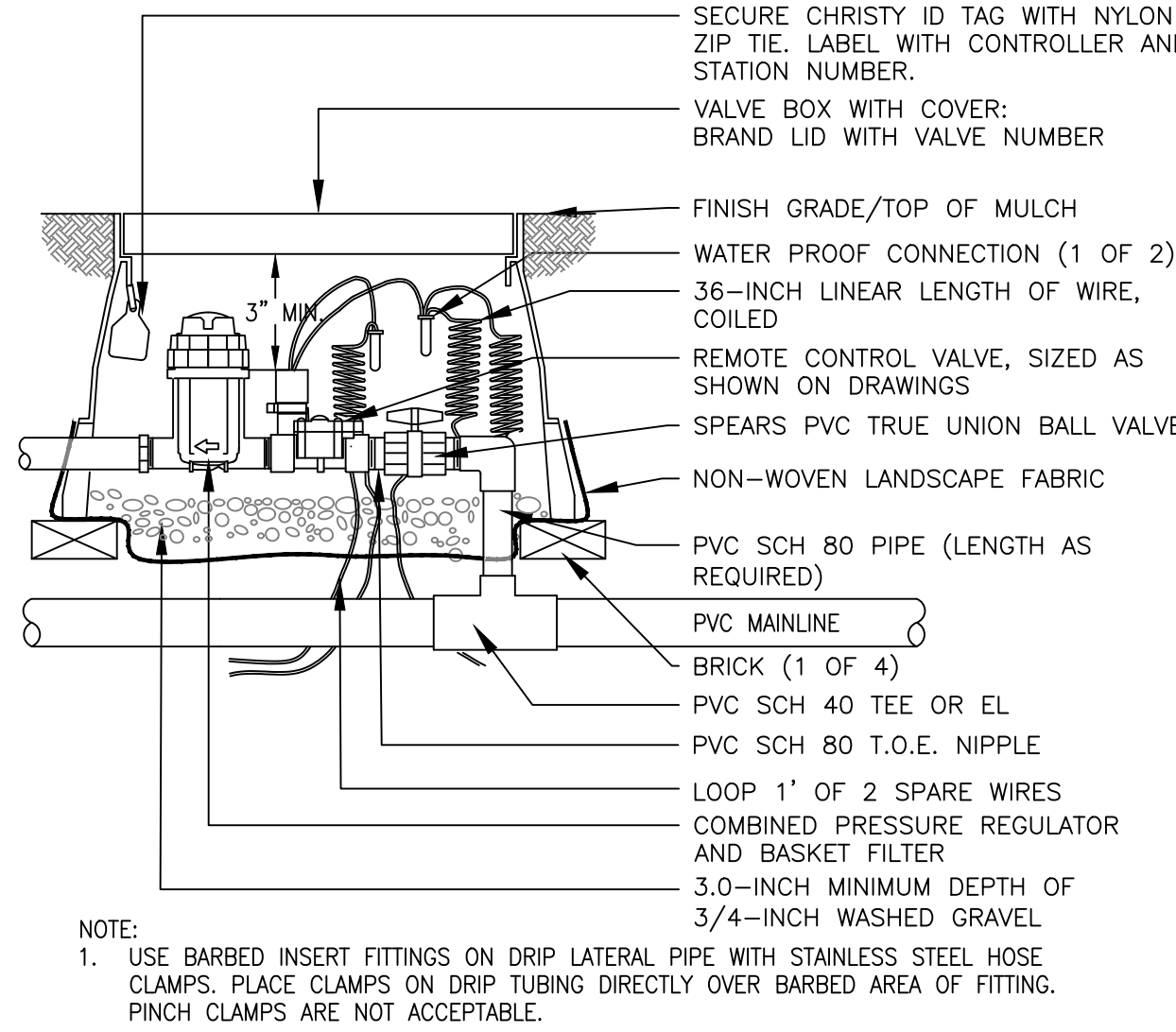
8 REMOTE CONTROL SPRINKLER
VALVE ASSEMBLY



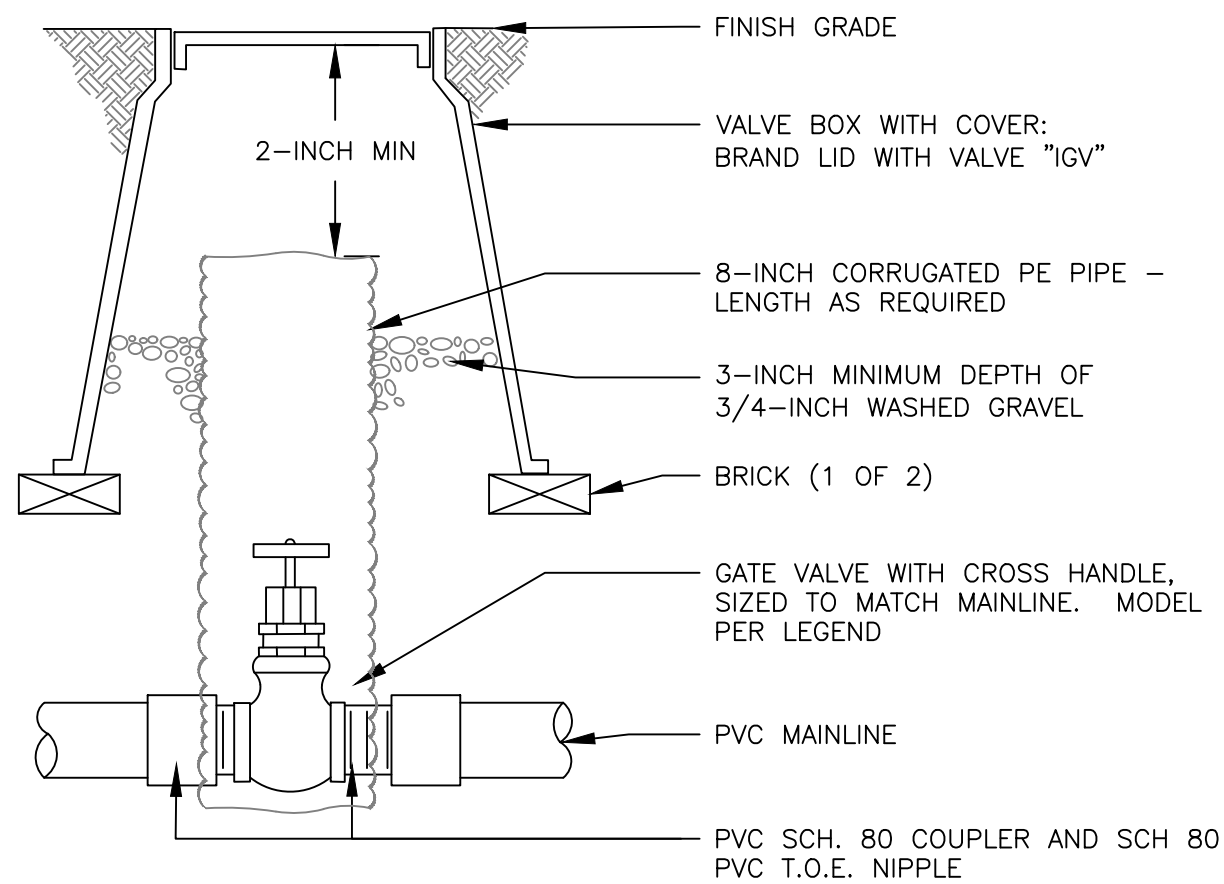
2 TYPICAL IRRIGATION CONTROLLER
ROD OR PLATE INSTALLATION



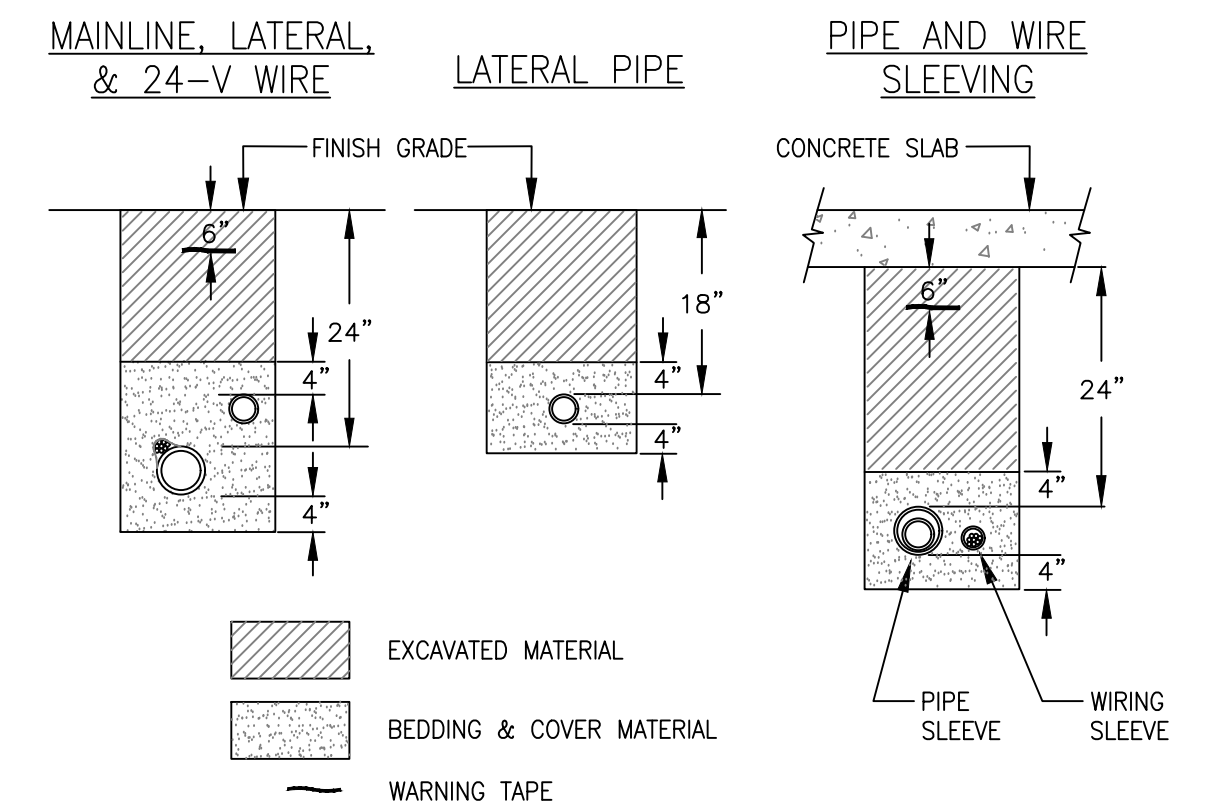
5 FLOW SENSOR
ASSEMBLY



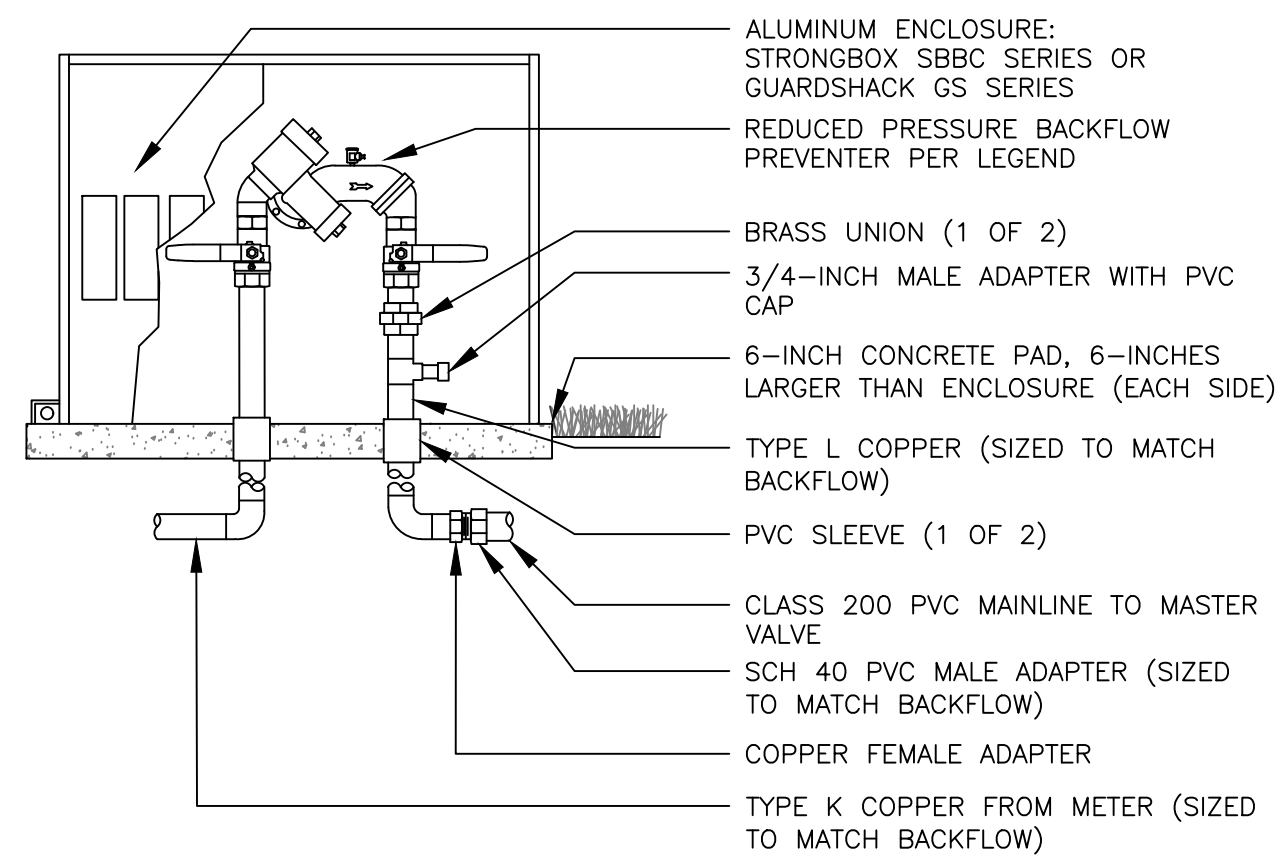
9 REMOTE CONTROL DRIP
VALVE ASSEMBLY



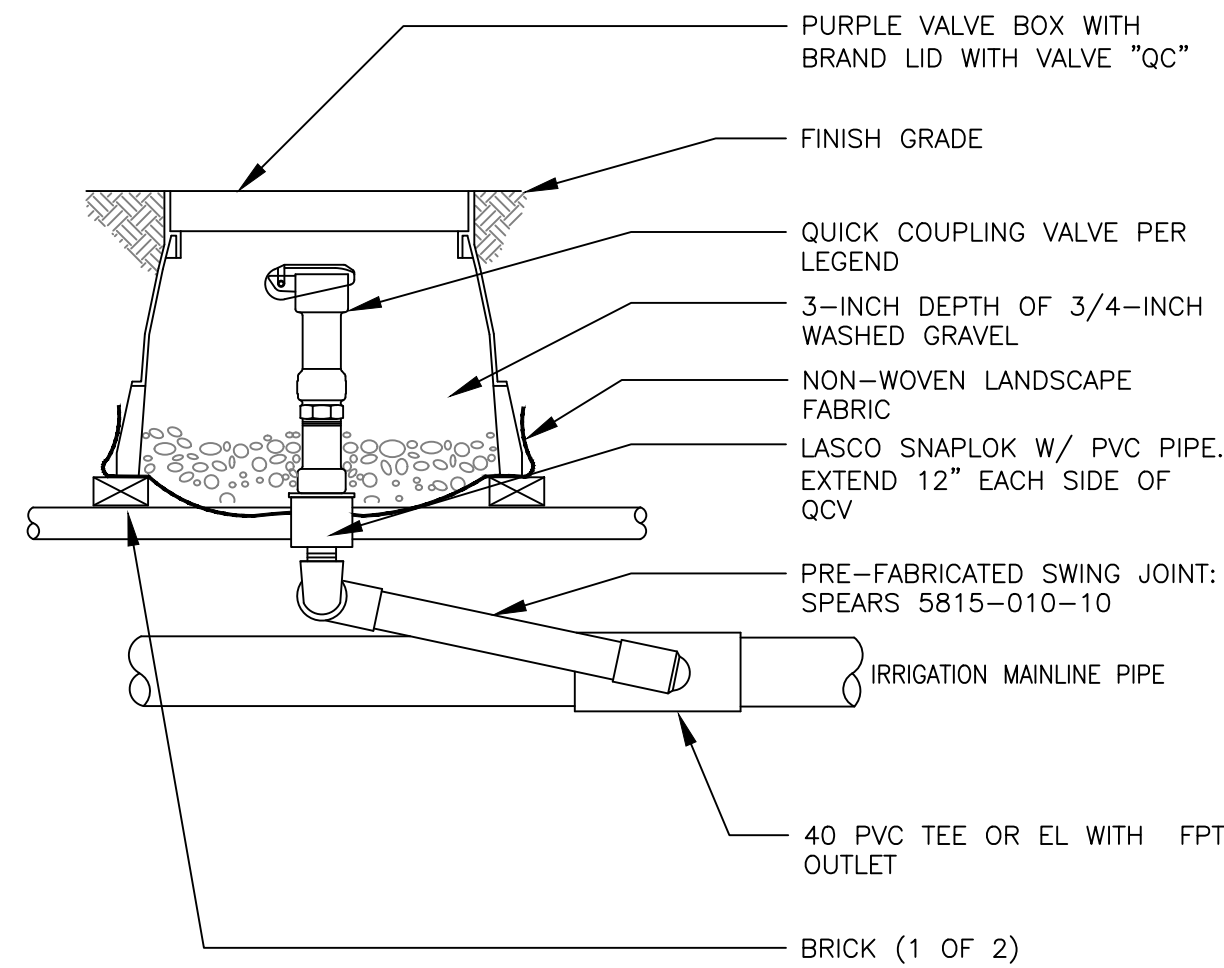
6 ISOLATION GATE VALVE ASSEMBLY
1.5-INCH MAINLINE AND SMALLER



10 TYPICAL TRENCHING
DETAIL



3 BACKFLOW PREVENTION
UNIT ASSEMBLY



7 QUICK COUPLING
VALVE ASSEMBLY

**787 Crossroad Circle - Elizabeth Liquor Store**

Engineers Estimate of Probable Cost - Public ROW Improvements

Prepared by: Point Consulting, LLC

Date: March 4, 2025

	Amount	Measurement	Cost / Unit	Cost
Public Improvements Cost Estimate				
Public Storm Improvements				
Traffic Control	1	LS	\$8,000.00	\$ 8,000.00
Steel Plates	1	LS	\$4,000.00	\$ 4,000.00
15" HDPE Storm Pipe	10	LF	\$200.00	\$ 2,000.00
Paving				
Demo existing curb/gutter	75	LF	\$20.00	\$ 1,500.00
Curb and Gutter	75	LF	\$52.00	\$ 3,900.00
CDOT Driveway Curb Cut	1	EA	\$10,000.00	\$ 10,000.00
Asphalt Trenching and Repairs	38	LF	\$200.00	\$ 7,600.00
ADA Ramp	2	EA	\$5,000.00	\$ 10,000.00
Sidewalks	68	SY	\$60.00	\$ 4,080.00
COST				\$ 51,080.00
25% CONTINGENCY				\$ 12,770.00
TOTAL COST				\$ 63,850.00
Total Letter of Credit amount				\$ 63,850.00

LANDSCAPE IMPROVEMENT COSTS

Elizabeth Liquor Store

787 Crossroads Cir, Elizabeth, CO 80107

4/4/2025

Work Category	Improvement Item	Unit	Plan Quantity	Unit Cost	Total Cost
Landscaping					
Trees	2" Caliper Deciduous Tree	EACH	2	\$ 600.00	\$ 1,200.00
				Total	\$ 1,200.00
Groundcover	Rock Mulch	TONS	6	\$ 100.00	\$ 600.00
				Total	\$ 600.00
Miscellaneous	Irrigation	SQ FT	352	\$ 2.00	\$ 704.00
	Soil Amendment	CU YD	4	\$ 85.00	\$ 340.00
				Total	\$ 1,044.00
IMPROVEMENTS TOTAL					
				Subtotal	\$ 2,844.00
				15% Contingency	\$ 426.60
				TOTAL	\$ 3,270.60



KDS Enterprises / KDS Properties

783 Crossroads Cir.
Elizabeth, Co. 80107

To whom it may concern:

KDS Properties LLC approves the construction and future maintenance of the proposed 15" HDPE storm sewer that crosses onto our property at 783 Crossroads Circle from 787 Crossroads Circle and ties into the existing inlet along the shared property line.

Please feel free to reach out to me if you have any questions or concerns.

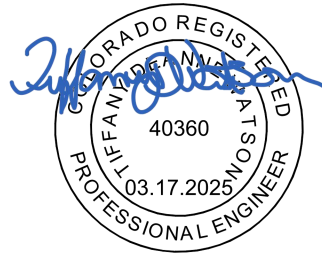
A handwritten signature in black ink that reads 'Emily Kraft'.

Emily Kraft, Vice President and Managing Partner

303-349-0397

ekraft1080@gmail.com

Town of Elizabeth Public Works
303 Washington Street
Elizabeth, CO 80107



The purpose of this Drainage Conformance Letter is to confirm that the proposed development is in general conformance with the original Elizabeth Crossroads Final Drainage and Sediment Control Report by Hydrodynamics Incorporated dated December 23, 1999. Please reference Appendix D for supporting excerpts from the Master Drainage Report (MDR) and Appendix E for supporting material from the construction plans.

The existing site is currently undeveloped, vacant land. The site slopes from southeast to northwest at 3-5%. The overall site varies in elevation from a low elevation of 6458 to a high elevation of 6468. The existing soils onsite consist of Nunn clay loam and belong to hydrologic soils group C. See Appendix A for the soils report and Appendix D for the Historic Drainage Map. The site is not in a flood hazard zone as shown on the Flood Insurance Rate Map Community Panel Number 08039C0480C, March 17, 2011; and can be found in Appendix A. There is an existing inlet within Crossroads Circle near the northwestern corner of the site. This inlet currently accepts site flow. Developed flow from the site is tributary to the Crossroads Circle drainage system. The Crossroads Circle Drainage System is tributary to the Elizabeth Crossroads Business Park Subdivision's regional detention pond.

There are 4 onsite basins for the proposed site. The four onsite basins are P1, P2, P3, and X1, please see Appendix C for the proposed drainage map. Developed flow from these basins will be collected and conveyed to the existing inlet at the northeast of the site in Crossroads Circle via sheet flow and the proposed inlet. Flows from the existing inlet are tributary to the existing regional water quality and detention pond west of the site.

1. Basin P1 is 0.03-acres and is the northwestern portion of the site. This basin consists of landscape area and is similar to the historic condition. The MDR modeled this basin as a commercial development with 95% imperviousness. Developed flow from this basin will follow historic paths to the existing inlet at DP 1. Flows from this inlet are tributary to the existing water quality and detention pond west of the site. The runoff coefficients for the 5-year and 100-year storms are 0.20 and 0.57, respectively, with an imperviousness of 20.00%. Basin P1's flows are 0.02 cfs and 0.14 cfs for the minor and major storm, respectively.
2. Basin P2 is 0.34-acres and is the eastern portion of the site. This basin consists mostly of paved concrete/asphalt, sidewalk, and landscape area. The MDR modeled this basin as a commercial development with 95% imperviousness. Developed flow from this basin is tributary to the existing inlet at DP 1. Please note that because the existing inlet assumes a site imperviousness of 95% and the site

has an imperviousness of 77.38% the inlet is sufficient. Flows from this inlet are tributary to the existing water quality and detention pond west of the site. The runoff coefficients for the 5-year and 100-year storms are 0.68 and 0.81, respectively, with an imperviousness of 79.56%. Basin P2's flows are 0.91 cfs and 2.24 cfs for the minor and major storm, respectively

3. Basin P3 is 0.23-acres and is the western portion of the site. This basin consists mostly of paved concrete/asphalt, sidewalk, roof and a portion of landscape area. The MDR modeled this basin as a commercial development with 95% imperviousness. Developed flow from this basin will overland flow to the proposed inlet at DP2. This inlet shall be connected to the existing inlet within Crossroads Circle via the proposed private storm sewer infrastructure for this site. Flows from this existing inlet are tributary to the existing water quality and detention pond west of the site. The runoff coefficients for the 5-year and 100-year storms are 0.78 and 0.86, respectively, with an imperviousness of 91.74%. Basin P3's flows are 0.70 cfs and 1.61 cfs for the minor and major storm, respectively.
4. Basin X1 is 0.03-acres and is along the site's western border. This basin consists of landscape area and is similar to the historic condition. Developed flow from this basin will follow historic paths westward. The runoff coefficients for the 5-year and 100-year storms are 0.20 and 0.57, respectively, with an imperviousness of 20.00%. Basin P1's flows are 0.02 cfs and 0.14 cfs for the minor and major storm, respectively.

The proposed development will result in improved site conditions when compared to the anticipated site conditions under the MDR. Under the MDR site imperviousness was estimated at 95% and is now proposed at 77.38%. Since site the proposed impervious area is less than the impervious area allowed by the MDR, it is in compliance with the MDR and Town of Elizabeth Drainage Requirements.

References:

Town of Elizabeth Drainage Planning Submittal Requirements, October 1998

Soil Survey of Jefferson County, Colorado, United States Department of Agriculture, Washington, DC, July 6, 2021

Urban Drainage and Flood Control District Criteria Manual, Volume 1, Revised March 2024

Urban Drainage and Flood Control District Criteria Manual, Volume 2, Revised January 2016

Urban Drainage and Flood Control District Criteria Manual, Volume 3, Revised March 2024

Elizabeth Crossroads Final Drainage and Sediment Control Report prepared by Hydrodynamics Incorporated, December 1999

APPENDICES

- A. Reference Material**
- B. Hydrologic Calculations**
- C. Proposed Conditions Drainage Map**
- D. Excerpts from the Master Drainage Report**
- E. Excerpts from the Construction Drawings**

APPENDIX A

REFERENCE MATERIALS



NOAA Atlas 14, Volume 8, Version 2
Location name: Elizabeth, Colorado, USA*
Latitude: 39.362°, Longitude: -104.5911°
Elevation: 6462 ft**

* source: ESRI Maps

** source: USGS



POINT PRECIPITATION FREQUENCY ESTIMATES

Sanja Perica, Deborah Martin, Sandra Pavlovic, Ishani Roy, Michael St. Laurent, Carl Trypaluk, Dale Unruh, Michael Yekta, Geoffery Bonnin

NOAA, National Weather Service, Silver Spring, Maryland

[PF_tabular](#) | [PF_graphical](#) | [Maps_&_aerials](#)

PF tabular

PDS-based point precipitation frequency estimates with 90% confidence intervals (in inches)¹										
Duration	Average recurrence interval (years)									
	1	2	5	10	25	50	100	200	500	1000
5-min	0.231 (0.188-0.286)	0.287 (0.232-0.355)	0.382 (0.309-0.474)	0.465 (0.374-0.580)	0.586 (0.457-0.758)	0.685 (0.520-0.893)	0.788 (0.578-1.05)	0.896 (0.630-1.22)	1.05 (0.707-1.45)	1.17 (0.765-1.63)
10-min	0.338 (0.275-0.419)	0.420 (0.340-0.520)	0.559 (0.452-0.695)	0.681 (0.547-0.849)	0.859 (0.670-1.11)	1.00 (0.762-1.31)	1.15 (0.846-1.53)	1.31 (0.922-1.78)	1.53 (1.04-2.13)	1.71 (1.12-2.39)
15-min	0.413 (0.335-0.511)	0.512 (0.415-0.634)	0.682 (0.551-0.847)	0.831 (0.668-1.04)	1.05 (0.817-1.35)	1.22 (0.929-1.59)	1.41 (1.03-1.87)	1.60 (1.12-2.17)	1.87 (1.26-2.59)	2.08 (1.37-2.91)
30-min	0.562 (0.456-0.696)	0.697 (0.565-0.864)	0.928 (0.750-1.15)	1.13 (0.908-1.41)	1.42 (1.11-1.84)	1.66 (1.26-2.16)	1.91 (1.40-2.53)	2.17 (1.52-2.94)	2.53 (1.71-3.51)	2.82 (1.85-3.94)
60-min	0.704 (0.571-0.872)	0.865 (0.702-1.07)	1.15 (0.927-1.42)	1.40 (1.12-1.74)	1.77 (1.38-2.30)	2.08 (1.58-2.71)	2.40 (1.76-3.20)	2.75 (1.93-3.74)	3.23 (2.18-4.49)	3.62 (2.38-5.06)
2-hr	0.845 (0.691-1.04)	1.03 (0.843-1.27)	1.37 (1.11-1.69)	1.67 (1.35-2.06)	2.12 (1.67-2.73)	2.49 (1.91-3.24)	2.89 (2.14-3.83)	3.32 (2.36-4.50)	3.93 (2.68-5.44)	4.42 (2.92-6.15)
3-hr	0.932 (0.763-1.14)	1.13 (0.925-1.38)	1.49 (1.21-1.83)	1.81 (1.47-2.24)	2.31 (1.83-2.98)	2.73 (2.10-3.54)	3.18 (2.37-4.21)	3.67 (2.62-4.96)	4.37 (2.99-6.02)	4.94 (3.28-6.83)
6-hr	1.11 (0.912-1.34)	1.33 (1.09-1.62)	1.73 (1.42-2.11)	2.11 (1.72-2.58)	2.68 (2.14-3.44)	3.17 (2.46-4.09)	3.70 (2.77-4.86)	4.28 (3.07-5.74)	5.10 (3.52-6.99)	5.77 (3.86-7.94)
12-hr	1.33 (1.10-1.60)	1.59 (1.32-1.92)	2.05 (1.69-2.48)	2.48 (2.03-3.01)	3.12 (2.50-3.96)	3.66 (2.86-4.68)	4.25 (3.20-5.53)	4.88 (3.53-6.49)	5.78 (4.02-7.86)	6.51 (4.38-8.89)
24-hr	1.59 (1.33-1.91)	1.89 (1.58-2.27)	2.42 (2.01-2.90)	2.89 (2.38-3.48)	3.59 (2.89-4.50)	4.17 (3.27-5.27)	4.78 (3.62-6.17)	5.44 (3.96-7.18)	6.37 (4.46-8.59)	7.12 (4.83-9.66)
2-day	1.88 (1.57-2.23)	2.21 (1.85-2.63)	2.80 (2.34-3.34)	3.31 (2.75-3.96)	4.06 (3.28-5.04)	4.68 (3.68-5.85)	5.32 (4.05-6.79)	6.00 (4.39-7.84)	6.94 (4.89-9.28)	7.70 (5.26-10.4)
3-day	2.04 (1.72-2.41)	2.41 (2.03-2.86)	3.05 (2.55-3.62)	3.60 (3.00-4.29)	4.40 (3.56-5.42)	5.05 (3.99-6.28)	5.72 (4.37-7.26)	6.42 (4.71-8.34)	7.40 (5.22-9.84)	8.16 (5.61-11.0)
4-day	2.17 (1.83-2.56)	2.57 (2.16-3.03)	3.24 (2.72-3.83)	3.82 (3.19-4.53)	4.65 (3.77-5.71)	5.33 (4.22-6.60)	6.02 (4.61-7.62)	6.75 (4.97-8.74)	7.76 (5.50-10.3)	8.55 (5.89-11.4)

7-day	2.52 (2.14-2.95)	2.94 (2.49-3.45)	3.66 (3.09-4.30)	4.28 (3.59-5.05)	5.18 (4.22-6.32)	5.90 (4.70-7.27)	6.65 (5.12-8.37)	7.44 (5.50-9.58)	8.52 (6.07-11.2)	9.37 (6.50-12.5)
10-day	2.83 (2.41-3.30)	3.28 (2.78-3.82)	4.03 (3.41-4.71)	4.68 (3.94-5.50)	5.62 (4.60-6.82)	6.38 (5.10-7.83)	7.16 (5.54-8.98)	7.99 (5.94-10.2)	9.13 (6.54-12.0)	10.0 (6.99-13.3)
20-day	3.72 (3.18-4.31)	4.26 (3.63-4.93)	5.15 (4.38-5.98)	5.91 (5.00-6.88)	6.99 (5.74-8.39)	7.84 (6.30-9.53)	8.72 (6.78-10.8)	9.64 (7.21-12.2)	10.9 (7.84-14.2)	11.9 (8.32-15.6)
30-day	4.49 (3.85-5.17)	5.12 (4.39-5.91)	6.17 (5.26-7.13)	7.04 (5.98-8.17)	8.25 (6.79-9.83)	9.19 (7.40-11.1)	10.1 (7.91-12.5)	11.1 (8.34-14.0)	12.4 (8.98-16.1)	13.4 (9.46-17.6)
45-day	5.48 (4.72-6.29)	6.27 (5.39-7.20)	7.54 (6.46-8.68)	8.58 (7.31-9.91)	9.98 (8.22-11.8)	11.0 (8.90-13.2)	12.1 (9.44-14.8)	13.1 (9.85-16.4)	14.4 (10.5-18.6)	15.4 (10.9-20.2)
60-day	6.36 (5.48-7.27)	7.29 (6.28-8.35)	8.78 (7.54-10.1)	9.97 (8.52-11.5)	11.5 (9.50-13.5)	12.7 (10.3-15.1)	13.8 (10.8-16.8)	14.9 (11.2-18.5)	16.2 (11.8-20.8)	17.2 (12.2-22.4)

¹ Precipitation frequency (PF) estimates in this table are based on frequency analysis of partial duration series (PDS).

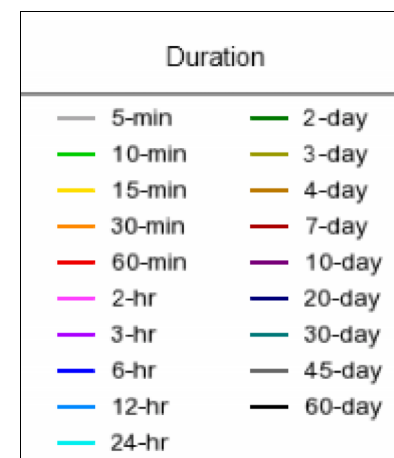
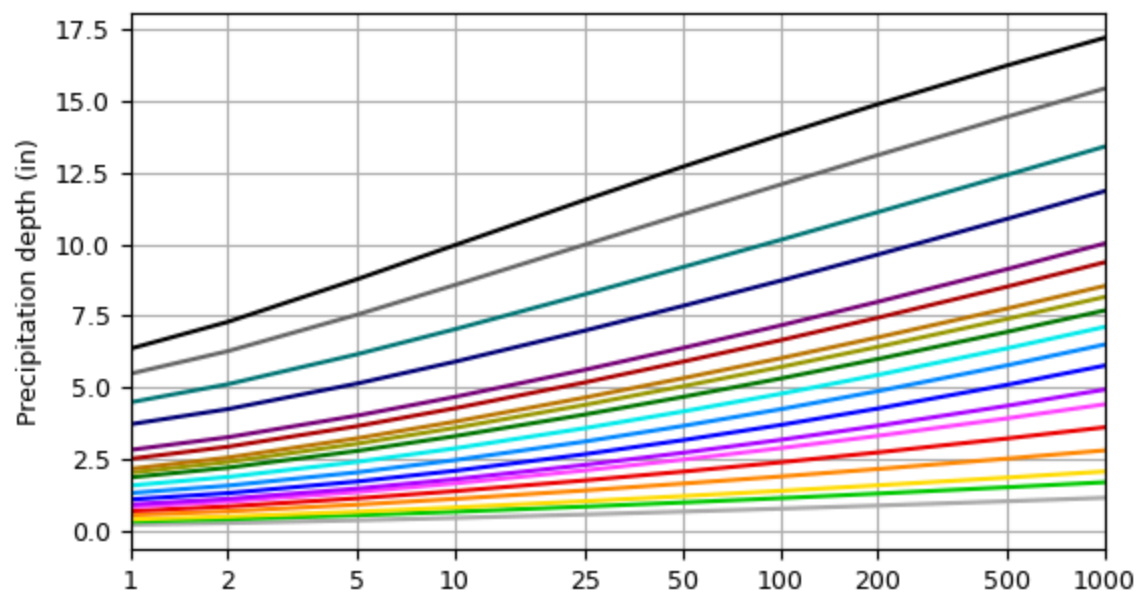
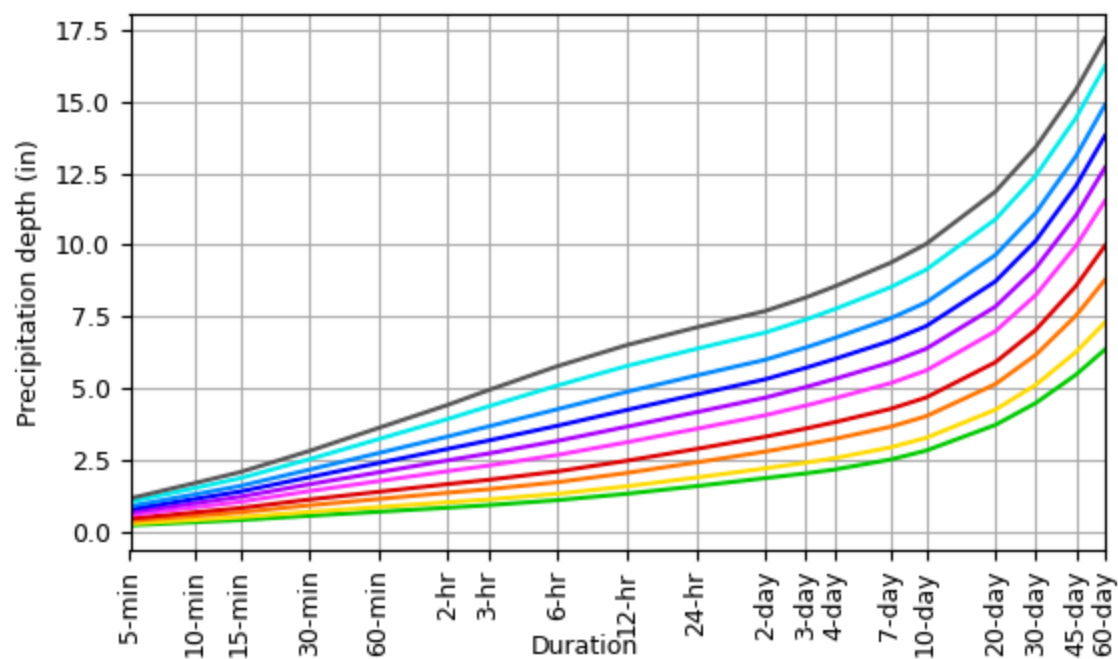
Numbers in parenthesis are PF estimates at lower and upper bounds of the 90% confidence interval. The probability that precipitation frequency estimates (for a given duration and average recurrence interval) will be greater than the upper bound (or less than the lower bound) is 5%. Estimates at upper bounds are not checked against probable maximum precipitation (PMP) estimates and may be higher than currently valid PMP values.

Please refer to NOAA Atlas 14 document for more information.

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PF graphical

PDS-based depth-duration-frequency (DDF) curves
Latitude: 39.3620°, Longitude: -104.5911°

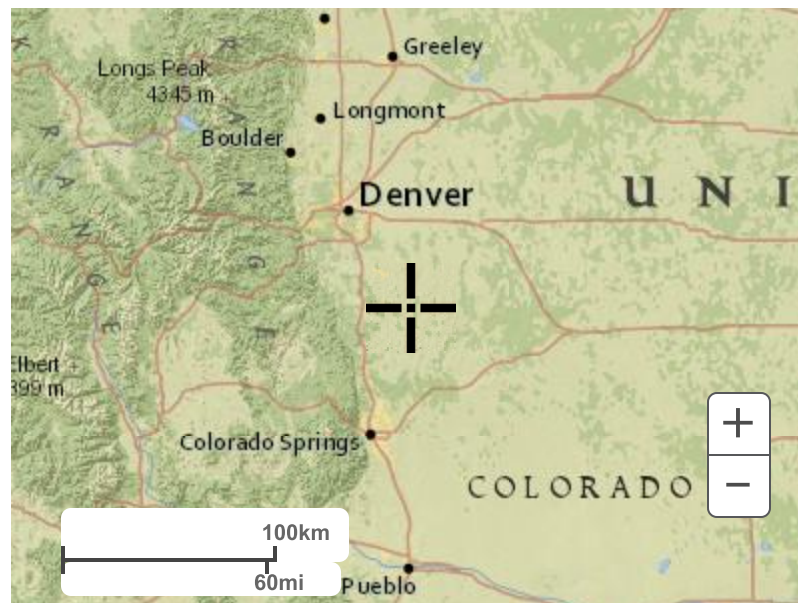


Average recurrence interval (years)

NOAA Atlas 14, Volume 8, Version 2

Created (GMT): Tue Nov 26 18:49:55 2024

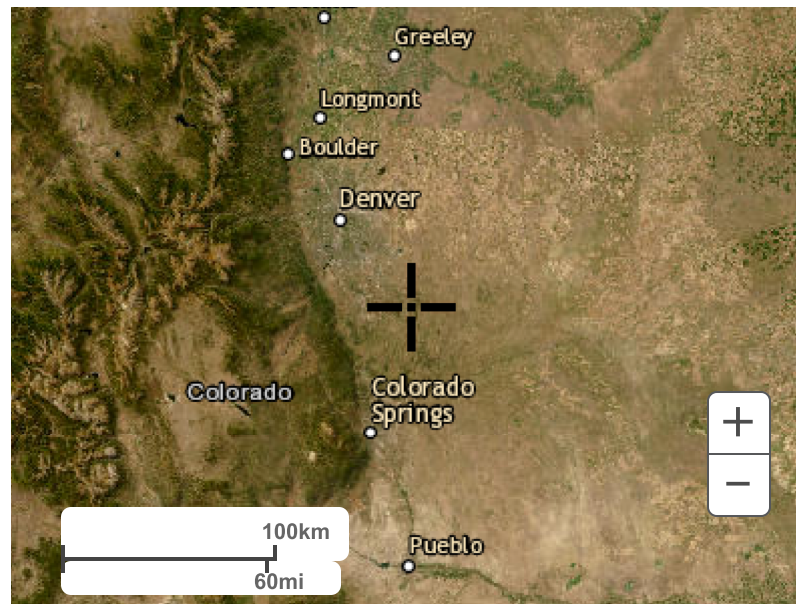
[Back to Top](#)**Maps & aerals****Small scale terrain****Large scale terrain**



Large scale map



Large scale aerial



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Silver Spring, MD 20910
Questions?: HDSC.Questions@noaa.gov

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United States
Department of
Agriculture

NRCS

Natural
Resources
Conservation
Service

A product of the National
Cooperative Soil Survey,
a joint effort of the United
States Department of
Agriculture and other
Federal agencies, State
agencies including the
Agricultural Experiment
Stations, and local
participants

Custom Soil Resource Report for **Elbert County, Colorado, Western Part**

**24.067 ELIZABETH LIQUOR
STORE**



Custom Soil Resource Report
Soil Map (24.067 ELIZABETH LIQUOR STORE)



MAP LEGEND

Area of Interest (AOI)

 Area of Interest (AOI)

Soils

 Soil Map Unit Polygons

 Soil Map Unit Lines

 Soil Map Unit Points

Special Point Features

 Blowout

 Borrow Pit

 Clay Spot

 Closed Depression

 Gravel Pit

 Gravelly Spot

 Landfill

 Lava Flow

 Marsh or swamp

 Mine or Quarry

 Miscellaneous Water

 Perennial Water

 Rock Outcrop

 Saline Spot

 Sandy Spot

 Severely Eroded Spot

 Sinkhole

 Slide or Slip

 Sodic Spot

 Spoil Area

 Stony Spot

 Very Stony Spot

 Wet Spot

 Other

 Special Line Features

Water Features

 Streams and Canals

Transportation

 Rails

 Interstate Highways

 US Routes

 Major Roads

 Local Roads

Background

 Aerial Photography

MAP INFORMATION

The soil surveys that comprise your AOI were mapped at 1:24,000.

Warning: Soil Map may not be valid at this scale.

Enlargement of maps beyond the scale of mapping can cause misunderstanding of the detail of mapping and accuracy of soil line placement. The maps do not show the small areas of contrasting soils that could have been shown at a more detailed scale.

Please rely on the bar scale on each map sheet for map measurements.

Source of Map: Natural Resources Conservation Service
Web Soil Survey URL:
Coordinate System: Web Mercator (EPSG:3857)

Maps from the Web Soil Survey are based on the Web Mercator projection, which preserves direction and shape but distorts distance and area. A projection that preserves area, such as the Albers equal-area conic projection, should be used if more accurate calculations of distance or area are required.

This product is generated from the USDA-NRCS certified data as of the version date(s) listed below.

Soil Survey Area: Elbert County, Colorado, Western Part
Survey Area Data: Version 20, Aug 29, 2024

Soil map units are labeled (as space allows) for map scales 1:50,000 or larger.

Date(s) aerial images were photographed: Jun 9, 2021—Jun 12, 2021

The orthophoto or other base map on which the soil lines were compiled and digitized probably differs from the background imagery displayed on these maps. As a result, some minor shifting of map unit boundaries may be evident.

Map Unit Legend (24.067 ELIZABETH LIQUOR STORE)

Map Unit Symbol	Map Unit Name	Acres in AOI	Percent of AOI
32	Nunn clay loam, 0 to 4 percent slopes	1.0	100.0%
Totals for Area of Interest		1.0	100.0%

Map Unit Descriptions (24.067 ELIZABETH LIQUOR STORE)

The map units delineated on the detailed soil maps in a soil survey represent the soils or miscellaneous areas in the survey area. The map unit descriptions, along with the maps, can be used to determine the composition and properties of a unit.

A map unit delineation on a soil map represents an area dominated by one or more major kinds of soil or miscellaneous areas. A map unit is identified and named according to the taxonomic classification of the dominant soils. Within a taxonomic class there are precisely defined limits for the properties of the soils. On the landscape, however, the soils are natural phenomena, and they have the characteristic variability of all natural phenomena. Thus, the range of some observed properties may extend beyond the limits defined for a taxonomic class. Areas of soils of a single taxonomic class rarely, if ever, can be mapped without including areas of other taxonomic classes. Consequently, every map unit is made up of the soils or miscellaneous areas for which it is named and some minor components that belong to taxonomic classes other than those of the major soils.

Most minor soils have properties similar to those of the dominant soil or soils in the map unit, and thus they do not affect use and management. These are called noncontrasting, or similar, components. They may or may not be mentioned in a particular map unit description. Other minor components, however, have properties and behavioral characteristics divergent enough to affect use or to require different management. These are called contrasting, or dissimilar, components. They generally are in small areas and could not be mapped separately because of the scale used. Some small areas of strongly contrasting soils or miscellaneous areas are identified by a special symbol on the maps. If included in the database for a given area, the contrasting minor components are identified in the map unit descriptions along with some characteristics of each. A few areas of minor components may not have been observed, and consequently they are not mentioned in the descriptions, especially where the pattern was so complex that it was impractical to make enough observations to identify all the soils and miscellaneous areas on the landscape.

The presence of minor components in a map unit in no way diminishes the usefulness or accuracy of the data. The objective of mapping is not to delineate pure taxonomic classes but rather to separate the landscape into landforms or landform segments that have similar use and management requirements. The

delineation of such segments on the map provides sufficient information for the development of resource plans. If intensive use of small areas is planned, however, onsite investigation is needed to define and locate the soils and miscellaneous areas.

An identifying symbol precedes the map unit name in the map unit descriptions. Each description includes general facts about the unit and gives important soil properties and qualities.

Soils that have profiles that are almost alike make up a *soil series*. Except for differences in texture of the surface layer, all the soils of a series have major horizons that are similar in composition, thickness, and arrangement.

Soils of one series can differ in texture of the surface layer, slope, stoniness, salinity, degree of erosion, and other characteristics that affect their use. On the basis of such differences, a soil series is divided into *soil phases*. Most of the areas shown on the detailed soil maps are phases of soil series. The name of a soil phase commonly indicates a feature that affects use or management. For example, Alpha silt loam, 0 to 2 percent slopes, is a phase of the Alpha series.

Some map units are made up of two or more major soils or miscellaneous areas. These map units are complexes, associations, or undifferentiated groups.

A *complex* consists of two or more soils or miscellaneous areas in such an intricate pattern or in such small areas that they cannot be shown separately on the maps. The pattern and proportion of the soils or miscellaneous areas are somewhat similar in all areas. Alpha-Beta complex, 0 to 6 percent slopes, is an example.

An *association* is made up of two or more geographically associated soils or miscellaneous areas that are shown as one unit on the maps. Because of present or anticipated uses of the map units in the survey area, it was not considered practical or necessary to map the soils or miscellaneous areas separately. The pattern and relative proportion of the soils or miscellaneous areas are somewhat similar. Alpha-Beta association, 0 to 2 percent slopes, is an example.

An *undifferentiated group* is made up of two or more soils or miscellaneous areas that could be mapped individually but are mapped as one unit because similar interpretations can be made for use and management. The pattern and proportion of the soils or miscellaneous areas in a mapped area are not uniform. An area can be made up of only one of the major soils or miscellaneous areas, or it can be made up of all of them. Alpha and Beta soils, 0 to 2 percent slopes, is an example.

Some surveys include *miscellaneous areas*. Such areas have little or no soil material and support little or no vegetation. Rock outcrop is an example.

Elbert County, Colorado, Western Part

32—Nunn clay loam, 0 to 4 percent slopes

Map Unit Setting

National map unit symbol: 2tlpq
Elevation: 5,450 to 6,430 feet
Mean annual precipitation: 15 to 19 inches
Mean annual air temperature: 48 to 52 degrees F
Frost-free period: 100 to 130 days
Farmland classification: Prime farmland if irrigated

Map Unit Composition

Nunn and similar soils: 85 percent
Minor components: 15 percent
Estimates are based on observations, descriptions, and transects of the mapunit.

Description of Nunn

Setting

Landform: Pediments, terraces
Landform position (three-dimensional): Tread
Down-slope shape: Linear
Across-slope shape: Linear
Parent material: Alluvium

Typical profile

A - 0 to 6 inches: clay loam
Bt - 6 to 18 inches: clay
Btk - 18 to 30 inches: clay
Bk - 30 to 47 inches: clay loam
BCK - 47 to 80 inches: clay loam

Properties and qualities

Slope: 0 to 4 percent
Depth to restrictive feature: More than 80 inches
Drainage class: Well drained
Runoff class: Medium
Capacity of the most limiting layer to transmit water (Ksat): Moderately low to moderately high (0.06 to 0.20 in/hr)
Depth to water table: More than 80 inches
Frequency of flooding: None
Frequency of ponding: None
Calcium carbonate, maximum content: 7 percent
Maximum salinity: Nonsaline to very slightly saline (0.1 to 2.0 mmhos/cm)
Sodium adsorption ratio, maximum: 0.5
Available water supply, 0 to 60 inches: High (about 9.6 inches)

Interpretive groups

Land capability classification (irrigated): 3e
Land capability classification (nonirrigated): 3e
Hydrologic Soil Group: C
Ecological site: R049XB208CO - Clayey Foothill
Hydric soil rating: No

Minor Components

Heldt

Percent of map unit: 10 percent
Landform: Pediments, terraces
Landform position (three-dimensional): Tread
Down-slope shape: Linear
Across-slope shape: Linear
Ecological site: R049XB208CO - Clayey Foothill
Hydric soil rating: No

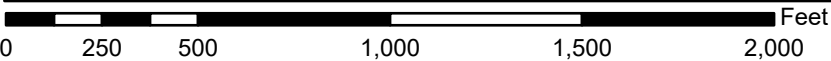
Englewood

Percent of map unit: 5 percent
Landform: Pediments, terraces
Landform position (three-dimensional): Tread
Down-slope shape: Linear
Across-slope shape: Linear
Ecological site: R049XB208CO - Clayey Foothill
Hydric soil rating: No

National Flood Hazard Layer FIRMette



104°35'47"W 39°21'57"N



1:6,000

104°35'9"W 39°21'29"N

Basemap Imagery Source: USGS National Map 2023

Legend

SEE FIS REPORT FOR DETAILED LEGEND AND INDEX MAP FOR FIRM PANEL LAYOUT

SPECIAL FLOOD HAZARD AREAS		Without Base Flood Elevation (BFE) Zone A, V, A99
		With BFE or Depth Zone AE, AO, AH, VE, AR
		Regulatory Floodway
OTHER AREAS OF FLOOD HAZARD		0.2% Annual Chance Flood Hazard, Areas of 1% annual chance flood with average depth less than one foot or with drainage areas of less than one square mile Zone X
		Future Conditions 1% Annual Chance Flood Hazard Zone X
		Area with Reduced Flood Risk due to Levee. See Notes. Zone X
		Area with Flood Risk due to Levee Zone D
OTHER AREAS		NO SCREEN Area of Minimal Flood Hazard Zone X
		Effective LOMRs
GENERAL STRUCTURES		Area of Undetermined Flood Hazard Zone D
		Channel, Culvert, or Storm Sewer
		Levee, Dike, or Floodwall
OTHER FEATURES		20.2 Cross Sections with 1% Annual Chance Water Surface Elevation
		17.5 Cross Sections with 1% Annual Chance Water Surface Elevation
		Coastal Transect
		Base Flood Elevation Line (BFE)
		Limit of Study
		Jurisdiction Boundary
MAP PANELS		Coastal Transect Baseline
		Profile Baseline
		Hydrographic Feature
		Digital Data Available
		No Digital Data Available
		Unmapped



The pin displayed on the map is an approximate point selected by the user and does not represent an authoritative property location.

This map complies with FEMA's standards for the use of digital flood maps if it is not void as described below. The basemap shown complies with FEMA's basemap accuracy standards

The flood hazard information is derived directly from the authoritative NFHL web services provided by FEMA. This map was exported on **11/26/2024 at 6:53 PM** and does not reflect changes or amendments subsequent to this date and time. The NFHL and effective information may change or become superseded by new data over time.

This map image is void if the one or more of the following map elements do not appear: basemap imagery, flood zone labels, legend, scale bar, map creation date, community identifiers, FIRM panel number, and FIRM effective date. Map images for unmapped and unmodernized areas cannot be used for regulatory purposes.

Table 6-3. Recommended percentage imperviousness values

Land Use or Surface Characteristics	Percentage Imperviousness (%)
Business:	
Downtown Areas	95
Suburban Areas	75
Residential lots (lot area only):	
Single-family	
2.5 acres or larger	12
0.75 – 2.5 acres	20
0.25 – 0.75 acres	30
0.25 acres or less	45
Apartments	75
Industrial:	
Light areas	80
Heavy areas	90
Parks, cemeteries	10
Playgrounds	25
Schools	55
Railroad yard areas	50
Undeveloped Areas:	
Historic flow analysis	2
Greenbelts, agricultural	2
Off-site flow analysis (when land use not defined)	45
Streets:	
Paved	100
Gravel (packed)	40
Drive and walks	90
Roofs	90
Lawns, sandy soil	2
Lawns, clayey soil	2

Table 6-4. Runoff coefficient equations based on NRCS soil group and storm return period

NRCS Soil Group	Storm Return Period						
	2-Year	5-Year	10-Year	25-Year	50-Year	100-Year	500-Year
A	$C_A =$ $0.84i^{1.302}$	$C_A =$ $0.86i^{1.276}$	$C_A =$ $0.87i^{1.232}$	$C_A =$ $0.88i^{1.124}$	$C_A =$ $0.85i+0.025$	$C_A =$ $0.78i+0.110$	$C_A =$ $0.65i+0.254$
B	$C_B =$ $0.84i^{1.169}$	$C_B =$ $0.86i^{1.088}$	$C_B =$ $0.81i+0.057$	$C_B =$ $0.63i+0.249$	$C_B =$ $0.56i+0.328$	$C_B =$ $0.47i+0.426$	$C_B =$ $0.37i+0.536$
C/D	$C_{C/D} =$ $0.83i^{1.122}$	$C_{C/D} =$ $0.82i+0.035$	$C_{C/D} =$ $0.74i+0.132$	$C_{C/D} =$ $0.56i+0.319$	$C_{C/D} =$ $0.49i+0.393$	$C_{C/D} =$ $0.41i+0.484$	$C_{C/D} =$ $0.32i+0.588$

Where:

i = % imperviousness (expressed as a decimal)

C_A = Runoff coefficient for Natural Resources Conservation Service (NRCS) HSG A soils

C_B = Runoff coefficient for NRCS HSG B soils

$C_{C/D}$ = Runoff coefficient for NRCS HSG C and D soils.

The values for various catchment imperviousness and storm return periods are presented graphically in Figures 6-1 through 6-3, and are tabulated in Table 6-5. These coefficients were developed for the Denver region to work in conjunction with the time of concentration recommendations in Section 2.4. Use of these coefficients and this procedure outside of the semi-arid climate found in the Denver region may not be valid. The UD-Rational Excel workbook performs all the needed calculations to find the runoff coefficient given the soil type and imperviousness and the reader may want to take advantage of this macro-enabled Excel workbook that is available for download from the UDFCD's website www.udfcd.org.

See Examples 7.1 and 7.2 that illustrate the Rational Method.

TABLE 6-3. RECOMMENDED IMPERVIOUSNESS BY SURFACE TYPES

SURFACE TYPES		IMPERVIOUSNESS
Roadways and Paved Streets		95%
Concrete Driveways and Walks		95%
Roofs		95%
Gravel	No Traffic (Pedestrian Use)	40%
	Low-traffic Areas (Maintenance Paths and Substations)	60%
	High-traffic Areas (Roadways and Parking)	80%
Disturbed Soil (Including Lawns, Managed/Active Turf, Landscaped Areas with Water-Wise Vegetation, and Uncompacted Gravel/Mulch Planting Beds)		20%
Undisturbed or Decompacted Soil (Native Grasses and Open Space Areas)		5%
Artificial Turfs ¹	Landscape Applications (without Subgrade Drainage Layer)	25% – 45%
	Sport Fields (with Underdrain Pipe System)	60% – 80%
Water Surfaces (Lakes/Reservoirs/Irrigation Ponds)		100%
Solar Fields ²	Grass Cover (Varies with Panel Orientation Relative to Ground Contours)	10% – 45%
	Gravel Cover (Varies with Panel Orientation Relative to Ground Contours)	50% – 75%
Historic Flow Analysis, Greenbelts, Agricultural		5%
Newly Graded Areas		65%
Stormwater Control Measures ³	Retention Ponds & Constructed Wetland Ponds	100%
	Rooftop Systems – Blue Roofs	95%
	Rooftop Systems – Green Roofs (extensive)	65%
	Rooftop Systems – Green Roofs (intensive)	50%
	Permeable Pavement – CGP/PGP/RGP	55%
	Permeable Pavement – PICP	45%
	Extended Detention Basins	25%
	Receiving Pervious Areas (incl. Grass Buffers & Grass Swales)	20%
	Bioretention & Sand Filters	10%

¹ Consult with the manufacturer to get a recommended value.

² Assumes 1:1 ratio of panels to aisles. See MHFD's technical memorandum regarding *Determination of Solar Panel Field Runoff Coefficients and Imperviousness Values* for additional information on procedures for determining percent imperviousness based on panel width, panel spacing, and panel orientation relative to ground contours and how to reflect other impervious areas such as roads and pads that may be part of a solar field and layouts with wider inter-panel spacing.

³ See MHFD's technical memorandum regarding *Evaluation of Percent Imperviousness for Stormwater Control Measures* for background information.

APPENDIX B

HYDROLOGIC CALCULATIONS

PROJECT: Elizabeth Liquor Store
 PROJECT NO. 24.067
 DESIGN BY: KFD
 DATE: 12/2/2024

Proposed/Existing	Land Use	%Imp
	Roadways/Streets/Walks	95
	Roofs	95
	Disturbed Soil	20
Undisturbed or Decomacted	Soil	5
	Historic	5

Soil Types: Nunn clay loam

Hydrologic Grouping: Type C

Runoff Coefficients: $C_{r/D}(2\text{year}) = 0.83i^{1.122}$
 $C_{r/D}(5\text{year}) = 0.82i^{+0.035}$
 $C_{r/D}(10\text{year}) = 0.74i^{+0.132}$
 $C_{r/D}(100\text{year}) = 0.41i^{+0.484}$

Proposed Basins (proposed conditions)		Land Use (Acres)					Weighted Runoff Coefficient				
Basin	Total Area	Roadways/ Streets/Walks	Roof Area	Disturbed Soil	Undisturbed Soil	Historic Area	C2	C5	C10	C100	%Imp
P1	0.03	0.00	0.00	0.03	0.00	0.00	0.14	0.20	0.28	0.57	20.00
P2	0.34	0.27	0.00	0.07	0.00	0.00	0.64	0.69	0.72	0.81	79.56
P3	0.23	0.11	0.11	0.01	0.00	0.00	0.75	0.79	0.81	0.86	91.74
X1	0.03	0.00	0.00	0.03	0.00	0.00	0.14	0.20	0.28	0.57	20.0

TOTAL AREA (ACRES): 0.630
 TOTAL IMPERVIOUSNESS (%): 77.38

Historic Basins (existing conditions)		Land Use (Acres)					Weighted Runoff Coefficient				
Basin	Total Area	Roadways/ Streets/Walks	Roof Area	Disturbed Soil	Undisturbed Soil	Historic Area	C2	C5	C10	C100	%Imp
H1	0.63	0.00	0.00	0.00	0.00	0.630	0.029	0.076	0.169	0.505	5.00

TOTAL AREA (ACRES): 0.630
 TOTAL IMPERVIOUSNESS (%): 5.00

Calculation of Peak Runoff using Rational Method	
--	--

Designer: KFD	Version 2.00 released May 2017
Company: Point Consulting	
Date: 12/2/2024	Cells of this color are for required user input
Project: 24.067 - Elizabeth Liquor Store	Cells of this color are for optional override values
Location: Elizabeth, CO	Cells of this color are for calculated results based on overrides

$$t_i = \frac{L_i}{60K\sqrt{S_i}} = \frac{L_i}{60V_i}$$

Computed $t_c = t_i + t_k$

$$t_{\text{minimum}} = 5 \text{ (urban)}$$
$$t_{\text{minimum}} = 10 \text{ (non-urban)}$$

$$\text{Regional } t_c = (26 - 17i) + \frac{L_t}{60(14i + 9)\sqrt{S_t}}$$

$$\text{Selected } t_c = \max\{t_{\text{minimum}}, \min(\text{Computed } t_c, \text{Regional } t_c)\}$$

Select UDECD location for NOAA Atlas 14 Rainfall Depths from the pulldown list OR enter your own depths obtained from the NOAA website ([click this link](#))

	2-yr	5-yr	10-yr	25-yr	50-yr	100-yr	500-yr
1-hour rainfall depth, P ₁ (in) =	0.87	1.15	1.40	1.77	2.08	2.40	3.23
	a	b	c				
Intensity Equation Coefficients =	28.50	10.00	0.786	$I(\text{in/hr}) = \frac{a \cdot P_1}{(b + P_1)^c}$			

$$I(\text{in/hr}) = \frac{a \times P_1}{(b + t_c)^c}$$

$$Q(cfs) = CIA$$

[illegible]

Inlet Report

INLET DP 2 - 5 YEAR

Grate Inlet

Location	= Sag
Curb Length (ft)	= -0-
Throat Height (in)	= -0-
Grate Area (sqft)	= 6.00
Grate Width (ft)	= 2.00
Grate Length (ft)	= 3.00

Gutter

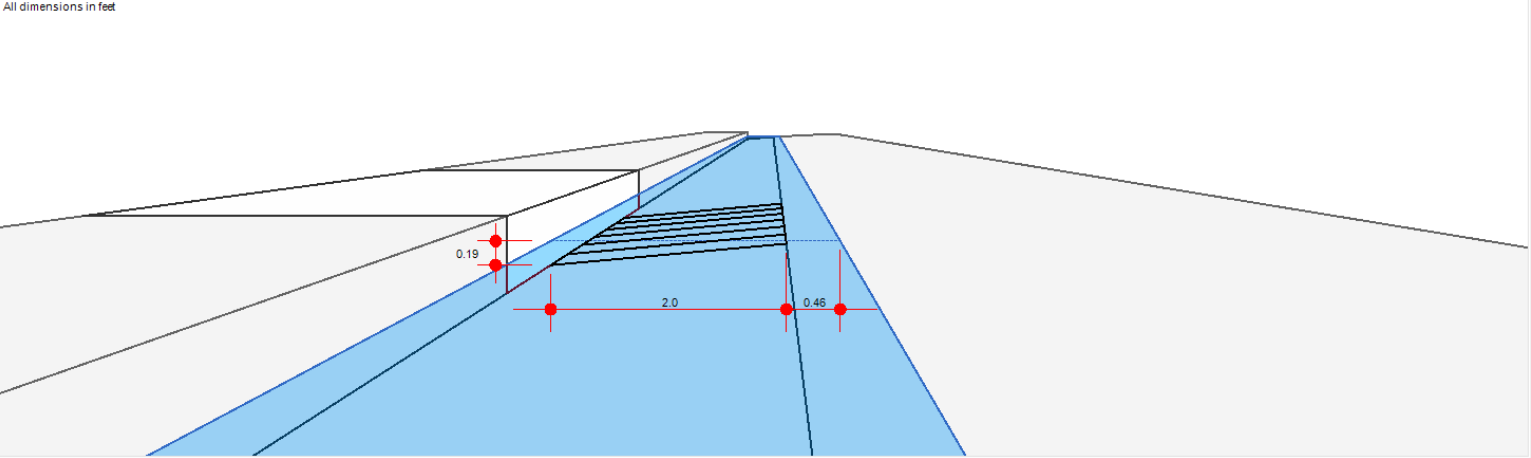
Slope, Sw (ft/ft)	= 0.083
Slope, Sx (ft/ft)	= 0.045
Local Depr (in)	= -0-
Gutter Width (ft)	= 2.00
Gutter Slope (%)	= -0-
Gutter n-value	= -0-

Calculations

Compute by:	Known Q
Q (cfs)	= 0.70

Highlighted

Q Total (cfs)	= 0.70
Q Capt (cfs)	= 0.70
Q Bypass (cfs)	= -0-
Depth at Inlet (in)	= 2.24
Efficiency (%)	= 100
Gutter Spread (ft)	= 2.46
Gutter Vel (ft/s)	= -0-
Bypass Spread (ft)	= -0-
Bypass Depth (in)	= -0-

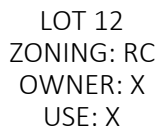


Friday, Dec 20 2024

APPENDIX D

PROPOSED CONDITION DRAINAGE MAP

LOT 11 ELIZABETH CROSS ROADS BUSINESS PARK
SECTION 7 TOWNSHIP 8 SOUTH RANGE 64 WEST
COUNTY OF ELBERT, STATE OF COLORADO



LOT 10
ZONING: RC
OWNER: KD PROPERTIES, LLC
USE: DAIRY QUEEN

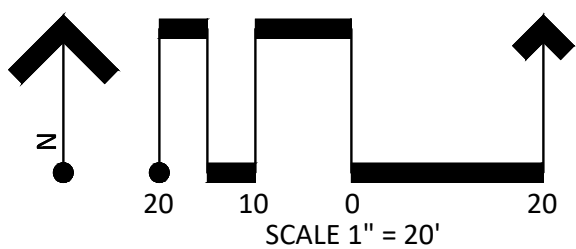
— — — — — PROPERTY LINE
 - - - - - 5280 - - - - - EXISTING CONTOUR
 ————— 5280 ————— PROPOSED CONTOUR
 = = = = = EXISTING CURB AND GUTTER
 = = = = = PROPOSED CURB AND GUTTER
 ————— PROPOSED VERTICAL CURB
 [] [] [] [] [] [] [] [] PROPOSED SIDEWALK
 [] [] [] [] [] [] [] [] PROPOSED CONCRETE PAVEMENT
 — SD — SD — EXISTING STORM SEWER
 ——— PROPOSED STORM LINE
 → DRAINAGE FLOW ARROW
 — — — — — BASIN BOUNDARY
 ▲
 1 PROPOSED DESIGN POINT
 A-1
 0.83 0.72 0.77 DRAINAGE BASIN DESIGNATION
 5-YEAR COEFFICIENT
 100-YEAR COEFFICIENT
 AREA IN ACRES

SUMMARY RUNOFF TABLE				
BASIN	DESIGN POINT	AREA (ACRES)	Q 5-YR (CFS)	Q 100-YR (CFS)
P1	1	0.03	0.02	0.14
P2	1	0.34	0.91	2.24
P3	2	0.23	0.70	1.61
X1	3	0.03	0.02	0.14

1. REFER TO SHEET C0.00, COVER SHEET, FOR THE BENCHMARK AND BASIS OF BEARINGS.

DOUGLAS COUNTY BENCHMARK

DCBM LOVE
ELEVATION = 6705.71 (NAVD88)



APPENDIX D

EXCERPTS FROM THE MASTER DRAINAGE REPORT

December 23, 1999

Mr. Kevin Archer
David E. Archer & Associates
105 Wilcox Street
Castle Rock, CO 80104

RE: Elizabeth Crossroads Final Drainage and Sediment & Erosion Control Report
Project No. 9409-90

Dear Mr. Archer:

As requested, we have completed a final drainage report for the above referenced site. The report meets criteria set forth in Resolution 99R01 as adopted by the Town of Elizabeth on January 12, 1999.

GENERAL LOCATION AND DESCRIPTION

The property is located in the southeast quarter of Section 7, Township 8 South and Range 64 West of the 6th P.M. and within Elbert County, Colorado. The 19.828 acre site is bounded on the North by undeveloped property, on the West by Running Creek, on the South by State Highway 86, and on the East by County Road 17.

Table 1 provides a summary of soils found on the site as recorded on the SCS maps. The SCS information also indicates these soils have moderate to severe limitations on construction. Existing vegetation on the land consists of pasture grass.

Table 1. Summary of Soils Found on the Site (from SCS, 1980).

SOIL NUMBER	NAME	HYDROLOGIC SOIL GROUP	RAINFALL EROSION FACTOR	WIND EROSION FACTOR
32	Nunn clay loam	C	0.24 & 0.28	6
34	Peyton sandy loam	B	0.10 & 0.15	3

The site is situated such that offsite flows from about 53 acres enter the property from the north. In addition, the southwest corner of the property is impacted by runoff from Highway 86 and lands located northeast and southwest of the property.

Flood plain maps for this area were developed by the Colorado Water Conservation Board and demonstrate part of the western property is within a 100-year flood plain boundary.

No irrigation facilities are impacted by this development.

Final development of this small business site shall consist of approximately 17.81 acres with 2.02 acres remaining undeveloped. **Imperviousness of this site will be 85 percent or less.**

DRAINAGE DESIGN CRITERIA

Historic onsite and offsite peak flood flows were calculated by the Rational Method and SCS Curved Number Method, respectively. Hydraulic calculations were completed by use of Manning's Equation or by using nomographs developed by the Urban Drainage and Flood Control District (UDFCD). Detention values and allowable release rates for developed conditions were calculated by equations developed by the UDFCD. Evaluations for water quality were completed by methods developed by the UDFCD.

DRAINAGE BASINS AND SUB-BASINS

Onsite historic peak flows will be realized by releasing flows through a detention pond. Historic runoff waters flowing onto the site from the North and south are summarized in Table 2 (see Appendix I and Appendix II).

Table 2. Summary of Historic Offsite Flows as Calculated by the SCS Curve Number Method.

DESIGN POINT	CONTRIB. AREA (ACRES)	5-YEAR FLOW (CFS)	100-YEAR FLOW (CFS)	COMMENTS
OS1	52.5	9.0	62.3	CN = 65, Type B Soils, Grass
OS2	561	58.7	439	CN = 65, Type B Soils, Grass & Trees

Historic offsite flows from OS-1 will be conveyed in a drainage channel along the northwest corner of the property before discharging into Running Creek. Runoff from OS-2 will continue to be conveyed westward to Running Creek.

For this analysis, we have assumed runoff from about 555 acres may impact the intersection of County Road 17 and Highway 86. Our evaluation identified an existing 36-inch CMP exists under County Road 17 that will convey approximately 50 cfs. Thus, the potential exists that 100-year flood flow events will exceed the pipe capacity and will spill over County Road 17 onto Highway 86.

DRAINAGE FACILITY DESIGN

Once developed conditions occur, runoff from the site will flow into a detention pond before discharging into Running Creek. A summary of detention volumes and release rates as calculated by the UDFCD equations appears in Table 3.

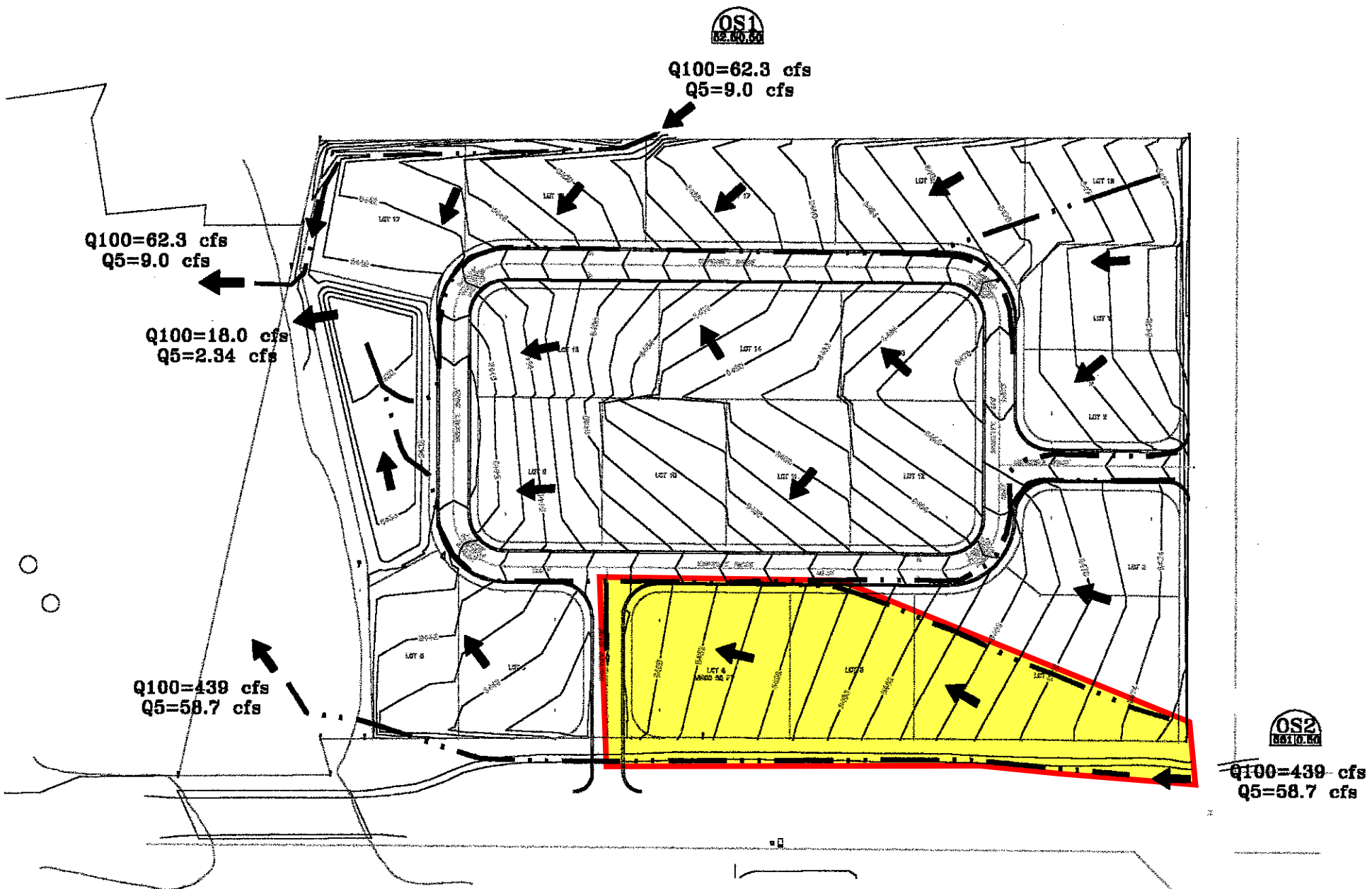
Table 3. Volumes and Release Rates for the Detention Pond as Calculated by UDFCD Equations.

POND	CONTRIB. AREA (ACS)	5-YEAR RELEASE RATE (CFS)	100-YEAR RELEASE RATE (CFS)	5-YEAR VOLUME (CU FT)	100-YEAR VOLUME (CU FT)
Main	17.81	3.02	17.8	53,960	103,410

Type-13 inlets located along the interior road will capture developed flows from all but two lots and discharge the runoff into the detention pond. For this evaluation, it is assumed that final

APPENDIX I

MAPS AND SUPPORTING INFORMATION



APPENDIX II

HYDROLOGIC DATA

UDFCD DETENTION & DISCHARGE VALUES FOR ELIZABETH CROSSROADS

***** DETERMINING THE AMOUNT OF IMPERVIOUS AREA TO POND

BUILDING	0	SQ FT	=	0.00	ACRES
CONCRETE /ASPHALT	659433	SQ FT	=	15.14	ACRES
LANDSCAPE	116371	SQ FT	=	2.67	ACRES
GRAVEL/CRUSH ASPHALT	0	SQ FT	=	0.00	ACRES
GRASS OR TREES	0	SQ FT	=	0.00	ACRES
TOTAL	775804	SQ FT	=	17.81	ACRES

PERCENT IMPERVIOUS =	85.00
----------------------	-------

***** DETERMINING THE K FACTORS *****

$$K_{100} = (1.78I - 0.002I^2 - 3.56)/1000 = 0.133$$

$$K_{10} = (0.95I - 1.90)/1000 = 0.079$$

$$K_5 = 36.57I + 0.008/I - 78.58 = 3030$$

***** RELEASE RATES FOR B SOILS *****

Q100 =	1.00	CFS/ACRE
Q10 =	0.30	CFS/ACRE
Q5 =	0.17	CFS/ACRE

***** EVALUATING DETENTION AND RELEASE RATES *****

V100 = K100 x A =	2.37	AF =	103407	CU FT
Q100 =	17.81	CFS		
V10 = K10 x A =	1.40	AF =	61172	CU FT
Q10 =	5.34	CFS		
V5 = K5 x A =	1.24	AF =	53962	CU FT
Q5 =	3.03	CFS		

David E. Archer & Associates

PEAK FLOW BY THE RATIONAL METHOD

PROJECT NUMBER	97-0119
PROJECT NAME	Elizabeth Crossroads
DATE	23-Dec-99
COMPLETED BY	jat

DEVELOPED CONDITIONS ANALYSIS	
BASIN: D1	
AREA =	164035.34 Sq Ft
AREA =	3.77 ACRES
LENGTH =	520.35 FEET
SLOPE =	4.00 PERCENT
DELTA L =	220.35 FEET
DEVELOPED COVER: COMMERCIAL DEVELOPMENT 95% Impervious COMBINATION ASPHALT, BUILDINGS & LANDSCAPE	
VEL =	4.00 FT/SEC
C2 =	0.87
C5 =	0.87
C10 =	0.88
C100 =	0.89

TIME OF CONCENTRATION	
$T_i = [1.8 \times (1.1 - C_5) \times L^{0.5}] / S^{1/3}$	***** MAX L = 300 FT *****
$T_t = L / (60 \times V)$	
$T_c = T_i + T_t$ (MINIMUM OF 5 MINUTES)	
Ti =	4.5 MINUTES
Tt =	0.9 MINUTES
Tc =	5.4 MINUTES *****

PROJECTED RAINFALL INTENSITY	
I2 =	3.55 INCHES/HOUR
I5 =	4.68 INCHES/HOUR
I10 =	5.46 INCHES/HOUR
I100 =	8.62 INCHES/HOUR

PROJECTED DEVELOPED PEAK FLOWS BY RATIONAL METHOD	
Q2 =	11.64 CFS
Q5 =	15.34 CFS
Q10 =	18.10 CFS
Q100 =	28.88 CFS

APPENDIX III

HYDRAULIC DATA

Worksheet

Worksheet for Combination Inlet On Grade

Project Description	
Worksheet	Combination Inlet - 1
Type	Combination Inlet On Grade
Solve For	Efficiency

Input Data	
Discharge	15.34 cfs
Local Depression	2.0 in
Local Depression Width	7.00 ft
Slope	2.0000 %
Gutter Width	2.50 ft
Gutter Cross Slope	2.0000 %
Road Cross Slope	2.0000 %
Mannings Coefficient	0.013
Curb Opening Length	7.00 ft
Grate Width	2.50 ft
Grate Length	7.00 ft
Grate Type	P-50 mm (P-1-7/8")
Clogging	25.0 %

Options	
Calculation Option	Use Both
Grate Flow Option	xclude None

Results	
Efficiency	0.49
Intercepted Flow	7.52 cfs
Bypass Flow	7.82 cfs
Spread	16.30 ft
Depth	0.33 ft
Flow Area	2.7 ft²
Gutter Depression	0.0 in
Total Depression	2.0 in
Velocity	5.77 ft/s
Splash Over Velocity	13.53 ft/s
Frontal Flow Factor	1.00
Side Flow Factor	0.20
Grate Flow Ratio	0.36
Equivalent Cross Slope	5.0694 %
Active Grate Length	5.25 ft
Length Factor	0.00
Total Interception Length	0.00 ft

Worksheet

Worksheet for Circular Channel

Project Description	
Worksheet	Circular Channel - 1
Flow Element	Circular Channel
Method	Manning's Formula
Solve For	Full Flow Diameter

Input Data	
Mannings Coefficient	0.013
Slope	3.7000 %
Discharge	7.52 cfs

Results	
Depth	1.04 ft
Diameter	12 in
Flow Area	0.8 ft ²
Wetted Perimeter	0.00 ft
Top Width	0.00 ft
Critical Depth	1.01 ft
Percent Full	100.0 %
Critical Slope	3.2742 %
Velocity	8.93 ft/s
Velocity Head	1.24 ft
Specific Energy	2.27 ft
Froude Number	0.00
Maximum Dischar	8.09 cfs
Discharge Full	7.52 cfs
Slope Full	3.7000 %
Flow Type	N/A

APPENDIX E

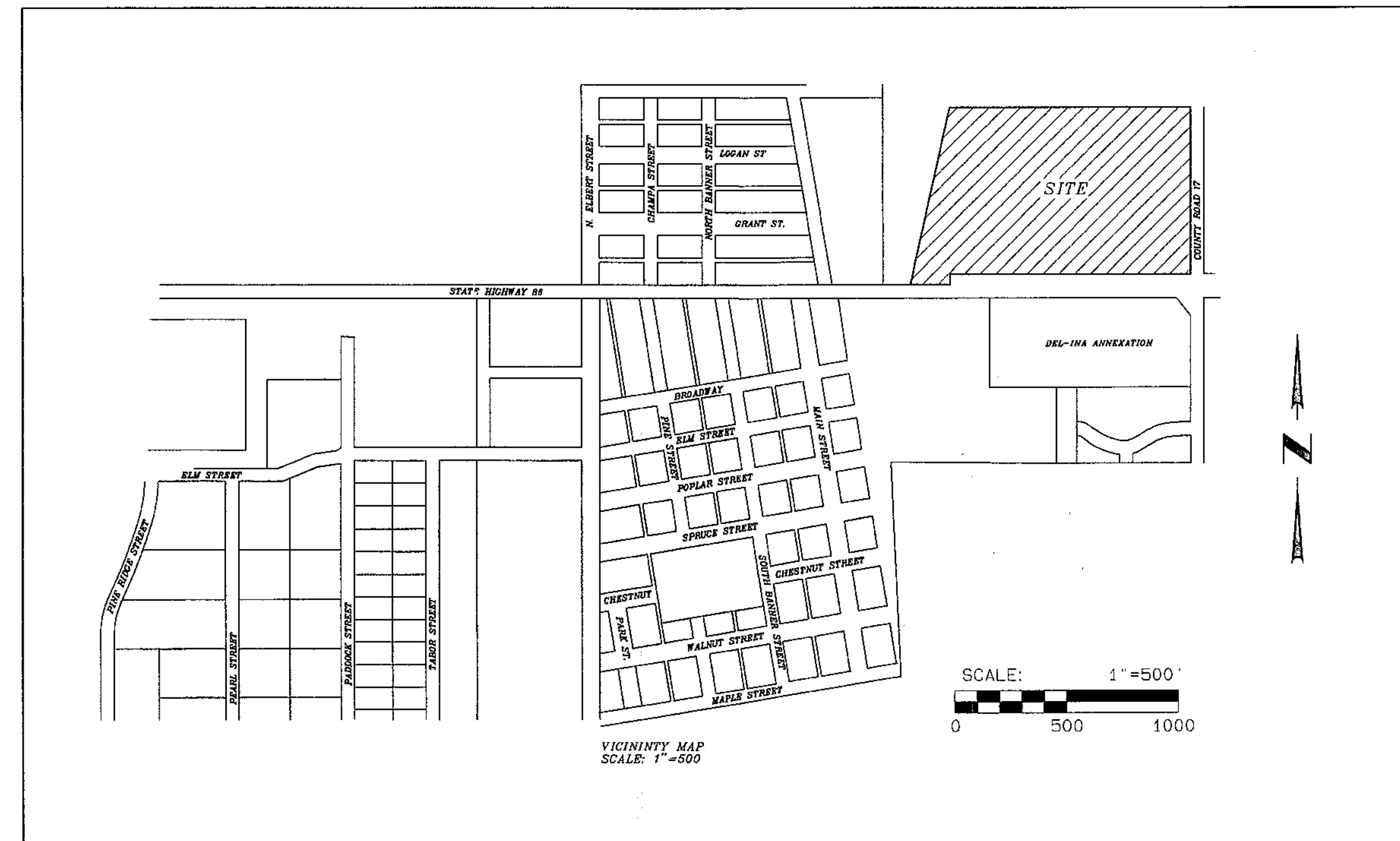
EXCEPRTS FROM APPROVED CONSTRUCTION PLANS

ELIZABETH CROSSROADS BUSINESS PARK CONSTRUCTION PLANS

A PORTION OF THE SOUTHEAST QUARTER OF SECTION 7, T8S, R64W, 6th P.M., TOWN OF ELIZABETH, ELBERT COUNTY, COLORADO

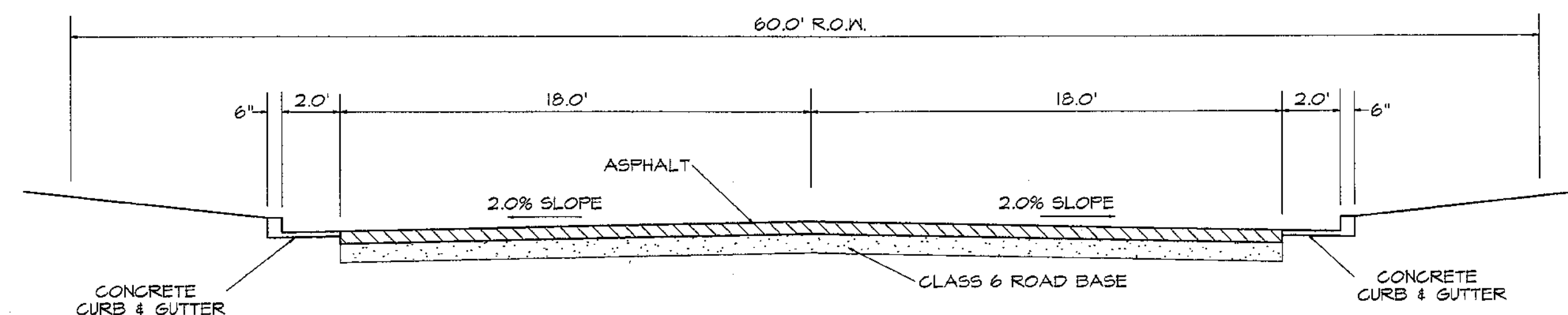
General Notes:

1. Water Line Shall Be Installed Per Town of Elizabeth Water System Specifications, Adopted April 27, 1999
2. Sewer Line Shall Be Installed Per Town of Elizabeth Sanitary Sewer System Specifications, Adopted April 27, 1999



PREPARED FOR:

ELIZABETH CROSSROADS BUSINESS PARK LLC
3180 S. JASMINE WAY
DENVER, CO 80222
Contact: ROD HURLBUT
(303) 263-0351



TYPICAL ROAD SECTION
NOT TO SCALE

SHEET NO.	DESCRIPTION
1	COVER SHEET
2	CONSTRUCTION NOTES
3	SITE IMPROVEMENT PLAN
4	HABITAT CONSERVATION / MITIGATION PLAN
5	ROAD PLAN AND PROFILE STA. 0+00 TO STA. 8+00
6	ROAD PLAN AND PROFILE STA. 8+00 TO STA. 19+96
7	EAST AND SOUTH ENTRIES W/ WATERLINES
8	UTILITY SITE PLAN
9	WATERLINE SITE PLAN
10	WATERLINE PLAN AND PROFILE STA. 0+00 TO STA. 8+00
11	WATERLINE PLAN AND PROFILE STA. 8+00 TO STA. 19+96
12	WATER LINE DETAILS, WEST RUN PROFILE
13	SANITARY SEWER SITE PLAN
14	SANITARY SEWER PLAN AND PROFILE, NORTH LEG
15	SANITARY SEWER PLAN AND PROFILE, SOUTH LEG
16	STORM SEWER SITE PLAN
17	STORM SEWER PROFILES
18	HWY 86 PLAN AND PROFILE
19	HWY 86 STRIPING DETAILS
20	HWY 86 CROSS SECTIONS STA. 7+20 TO STA. 8+80
21	HWY 86 CROSS SECTIONS STA. 9+00 TO STA. 11+00
22	HWY 86 CROSS SECTIONS STA. 11+20 TO STA. 13+20
23	HWY 86 CROSS SECTIONS STA. 13+40 TO STA. 15+20
24	HWY 86 CROSS SECTIONS STA. 15+40 TO STA. 17+40
25	HWY 86 CROSS SECTIONS STA. 17+60 TO STA. 19+19
26	NORTH CR 17 PLAN AND PROFILE STA. 0+00 TO STA. 7+50
27	NORTH CR 17 PLAN AND PROFILE STA. 7+50 TO STA. 8+40
28	SOUTH CR 17 PLAN AND PROFILE
29	CR 17 STRIPING DETAILS
30	CDOT M&S STANDARDS
31	CDOT M&S STANDARDS

AS-BUILT
7-25-07

PREPARED BY:

AS-BUILT
7-25-07

TOWN OF ELIZABETH APPROVALS
THESE PLANS ARE HEREBY APPROVED FOR ONE YEAR FROM
DATE OF DEVELOPEMENT SERVICES APPROVAL

RECOMMENDED APPROVAL BY:

ENGINEERING DIVISION DATE

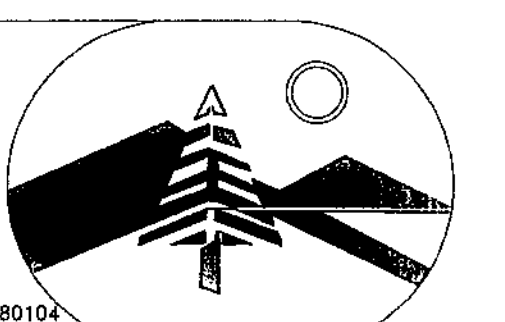
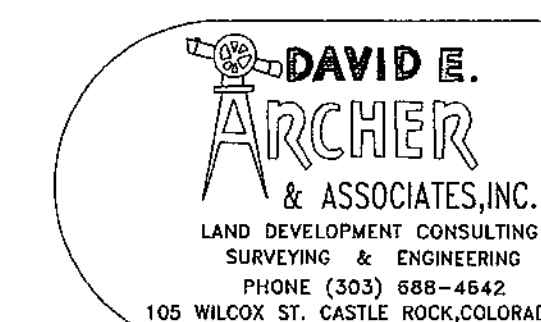
APPROVED BY:

DEVELOPEMENT SERVICES DATE

I HEREBY AFFIRM THAT THESE FINAL CONSTRUCTION PLANS WERE PREPARED UNDER MY DIRECT SUPERVISION, IN ACCORDANCE WITH ALL APPLICABLE TOWN OF ELIZABETH AND STATE OF COLORADO STANDARDS AND STATUTES, RESPECTIVELY; AND THAT I AM FULLY RESPONSIBLE FOR ALL DESIGN AND REVISIONS RELATIVE TO SAID PLANS.

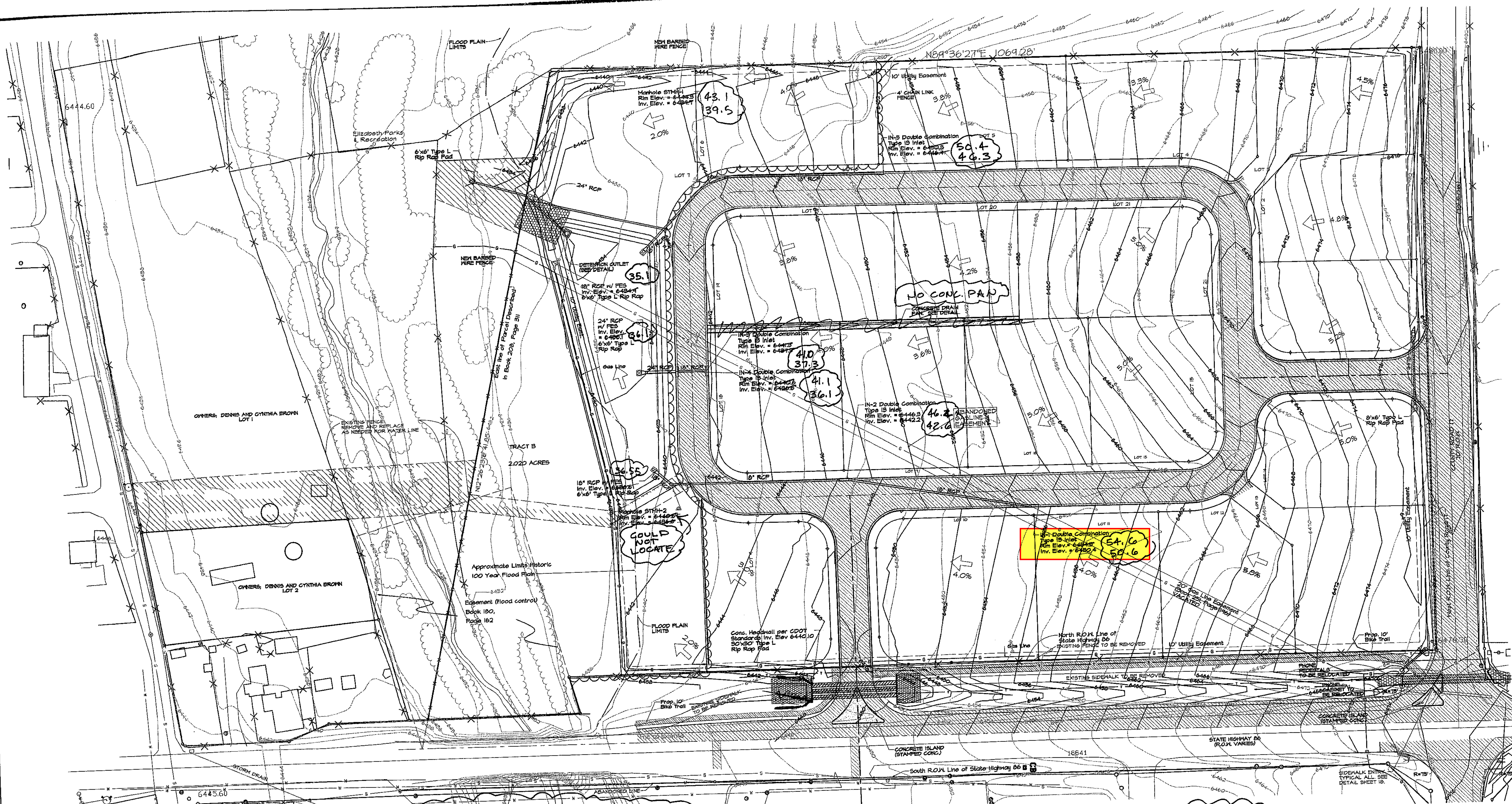
Kevin E. Archer, P.E.

Date



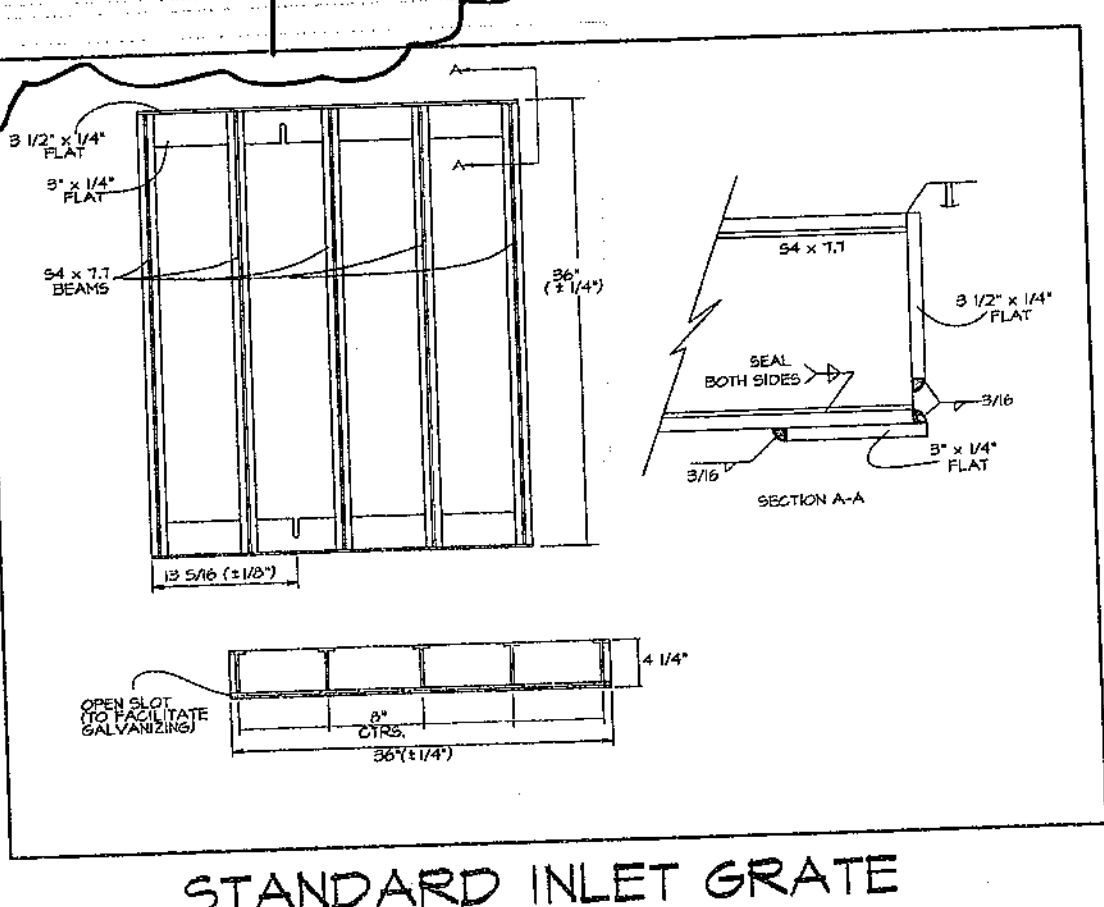
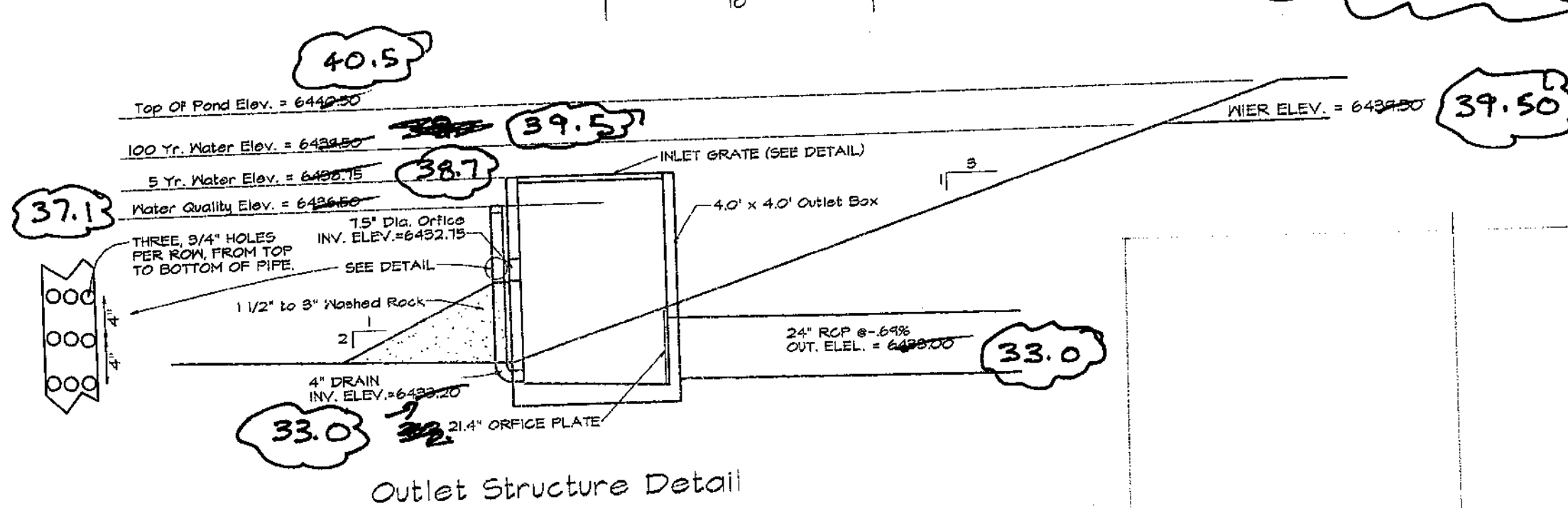
SHEET 1 OF 31
JOB NUMBER 197-0119

REVISIONS
AS-BUILT 7-25-07



	REQUIRED	PROVIDED
5 YEAR	27,475 C.F.	35,401 C.F.
100 YEAR	81,434 C.F.	78,472 C.F.
	103,401 C.F.	103,401 C.F.

DETENTION
POND
VOLUMES

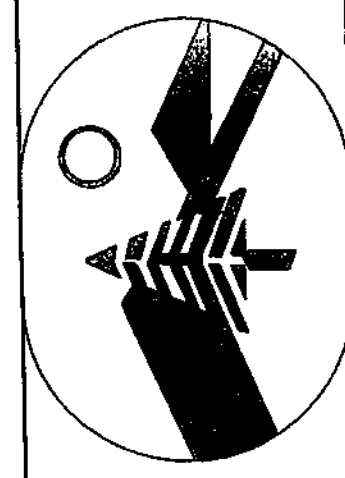
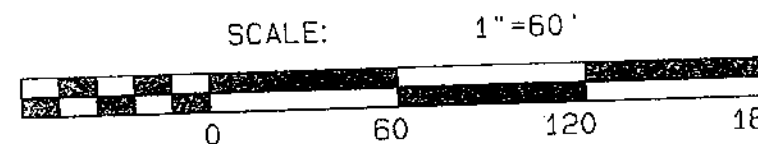


LEGEND

- 6430 EXISTING MINOR CONTOURS
- 6460 EXISTING MAJOR CONTOURS
- 6450 PROPOSED MINOR CONTOURS
- 6460 PROPOSED MAJOR CONTOURS
- PROPERTY BOUNDARIES
- LOT LINES
- EASEMENT
- EXISTING WATER LINE
- PROPOSED WATER LINE
- EXISTING SEWER LINE W/ MANHOLE
- PROPOSED SEWER SERVICE
- PROPOSED ASPHALT
- PROPOSED CONCRETE
- POWER LINE
- GAS LINE
- TELEPHONE LINE
- RIP - RAP
- EXISTING FENCE
- NEW BARBED FENCE
- NEW CHAIN LINK FENCE
- FIRE HYDRANT
- GATE VALVE

AS-BUILT
7-25-07

PREPARED BY: *[Signature]*
AS-BUILT



DAVID E.
ARCHER
& ASSOCIATES, INC.
LAND SURVEYING & ENGINEERING
PHONE (303) 888-4642
105 WILLOW ST. CASTLE ROCK, COLORADO 80104

REV. 0000
AS-BUILT 7-25-07

Elizabeth Crossroads
STORM SEWER SITE PLAN

Section 7, Township 8, South Range 64 West, 6th P.M.
Town of Elizabeth, Elbert County, Colorado.
Elizabeth Crossroads LLC, 2000 Elm Road, Franktown, CO 80116
Contact: Chris Gregory (303) 660-8764

SCALE	As Noted
DATE	4-21-05
DRN	at/mdt
APVD	kea
JOB NUMBER	97-0119
Sheet	16 of 31

Colorado
Geoscience & Design, Inc.
P.O. Box 68, Franktown, CO 80116

Phone: 303.688.2150
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Fax: 303.688.1295
www.CoGeoDesign.com

Harjot Singh
99 South Sheridan Blvd.
Lakewood, CO 80226

SUBSURFACE INVESTIGATION
OF

787 CROSSROAD CIRCLE
ELBERT COUNTY, COLORADO

REPORT NO. 24-321
September 23, 2024



NOT VALID WITHOUT
ORIGINAL SIGNATURE

GEOTECHNICAL CIVIL ENGINEERS

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GENERAL

This report presents the results of data obtained during the subsurface investigation at **787 CROSSROAD CIRCLE, ELBERT COUNTY, COLORADO**. This investigation was made to determine the type of foundation required, allowable bearing capacity, and groundwater conditions encountered at the time of the field investigation.

SITE CONDITIONS

At the present time the site is vacant. It is our understanding a commercial building at grade is planned for the site. The proposed structure will consist of wood or steel framed construction with a steel reinforced concrete foundation.

The topography of the site is generally flat. The vegetation at the site consists of native grass and weeds. The weather was warm and clear at the time of the investigation.

If the type of construction changes from that specified above, please contact this office for additional recommendations and/or requirements.

FIELD AND LABORATORY INVESTIGATION

Two (2) exploratory test holes were drilled on September 28, 2024, at the site shown on the Location Map, Figure 1. The test holes were drilled with a four-inch (4") diameter auger advanced with a CME-45 soil exploration drill rig.

At specific intervals, the drilling tools were removed from the test holes and soil samples were obtained with a two-inch (2") diameter spoon sampling tube. The depths at which soil samples were taken and a description of the soil encountered are shown on the Log of Test Holes, Figure 2, and the Summary of Laboratory Testing, Table 1.

All soil samples were carefully observed in the field during the drilling operation. These samples were classified in the laboratory through visual observation and laboratory testing to determine the pertinent properties. The natural moisture content and dry density was obtained from relatively undisturbed drive samples of typical soils. Swell-consolidation tests were performed on typical soil samples see Figure 3. These tests indicate the behavior of the soil upon various loadings in a wetted condition.

Groundwater was encountered at a depth of 24-feet in B1 and 19-feet in B2 at the time of the field investigation. When checked later, groundwater was not encountered however, B1 caved to 24-feet. These observations represent the groundwater conditions at the time of drilling or measurement and may not be indicative of the conditions at other times. Groundwater levels can be expected to fluctuate with varying seasonal weather conditions and if the sites use irrigation for lawns.

Site soil conditions encountered may appear different from the test borings as presented in this report. **An excavation observation is required and must be performed by a representative of this office to verify existing soil conditions, and the proposed design bearing pressure.** The excavation observation must be performed only after the entire building footprint has been excavated to the bottom of bearing elevation. In addition, it may be necessary to revise our foundation recommendations based upon results of the excavation.

Failure to follow the observation requirements noted herein may jeopardize the success of this construction project and Colorado Geoscience and Design Inc. shall be absolved from any and all responsibility for any damages arising from the failure to obtain proper site observations.

If an individual or contractor performs an open-hole or site observation other than a representative from Colorado Geoscience and Design, Inc. or disregards the foundation recommendations cited herein, other than those provided by Colorado Geoscience and Design, Inc.'s, or that which has been approved by the local building officials, that individual or contractor will assume all liability for using this subsurface investigation and its relevant construction recommendations.

FOUNDATION RECOMMENDATIONS

Based on our evaluation of the subsurface conditions, we recommend the proposed commercial building be founded on continuous concrete footings and pads. A professional engineer should use the following design criteria to design the foundations.

1. The footings and pads shall be designed a maximum soil bearing pressure of 1,000 pounds per square foot (DL+LL). The entire foundation shall bear on the fine-grained sand.
2. No footing or pad shall bear upon topsoil or soils that contain organic material. All loose and disturbed soil shall be removed before pouring the concrete for the footings or bearing pads.
3. All continuous footings supporting perimeter concrete foundation walls shall be a minimum of least 16 inches wide or wider per design requirements. We recommend footings be reinforced to bridge isolated soft areas up to 10 feet. Exterior footings should be provided with at least 3 feet of soil cover for frost protection, or per county codes.
4. The foundation walls shall be designed for an active horizontal pressure based on an equivalent fluid density of 40 pounds per cubic foot plus any applicable surcharge or hydrostatic loads.

5. In place structural settlements are very difficult to predict with any reasonable accuracy, due to the large number of variable geotechnical parameters involved. However, based upon the currently available methods of settlement prediction, it is estimated that total structural settlement will be on the order of 1" and differential structural settlement will be on the order of ½".

CRITERIA FOR SLAB-ON-GRADE CONSTRUCTION

Virtually all concrete slabs undergo some type of movement. Concrete slabs placed on soils comprised of medium dense or dense granular material or comprised of soft or stiff clays with swell potential less than 1% under a 1000 lb surcharge is considered unlikely to sustain intolerable movement by standard engineering practice.

Cracking of slabs-on-grade is difficult to control and should be expected to occur with time. Cracking may be the result of many factors such as concrete shrinkage and daily and seasonal variability in temperature and humidity and not necessarily the result of soil movement.

Further, cracks and movement of slabs-on-grade can be transmitted through rigid floor coverings such as ceramic tile. Performance expectations should be taken into consideration in the selection of floor slab coverings.

If floor coverings or coatings less permeable than the concrete slab are used, or if moisture is a concern, we recommend a vapor retarder be placed beneath the slab. Flooring installation should be consistent with the flooring manufacturer's recommendations for subsoil and slab construction and moisture testing prior to installation.

A change in water content in soils is a major contributor to slab movement.

Colorado Geoscience and Design recommends that steps be taken to reduce the possibility of intolerable concrete slab movement due to changes in water content. Properly landscaped yards, drainage from the foundation walls, and the installation of perimeter and/or under slab drainage systems are ways to mitigate changes in the water content of the indigenous soils (**See "Surface Drainage"**).

A slab performance risk evaluation was conducted in general compliance with industry guidelines for the local area. The risk assessment of a site for potential movement is not absolute; rather, it represents a judgment based upon the data available and our experience in the area. Movement of foundations and concrete flat work will occur over time in low to very high-risk areas as the soil moisture content increases. On low and moderate rated sites, slab movements of up to 3 inches across the slab with cracking of up to ¼ inch in width and/or differential movement are not unusual. The damage generally increases as the risk assessment increases and as the depth of wetting increases. It must be understood, however, that assessing risk is an opinion, and the prediction of heave is not an exact science. Therefore, it may be possible that heave less than or in excess of what is described herein may be experienced. This risk should

be communicated to the subsequent homebuyer. We recommend the owner or prospective buyer review “A Guide to Swelling Soils for Colorado Homebuyers and Homeowners”, which is a special publication produced (SP43) by the Colorado Geological Survey to assist homeowners in reducing damage caused by swelling soils.

Swell Potential Chart

Slab Performance Risk Category	Representative Percent Swell (1,000 psf Surcharge)
Low	0 to <2
Moderate	2 to <4
High	4 to <6
Very High	≥ 6

Note: the representative percent swell values presented are not necessarily measured values; rather, they are a judgment of the swell of the soil and bedrock profile likely to influence slab performance.

The swell potential of the indigenous soils for the residence at this site meets the criteria for low risk of slab-on-grade movement. Concrete slabs may be used for basement slabs, garage slabs, or exterior surfaces (sidewalks, patios and aprons) placed on the non-expansive native soils but may move, and will be entirely at the risk of the builder/contractor/homeowner. Furthermore, intolerable movement of any slab on grade may occur at the site as a result of future factors beyond the control of Colorado Geoscience and Design, Inc.

If differential slab-on-grade movement is not acceptable to the owner/builder, and if the builder/contractor/homeowner is unwilling to accept the risk of differential slab-on-grade movement, a structural floor above a crawl space is required. A structural floor-like system may be authorized.

The builder/contractor/homeowner shall be cautioned that problems with mold may arise when floors are built over a crawl space or with a structural floor. In order to prevent such problems, it may be necessary to take specific actions to mitigate the potential for molds, such as installing actively controlled humidistat systems and devices, providing adequate ventilation of enclosed spaces below the floor, and/or treatment of the soils with anti-mold, anti-fungal chemical agents. Colorado Geoscience and Design, Inc. will not be responsible for any and all claims arising from issues of mold or fungal contamination. It is the builder's responsibility to adequately address these issues during construction.

If the builder/contractor/homeowner accepts all of the risk of slab-on-grade movement and chooses a slab-on-grade, the following steps shall be part of the concrete slab design:

- Any soil disturbed during construction shall be compacted by use of a vibratory plate in the case of loose granular soils or wheel rolled by heavy equipment in the case of soft clay or silt soils prior to placement of the concrete slab.

- The soil should be kept moist but not wet during the compaction process as well as immediately prior to the placement of the concrete slab directly onto the soil. Steps shall be taken to ensure that subsurface moisture beneath the concrete slab remains constant during the construction process.
- The concrete slab shall be structurally isolated from all foundations and shall be isolated from penetrations by suitable expansion material not less than ½" thick. The floating concrete slab shall be completely isolated from all utility lines.
- Control joints shall be provided in the concrete slab. These control joints must be saw cut or tooled to a minimum of one third of the thickness of the slab. No portion of the concrete slab will have an area greater than neither 100 square feet nor a maximum dimension of 12'-0" in any direction without a control joint.
- All non-bearing partition walls shall be constructed with a minimum of 3 inches of float to allow for slab-on-grade movement.
- If a hot water heating system is used, the piping may be cast within the concrete slab if the slab is reinforced with steel rebar and special care is taken not to damage the piping during future construction activities. Nails shall not be driven into a concrete slab that has hot water piping. Base plates should be attached with construction adhesive or anchor bolts cast in the concrete slab at the time of placement.
- If a forced air furnace is used, a 2" flexible connection should be installed between the furnace and the duct.

PLACEMENT OF FOUNDATION FILL

Expansive soil is not suitable for backfill material adjacent to the foundation backfill or for retaining walls. Any soil disturbed or imported material adjacent to the foundation walls shall be re-compacted to a minimum of 92% of Standard Proctor Density, ASTM D-698. Compaction of each lift adjacent to walls should be accomplished with hand-operated tampers or other lightweight compactors. Over compaction may cause excessive lateral earth pressure, which could result in wall movement. No water flooding techniques should be used in the compaction of backfill.

SUBSURFACE DRAINAGE

The installation of an exterior foundation perimeter drainage system is required for any habitable space below grade level. See Perimeter Drain Detail 1, for a suggested method of installing this system. The perimeter drain shall discharge at a daylight location a minimum of 15-feet away from the home. The daylight end shall have a screened end section to prevent rodents from entering the drain. Alternatively, the perimeter drain may discharge into a sump pit with a sump pump. If a sump pit is used,

homeowners should perform routine observations of the sump pump system to make sure it remains in good working order. Failure to install and failure of a sump pump system can cause serious foundation problems. **Water accumulation around foundation elements is the major cause of foundation stress, therefore proper installation of the perimeter drain is critical.**

SURFACE DRAINAGE

The backfill soil around the foundations should be moistened and well-compacted in 12-inch maximum lifts with hand operated mechanical compaction equipment to prevent future settling. Controlled puddling of the backfill soils is not allowed.

Site grading is critical. A simple means of reducing moisture change to prevent water infiltration into the soil is to slope the ground away from the foundation. For proper drainage, a slope of 10% (1' in 10') away from the foundations in all directions is required. This slope must be maintained for a minimum distance of 10'-0".

The property owner should inspect the area around the foundation regularly particularly after rainstorms to determine if proper drainage away from the structure has been maintained. The owners are advised to immediately fill in any settled area near the foundations to eliminate containment of water.

Roof drainage should include gutters, downspouts, extensions, and splash blocks. Down spouts must discharge onto concrete splash blocks or into metal gutter extensions at least 6-feet away from the foundation walls and beyond any backfill zones directing water away from the foundation.

The owners should be cautioned regarding the installation of a lawn adjacent to the foundation walls. Lawn irrigation must be more than five feet (5') from the foundation walls to prevent wetting of the subsurface soils. Lawn and/or plants should not be planted within five feet (5') of the foundation walls. We recommend providing decorative gravel or bark around the foundations, as shown in Foundation Grading Detail 2. This method will prevent ponding of water and provide for proper drainage from the foundations. Non-woven geo textile fabric can be placed under the mulch to reduce weed growth and still allow some evaporation of soil moisture.

Sprinkler heads and emitters should not be located or spray within 5 feet of the foundation or patio slabs and beyond backfill zones. Plantings near the foundations should not trap surface runoff. Furthermore, sidewalks or low-water consumption groundcover are recommended to further reduce the risk of water infiltration near the foundation walls. All pressurized irrigation lines and valve boxes should be located at least 10 feet from the foundation or patio slabs.

Buried rain gutter discharge pipes are not recommended because of often undetected seepage problems caused by clogging, crushing and adverse grading of the pipes. Similarly, infiltration basins are not recommended adjacent to or upgrade of adjacent

structures. If detention is required by statute, infiltration basins should be located down gradient and at least 30 feet from foundations.

Changes in site grading by landscapers or property owners can have damaging effects on foundations and concrete basement and garage slabs-on-grade. It is the property owner's responsibility to control water and maintain the site to prevent infiltration near foundations. Additionally, it is the property owner's responsibility to maintain downspouts and buried sprinkler system conduits.

FOUNDATION EXCAVATION

Precautions should be taken in deep excavations for safety of workers and to protect nearby structures. The sides of the temporary excavations should be sloped or benched per OSHA excavation requirements. Spoils from the excavation should not be placed within 2 feet of the excavation sidewalls and the excavation should not be subject to excess vibration wetting or drying. It is the owner/contractor responsibility to be familiar with the OSHA Safety and Health Standards for the Construction Industry, 29 CFR Part 1926, or the appropriate foundation chapters of the International Building Code prior to construction.

RADON GAS

Most counties in Colorado have average radon levels (measured in homes) above the U.S. EPA recommended level of 4 PicoCuries per liter of air (pCi/l). Results of a 1987-1988 EPA-supported radon study for Colorado indicated that granitic rocks, in particular, generally have elevated levels of uranium.

Radon tends to accumulate in poorly ventilated areas below ground level and can accumulate in above grade construction as well. Providing increased ventilation of basements and crawl spaces and sealing of the joints can mitigate build-up of radon gas. This mitigation is best implemented during the design and construction phase of the residence. **The Colorado Geologic Survey and the U.S. EPA are both good sources for additional information regarding radon.**

GENERAL INFORMATION

Based on this subsurface investigation, the proposed foundations appear to be technically feasible to be constructed at the proposed site. The structures should be designed for construction in the direct vicinity of the boring location. If the proposed locations change, additional borings will be required to assess the soil conditions at the new location.

Permitting work will be required to obtain any local and state approval, and design work will need to be performed by a qualified professional engineer to bring this project into final design, and subsequent construction.

A qualified contractor experienced with similar projects should carry out the construction of this project. The construction process should be carefully observed and documented to ensure the construction is performed in accordance with the design drawings and technical specifications.

In any soil investigation, it is necessary to assume that the subsurface soil conditions do not vary greatly from the conditions encountered in our field and laboratory testing. Our experience has been that at times soil conditions do change and variations do occur and may become apparent at the time of excavation for the foundation system.

The work contained herein was performed by, or under the direct supervision of a licensed Professional Engineer in the State of Colorado. Professional judgments and evaluations are presented based on information gathered during the drilling operations, conversations with the owner and/or contractor, and on experience with similar projects. The performance of the project is not guaranteed in any manner, only that the engineering work and judgments rendered meet the standard of care of the engineering profession. The engineering services performed are within the limits set by the Client, with the usual thoroughness and competence of the engineering profession. No other representation, expressed or implied, is included or intended.

If this subsurface investigation is 4 years or older, Colorado Geoscience and Design, Inc. shall review the recommendations cited in this report to ensure all applicable codes are current and comply with the current state and county regulations.

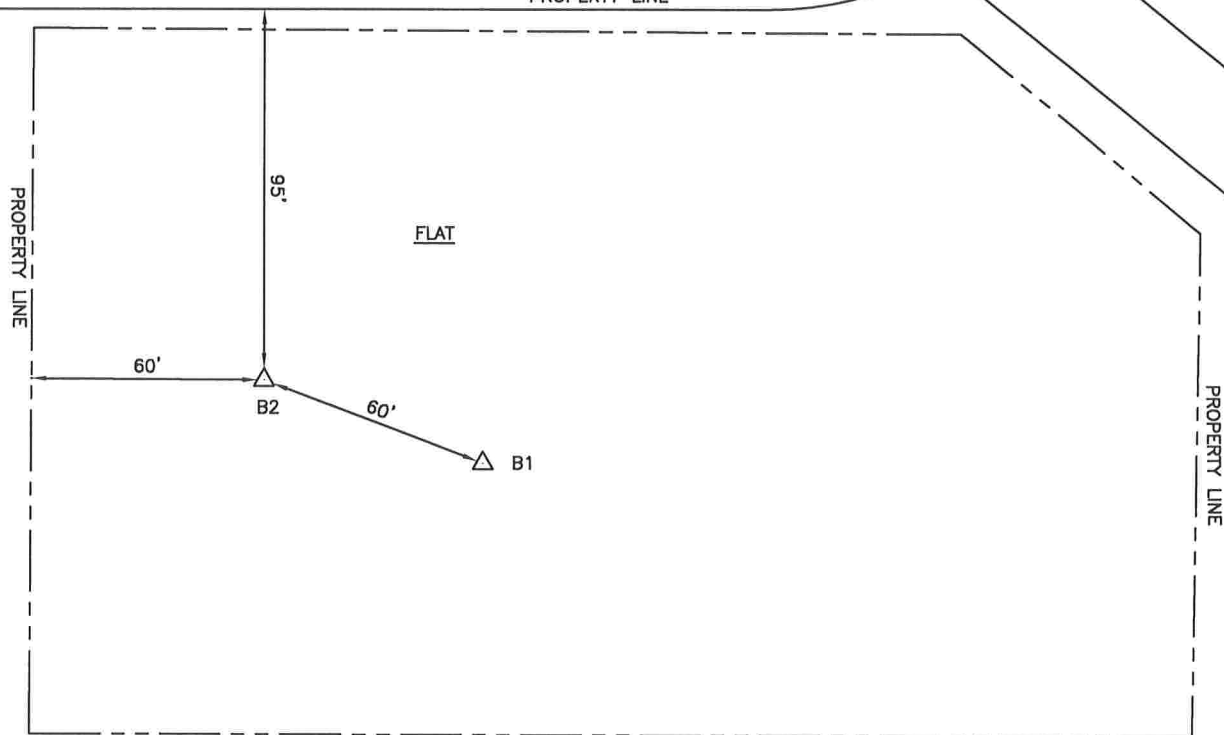
The parties specifically agree that Colorado Geoscience and Design, Inc. has not been retained nor will they render an opinion concerning any environmental issues, hazardous waste or any other known or unknown conditions that may be present on this site, since this is not in the scope of this report.

LEGEND

-  SOIL PROFILE TEST PIT
-  FOUNDATION SOIL TEST BORINGS
-  PERCOLATION TEST HOLES
-  SOIL PROFILE HOLE

CROSSROADS CIRCLE

PROPERTY LINE



SIDEWALK

PROPERTY LINE

EAST KIOWA AVENUE

ID	GPS LOCATOR	ELEV
B1	39°21.716' N 104°48.455' W	6470
B2	39°21.720' N 104°35.467' W	6467



SITE MAP

ALL LOCATIONS SHOWN ARE BASED ON SPECIFIC INFORMATION FURNISHED BY OTHERS OR ESTIMATES MADE IN THE FIELD BY COLORADO GEOSCIENCE PERSONNEL. THE LOCATIONS, DISTANCES, DIRECTIONS, ETC. ARE NOT THE RESULT OF A PROPERTY SURVEY BUT ARE APPROXIMATIONS AND ARE NOT WARRANTED TO BE EXACT. IT IS THE OWNER/BUILDER'S RESPONSIBILITY TO DEFINE PROPERTY BOUNDARIES AND ENSURE ALL ON-SITE IMPROVEMENTS ARE LOCATED WITHIN THE PLATTED SITE AND OUT OF INAPPROPRIATE EASEMENTS. ALL DISTANCES ARE TO BE VERIFIED PRIOR TO EXCAVATION.

HARJOT
SINGH

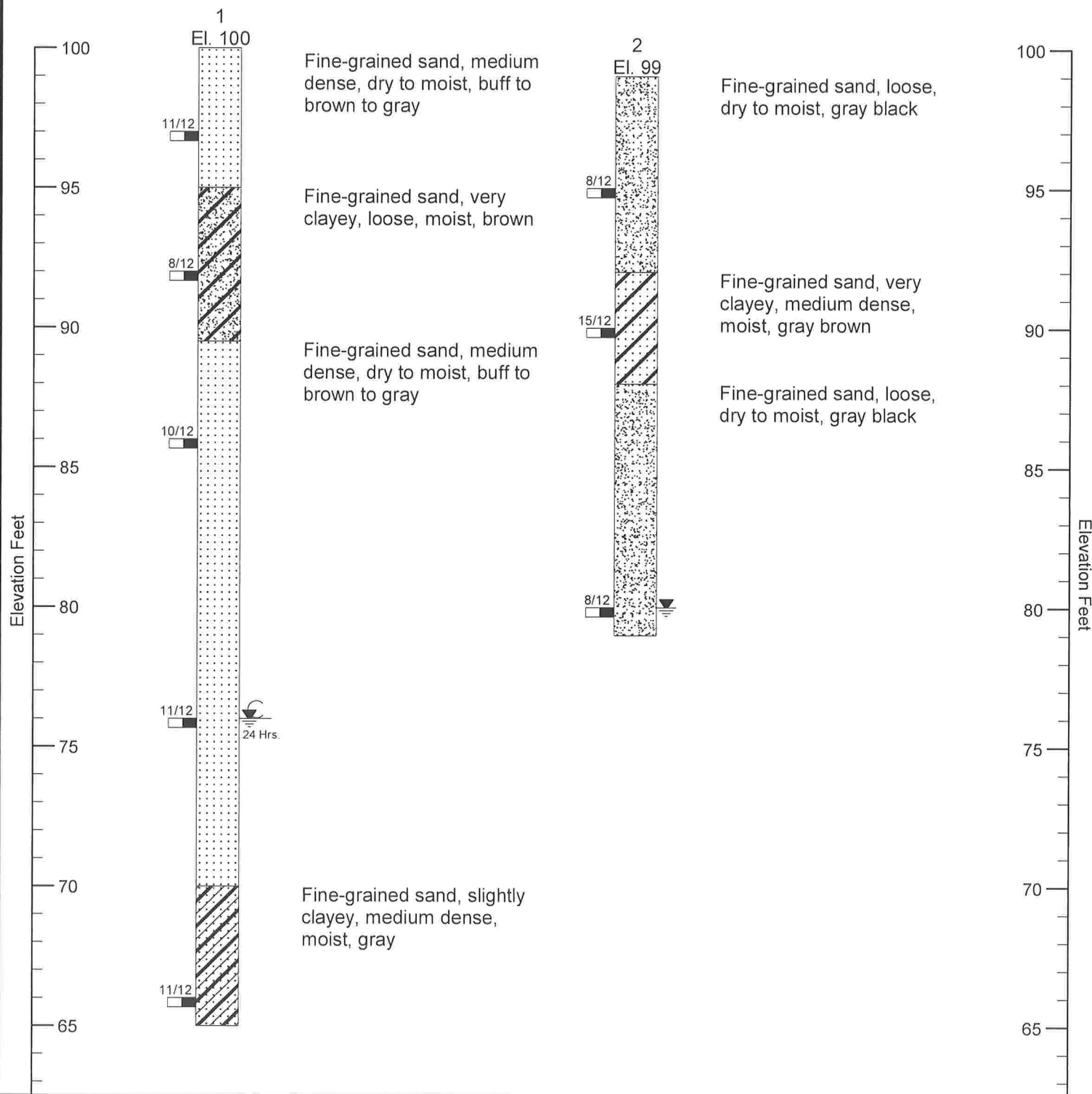
SITE LOCATION
784 CROSSROADS CIRCLE
ELBERT COUNTY
COLORADO

SCALE
1" = 50'

JOB NO.
24-321

FIG. 1

Log of Test Holes



Notes:

1. x/y indicates that "x" number of blows of a 140-pound hammer falling 30 inches are required to drive a 2-inch diameter sampler "y" number of inches.

2.  Indicates depth at which soil samples were taken.

Where Applicable---

a.  Indicates ground water encountered during the drilling operation.

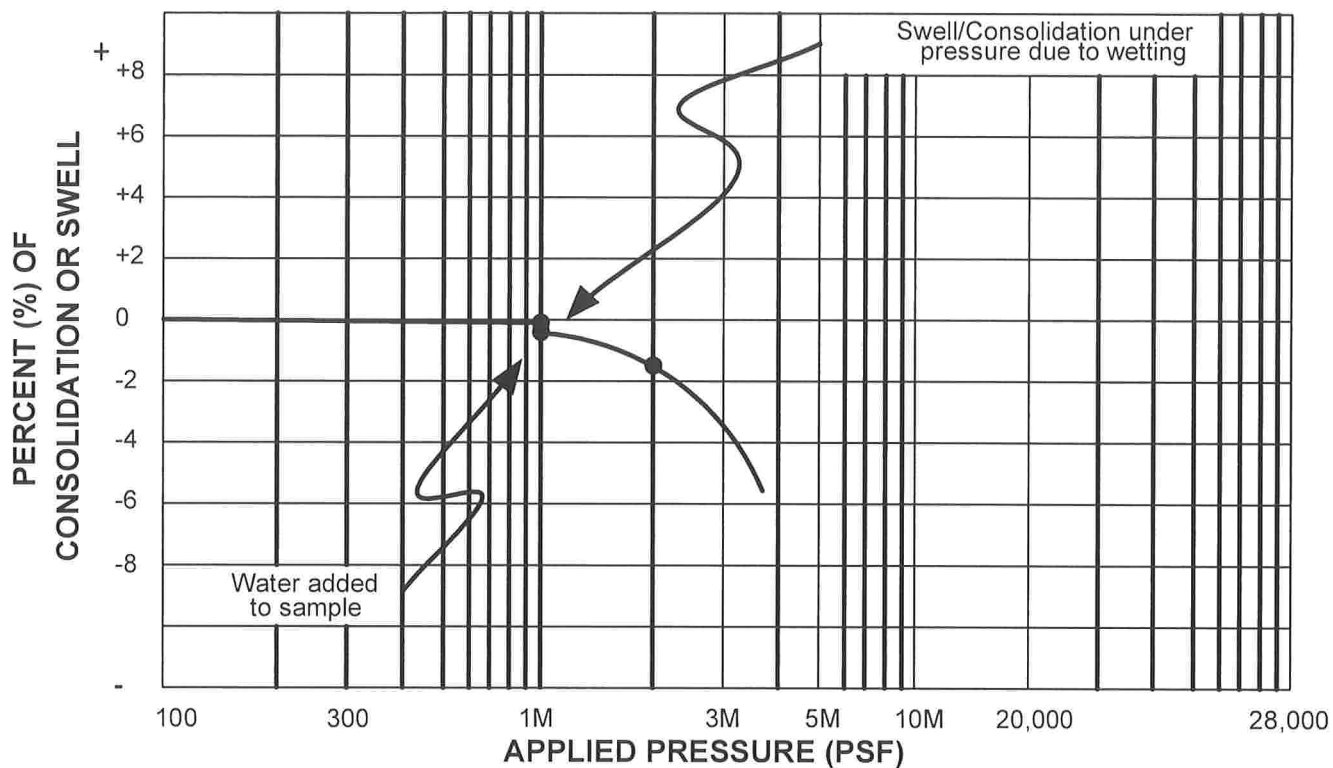
b.  Indicates ground water encountered after 24 hours.

c.  Indicates auger refusal.

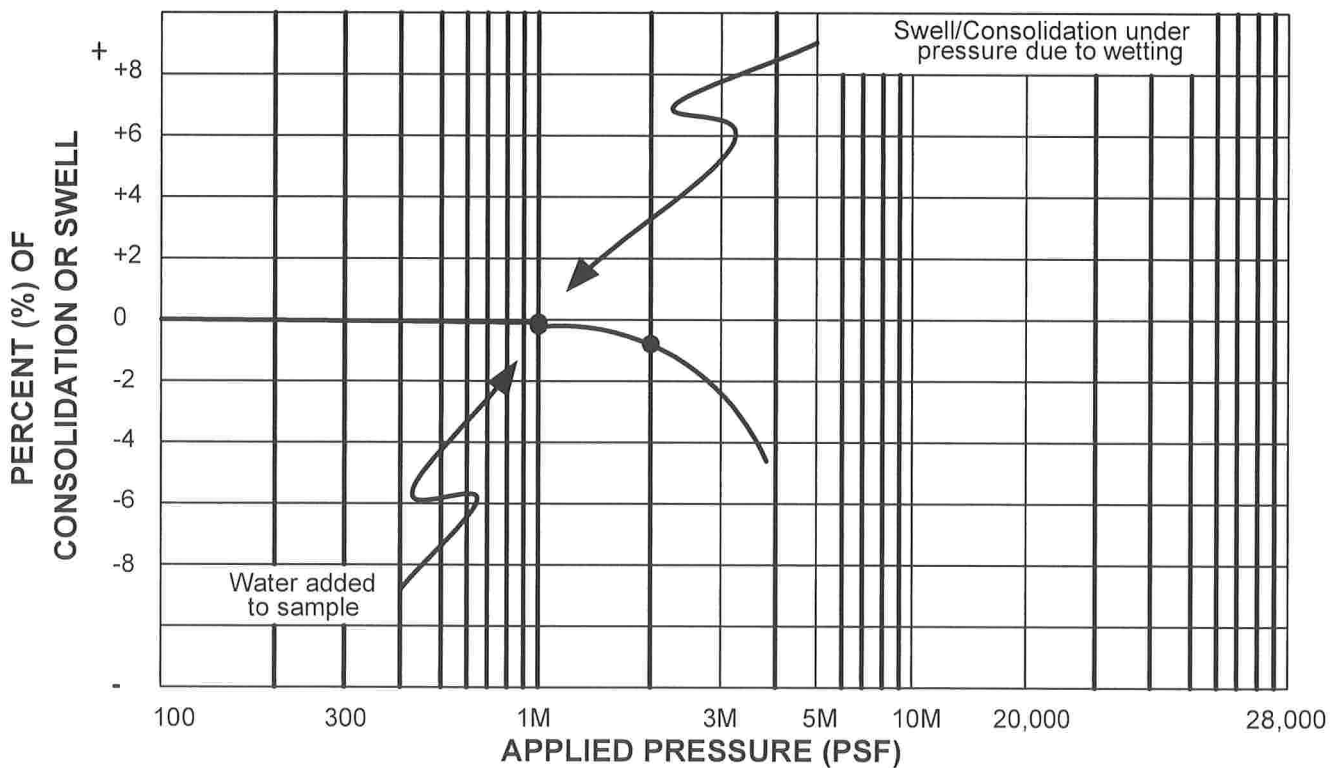
d.  Indicates caving.

Figure 2

SWELL - CONSOLIDATION TESTS



Test Hole No. 1 Depth 8' Soil Description: Fine-grained sand, very clayey, loose, moist, brown



Test Hole No. 2 Depth 9' Soil Description: Fine-grained sand, very clayey, medium dense, moist, gray brown

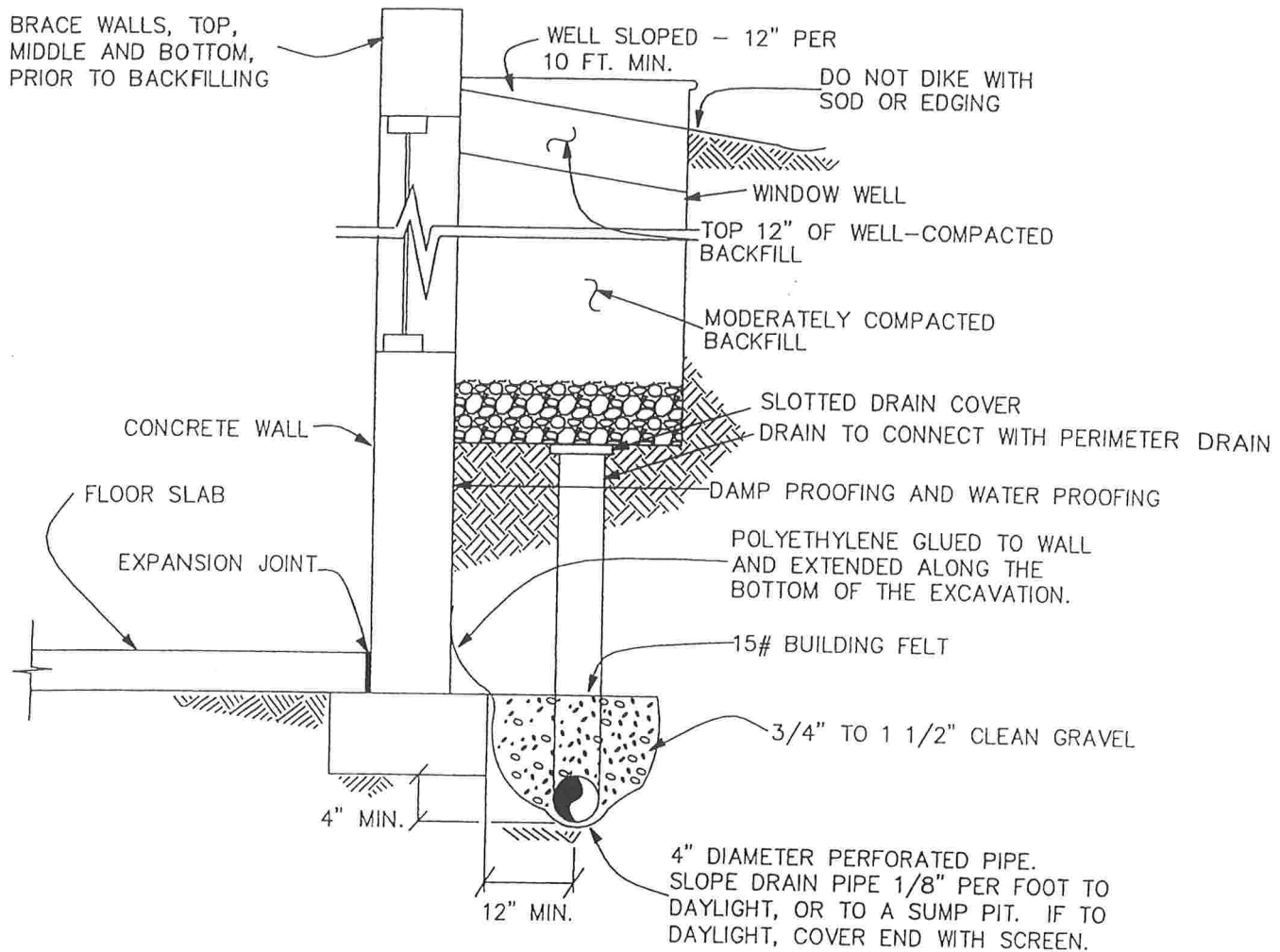
SUMMARY OF LABORATORY TESTING

Address: 787 Crossroad Circle
Elbert County, Colorado

Job Number:

24-321

Hole No.	Depth (feet)	Moisture Content %	Gradation			140 # Hammer Blows	Relative Swell/ Consolidation %	Dry Density pcf	Soil Description
			Gravel %	Sand %	Passing #200 sieve %				
1	3	3	1	93	6	11/12	Loose	---	Fine-grained sand, medium dense, dry to moist, buff to brown to gray
1	8	18	1	55	44	8/12	-0.3	109	Fine-grained sand, very clayey, loose, moist, brown
1	14	6	1	91	8	10/12	Loose	---	Fine-grained sand, medium dense, dry to moist, buff to brown to gray
1	24	16	3	89	8	11/12	Loose	---	Fine-grained sand, medium dense, dry to moist, buff to brown to gray
1	34	19	1	83	16	11/12	Loose	---	Fine-grained sand, slightly clayey, medium dense, moist, gray
2	4	3	1	89	10	8/12	Loose	---	Fine-grained sand, loose, dry to moist, gray black
2	9	15	1	56	43	15/12	-0.1	112	Fine-grained sand, very clayey, medium dense, moist, gray brown
2	19	16	1	89	10	8/12	Loose	---	Fine-grained sand, loose, dry to moist, gray black



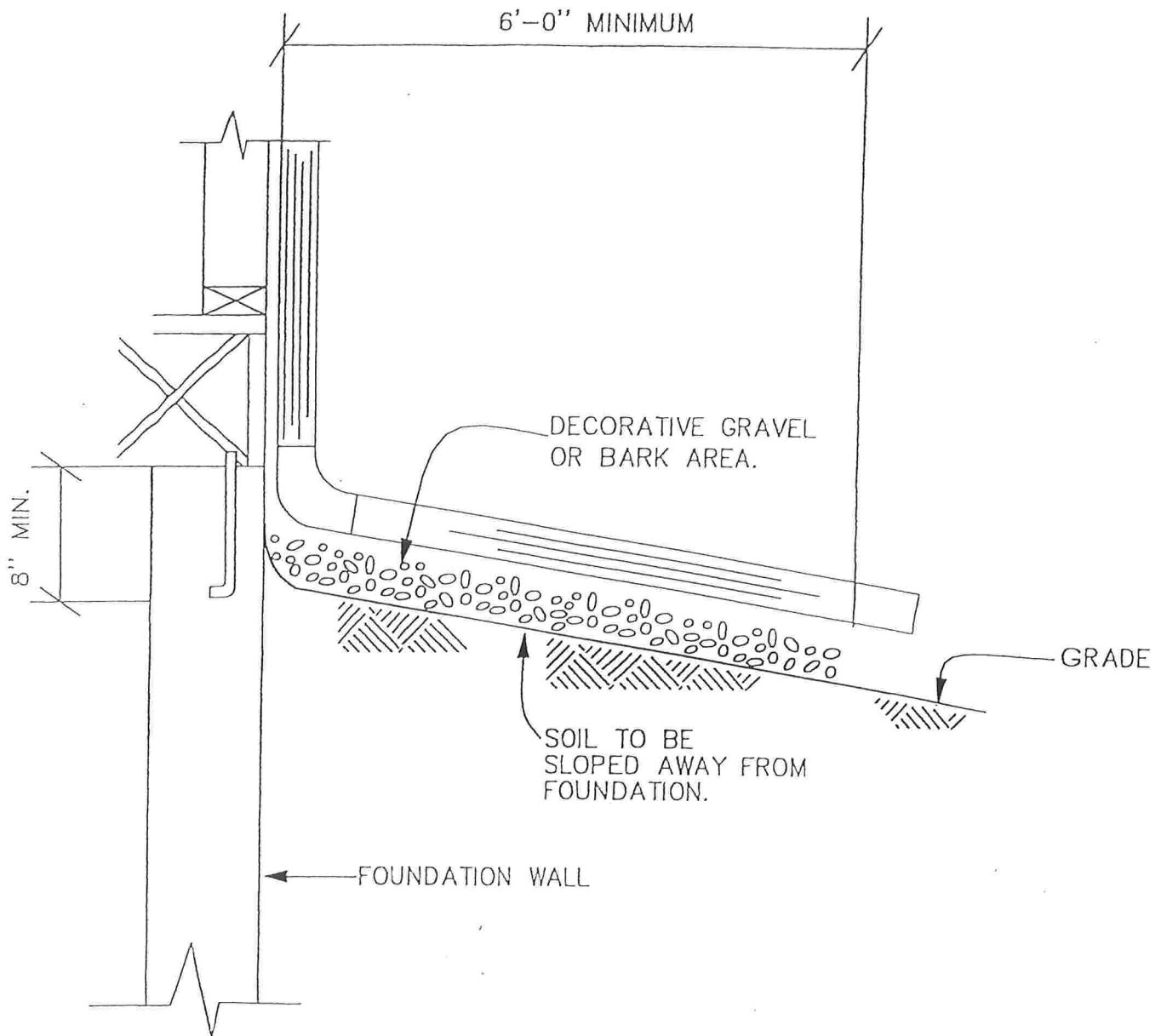
BACKFILL AROUND THE FOUNDATION SHOULD BE MOISTENED AND COMPACTED AND THE FINAL GRADE SHOULD BE WELL SLOPED TO PRECLUDE PONDING OF RAINFALL, IRRIGATION WATER, AND SNOW MELT ADJACENT TO FOUNDATION WALLS.

CAUTION:

DO NOT DIKE OR IMPEDE THE FLOW OF WATER AWAY FROM FOUNDATION WALLS WITH SOD, EDGING OR DECORATIVE GRAVEL AND POLYETHYLENE. DOWNSPOUTS AND SILL COCKS SHOULD DISCHARGE INTO SPLICE BLOCKS OR LONG EXTENSIONS.

EXTERIOR DRAIN SYSTEM BELOW GRADE FOR WINDOW WELL & PERIMETER DRAIN AND BACKFILL DETAILS (FOR FOOTING FOUNDATION)

FOUNDATION GRADING DETAIL



NOTE:

1. PROVIDE A MINIMUM SLOPE OF 12" IN THE FIRST 10'-0" FROM HOUSE (10%).
2. DOWNSPOUTS AND EXTENSIONS SHOULD EXTENDED 6'-0" BEYOND THE FOUNDATION.

APPENDIX

Important Information About the Report

The data collected by Colorado Geoscience & Design, Inc. during this investigation was used to provide geotechnical information and recommendations regarding subsurface conditions on the site investigated, the effect of those conditions on the proposed construction, and the foundation type for the named client. The stratification lines indicated on the boring log are approximate, and subsurface conditions encountered may differ from those presented herein. This uncertainty cannot be eliminated because of the many variabilities associated with geology. For example, material and engineering characteristics of soil and bedrock may change more gradually or more quickly than indicated in this report, and the actual engineering properties of non-sampled soil or rock may differ from interpretations made based on boring logs. Quantitative conclusions regarding the performance of geotechnical structures prior to construction are not possible because of the complexity of subsurface conditions. Rather, engineering judgments and experience are used to estimate likely geotechnical performance and provide the necessary recommendations for design and construction. Put another way, we cannot be sure about what is not visible, so the collected data and our training and experience are used to develop predictions and recommendations. There are no guarantees or warranties implied or expressed.

The owner and/or client must understand that uncertainties are associated with geotechnical engineering, and they, the owner and/or client, must determine the level of risk they are willing to accept for the proposed construction. The risks can be reduced, but not eliminated, through more detailed investigation, which costs more money and takes more time, and through any appropriate construction which might be recommended as a result of that more detailed investigation. To reduce the level of uncertainty, this report was prepared only for the referenced client and for the proposed construction indicated in the report. Unless authorized by Colorado Geoscience & Design, Inc. in writing, the owner will assume additional geotechnical risk if this report is used for any construction that differs from that indicated in the report. Our firm should be consulted well before changes in the proposed construction occur, such as the nature, size, configuration, orientation, or location of any improvements. Additionally, the knowledge and experience of local geotechnical practices is continually expanding and it must be understood the presented recommendations were made according to the standard of practice at the time of report issuance. If the construction occurs one or more years after issuance of the report, the owner and/or client should contact our firm to determine if additional investigation or revised recommendations would be advisable.

Geotechnical practice in the Denver Region must consider the risk associated with expansive soils and bedrock. Geotechnical practice in the Denver area uses a relative scale to evaluate swelling potentials. As stated in the Subsurface Investigation, when the sample is wetted under a surcharge pressure (loading) of 1000 pounds per square foot (PSF), the measured amount of swell is classified as low, moderate, high, or very high.

Table 1 presents the relative classification criteria for the percentage of expansion relative to the initial sample height, at the indicated surcharge pressure.

Swell Potential Chart

SWELL POTENTIAL AT 1,000 LBS.	CLASSIFICATION
0 to ½%	Non-expansive/Very low
½ to 1½%	Low
1½ to 3½%	Moderate
3½ to 6%	High
6 to 8%	Very High
Greater than 8%	Critical

The swell potential classifications are based on the percentage of swell for samples placed on swell/consolidation machines under a surcharge of 1000 pounds per square foot.

The relative swell classification can be correlated to potential slab damage as follows:

Low - minor slab cracking, minor differential movement, and heave

Moderate - lab cracking and differential movement, partial framing void and furnace plenum closure.

High to Very High - large slab cracking and differential movement, closed voids, closed furnace plenum, and possible pipe rupture.

These effects are based on monitoring and observation by several firms in the Denver metropolitan area and are not limited to the relative swell classification. More or less damage can occur in all classifications because of the uncertainty associated with subsurface conditions and geotechnical engineering.

It is important to note that measured swell or soil expansion is not the only geotechnical criteria for the type of floor and foundation recommendations. Additional criteria considered include:

- Soil and bedrock type and variability
- Stratigraphy
- Groundwater depth and anticipated post-construction moisture conditions.
- Surface water drainage and features
- Post-construction landscaping and irrigation
- Construction details and proposed use
- Local experience

Post-construction landscaping and owner maintenance will greatly affect structures on expansive soils and bedrock. Typically, irrigated landscaping increases the soil moisture content above the pre-constructed water content. Slabs, pavements, and structures significantly reduce evaporation of the soil moisture. Therefore, post-construction heave and resulting damage to buildings and other improvements are likely to occur on sites with expansive soils because of the high probability that subsurface moisture content will increase as the property and surrounding area is developed. Poor owner maintenance, such as negative slopes adjacent to foundation walls and irrigated landscaping adjacent to the foundation, also will significantly increase the risk of damage from expansive soil and bedrock. The property owner, and anyone he or she plans to sell the property to, must understand the risks associated with construction in an expansive soil area and also must assume responsibility for maintenance of the structure. The owner and prospective purchaser also should review "*A Guide to Swelling Soils for Colorado Homebuyers and Homeowners*," which is a special publication (SP 43) produced by the Colorado Geological Survey to assist homeowners in reducing damage caused by swelling soils.

SPECIAL WARRANTY DEED

State Doc Fee: \$27.00
Recording Fee: \$18.00

THIS DEED is dated the 26 day of ^{KAR}~~May~~^{APRIL KAR}, 2024, and is made between
(whether one, or more than one),

Gregory R. and Kimberley A. Richardson Revocable Family Trust

the "Grantor" of the County of Elbert and State of Colorado and

Harjot Singh and Arashdeep Kaur

GRR initial KAR initial

as Joint Tenants, (whether one, or more than one), the "Grantee", whose legal address is 787 Crossroads Circle, Elizabeth, CO 80107 of the County of Elbert and State of Colorado

WITNESS, that the Grantor, for and in consideration of the sum of Two Hundred Seventy Thousand Dollars and No Cents (\$270,000.00), the receipt and sufficiency of which is hereby acknowledged, hereby grants, bargains, sells, conveys and confirms unto the Grantee and the Grantee's heirs and assigns forever, all the real property, together with any improvements thereon, located in the County of Elbert and State of Colorado described as follows:

Lot 11, ELIZABETH CROSS ROADS BUSINESS PARK, County of Elbert, State of Colorado.

also known by street address as: 787 Crossroads Circle, Elizabeth, CO 80107

TOGETHER with all and singular the hereditaments and appurtenances thereto belonging, or in anywise appertaining, the reversions, remainders, rents, issues and profits thereof, and all the estate, right, title, interest, claim and demand whatsoever of the Grantor, either in law or equity, of, in and to the above bargained premises, with the hereditaments and appurtenances;

TO HAVE AND TO HOLD the said premises above bargained and described, with the appurtenances, unto the Grantee, and the Grantee's heirs and assigns forever. The Grantor, for the Grantor and the Grantor's heirs and assigns, does covenant, grant, bargain, and agree that the Grantor shall and will WARRANT THE TITLE AND DEFEND the above described premises, in the quiet and peaceable possession of the Grantee and the heirs and assigns of the Grantee, against all and every person or persons claiming the whole or any part thereof, by, through, or under the Grantor except and subject to: Statutory Exceptions as defined in C.R.S. § 38-30-113(5)(a).

IN WITNESS WHEREOF, the Grantor has executed this deed on the date set forth above.

Gregory R. and Kimberley A. Richardson Revocable
Family Trust

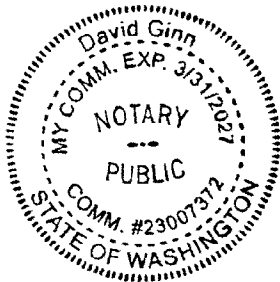
By: [Signature] TRUSTEE
Gregory R. Richardson, Trustee

By: [Signature] Trustee
Kimberley A. Richardson, Trustee

State of ^{DG}~~Colorado~~ ^{WASHINGTON}
County of ^{DG}~~Elbert~~ ^{KING}

The foregoing instrument was acknowledged before me this ^{DG}26th day of ^{APRIL}~~May~~, 2024 by Gregory R. Richardson and Kimberley A. Richardson as Trustees of Gregory R. and Kimberley A. Richardson Revocable Family Trust.

[Signature]
Notary Public:
My Commission Expires: 02/31/2027



LAND SURVEY PLAT
In Section 7, Township 8 South, Range 64 West,
6th P.M, Elbert County, Colorado

NOTES:

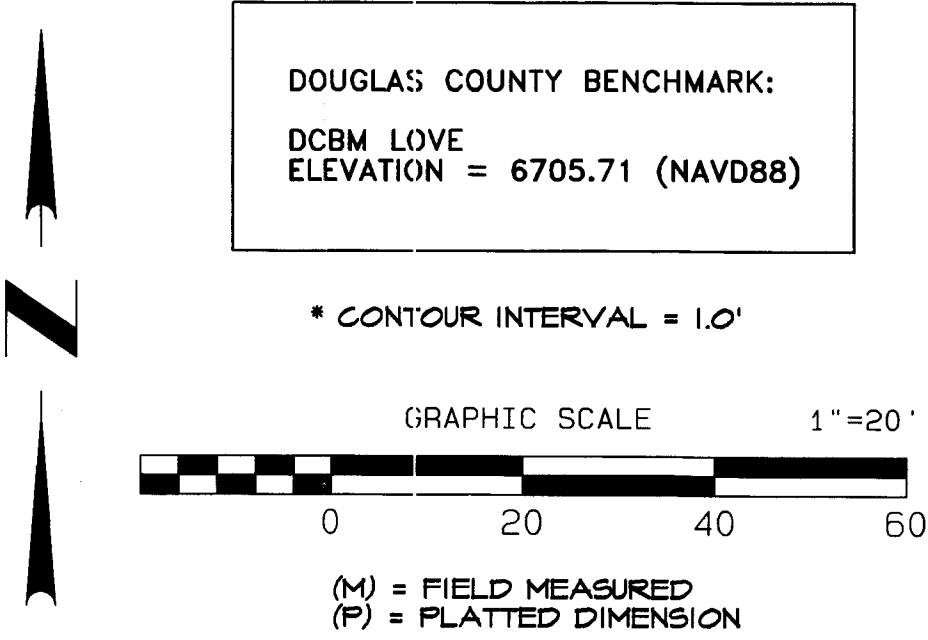
1. This survey was performed without the benefit of a title insurance commitment or a title insurance policy. A title insurance commitment or a title insurance policy may disclose facts not reflected on this survey.
2. Corner monuments were set or found and accepted as indicated hereon.
3. Client did not want ecsements or rights of way researched beyond the Platted Easements.
4. All measurements shown hereon are U.S. Survey Feet.
5. Conflicting boundary evidence (if any) is as shown. Encroachments (if any) are as shown hereon. Fence lines (if any) are not indicative of property lines and are as shown hereon.
6. The subject property shown hereon does not lie within any 100 year flood plain per Firm Map No. 08039C0480C, Dated: March 17, 2011.
7. According to Colorado law you must commence any legal action based upon any defect in this survey within three years after you first discover such defect. In no event, may any action based upon any defect in this survey be commenced more than ten years from the date of the certification shown hereon.

BASIS OF BEARINGS

Bearings are platted and based on the consideration that the South line of Lots 11 & 12, Elizabeth Cross Roads Business Park, County of Elbert, State of Colorado bears N89°43'03"W; as shown hereon between those identified monuments.

PROPERTY DESCRIPTION:

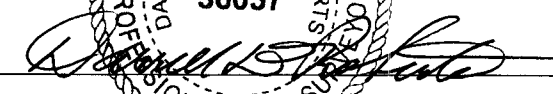
LOT 11 ELIZABETH CROSS ROADS BUSINESS PARK
SECTION 7 TOWNSHIP 8 SOUTH RANGE 64 WEST
ELBERT COUNTY, COLORADO.



CERTIFICATE OF SURVEY:

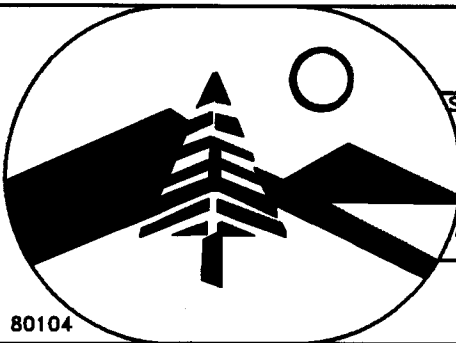
I, Darrell Eugene Roberts, a duly registered Professional Land Surveyor practicing in the State of Colorado, do hereby certify to Singh Harjot that on August 6, 2024, a survey was made under my direct supervision, of 787 Crossroads Circle, Elbert County, Colorado. The survey was made on the ground using the normal standard of care of Professional Land Surveyors, and is based upon the professional land surveyor's knowledge, information and belief, that it is in accordance with applicable standards of practice and that this plat accurately represents said survey. It is not a guaranty or warranty, either expressed or implied. The location and dimensions of all buildings, buildings under construction, improvements, platted easements and rights of way in evidence or known to me and encroachments by or on the premises are accurately shown. This survey does not constitute a title search by David E. Archer and Associates, Inc. of the property shown and described hereon to determine:

1. Ownership of the tract of land.
2. Compatibility of this description with those of adjacent tracts of land.
3. Rights of way, easements and encumbrances of record affecting this tract of land.

Signed 
Darrell E Roberts for and on behalf of David E. Archer & Assoc.

REVISIONS
REVISED TO SHOW INVERTS
& RESCALED
12-2-24 LH

DAVID E.
ARCHER
& ASSOCIATES, INC.
LAND DEVELOPMENT CONSULTING
SURVEYING & ENGINEERING
PHONE (303) 688-4612
105 WILCOX ST. CASTLE ROCK, COLORADO 80104



TITLE LAND SURVEY PLAT
787 CROSSROADS CIRCLE
In Sec. 7, Township 8 South, Range 64 West,
6th P.M., Elbert County, Colorado.

SCALE 1"=20'
DATE 8-7-24
BY LH
AP'D.

CLIENT SINGH HARJOT

JOB NUMBER 24-0514

Sheet 1 of 1



TOWN OF ELIZABETH

COMMUNITY DEVELOPMENT DEPARTMENT

EXHIBIT B



TOWN OF ELIZABETH

PO Box 159, 151 S. Banner Street • Elizabeth CO 80107 • 303-646-4166 x4

REFERRAL AGENCY REVIEW FORM

Project Title: ELIZABETH LIQUOR STORE- Site Plan

Description: A proposed Commercial development

Review Sent Date: 5/13/2025

Review Due by: 5/16/2025

REFERRAL AGENCY	Engineering – Terracina Design	
Contact Name	Martin Metsker PE	
Contact Email and Phone Number	mmetsker@terracinadesign.com 720-854-9456	

COMMENTS:

1. Engineering has no further comments on the Site Plan, Construction CD's and Drainage Report, and therefore recommends approval.

Please feel free to contact me at any time with questions.

From: [Michael DeVol](#)
To: [Alexandra Cramer](#)
Subject: RE: Elizabeth Liquor Store Site Plan
Date: Monday, May 12, 2025 3:15:26 PM
Attachments: [image001.png](#)

Alex,

Public Works has NO Issues with the changes provided on the drawings.

From: Alexandra Cramer <acramer@townofelizabeth.org>
Sent: Monday, May 12, 2025 2:56 PM
To: Michael DeVol <mdevol@townofelizabeth.org>
Subject: FW: Elizabeth Liquor Store Site Plan

Hi Mike,

Could you please review the below email and let me know your thoughts as soon as you can? We are close to wrapping up this project review.

Thank you!

Alexandra Cramer

Planner / Project Manager

Elizabeth, CO. 80107

Phone: 303-646-4166

acramer@townofelizabeth.org



From: Alexandra Cramer
Sent: Wednesday, April 23, 2025 3:47 PM
To: Michael DeVol <mdevol@townofelizabeth.org>
Cc: Martin Metsker <mmetsker@terracinadesign.com>
Subject: Elizabeth Liquor Store Site Plan

Hi Mike,

From: [Brooks Kaufman](#)
To: [Alexandra Cramer](#)
Subject: RE: Elizabeth Liquor Store Site Plan - Final Approval
Date: Thursday, May 15, 2025 2:08:31 PM
Attachments: [image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)
[image007.png](#)
[image008.png](#)

Alexandra

CORE Electric Cooperative approves the site plan.

Respectfully

Brooks Kaufman

Lands and Rights of Way Manager

800.332.9540 MAIN
720.733.5493 DIRECT
303.912.0765 MOBILE

www.core.coop



 [Book time to meet with me](#)

From: Alexandra Cramer <acramer@townofelizabeth.org>

Sent: Tuesday, May 13, 2025 1:59 PM

Subject: Elizabeth Liquor Store Site Plan - Final Approval

[CAUTION:] This email is from an external source. Avoid clicking links or opening attachments unless you trust the sender and verify the content's safety.

Hi everyone,

The Elizabeth Liquor Store Site Plan review process is nearing completion. I wanted to circulate the documents to everyone one final time. Please send me any issues or concerns by Friday, May 16th.



TOWN OF ELIZABETH

PO Box 159, 151 S. Banner Street • Elizabeth CO 80107 • 303-646-4166 x4

REFERRAL AGENCY REVIEW FORM

Project Title: Elizabeth Liquor Store Site Plan

Description: Site Plan for an approximately 4,980sf building

Review Sent Date: 1/14/2025

Review Due by: 2/4/2025

REFERRAL AGENCY	Elbert County Planning Department
Contact Name	Danny Klibaner
Contact Email and Phone Number	Danny.klibaner@elbertcounty-co.gov

COMMENTS:

Elbert County Planning has no objection to the proposed site plan.



TOWN OF ELIZABETH

PO Box 159, 151 S. Banner Street • Elizabeth CO 80107 • 303-646-4166 x4

REFERRAL AGENCY REVIEW FORM

Project Title: Elizabeth Liquor Store Site Plan

Description: Site Plan for an approximately 4,980sf building

Review Sent Date: 1/14/2025

Review Due by: 2/4/2025

REFERRAL AGENCY	Stolfus and Associates
Contact Name	Max Rusch
Contact Email and Phone Number	max@stolfusandassociates.com 303-221-2300

COMMENTS:

Our previous round of comments have been addressed. There are no further comments.



TOWN OF ELIZABETH

COMMUNITY DEVELOPMENT DEPARTMENT

EXHIBIT C

AFFIDAVIT OF COMPLIANCE WITH ELIZABETH MUNICIPAL CODE SECTION
16-4-30(c)

Blake Widmer, being over the age of twenty-one (21) and duly sworn upon my oath,
states as follows:

1. I am the applicant or applicant representative in the Town of Elizabeth land use
application known as Elizabeth Liquor Store

2. I caused the attached notice of public hearing in this matter to be sent with the
language required by Elizabeth Municipal Code section 16-4-30(c) via regular first class mail to
the following property owners at the following addresses, which constitute all such property
owners within 500 feet of the site for which the land use application has been made:

787 Crossroad Circle, Elizabeth, CO 80107

Harjot Singh

3. In doing so, I specifically sent such notices via regular first class mail with proper
postage affixed to each mailing, and such notices were deposited for mailing on May 29, 2025.

FURTHER AFFIANT SAYETH NAUGHT.

By: Blake Widmer

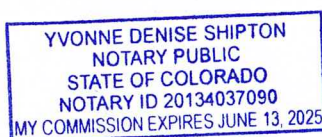
STATE OF COLORADO)
) ss.
COUNTY OF Jefferson)

Subscribed and sworn to before me this 29th day of May, 2025 by
Blake Widmer.

Witness my hand and official seal.

My commission expires:
(SEAL)

By: Yvonne Denise Shipton



NOTICE OF PUBLIC HEARINGS

Notice is hereby given that the Planning Commission and Board of Trustees shall hold public hearings concerning a Site Development Plan Application, located on property described in Exhibit A and generally located at 787 Crossroad Circle, Elizabeth, CO 80107, approximately 330 feet northeast of the intersection of Crossroad Circle and E Kiowa Ave and approximately 500 feet northwest of the intersection of E Kiowa Ave and CR 17, pursuant to the Town of Elizabeth Land Development Ordinance.

The public hearings are to be held before the Planning Commission on June 17, 2025 at 6:30 p.m. and before the Board of Trustees on July 8, 2025 at 7 p.m., or as soon as possible thereafter. The public hearing shall be held in the Town Hall, 151 S. Banner Street, Elizabeth, Colorado, or at such other time or place in the event this hearing is adjourned. Further information is available through the Town Community Development Department at (303) 646-4166.

ALL INTERESTED PERSONS MAY ATTEND.

EXHIBIT A (Legal Description)

Lot 11, Elizabeth Cross Roads Business Park, situated in Section 7, Township 8 South, Range 64 West of 6th P.M., Town of Elizabeth, County of Elbert, State of Colorado

EXHIBIT B (Project Narrative)

The project is located at 787 Crossroad Circle on a vacant parcel of land. The project is located on Lot 11 of the Elizabeth Crossroads Business Park, parcel number 8407415012. The property is 0.64 acres in size and is part of the Hollow Woods PUD.

The project contains a 4980 square foot, two tenant building. The primary tenant, which will take up approximately 3000 square feet of the building, will be a liquor store. The lot has been zoned to PUD to accommodate for this proposed use. The associated improvements associated with this business include 24 full size parking spaces, 1 ADA parking space, drive aisles, a drive-thru lane, sidewalks, a trash enclosure, landscaped areas and relevant utilities. The drive-thru window will be located on the southern side of the building, and customers making use of it will circulate the site in a counterclockwise fashion. ADA access will be available to the site and building from the north sidewalk along Crossroad Circle. Customers will access the building through doors on the east (front) and deliveries will be made to doors on the west (back). Architectural, Civil, and Landscape components of the site have all been designed to comply with Elizabeth Municipal Code and conform to the Hollow Woods Development Plan and Design Guide.

SIGN POSTING AFFIDAVIT



Blake Widmer, The above sign was posted on 5/30/2025 pursuant to the Town of Elizabeth Land Development Code, by Applicant.

Blake Widmer

Signature

STATE OF COLORADO)

) ss.

COUNTY OF Jefferson)

Subscribed and sworn to before me this 2nd day of June, 2025, by Blake Widmer.

My commission expires: June 13, 2025

(SEAL)

YVONNE DENISE SHIPTON
NOTARY PUBLIC
STATE OF COLORADO
NOTARY ID 20134037090
MY COMMISSION EXPIRES JUNE 13, 2025

Yvonne Denise Shipton

Notary Public



TOWN OF ELIZABETH

COMMUNITY DEVELOPMENT DEPARTMENT

For publication on Thursday, June 5, 2025

NOTICE OF PUBLIC HEARING

Notice is hereby given that the Planning Commission and Board of Trustees shall hold public hearings concerning a site development plan application for the property described in Exhibit A located at 787 Crossroads Circle, pursuant to the Town of Elizabeth Land Development Ordinance.

A public hearing is to be held before the Planning Commission on June 17th, at 6:30 p.m. and a public hearing before the Board of Trustees on July 8th, 2025, at 7:00 p.m., or as soon as possible thereafter. The public hearings shall be held in the Town Hall, 151 South Banner Street, Elizabeth, Colorado, or at such other time or place in the event these hearings are adjourned. Further information is available through the Town Community Development Department at (303) 646-4166.

ALL INTERESTED PERSONS MAY ATTEND.

EXHIBIT A (legal description)

Lot 11, Elizabeth Cross Roads Business Park, situated in Section 7, Township 8 South, Range 64 West of 6th P.M., Town of Elizabeth, County of Elbert, State of Colorado



TOWN OF ELIZABETH

MICHELLE M. OESER TOWN CLERK / ADMINISTRATIVE SERVICES DIRECTOR

TO: Honorable Mayor and Board of Trustees
FROM: Michelle Oeser Town Clerk
DATE: July 8, 2025
SUBJECT: AI Policy

SUMMARY

As artificial intelligence (AI) tools become increasingly integrated into our operations, it is essential to establish a formal AI policy. This policy will provide clear guidelines to ensure responsible, ethical, and secure use of AI technologies across the organization.

Key reasons for implementing an AI policy include:

1. **Risk Management**
AI systems, if misused or poorly managed, can lead to unintended consequences such as data breaches, biased outcomes, or operational disruptions. Policy helps mitigate these risks through oversight and accountability.
2. **Ethical and Legal Compliance**
AI use must align with evolving legal standards, including privacy laws, labor regulations, and anti-discrimination rules. A policy ensures adherence to ethical principles and legal requirements.
3. **Transparency and Trust**
Establishing clear AI usage standards promotes transparency, helping build trust among employees, stakeholders, and the public.
4. **Consistency and Governance**
A centralized policy provides consistent practices across departments, preventing fragmented or conflicting AI implementations.
5. **Innovation with Responsibility**
A well-defined policy encourages innovation while setting boundaries to guide safe and fair experimentation and deployment of AI technologies.

Developing an AI policy now will help us to leverage these technologies effectively and responsibly. I recommend assembling a cross-functional team to draft and review a proposed framework tailored to our organization's needs.

This memo was written with AI technology to demonstrate how AI can and is used in the organization.



TOWN OF ELIZABETH

MICHELLE M. OESER TOWN CLERK / ADMINISTRATIVE SERVICES DIRECTOR

STAFF RECOMMENDATION

Staff recommend approval of Resolution 25R23, a Resolution adopting the Town of Elizabeth Artificial Intelligence (AI) at work policy.

ATTACHMENTS(S)

Resolution 25R23

RESOLUTION 25R23

**A RESOLUTION ADOPTING THE TOWN OF ELIZABETH ARTIFICIAL INTELLIGENCE (AI) AT
WORK POLICY**

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF
ELIZABETH, COLORADO AS FOLLOWS:

Section 1. The Board of Trustees of the Town of Elizabeth hereby adopts the Town of
Elizabeth AI Policy, attached hereto as **Exhibit A**, and incorporated herein by this reference.

PASSED, APPROVED, and ADOPTED this 8th day of July 2025, by the Board of Trustees of
the Town of Elizabeth, Colorado, on first and final reading, by a vote of _____ for and _____
against.

Angela Ternus, Mayor

ATTEST:

Michelle M. Oeser, Town Clerk

USE OF ARTIFICIAL INTELLIGENCE AT WORK POLICY

CONTENT-GENERATING ARTIFICIAL INTELLIGENCE SOFTWARE

Content-generating artificial intelligence (AI) is rapidly expanding and easy to access, both at home and at work. This policy applies to the use of any third-party or publicly available AI tools used by the employee while performing their job duties. Currently, acceptable tools include Smartsheet, ChatGPT, Grammarly, Zoom, Google, Zapier, Jasper AI, CopyAI, DALL-E, or Adobe creative products, Otter.ai, etc., which mimic human intelligence to generate answers or work product, automate tasks, learn patterns to generate content that mimics human creativity and transcribe.

Access to different tools may change over time and the HR Department will notify employees of any changes.

UNACCEPTABLE USES

Do not use AI tools to make or help you make employment decisions about applicants or employees, including recruitment, hiring, retention, promotions, transfers, performance monitoring, discipline, demotion or terminations.

Do not upload or input any confidential, proprietary, or sensitive Town information into any AI tool. Examples include passwords and other credentials, protected health information, development applications, personnel material, information from documents marked confidential, sensitive or proprietary, or any other Town information that might be used to harm the Town if disclosed. If you are unsure whether the information poses the risks described, ask your supervisor or the IT Department for help.

Do not upload or input any personal information that can be used to mimic your identity or the identity of your coworkers into any AI tool.

If you are using AI to help supplement your work product, you must communicate that to your supervisor.

CAUTIONS AND PROCEDURES

AI may assist with work output, but the use of AI is not a substitute for your judgment and creativity. All uses of AI must be reviewed and modified for appropriate fit and outcomes. **No AI should be copied and pasted without review.**

AI software is only as good as the information it contains, and the information can be stale or outdated. When there is no information available in its store of data, AI has been known to create false answers to satisfy the request. To avoid false information or information that is outdated, carefully verify all information and if you do not know how to verify the information.

Treat every bit of information you provide to an AI tool as if it will go viral on the Internet, attributed to you or the Town, regardless of the settings you have selected within the tool, or

the assurances made by the software. You should assume that anything you input into AI could fall into the wrong hands and the information could be misused.

The output must be appropriate based on the standards you apply when performing tasks for the Town. It cannot be biased; it cannot be a violation of any other individual or entity's intellectual property and it cannot violate any individual's privacy unlawfully.

Any output must be consistent with Town policies and applicable laws. If you are not sure, ask HR or your Supervisor.



TOWN OF ELIZABETH

PATRICK G. DAVIDSON, TOWN ADMINISTRATOR

TO: Honorable Mayor Ternus, Members of the Board of Trustees
FROM: Patrick Davidson, Town Administrator
Mike DeVol, Director of Public Works
DATED: June 27, 2025
SUBJECT: Compensation Study for the Town of Elizabeth

BACKGROUND

In 2019 the Board of Trustees entered into an agreement with CPS HR Consulting to complete a *Total Compensation Report* for the Town. A draft report was prepared in August 2020, but for whatever reason no further action appears to have been undertaken either by CPS HR Consulting or by the Town of Elizabeth. In January 2022, the Town Administrator applied the methodology identified in the 2020 report to build-out a temporary staffing and compensation study. Since that time, adjustments have been made sporadically to the pay scale, but it is resulting in compressions issues among all tiers of the organization.

On March 8, 2025, the Board of Trustees participated in a Strategic Planning Workshop. A report was issued on March 25, 2025, reiterating the desire to pursue an updated Compensation Study. The study, itself, also leads to other goals anticipated in the upcoming years, namely the desire to implement a financial and operations plan to increase police services, and an underlying Facilities Master Plan which would address staffing levels. On May 3, 2025, the Board of Trustees conducted a follow-up Workshop with Staff to discuss the goals and objectives arising from the Strategic Planning Workshop. The members in attendance reaffirmed the need for a Compensation Study.

On May 13, 2025, the Board provided direction to the Town to finalize and publish a Request for Proposals (RFP) for purposes of a Compensation Study. The Deadline for proposals was June 16, 2025. Two responses to the RFP have been timely received.

ANALYSIS

Staff have reviewed both proposals and find that both meet the terms and conditions proposed within the Town's RFP.

- Both proposals will rely heavily upon the Town Administrator, Town Clerk, and the Town's Finance Officer to assist in providing documentation throughout the process.
- Both propose to make use of virtual meetings to accomplish the interaction between their organizations and Staff.
- Both proposals intend to implement direct contact with employees to determine job roles, background, skills, working environment, responsibility, and authority.

- Paypoint HR, LLC has proposed a total firm-fixed price of \$20,000, with an additional expense for in-person meetings (\$1,250/day and \$2,500/travel).
- Gallagher Benefit Services, Inc. has proposed a total price of \$20,500 for their RFP services with an additional expense for in-person meetings at \$4,000/day. Gallagher also presents the option of a more individualized study known as a “Leveraging Custom Survey” for a total of \$27,500, plus the additional expense of \$4,000/day for in-person meetings.
- Paypoint HR, LLC has indicated the process will take no more than 16 weeks to complete, based on the size and scope of study and the Town of Elizabeth.
- Gallagher Benefit Services, Inc. has indicated that the process will take no more than 24 weeks as a basic timeline, but that many aspects of the study will take place simultaneously, thereby likely resulting in shortening the completion date.

The following Evaluation Procedure was identified in the RFP.

C. EVALUATION PROCEDURES

Evaluation of proposals will be done in accordance with the criteria and procedure defined herein. The following parameters will be used to evaluate the submittals (with weighted values): The rating scale shall be from 1 to 5 with 1 being a poor rating, 3 being an average.

Evaluation Criteria

Weighting Values	Qualification	Standard
30%	Scope of Proposal	Does the proposal address all elements of the RFP? Does the proposal show an understanding of the project objectives, methodology to be used and results/outcomes required by the project?
30%	Firm Capability & Reputation	Does the firm have the resources, financial strength, capacity, and support capabilities required to complete the study and analysis? Has the firm successfully completed previous work of this type and scope? Are sufficient people of the requisite skills and qualifications assigned to the project?
20%	Cost	Does the cost compare favorably with the Project Manager’s estimate and other proposals?
20%	Schedule	Are there any exceptions to the schedule outlined for completion of phases of the work to be performed?

Application of Evaluation Criteria to RFP Respondents

Weighting Values	Qualification	Gallagher	Paypoint HR
30%	Scope of Proposal	5	5
30%	Firm Capability and Reputation	5	5
20%	Cost	3	4
20%	Schedule	3	4
Assessed Score		16	18

STAFF RECOMMENDATION

From a technical perspective, it would appear that both respondents provided an appropriate understanding of the project, the objectives of the project, and the desired results. Both respondents provide a solid list of former and current municipal and governmental entities for whom they have performed services, including entities within the State of Colorado. Both respondents have identified a willingness and ability to perform the services and to do so in a timely manner.

Staff's analysis falls into the categories of cost and time for completion. Gallagher presents a twenty-four (24) week timeframe, while acknowledging that some services could overlap during this time period. Paypoint HR states that the project should take no longer than sixteen (16) weeks for completion.

In terms of compensation, the Respondents initially appear nearly identical, with a small cost savings appearing for Paypoint HR. However, it appears that the more detailed analysis provided by Paypoint HR will cost the Town an additional \$12,500 for the same customized analysis from Gallagher. Consequently, from solely a cost perspective, Paypoint HR appears to be the lowest overall qualified provider.

BUDGET CONSIDERATIONS

The 2025 budget does not include a line-item expense for a Compensation Study and Pay Equity Analysis. However, the Community Development Department has been proceeding without a Department Head since December 2024, and sufficient savings exist within this General Fund Account in which to cover the anticipated expenses, regardless of which Respondent is selected.

ATTACHMENTS

Response to RFP – Paypoint HR, LLC

Response to RFP – Gallagher Benefit Services, Inc.



REQUEST FOR PROPOSALS

Compensation Study and Pay Equity Analysis

Issued: May 16, 2025

DEADLINE FOR PROPOSALS:
June 16, 2025
5:00 P.M. Local Time

GENERAL INFORMATION

The Town of Elizabeth (the “Town”) is seeking proposals from qualified consultants to provide a biannual compensation study and pay equity analysis for 2025, with implementation beginning January 1, 2026. This study builds on the existing compensation structure of the Town and is considered an update. The ideal consultant will have experience working with public sector entities and familiarity with the Colorado labor market. The selected consultant may be awarded the next two studies in 2028 and 2030.

SUBMITTAL REQUIREMENTS

Proposals may be submitted in a single PDF file no larger than 30 MB and emailed to hbruce@townofelizabeth.org. If electing to submit hard copy proposals instead, deliver one (1) hard copy and one (1) digital copy to the Town of Elizabeth, Attn: Hannah Bruce, Finance Officer, 151 South Banner Street, Elizabeth, Colorado 80107, or mail to P.O. Box 159, Elizabeth, CO 80107. Please allow additional time if mailing proposals.

If necessary, interpretation of, or changes to, this RFP will be made by written addendum. All questions must be submitted in writing via email to Patrick Davidson, Town Administrator at pdavidson@townofelizabeth.org. no later than 3:00 P.M., Tuesday, June 10, 2025. Questions received after this deadline will not be answered.

RFP SCHEDULE

RFP Released:	May 16, 2025
Final Day for Written Questions:	June 10, 2025
Town Response to Questions:	June 13, 2025
Proposals Due:	June 16, 2025
Interviews (if deemed necessary):	Week of June 23, 2025
Award:	July 8, 2025 (anticipated)

ABOUT THE TOWN

The Town of Elizabeth, incorporated in 1890, operates under a Council-Manager form of government, and is a Statutory Town. With a population of approximately 3,300 Elizabeth is a small community situated in Elbert County. The Town continues to see residential and commercial growth, with an anticipated population of over 5,000 by 2028.

The Town provides the following services: police, municipal court, code enforcement, public works, planning and zoning, building services, general governmental services, parks management, water, and wastewater. The Town currently employs twenty-eight (28) staff members and is currently considered “fully staffed” except for a Community Development Director. Additional positions in public safety and public works are anticipated over the next several years.

The Town's staffing is strongly influenced by the nearby communities of Castle Rock, Parker, Aurora, Centennial, and the Denver Tech Center. Labor in the area is considered fluid with a considerable amount of turnover within the Town's organization to obtain similar or equivalent positions in nearby communities which offer higher pay and benefits.

SCOPE OF WORK

The Town of Elizabeth has a current pay grade structure and has previously evaluated the placement of existing jobs within reference positions. Through hiring practices, adjustments to compensation, and merit increases, it is anticipated that some positions may fall outside the current grade structure. The scope of this project is to define up to ten (10) new positions and review market shifts for the existing twenty-eight (28) positions.

A pay equity analysis will be conducted to determine and document compliance with Colorado's Equal Pay for Equal Work Act and any other applicable guidelines. This will identify any potential inequities and research and identify any valid differences based on legal compensable factors. The consultant may recommend broader organizational policies or procedure changes if needed to ensure ongoing compliance. The consultant will evaluate all current staff members at the time the reports are pulled for the analysis.

The consultant will prepare a written report outlining the market findings and resulting recommendations. This report will be made available to the Elizabeth Board of Trustees, in writing, and will be presented in person to the Board of Trustees at a mutually agreeable time. The consultant will work with the Finance Officer, Town Clerk, and Town Administrator as necessary to complete all aspects of the study and analysis.

REPORTING REQUIREMENTS

Following the completion of the study, the consultant shall issue:

1. All data used to define the market, analyze the market, determine job placement within the pay structure, and general recommendations for employee placement. This is to be provided in a Microsoft Excel workbook.
2. A letter to management containing comments on method, scope, findings, recommendations, and any other comments deemed pertinent by the consultant regarding the completion of the study, recommended pay ranges, market competition, peer organizations, and any other material matters.
3. The consultant shall formally present the study and its findings to the Elizabeth Board of Trustees on the night the Board of Trustees accepts the study report and at any other meetings with Council as may be necessary. The scope of pricing shall include one (1) on-site visit for the formal presentation to the Board of Trustees.

4. A pay equity analysis document is to be retained by the Town for compliance with the Act. This document shall include any findings and recommendations for remediation if required.

GENERAL REQUIREMENTS

- Incurring Cost: There is no expressed or implied obligation for the Town of Elizabeth to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.
- Amended Proposals: A Firm may amend their submitted Proposal before the deadline for submission. An amended Proposal must be a complete replacement for a previous submittal and must be clearly identified as such in the transmittal letter.
- Firm's Rights to Withdraw Proposal: Firms may withdraw their Proposal at any time.
- Period of Offer: Responses to this RFP, including the rate schedule, will be considered for a minimum of ninety (90) days after the due date for the Proposals.
- Disclosure of Submittal Contents: Proposals will be kept confidential until a contract is awarded. Once awarded, all proposals and documents pertaining to all Proposals will be open to the public, except any financial information that is marked **CONFIDENTIAL**.
- Terms and Conditions: Firms must include with their Proposals a complete set of any additional terms and conditions, which they expect to have included in a contract negotiated with the Town.
- Contract Deviation: Any additional terms and conditions which may be the subject of negotiation, will be discussed only between the Town and the selected Firm and shall not be deemed an opportunity to amend the Firm's submittal.
- Qualifications: The Town may make such investigations as necessary to determine the ability of the Firm to adhere to the requirements specified within this RFP.
- Right to Waive Minor Irregularities: The Town reserves the right to waive minor Proposal irregularities.

ASSISTANCE TO BE PROVIDED TO THE CONSULTANT

The Town of Elizabeth does not maintain a separate Human Resources Department; however, all employment records and files are maintained by the Town Clerk. In addition, the traditional roles supported by a Human Resources Department are supported by the Finance Officer and the Town Administrator. All three (3) personnel will be available during the study and analysis to assist the

firm in providing information, documentation, budget, and explanations. The consultant will work collaboratively with these Staff members to achieve the objects of the Town.

REPORT PREPARATION:

The consultant shall provide all recommendations, revisions and suggestions for improvement to the Finance Officer. A report, including a draft final summary report(s) shall be delivered to the Finance Officer, preferably by October 1, 2025.

The Town Administrator will complete their review of the draft report as expeditiously as possible. During that period, the consultant should be available for any meetings that may be necessary to discuss the reports. Once all issues for discussion are resolved, the final signed report shall be delivered to the Finance Officer within five (5) working days.

PROPOSAL REQUIREMENTS

Proposals should be submitted to the following address:

Emailed to: hbruce@townofelizabeth.org

If electing to submit hard copy proposals instead, deliver one (1) hard copy and one (1) digital copy to:

Town of Elizabeth
Attn: Finance Officer Hannah Bruce
151 South Banner Street
P.O. Box 159
Elizabeth, Colorado 80107

A. PROPOSAL REQUIREMENTS

The purpose of the Technical Proposal is to demonstrate the qualifications, competence and capacity of the firms seeking to undertake a compensation study and equity analysis of the Town of Elizabeth in conformity with the requirements of this request for proposals. As such, the substance of proposals will carry more weight than their form or manner of presentation. The Technical Proposal should demonstrate the qualifications of the firm and of the staff to be assigned to this engagement. It should also specify an approach that will meet the request for proposals requirements.

The Technical Proposal should address all the points outlined in the request for proposals (excluding any cost information which should only be included in the sealed cost proposal). The Proposal should be prepared simply and economically, providing a straightforward, concise description of the firm's capabilities to satisfy the requirements of the request for proposal. While additional data may be presented, the following items must be included, as they represent the criteria against which the proposal will be evaluated.

1. Independence. The firm should provide an affirmative statement that it is independent of the Town of Elizabeth and any of its employees as defined by applicable standards. In addition, the firm shall give the Town of Elizabeth written notice of any professional relationships entered into during the period of their engagement that may affect their independence from the Town.

2. Firm Qualifications and Experience. The firm should state the size of the firm, the location of the office from which the work on this engagement is to be performed and the number and nature of the staff to be employed on this project. If the firm uses subcontractors, the qualifications of each subcontractor should be separately identified and portion of the audit work that will be subcontracted should be identified, if applicable.

If the firm is a joint venture or consortium, the qualifications of each firm comprising the joint venture or consortium should be separately identified and the firm that is to serve, as the principal auditor, should be noted, if applicable.

If selected, the firm shall provide proof of workers' compensation insurance as well as proof of professional liability (errors & omissions) insurance of at least one million dollars (\$1,000,000) of coverage.

3. Partner, Supervisory and Staff Qualifications and Experience. Identify the principal supervisory and management staff, including engagement partners, managers, other supervisors and specialists, who would be assigned to the engagement. Study personnel may be changed at the discretion of the firm, provided replacements have substantially the same or better qualifications or experience than the personnel they are replacing.

4. Prior Engagements with the Town of Elizabeth. List separately all engagements within the last five (5) years with the Town of Elizabeth.

5. Similar Engagements with Other Government Entities. List engagements performed in the last five (5) years which are like the engagement described in this request for proposal.

6. Specific Methodology. The proposal shall include a work plan, including an explanation of the study and analysis methodology to be followed, to perform the services required in this request for proposal. In developing the work plan, reference should be made to sources of information for market analysis.

Firms will be required to provide the following information on their approach:

- a. Proposed segmentation of the engagement (The Town's preference is for work commencing in July 2025). Substantial completion required by October 1, 2025.

- b. Level of staff and number of hours to be assigned to each proposed segment of the engagement.
- c. Approach to be taken to gain and document an understanding of the Town of Elizabeth's pay philosophy.
- d. The firm's preferred approach to determining a defined market (this will be finalized at the discretion of the Town).
- e. The methodology used to compare positions to the defined market.

B. COST PROPOSAL

The cost proposal should contain all pricing information related to performing the study and analysis as described in this request for proposal. The total all-inclusive maximum price to be bid on is to contain all direct and indirect costs including all out-of-pocket expenses.

The Town of Elizabeth will not be responsible for expenses incurred in preparing and submitting the technical proposal or the cost proposal. Such costs should not be included in the proposal. The cost proposal should include the following information:

- a. The name of the firm.
- b. Certification that the person signing the proposal is entitled to represent the firm, empowered to submit the bid, and authorized to sign a contract with the Town of Elizabeth.
- c. Schedule of professional fees and expenses if there are any possible additional charges.
- d. Manner of payment, including requirement for progress payments.

C. EVALUATION PROCEDURES

Evaluation of proposals will be done in accordance with the criteria and procedure defined herein. The following parameters will be used to evaluate the submittals (with weighted values): The rating scale shall be from 1 to 5 with 1 being a poor rating, 3 being an average

Evaluation Criteria

Weighting Values	Qualification	Standard
30%	Scope of Proposal	Does the proposal address all elements of the RFP? Does the proposal show an understanding of the project objectives, methodology to be used and results/outcomes required by the project?

30%	Firm Capability & Reputation	Does the firm have the resources, financial strength, capacity and support capabilities required to complete the study and analysis? Has the firm successfully completed previous work of this type and scope? Are sufficient people of the requisite skills and qualifications assigned to the project?
20%	Cost	Does the cost compare favorably with the Project Manager's estimate and other proposals?
20%	Schedule	Are there any exceptions to the schedule outlined for completion of phases of the work to be performed?

Review of Proposals

The Selection Committee, which will be made up of members of Town Staff, will review and evaluate the proposals. The Selection Committee will rank each proposal based on the **Evaluation Criteria** listed above.

The Town of Elizabeth reserves the right to retain all proposals submitted and use any idea in a proposal regardless of whether that proposal is selected. During the evaluation process the Town of Elizabeth reserves the right, where it may serve the Town of Elizabeth's best interest, to request additional information or clarifications from the firms, or to allow corrections of errors or omissions. During the evaluation process, the Town may, at its discretion, request that eligible firms make oral presentations. Such presentations will provide firms with an opportunity to answer any questions the Town may have regarding a firm's proposal. Not all firms may be asked to make such oral presentations.

FINAL SELECTION

It is anticipated that a firm will be selected by the Board of Trustees on or about July 8, 2025. Following notification of the firm selected, it is expected that a contract will be executed between both parties on or about July 9, 2025. (A draft of the proposed *Professional Services Agreement* is attached hereto as **Exhibit A**.)

RIGHT TO REJECT PROPOSALS

Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposal unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the Town of Elizabeth and the firm selected. The Town of Elizabeth reserves the right to reject any or all proposals.



Compensation Study and Pay Equity Analysis
Town of Elizabeth, Colorado

Paypoint HR, LLC
695 Santa Maria Lane
Davidsonville, MD 21035
(443) 336-4272

Cost Proposal

PHASE 1 Classification Component

Task		Hours
A	Project Start and Initial Meetings	6
B	Baseline Data Collections & Initial Analysis	13
C	Job Analysis Collection/Completion	15
D	Job Evaluation and Classification Development	13
E	Draft Job Descriptions and Policy Guides	4
F	Develop Guide for Implementation of Changes and Draft Interim Report	6
	Subtotal Professional Hours	57

PHASE 2 Compensation Component

Task		Hours
A	Identify Benchmark Positions and External Survey Comparator List	6
B	Design and Distribution of Survey	13
C	Collect and Analyze Survey Data	32
D	Internal Relationship Analysis and Internal Alignment	22
E	Preparation of Draft Report	17
F	Deliver Final Report and Work Products for Implementation	13
	Subtotal Professional Hours	103

Total Estimated Hours of Phase 1 & Phase 2	200
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The standard consulting rate for the senior personnel listed, consistent with the Federal GSA schedule, is \$125 per hour of service. The total, firm-fixed price fee would be \$20,000. Travel for in-person meetings would be billed at \$1250/day and \$2500 for travel. Regular invoices, including a thorough delineation of services rendered, would be on a net 30-day basis. Paypoint expects support from the client in communication with key staff, setting up meetings, and providing meeting resources, as well as establishing reporting relationships, milestones, and timelines.

Provisions to Other Agencies: Paypoint HR agrees to make available to other Government agencies, departments, and municipalities the prices submitted in accordance with said terms and conditions therein, should any said governmental entity desire to buy under the terms of the proposal.



Compensation Study and Pay Equity Analysis
Town of Elizabeth, Colorado

Paypoint HR, LLC
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Management Synopsis

Paypoint HR, LLC is submitting a proposal in response to the Town of Elizabeth's request for a Comprehensive Compensation Review and Classification Study aimed at positioning the Town as an employer of choice. Our study will objectively assess job roles, organizational hierarchy, and external market pay ranges for approximately 28 existing positions and 10 new positions, providing data-driven recommendations for adjustments. The study will be completed within 16-20 weeks and will incorporate quantitative evaluations to support informed decision-making on compensation and benefits.

Our methodology emphasizes collaboration with clients and employees to develop practical, actionable recommendations and ensure their successful implementation. Paypoint HR recognizes that employees are the Town's most valuable asset, and by including their input, we help foster a workplace culture where they feel valued and engaged in public service.

We rigorously test our recommendations to ensure they align with sound business practices and provide a structured framework for recruitment, retention, and compensation management. Our goal is to equip the Town with a sustainable and competitive compensation strategy that supports long-term success in attracting and retaining top talent. Specifically, we have developed an approach and methodology that incorporates the following:

- Market competitiveness.
- Recognition that compensation is comprised of more than just base pay levels.
- Consideration of changes in recent compensation trends and strategies.
- Customization of solutions that consider the diversity of needs present within the Client's organization and allows the Client to select the components and options that best meet their overall needs.

Once the recommendations are made for updates to classifications and pay structures, the Town will be given our custom designed tools for implementation and ongoing administration. We will create a custom Compensation Factor Scoring (CFS) system using information gathered during the study and providing the Town with access to the system to help place positions in the future.

Independence: Paypoint HR is independent of the Town of Elizabeth and any of its employees as defined by applicable standards. In addition, Paypoint HR shall give the Town of Elizabeth written notice of any professional relationships entered into during the period of their engagement that may affect their independence from the Town.

Consultant Information

Paypoint HR is a cost-effective, innovative firm specializing in classification and compensation solutions for the public sector. Founded in Maryland, our main office is located in Davidsonville, with an additional office in Manteo, North Carolina. As an independent Woman-Owned Small Business (WOSB), we have been helping public organizations develop internally equitable and externally competitive pay plans since 2015.

Our unique approach integrates expertise from diverse fields, including organizational design, compliance, research analytics, business strategy, and human resources. By leveraging this multidisciplinary expertise, we collaborate with clients to develop strategic, customized classification and compensation plans that enhance their ability to recruit and retain top talent. We believe our firm stands apart by uniting specialists from multiple disciplines to provide tailored solutions that give our clients a competitive edge in their labor markets.

Paypoint HR's team consists of recognized experts in human resource management who understand that compensation management is not a "one-size-fits-all" approach. While we adhere to established standards, our analysis is more thorough than our competitors, incorporating both standard pay calculations and customized reports tailored to client needs. We develop compliant job descriptions and pay plans based on the latest regulations, reducing grievances and enhancing equity. Our recommendations also consider the business and operational needs of organizations.

With decades of experience providing total compensation solutions to the public sector, Paypoint HR has the executive staff and resources ready to deliver exceptional service. Our response to the Statement of Work details our business history, personnel, and processes, demonstrating our ability to meet the Town's needs.

We are active members of WorldatWork and the Society for Human Resource Management, continuously staying updated on emerging trends and best practices. Our personnel have presented at industry associations, financial organizations, and universities and serve on various boards. We conduct custom external market surveys and leverage industry data, including recent survey reports, regulatory updates, and labor market trends. We welcome client input on preferred survey sources and believe our expertise, proprietary software, and extensive data resources set us apart from other contractors, ensuring the successful achievement of project goals.

Our current workload allows us to commit the necessary staff members to the successful completion of the project. We welcome the active participation of the project team throughout the entire study but understand that they will be engaged with other priorities as well. Paypoint HR expects support from the client in communication with key staff, setting up meetings, providing meeting resources, as well as establishing reporting relationships, milestones, and timelines.

Karin Campbell and Dr. Rick Campbell are legally authorized to represent Paypoint HR and will serve as the main contacts for the project.

Project Manager – Primary Contact

Karin Campbell, SPHR, SHRM-SCP
695 Santa Maria Lane
Davidsonville, MD 21035
Karin@PaypointHR.com
(443) 336-4272

Technical Director – Secondary Contact

Dr. Rick Campbell, CCP
695 Santa Maria Lane
Davidsonville, MD 21035
Rick@PaypointHR.com
(540) 815-7837

Principals



Karin Campbell, CEO & Project Manager

Master of Business Administration, University of Texas
Bachelor of Science in Business Marketing, University of Maryland
SPHR, SHRM-SCP, IPMA-SCP

Mrs. Karin Campbell has led Human Resource initiatives for more than 20 years. She has helped over 700+ employers and 15,000 employees with the development and delivery of customized HR solutions for employee management programs; conducting labor cost analysis of employee administration, benefits, retirement, workers' compensation, federal, state, and local taxes; budgeting for human capital including recruiting, onboarding, benefits, risk management, training, and compliance; and planning, design, and implementation of payroll administration; health, dental, vision, life, and AD&D insurance; and pension, as well as ancillary benefits within a limited timeframe to large workforces.

She has consulted with clients and their employees on complicated employment topics. Her responsibilities also include development and maintenance of compliance and risk management programs. She has taught OSHA compliance as an adjunct professor. Currently she holds SPHR, SHRM-SCP, and IPMA-SCP designations and serves on the Board for the ASHRM chapter. Karin has a strong understanding of current trends in the benefits industry. Karin worked from 1995-2002 for HRLogic, Inc., a wholly owned subsidiary of Fidelity Investments. Most recently Karin owned her own HR firm, Alpine HR, from 2003 until 2012, when she sold her business. In 2013, Karin along with her husband, Rick, formed Paypoint HR, an HR consulting firm which specializes in employee compensation for both private and public-sector concerns.

Karin's expertise has been utilized in studies that involve:

- Employee Outreach – She has developed time tested approaches to gaining employee buy in through effective communication and involvement of staff at all levels. She has created formats for briefing sessions, and orientations that follow accepted industry protocol and considers both the qualitative and quantitative aspects of data

- collection. Her approach has allowed for better understanding of the nuances within organizations and uses it to formulate recommendations and overcome obstacles that positively impact acceptance.
- Policy Design and Implementation – She has created a process methodology for implementation of classification and compensation recommendations. The flow of the process lends itself to clear transfer of administration and maintenance from plan adoption through to long-term application.
 - Communication Plans – She has led successful projects by creating communication plans with the input of each client to recognize project milestones and progress. She has created relationship reporting to ensure projects are completed on time and within budget.
 - Business Strategy – She analyzes the strengths, weaknesses, opportunities, and threats faced by each client and the community they serve to incorporate resources into the final recommendations that maximize return. She has helped clients face challenges in gaining the financial commitment necessary to adopt and implement recommendations.



Dr. Rick Campbell, President & Director of Research

Ph.D. in Engineering Science and Mechanics, Penn State University
 Bachelor of Science in Applied Mathematics, University of Virginia
 Certified Compensation Professional (CCP), WorldatWork

Dr. Rick Campbell's extensive education and experience in the field of mathematics has enabled him to understand highly technical issues. Because he has managed both internal and external clients, he has developed the ability to take the most advanced problems and convert them into easily understood terms and processes. He has applied this experience to the field of compensation and classification for the past 12 years.

He has worked for NASA GSFC, GE Aircraft, and Lockheed Martin Space Systems among others. His roles included Team Lead, Project Manager and Principal Engineer.

Dr. Campbell holds 7 U.S. and international patents for his creative ideas on product and process improvement. Rick has experience with Lean Six Sigma for both service organizations and manufacturing organizations. He brings his unique skills to Paypoint HR to improve the accuracy of our research findings and recommendations.

Rick's knowledge heavily influences the following areas of the study:

- Performance Based Pay – He has built pay plans that incorporate performance metrics and translates them into fair pay based on relevant goals. His plans maintain objectivity and are multifaceted. He has established performance review processes and standards for merit-based compensation pay. He has converted organizations to pay-for-performance that desired merit-pay programs and were limited by existing policy and structures.

- Big Data and Research Analytics – He has worked on projects that have required large data sets and has created the format to collect and manage the data that maintains integrity and validity. He has engineered programs that are user friendly yet robust in their functionality and interpolates data into meaningful information to a granular level.
- Trends analysis – He has reviewed and analyzed data that look for patterns and correlation to determine if they are valid indicators for comparison. He has looked at causality and correlation links to consider potential for predictability.
- Study Validity – He has determined appropriate metrics for comparison in the selection of comparator organizations and benchmark positions to ensure relevancy of findings.
- Financial Impact – He has applied both short-term and long-term implications of recommendations for clients to assist in the ability to project necessary funding and revenue sources.

Additional Project Personnel



LTC (Ret) Narrie Magturo, Director of Quality

Master of Science in Environmental Management, Webster University
 Master of Science in Environmental Science, Purdue University
 Bachelor of Arts in Biology, Capital University
 Certification. American Red Cross Disaster Response Team.



Jenna Hurdle, Project Associate

Bachelor of Arts in Criminal Justice, High Point University



Jennifer Holcomb, Quality Specialist

Bachelor of Science in Health Sciences, San Diego State University
 Associate Degree in Nursing, Mira Costa College



Erin Martell, Technical Writer

Master of Science in Criminal Justice, , Northeastern University
 Bachelor of Arts in Liberal Arts, St. John's College

Recent Similar Engagements

Organization	Project Title and Service Dates
Accomack County, Virginia	Classification & Compensation Study 2023
City of Alton, Illinois	Compensation Study 2025
City of Bath, Maine	Compensation Study 2021 - 2022
Town of Berlin, Maryland	Wage Compensation and Classification Study 2022 - 2023
City of Bellaire, Texas	Classification Study and Total Compensation Study 2023 - 2024
Belknap County, New Hampshire	Pay and Classification Audit - Consultation Services 2021 - 2022
City of Brentwood, Missouri	Employee Compensation (Wage and Benefits) and Classification Consulting Services 2024
City of Broken Arrow, Oklahoma	Classification Study 2024 - 2025
City of Brooklyn Center, Minnesota	Peer Market Survey and Job Salary Analysis 2024 - 2025
Town of Centreville, Maryland	Classification and Compensation Study 2024 - 2025
City of College Park, Maryland	Job Classification and Compensation Study 2023 - 2024
City of Columbia, Missouri	Classification and Compensation Data Consultation Services 2018 - 2022
City of Concord, New Hampshire	Classification and Compensation Study 2024 - 2025
City of Cottage Grove, Minnesota	Position Classification and Compensation System 2020 - 2025
City of Delray Beach, Florida	Compensation and Classification Study 2024

Town of Derry, New Hampshire	Consulting Services for Classification and Compensation 2023 - 2024
City of Des Peres, Missouri	Comprehensive Compensation Study 2024
Elko County, Nevada	Compensation and Classification Study 2019 - 2021
Town of Enfield, New Hampshire	Classification and Compensation Study 2023
Eureka County, Nevada	Compensation and Classification Study 2023 - 2025
City of Farmington, Missouri	Comprehensive Compensation Study 2025
City of Fort Morgan, Colorado	Compensation Study & Analysis 2022 - 2023
Town of Frederick, Colorado	Classification and Compensation Study 2023 - 2024
Town of Front Royal, Virginia	Compensation and Classification Study 2016 - 2018, 2022, 2023
Town of Goffstown, New Hampshire	Classification and Compensation Study 2023
Gratiot County, Michigan	Classification and Compensation Study 2022 - 2023
City of Green Cove Springs, Florida	Comprehensive Classification and Compensation Study 2024
City of Hagerstown, Maryland	Compensation and Classification Analysis 2023 - 2024
Town of Highland Park, Texas	Compensation/Benefit Study 2025
Village of Indiantown, Florida	Compensation and Classification Study 2025
Islamorada, Village of Islands, Florida	Compensation Classification and Job Study 2025
Jefferson County, Missouri	Salary and Classification Study 2025

City of Jacksonville, Texas	Compensation and Classification Study 2021 - 2022
Kent County, Delaware	Compensation & Classification Study 2022 - 2023
Knox County, Illinois	Classification & Compensation Study 2019 - 2025
Town of La Plata, Maryland	Organizational Design Study 2021 Classification and Compensation Study 2022
City of Lake City, Florida	Classification and Compensation Study 2022
City of Lake Dallas, Texas	Employee Compensation Study 2020
City of Largo, Florida	Compensation & Classification Study 2019 - 2020, 2022, 2023 - 2024
City of Leander, Texas	Citywide Compensation Study 2022
City of Melbourne, Florida	Compensation and Class Study 2025
Merrimack County, New Hampshire	Pay and Classification Study - Consulting Services 2023
Miami-Dade County, Florida	Position and Compensation Study 2024 - 2025
Mid-America Regional Council, Missouri	Pay Plan Study Consultation Services 2016, 2022, 2024
Millard County, Utah	Salary Survey and Compensation Analysis Services 2021 - 2022
City of Muscatine, Iowa	Compensation Study 2023
City of Newberry, Florida	Employee Classification & Compensation Study 2023
Town of North Beach, Maryland	Wage Compensation and Classification Study 2023 - 2024
Nye County, Nevada	Classification & Compensation Study and Analysis 2025

City of Portland, Tennessee	Compensation Study 2024
City of Raytown, Missouri	Compensation and Classification Plan 2021 - 2023
Rockingham County, New Hampshire	Pay and Classification Audit 2021
Village of Scarsdale, New York	Compensation and Classification Study 2023 - 2024
City of Seabrook, Texas	Job Analysis & Evaluation 2023
City of South Portland, Maine	Compensation Plan Study 2019 - 2020; 2024
City of St Pete Beach, Florida	Compensation Study 2023 - 2024
City of Stuart, Florida	Classification and Compensation Study 2019, 2024
Town of Sunapee, New Hampshire	Classification and Compensation Study 2024
City of Tomball, Texas	Classification and Compensation Study 2023
City of Villa Rica, Georgia	Compensation Study 2023
Town of Warrenton, Virginia	Classification and Compensation Study 2022 - 2023 Organizational & Staffing Study 2022 - 2023

Scope of Work

Assessment of Needs

Paypoint HR has done a preliminary review of possible hurdles specific to the Town of Elizabeth's ability to attract, motivate, and retain employees. Furthermore, our project history has familiarized us with projects similar in size, scope, and services. You can feel confident our approach is time tested.

Our understanding of the project is that Elizabeth is a full-service Town that provides both its residents and tourists with a full range of municipal services. The Town desires to update their current compensation plan to keep up with current compensation practices. The purpose is to attract and retain a high performing and engaged workforce that will continue providing excellent service to those who live in the Town.

Possible Challenges

Paypoint HR found the following issues as possible sources of challenges:

- Increase in community demands and expectations for service offerings paired with limited resources to quickly adapt,
- Difficulty recruiting qualified individuals for certain positions,
- Job roles have changed due to changing technology, increased regulations, etc.,
- Increasing cost of employee benefits,
- Pay compression, external inequity, and perception of internal inequities, and
- A highly competitive labor market with other public and private employers in the region competing for the same labor force.

These obstacles are independently problematic and collectively require a change from a tactical management style to a strategic management philosophy. We believe developing a long-term strategy for recruiting and retaining employees is the true intent of this RFP. Paypoint HR understands we will be working with an appointed team leader, key leadership staff, and stakeholders (Project Team) to validate the scope of services, methodology, timelines, and other deliverables. We anticipate several virtual meetings, but we remain flexible to meet your needs. We are planning that meetings will be used to kick-off the project, employee briefing sessions, and presentation of the findings of the study.

Methodology

Our methodology is comprehensive and encompasses all of the requirements specified in the RFP. Phase 1 focuses on the Classification/Internal Components. Phase 2 focuses on the Compensation/External Component. The standard methodology we will use to conduct both phases of the study is laid out in the flowchart and delineated below.

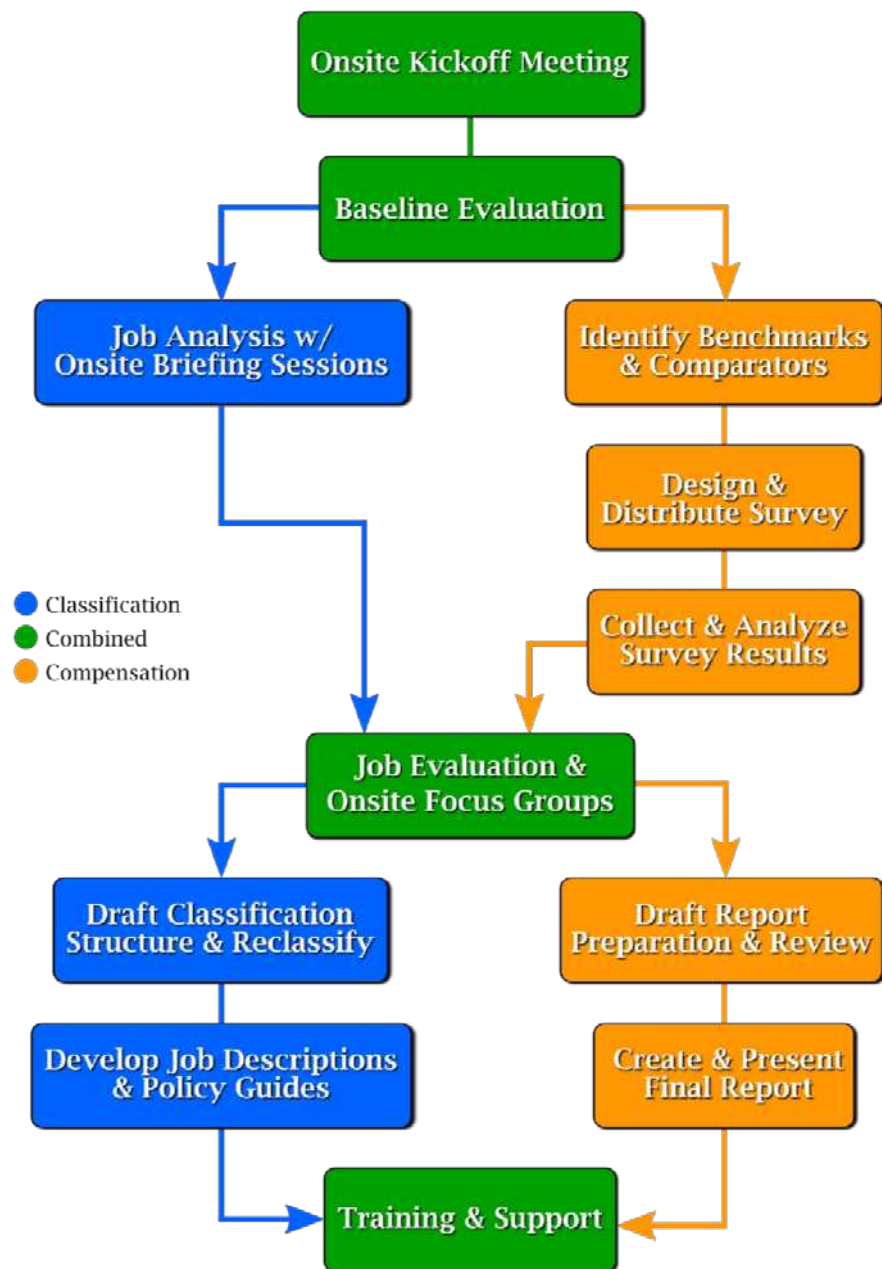


Figure 1 - Process Flow Chart

Paypoint HR plans to conduct the internal equity portion of the study prior to the external portion of the study though some activities will be conducted simultaneously. The reasons for this include:

- Job titles and job descriptions are, in the minds of the employees and their supervisors, inextricably associated with the “worth of the work” or pay. Compensation is often a highly emotional issue. By separating the two phases of the study, even though elements of the phases may be conducted concurrently, it gives us two separate yardsticks of measure.
- The compensation review will be completed when there is a full understanding of the scope of work, thereby ensuring that the data developed from the labor market and client’s classifications are correct.

Paypoint HR uses an expectation of excellence philosophy when approaching our projects. Based on the size and scope of each project, we determine the most effective utilization of resources and build our project team. We use secure, effective communication tools to safely and transparently share information. This approach tends to take a people-centric perspective, implementing short phases or steps that rely on ongoing feedback. This continuously reshapes and refines the project path. The methodology has proven successful over time and frees teams from using a cookie cutter approach to designing a custom work product. Consequently, we offer a faster turnaround and a dynamic ability to quickly adapt to changes.

Phase 1 – Classification/Competencies Component

- A. Project Start and Initial Meetings
- B. Baseline Data Collection and Initial Analysis
- C. Job Analysis Collection and Completion
- D. Job Evaluation and Classification Development
- E. Draft Job Descriptions and Policy Guides
- F. Develop Guide for Implementation of Changes and Draft Interim Report

Phase 2 – Compensation Component

- A. Identify Benchmark Positions and External Survey Comparator List
- B. Design and Distribute Survey
- C. Collect and Analyze Survey Data
- D. Internal Relationship Analysis and Alignment
- E. Preparation of Draft Report
- F. Deliver Final Report and Deliverables for Implementation

We will look at both qualitative data and quantitative data throughout both the classification and compensation portions study. Statistical data allows us to capture a snapshot of the existing plan and create baselines on the existing plan. This gives us a starting point to uncover areas of possible review and revision recommendations.

Phase 1 Classification/Competencies Component

This phase of the assignment will result in the study of all classes that includes the comparison of classes within series and to other occupational levels within the organization. Study tasks include project initiation and orientation, employee orientations, creation of custom surveys for employees and managers, completion of Position Vantage Point by employees, desk audits by managers and/or Human Resources, and interviews with employees. The cumulative information gathered will culminate in the preparation of revised or new class specifications, and a review process for all employees included in the scope of the study.

Task 1A – Project Start

The project initiation phase encompasses all the steps required to initiate the project. This task includes the following activities:

Kick-Off Activities

- Request pertinent materials prior to the project initiation meeting so that Paypoint HR understands the scope of the study, an understanding of the client's current classifications, and is prepared to seek further relevant information during the initial meetings.
- Obtain relevant information and statistical/anecdotal data on specific compensation issues and policies. Obtain insight into perceived current compensation system strengths and weaknesses. Identify current incumbents and gather any other documentation to gain better understanding of the client's operations.
- Meet Human Resources Director to discuss project context and methodology, determine reporting relationships, and clarify project understanding and Milestones to create the Communication Plan.
- Reach an agreement on a schedule for the project including all assignments and project milestones/deliverables and deadlines for completion of the assignment.
- Establish an agreeable communication schedule while identifying potential challenges and opportunities for the study.
- Schedule employee Kick-Off briefing sessions.
- Create an Executive Announcement Letter for distribution to staff.
- Initial review of relevant materials, including: (a) any previous projects, research, evaluations, or other studies that may be helpful to this project; (b) organizational charts for departments and divisions along with related job descriptions; (c) current position and classification descriptions, salary schedules, salary ranges, pay scales, payroll reports, and classification systems; (d) strategic business plans and budgets; (e) personnel policies and procedures; and (f) evaluation criteria.
- Discuss the Client's strategic direction and the short-term and long-term priorities.
- Review any data provided by the Client that may provide additional relevant insight.
- Review internal career ladders to identify needs, make recommendations, and keep positions competitive in the market.
- Maintain open lines of communication.

EXECUTIVE LETTER OF ANNOUNCEMENT TEMPLATE Dear Staff, We are pleased to announce that the City has authorized a consultant to review the Compensation and Classification plans for the City's employees. The consultant will conduct the review with cor... classifications. The appropriate for the After a thorough re... resources firm to p... plans. The well-respected objectives: • Conduct an... demograph... and socioe... • Prepare a c... labor mark... • Analyze cu... the positio... • Provide rec... guidelines... employees	
DATA REQUEST LETTER TEMPLATE Subject: Request for Information Paypoint HR is looking forward to working with South Portland on this important project. In order to get started, we will need some background information from you. You should receive an excel file along with this letter with a sample format for providing the majority of information. We will gladly accept supplemental materials though prefer workable documents whenever possible. The following is a checklist of the data you will need to generate and send to us: • Employee background data • Names and emails of Supervisors • Existing pay plan structure(s) • List of benefits - PTO, health, dental, vision, pension, wellness, etc. • Copy of: ○ Job descriptions (preferably in a searchable document format) ○ Organizational Charts ○ Most recent programs, policies, and philosophy (manuals, agreements, handbooks, collective bargaining agreements, etc.) ○ Administrative policies and procedures ○ Performance pay policies and budget ○ History - when was current plan established, what changes have taken place and why ○ Financial data such as revenues, budgets, annual reports, long-term and short-term strategic plans, mission, vision, values, and other relevant material	

Figure 2 - Sample Letter Templates

Task 1B - Baseline Evaluation

Paypoint HR will incorporate the accumulated knowledge and understanding of the project gathered at this point into a main client file. Data will be collected throughout the project and will be housed in this central location. The Baseline Evaluation Task evaluates the current system as outlined and includes the following activities:

- Conduct a comprehensive preliminary evaluation of the client's existing position review process. Conduct any necessary question and answer sessions. Develop an accurate database of client's employees for study and review data as well as career ladders. Understand the client's approach to compensation and overall philosophy on attracting and retaining competent staff.
- Review the existing pay structure and processes to look for potential problems to be resolved. Determine the strengths and weaknesses of the current pay plan(s).
- Complete an assessment of the current conditions that details the pros and cons of the current system as well as highlights areas for potential improvement in the final adopted solution.

- Conduct a thorough review of all background materials related to the client's classification system. Review information from the department head as well as incumbents. Conduct interviews as appropriate.
- Document accepted compensation and classification philosophy and budgets based on input from the Study Project Leaders and other key staff.
- Gain understanding of employee recruiting and retention processes to uncover challenges in the local labor market and provide guidance on market positioning strategies.
- Once a baseline is determined, establish the client's current position as compared to the local market using sources of data preferred by the client as well as Paypoint HR's resource library for consideration.
- Look at goals for recruiting and retention with regards to sustainable budget amounts that will support recommendations on market position strategy.
- Consider both current and anticipated information technology programs, software and staffing levels to support, implement, administer, and maintain the recommendations given to the client by Paypoint HR.

Current Grade	Staff #	# near Min	% near Min	# near Max	% near Max
110	19	3	15.8%	1	5.3%
111	43	10	23.3%	5	11.6%
112	16	2	12.5%	1	6.3%
113	35	5	14.3%	6	17.1%
114	17	2	11.8%	2	11.8%
115	13	0	0.0%	0	0.0%
116	31	1	3.2%	2	6.5%
117	2	0	0.0%	0	0.0%
118	26	1	3.8%	4	15.4%

Figure 3 – Sample Baseline Evaluation

Task 1C – Job Analysis Collection and Completion

The job analysis portion of the study includes employee outreach. We find that by having employee involvement, your staff will feel more valued. By gaining insight from employees about their position and the overall pay structure, in their own words, the study deliverables will be more relevant and as a result, employees will be more inclined to accept recommendations.

During this stage in the process, the following milestones will be met:

- Conduct employee briefing sessions to review the role of employees, the role of supervisors, the scope of work to be covered by the study and to explain how to complete the job analysis questionnaire (Position Vantage Point, or PVP.) It is communicated to employees that this process is not a performance review, but rather an identification of what should be required for new employees.
- Employees will be given a period to complete the PVP, usually 10 – 14 days. Employees are encouraged to retain a copy of their responses for their records.
- Completed surveys are given to department heads for their review and input. Front line supervisors often work in collaboration with department heads during this process. Typically, this process takes 7 – 10 days.
- Department heads turn in the reviewed PVPs to Human Resources for any further input with the final product then provided to Paypoint HR for analysis.

Task 1D – Job Evaluation and Classification Development

Task 1D of the project acknowledges the job analysis information and supporting material. The Town may have Paypoint HR utilize an existing classification method or choose to utilize Paypoint HR's Compensable Factor System (CFS). Once the job analysis PVP is distributed, Paypoint HR will:

- Facilitate collection of job descriptions, desk audits, and supporting materials from the Study Project Leaders or designated Human Resource department contact. The job descriptions, audits, and supporting reports will be reviewed and analyzed in detail along with other documentation to obtain an understanding of the duties and responsibilities assigned to each position.
- Identify the classification of existing positions utilizing the existing job evaluation system, review jobs, and characterize the internal equity relationships within the organization.
- Review all class specifications with the Study Project Leaders. Review each classification and score the classification using a point factor system or the system that the client has in place. Include an evaluation of results.
- Develop preliminary recommendations for the classification structure. The classification system designed at this point will be based solely on internal equity relationships and will be guided by scores for each classification. Essentially, a structure of classifications will be reviewed and classifications with similar scoring would be grouped into pay grades. The final decision on the minimums and maximums of the pay grades will be determined after the market data has been collected.

Evaluation Factors

- Education / Experience / Certifications
- Duties
- Complexity
- Independence
- Impact and Accountability
- Supervision and Authority
- Interaction
- Environment

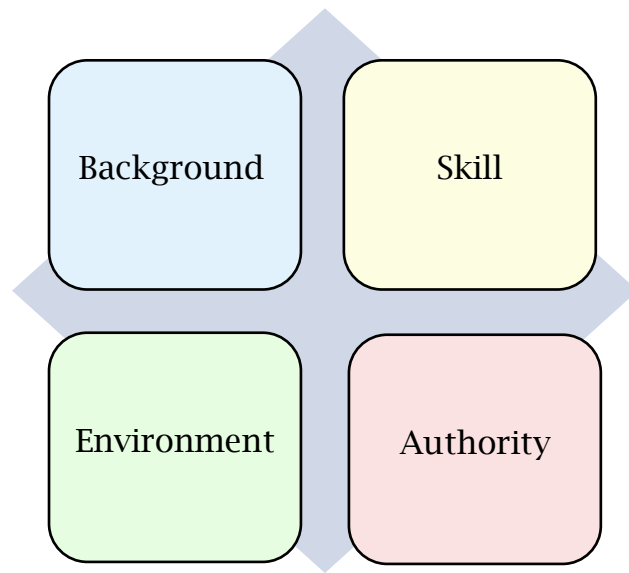


Figure 4 - Position Evaluation Factors (Example)

Prior to developing detailed class descriptions, our job evaluation will result in a classification plan concept and employee allocation discussion with the Project Team. We recognize the Town will have its own factors to determine hierarchy. We will compare changes in business needs and operations, as well as any reorganization, with the established classification system and job families, as well as review internal relationships between classifications.

Our job evaluation method involves a quantitative approach. The whole position classification methodology examines your current evaluation criteria and augments it with other factors as needed. Our analysis will include our assessment methodology. We will list broad class concepts and highlight where significant changes may be recommended, such as, expanding or collapsing class series in the same functional area and/or separating or combining classifications assigned to different functional areas. We will review and analyze current classification series, the number of classifications and classification levels, and job families. We will also review, and update established titling guidelines for the studied classifications for appropriate and consistent titling.

A detailed, incumbent-specific allocation list for each position included in the study will be prepared, specifying current and proposed classification title and the impact of our recommendations (reclassification upgrade or downgrade, title change, or no change). After we have completed this process, a meeting will be arranged to review any recommended changes to the classification plan with the Study Project Leaders.

After preliminary approval of the class concepts and allocation lists, recommendations for new and/or updated class descriptions will be developed for each proposed classification following the format approved by the client.

From the review of the PVPs, desk audit reports and any interviews, we will update duties, responsibilities, and minimum qualifications of each class specification, as necessary, or develop new class specifications if duties, responsibilities, and minimum qualifications have changed significantly. We will recommend new classification/class levels and/or operational changes, business needs, and any reorganizations that require new classifications. Analysis of FLSA, EEO, and ADA requirements will also be analyzed for compliance.

Index of Current to Recommend Job Classes

Current Job Class	New Job Class	Trans Code
Superintendent of Printing	Printing Supervisor	T
Support Services Project Manager	Delete	D
Survey Party Chief	Survey Party Chief	N
Surveyor I	Surveyor	M,D
Surveyor II	Surveyor	S,N
	Utility Locator	J
Switchboard Operator	Clerical Assistant	M,D
Systems Analyst	Systems Analyst	N

Transaction Codes

M - Merge into Other Class

T - Title Modification

D - Delete Class Title

S - Split into Two or More Classes

N - No Change

J - New Job Class

Figure 5 - Sample Index of Current to Recommended Classes

The Index of Current to Recommended Job Classes is an alphabetical listing of all job classes currently used by the client and the recommended disposition of each of those job classes and titles. Current data is from the payroll, class specifications, and/or job descriptions, classification plan, and PVPs. New data includes job class title and transaction codes.

Task 1E – Draft of Job Descriptions and Policy Guides

Task E of the project will draft a job class classification and allow for review by the Town. This task includes the following activities, principally for new job titles and those that have substantially changed, namely:

- A draft copy of the revised/new class description with an allocation recommendation will be submitted to the Project Leaders.
- Department Heads and managers will receive a copy of their employees' draft job descriptions and will be asked to review their comments and feedback to verify and concur with the information provided.
- Subsequently each manager, supervisor, and employee will be given an opportunity to provide comments and concerns regarding any modifications to the classification structure and specifications.
- Our experience has been that this is one of the most critical phases of the project (but also one of the most time-consuming).
- Our proactive and effective communication process at this crossroad has always avoided formal appeals, adversarial meetings, or major conflicts after the study.
- Paypoint HR will provide a format for the client to show each employee whose position was studied, and how their position is being affected.
- The form will have two options for the employee's signature: one line is reserved for employees who have read and agree with their draft job description; the other line is reserved for employees who have read the draft class description and disagree with certain parts, want to make changes, want to add or delete information, or have general questions about the description and/or the process.

Task 1F – Develop Guide for Implementation of Changes and Draft Interim Report

A Draft Interim Report of the Classification Study will be completed and submitted to the client for review and comment. The report will contain:

- A recommended classification plan.
- A classification implementation and maintenance manual, including documentation regarding study goals and objectives, classification methodology, approach, and process, as well as analysis and resulting recommendations.
- The recommended allocation list, and classification title changes.
- Classification concepts and guidelines, as well as distinguishing characteristics and other pertinent information for implementation and continued maintenance of the pay plan.

Once we have received the Town's comments regarding the Draft Interim Report and have made any necessary changes, a Final Classification Report will be developed that is compliant with State and Federal Regulations.

Phase 2 Compensation Component

This Section of the study will result in the development of labor market survey parameters and the collection and evaluation of labor market survey data. The findings from the compensation component will be reviewed and analyzed to look for areas of possible improvement. Paypoint HR will create a pay structure that meets the Town's objectives. We will give the Town perspective on the economic impact adoption of the recommendations will have on the Town. This will make the factors for implementation clear and help anticipate needed steps to meet the overall goals.

Task 2A – Identify Benchmark Positions and External Survey Comparator List

Task 2A of the compensation portion of the study will include identifying benchmark job positions and identifying a mutually agreed upon list of external comparators to be included in the external survey. To complete this, the following steps will be taken:

- Involving the Study Project Leaders and stakeholders as appropriate, in the decision-making process.
- Agreement on which agencies are included *PRIOR* to beginning the study. Our experience has shown that this is the most advantageous approach.
- Conducting a thorough review of all materials to date including employee database, classification listing, interviews, compensation review, and meetings with the Project Management Team. This will be closely followed by an exploration of the Project Team's overall strategic compensation vision.
- Thoroughly reviewing the various components of existing compensation plans and policies as well as the regulatory environment surrounding compensation.
- Identifying highly competitive positions within the organization and customizing the survey where appropriate.
- Reviewing and discussing how a compensation program might be designed to support the organization's business strategy and organizational objectives.
- Confirming and discussing the Project Team's preferred percentile placement within the marketplace.
- Acknowledging the organization's policy with respect to internal pay equity and employee perceptions of fairness.
- Addressing the Project Team's philosophy with respect to employee retention including the role compensation plays in retention issues.
- Reviewing the Project Team's philosophy with respect to fiscal sensitivity and flexibility.

"Benchmark classes" are normally chosen to reflect a broad spectrum of class levels. The positions that are selected normally include classes that are most likely to be found in other similar agencies and will therefore provide a sufficient and valid sample for analysis.

Benchmark positions should encompass the entire range of positions from the beginning of the pay ranges to the end. There should be a number of positions equally interspersed among the pay scale. Positions that have been difficult to attract and retain excellent

employees should be included. Paypoint HR will offer information and examples for the Project Leaders to consider, which will provide a measurable, rational, fact-based methodology to determine the relative job worth within the organization (as required by the EEOC).

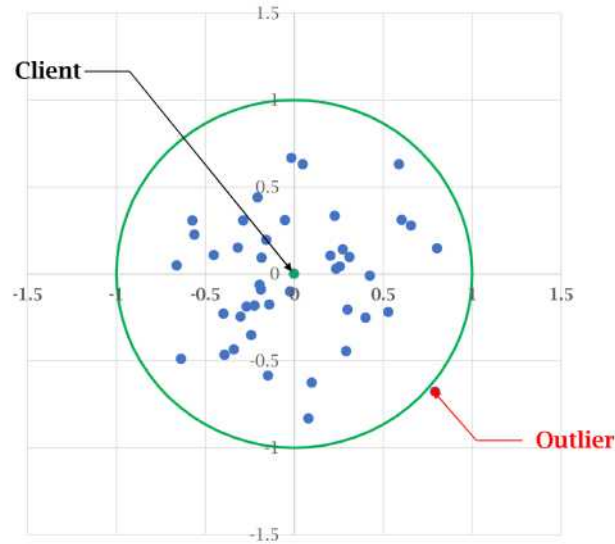


Figure 6 - Illustration of Economic Variance Using the Client as the Baseline

Paypoint HR will conduct an economic analysis of regional organizations to identify a preliminary unbiased list of appropriate comparators. The purpose of this step is to ensure the worthiness and legitimacy of using these organizations to develop recommendations. This adds validity to the findings and yields defensible results. We will keep in mind the Project Team's criteria on such factors as degree of competition for obtaining and retaining candidates for high quality staff, their location in the Town's traditional recruitment areas, and their level of service. Paypoint HR uses objective parameters to determine the legitimacy of findings. Below is a list of possible criteria to consider when selecting organizations to be sampled:

Sample List of Selection Criteria

Median Housing Price	Unemployment Rate
Median Household Income	Labor Force Participation Rate
Cost of Living Adjustment	Proximity
Population	

Each organization considered is given a variance score related to data points and an aggregate variance score is created. This will help identify the organizations whose results will provide validity to the study. Upon identifying benchmark positions and the selected comparators, Paypoint HR will then create the document for surveying the selected organizations and conduct the external survey.

Task 2B – Design and Distribute Survey

In Task 2B of the study, it is anticipated that the creation and distribution of the external survey will take place. This analysis will include a detailed concise presentation of data to be collected. The survey will include job titles along with a summary of each position. This approach allows respondents to compare job description to job description and not just job titles, therefore ensuring true "matches" from the survey respondents.

Paypoint HR will send the survey to all comparators and if necessary, complete Freedom of Information Act (FOIA) requests. We conduct all of the survey distribution, data collection, and analysis ourselves to ensure validity of the data and to enforce quality control. While there is an industry standard of 5-15% response rate for surveys, Paypoint HR typically receives 25-40% response rates. While the surveys are out for distribution, Paypoint HR will further examine the existing compensation environment to establish a baseline and keep in contact with the Project Team.

Task 2C – Collect and Analyze Survey Data

Job Title	Job Summary	Hours	Min	Max
City Clerk's Office				
Administrative Assistant	This work involves complex and responsible clerical support and staff assistance activity. Perform research and retrieval of records, reports, forms, memoranda, letters, etc. HS_GED, + 2 yrs experience.	2080	23.18	37.1
City Clerk	This position is responsible for administrative and supervisory work managing the various functions and responsibilities of the City Clerk's Office. Bachelor's Degree, + 5 yrs experience.	2080	39.66	63.45
Deputy City Clerk	This position is responsible for administrative and supervisory work in planning, organizing, and coordinating administrative activities of the City Clerk's Office. Performs customer service functions including information and assistance related to records research, responds to routine questions, complaints, or requests for service. Associate's Degree, + 3 yrs experience.	2080	26.84	42.95
Development Services				
Building Inspector	This is technical work conducting building inspections to ensure buildings and structures are constructed and tested in compliance with existing City codes, ordinances and statutes. Record and document all building inspections and prepare inspection reports. HS_GED, State of Florida Standard Inspector Certification, + 5 yrs experience.	2080	25.56	40.9
Planner	The work of a Planner is either in the category of current planning, focusing on landscape and development project review, or in long-range planning, focusing on land use, zoning, and land development regulation amendments. Bachelor's Degree, + 2 yrs experience.	2080	24.35	38.96

Figure 7 – Sample of Job Summaries in External Survey

Following the distribution of the surveys, Paypoint HR will collect the data and conduct an in-depth review of the survey results with the Study Project Leaders, as appropriate. The purpose of this review is to identify any additional information needed or areas that require further analysis. Paypoint HR will examine salary spread for all grades, ladders between grades, and identify the possibility of positions being compensated differently than intended from the existing plan. We will examine the distribution of employee salaries to highlight challenges and conduct an analysis of wage compression using Paypoint HR's proprietary statistical processes, if requested. Positions that contribute to compression are specifically identified for adjustment.

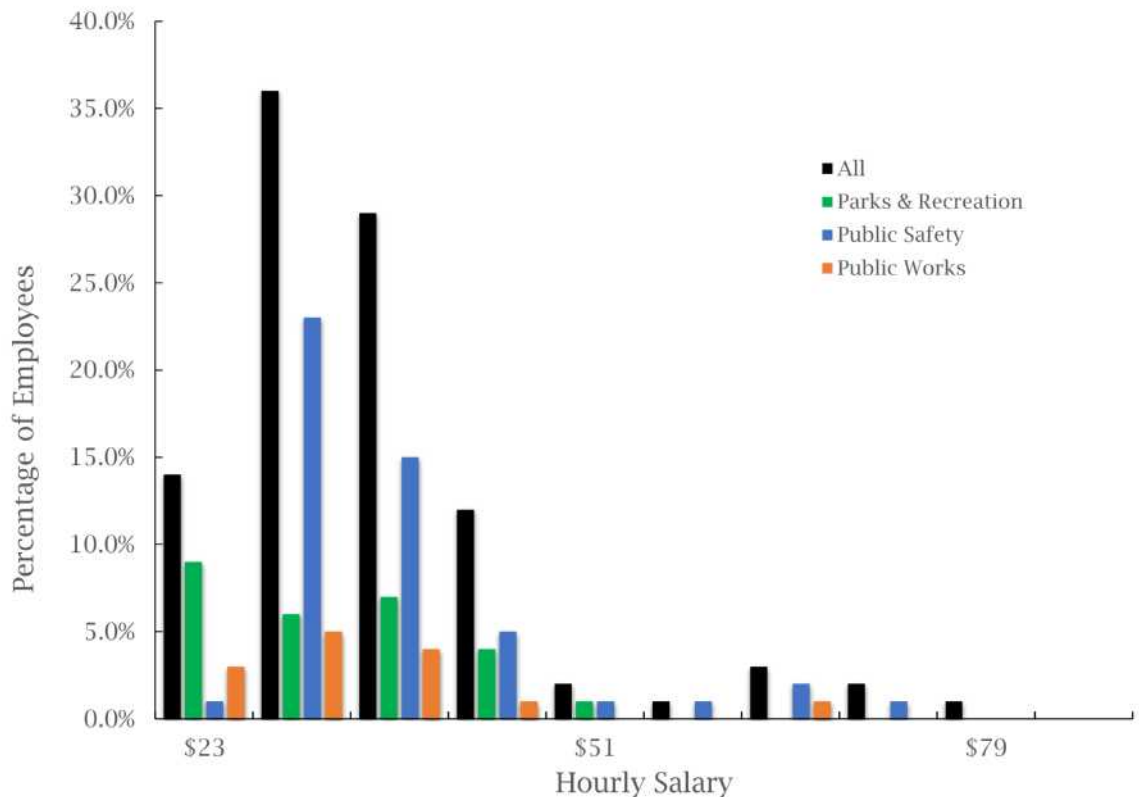


Figure 8 - Baseline Analysis of Client's Workforce

Task 2D - Internal Relationship Analysis and Alignment

To determine recommendations for internal equity, considerable attention will be given to this phase of the project. It is necessary to develop an internal position hierarchy based on the organizational value of each classification. By reviewing those factors, we will make recommendations regarding vertical salary differentials between classes in a class series (if recommended), as well as across departments.

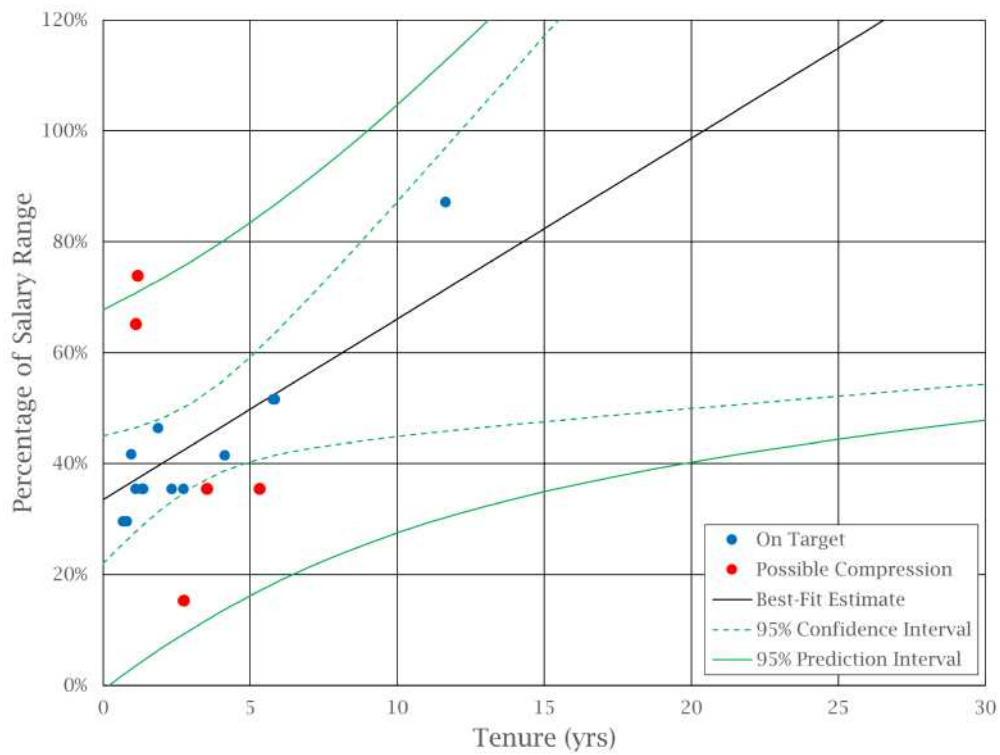


Figure 9 - Sample Internal Compression Analysis

Position Classification	CFS Score
Assistant Town Manager	787.8
Police Chief	517.1
Fire Chief	445.8
Utilities Director	374.4
Chief Financial Officer	353.5
Public Works Director	329.4
Development Services Director	229.5
Human Resources Director	215.3
Neighborhood & Community Services Director	212.4
Parks & Recreation Director	210.2

Figure 10 - Sample of Compensable Factor Score Results

Paypoint HR analytically develops an internal hierarchy based upon the job analysis responses. The goal of this critical step of the process is to address any internal equity issues and concerns with the current compensation system. We look for compression and inconsistencies. Our quantitative tool, Compensable Factor Score (CFS) system, allows us to objectively compare between certain classifications.

We will create a sound and logical compensation structure for the various levels within each class series, so that career ladders are not only reflected in the classification system but also in the compensation system. The recommendations will contain pay differentials between levels that allow employees to progress on a clear path for career growth and development. Career ladders will be looked at both vertically and horizontally to mirror the classification structure that was developed during the classification section of the study. Paypoint HR's Compensable Factor Score (CFS) formulation provides a framework to construct an unbiased internal hierarchy of positions.

Category	Score	Grade	Min	Max
Education	11.16	1	0.0	7.0
Experience	4.65	2	7.0	7.5
		3	7.5	8.0
Complexity	7.60	4	8.0	8.6
Independence	3.30	5	8.6	9.2
		6	9.2	9.9
Supervision Received	1.34	7	10.0	10.8
Supervision Responsibilities	1.21	8	10.8	11.7
		9	11.7	12.8
Impact	7.84	10	12.8	14.0
Physical	0.47	11	14.0	15.4
		12	15.5	17.1
Working Condition	0.31	13	17.1	19.0
Interaction	9.30	14	19.0	21.3
		15	21.3	24.0
Financial	1.05	16	24.0	27.1
		17	27.1	30.9
		18	30.9	35.4
		19	35.4	40.9
		20	40.9	47.5
		21	47.5	55.6
Total Score	48.22			

Figure 11 - Compensable Factor Score Example

The internal hierarchy is correlated with the findings of the external market, external equity, by using Paypoint HR's non-linear statistical algorithm. A 90% or greater correlation is typical, lending to confidence that both the internal and external equity are sound and appropriate.

Paypoint HR may choose to supplement the survey data with information from our own internal library. This helps to identify outliers and get a pulse on how the study results compare to the market.

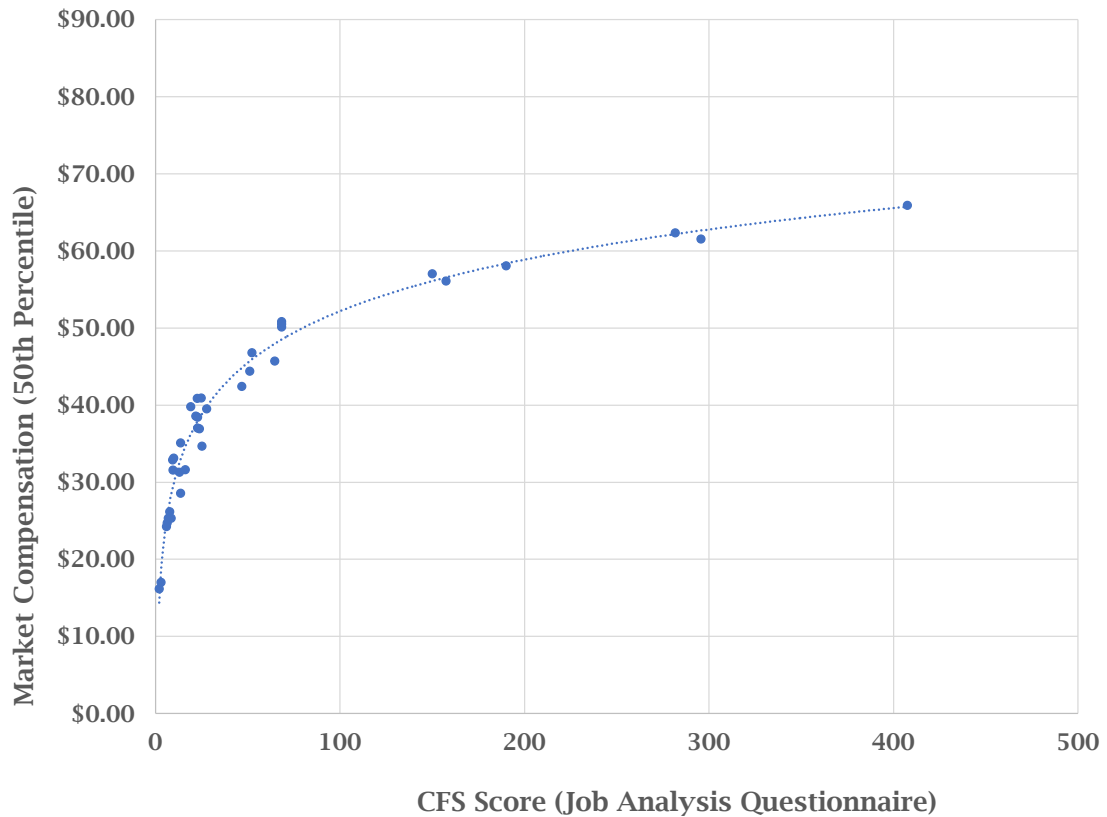


Figure 12 - Sample Comparison of Internal / External Hierarchy

Task 2E - Preparation of Draft Report

Depending on the data developed from the internal analysis, we will review and make recommendations regarding internal alignment of your salary structures including combining or expanding groups or salary scales. We will develop recommendations for pay grades and salary ranges for all classifications based typically on median salaries from the comparable agencies based on the organization's overall compensation philosophy and policy. We will also analyze any pay compression issues to ensure internal equity, if requested.

- We will conduct a competitive pay analysis using the market data gathered to assist in the determination of external pay equity and the recommendation of a new base compensation level for each classification studied.
- We will conduct a comparative analysis to illustrate the relationship between current pay practices and the newly determined market conditions. We will also develop

solutions to address pay equity issues. Our analysis includes information regarding the financial impact of addressing pay equity issues for the Town. The result is intended to create a market adjustment and implementation strategy supporting your goals, objectives, and budget considerations.

Positions will be categorized in a compensation ratio or “Compa-ratio” relating actual pay rates to market rates to determine if they are in-line with the external market. Positions will be classified by their Compa-ratio and determined to be either below, at, or above the market rate. We use these findings to make corrections to pay for each position which allows for fiscal impact analysis of recommendations.

	Engineering Technician II	Engineering Technician III	Engineering Technician IV	Foreman
Market Percentiles				
20%	\$32.31	\$36.30	\$39.16	\$39.56
25%	\$32.96	\$37.10	\$40.05	\$40.47
30%	\$33.67	\$37.90	\$40.93	\$41.35
...	...	...	...	...
70%	\$38.82	\$43.74	\$47.25	\$47.75
75%	\$39.45	\$44.47	\$48.06	\$48.56
80%	\$40.27	\$45.42	\$49.10	\$49.62
Mean	\$36.36	\$40.95	\$44.23	\$44.69
Compa-Ratio	-5.0%	-6.9%	-2.4%	-8.1%

Figure 13 - Sample Compa-Ratio Results by Job Title

The Draft Final Report will be completed and submitted to the Study Project Leaders for review and comment. The report will provide detailed compensation findings, documentation, and recommendations. The report will include the following information:

- A proposed Salary Range/Plan document.
- Any alternative compensation plans identified.
- Reports addressing employees whose base pay either is below or exceeds the market rate.
- The option to implement the recommended plan in phases.

After an initial round of feedback from the Study Project Leaders, we will make edits and resubmit the draft to the Project Team for review and approval. Final meetings with the Project Team and stakeholders will be conducted and any final adjustments are made prior to delivery of the final report to the appropriate stakeholders. Once all questions and concerns are addressed, a Final Report will be created and submitted in a bound format and electronic format.

Full-Time Positions Substantially Below Market (Compa-Ratio % Diff < -10%)

Accreditation Manager	Human Resources Manager
Assistant Fire Chief	IPP Administrator
Benefits Manager	Lead Code Enforcement Officer
Communications Manager	Structural Plan Reviewer
Executive Assistant	System Administrator

Full-Time Positions Below Market (-10% < Compa-Ratio % Diff < -5%)

Accounting Manager	Code Enforcement Officer
Agenda Coordinator	Communications Supervisor
Assistant Town Attorney II	Crime Scene Investigation Supervisor
Building Maintenance Superintendent	Cross Connect Control Specialist I
Chief Parking Facilities Administrator	Data Analyst Accreditation Manager
Town Manager	Deputy Town Clerk

Figure 14 - Sample External Market Results Summary

Task 2F - Deliver Final Report and Deliverables for Implementation

Paypoint HR typically works on tight schedules that demand extensive communication. We first listen to our clients to understand their specific needs and then create recommendations that fulfill the purpose of the study. Our final report reviews the Town's background as related to the study and conveys complex concepts clearly and concisely. We feel this is one of our strongest attributes. An area of communication where we particularly excel is in the ability to communicate with employees at all levels of education and background. The concepts covered during employee outreach are reflected in the final report, as appropriate. This improves morale as the employees feel valued by knowing they have been heard. We are a liaison and have discovered opportunities and issues that would not have otherwise been utilized or addressed.

The final report includes an Executive Summary that summarizes the study methodology and gives recommendations for consideration by the Town. The report highlights specific areas where an opportunity exists to improve the Town's Classification and Compensation programs. The strategic position of the existing plan is reviewed in relation to the findings and shows comparisons. Recommendations that affect the Town's budget are reviewed and their financial impacts are projected to ensure the Town is able to support them. The Final Report is developed in a way that is relevant to the current market as well as allowing the Town to make a long-term strategic plan for attracting and retaining staff. The work product includes steps for implementation, training, and ongoing administration.

Our recommendations have been well received by our audiences. We have developed valued relationships and are considered by our clients and their employees as a trusted advisor. We welcome the opportunity to work with the Town to prove ourselves as an excellent service-oriented firm.

Recommendations

The fiscal impact of the recommendations below is approximate cost for salary adjustments only. It does not factor in associated costs for employee-related benefits.

50th Percentile of Market

1. Raise the salary of 24 positions that are below grade minimum market, first, at a cost of \$24,169.
2. Raise the salary of 20 positions that are *substantially* below market, second, at a cost of \$248,318.
3. Raise the salary of 125 positions that are below market, third, at a cost of \$550,160.

Total: 169 positions, \$822,647

4. Raise the salary of 12 positions that are experiencing compression, fourth, at a cost of \$17,246.
5. Consider reclassifying the following titles, fifth, according to the city's personnel policy manual.
 - Community Services Division Manager
 - Community Support Specialist

Figure 15 - Sample of Study Recommendations

Summary of List of Standard Deliverables

- Kick-off meeting with Project Team and collaborative development of the Project Communication Plan.
- Project planning and methodology.
- Briefing Sessions with All Employees to go over the scope of the project, their role, and to give directions on how to complete the job analysis.
- Job Evaluation report completed using scores from job analysis responses.
- Comparator Analysis reports to identify localities that compete for labor with the Town.
- Development of agreed benchmark positions.
- External Market Survey for comparators with benchmark job titles and short job summaries.
- Update of Job Descriptions, where applicable, to include FSLA, EEO, and ADA compliance (sample provided upon request).
- Creation of Recommendations for Reclassifications report, including job title simplification.
- Development of a Compensable Factor Scoring System tailored to the Town for use and maintenance of job evaluations and internal equity.
- Development of training for ongoing administration and implementation along with supporting materials and manual.
- Development of a salary structure based on the survey findings and job evaluations.
- Survey finding reports showing options for strategic position as compared to current position.
- Fiscal Impact report showing costs associated with the selected strategic market position.
- Cumulative Final Report for presentation which shows methodology, procedures, development of findings, work product deliverables, and the financial impact of recommendations.

Implementation

Communication with the Project Team and key stakeholders are described at each step in the process of our project methodology. We consider our audience for implementation to be the Project Team, managers, and employees. We have tailored our process to involve each at the appropriate times. We incorporate meetings, frequently asked questions, questionnaires, informal appeals, reviews and feedback sessions. Various media is used during the project to convey changes. We include online access to information, written communication, forms, face-to-face meetings, electronic communication, as well as virtual meetings.

Weekly progress reports will be provided to the Project Team. Paypoint HR will also provide the Project Team status reports every two weeks and as requested. We keep our clients fully abreast of all activities that Paypoint HR undertakes during our projects to ensure timely completion and to short-circuit any issues that may arise.

- Paypoint HR provides forms for discussions with personnel regarding how the changes affect them individually.
- We create Job Discussion Request (JDR) and Job Discussion Guide (JDG) forms for employees and their supervisors to complete and submit to the Human Resources department. While employees may not always agree with our recommendations, they have a "second chance" to ensure that they have been heard and to continue the educational process regarding why specific recommendations were made.
- A manual of instructions and training materials regarding the administration of the proposed compensation system.
- A list of implementation issues, schedules, fiscal impact statements, cost projections, and communications surrounding our recommendations.
- A guide for rules, policies, and procedures for you in implementing, managing, and maintaining the compensation system.
- Train the trainer sessions.
- Customized software, unique for each client based on the results of the study, and support plan options.

Tentative Timeline

Our professional experience is that comprehensive studies of this scope and for this size organization take no more than 16 weeks to complete, allowing for adequate position vantage point completion, interview time, classification description development, compensation data collection and analysis, review of steps by the client, the development of final reports, and any appeals.

Timely progress reports will be provided to the client. Paypoint HR will also provide interim reports to the Project Team as the project progresses. We keep our clients fully abreast of all activities that Paypoint HR undertakes during our projects to ensure timely completion and to short-circuit any issues that may arise. A customized schedule would be constructed in conjunction with both Paypoint HR and the Town to meet the project requirements.

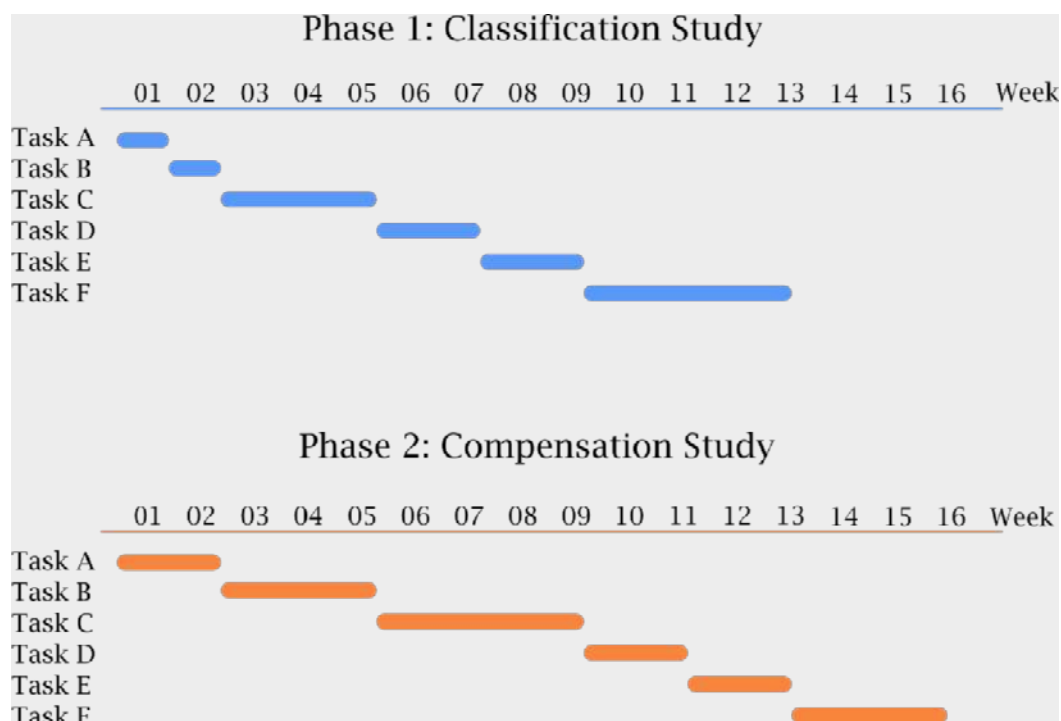


Figure 16 - Gantt Chart

Work Examples

Executive Summary

External Competitiveness Takeaway

Overall, job titles at the City of Bath are compensated 1.0% above market in the region. Compensation is not lagging the market across most departments, as shown below, but especially in Administration where compensation is substantially below market.

Department	Market Position
Administration	-14.3% below market
Assessing	0.0% at market
Clerk	-4.7% below market
Facilities/Transportation	-3.3% below market
Finance	+0.8% above market
Fire	+2.8% above market
Parks and Recreation Department	+1.3% above market
Planning and Development	+5.0% above market
Police	+3.2% above market
Public Works	+3.5% above market
Overall	1.0% above market

Recommendations for holistic compensation adjustments for all job titles at the City is delineated in the report. No wage reductions are recommended.

Recommendations

The fiscal impact of the recommendations listed below are approximate costs for salary adjustments for non-represented positions. The fiscal impact does not factor in associated costs for employee related benefits. The fiscal impact of collective bargaining adjustments are not considered.

1. Raise the salary of 4 positions that are below the new grade minimum, first, at a cost of \$15,576.
 - 1 Administrative Assistant – Cemetery (\$1,495),
 - 1 Deputy City Clerk (\$2,174),
 - 1 Deputy Finance Director (\$4,579) and
 - 1 Deputy Recreation Director (\$7,327).
2. Raise the salary of 5 positions that are *substantially* below market, second, at a cost of \$59,583.
 - 1 Custodian – Facilities (\$2,650),
 - 1 Executive Assistant to City Manager/Human Resource Director (\$18,292),
 - 1 General Assistance Coordinator (\$1,460),
 - 1 IT Coordinator (\$19,747), and
 - 1 WW Superintendent (\$17,434).
3. Raise the salary of 2 positions that are below market, third, at a cost of \$11,647.
 - 1 City Clerk (\$4,665), and
 - 1 Director of Planning and Development (\$6,982).
4. Adjust the salaries of positions that are near market with normal base-salary and tenure adjustments.
5. Discontinue making base-salary adjustments to the salaries of positions that are above or *substantially* above market until compensation is near market.

Table 3 - Economic Data of Bath and Potential Comparators

Community	Population	MHP	MHI	COLA	U Rate	LFP Rate
Bath	8,319	\$175,700	\$48,252	99.0	5.4%	64.0%
Maine						
Androscoggin County	107,602	\$158,200	\$53,509	96.0	5.8%	65.5%
Auburn	23,187	\$165,200	\$49,719	97.0	5.7%	66.7%
Augusta	18,605	\$144,800	\$43,796	95.0	4.9%	58.5%
Bangor	32,095	\$157,000	\$46,625	97.0	5.4%	59.7%
Belfast	6,688	\$190,500	\$62,857	100.0	5.3%	57.9%
Biddeford	21,462	\$245,900	\$53,120	104.0	5.4%	67.3%
Brewer	9,090	\$162,100	\$52,174	98.0	4.7%	65.3%
Cumberland County	292,307	\$278,100	\$73,072	110.0	4.5%	69.1%
Ellsworth	7,991	\$178,400	\$53,324	98.0	4.4%	68.1%
Franklin County	29,982	\$139,800	\$51,422	94.0	5.7%	60.8%
Hancock County	54,601	\$212,700	\$57,178	102.0	4.5%	61.6%
Kennebec County	121,753	\$159,400	\$55,365	96.0	4.9%	61.6%
Knox County	39,759	\$213,400	\$57,751	102.0	4.3%	61.7%
Lewiston	36,095	\$140,600	\$44,523	95.0	7.2%	62.2%
Lincoln County	34,201	\$215,400	\$57,720	103.0	4.3%	58.6%
Old Town	7,474	\$135,700	\$42,679	94.0	4.4%	64.7%
Oxford County	57,550	\$144,100	\$49,204	94.0	5.9%	57.3%
Portland	66,595	\$289,000	\$60,467	109.0	5.2%	71.9%
Rockland	7,178	\$172,800	\$44,156	97.0	5.1%	64.1%
Saco	19,497	\$258,900	\$70,517	109.0	5.1%	72.6%
Sagadahoc County	35,452	\$213,400	\$63,694	103.0	4.3%	65.0%
Sanford	21,015	\$171,200	\$49,642	99.3	5.0%	64.0%
South Portland	25,548	\$257,200	\$69,290	110.0	4.5%	71.6%
Waldo County	39,539	\$163,000	\$51,931	97.0	5.1%	60.7%
Waterville	16,577	\$125,000	\$38,862	93.0	6.0%	53.5%
Westbrook	18,633	\$232,900	\$59,460	105.0	5.4%	69.3%
York County	204,316	\$252,300	\$67,830	107.0	4.5%	66.3%

Overall Salary Distribution

The salary distribution for all employees is shown in Figure 1. The label "Percentage of Employees" on the ordinate y-axis reflects the total number of employees. The three largest departments, Fire, Police, and Public Works are highlighted.

A clear bimodal pattern does not exist which would demonstrate a two-tier compensation structure for any department of overall. It is preferable if there is a clear broad-banded bimodal distribution, that is, two bell curves, demonstrating both separation between supervisory and non-supervisory compensation and career progression within these two groups.

The concentration of employees in the upper end, top 20%, of the salary range (3 of 102, 3%) in comparison to the lower end is not excessive, meaning that the organization is not top-heavy with respect to compensation.

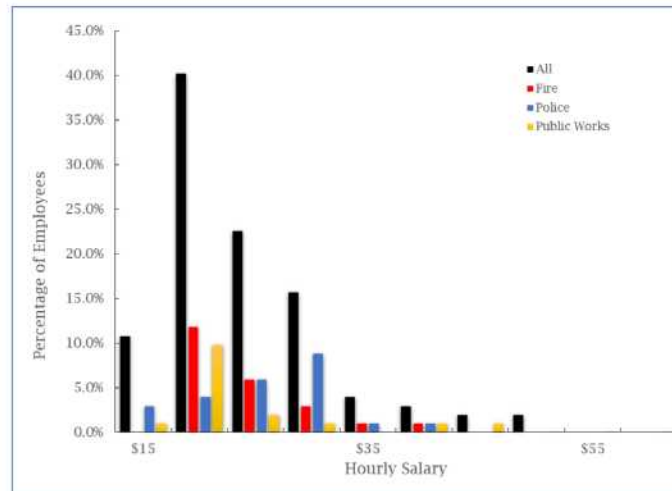


Figure 1 – Salary Distribution

Focus Groups

a. Economic

Local Economy

- Participants noted that Bath is a city with a small but thriving local business community, although there were limited economic opportunities for residents in the city.
- There was mention the population of Bath was made up of extremes with many high- and low-income residents, but not much of a middle class.
- It was said that most middle-class residents have moved outside of the city limits due to the cost of homes and property taxes in Bath.
- Employees added that housing availability is scarce, and homes sell quickly, when available.
- Bath Ironworks is a massive contributor to their economy. The shipyard is one of the largest employers in the area and has anywhere from 3,500 to 5,000 working day shifts.
- The city lacks enough parking to accommodate visitors who want to come downtown. Staff thought a parking garage would help.

City of Bath Government Finances

- Staff concurred that although the demand for services has been on the rise, the resources available to provide those services, including staffing levels, are not keeping up with demand.
- Some employees felt they were being asked to do more but given less to do their jobs. They would like to see additional staffing, training opportunities, and more technology and tools.
- With recent economic fluctuation staff expect this year would bring many challenging financial decisions for the city.
- Departments like Police supplemented their funds with grants when available.
- Parks, recreation, forestry & cemetery managed parks were in great demand during the pandemic. However, because gatherings were restricted, so was

Compensable Factor Score from Position Vantage Point

To assist in determining the internal hierarchy of positions in the County, the employees and managers participated in the Position Vantage Point Job Survey. Questions asked in the PVP are divided into four areas: Background, Authority, Skill, and Environment. In these four areas, the following compensable factors were examined:

Education	Complexity
Certifications	Independence
Work Duties	Impact
Work Experience	Physical
Financial Authority	Working Conditions
Supervision	Interaction

Job descriptions were consulted to update both the minimum education level and minimum experience level required for each position. The responses were then evaluated, producing the Compensable Factor Score (CFS) as shown below. For positions, where there was insufficient data from the employee/manager survey, job descriptions were consulted to fill out the survey.

Table 23 – Compensable Factor Score

Position Classification	CFS Score
Finance Director/Assistant City Manager	829.4
Director of Cemetery, Parks and Recreation	457.6
Director of Public Works	378.5
Chief of Police	330.4
Fire Chief	316.0
Deputy Director of Public Works	314.5
WW Superintendent	203.7
Deputy Chief of Police	157.0
Deputy Fire Chief	149.3
Assessor	125.7

External Market Comparison

A summary of the findings of the external market analysis is presented in Table 24 through Table 28. In Table 29 through Table 33, the external market findings for all position classifications is presented. The minimum, midpoint, and maximum hourly salary for each position classification is presented first. The market average (mean) and the various market quantiles are then presented. Lastly the Compa-Ratio, the ratio of the grade's midpoint divided by the 50th percentile from the external market, which measures the extent of the deviation of the current salary range in comparison to the market median, is presented.

Table 24 – Full-Time Positions Substantially Below Market (Compa-Ratio % Diff < -10%)

Arborist	General Assistance Coordinator
Custodian – Facilities	IT Coordinator
Director of Community & Economic Development	WW Superintendent
Executive Assistant to City Manager/Human Resource Director	

Table 25 – Full-Time Positions Below Market (-10% < Compa-Ratio % Diff < -5%)

City Clerk	Director of Planning and Development
Detective	

Table 26 – Full-Time Positions Near Market (-5% < Compa-Ratio % Diff < +5%)

Administrative Assistant - Cemetery	Crossing Guard
Administrative Assistant - Fire	Custodian - Recreation
Administrative Assistant - Recreation	Data Entry/Analyst
Animal Control Officer	Deputy Chief of Police
Assessor	Deputy City Clerk
Assistant Assessor	Deputy Director of Public Works
Bus Driver	Deputy Finance Director
Chief of Police	Deputy Fire Chief
Code Enforcement Officer	Deputy Recreation Director

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Table 29 – External Market Comparison – Non-Represented

	Admin Assistant Cemetery	Admin Assistant Fire	Admin Assistant Police	Admin Assistant PW	Admin Assistant Recreation
Current Scale					
Minimum	\$19.21	\$19.21		\$19.21	\$19.21
Midpoint	\$22.29	\$22.29	\$31.25	\$22.29	\$22.29
Maximum	\$25.37	\$25.37		\$25.37	\$25.37
Market Percentiles					
20%	\$19.46	\$19.24	\$20.08	\$18.96	\$19.44
25%	\$19.94	\$19.45	\$20.16	\$19.00	\$19.88
30%	\$20.15	\$19.53	\$20.88	\$19.08	\$20.15
35%	\$21.61	\$19.58	\$21.45	\$19.32	\$21.07
40%	\$22.12	\$20.18	\$21.47	\$19.60	\$21.74
45%	\$22.40	\$20.52	\$21.92	\$19.67	\$22.04
50%	\$22.60	\$21.57	\$22.39	\$20.54	\$22.06
55%	\$23.43	\$22.09	\$23.06	\$21.15	\$22.13
60%	\$24.52	\$22.38	\$23.56	\$21.55	\$22.38
65%	\$24.91	\$22.44	\$24.97	\$21.59	\$22.64
70%	\$25.33	\$22.44	\$25.34	\$21.82	\$23.18
75%	\$25.64	\$22.66	\$26.99	\$22.18	\$23.87
80%	\$26.64	\$23.05	\$29.62	\$22.70	\$24.62
Mean	\$23.56	\$21.37	\$24.04	\$20.90	\$22.21
Compa-Ratio	-1.3%	+3.4%	+39.6%	+8.5%	+1.0%

Proposed Salary Schedules

A recommended salary scale for all Non-Represented employees is shown in Table 34. The spread between the minimum and maximum salary was set to 30% as the average spread adopted by comparable communities from the external survey was 28.5%. The number of pay grades was set to 16 to accommodate the range of CFS Scores. The Ladders, i.e., the distance between grades, was set to be 7.5%. Larger Ladders were included to increase the incentive for employees to seek positions of greater responsibility and to make it financially beneficial.

It is recommended that in subsequent years after the adoption of the recommended pay plan, the City should adjust the entire salary scale by the CPI annually as budget permits.

Table 34 – Proposed Salary Schedule – Non-Represented

Grade	Min	Mid	Max
B01	\$15.00	\$17.25	\$19.50
B02	\$16.13	\$18.54	\$20.96
B03	\$17.33	\$19.93	\$22.53
B04	\$18.63	\$21.43	\$24.22
B05	\$20.03	\$23.04	\$26.04
B06	\$21.53	\$24.76	\$27.99
B07	\$23.15	\$26.62	\$30.09
B08	\$24.89	\$28.62	\$32.35
B09	\$26.75	\$30.76	\$34.78
B10	\$28.76	\$33.07	\$37.39
B11	\$30.92	\$35.55	\$40.19
B12	\$33.23	\$38.22	\$43.20
B13	\$35.73	\$41.09	\$46.44
B14	\$38.41	\$44.17	\$49.93
B15	\$41.29	\$47.48	\$53.67
B16	\$44.38	\$51.04	\$57.70

Proposed Internal Equity

In Table 40, the resulting proposed internal equity for the City is presented for non-represented job titles.

Table 40 – Proposed Internal Equity

Grade	Title
B16	Finance Director/Assistant City Manager
B15	-
B14	Chief of Police Director of Cemetery, Parks and Recreation Director of Public Works Fire Chief
B13	Deputy Director of Public Works
B12	Deputy Chief of Police Deputy Fire Chief WW Superintendent
B11	Assessor City Clerk Code Enforcement Officer Deputy Finance Director Director of Community and Economic Development Director of Planning and Development Director of Sustainability and Environment Facilities Director
B10	Executive Assistant to City Manager/Human Resource Director IT Coordinator
B09	Deputy Recreation Director Foreman - Cemetery PW Foreman
B08	Arborist Work Leader - Recreation
B07	Payroll Supervisor
B06	Assistant Assessor Deputy City Clerk Treasurer Clerk/Deputy Tax Collector

Recommended Salary Adjustments

A regression analysis of the CFS Score and the salary survey results indicate that market median salary for all positions is predicted very well by the CFS Score. The coefficient of determination is **94.4%**, in other words, the knowledge, skills, and abilities identified in the employee/manager Position Vantage Point job description survey correlate very well with the external markets' valuation of the non-represented job positions at Bath.

In Table 41, salary recommendation for employees based on the external market findings is presented.

Table 41 –Salary Adjustments – Non-Represented

Title	Current Rate	New Grade	New Rate
Administration			
Executive Assistant to City Manager/Human Resource Director	\$28.59	B10	\$37.39
IT Coordinator	\$23.62	B10	\$33.11
Marketing and Communication Specialist	\$22.29	B05	\$22.29
Digital Media and IT Specialist	\$19.93	B04	\$19.93
Assessing			
Assessor	\$37.03	B11	\$37.03
Assistant Assessor	\$24.46	B06	\$24.46
Cemetery, Parks and Recreation			
Administrative Assistant - Cemetery	\$19.21	B05	\$20.03
Administrative Assistant - Recreation	\$25.37	B05	\$25.37
Custodian - Recreation	\$16.69	B02	\$16.69
Deputy Recreation Director	\$23.23	B09	\$26.75
Director of Cemetery, Parks and Recreation	\$45.82	B14	\$45.82
Laborer - Recreation	\$24.39	B04	\$24.39
Work Leader - Recreation	\$29.37	B08	\$29.37

References

Contact Name	Contact Info	Project Title and Service Dates
Kathleen Beebe HR Coordinator City of Des Peres	12325 Manchester Road Des Peres, MO 63131 (314) 835-6107 KBeebe@DesPeresMO.org	Comprehensive Compensation Study 2024

The City of Des Peres employs 100 employees in 62 unique job titles. The scope of work included the following areas of work:

1. Assist in the development of a process to determine when long-term or returning part-time employees receive pay increases. Our pay matrix has grades for part-time employees. Some of the part-time positions are permanent, with the same person holding the position for a number of years. Other part-time positions are more seasonal, but the same person may return for multiple seasons.
2. Develop a standard format for job descriptions for all full-time employees that are both ADA and FLSA compliant. Review all current job descriptions and propose revisions to reflect actual job duties. The review may include use of employee and supervisor questionnaires and individual interviews. Information gathered shall be used to analyze the duties and responsibilities of each position to determine if it has been appropriately classified.
3. Conduct a Fair Labor Standards audit of each full-time position for classification and state an opinion as to whether each position is to be classified "Exempt" or "Non-Exempt".
4. The city will identify ten (10) comparable public entities in the metropolitan area for salary survey purposes. Vendor should evaluate selections and make recommendations on changes. Vendor shall identify specific positions for which they believe comparisons to the private sector are appropriate.
5. Identify the process to be used in collecting data on salary and major benefits from comparison cities and any process or technique to normalize the data between comparison cities of differing sizes or service levels.
6. Identify the process to be used in collecting data on major fringe benefits including but not limited to pension, health insurance, dental insurance, vision insurance, life insurance, vacation benefits, sick leave and other leave policies.
7. Develop a pay grade and range for jobs (current pay plan attached) providing starting, mid-point and top pay ranges including any intermediate ranges recommended.
8. Identify the cost savings or additional costs associated with implementing the recommended pay plan including any recommended transitional plans from the current pay plan.
9. Provide an administration manual including plan maintenance procedures.
10. Conduct an employee survey to assess current job duties and update job descriptions accordingly.

11. Provide sample documents to be used to communicate the compensation system change to current employees, and a summary document to communicate the full compensation system to current and future employees, both to be provided in reproducible hardcopy and electronic copies
12. The successful vendor will have a minimum of two presentations at a joint meeting of the Audit & Finance Committee and Board of Aldermen including one to review process and comparable city criteria and one to present findings and recommendations.

Contact Name	Contact Info	Project Title and Service Dates
Jennifer Cuckow Director of Human Resources & Risk Management City of Fort Morgan	710 E. Railroad Avenue Fort Morgan, CO 80701 (970) 542-3975 Jennifer.Cuckow@CityofFortMorgan.com	Compensation Study & Analysis Consulting Services 2022 – 2023

The City of Fort Morgan employs approximately 250 employees in 136 unique job classifications. The scope of services for the project included

- A. Review current job descriptions and position evaluation system and recommend revisions (ensuring compliance with state and federal requirements).
- B. Evaluate exempt and nonexempt status for each position and provide recommended changes along with written documentation and rationale used to make that determination.
- C. Evaluate responsibilities, duties, qualifications, working conditions, physical requirements, and all other considerations for each position to determine its job value and make recommendations for revisions to ensure compliance with Americans with Disabilities Act and other state and federal requirements.
- D. Develop principles of comparability to external labor markets including public, private and market/comparable cities and perform job evaluation and wage/labor market comparability study.
- E. Provide options and recommendations for a classification and total compensation plan, including feasibility of implementation that takes into consideration budget constraints.
- F. Propose a project timeline and an itemized fee schedule for this work, based on measurable contract milestones and written deliverables.

Contact Name	Contact Info	Project Title and Service Dates
Tangula Bell Human Resources Manager City of Brentwood	2348 S. Brentwood Blvd. Brentwood, MO 63144 (314) 963-8609 TBell@BrentwoodMO.org	Employee Compensation (Wage and Benefits) and Classification Consulting Services 2024

The City of Brentwood employs approximately 125 employees in 61 unique job titles. The scope of work included the following areas of work:

1) Compensation and Benefits Study

- Review the City's existing compensation and benefit plans, including retirement benefits for both uniformed and non-uniformed employees.
- Conduct a comprehensive survey of external regional labor market impacting the job markets for all positions in the City. This shall include public sector and private sector jobs with the same essential duties and functions.
- Provide recommendations for adding or deleting to the list of current comparative organizations/municipalities. Provide rationale for comparative organizations/municipalities.
- Gather necessary survey data from comparable organizations/municipalities of the public and private sector using a customized survey.
- Prepare a written report to include a comparison, by position, of the full market compensation and benefit plans.
- Prepare cost analysis for implementation of recommended changes to the pay and classification system.

2) Job Audit and Analysis

- Evaluate current classification positions.
- Gather necessary employee information. Broad focus groups may be used for large or similar job classes.
- Examine equity of pay among preset full-time employees based on qualification, experience, responsibilities, and tenure.
- Identify problem areas within the internal compensation system and suggest implementation methods to correct identified problems.
- Information will be used to analyze the duties and responsibilities of each employee and position to determine the following: whether individual employees are appropriately classified; whether a position should be moved to a different job classification and/or pay grade; and whether position titles are appropriate.

3) Job Descriptions

- All job descriptions will be updated or developed after reviewing job analysis questionnaires and interviews.
- Recommendations will be made to revise, create, or consolidate titles.

- Job descriptions should be established in a standardized format which are ADA and FLSA compliant. The city will have review/input as to the final format of job descriptions.
- Revised job descriptions should include FLSA exemption tests to determine the appropriate FLSA overtime classification for each position based upon the duties and responsibilities provided in the job documentation.
- Final job descriptions are provided to the City, with allowance for one set of revisions included in the project cost.
- The consultant shall assist in determining if all city departments are adequately and appropriately staffed for a community of approximately 8230 residents.

4) Final Report requirements

- Methods used to conduct the salary survey results and methodology of job evaluation.
- Summarized position comparison data.
- Recommended classification plan.
- Recommended pay structures for the 75th and 95th percentiles for non-uniform employees and 95th percentile for uniformed employees.
- Recommendations for maintaining future market competitiveness.
- Other recommendations.

Contact Name	Contact Info	Project Title and Service Dates
Laura McIntosh Director of Human Resources & Risk Management Town of Front Royal	109 E. Main Street Front Royal, VA 22630 (540) 635-3929 LMcIntosh@FrontRoyalVA.com	Compensation Study & Update Employee Handbook 2022 - 2023

The Town of Front Royal employs approximately 185 employees. The scope of services for the project included

Market Analysis. The Town of Front Royal would like a market analysis performed for the Town's classifications and compensations. To this end, the Offeror should conduct a comprehensive benchmark analysis of all Town positions with comparators to include surrounding counties, towns, and cities that compete with the Town's employment market. The comparators shall be determined by the consultant after consultation with the Town and the Offeror shall prepare and deliver a detailed report and analysis of the benchmark survey results for all positions compared to the market and how this analysis informs the Town's pay plans.

Development of a Recommended Pay Scale. The Successful Offeror shall develop a compensation plan, the appropriate classification of all positions in the proposed plan, options for implementing the proposed compensation plan in phases, and a pay compression analysis of all Town positions. The phasing would need to take into

consideration the need for wage adjustments, with the most critical positions being addressed first, and the budget impact of each phase. The Town is interested in developing policies and pay scales that align with the current “market” rate and are informed by the comprehensive benchmark market analysis. Pay recommendations should be externally competitive and internally equitable.

Contact Name	Contact Info	Project Title and Service Dates
Hazel Johnson Director of Human Resources City of Portland	100 South Russell Street Portland, TN 37148 (615) 325-6776 x232 HJohnson@CityofPortlandTN.gov v	Compensation Study 2024

The City of Portland employs 175 employees in 130 unique job titles. The scope of work included the following areas of work:

- All positions and job descriptions on the proposed city authorization list are to be studied, and employee interviews are to be conducted as necessary.
- Local governments within both Sumner and Robertson County are to be used for comparison. The key is not simply comparing communities our size, but a comparison should be based on the communities to which we lose employees. The study should review wage and benefit information for local industry as provided by the City’s Economic and Community Development Department.
- Give a recommendation for a phased implementation of the study, and how that may apply to exempt and non-exempt employees if the plan cannot be implemented in one budget cycle.
- Comparison of benefits and their value to wages will also be important. Example: Compare employee “A” with a \$37,440 yearly salary and employer paid health insurance, to employee “B” with a \$43,680 yearly salary and a 50% employer paid health insurance.
- Recommend best practice for maintaining pay ranges. Such as updating the ranges yearly or every 3 years according to cost of living.
- Evaluate the current police and fire step plans and offer recommendations to compress or alter the current plan.
- Create a new step plan for all other positions along with recommendations on how to transition from current ranges.
- Provide methodology for developing steps and adding new positions to the plan.
- Present industry standards on how and when to progress within a step plan as it applies to yearly evaluations, employees with recent disciplinary action, or sub-par performance.
- All information completed within the contracted study shall become the property of the City. Any proprietary software data must be converted to excel spreadsheets to be used and edited according to the needs of the City.

Contact Name	Contact Info	Project Title and Service Dates
ReNissa Wade Assistant City Manager City of Jacksonville	315 S. Ragsdale Street Jacksonville, TX 75766 (903) 618-9461 ReNissa.Wade@jacksonvilletx.org	Compensation and Classification Study 2022

The City of Jacksonville employs approximately 135 full-time employees in 65 unique job classifications. The scope of services for the project included

- Review all current job classifications, confirm, and recommend changes to hierarchical order of jobs using your evaluation system.
- Establish appropriate benchmarking standards and conduct salary surveys as needed for similar positions (job descriptions) as required (prefer to assess duplicate benchmarks -both municipalities as well as local employers).
- Identify potential pay compression issues and provide solutions.
- Development of job descriptions for all current positions and up to 10 additional positions.
- Provide written implementation guide (best-practices for phasing in potential adjustments).
- Provide a staff/per capita breakdown as compared to benchmarked municipalities. This should include an organization-wide and departmental breakdown.

Contact Name	Contact Info	Project Title and Service Dates
Dee Jones Human Resources Director City of Green Cove Springs	321 Walnut Street Green Cove Springs, FL 32043 (904) 297-7500 x3313 DJones@GreenCoveSprings.com	Classification and Compensation Study 2024

The City of Green Cove Springs employs 134 employees in 91 unique job titles. The scope of work included the following areas of work:

Classification Study

1. Consultant to review current classification grade methodology and propose recommended strategies for the City.
2. Employees to complete Position Descriptions Questionnaires (PDQ's).
3. Consultant to conduct interviews and/or job audits as appropriate. Interviews and/or job audits may be conducted individually or in groups based upon classification.

4. Consultant to compare PDQ's and interviews and job audit results to existing job descriptions.
5. Consultant to update job descriptions to uniformly reflect the distinguishing characteristics, essential job functions, minimum qualifications (education/experience and knowledge/skills/abilities), working conditions (physical demands, work environment, and travel requirements), and certifications/licenses/registrations required for classifications as needed.
6. Consultant to identify Officials & Administrators, Professionals, Technicians, Paraprofessionals, Administrative Support, Skilled Craft Workers, and Service employees, including Fair Labor Standards Act (FLSA) status (exempt/non-exempt).
7. Consultant to present proposed recommendations to the HR Director and City Manager for review prior to making any final classification determinations.
8. Consultant to finalize class specifications and recommend appropriate classification for each employee, including correction of identified discrepancies between existing and proposed classifications.
9. Consultant to identify career ladders/promotional opportunities as deemed appropriate.
10. Consultant to submit recommendations for appropriate implementation measures that the Human Resources staff will need to take.
11. Consultant to provide a straightforward, easily understood, maintenance system that the Human Resources Department will use to keep the classification system current and equitable. The classification system should be provided in an electronic medium. Maintenance should include annual activities, as well as the process we would use in the review of the classification of individual jobs, as needed.
12. Consultant to conduct a comprehensive training program for Human Resources staff to ensure that the staff can explain and administer the new system in the future. The training program should be clearly spelled out in the proposal.

Compensation Study

1. Consultant to review current compensation plan (salary grade levels and steps) and understand current challenges in recruiting and retaining employees.
2. Consultant to recommend and identify a consistent and competitive market position that the City can strive to maintain.
3. Consultant to recommend comparable labor markets, including both private and public-sector employers, for compensation survey.
4. Consultant to develop and conduct a comprehensive compensation and benefits survey.
5. Consultant to recommend appropriate salary range for each position based on the classification plan, the compensation survey results, and internal relationships and equity. Prepare a new salary structure based on the results of the survey and best practices.
6. Consultant to develop guidelines to assist City staff with determining the starting pay for new employees based on knowledge and experience above the minimum requirements of the position, how difficult the position is to fill, and market competitiveness.

7. Consultant to recommend implementation strategies including calculating the cost of implementing the plan.
8. Consultant to identify any extreme current individual or group compensation inequities and to provide a recommended corrective action plan and process to remedy these situations.
9. Consultant to make recommendations and provide implementation strategies related to other key compensation practices, based on market demands, including pay for performance, skill pay, special assignment pay, certification pay, bilingual pay, promotional pay, and acting assignment pay.
10. Consultant to provide system documentation and computer formats/software to administer compensation plan.
11. Consultant to provide recommendations for the ongoing internal administration and maintenance of the proposed compensation plan. Maintenance should include annual activities such as a market survey.
12. Consultant to conduct a compression analysis to include recommendations for implementation.
13. Consultant to conduct a comprehensive training program for Human Resources staff to ensure that the staff can explain and administer the new system in the future. The training program should be clearly spelled out in the proposal.

Contact Name	Contact Info	Project Title and Service Dates
Duane D'Andrea Human Resources Director City of Delray Beach	100 NW 1 st Avenue Delray Beach, FL 33444 (561) 243-7125 DandreaD@MyDelrayBeach.com	Compensation and Classification Study 2024

The City of Delray Beach employs approximately 387 employees in 239 unique job classifications. The scope of services for the project entailed conducting a survey of comparable governmental agencies and private employers if applicable within South Florida (Palm Beach, Broward and Miami-Dade Counties Only) to assess the external competitiveness of the following:

- a. Review current compensation plans for all employee groups (salary, grade levels and steps) of approximately 240 positions.
- b. Prepare a summary and make recommendations for revising the job classification and salary plan that details the following: ensures fairness and competitiveness to attract and retain qualified employees.; enables compensation decision making that is based on valid data and is consistent and defensible across the organization; and is flexible and responsive to changes in the City's objectives or structure and is simple to understand and can be clearly communicated to employees.
- c. Determine comparable labor markets, including both private and public sector employers for compensation survey. Establish appropriate benchmarking standards.

- d. Consolidate the survey result in a clear, objective summary detailing the following: agencies surveyed; position titles surveyed; and position titles that match City position titles in level of responsibility, minimum requirements, and essential job functions.
- e. Conduct a comprehensive salary survey of job classifications in comparable organizations to include salary ranges and actual salaries.
- f. Based upon results of the survey, and review of internal relationships between positions and classifications, recommend a revised Classification & Compensation Plan.
- g. Recommend appropriate salary range for each position based on the classification plan, the compensation survey results, and the internal relationships and equality. Prepare a new salary structure based on the results of the survey and best practices.
- h. Based upon the recommended pay plan, review existing salaries to determine proper placement within proposed classifications, and recommend appropriate “equity adjustments” as needed.
- i. Identify any extreme current individual or group compensation inequities and provide a recommended corrective action plan and process to remedy these situations.

Contact Name	Contact Info	Project Title and Service Dates
Teresa Way-Pezzuti Director of Human Resources City of College Park	7401 Baltimore Avenue College Park, MD 20740 (240) 487-3536 Tway@CollegeParkMD.gov	Job Classification and Compensation Study 2024

The City of College Park employs 118 employees across 80 classifications. The scope of work for the Job Classification and Compensation Study included:

- Review existing job descriptions and conduct comprehensive interviews where necessary to update and/or create new job descriptions and ensure that they accurately reflect duties performed by position incumbents and comply with relevant federal, state, and county regulations. Job descriptions shall reflect essential responsibilities and duties, minimum and preferred qualifications, and working conditions and physical requirements. Provide electronic, editable copies to City. Confirm the exempt or non-exempt status of each position, per Fair Labor Standards Act requirements.
- Conduct market-based wage, salary, and benefits survey for all positions, to include without limitation the identified peer group, to determine the competitiveness of the City’s total compensation package. Also, look at whether the City is paying a living wage for our positions living here in the DC Metro area.

- Revise or develop wage and salary grades and ranges. Place each position into the appropriate wage range or grade according to the market, the compensation philosophy, and internal equity.
- Write a policy and process that enables the City to maintain the wage and salary structure that is developed (or revised); including issues such as transfer, promotion, demotion, red-circling, reclassification, new hire salaries, etc.
- Recommend an implementation plan for the new system. Include calculations for the approximate cost of implementing the recommendations and a workable timetable for implementation.

Contact Name	Contact Info	Project Title and Service Dates
Stephanie Romagnoli Human Resources Manager City of Muscatine	215 Sycamore Street Muscatine, Iowa 52761 (563) 264-1550 SRomagnoli@MuscatineIowa.gov	Compensation Study 2023

The City of Muscatine employs 144 employees across 86 classifications. The scope of work for the Compensation Study included:

Review

- Review the current compensation and pay ranges for all positions not covered under a collective bargaining agreement.
- Evaluate pay plan for appropriate internal equity.
- Positions will be evaluated in comparison to local economic market conditions for entry level, professional, and management personnel. In order to accomplish the external market review of positions, ten or more comparable organizations (e.g. cities or counties) and a minimum of five major private and/or public sector market competitors will be surveyed as determined in agreement with the city.
- Identify factors and appropriate weights which accurately reflect the value of the different types of work.

Survey -

- Develop and conduct an external assessment or compensation survey evaluating all current non-union and selected union job classifications by comparing actual job content and duties of the classification to comparable job classification in other comparable organizations.
- Provide a report between survey data and estimates of fiscal impact at various percentage relationships to prevailing market rates.
- Provide an alternate or additional cost proposal for surveying insurance plans, leave policies, and retirement benefits.

Contact Name	Contact Info	Project Title and Service Dates
Tiffany Jenkins Director of Human Resources City of Villa Rica	571 W Bankhead Highway Villa Rica, GA 30180 (678) 840-1225 TJenkins@VillaRica.gov	Compensation Study 2023

The City of Villa Rica employs approximately 183 employees in 123 unique job classifications. The scope of services for the project included

1. Conduct a comprehensive benchmark market analysis of all City positions with comparable and surrounding (regional) jurisdictions, institutions of higher education, and applicable private/public sector competitors.
2. Identify potential pay compression issues and provide potential solutions.
3. Review existing position descriptions to ensure current and accurate Fair Labor Standards Act (FLSA) exemption status, essential functions, minimum qualifications for education and experience, required knowledge, skills, and abilities, special requirements, and physical and environmental conditions; Update the descriptions as needed.
4. Gain an understanding of the City's existing classification, grouped positions and compensation structure and revise where needed.
5. Review all background materials including, but not limited to, existing salary scale, organizational charts, classification specifications, etc.
6. Perform a pay compression analysis of all City positions.

Contact Name	Contact Info	Project Title and Service Dates
Donna Jentink HR Compensation Supervisor City of Largo	201 Highland Avenue Largo, Florida 33770 (727) 586-7349 DJentink@Largo.com	Compensation & Classification Study 2019 - 2020, 2022, 2023 - 2024

The City of Largo employs 232 non-represented employees across 168 job titles. The scope of work for the Compensation & Classification Study included

- Conduct a comprehensive salary survey for the City's Non-Represented positions to determine and identify quality job matches for each job title.
- Conduct a compensation and classification study of the City's job titles in the Non-Represented Pay Groups: City Manager, Executive Management, Operational Management, Professional/Technical, Temporary, and Variable.
- Review job titles and make recommendations for pay group, grade, range placement of current and proposed positions based on the classification study and salary survey.

- Review job families and career ladders and identify problem/concerns within the internal hierarchy system and propose methods to correct.
- Prepare a framework for a new and improved compensation structure to include definitions for each pay group identified, recommended pay ranges per group, and the list of the job titles to be classified to each unique pay group and pay range.
- Determine if the Professional/Technical group should be further defined and separated. Determine if the Operational Management group should be further defined and separated (ex. a business track vs. technical career track).
- Perform a comprehensive compensation analysis to address internal equity and compression issues considering employee compensation history, annual compensation in relationship to pay range spread, midpoint, anniversary, education, directly related years of experience and related factors to include state and federal regulations.
- Conduct an analysis of the City's administrative support classifications for the purpose of recommending job descriptions that more effectively capture the department's administrative needs city-wide.
- Recommend specific job evaluation methodologies and approaches to ensure the establishment and maintenance of a job evaluation and pay system based on internal equity and competitiveness with the public sector and private sector (similar sized organizations).
- Review and determine best practices and improved narratives to enhance the process in which the City administers the following personnel actions and handling of the transaction for the City's consideration in updating the Personnel Rules and Regulations, Section VI: Pay and Classification Plan. Personnel Action Types: Starting Pay, Rehire, Reclassification and Types, Delete/Add, Demotion, Promotion, Transfer, Standby Time, and Call Back Time.

Contact Name	Contact Info	Project Title and Service Dates
Kristie Lewis, Esq. Director of Human Resources City of Tomball	401 Market Street Tomball, TX 77375 (281) 351-5484 klewis@tomballtx.gov	Classification and Compensation Study 2023

The City of Tomball employs approximately 202 employees in 120 unique job classifications. The scope of services for the project included

1. Classification Study

- Review current classification grade methodology and propose recommended strategies for the city.
- Conduct interviews and/or job audits as appropriate. Interviews and/or job audits may be conducted individually or in groups based upon classification.

- c. Update job descriptions to uniformly reflect the distinguishing characteristics, essential job functions, minimum qualifications (education/experience and knowledge/skills/abilities), working conditions (physical demands, work environment, and travel requirements), and certification/licenses/registrations requirements for classification as needed.
- d. Qualify the FLSA status for each job classification.
- e. Finalize class specifications and recommend appropriate classification for each employee, including correction of identified discrepancies between existing and proposed classifications.
- f. Identify career ladders or promotional opportunities as deemed appropriate.
- g. Provide a straightforward, easily understood, maintenance system that the City and Human Resources Department will use to keep the classification system current and equitable. Maintenance should include annual activities, as well as the process required to review classifications of individual jobs, as needed.

2. Compensation Study

- a. Review current compensation plan and pay practices (range adjustments, compression, years of service, etc.) to understand current challenges in recruiting and retaining employees.
- b. Recommend and identify a consistent and competitive market position that the city can strive to maintain.
- c. Recommend comparable labor markets, including both private and public sector employers for compensation survey.
- d. Develop and conduct a comprehensive compensation and benefits survey, to include determination of total compensation.
- e. Recommend appropriate salary range for each position based on the classification plan, the compensation survey results, and the internal relationships and equality. Prepare a new salary structure based on the results of the survey and best practices.
- f. Recommend implementation strategies including calculating the cost of implementing the plan.
- g. Identify any extreme current individual or group compensation inequities and provide a recommended corrective action plan and process to remedy these situations.
- h. Make recommendations and provide implementation strategies related to other key compensation practices, based on market demands, including pay for performance, skill pay, special assignment pay, certification pay, bilingual pay, promotional pay, and acting assignment pay.
- i. Provide recommendations for the ongoing internal administration and maintenance of the proposed compensation plan. Maintenance should include annual activities such as market survey.
- j. Conduct a compression analysis to include any recommendations for implementation.

Contact Name	Contact Info	Project Title and Service Dates
Debbie Duncan HR Manager City of Raytown	10000 E 59 Street Raytown, MO 64133 (816) 737-6006 DebraD@Raytown.MO.US	Compensation & Classification Plan 2021 - 2023

The City of Raytown employs approximately 109 employees in 68 unique job classifications. The scope of services for the project included

Meet with the HR Manager and City Administrator at the initiation of each phase of the study and to make oral presentations to the Selection Committee at the conclusion of each phase. Ongoing and open communications between designated City representatives and the consultant over the course of the study. All products and recommendations to comply with applicable State and Federal laws and enhance the City's ability to obtain and retain qualified personnel. The consultant to review the current job descriptions and Compensation and Classification Plan and determine the need for a new compensation system, which would assure internal equity and external competitiveness.

Conduct a comprehensive compensation survey of external regional labor market for designated positions and make recommendations for changes to the current classification system or adoption of a newly designed compensation system, which assures internal equity and external competitiveness. The method in which to perform this analysis is to be determined by the consultant, and comparison cities to be included in the study will be approved by the City of Raytown. The consultant to provide city staff with copies of the final compensation study and proposed salary structure – the final number to be determined. Design an implementation strategy for the updated compensation system recognizing the financial impact on city operating process and greatest gain to positions that fall outside of a designated range.

Upon implementation of the compensation system, the consultant required to provide training to the HR Manager on the utilization and maintenance of the system. Additionally, the consultant to provide necessary documentation and other materials so the City will be able to maintain the system independently of the consultant following the implementation of the job evaluation/compensation plan. The consultant to provide City staff with training materials and policies and procedures for maintenance of the system.

Town of Elizabeth, CO

Compensation Study and Pay Equity Analysis

June 16, 2025

Mr. Erik Smetana, MBA, SPHR, SHRM-SCP, SWP

Managing Director & Operations Leader | Public Sector & Higher Education

314.494.4849 | Erik_HenrySmetana@ajg.com

Gallagher Benefit Services, Inc. | ajg.com



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Independence

June 16, 2025

Town of Elizabeth
Attn: Finance Officer Hannah Bruce
151 South Banner Street
P.O. Box 159
Elizabeth, Colorado 80107

We appreciate the opportunity to present this proposal regarding services Gallagher's Human Resources & Compensation Consulting practice can offer the Town of Elizabeth (the Town). Gallagher is highly capable and qualified to work with the Town based on our extensive experience with public sector organizations across the country. We would consider it a privilege to serve the Town in this capacity.

It is our understanding that the Town is seeking to define up to ten new positions and assess market shifts for twenty-eight existing positions. The project involves conducting a pay equity analysis to ensure compliance with Colorado's Equal Pay for Equal Work Act, identifying potential inequities, and researching valid differences based on legal compensable factors. Recommendations for policy or procedural changes may be provided to ensure ongoing compliance. The consultant will evaluate all current staff, prepare a detailed report with findings and recommendations, and present it to the Elizabeth Board of Trustees, working closely with the Finance Officer and Town Clerk. With this review, the Town can ensure that it is able to staff efficiently and effectively with an experienced, motivated workforce that has the desire to serve the Town.

We believe we will provide the Town with the most diversely experienced project team of any consulting practice in the country, which enhances the solutions and recommendations we will provide on this engagement. The questions and perspective provided by our team ensure we anticipate any issues the Town may face throughout this project, as well as the ongoing management of the updated classification and compensation system.

We have prepared the following proposal in response to your request. We appreciate having the opportunity to submit this proposal and look forward to assisting the Town in this engagement.

Note: Gallagher affirms that it is independent of the Town of Elizabeth and any of its employees, as defined by applicable standards. Furthermore, Gallagher does not have any professional relationships that will affect our independence from the Town.

Sincerely,



Erik Smetana, MBA, SPHR, SHRM-SCP, SWP
Managing Director & Operations Leader
314.494.4849 | Erik_HenrySmetana@ajg.com

Firm Qualifications and Experience

Value Proposition:

The ability to deliver comprehensively structured human capital solutions to clients is Gallagher's signature in the marketplace. At Gallagher, we want to know what makes your organization unique. We listen intently to learn about your culture and priorities and delve deeply into all the details that matter when balancing human capital needs with your bottom line. This single-minded focus on excellence — characterized by innovation and creativity — is the driving force behind every Gallagher engagement.

Company History:

Arthur J. Gallagher & Co. opened its doors for business in 1927 and is still “growing strong” because of a practiced ability to help clients think ahead. Founded by its namesake who was previously the leading producer for Chicago's largest insurance brokerage, Gallagher is now one of the world's largest human capital, insurance brokerage and risk management services firms. We have operations in 33 countries and extend our client-service capabilities to more than 90 countries through a global network of correspondent brokers and consultants. Since 1961, we've been helping clients overcome business barriers and create new opportunities to cost-effectively attract, retain and productively engage the best performers in their field. Gallagher started trading on the NYSE under the symbol AJG in 1984.



Company Culture & Philosophy:

The ideals, principles and values embodied by the founder whose name still appears on our door are part of our corporate DNA. Gallagher's approach to business, cultivated through three generations of family leadership, has always centered on creating relationship value as true partners to our clients. Gallagher's interactions with you will be straightforward and candid. By earning the trust of our clients, we've sustained a reputation for ethics and a commitment to transparency that continue to contribute to our growth.

The high standards of conduct we've set for our external professional relationships are the same rules we follow internally. The Gallagher Way, a one-page document that outlines our 25 shared values, was written in 1984 but is just as culturally relevant today. It speaks to the value of relationships and several tenets set guidelines for ethical behavior. Gallagher combines innovative solutions, thoughtful advice and honest business practices to minimize risk and help fuel your success.

3
OUR TENET

We push for professional excellence.

The Gallagher Way. Since 1927.

Human Resource and Compensation Consulting Practice:

Gallagher's Human Resources & Compensation Consulting practice empowers clients to **attract talent, manage staff, develop leaders, and reward success**—leveraging the power of Gallagher and wisdom of experience to produce an engaged and productive workforce. Tapping into expertise that spans the spectrum of human resources at every level, we can assemble flexible compensation and consulting solutions that improve efficiency and build bottom lines.

Our practice is a combination of some of the most respected names in human resources and compensation consulting. As we've grown in our services and reach, we have grown in our ability to serve our clients – this includes the acquisition and integration of talented firms, consultants, and advisors from Koff & Associates (2021) and Buck (2023). Bringing together experts from compensation, performance, compliance, data and analytics, survey, and leadership fields, Gallagher empowers clients with tools for the entire lifecycle of employment management.

With an experienced team of consultants located in offices across the United States and Canada, our services include:



HR & Organizational Effectiveness

Think of us as your strategic partner and an extension of your HR and organizational change team.

Compensation & Rewards

We strengthen the employer-employee relationship by designing equitable, competitive, and sustainable compensation and rewards programs.

Multinational Benefits & Mobility

As Global Connectors, we provide solutions for you to manage your multinational workforce in a compliant, coordinated, strategic, administratively efficient and cost-effective way.

Communications

A global leader in employee communication, we set the industry standard for excellence and innovation

People Development & Insights

We help you understand your customers and your workforce to unlock value and performance.

Public Sector & Higher Education Consulting Practice:

Gallagher's public sector & higher education consulting practice includes extensive experience in developing and communicating a compensation philosophy, designing and implementing market-aligned pay structures and career frameworks and developing job evaluation methods to maintain internal equity. We conduct benchmark analyses, including conducting custom tailored salary surveys (if needed), and recommend appropriate administrative and procedural guidelines to maintain the compensation system. We ensure that our clients comply with applicable laws and regulations, such as the Fair Labor Standards Act (FLSA), the Americans with Disabilities Act (ADA), and Equal Employment Opportunity (EEO) standards and have pay systems that are appropriate for their organization and market strategy.

We have served our clients for more than 40 years across an array of strategic and value-adding HR services with **classification, compensation, and pay equity as our core specialties**.

We have a strategic alliance with the Public Sector Human Resources Association (PSHRA), the National Public Employers Labor Relations Association (NPELRA), and the Colleges and Universities Professional Association for Human Resources (CUPA - HR) and have conducted a series of training seminars/workshops on compensation, classification, job evaluation, strategic HR, and employee benefits management throughout the nation in conjunction with these organizations. Gallagher Benefit Services also focuses on the higher education market. Our consultants have demonstrated leadership in the compensation and strategic HR fields by completing training and certifications from WorlDatWork, ERI, HRCI, Human Capital Institute, SHRM, and others in addition to serving as instructors and presenters for ICMA, CUPA-HR, NAPO, WorlDatWork, NACO, NPELRA, PSHRA and other regional and national associations. Our thought leadership has been published and/or highlighted in *University Business*, *PSHRA News*, *American City and County*, *TalentCulture*, *Public Management*, *TLNT*, *Corporate Report Ventures*, *ERE*, *Corporate Board Member*, *Benefits Planner*, and others.

As your Trusted Advisor we have additional information for your consideration based on your current focus.

You can expect a trusted advisor in Gallagher, not just a vendor focusing on only one aspect of your HR offerings. While there are numerous vendors that can provide HR consulting, our subject matter expertise is brought to life in the way we partner with our public sector entities and is what truly sets Gallagher apart. Our consulting style is proactive and collaborative. We strive to provide you with relevant information and partner with you to support informed decisions and anticipate the future. As experts in providing a broad spectrum of human resource and talent management capabilities our experience has shown us that many public sector entities conducting a compensation project may also need support in these key areas:

HR & Organizational Effectiveness

Think of our team both as a strategy partner, and as an **extension of your HR team** – providing expertise and additional capacity aligned with your specific HR needs, including strategic advisory, one-off projects, and fractional on-going HR solutions.

Here are some of the ways we can provide support:

- HR Policy Development
- Compliance
 - I-9 Reviews & Revisions, ACA Reporting & Compliance, Local, State & Federal Laws, Fair Labor Standards Act (FLSA) Compliance
- Career Transition Services
- Recruiting Services
- Payroll & HRIS Technology Services
 - Managed Payroll Solutions, Interim Emergency Support, State Tax Registrations, Year-End Support
- HR Technology Selection and Implementation
- Organizational Change Management
- HR Support
 - People Operations (Policies, Handbooks, JDs, Leave, Workplace Investigations)

Communication

You may encounter some cases that require communication such as sharing outcomes and findings of your needs assessment. Our award-winning Communications Practice is a global leader in employee communications.

We increase your business performance by amplifying the entire employee experience through world leading employee communications.

Let us help you with:

- Benefits (Total Wellbeing) Communications
- Compensation Communication
- Reward Communication
- Retirement Communication
- Internal Communication (IC)
- Audit and Insight – Communication Effectiveness
- Organizational Change Communication
- Digital (Communication) Experience
- Employee Value Proposition (EVP) Development and Communication
- Personalized Portals
- Non-personalized portals
- Decision-support tools

We welcome the opportunity to further explore how we can partner with you in these critical areas.

Partner, Supervisory and Staff Qualifications and Experience

Our team of specialists and experts brings a proven track record of designing and executing comprehensive compensation strategies, performing complex classification analyses, evaluating pay equity to ensure fair, competitive structures, and delivering high-value strategic HR advisory services. Many of our professionals have served as practitioners within the very sectors we support, granting us unique insight into real-world operational challenges. We combine rigorous data analytics, industry best practices, and innovative thinking to craft customized, forward-looking solutions aligned with each organization's strategic HR goals. By drawing from hands-on experience and leveraging an in-depth understanding of market trends, we help our clients both meet current standards and proactively prepare for an ever-evolving talent landscape.

Gallagher fosters a commitment of excellence, professionalism, integrity, collaboration, and urgency to each of our clients. With each unique client, Gallagher combines these principles to deliver client services customized, specifically to meet your needs. Your Gallagher consulting team has years of experience consulting to public sector clients, including those with unionized and represented employees with a significantly diverse employee workforce with organizations nationwide, including a long history of serving Colorado cities, counties, and public bodies - we have worked with more than 1,000 public sector and higher education clients over the past decade. Each member of Gallagher's public sector compensation consulting practice has achieved one or more of the following certifications and/or degrees:

- Certified Compensation Professional from WorldatWork
- IPMA-SCP from the Public Sector Human Resources Association
- PHR and SPHR from the Human Resources Certification Institute
- SHRM-CP and SCP from the Society for Human Resource Management
- SWP and HCS from the Human Capital Institute
- Master's degree or above, in Human Resources, Business Administration, and/or Organizational Psychology

PROJECT LEADERSHIP & LEADERSHIP SUPPORT

ERIK SMETANA, MBA, MFA, SHRM-SCP, SPHR, SWP, HCS, Managing Director & Practice Leader - 25+ years of experience

Erik manages operations and leads Gallagher's public sector & higher education Human Resources & Compensation Consulting practice. Erik's 25-plus-year work history has led him to serve in various diverse roles across human resource management, particularly in compensation and benefits, talent management and organizational development, people analytics, and employee relations and policy development. Erik has extensive experience in private and public sectors, working with an eclectic mix of dynamic organizations, including Fortune 500 companies across multiple industries, international not-for-profit organizations, membership associations, media outlets (e.g., NPR and NBC affiliates), institutions of higher education and research, and others. Before joining Gallagher, he served as the enterprise-wide Deputy CHRO and business unit CHRO with the University of Missouri System and with Vanderbilt University as the Executive Director of People & Engagement, leading, designing, and implementing compensation, employee learning, talent acquisition, and people-focused programs and initiatives.

As a consultant, Erik has been **engaged in more than 250 client projects with organizations ranging from cities and counties to state agencies to tribal nations and more including school districts, colleges and universities, special districts and authorities**, and other sector aligned entities in the provision of *compensation, classification, pay equity, organizational assessment, leadership coaching, performance management, and other strategic HR advisory services*.

GEORG KRAMMER, Managing Director – 25+ years of experience

Georg Krammer has over 25 years of management-level human resources experience, specializing in classification and compensation design, market salary studies, executive recruitment, organizational development, performance management, and employee relations across public and private sectors. Georg earned a Master of Arts in English and Russian from the University of Vienna, Austria, an MBA from the University of San Francisco, and holds the SPHR certification. Georg began his HR career at Wells Fargo and held various HR management roles in banking and technology consulting before transitioning to the public sector. He has led numerous studies for cities, towns, counties, and special districts in California and shared his expertise at industry conferences. Georg joined Koff &

Associates in 2003, serving as CEO for 18 years. In April 2021, Koff & Associates joined Gallagher, where Georg is now a Managing Director.

ZAK SHTULBERG, Senior Consultant II & Project Operations Lead - 15+ years of experience

Since starting as an HR consulting intern at Buck (now Gallagher) in 2012, Zak has been mission-driven and passionate about collaboration with clients and partners on transformative people, compensation, and other HR initiatives that improve the lives of employees and their communities. Projects have spanned a broad spectrum, including compensation strategy design, change management and communications, workforce planning, project management, analytics and technology enablement, and organization design, among many others. With both internal and external partners, he is recognized for blending strategic and technical advice with innovative analytics and technology and grown as a trusted partner and subject matter expert in HR and compensation. Prior to starting his career, he earned a Bachelor of Science in Industrial and Labor Relations from Cornell University.

CHRISTINE NICHOLS, Operations Support Specialist - 30+ years' experience

Christine joined Gallagher in 2023, bringing more than 30 years' experience in Operations Support to the practice. Prior to joining Gallagher, she worked in the private sector for a Global staffing company. In her role as Operations Support for the practice, Christine ensures that all administrative processes across the team run efficiently and effectively, providing seamless client experience from proposal to project closure. She plays an integral part in the contract review process, follows up on client invoices & vendor payments, pulls data from a variety of internal & external systems and coordinates communications with other Gallagher departments. Christine is responsible for managing all RFPs, web inquiries & client referrals to the practice. She also handles all the scheduling of internal & external meetings for the practice, as well as review & audit of practice expenses.

SHARI FALLON, PHR, SHRM-CP, Senior Consultant II & Project Manager - 25+ years of experience

Prior to joining Gallagher, Shari worked for Cornell University as a Senior Compensation & Workforce Analytics Consultant for 24 years. In her role at Cornell University, Shari was responsible for providing expertise and consultation to campus constituents and resolving conflicts among functional areas to support best practice standards. She developed and designed the institutional foundation for assessing, delivering, and applying workforce planning analytics, advancing HR interests and shared responsibility in the consistency of practice across recruiting, compensation, staffing patterns, performance management, training, and transaction processing. Prior to Cornell, she worked in Human Resources for Retail and Health organizations. Shari has a bachelor's degree in political science/history from the College of St. Rose in Albany, NY, and is certified as a Professional in Human Resources from the Society of Human Resource Management.

LARRY ROBERTSON, Senior Consultant II & Project Manager - 25+ years of experience

Larry's 29-plus-year work history includes a variety of roles including compensation, human resources information systems, and recruiting as well as serving in a primary leadership role as acting vice president for human resources for several months. Larry has experience in both private and public sectors, working in a manufacturing environment before moving to higher education for the 21 years prior to coming to Gallagher. He has previously earned professional certifications with the Human Resources Certification Institute (PHR and SPHR). He has been actively involved in CUPA-HR on chapter, regional, and national boards and is a 2022 CUPA-HR Distinguished Service Award Recipient.

DEREK SMITH, PhD, Senior Consultant II & Project Manager - 25+ years of experience

Before joining Gallagher, Derek served as the National Executive Director of the Higher Education Recruitment Consortium and as a part-time consultant with Sawgrass Consulting, following more than 15+ years in higher education leadership roles at places like UNLV, Kansas State University, the University of Missouri System, and the University of Pittsburgh. Derek has a bachelor's degree in history, a master's degree in science, a master's degree in business administration, and a PhD in public policy and leadership. He has earned professional certifications with the Human Resources Certification Institute (PHR), the Society for Human Resource Management (SHRM-CP), Economic Research Institute (ERI) Compensation Analyst Credential, and the Korn Ferry Leadership Architect.

CATHERINE THORP, Senior Consultant II & Project Manager - 25+ years of experience

Ms. Thorp holds a Bachelor of Business Administration degree in Management from the University of Mary Hardin-Baylor. Before joining Gallagher, Catherine worked as a Senior Compensation Manager at Dun & Bradstreet and in roles ranging from analyst to senior manager at McLane Company, Inc. Catherine has applied her compensation knowledge in market analysis, salary structure design, pay equity, career competencies, strategic planning, system integration, and process optimization. Catherine will complete her CCP in 2023.

JAMIE INDERBITZEN, CAPM, CCMP, Project Manager - 10+ years of experience

Jamie is an experienced classification and compensation consultant and project manager. Prior to joining Gallagher, Jamie performed classification and compensation consulting services to over 86 State of California Departments, including the California Department of Veterans Affairs, California Department of Transportation, California Department of Consumer Affairs, Department of State Hospitals, Department of Developmental Services, California Department of Corrections, and California Department of Technology to name a few. She served as project manager on various projects including the State of California's Classification Abolishment and Consolidation project. During her tenure as a public sector employee, Jamie also gained experience in labor relations, policies and procedures administration and implementation, recruitment activities, and performance management. She served as a statewide trainer and was charged with the development and delivery of various training courses related to Classification and Compensation, such as Position Allocation and Duty Statement Writing. She has also taught workshops on Business Process Improvement. Given her professional experience and training, Jamie consistently provides accurate, analytical, and professional results that are utilized by her clients in making decisions that provide short and long-term solutions as well as help meet organizational goals.

PROJECT STAFF SUPPORT**TRACY MORRIS, MBA, SHRM-CP, Senior Consultant & Associate Project Manager - 15+ years of experience**

Tracy has more than 10 years of experience working in the strategic HR space with significant public sector HR and compensation consulting. Tracy holds a bachelor's degree in applied economics and a Master of Business Administration, both from Texas Tech University, and she is a SHRM Certified Professional (SHRM-CP).

CHARMAIN KOHLER, Consultant II & Client Liaison - 10+ years of experience

Charmain has over 25 years of human resources experience in a variety of roles and industries. She has a bachelor's degree in business administration with a concentration in Management from Saginaw Valley State University. Prior to joining Gallagher, she was the Senior Compensation Analyst at Numotion and at Saginaw Chippewa Indian Tribe of Michigan. Her professional experience also includes 10 years as a Human Resources Consultant in higher education.

SHILOH VENABLE, Consultant II & Client Liaison - 15+ years of experience

Shiloh Venable is a consultant in Gallagher's Human Resources & Compensation Consulting practice, specializing in the Public Sector and Higher Education service line. She brings more than 15 years of experience in human resources, learning and development, and program management across corporate, nonprofit, and higher education environments. Prior to joining Gallagher, Shiloh served as a learning & development manager at NXP Semiconductors, where she led global leadership development initiatives. She also held roles in nonprofit program management and student affairs at several universities, where she managed complex projects that supported staff and student growth. Shiloh holds a bachelor's degree in human resource development and a master's degree in education administration, both from Texas A&M University. In 2025, she received her Compensation Analyst Credential (CAC) from the Economic Research Institute (ERI). She is also a certified Professional in Human Resources (PHR).

AMBER SHANG, MA in I/O Psychology, Senior Associate Consultant - 5+ years of experience

Amber holds a BS with honors in Psychology from the University of Washington and an MA in Industrial & Organizational Psychology from New York University. Before joining Gallagher, Amber has applied her knowledge of people analytics in roles ranging from Talent Acquisition at VNS Health to Compensation Analysis at Willis Towers Watson, and Selection & Assessment at DCI Consulting Group. At WTW and DCI, she helped clients from various sectors to tackle challenges and identify strategic solutions. She holds a Certified Analyst Credential (CAC) from the Economic Research Institute (ERI).

MARY GAUTHE, MBA, SHRM-CP, Senior Associate Consultant - 5+ years of experience

Mary has five years of experience from Louisiana State University, where she served as a Compensation Consultant within the University's Central HR unit. She holds a bachelor's degree in management with a concentration in Human Resources from Nicholls State University and a master's degree in leadership and human resource development from Louisiana State University. For the past two years, Mary has served as an Associate Consultant within the PSHE team.

CARISSA MARTO, MA in I/O Psychology, Associate Consultant - 5+ years of experience

Carissa has a bachelor's degree in psychology from Anderson University (SC) and a master's degree in industrial & organizational psychology from Middle Tennessee State University. Prior to joining Gallagher, she held project-based roles working in performance and promotional assessments related to test design.

JAIME PARKER, Senior Consultant & Associate Project Manager - 15+ years of experience

Jaime has 15 years of experience in Higher Education with 7.5 of those years in compensation and organizational effectiveness. Prior to joining Gallagher, she worked at Kansas State University in Human Capital Services, and also in the Office of Institutional Effectiveness. Before her career in Higher Education, Jaime worked in the Banking Industry as a Banking Center Manager and Customer Service Manager. Jaime is a graduate of Kansas State University with a bachelor's degree in accounting.

XIAOWEN YANG, Associate Consultant - 5+ years of experience

Xiaowen comes to Gallagher with five years of analytical experience in learning & development, product management, sales operations, and employee & physician engagement. Xiaowen most recently managed the full-cycle employee engagement survey program – encompassing design, development, analysis, reporting, and action planning - at West Monroe.

Prior Engagements with the Town of Elizabeth

Gallagher has no previous engagements with the Town of Elizabeth.

Similar Engagements with Other Government Entities

Total Public Sector Clients: We have provided the following client list for engagements that encompass services similar to those requested by the Town and completed by the members of the proposed project team.

Public Sector Clients – Last 3 Years	
Aims Community College - Greeley, CO	Aitkin County - Aitkin, MN
Alamance Community College - Graham, NC	Albemarle County - Charlottesville, VA
Allegheny County Airport - West Mifflin, PA	Anoka-Hennepin School District - Anoka, MN
Appalachian State University - Boone, NC	ArtCenter College of Design - Pasadena, CA
Association of Business Administrators of Christian Colleges - Hudsonville, MI	Atlanta Regional Commission - Atlanta, GA
Atlantic City Municipal Utilities Authority - Atlantic City, NJ	Austin Transit Partnership - Austin, TX
Barnes County - Valley City, ND	Bay Path University - Longmeadow, MA
Becker County - Detroit Lakes, MN	Bemidji Area Schools - Bemidji, MN
Benton County - Corvallis, OR	Berkshire Health Systems - Pittsfield, MA
Big Lake Schools - Big Lakes, MN	Black Hawk County - Waterloo, IA
Bloomington Public Schools - Bloomington, MN	Blue Ridge Juvenile Detention - Charlottesville, VA
Boston Public Schools - Roxbury, MA	Bowie State University - Bowie, MD
Brazosport College - Lake Jackson, TX	BREC - Baton Rouge, LA
Bremerton Housing Authority - Bremerton, WA	Butler Machinery Company - Fargo, ND
Cabarrus Health Alliance - Kannapolis, NC	Campbell County Fire Department - Gillette, WY
Capital Metropolitan Transportation Authority - Austin, TX	Carroll College - Helena, MT
Carver County - Chaska, MN	Casper Community College District - Casper, WY
Cass County - Fargo, ND	Centennial School District 12 - Circle Pines, MN
Central State University - Wilberforce, OH	Champaign County - Urbana, IL
Champaign-Urbana Mass Transit District - Urbana, IL	Charlotte-Mecklenburg Schools - Charlotte, NC
Choate Rosemary Hall - Wallingford, CT	Christopher Newport University - Newport News, VA
City and County of Honolulu - Honolulu, HI	City of Angleton - Angleton, TX

City of Artesia - Artesia, CA	City of Austin - Austin, TX
City of Avon Lake - Avon Lake, OH	City of Baytown - Baytown, TX
City of Becker - Becker, MN	City of Berkley - Berkley, MI
City of Blaine - Blaine, MN	City of Bloomington - Bloomington, IL
City of Caldwell - Caldwell, ID	City of Charlottesville - Charlottesville, VA
City of Chattanooga - Chattanooga, TN	City of Chesapeake - Chesapeake, VA
City of Eden Prairie - Eden Prairie, MN	City of Englewood - Englewood, CO
City of Farmington - Farmington, MN	City of Fergus Falls - Fergus Falls, MN
City of Gillette - Gillette, WY	City of Hampton - Hampton, VA
City of Hondo - Hondo, TX	City of Hopkins - Hopkins, MN
City of Idaho Falls - Idaho Falls, ID	City of Irvine - Irvine, CA
City of Johnston - Johnston, IA	City of Katy - Katy, TX
City of La Quinta - LaQuinta, CA	City of Lexington - Lexington, NC
City of Manhattan - Manhattan, KS	City of Marshall - Marshall, MN
City of McMinnville - McMinnville, OR	City of Meridian - Meridian, ID
City of Miami - Miami, OK	City of Midland - Midland, TX
City of Minneapolis - Minneapolis, MN	City of Minot - Minot, ND
City of Mission Hills - Mission Hills, KS	City of Ottumwa - Ottumwa, IA
City of Owatonna - Owatonna, MN	City of Oxnard - Oxnard, CA
City of Quincy, MA - Quincy, MA	City of Rapid City - Rapid City, SD
City of Red Lake Falls - Red Lake Falls, MN	City of Red Wing - Red Wing, MN
City of Roanoke - Roanoke, VA	City of Rocky Mount - Rocky Mount, NC
City of Ruston - Ruston, LA	City of Sacramento - Sacramento, CA
City of Shreveport - Shreveport, LA	City of Sioux Falls - Sioux Falls, SD
City of Spring Valley Village - Houston, TX	City of Springfield - Springfield, OR
City of Thief River Falls - Thief River Falls, MN	City of Vermilion - Vermilion, OH
City of Wausau - Wausau, WI	City of Webster - Webster, TX
City of Wolfforth - Wolfforth, TX	Clay County - Spencer, IA
Cleveland Bakers & Teamsters Benefit Funds - Valley View, OH	Clinton County - Clinton, IA
College of St. Mary - Omaha, NE	Colorado Office of the Attorney General - Denver, CO
Colorado School Districts Self Insurance Pool - Centennial, CO	Colorado Springs Utilities - Colorado Springs, CO

Comfort Lake Forest Lake Watershed District - Forest Lake, MN	County of Greenville - Emporia, VA
Currituck County - Currituck, NC	Denison University - Granville, OH
Denver Housing Authority - Denver, CO	Des Moines Public Schools - Des Moines, IA
Dona Ana County - Las Cruces, NM	Douglas Machine - Alexandria, MN
Durham City Transit Company - Durham, NC	Eastern Carver County Schools - Chaska, MN
Eastern Shore Community College - Melfa, VA	Elton John AIDS Foundation - New York, NY
Emanuel County - Swainsboro, GA	Erie Regional Airport Authority - Erie, PA
Fauquier County - Warrenton, VA	Fauquier County Water and Sanitation Authority - Warrenton, VA
Flathead Valley Community College - Kalispell, MT	Forest Lake Area Schools - Forest Lake, MN
Fort Wayne Public Transportation Corporation - Fort Wayne, IN	Francis Tuttle Technology Center - Oklahoma City, OK
Franklin County - Pasco, WA	Galveston College - Galveston, TX
Gillette College - Gillette, WY	Global Psychological Services - Farmington Hills, MI
Grand Rapids Public Utilities Commission - Grand Rapids, MN	Greater Lafayette Public Transportation Corporation - Lafayette, IN
Greater MSP Partnership - Saint Paul, MN	Guardian ad Litem Board - St. Paul, MN
Gulf Coast Water Authority - Texas City, TX	Gustavus Adolphus College - Saint Peter, MN
Gwynedd Mercy University - Gwynedd Valley, PA	Hampton Roads Sanitation District - Virginia Beach, VA
Hawaii Health Systems Corporation - Honolulu, HI	Heartland Community College - Normal, IL
Henrico County - Henrico, VA	Ho-Chunk Nation - Black River Falls, WI
Housing Authority of the City of Pittsburgh - Pittsburgh, PA	Houston County - Caledonia, MN
Illinois State Board of Education - Chicago, IL	Independent Colleges of Indiana - Indianapolis, IN
Intercity Transit - Olympia, WA	Intermediate District 287 - Plymouth, MN
Iowa Valley Community College District - Marshalltown, IA	Island Transit - Coupeville, WA
Jefferson College - Hillsboro, MO	Kankakee Community College - Kankakee, IL
Kentucky State University - Frankfort, KY	Ketchikan Gateway Borough - Ketchikan, AK
Kodiak Island Borough - Kodiak, AK	Lafourche Parish Government - Thibodaux, LA
Lake County Forest Preserves - Libertyville, IL	Lake County - Two Harbors, MN
Laurel Ridge Community College - Middletown, VA	Lee College - Baytown, TX
Liberty University - Lynchburg, VA	Lincoln University - Jefferson City, MO
Little Rock Convention & Visitors Bureau - Little Rock, AR	Los Alamos County - Los Alamos, NM

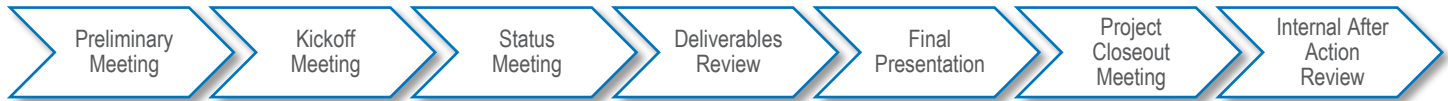
Louisiana's Community and Technical Colleges - Baton Rouge, LA	Louisville Metro Housing Authority - Louisville, KY
Macon County, North Carolina - Franklin, NC	Madison Area Technical College - Madison, WI
Maine State Housing Authority - Augusta, ME	Manchester University - North Manchester, IN
MassHousing - Boston, MA	McHenry County - Towner, ND
McKenzie County - Waterford City, ND	McLean County - Washburn, ND
Medical University of South Carolina - Charleston, SC	Meridian Airport Authority - Meridian, MS
Methodist University - Fayetteville, NC	Metropolitan Community College - Kansas City, MO
Metropolitan Educational Cooperative Service Unit - Arden Hills, MN	Michigan Works! Southeast - Hillsdale, MI
Milwaukee Public Schools - Milwaukee, WI	Minnetonka Public Schools - Minnetonka, MN
Monmouth University - West Long Branch, NJ	Montgomery County - Dayton, OH
Mounds View Public Schools - Shoreview, MN	Municipal Employees' Retirement System - Lansing, MI
National Center for State Courts - Williamsburg, VA	Nebraska Judicial Branch - Lincoln, NE
Nicollet County - St. Peter, MN	North Central Texas College - Gainesville, TX
North Dakota Association of Counties - Bismarck, ND	Northeast Metro 916 Intermediate School District - White Bear Lake, MN
Northeast Ohio Regional Sewer District - Cleveland, OH	Northland Pioneer College - Holbrook, AZ
Oakland Housing Authority - Oakland, CA	Office of the Colorado State Public Defender - Denver, CO
Ohio University - Athens, OH	Oklahoma City University - Oklahoma City, OK
Orange County - Orange, VA	Otter Tail County - Fergus Falls, MN
Owatonna Public Schools - Owatonna, MN	Pace University - New York, NY
Pennsylvania Patient Safety Authority - Harrisburg, PA	Pennsylvania's State System of Higher Education - Harrisburg, PA
Pepperdine University - Malibu, CA	PINGCAP (US), INC - San Mateo, CA
Pipestone County - Pipestone, MN	Point Loma Nazarene University - San Diego, CA
Polk State College - Winter Haven, FL	Port of Houston Authority - Houston, TX
Portland Public Schools - Portland, ME	Prairie State College - Chicago Heights, IL
PrimeWest Health - Alexandria, MN	Prince William County Department of Fire & Rescue - Prince William, VA
Prince William County Public Schools - Manassas, VA	Prince William County - Prince William, VA
Public Utility District #1 of Okanogan County - Okanogan, WA	Pueblo County - Pueblo, CO
Puget Sound Partnership - Olympia, WA	Radford University - Radford, VA

Ramsey County - Devils Lake, ND	Ramsey County - Saint Paul, MN
Red Lake Public Schools - Red Lake, MN	Regional Transportation District - Denver, CO
Rhode Island Airport Corporation - Warwick, RI	Rhode Island Housing - Providence, RI
Rice Creek Watershed District - Blaine, MN	Richland County - Wahpeton, ND
Riverside Transit Agency - Riverside, CA	Rochester Public Schools - Rochester, MN
Roseville Area Schools - Roseville, MN	Rowan-Cabarrus Community College - Salisbury, NC
Saint Elizabeth University - Morristown, NJ	Saint Joseph's University - Philadelphia, PA
San Antonio Housing Authority - San Antonio, TX	San Juan College - Farmington, NM
Sargent County - Forman, ND	Sigma Chi Fraternity - Evanston, IL
Skagit County - Mount Vernon, WA	Solid Ground - Seattle, WA
South Dakota Unified Judicial System - Pierre, SD	South Washington Watershed District - Woodbury, MN
Southeast Service Cooperative - Rochester, MN	SouthWest Metro Intermediate District 288 - Shakopee, MN
Southwest Technical College - Fennimore, WI	St. Charles Parish Public Schools - Luling, LA
St. Cloud Area School District 742 - Waite Park, MN	St. Cloud Metropolitan Transit Commission - St. Cloud, MN
St. Paul Public Housing Agency - St. Paul, MN	St. Tammany Fire Protection District #4 - Mandeville, LA
St. Tammany Parish Library - Covington, LA	St. Vrain Valley School District - Longmont, CO
State Employees Credit Union - Raleigh, NC	State of North Dakota Department of Health/Human Services - Bismarck, ND
State of South Dakota - Pierre, SD	State of Utah - Salt Lake City, UT
Steele County - Owatonna, MN	Stillwater Area Public Schools - Stillwater, MN
Summit County - Coalville, UT	Summit County - Breckenridge, CO
The Bishop's School - La Jolla, CA	The University of North Carolina System - Raleigh, NC
The Virginia Department of Social Services - Richmond, VA	The Wesleyan Church Corporation - Fishers, IN
Tidewater Community College - Norfolk, VA	Todd County - Long Prairie, MN
Toronto Metropolitan University - Toronto, ON	Traill County - Hillsboro, ND
Trinity Metro - Fort Worth, TX	Tulsa Health Department - Tulsa, OK
United Community Action Partnership, Inc. - Marshall, MN	University of Denver - Denver, CO
University of Guam - Mangilao, GU	University of Houston-Clear Lake - Houston, TX
University of Houston-Downtown - Houston, TX	University of Kansas Medical Center - Kansas City, KS
University of Mary Washington - Fredericksburg, VA	University of Maryland - College Park, MD
University System of Georgia - Atlanta, GA	Upper Mississippi River Basin Association - Bloomington, MN

Utah Valley University - Orem, UT	Valley Health System - Winchester, VA
Village of Schaumburg - Schaumburg, IL	Virgin Islands Public Officials Compensation Commission - St. Thomas, VI
Virginia Commonwealth University - Richmond, VA	Virginia Community College System - Richmond, VA
Virginia Department of Education - Richmond, VA	Virginia Department of Health - Richmond, VA
Virginia Department of Health Professions - Richmond, VA	Virginia Department of Housing & Community Development - Richmond, VA
Virginia Department of Labor & Industry - Richmond, VA	Virginia Department of Taxation - Richmond, VA
Virginia Department of Veterans Services - Richmond, VA	Virginia Housing - Richmond, VA
Virginia State Police - Richmond, VA	Vista Irrigation District - Vista, CA
Wadena-Deer Creek Public Schools - Wadena, MN	Wajax Limited - Mississauga, ON
Waubonsee Community College - Sugar Grove, IL	Wayzata Public Schools - Wayzata, MN
West Central Initiative - Fergus Falls, MN	West Fargo Public Schools - West Fargo, ND
Western Lake Superior Sanitary District - Duluth, MN	Westmont College - Santa Barbara, CA
Whatcom County - Bellingham, WA	William Paterson University - Wayne, NJ
Wyoming Association of Risk Management - Cheyenne, WY	

Specific Methodology

Our practice takes a thoughtful and collaborative approach to all our client engagements, where we work to ensure our efforts are ones which demonstrate how the Public Sector & Higher Education practice **C.A.R.E.S.** - collaborate/consult, advise/assess, recommend/resource, engage/endorse, and strategize/serve - about our clients and their needs. To that end, our project approach starts with our process and client communications.



Our significant experience has resulted in a comprehensive understanding of the scope of work described by the Town. Additionally, we understand the importance of this study as one of many strategies to address current human resources issues and appreciate the delicate nature of public sector spending. Below are some key considerations we have in this type of project, followed by our approach to the areas identified by the Town, our detailed work plan, and the estimated project timeline.

Key Considerations:

Leadership Support: Effective compensation reform requires consistent, visible leadership commitment at multiple organizational levels. We establish a leadership accountability structure that includes executive sponsors, department champions, and implementation teams with clearly defined roles. Leaders must actively communicate the program's importance, address concerns directly, and visibly support the process through each phase. We provide leaders with focused messaging tools and data points to effectively advocate for changes. Without this multi-level support structure, even technically sound compensation systems often encounter significant resistance during implementation.

Internal Fairness and Equity: Our approach balances external market competitiveness with internal equity through comprehensive job analysis techniques. We conduct detailed comparisons across job families, reporting relationships, and responsibility levels to ensure logical compensation relationships. This includes specialized analysis of career progression paths and appropriate differentials between supervisory and non-supervisory roles. We implement specific methodologies to address compression issues, particularly between long-service employees and new hires with market-driven starting salaries. Our process identifies and remedies historical inequities while establishing defensible rationales for pay differences based on skills, responsibilities, and performance factors.

Appropriate Timelines: We develop realistic project schedules based on organizational complexity and resources. This includes adequate time for comprehensive job documentation, employee input, leadership review cycles, and implementation planning. A typical comprehensive compensation project requires 6+ months for proper execution, including 2-3 months for thorough job analysis, 1-2 months for market research, and 2-3 months for implementation planning, noting that this work may happen concurrently across the life of the engagement. Accelerated timelines often compromise data quality and stakeholder buy-in, leading to implementation challenges and future rework. We establish appropriate checkpoints and quality controls to ensure thoroughness while maintaining momentum.

Data-Driven with Human Oversight: Our methodology combines rigorous data collection with expert interpretation. We utilize multiple validated market sources appropriate for your sector, geographic region, and organizational characteristics. All job matches undergo multi-level validation checks to ensure accurate comparisons. This empirical foundation is then contextualized through structured consultant review panels that consider institutional history, strategic priorities, and unique operational factors as shared and iterated by our clients. We document both the data-driven recommendations and any exceptions to provide a clear, defensible audit trail. This balanced approach ensures decisions aren't rigidly algorithmic while maintaining system integrity.

Clear and Consistent Communication: We develop compensation structures and classification frameworks with inherent clarity, using straightforward job leveling frameworks, transparent progression criteria, and consistent application of compensable factors. Communication materials are tailored to different stakeholder needs—executive summaries for leadership, detailed implementation guides for HR professionals, and practical explanation tools for managers and employees. We create accessible resources explaining compensation philosophy, range structure, placement methodology, and future growth opportunities. Systems are designed with straightforward administration requirements that don't require specialized expertise for day-to-day management.

Compression Planning and Analysis: Our implementation approach includes detailed financial modeling that identifies potential compression scenarios before placement decisions are finalized. We analyze the distribution of current salaries against proposed ranges to identify employee clusters and gaps requiring special attention. Implementation options are developed with multi-year cost projections, including various phasing alternatives to balance budget constraints with equity requirements. Special focus is given to departments with significant longevity differences and areas with recent hiring at market rates. This proactive approach prevents creating new inequities while addressing existing compression issues within available resources.

Our Approach:

Comprehensive Job Documentation Review

Our methodical approach to position documentation begins with a thorough review of the Town's existing job descriptions to ensure both internal consistency and regulatory compliance. This analysis includes:

- **Documentation Structure Assessment**
Systematic evaluation of job descriptions through our 15-point documentation checklist, assessing critical elements including essential functions, ADA compliance language, FLSA classification support, and competency requirements.
- **Functional Accuracy Verification**
Application of our validation process to ensure documentation reflects actual work performed. For positions where current documentation (job descriptions or other supporting materials) lacks sufficient clarity or detail, we may implement our Job Analysis Questionnaire (JAQ) methodology. This targeted approach uses our structured JAQ format to capture essential job elements more accurately than traditional methods. The JAQ process is selectively applied only where existing documentation fails to clearly define:
 - Work complexity and decision-making authority
 - Technical skill requirements and application
 - Supervisory/management responsibilities
 - Problem-solving requirements and organizational impact
 - Minimum qualification requirements
- **Regulatory Compliance Review**
Application of our compliance checklist to ensure job documentation satisfies requirements across multiple regulatory frameworks, including ADA, EEOC, FLSA, and other applicable laws. This process identifies specific compliance gaps and develops appropriate language solutions.

Internal Equity Assessment

Our internal equity methodology uses analytical techniques to ensure position valuation reflects organizational priorities:

- **Job Evaluation System Review**
Assessment of the Town's current job evaluation methodology to determine effectiveness and alignment with organizational values. Based on this assessment, we will either:
 - Refine the existing methodology to improve consistency and validity
 - Implement our factor-based evaluation system, customized to the Town's specific requirements
- **Position Value Analysis**
Application of the selected job evaluation methodology across all positions, using a standardized approach to ensure consistent application of factors:
 - Multiple-reviewer approach to minimize subjective bias
 - Consistency checking across organizational units
 - Identification and resolution of internal equity issues
 - Development of clear rationales for evaluation decisions
- **Equity Validation Process**
Implementation of our three-level validation approach to ensure evaluation outcomes reflect genuine job value rather than historical patterns:
 - Horizontal equity checks across functional areas
 - Vertical equity review within career paths
 - Cross-organizational comparison against similar position families

Market Comparison Analysis

Our market analysis methodology combines multiple data sources to create a comprehensive competitive assessment:

- **Benchmark Position Selection**
Collaborative identification of benchmark positions (typically 60-65% of job classifications) to ensure:
 - Representation across all major job families and levels
 - Focus on positions with reliable and abundant market data
 - Inclusion of mission-critical and hard-to-fill positions
 - Coverage of positions with known compensation challenges
- **Comprehensive Market Data Collection**
Multi-source data approach combining:
 - Published survey data from industry-specific and general compensation surveys
 - Custom survey data collected from selected competitor organizations
 - Current labor market information on compensation trends
- **Total Rewards Analysis**
Complete competitive assessment including:
 - Base compensation positioning relative to defined market
 - Variable pay practices and prevalence
 - Benefits package evaluation and competitiveness
 - Work arrangement flexibility and other non-monetary elements
 - Employer/employee cost-sharing analysis for benefits programs

Compensation Structure Development

Our compensation structure development process transforms market and internal data into an integrated framework that supports organizational objectives:

- **Structure Design**
Development of grade and range structures through data analysis:
 - Analysis of market data to establish market-responsive relationships
 - Integration of internal equity requirements into structure design
 - Modeling of various structure options (typically 2-3 alternatives)
 - Review of position distribution across proposed structures
- **Position Placement**
Allocation of positions to appropriate grades based on:
 - Internal equity values established through job evaluation
 - Market position requirements for critical job families
 - Organizational design considerations and reporting relationships
 - Career progression pathway requirements
- **Implementation Analysis**
Financial analysis to evaluate implementation approaches:
 - Individual employee placement modeling based on defined criteria
 - Development of up to three implementation scenarios
 - Compression/inversion identification and remediation planning

System Sustainability Plan

Our approach ensures the Town can maintain and evolve the compensation system independently:

- **Comprehensive Documentation & System Integration**
Development of system documentation and transfer of data in formats compatible with the Town's HRIS system, enabling smooth integration with existing technology.
- **Administrative Knowledge Transfer**
Implementation of our training approach:
 - Thorough training for HR staff on system maintenance
 - Development of administrative tools and decision support materials

- Creation of position evaluation guides and procedures
- Establishment of ongoing monitoring and adjustment processes
- Long-term Maintenance Planning
 - Development of a sustainable maintenance approach:
 - Annual review methodology and timeline
 - Market monitoring recommendations and data sources
 - Position evaluation guidelines for new or changed positions
 - Budget planning guidance for annual structure adjustments

Our final deliverable will include a comprehensive report detailing methodologies, findings, and recommendations, along with all necessary implementation tools and documentation. This deliverable will provide the Town with both immediate implementation guidance and long-term direction for compensation management.

Work Plan: The work plan proposed is designed to provide the flexibility necessary to attract, retain, and motivate employees to provide quality services and ensure the system is not an administrative and/or costly burden to the Town now or in the future. Gallagher has integrated the Scope of Services into our phased approach and deliverables to address the Town's requests. All phases will require that designated the Town - team members and Gallagher have ongoing status meetings to explain the process, review the project's progress, review draft materials, address questions, and discuss next steps.

The phased work plan is as follows:

PHASE 1: STRATEGIC ALIGNMENT, PROJECT INITIATION, & STUDY ADMINISTRATION

Our engagement begins with a comprehensive strategic alignment phase designed to establish clear governance structures and critical success parameters:

- **Executive Strategy Session / Preliminary Meeting** (Week 1)
 - Half-day facilitated session with executive leadership
 - Confirmation of organizational priorities and talent philosophy
 - Alignment of compensation strategy with business objectives
 - Risk assessment and mitigation planning
 - Finalization of project scope parameters
- **Project Governance Implementation** (Week 1-2)
 - Establishment of steering committee and working team
 - Definition of roles, responsibilities and decision-making authority
 - Implementation of our proprietary communication matrix
 - Configuration of project management platform with milestone tracking
 - Development of risk management and escalation protocols
- **Current State Diagnostic** (Weeks 2-3)
 - Comprehensive documentation collection and review
 - In-depth assessment of existing compensation philosophy
 - Evaluation of current classification architecture
 - Gap analysis against industry best practices
 - Identification of critical improvement opportunities
 - Diagnostic findings presentation to project team
- **Stakeholder Engagement Planning** (Week 3)
 - Development of multi-level communication strategy
 - Creation of employee communication materials
 - Configuration of feedback collection mechanisms
 - Establishment of change management protocols
 - Finalization of communication timeline

PHASE 1: STRATEGIC ALIGNMENT, PROJECT INITIATION, & STUDY ADMINISTRATION

- **Employee Orientation Sessions** (Week 4)
 - Delivery of employee information sessions
 - Distribution of project overview materials
 - Q&A facilitation with consistent messaging
 - Expectation setting for participation requirements
 - Initial feedback collection

Virtual Meetings are included. On-site visits are available at an additional charge to the Town.

PHASE 2: CLASSIFICATION & CAREER FRAMEWORK REVIEW + DESIGN

Conduct of meetings with HR/leadership/project team at critical intervals to discuss deliverables. Some components of Phase 2 will overlap with Phase 1.

Our methodology leverages leading practice and analytical frameworks refined through implementations across hundreds of client engagements:

- **Position Analysis & Documentation Preparation** (Weeks 3-5)
 - Configuration of Job Analysis Questionnaires (JAQs), as necessary to ensure job documentation
 - Development of manager review protocols
 - Creation of job analysis interview guides, as appropriate to ensure clarity of information
 - Establishment of documentation standards
 - Training of internal reviewers on validation methodology
- **Data Collection Execution** (Weeks 5-8)
 - Collection of job description and position information details from client
 - Review and analysis of role details and duties performed
 - Distribution of JAQs to selected employees (1-week completion window)
 - Technical support for JAQ completion process
 - Manager review and validation (1-week review period)
 - Follow-up for incomplete submissions
 - Data quality review and normalization
 - Structured manager validation interviews (selected positions)
 - Documentation of organizational relationships
- **FLSA Classification Review** (Weeks 8-9)
 - Application of our 7-point compliance methodology (see appendix for methodology details)
 - Job-by-job exemption status determination
 - Documentation of exemption rationale
 - Identification of compliance risk areas
 - Development of remediation recommendations
- **Classification Architecture Development** (Weeks 9-12)
 - Multi-dimensional job evaluation using the approach of best alignment for the organization, from among the five leading approaches (ranking, classification/grading, point factor, factor analysis, and/or market-alignment)
 - Job family identification and definition
 - Development of career progression pathways
 - Cross-functional alignment analysis
 - Draft classification structure development
 - Internal consistency review and refinement
 - Preliminary presentation to project team for feedback

PHASE 2: CLASSIFICATION & CAREER FRAMEWORK REVIEW + DESIGN

- Classification structure refinement based on feedback
- Final classification structure development

PHASE 3: COMPENSATION, BENCHMARKING & MARKET ANALYSIS

Our data-driven approach combines deep market knowledge with sophisticated analytical techniques:

- **Market Analysis Strategy Development** (Weeks 7-8)
 - Collaboration on benchmark job selection
 - Strategic identification of appropriate labor markets and peer organizations
 - Development of data collection strategy
 - Determination of aging factors and effective dates
 - Selection of published survey sources
 - Identification of custom survey participants
- **Custom Market Intelligence Gathering** (Weeks 9-14)
 - Development of custom survey instrument
 - Participant recruitment and confirmation
 - Survey distribution to identified participants
 - Technical support for participants
 - Data collection monitoring
 - Follow-up for non-respondents
 - Data validation and quality review
 - Compilation of custom survey results
 - Supplemental data-mining to ensure sufficient data resources for analysis
- **Published Survey Data Collection** (Weeks 9-14, concurrent with custom survey)
 - Extraction of relevant data from published sources
 - Normalization of data across sources
 - Application of geographic differentials
 - Implementation of aging factors
 - Compilation of comprehensive market dataset
 - Quality assurance review
- **Advanced Data Analytics** (Weeks 14-16)
 - Integration of custom and published data sources
 - Statistical validation of integrated dataset
 - Outlier identification and handling
 - Application of regression analysis for market line determination
 - Competitive positioning analysis
 - Internal equity assessment
 - Pay compression diagnosis
- **Compensation Structure Engineering** (Weeks 16-18)
 - Development of pay structure alternatives (typically 2-3 options)
 - Range modeling with various spread and overlap scenarios
 - Alignment of structure with classification architecture
 - Testing of structure against current positions
 - Financial impact modeling of alternatives
 - Structure refinement based on testing results
 - Finalization of recommended structure

PHASE 4: IMPLEMENTATION STRATEGY, FINAL REPORTS, & SUSTAINABILITY PLANNING

Our approach ensures successful implementation and long-term program sustainability:

- **Financial Impact Analysis** (Weeks 17-19)
 - Individual employee placement modeling
 - Aggregate financial impact calculation
 - Development of implementation scenarios (typically 3)
- **Implementation Strategy Development** (Weeks 19-21)
 - Creation of phased implementation timeline
 - Development of exception handling protocols
 - Red-circle/green-circle treatment policies
 - Communication planning for rollout
- **Policy and Procedure Development** (Weeks 20-22)
 - Comprehensive compensation policy documentation
 - Administrative procedure development
 - Authority matrix creation
 - Process flow documentation
 - Recommendation for governance structure
 - Ongoing maintenance protocols
- **Toolkit Creation and Knowledge Transfer** (Weeks 21-23)
 - Development of position evaluation tools
 - Creation of manager decision-support resources
 - Design of employee education materials
 - Development of training curriculum
 - Delivery of administrator training (2 sessions)
 - Delivery of manager training (3-4 sessions)
- **Executive Presentation and Finalization** (Weeks 23-24)
 - Preparation of executive presentation materials
 - Delivery of executive briefing session
 - Facilitation of decision-making on implementation approach
 - Finalization of deliverables based on executive input
 - Delivery of all project materials and tools
 - Project close-out and transition to ongoing support

PHASE 5: POST-PROJECT SUPPORT & OPTIONAL ONGOING SERVICES

- **Implementation Support** (Up to 10 hours of direct support for the 6 months following project closure)
 - Technical assistance during initial rollout
 - Advisory support for complex situations
 - Resolution of emergent issues
 - Refinement of tools based on initial usage
 - Documentation of lessons learned
 - Development of long-term sustainability recommendations
- **Ongoing Support Services (Optional)**
 - The consultant will offer ongoing support services throughout the year, including job evaluation, market pricing, job description development, trend data analysis, and related activities on an ad-hoc basis. The typical turnaround time

for ad-hoc requests is two to four business days, depending on the nature and volume of the requests. These services are often provided after completing larger projects to aid in implementing and maintaining the outcomes and deliverables of the initial engagement.

Proposed segmentation of the engagement (The Town's preference is for work commencing in July 2025). Substantial completion required by October 1, 2025.

The following is an estimate to complete each phase by month. We will discuss the details of each phase during Phase 1 and identify specific deadlines for the project at that time. We will conduct frequent conference calls with the Town to ensure the schedule is monitored throughout the project. In today's world, speed is very important. However, given the significance of this project, it is just as important for the Town officials, department heads, and employees to have sufficient time to review and approve the recommendations of Gallagher and to ensure proper communications occur. We have prepared a timeline to ensure the Town has the work products in an expeditious manner. Our phases run concurrently; in that we do not wait until the full completion of a phase to begin another phase. We are prepared to commence the work within two weeks of receiving your authorization to proceed.

PHASE 1: STRATEGIC ALIGNMENT, PROJECT INITIATION, & STUDY ADMINISTRATION	
Milestone	Timeframe
Executive Strategy Session / Preliminary Meeting	Week 1
Project Governance Implementation	Week 1-2
Current State Diagnostic	Weeks 2-3
Stakeholder Engagement Planning	Week 3
Employee Orientation Sessions	Week 4
PHASE 2: CLASSIFICATION & CAREER FRAMEWORK REVIEW + DESIGN	
Milestone	Timeframe
Position Analysis & Documentation Preparation	Weeks 3-5
Data Collection Execution	Weeks 5-8
FLSA Classification Review	Weeks 8-9
Classification Architecture Development	Weeks 9-12
PHASE 3: COMPENSATION, BENCHMARKING & MARKET ANALYSIS	
Milestone	Timeframe
Market Analysis Strategy Development	Weeks 7-8
Custom Market Intelligence Gathering	Weeks 9-14
Published Survey Data Collection	Weeks 9-14 (concurrent with custom survey)
Advanced Data Analytics	Weeks 14-16
Compensation Structure Engineering	Weeks 16-18
PHASE 4: IMPLEMENTATION STRATEGY, FINAL REPORTS, & SUSTAINABILITY PLANNING	
Milestone	Timeframe
Financial Impact Analysis	Weeks 17-19
Implementation Strategy Development	Weeks 19-21
Policy and Procedure Development	Weeks 20-22
Toolkit Creation and Knowledge Transfer	Weeks 21-23
Executive Presentation and Finalization	Weeks 23-24
PHASE 5: POST-PROJECT SUPPORT & OPTIONAL ONGOING SERVICES	
Milestone	Timeframe
Implementation Support	Up to 10 hours of direct support for the 6 months following project closure

Level of staff and number of hours to be assigned to each proposed segment of the engagement.

Our project team would consist of a project advisor (managing director), project management (senior consultant), and project staff including roles such as consultant and associate consultant. We staff our projects from our 15 highly experienced practice members to ensure quality of services that exceed client needs and support their strategic and operational decision making.

Approach to be taken to gain and document an understanding of the Town of Elizabeth's pay philosophy.

We wish to understand your compensation philosophy as though we are members of the Town's workforce. Whether it's simply becoming versed in your existing philosophy, refreshing based on Town imperatives, or supporting the development of a new compensation philosophy, we look forward to the opportunity to support the Town in this regard. A strong compensation philosophy can accomplish many things, including:

- Guiding compensation decisions
- Recruitment and retention efforts
- Enhancing workforce motivation and engagement
- Supporting budget, planning and compliance efforts
- Aligning the town's performance and market approaches
- Supporting culture and communicating values

The firm's preferred approach to determining a defined market (this will be finalized at the discretion of the Town).

Gallagher's approach to determining a defined market involves a comprehensive market analysis methodology that combines multiple data sources to create a competitive assessment. This includes:

- **Benchmark Position Selection:** Collaborative identification of benchmark positions to ensure representation across major job families and levels, focusing on positions with reliable market data and known compensation challenges.
- **Comprehensive Market Data Collection:** Utilizing published survey data, custom survey data from competitor organizations, and current labor market information.
- **Total Rewards Analysis:** Assessing base compensation positioning relative to the defined market, variable pay practices, benefits package competitiveness, work arrangement flexibility, and employer/employee cost-sharing analysis.

This approach ensures a thorough understanding of the market landscape and aligns compensation strategies with organizational objectives.

The methodology used to compare positions to the defined market.

Gallagher employs a data-driven methodology with human oversight to compare positions to the defined market. This includes:

- **Data Collection and Validation:** Utilizing multiple validated market sources appropriate for the sector, geographic region, and organizational characteristics. All job matches undergo multi-level validation checks to ensure accurate comparisons.
- **Structured Consultant Review Panels:** Contextualizing empirical data through expert interpretation, considering institutional history, strategic priorities, and unique operational factors.
- **Market Analysis Strategy Development:** Collaborating on benchmark job selection, identifying appropriate labor markets and peer organizations, and developing data collection strategies.
- **Advanced Data Analytics:** Integrating custom and published data sources, applying regression analysis for market line determination, and conducting competitive positioning analysis.

This balanced approach ensures that decisions are informed by both rigorous data collection and expert interpretation, maintaining system integrity while addressing unique organizational needs.

References

Contact names and phone numbers are listed for each project. These projects are relevant to demonstrating our ability to meet the needs of the Town and show considerable experience in developing compensation systems for a variety of public sector organizations. Our references can attest to the timeliness, quality, and responsiveness of the services we provide, our understanding of job classification and pay equity, and our knowledge of legal issues, such as the ADA and FLSA, and our expertise in working with public organizations and sensitive personnel issues. The projects listed below were completed by members of your project team and within similar timeframes to what the Town is requesting.

CITY OF RUSTON, LA | 401 North Trenton Street, Ruston, LA 71270

Julie Keen, Finance Director, 318.251.8651, JulieKeen@RustonLA.gov

In 2022, Gallagher contracted with the City of Ruston to perform a compensation study for all city employees. The study utilized a custom survey and published data to complete the study. The study included police, fire, and utility workers.

CITY OF AUSTIN, TX | 301 West Second Street, Austin, TX 78701

Bryan Dore, Compensation Manager, 512.974.3216, bryan.dore@austintexas.gov

We have been retained to do numerous projects with the City since 2017. In 2017, we were hired to assist the City with a review and assessment of the compensation strategy and to conduct a compensation study for the Human Resources and Legal departments. In 2019, Gallagher conducted another custom salary survey for the City and a comprehensive evaluation of pay equity in comparison to its prior studies to identify if there are any pay equity issues in the organization. Since 2021, we have been engaged in a number of compensation and broader engagements – with our multi-year agreement renewed for 5 years in fall of 2024 – recent efforts have included compensation philosophy design, organizational assessments, and compensation reviews.

CITY OF GILLETTE, WY | 201 East 5th Street, Gillette, WY 82716-4303

Déca Wasson, Human Resources Director, 307.686.5222, decaw@gillettewy.gov

From 2022 to 2023, we were contracted by the City to perform compensation and HR advisory services.

HARRIS COUNTY, TX | 3100 Main Street, Houston TX 77002

Amanda Porter, Senior Manager, Compensation and Position Control, 713.274.3018, Amanda.Porter@harriscountytexas.gov

We are currently engaged with the County, the 3rd largest in the country, for a compensation, classification, and pay equity study. This study encompasses over 18,000 employees across 4,000 classifications. The study involves writing job descriptions, creating guidelines, and training for salary administration to ensure pay equity in addition to designing frameworks to support the County's ongoing HR transformation efforts.

PRINCE WILLIAM COUNTY, VA | 1 County Complex Court, Suite 155, Woodbridge, VA 22192

Stacey E. Allen, Assistant Director of Human Resources, 703.792.5172, SAllen@pwcgov.org

Since 2018, Gallagher and the County have partnered to conduct multiple classification and compensation studies with the goal of ensuring internal equity, external competitiveness, and legal compliance in pay structures while supporting career development and workforce planning. To build the compensation and classification framework from the ground-up, the team reviewed and updated over 310 job descriptions, facilitated employee and supervisor Job Analysis Questionnaires (JAQs), conducted interviews and focus groups, and performed market benchmarking. Deliverables included revised salary structures, implementation cost models, and communication toolkits. The studies concluded with actionable recommendations, including a streamlined classification system, updated pay ranges, and tailored implementation strategies aligned with the County's operational and budgetary needs. Gallagher continues to partner with Prince William County and is currently engaged in a 2025 project to build on the previous work, introducing innovative approaches to JAQ design and data collection and market pricing.

Additional references and/or case studies are available upon request to support client decision-making.

Cost Proposal

We believe that our methodology and implementation success rate is attributable to the significantly greater level of contact we have with employees, employee representation, management, and the governing body. The time we commit to working with employees (orientations and briefings, meetings with employees via personal interviews, sharing of compensation survey data, etc.) results in significantly greater buy-in throughout the process.

It has been our experience that the time, money, and resources invested in stakeholder communication throughout the study are time, money, and resources saved during implementation. Our goal is to conduct each study the right way the first time.

In an effort to create efficiency and cost savings for our clients, as well as operating as green an organization as possible, we often conduct our studies virtually. Our cost proposal assumes that all meetings and presentations will be conducted virtually/remotely and no onsite travel to the Town offices will occur. Should the Town desire onsite meetings, our per diem cost for onsite meetings based on travel time and market rate travel cost are outlined below. Our fees to conduct the study outlined above (including out-of-pocket expenses) will be \$15,000 – \$27,500. The table below outlines the price per phase.

Phase	Fees
PHASE 1: Strategic Alignment, Project Initiation, & Study Administration <i>Includes virtual meeting and ongoing project management meetings throughout.</i> <i>On-site meetings are available at an additional cost*</i>	Leveraging published data: \$15,000 or Leveraging Custom Survey: \$27,500
PHASE 2: Classification & Career Framework Review + Design**	
PHASE 3: Compensation, Benchmarking & Market Analysis	
PHASE 4: Implementation Strategy, Final Reports, & Sustainability Planning <i>Includes virtual meeting; On-site meetings are available at an additional cost *</i>	Pay Equity: \$5,500
PHASE 5: Post-Project Support & Optional Ongoing Services	\$0; annualized ongoing support services available
TOTAL COST (inclusive of all tasks) will not exceed: \$15,000 – \$27,500	

*On-site meetings are available at an additional cost.

**Should the Town request Gallagher to update/write job descriptions, those services will be priced separately since we are unable to determine the number that will be required. Pricing would be \$550 per job description and is in addition to the "Total Cost" identified above. Based on volume, this rate may be discounted.

Our study costs are directly derived from estimating the number of hours needed to perform the work and the level of the consultant charged with performing the work. Gallagher typically bills on a monthly basis up to the maximum of each deliverable. Please note, as phases sometimes run concurrently, a phase may not be completed at the time it is billed. All expenses are included in this quote.

Should the Town wish to have additional on-site presentation days or meetings, the estimated cost would be \$4,000 per day. Any change to the scope of the assignment (beyond what is described above) as well as other work requested beyond this assignment will be billed based on our hourly rates, unless we mutually agree on a fixed fee for the additional work.

Ongoing Services:

Service	Fees
Ongoing Ad-Hoc Review <i>Includes job evaluation, single role market pricing, and job description development, classification review, PDQ/JAQ review</i>	\$13,500* per annum** for up to 25 requests
Annual Trend Memo <i>Includes market and sector movement memorandum to inform annual budget planning, structure adjustments, and understanding of market trends</i>	\$3,500 per annum**
Market Benchmarking Tool <i>Includes client access to cloud-based market benchmarking tool and the development/facilitation of an annual custom survey to provide real-time market data to the client organization in between large-scale studies</i>	\$45,000 per annum (includes tool and survey)***

*price may be modified (up or down) based on anticipated client volume

**annual cost discounted by \$1,000 and held flat (i.e., no rate increases) for multi-year (2 or more) service agreements

***annual cost discounted to \$34,500 per annum for multi-year (2 or more) service agreements

Hourly Rates:

Role	Rate
Associate Consultant	\$250
Consultant	\$375
Senior Consultant	\$455
Principal	\$495
Managing Director	\$525

Contractual Considerations

Gallagher is pleased to submit this proposal to the Town. While this proposal is not meant to constitute a formal offer, acceptance, or contract, notwithstanding anything to the contrary contained in the proposal, Gallagher is submitting this proposal with the understanding the parties would negotiate and sign a contract containing terms and conditions that are mutually acceptable to both parties.

Our legal team has provided the following exceptions to the terms and conditions outlined in this proposal. We are open to discussion on these.

- Gallagher is not a federal contractor or subcontractor. Therefore, Gallagher cannot agree to federal contracting provisions contained within the RFP.
- Section 2 (para 3) (PDF page 6) - Below are Gallagher's insurance representations based on AJG Risk Management policies. These are not changed on a client by client basis:
 - Gallagher shall at all times during the term of this Agreement and for a period of two (2) years thereafter, obtain and maintain in force the following minimum insurance coverages and limits at its own expense:
 - Commercial General Liability (CGL) insurance on an ISO form number CG 00 01 (or equivalent) covering claims for bodily injury, death, personal injury, or property damage occurring or arising out of the performance of this Agreement, including coverage for premises, products, and completed operations, on an occurrence basis, with limits no less than \$2,000,000 per occurrence and \$4,000,000 in the aggregate;
 - Workers Compensation insurance with statutory limits, as required by the state in which the work takes place, and Employer's Liability insurance with limits no less than \$1,000,000 per accident for bodily injury or disease. Insurer will be licensed to do business in the state in which the work takes place;
 - Automobile Liability insurance on an ISO form number CA 00 01 covering all hired and non-owned automobiles with limit of \$1,000,000 per accident for bodily injury and property damage;
 - Umbrella Liability insurance providing excess coverage over all limits and coverages with a limits no less than \$10,000,000 per occurrence or in the aggregate;
 - Errors & Omissions Liability insurance, including extended reporting conditions of two (2) years with limits of no less than \$5,000,000 per claim, or \$10,000,000 in the aggregate;
 - Cyber Liability, Technology Errors & Omissions, and Network Security & Privacy Liability insurance, including extended reporting conditions of two (2) years with limits no less than \$2,000,000 per claim and in the aggregate, inclusive of defense cost; and
 - Crime insurance covering third-party crime and employee dishonesty with limits of no less than \$1,000,000 per claim and in the aggregate.

All commercial insurance policies shall be written with insurers that have a minimum AM Best rating of no less than A-VI, and licensed to do business in the state of operation. Any cancelled or non-renewed policy will be replaced with no coverage gap, and a Certificate of Insurance evidencing the coverages set forth in this section shall be provided to Client upon request.

- Final Selection (PDF page 8) - Gallagher cannot agree to be bound by the Professional Services Agreement (Exhibit A) referenced in this section until it has had the opportunity to review.

* * * * *

Thank you for this opportunity to offer our services. Please feel free to contact us at any time if you have any questions or require additional information. We look forward to hearing from you soon.

Sincerely,



Erik Smetana, MBA, SPHR, SHRM-SCP, SWP
Managing Director & Operations Leader
314.494.4849 | Erik_HenrySmetana@ajg.com

Appendix 1: Publications & Conference Presentations

Over the past 36 months, your Gallagher consultants have actively contributed to the discourse through a variety of publications and conference presentations. These efforts underscore our commitment to thought leadership and our dedication to advancing industry practices. This section highlights our key publications and presentations, showcasing our expertise and the value we bring to our clients and partners.

Navigating What's Next: Revenue, Risk, and the Future of College Athletics (Webinar)

Arthur J. Gallagher & Co. | May 8, 2025

FMLA Bootcamp: Leave Management Trends, Paid Time Off & Sick Banks (Webinar)

myBenefits Channel | April 24, 2025

How Student-Athlete Pay Can Boost Students, Sports and Institutional Success

Arthur J. Gallagher & Co. - News & Insights | February 26, 2025

Shaping the Journey to Fair Pay for Student Athletes

Arthur J. Gallagher & Co. - News & Insights · Jan 15, 2025

Competitive Compensation Structures for Higher Ed Institutions and Systems

CUPA presentation | September 2024

Public Sector: Trends in Compensation & HR

Public Sector HR Association (PSHRA) - Virginia Chapter - State Conference | September 24, 2024

How a Compensation Philosophy Can Boost Employee Engagement in the Public Sector

Arthur J. Gallagher & Co. - News & Insights Jul 2, 2024

Driving Public Sector Excellence: The Power of Job Architecture and Career Frameworks

Arthur J. Gallagher & Co. - News & Insights | May 2, 2024

Promoting Excellence and Pay Equity: The Benefits of Merit Pay in Higher Education

Arthur J. Gallagher & Co. - News & Insights·| April 8, 2024

Recruitment and Retention Opportunities within the Public Sector & Public Safety

National Association of Police Organizations - Retirement & Benefits Symposium | January 29, 2024

How a Coaching Leadership Style Unleashes Human Potential at Work

TalentCulture | Jan 16, 2024

Does Your HR Strategy Leverage Organizational Competencies

TalentCulture | June 23, 2023

Workforce and Succession Planning Can Help Stem Higher Education Employee Turnover

Arthur J. Gallagher & Co. - News & Insights · May 15, 2023

Looking Beyond the "Great Resignation" and Planning for a Great Future

International Public Management Association for Human Resources (IPMA-HR) | September 27, 2022

Leverage Compensation Strategies to Attract and Retain Top Public Talent (Conference Presentation)

IPMA-HR Central Region Conference, ICMA

Leverage a Holistic People Strategy to Help Higher Education Employers Face the Future With Confidence

Arthur J. Gallagher & Co. - News & Insights | July 15, 2022

Prepare Now for FLSA Rule Changes Coming Soon

Arthur J. Gallagher & Co. - News & Insights | March 15, 2022

Appendix 2: FLSA Compliance Methodology

Our 7-Point FLSA Compliance Methodology provides a structured, defensible approach to determining the appropriate exemption status of each position within your organization. This systematic framework goes beyond basic salary thresholds to ensure proper classification according to the most current Department of Labor regulations and case law interpretations.

1. Salary Basis Assessment

- Evaluation of compensation structure against current FLSA minimum salary requirements
- Analysis of pay practices for compliance with salary basis test requirements
- Review of compensation delivery methods and frequency
- Assessment of permissible and impermissible deductions
- Identification of salary basis vulnerabilities and remediation recommendations

2. Primary Duty Analysis

- Quantitative time allocation analysis across job functions
- Relative importance assessment of exempt vs. non-exempt functions
- Freedom from direct supervision evaluation
- Comparative wage differential analysis between positions
- Documentation of primary duty determination rationale

3. Discretion & Independent Judgment Evaluation

- Assessment against standardized regulatory factors for independent judgment
- Analysis of authority to formulate, affect, interpret, or implement policies/practices
- Documentation of decision-making authority and constraints
- Evaluation of consequences of decisions and recommendations
- Comparison against DOL examples and precedents for similar positions as appropriate

4. Exemption-Specific Testing

- Targeted assessment against relevant exemption criteria:
 - Executive exemption: supervision, hiring/firing authority analysis
 - Administrative exemption: administrative vs. production work distinction
 - Professional exemption: specialized education/expertise requirements
 - Computer professional: systems analysis and programming function review
 - Outside sales: customer location and sales activity documentation
- Application of relevant regulatory interpretations and case law precedents

5. Industry-Specific Considerations

- Application of industry-specific exemptions and requirements
- Analysis of specialized rules for educational institutions, government entities, healthcare, etc.
- Review of collective bargaining implications, if applicable
- Assessment of state-specific requirements that exceed federal standards
- Documentation of industry-specific compliance rationale

6. Documentation Alignment

- Job description language assessment for exemption supportability
- Identification of documentation vulnerabilities
- Development of compliant descriptive language
- Creation of audit trail documenting exemption determination process
- Alignment of job documentation with actual duties performed

7. Risk Assessment & Mitigation Planning

- Comprehensive evaluation of misclassification risk by position
- Financial impact analysis of potential misclassification
- Prioritization of positions requiring classification changes
- Development of implementation timeline for required changes
- Creation of monitoring protocols for ongoing compliance

This methodology ensures that all exemption determinations are made systematically, consistently, and in accordance with current regulatory requirements. Our approach has been validated through successful implementation with hundreds of clients and has withstood scrutiny in DOL audits and legal challenges.

Appendix 3: Additional Services

We are confident we have provided our most cost-effective and best approach. We have included all products and services which are necessary to provide innovation as well as the functional capabilities proposed in our response. We take pride in our creativity and track record in developing innovative solutions to compensation and benefit issues. We spend considerable time and effort in researching and exploring trends and technical issues to develop and test approaches not usually considered by other consulting firms that help inform innovative compensation program solutions.

While we will train the Town in its use of the recommended compensation system to ensure the Town is able to answer questions and maintain the system long-term. The following services are optional and may be provided in the future:

General Consulting and Strategic Advisory Services

Billed hourly, rate varies based on level of consulting required; dependent on scope of engagement may be billed on a fixed fee basis

Includes the provision of consulting and advisory services focused on areas of human resources, compensation and classification, and related areas. Typically conducted to help develop strategic and operational approaches, support leadership decision making, or to review and/or assess current approaches and processes (e.g. performance assessment, etc.) compensation decisions (e.g. review pay decision – not facilitate a review/study – for HR leader) as a neutral third-party.

Leadership Coaching

Billed hourly, rate varies based on level of consulting required; billed on a fixed fee basis for ongoing client engagements

Facilitated dialogues with leaders regarding leadership and management approach, strategic thinking and style, communications approach, and other related topics to further enhance the individual's leadership presence, ability, and perspectives.

Strategic Planning Facilitation

Billed hourly plus related expenses, rate varies based on level of consulting required

Facilitated leadership discussion to outline, identify, and develop strategic roadmaps affecting the direction and approach of an organization over a defined period of time (i.e. 3 to 5 years) to include operational and strategic imperatives, articulation and definition of employment value proposition, and understanding linkages to organizational outcomes/priorities.

Succession Planning

Billed on a fixed fee basis based on particulars of the study

A review of current leadership and organizational staff as well as identification of talent gaps/needs. Typically includes working sessions (N dependent on size of organization) to assess existing staffing mix, organizational fit and other success factors, as well as proficiency in current role and progress toward next level of role and advancement readiness. Deliverables generally include a memorandum summarizing our findings, conclusions, and recommendations.

Process Design & Re-Engineering

Billed on a fixed fee basis based on particulars of the study

Includes a review of selected processes and practices, assessment of components (value add vs. value waste vs. value neutral but necessary), mapping of revised processes and as appropriate development of updated standard operating procedures documentation (SOPs).

Organizational Effectiveness Assessment

Billed on a fixed fee basis based on particulars of the study

Includes a review and in-depth assessment of organizational practices, structures, and operational alignment, often across multiple working units, to determine opportunities for organizational design, operational and strategic priorities, modification of mission/vision and/or how the organization delivers on those items, and to identify opportunities that may increase effectiveness and efficiency. Deliverables generally include a memorandum summarizing our findings, conclusions, and recommendations.

Span of Control Assessment

Billed on a fixed fee basis based on particulars of the study

Includes a review and in-depth assessment of organizational spans and layers, often across multiple working units, to determine opportunities for organizational redesign, modification of degrees of separation to senior leadership, and to identify opportunities that may increase effectiveness and efficiency. Deliverables generally include a memorandum summarizing our findings, conclusions, and recommendations.

Reclassification Review

Billed per title

Includes a review of job information through analysis of existing or new job description or Position Description Questionnaire, follow-up with HR, supervisor or employee as appropriate to ensure understanding, and then development of memo recommendation. Deliverables generally include a memorandum summarizing our findings, conclusions, and recommendations.

Job Description Development

Billed per title

Leveraging an updated Position Description Questionnaire, Gallagher confirms need of creation of new classification, and confirmation with client, and writing of new classification.

Market pricing

Billed per title

Client provides job information in current or new job description, Position Description Questionnaire, and Gallagher collects market data from published survey (\$400) and develops market pricing worksheet and memo on the process. If the client needs market data from local market (similar to custom survey), Gallagher will research or conduct individual survey, and collect market data from published survey sources to develop the market pricing worksheet and a detailed memo on the process.

Annual Adjustments and Trend Data

Billed per scope of request

Collection of market salary trend data from published survey sources or local market trend data with development of a memo on process and recommendations associated to any structural adjustments.

Executive Compensation Study (Public Sector, Higher Education, Non-Healthcare NPOs)

Billed on a fixed fee basis based on particulars of the study

Comprehensive review of executive compensation and perquisites to facilitate compensation committee decision-making and confirm reasonability of pay packages. This may include but isn't limited to research and analysis of market data, industry data (IPEDs, 990, etc.), and others to review or recommend going-forward approach for affected executives. This type of study is recommended as annual study.

Pay Equity Study

Billed on a fixed fee basis based on particulars of the study

Comprehensive review, but not limited to actions including, performing a series of statistical tests to determine if there are any pay differences between gender and protected groups that are statistically significant. We will determine whether these differences can be explained by a factor other than gender, race, or age. Statistical analyses will be performed in accordance with standard, professionally accepted methods and those methods that are recognized by the Equal Employment Opportunity Commission (EEOC). Deliverables typically include general pay breakdowns to assess the pay levels and representation for each breakout identified, perform statistical analysis to identify systemic issues, and also provide detailed comparisons where necessary. This type of study is recommended as a triennial study.

Performance Management/Assessment Study

Billed on a fixed fee basis based on particulars of the study

Includes the review of existing programs and approaches, stakeholder feedback collection, development of tools and resources and recommendations, and as appropriate custom peer surveying to identify and leverage best practices across region, industry (e.g. higher education), peer cohorts, role type that are supportive of the strategic and operational imperatives of the client to support employee engagement, performance management, and culture. This type of study is recommended as necessary, based on particulars and needs of the client.

Compensation and Classification Audit

Billed on a fixed fee basis based on particulars of the study

An external review of current market data collection, data sources, job matches, and salary structures. Audit delivery will validate existing processes or result in recommended alternative approaches leveraging the available data. This type of study is recommended as necessary, based on particulars and needs of the client, often coinciding with internal structure changes or revisions.

Change Management

Billed on a fixed fee basis based on particulars of the study

An assessment of current change management practices and communications approaches related to organizational change to identify opportunities for enhancement, additionally as appropriate to the organizational need, training related to managing and facilitating organizational change and the development of communications tools and resources to support change may be developed and delivered to better ensure success and revised internal practices.



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The Gallagher Way. Since 1927.

Gallagher is pleased to submit this proposal to you. While this proposal is not meant to constitute a formal offer, acceptance, or contract, notwithstanding anything to the contrary contained in the proposal, Gallagher is submitting this proposal with the understanding the parties would negotiate and sign a contract containing terms and conditions that are mutually acceptable to both parties.

This material was created to provide accurate and reliable information on the subjects covered by should not be regarded as a complete analysis of these subjects. It is not to provide specific legal, tax or other professional advice. The services of an appropriate professional should be sought regarding your individual situation.

Consulting and insurance brokerage services to be provided by Gallagher Benefit Services, Inc. and/or its affiliate Gallagher Benefit Services (Canada) Group Inc. Gallagher Benefit Services, Inc., a non-investment firm and subsidiary of Arthur J. Gallagher & Co., is a licensed insurance agency that does business in California as "Gallagher Benefit Services of California Insurance Services" and in Massachusetts as "Gallagher Benefit Insurance Services."

RESOLUTION 25R24

A RESOLUTION AUTHORIZING THE TOWN ADMINISTRATOR TO ENTER INTO A PROFESSIONAL SERVICES AGREEMENT WITH PAYPOINT HR, LLC TO PERFORM A COMPENSATION STUDY AND PAY EQUITY ANALYSIS FOR THE TOWN OF ELIZABETH.

WHEREAS, on May 13, 2025, the Board of Trustees provided direction to Staff to finalize and publish a Request for Proposals (RFP) for purposes of a Compensation and Pay Equity Analysis; and

WHEREAS, the Town of Elizabeth timely received two (2) responses to the RFP by the June 15, 2025, deadline, namely, one submittal from Gallagher Benefit Services, Inc. and one from Paypoint HR, LLC; and

WHEREAS, both Respondents appear willing and able to perform the services as request, but that Paypoint HR, LLC would provide the services on a shorter timeframe and for less expense to the Town of Elizabeth;

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF ELIZABETH, COLORADO AS FOLLOWS:

SECTION 1. The Board of Trustees hereby authorizes the Town Administrator to enter into a Professional Services Agreement with Paypoint HR, LLC to perform a Compensation Study and Pay Equity Analysis for the Town of Elizabeth.

PASSED, APPROVED, and ADOPTED this 8th day of July 2025, by the Board of Trustees of the Town of Elizabeth, Colorado, on first and final reading, by a vote of _____ for and _____ against.

Angela Ternus, Mayor

ATTEST:

Michelle M. Oeser, Town Clerk



TOWN OF ELIZABETH

PATRICK G. DAVIDSON, TOWN ADMINISTRATOR

TO: Honorable Mayor Ternus, Members of the Board of Trustees
FROM: Alex Cramer, Planner/Project Manager
Patrick Davidson, Town Administrator
DATED: June 18, 2025
SUBJECT: Gesin Lot Analysis by Ayres Associates

BACKGROUND

As part of Elizabeth being named Colorado Main Street Community of the Year in 2024, DOLA Main Street Program provided professional development analysis by Ayres Associates at no cost to the Town. The Gesin Lot was selected given its strategic location and development potential.

Prior to this analysis, the Town's October 2024 RFP for the property received **zero responses**, indicating significant development barriers. The consultant's findings validate the challenges that prevented developer interest. Those findings are detailed below for ready reference.

REPORT SUMMARY

Current Status: The Town owns a \$650,000 asset generating zero tax revenue while requiring ongoing maintenance costs.

Development Proposal: Mixed-use project with ground floor commercial (~12,000 sq ft) and residential units above (8-16 units). (Pages 2, 9)

Market Support: Strong demographics within 15-minute drive—17,000+ residents with \$130,000+ median income. Market Potential Index of 115 for premium dining. (Page 10)

Financial Reality:

- Total development cost: \$7.5 million (Page 15)
- Projected annual income: \$617,000 (Page 17)
- Available financing: \$6.8 million (Page 19)
- Funding gap: \$700,000 AFTER donating land for free
- Total municipal investment required: \$1.35 million
-

Regulatory Barriers: Current 30-foot height limit and parking requirements prevent viable development. Consultant recommends 45-foot height allowance and reduced parking standards. (Pages 4-6)

POLICY DECISIONS REQUIRED

1. Financial Commitment for Development. The project has a \$700,000 funding gap after accounting for private financing and developer equity. Combined with the required land contribution, total municipal investment needed is \$1.35 million structured as:

- Land transfer: \$650,000 (transferring Town property to developer)
- Fee waivers: \$21,000 (waiving permits and impact fees)
- Gap funding: \$679,000 (structured financing, not direct cash)

The gap funding could be addressed through forgivable loans, infrastructure contributions, or revenue-sharing agreements rather than upfront cash payments.

Required Board Decision: Will the Board of Trustees authorize \$1.35 million in municipal contributions (land transfer, fee waivers, and structured gap funding) to assist this development?

2. Zoning Modifications to Promote Development of the Lot. Current regulations prevent economically viable development (evidenced by zero RFP responses).

Required Board Decision: Will the Board of Trustees consider an increase to height limits to 45 feet and reduce parking requirements per the consultants recommendation? Additional options to consider include approve modifications for this site, district-wide changes, or maintaining current standards understanding future development is unlikely to occur?

3. Developer Selection Process. The consultant does not recommend a traditional RFP, noting quality developers prefer direct engagement. (Page 21)

Required Board Decision: Should Staff pursue direct outreach to qualified developers or issue another RFP? Additional options include researching comparable projects and approach proven developers directly or repeat the RFP process?

4. Municipal Oversight in the Selection and Control of the Project. The level of Town control affects project costs, timeline, and developer interest.

Required Board Decision: What level of design review and tenant approval will be required by the Board of Trustees? The options available are to rely on market-driven development with nominal oversight or specific requirements for development that could hamper and deter developers from proceeding?

5. Risk Management. Development projects involve inherent risks requiring clear management strategies.

Required Board Decision: What developer qualifications, performance bonds, and contingency plans are required? The options available include establishing specific standards now or addressing issues reactively if problems arise.

STAFF RECOMMENDATION

Staff are requesting clear direction to the above-referenced policy decisions to allow for further discussions regarding the sale and development of the property. The consultant's analysis provides a strong foundation but requires Board decisions to establish the framework for successful public-private partnership.

ATTACHMENTS

1. Gesin Lot Redevelopment Roadmap (Ayres Associates)
2. Data Findings

REDEVELOPMENT ROADMAP



COLORADO
Department of Local Affairs
Division of Local Government



Prepared for Elizabeth Main Street with support from the Colorado Main Street Program, a division of the Colorado Department of Local Affairs.



Completed by Ayres Associates
April 2025

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Statement of Purpose

The **Redevelopment Roadmap** is a **strategic plan** designed to guide the revitalization of a Main Street property. It serves as a **framework for decision-making** by the Main Street board about public investment, and community engagement, aligning short-term actions with long-term goals for economic vitality, placemaking, and preservation.

At the core of this report is **Colorado Main Street's** commitment to helping partner communities build local capacity to take on complex rehabilitation projects. The **Redevelopment Roadmap** includes a real estate analysis and preliminary cost estimates to support decision-making and identify potential financing strategies and grant opportunities. Ultimately, the work is intended to support Elizabeth's broader goals of activating Main Street, preserving key historic assets, and encouraging development that contributes to a vibrant and economically resilient downtown.

Background

This Redevelopment Roadmap focuses on the Gesin Lot, located at the corner of Highway 86 (Kiowa Avenue) and Broadway Street, the gateway to Elizabeth's historic district. To support the goal, a financial analysis is provided in an Excel spreadsheet, offering a clear breakdown of cost estimates and anticipated funding gaps. Additionally, we've included a glossary of common financial terms, along with detailed recommendations to help guide the next steps and inform decision-making.

To encourage redevelopment, the town issued a Request for Proposals (RFP) seeking a private developer to partner on a real estate project that aligns with the district's historic character while adding new retail, commercial, and housing options. No proposals were received and the project stalled. The RFP listed the minimum asking price at \$645,000. The value was based on comparable land sales.

In coordination with Main Street staff, we conducted a site walk to visually assess the Lot and its surroundings. This first-hand observation provided insight into the layout, constraints, and redevelopment potential, offering valuable context for shaping future development scenarios.

Project Summary – Gesin Lot – Development Project

The following provides a quick overview of the information:

SITE	Gesin Lot, 28,314 SF at the gateway to downtown Elizabeth; town-owned; currently used for events and overflow parking.
VISION	Mixed-use with retail and restaurant on ground floor; residential units above; destination-style development.
ZONING	Downtown (DT) zoning allows mixed uses, and zero front setbacks; it requires flexibility in height and parking.
PARKING	Code requires 2 res. spaces/unit + 1/200 SF commercial; only ~28 spaces feasible onsite; recommends reductions. The Town also offers a fee-in-lieu of \$5,000 per required parking space for non-residential uses
BUILDING HEIGHT	The height limit is 30'; allows only tight 2 stories; recommends up to 45' with setbacks for 3-story development.
MARKET POTENTIAL	Strong 5-, 10-, and 15-min drive time demographics; MPI of 115 for premium dining; strong potential for retail & fitness.
DEVELOPMENT PROGRAM	6 commercial units (~12,000 SF); 8-16 residential units (~8,500–10,000 SF); 18–20 parking spaces.
COST ESTIMATE	Estimated TDC: \$7.5M; hard costs at \$170/SF; soft costs ~23%; includes 15% contingency.
REVENUE ESTIMATE	Commercial rent at \$21.88/SF NNN; residential units at \$1,975–\$2,228/mo; NOI: ~\$556,063; residual: ~\$111,213.
FINANCING	Supports ~\$5.1M debt (7% interest); Town contributes land and fee waivers; developer contributes 10% equity.
GAP	An estimated funding gap of ~\$700,000 remains after contributions and incentives.
KEY RECOMMENDATIONS	Engage developers directly, ease code limits, create General Improvement District for parking, define a clear vision, and refine the financial model.

Community Vision

Town and Main Street staff expressed strong interest in a development that adds vibrancy and nightlife to downtown Elizabeth. Ideally, the project would be mixed-use, featuring residential units above ground-floor retail and commercial spaces. Both the town and the Main Street district seek a family-friendly destination in Elbert County that complements the area's historic character and catalyzes future investment.

Existing Conditions

The Gesin Lot is a 28,314-square-foot parcel owned by the Town of Elizabeth, located at the northern entrance to the Main Street District. The town is currently making substantial infrastructure investments along the Main Street streetscape to support and encourage future private development. Improvements include new sidewalks, curb and gutter, lighting, landscaping, ADA improvements and pedestrian crossings. Overall, the site is largely flat, though there is a slight elevation in the southwestern corner of the lot.

A significant mixed-use project — including both retail and residential components — is planned just a few blocks south, further signaling momentum in the district. There is also another large project planned west of the district along Kiowa Avenue. These developments are significant and will greatly influence development interest and bank financing opportunities should they go forward.

The Gesin Lot was previously the site of a grocery store and gas station, both of which have been removed. Environmental clearances for the site are available through the town. Today, the lot serves as overflow parking and a venue for community events such as the summer farmers market.



Jac's Restaurant is located immediately adjacent to the property along Kiowa Avenue. The neighboring parcel to the east, along Broadway Street, is mostly vacant aside from a few small structures and a trailer. While this adjacent property could potentially be incorporated into a larger development footprint, town staff noted that the property owner has not expressed interest in discussions at this time. Redevelopment Analysis

ZONING ANALYSIS

As outlined in the RFP, the proposed development project is consistent with the standards outlined in the town's Comprehensive Plan and is located in the Downtown Zone (DT) district. The DT district allows for a range of uses, from retail to residential to promote pedestrian activity and encourage a "live-work-play lifestyle." There is no maximum lot coverage requirements, no setback requirements for the front of the building and a 5 foot setback requirement for the rear of the building.

While the district provides greater flexibility in use, the parking and height restrictions are discussed in more detail and should be reviewed as part of the developer recruitment process.

Parking Requirements

The parking requirements for the DT district are as follows:

- **Residential:** Two parking spaces for every residential dwelling.
- **Retail:** One space for every 200 square feet of usable floor area.
- **Office/Commercial:** Once space for every 200 square feet of usable floor area.
- **Restaurants/Bars:** One space for every four seats, or one space for every 500 square feet of usable floor area, whichever is greater.

The town offers a 20% reduction for any project in the Downtown Zone for non-residential land use with a \$5,000 per space fee. The revenue is then dedicated to shared parking facilities in the downtown area.

Assuming a Floor Area Ratio (FAR) of 70% and a requirement to dedicate 5% of the site to vegetation, approximately 7,078 square feet ($28,314 \times 0.25$) remain available for on-site parking. Based on a standard layout with a 20-foot two-way drive aisle and 90-degree parking, this would accommodate roughly 28 parking stalls.

At a maximum 70% FAR, the building **footprint** could be up to 19,819 square feet. Assuming an 85% efficiency rate, that translates to about 16,846 square feet of usable space for retail or commercial purposes on the first floor. This amount of commercial area would require approximately 56 to 84 parking spaces, depending on use type and local code requirements.

If the building includes a second-floor residential component, as envisioned by the community, an additional 15 to 16 housing units could be added. This would further increase the total parking demand to between 86 and 116 stalls—well beyond what can be accommodated on-site under current constraints.

The town should consider reducing parking requirements to encourage more efficient use of developable space. In most downtown core areas, typical standards range from 0.75 to 1 space per bedroom for residential use and 1 to 3 spaces per 1,000 square feet for commercial uses. For commercial spaces, requirements can often be reduced or waived when on-street parking is available or through fee-in-lieu arrangements.

Staff has noted that there is flexibility within the existing parking standards, and the town is also exploring the possibility of expanding public parking.

Building Height

Under current code, building height is limited to 30 feet, measured from the average finished grade to the highest point on the roof surface. This restriction effectively limits development on the site to two-story buildings.

For a two-story mixed-use building, typical ground floor commercial space requires 12 to 15 feet of vertical clearance, depending on the specific use. In particular, restaurants require a minimum of 12 feet, with 14 to 18 feet being standard to accommodate ductwork, acoustics, and lighting. Upper-floor residential units typically require 9 to 12 feet, depending on unit quality and design.

While it's theoretically possible to fit three stories within the 30-foot height limit, the resulting space would be cramped and unlikely to support the type of destination-quality development the community envisioned.

Floor to Floor Height v. Clear Ceiling:

Floor to Floor height refers to the total height from the top of one finished floor to the top of the next floor above it. This includes the structure, ductwork, drop ceilings and all the space that you don't see. This is more commonly used by architects and builders when stacking floors.

Clear Ceiling refers to the height from the floor to the bottom of the ceiling. This is more important for the tenants and users because it impacts how spacious the room feels, lighting and acoustics.

USE	FLOOR TO FLOOR HEIGHT	NOTES
RETAIL – GENERAL	12 – 14 FEET	Allows for better lighting, transom windows, signage, ductwork, and storage. Higher ceilings help create an open, inviting atmosphere for customers.
RETAIL – RESTAURANTS	14 – 18 FEET	Accommodates extensive ductwork, lighting, and acoustic needs. While casual restaurants may use lower ceilings, most developers prefer a minimum of 14 feet for leasing flexibility.
COMMERCIAL – OFFICE	12 – 14 FEET	Older buildings often have 10-foot ceilings, but modern office construction typically ranges from 12 feet, with Class A office space reaching 13–15 feet for enhanced daylighting and duct routing.
RESIDENTIAL	9 – 12 FEET	Market-rate residential units generally target 10 feet or more. Affordable housing may be below 10 feet to increase unit density and reduce construction costs.

To support vibrant, pedestrian-oriented development, the town should consider height allowances for buildings with upper-floor stepbacks. This approach allows for additional building height while preserving the street-level character and walkability that define successful historic downtowns. Such allowances are commonly used in other communities to maintain local charm while giving developers the flexibility needed to deliver high-quality mixed-use projects.

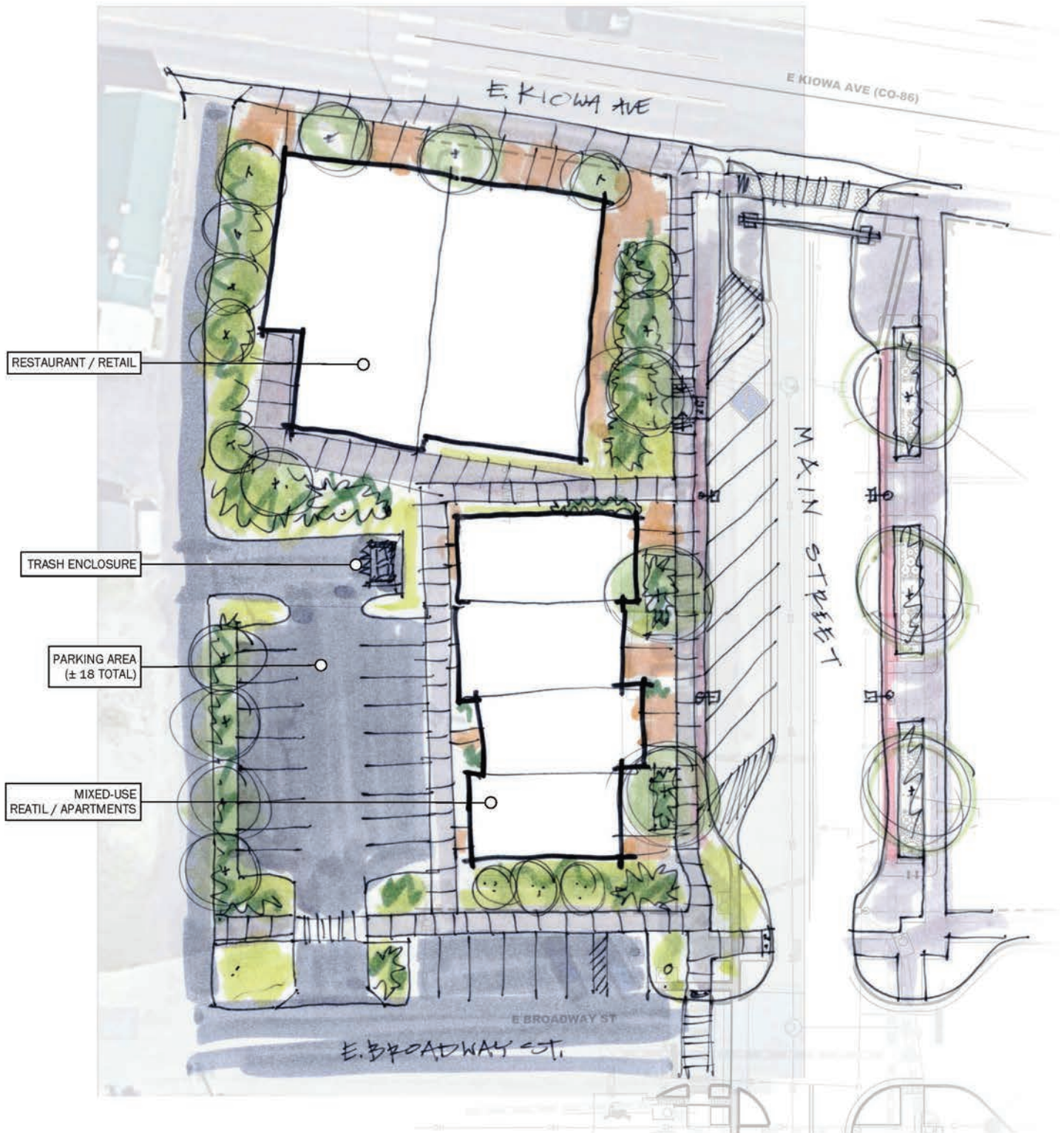
Redevelopment Analysis

The site offers a significant opportunity to transform the Town of Elizabeth. However, a ground-up development of this scale requires a long-term, patient approach.

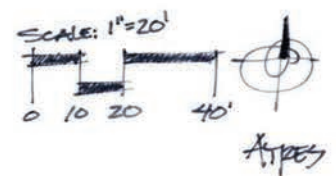
Projects of this size and complexity typically take at least two years to plan and to approve a development agreement. Permitting and construction can add another year, and potential delays or shifts in market conditions could further extend the timeline. As such, the town should conservatively plan for a five-year horizon to accommodate marketing, visioning, negotiation, permitting, and construction.

To support the redevelopment analysis, we have prepared a concept plan that aligns with the town's overall goals while addressing the site's opportunities and constraints. The plan proposes retail frontage along Kiowa Avenue (HWY 86), including two commercial units, one of which is intended for a restaurant.





CONCEPT SITE PLAN 165 MAIN STREET
ELIZABETH, CO



AYRES

The rough program is outlined here:

USE	UNITS	~SQ/FT	NOTES
COMMERCIAL	6	~12,000	Units fronting Kiowa Avenue provide the highest visibility and exposure. These would be the intended for restaurant space.
RESIDENTIAL	8 – 16	8,500 – 10,000	The concept includes a second floor with residential units in the building fronting Main Street. A partial second floor is also envisioned for the building along Kiowa Avenue.
PARKING	18 – 20	5,775	The concept plan envisions a small parking lot with access through the alley. The parking lot also contemplates a trash enclosure for tenant use.
LANDSCAPING	15% OF SITE	5,665	Landscaping is included to meet requirements.

The commercial units along Main Street are intentionally designed at a smaller scale to create a smooth transition into the historic commercial core. Their size makes them well-suited for boutique retail, coffee shops or an ice cream store, a small bar, or professional office space.

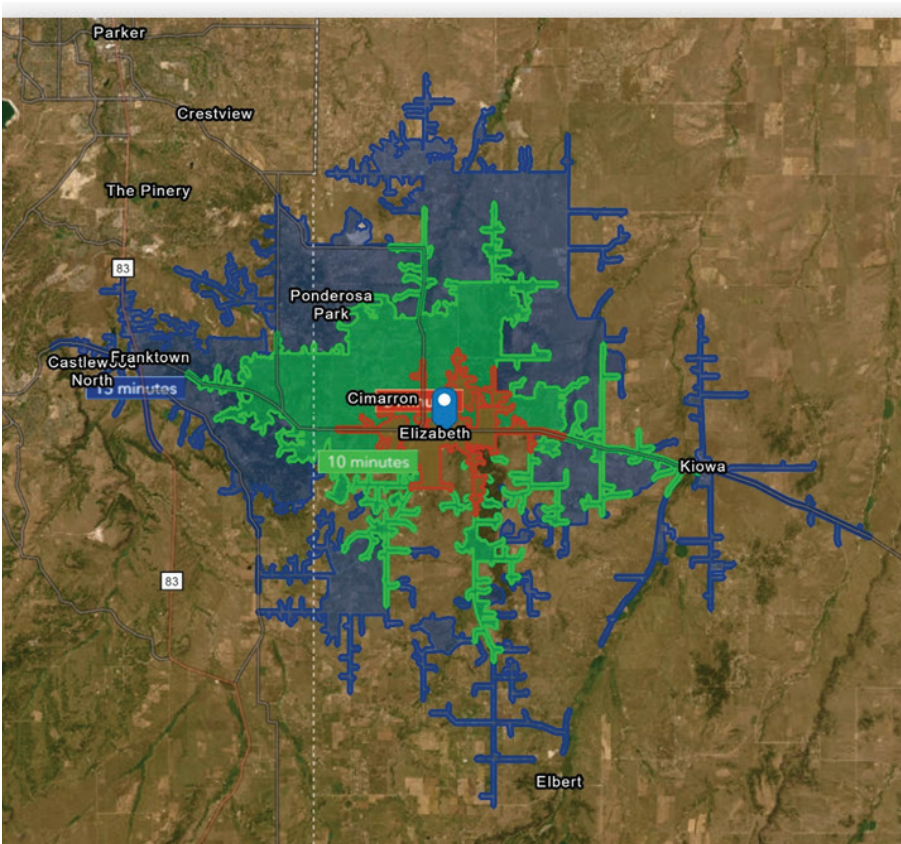
To accommodate a functional restaurant layout, the building is designed with an 80-foot depth. This provides adequate space for back-of-house operations, cold storage, trash removal, and rear customer access. Prominent visibility along Kiowa Avenue will also be an important factor in supporting the restaurant's success.



Market Analysis

For the market analysis, the report explores the potential within 5–10–15-minute drive time of the Gesin Lot. Drive times provide a much better analysis of the market conditions and is more likely to be used by private developers to assess market potential.

Elizabeth presents a strong local market, supported by strong population growth projected over the next five years. Additionally, median household income exceeds the state average, signaling significant potential for discretionary spending.



DRIVE TIME	2024 POPULATION	2029 POPULATION	GROWTH (2024–2029)	2024 HOUSEHOLDS	2029 HOUSEHOLDS	MEDIAN HH INCOME (2024)
5 Minutes	2,807	2,994	+6.7%	1,019	1,111	\$119,850
10 Minutes	7,543	7,727	+2.4%	2,744	2,866	\$126,376
15 Minutes	16,630	17,676	+6.3%	6,061	6,526	\$130,402

According to ESRI data, 24% of the population dines out at least four times per month, indicating a strong dining culture and a preference for premium experiences. This is further supported by an ESRI Market Potential Index (MPI) of 115 for individuals spending \$201 or more per restaurant visit.

Based on this data, the site is well-suited for a **mid-scale or high-end sit-down restaurant**. Given the market's preference for quality over convenience, coffee shops or boutique eateries are also an opportunity. This demonstrates a strong possibility for attracting an anchor restaurant tenant for the space facing Kiowa Avenue.

The outlook for non-restaurant retail is more nuanced. While overall consumer spending is high, online retailers currently capture a large share of the market. That said, there are clear opportunities for brick-and-mortar growth in women's apparel, home goods and furnishings, and pet care. In addition, the area shows a strong demand for fitness and recreation services, suggesting potential for a yoga studio, boutique fitness center, or small gym, which could fill out the smaller commercial units along Main Street.

LIMITING FACTORS

While Elizabeth is considered an attractive community for investment, a mixed-use project of this nature has not yet been completed. As a result, developers, investors, and lenders may be cautious about whether the market can support both the residential and commercial components.

In many cases, developers prefer to follow proven models rather than be the first to test a market. The success of the nearby development further along Main Street will likely serve as a key reference point. Stakeholders will closely watch how quickly the units lease and at what rates, using that information to gauge future feasibility.

It's also important to note that the Town of Elizabeth has limited experience managing a project of this scale and complexity. A capable developer will evaluate the town's political will and its ability to navigate challenges that may arise during the development process. Given the project's multi-year timeline, building a strong, trust-based relationship with a private sector partner will be essential to its success.

CONTRIBUTING FACTORS

In addition to strong market conditions, the town's control of the property and ongoing infrastructure improvements demonstrate a clear commitment to the project. These investments send a strong signal to developers that the town is serious about supporting downtown redevelopment.

Market Potential Index (MPI):

ESRI calculates the MPI by comparing the local consumption rate (the expected number of consumers for a product or service in a given area divided by the total population of that area) to the national consumption rate for that same product or service.

An MPI of 100 represents the national average, while values greater than 100 indicate higher demand and values less than 100 indicate lower demand in that specific area.

MPI is used by developers to identify areas with higher demand for a new location.

Financial Analysis

Please note that the concept plan and financial analysis are intended to support decision-making, guide developer negotiations, and help identify potential funding gaps. This information is not intended to serve as financial advice regarding debt issuance, bonds, or any other form of public securities. As in any construction project, cost estimates need to be refined through the design development phase and with the assistance of licensed architects and engineers.

The following information is provided:

- Preliminary financial analysis and operating statement
- Preliminary estimate of development cost and project revenue
- Opportunities and approach to redeveloping the building

The concept encompasses two buildings of roughly 12,000 square feet and 10,000 square feet along with additional site improvements for landscaping, parking and stormwater utilities.

PRELIMINARY ESTIMATE OF COST

The town listed the property for sale at \$650,000, or approximately \$22.96 per square foot. Given its unique location and access to existing infrastructure, the price is considered reasonable for the market. The town may also choose to leverage this equity to support a development project that aligns with its goals.

Given the recent rise in construction costs, the estimates for the total development cost range from **\$5.9 million** at \$125 sq/ft to **\$10.2 million** at \$250 sq/ft. For this exercise, the analysis uses \$170 sq/ft which is a reasonable starting point for a low-rise mixed-use building in the middle range of quality and finish.

Please note that this estimate is based on basic construction to a **vanilla core and shell** standard. Additional investment will be required by commercial tenants to complete interior buildouts tailored to their specific use. Tenant finish costs are expected to range from **\$50 to \$400 per square foot**, depending on the type and quality of the retail space.

Vanilla Shell: A vanilla shell, sometimes referred to as a white box, refers to a commercial space that has been partially finished to a basic condition that allows the tenant to finish for their specific use. Generally, this includes:

- Finished walls painted white.
- Basic lighting
- Concrete floor
- HVAC system
- Electrical and plumbing connections
- Restrooms may or may not be completed.

As an example, a yoga studio or a clothing store with simple flooring, modest lighting and a reception area would likely cost around \$50 to \$100 per square foot. Conversely, a restaurant with a full commercial kitchen with specialty plumbing, and higher end flooring and lighting, would likely range from \$300 to \$400 per square foot.

As a courtesy, the formatted spreadsheet will be provided to the town staff. The spreadsheet can be used as a tool to track any ongoing project costs and assist with developer negotiations.

Hard Costs

In recent years, inflation has caused the price of construction materials and equipment to increase substantially. For that reason, the hard cost is estimated at \$170 sq/ft, covering each of the two buildings. Additional allowances are added to cover the cost of the shared parking, landscaping, utilities and drainage.

 Space Use/Square Foot Hard Costs Worksheet					
			Sq/Ft	Cost/Sq Ft	Extension
Acquisition Cost			28,314	\$ 22.96	\$ 650,000
Site Work - Allowances					
Utilities			28,314	\$ 6.00	\$ 169,884
Drainage			28,314	\$ 5.00	\$ 141,570
Parking			5,773	\$ 15.00	\$ 86,595
Landscaping			5,665	\$ 25.00	\$ 141,625
Other			-	\$ -	\$ -
Building Construction					
Building #1 (Kiowa Avenue)			12,000	\$ 170.00	\$ 2,040,000
Building #2 (Main Street)			10,000	\$ 170.00	\$ 1,700,000
					\$ -
TOTAL					\$ 4,279,674
Total					\$ 4,929,674

Soft Costs:

Soft costs typically range from 15% to 30% of a project's total cost. In this estimate, soft costs include contractor fees, permits, insurance, and general overhead and profit. A developer fee of 7% has been included, which may also be used to meet local match requirements for state housing grants—should the town and Developer choose to designate the residential units as affordable.

A 15% contingency has been applied, which is higher than usual but appropriate given the project's extended timeline. Since construction may not begin for another 2 to 3 years, the larger contingency serves as a buffer against potential cost escalations. With further design details from licensed professionals, this contingency could be reduced to around 5%.

Overall, soft costs represent approximately 23.2% of the total project cost, which falls within industry norms. Including the contingency, the Total Development Cost is estimated at approximately \$7.5 million.

What is a “developer fee” and how can it be used as a local match: A developer fee is compensation paid to the developer for the time and risk involved in a real estate development project. This includes cost of project management, securing financing, and pre-development costs. Developer fee can range from 5% to 15% depending on the nature of the project and is included as a project cost when obtaining financing or securing investments.

In public projects, or affordable housing projects, typically the funders set a cap on the developer fee and allow a portion to be credited back. In the financial analysis, the developer is taking a 7.5% developer fee, or \$320,9706. (see *Total Development Cost Worksheet – Soft Costs*)

50% of the fee is credited back to the project, or \$160,488 by the developer. (see *Sources and Uses Worksheet – Equity Contributions*)

The \$160,488 is considered a “local match” for grant and funding purposes.



Total Development Cost Budget Worksheet

Acquisition				\$ 650,000
	Land		\$ -	
	Building		\$ -	
	Title Insurance		\$ -	
	Closing & Recording Costs		\$ -	
Hard Costs				\$ 5,071,414
	Hard Costs (Cost Worksheet)		\$ 4,279,674	
	Subcontractor's Costs			
8.0%	General Contractor - General Conditions		\$ 342,374	
10.0%	General Contractor - Overhead and Profit		\$ 427,967	
0.5%	Local Permitting		\$ 21,398	
Soft Costs				\$ 1,732,005
	Professional Fees		\$ 432,247	
7.0%	Architectural & Engineering Fees	\$ 299,577		
0.5%	Surveyor	\$ 21,398		
0.0%	Environmental Consultant	\$ -		
1.0%	Attorney	\$ 42,797		
0.5%	Accountant	\$ 21,398		
0.1%	Appraiser	\$ 4,280		
1.0%	Marketing Research	\$ 42,797		
	Developer Fees		\$ 320,976	
7.5%	Developer Fee	\$ 320,976		
0.0%	Owner's Representative/Project Manager	\$ -		
	Financing Fees		\$ 65,928	
0.1%	Title Insurance	\$ 5,071		
0.1%	Loan Origination & Bank Fees	\$ 5,071		
0.1%	Closing & Recording Fees	\$ 5,071		
0.5%	Real Estate Taxes	\$ 25,357		
0.5%	Interest Expense	\$ 25,357		
	Other Fees (Enter Direct Cost)		\$ 152,142	
1.0%	Broker	\$ 50,714		
1.0%	Lease-Up	\$ 50,714		
1.0%	Marketing	\$ 50,714		
	Contingency		\$ 760,712	
15.0%	Contingency	\$ 760,712		
Total Development Costs (TDCs)				\$ 7,453,419

OPERATING STATEMENT:

The Operating Statement summarizes the revenues and expenses for the three commercial units. It is used to assess the property's financial performance and profitability.

Commercial units are projected to lease at **\$21.88 per square foot** (NNN). Residential rents are estimated at **\$1,975 per month** for one-bedroom units and **\$2,228 per month** for two-bedroom units.

The commercial rent estimate is based on market data from CoStar (www.costar.com),

a leading source for current commercial real estate information. Residential lease rates are derived from publicly available data on Zillow, Trulia, and similar platforms. If the residential units are designated as affordable, lease rates would be adjusted downward based on the targeted income levels.

Using the lease rates above, the project yields a Net Operating (NOI) of \$556,063 and a residual income of \$111,213. The NOI is used for debt service and the residual income is used to pay equity investors or secondary debt.

In real estate, “NNN” stands for Triple Net Lease. For this type of lease agreement, the tenant not only pays the base rent but three additional expenses:

- Property Tax
- Insurance
- Maintenance

The “Nets” as they are sometimes referred to can add an additional \$7 - \$20 per sq/ft to the base rent.



Proforma Operating Statement

Income/Lease Revenue

Gross Rents - Commercial	Square Feet	Rent - Square Foot	Extension
Unit #1 (KIO WA)	3,600	\$ 21.88	78,768
Unit #2 (KIO WA)	3,600	\$ 21.88	78,768
Unit #3 (Main)	1,250	\$ 21.88	27,350
Unit #4 (Main)	1,250	\$ 21.88	27,350
Unit #5 (Main)	1,250	\$ 21.88	27,350
Unit #6 (Main)	1,250	\$ 21.88	27,350

Gross Rents - Residential	# of Units	Monthly Rent	Extension
Kiowa (1-bed)	4	\$ 1,975	94,800
Kiowa (2-bed)	2	\$ 2,228	53,472
Main (1-bed)	6	\$ 1,975	142,200
Main (2-bed)	4	\$ 2,228	106,944

Gross Rents - Annual		\$ 664,352
Vacancy Loss	7%	\$ (46,505)

Effective Grosse Income (EGI - Net Rents) \$ 617,847

Operating Expenses

Fixed Expenses	2%	\$ 12,357
Variable Expenses	3%	\$ 18,535
Operating Reserves	5%	\$ 30,892
Total Operating Expenses	10%	\$ 61,785

Net Operating Income \$ 556,063

Debt Coverage Ratio (DCR)	\$ 1.25
Revenue Available for Debt Service	\$ 444,850

Total Debt Service \$ 444,850

Debt Service (1st Mortgage)	444,850
Debt Service (2nd)	0
Debt Service (3rd)	0

Residual Income (Developer Profit) \$ 111,213

Sources and Uses Statement

The Sources and Uses Statement outlines how the project will be financed (sources) and how those funds will be allocated (uses). This statement is a critical tool for evaluating the project's financial structure and overall feasibility.

Based on projected income, the development is expected to support approximately \$5.1 million in debt at a 7% interest rate. This estimate assumes the town contributes the land as equity, the developer credits a portion of their fee back into the project and also contributes at least 10% in equity.

When evaluating a development partner, it is important to verify their financial commitment. A qualified developer should have meaningful “skin in the game”, typically no less than 10% of total project costs.

While the town may be hesitant to contribute the land upfront, there are alternative structures that preserve long-term value. For example, the town could enter into a development agreement that defers compensation until a future sale, allowing the town to receive a share of sale proceeds under defined terms and conditions in exchange for the land contribution. For the purposes of this analysis, the value of the land is credited back as equity to the project.

Even with the land contribution and approximately \$21,298 in fee waivers, the project currently shows a **funding gap of about \$700,000**. For a project of this size, an experienced developer should be able to identify additional cost savings. However, tenant improvements (TI) for the commercial spaces will still need to be addressed. In some cases, these costs can be amortized into lease agreements; in others, developers may need to cover TI costs out of pocket to attract high-quality tenants.



Sources & Uses of Funds Worksheet

Costs - Uses of Funds

Acquisition	\$	650,000
Hard Costs	\$	5,071,414
Soft Costs	\$	1,732,005
Total Uses of Funds	\$	7,453,419

Financing - Sources of Funds

Equity Contributions

State Housing Grant		\$	-	\$	-
Land/Building Equity		\$	650,000	\$	650,000
Developer Fee	50%	\$	160,488	\$	160,488
Developer Equity	10%	\$	745,342	\$	745,342
Fee Waiver		\$	21,398	\$	21,398
Other		\$	-	\$	-
Other		\$	-	\$	-
Other		\$	-	\$	-
Total Equity Contributions		\$	1,577,228	\$	1,577,228

Debt Financing

First Mortgage	Bank Loan	\$	5,184,098
	Interest Rate	Term	Constant Annual Pymt
	7.00%	25	0.0858 \$ 444,850
	Total Debt Service & Debt		\$ 444,850 \$ 5,184,098

Total Sources of Funds \$ 6,761,326

Project Financial Gap \$ 692,093

PROJECT FUNDING GAP (RED)

PROJECT FINANCIAL VIABILITY (GREEN)

Recommendations and Next Steps

The following recommendations are intended to guide the Town of Elizabeth and Elizabeth Main Street in taking the next steps to support the successful infill development project. The recommendations outline key actions to address existing challenges, strengthen partnerships, and position the project for a development partner. Together, these steps will help advance a shared vision for a vibrant, economically resilient Main Street.

1. INCORPORATE FLEXIBILITY INTO BUILDING HEIGHT AND PARKING REGULATIONS.

Why: As noted in the analysis, the current height and parking requirements significantly restrict the site's development potential. Ideally, the code would allow building heights up to 45 feet to accommodate three stories, but even an increase to 36 feet would enable well-designed two-story buildings. Additionally, residential parking requirements should be reduced to reflect the site's urban setting, and the code should clearly state that on-street parking is permitted as part of the requirement. The town should also continue to pursue additional public parking options to support the commercial users.

Action: Engage the community in a discussion about allowing **reasonable height variances** for the Gesin Lot. While building heights may be a sensitive issue, the town should present the facts objectively using **construction standards and development** constraints to explain why greater flexibility is needed.

Action: Explore the creation of a **General Improvement District (GID)** in the downtown area to support shared parking solutions. A GID can generate dedicated revenue for acquiring parking spaces and covering ongoing maintenance costs such as snow removal. This initiative could be paired with a reduction in on-site parking requirements for downtown properties, offering a balanced trade-off in exchange for the additional mill levy.

2. EXPLORE ALTERNATIVE APPROACHES TO MARKETING THE PROPERTY BEYOND THE TRADITIONAL MUNICIPAL REQUEST FOR PROPOSALS (RFP) PROCESS.

Why: High-quality developers rarely respond to standard municipal RFPs. These developers are typically in demand, have active project pipelines, and are unlikely to engage in lengthy, **bureaucratic selection processes**. While RFPs have a place—particularly when required by statute—they are often counterproductive in the context of a large-scale public-private partnership, where flexibility, negotiation, and relationship-building are essential to success.

Action: Before issuing an RFP, research comparable development projects along the Front Range—especially those that reflect the quality and character the community envisions for the Gesin Lot. Identify the developers behind those projects and reach out to schedule in-person meetings at their offices. Use these meetings to introduce your project, gather feedback, and gauge interest. Come prepared with **reliable market data** and a clear vision of what the town is seeking, including what you are willing to contribute to make the project feasible. **Let the developer share their vision.** In many cases, allowing space for open dialogue can lead them to self-identify as a strong partner for the project.

Action: After holding initial conversations and confirming mutual interest with potential developers, consider issuing a streamlined **Request for Qualifications (RFQ)**. This can be as simple as requesting a letter of interest rather than a full proposal. Keep the process **focused and efficient**. Remember, developers will also be evaluating the town's responsiveness. If they're expected to take on the risk of a project like this, they'll want to know they can count on a consistent and reliable municipal partner.



3. DEFINE A CLEAR VISION, OUTLINE A TRANSPARENT PROCESS FOR EVALUATING DEVELOPERS, AND SPECIFY WHAT THE TOWN IS PREPARED TO CONTRIBUTE TO THE PROJECT

Why: A **clear vision** is essential, remember - investment follows vision. Developers can't respond effectively if the community doesn't know what it wants. They also need to trust that the town will be a reliable partner, especially as they take on the risk of navigating local political dynamics. Being decisive, transparent, and prepared to articulate what the town is willing to contribute—and what it expects in return—is key to building that trust. Uncertainty and delays are costly, and nothing frustrates a developer more than indecision.

Action: Develop a **clear vision** for the project that considers future tenants and residential needs. At this stage, the vision should remain broad, focusing on how the project will meet overall community needs and contribute to the vitality of the downtown district. Avoid getting bogged down in minor design details, such as façade colors, and allow for flexibility that offer room for **developer creativity** and market realities.

Action: Prior to engaging in negotiations, agree to an **“Exclusive Right to Negotiate”** (ERN) with the developer. The ERN should include clear timelines with the expectation that it will result in a long-term development agreement.

4. REFINE THE FINANCIAL MODEL WITH MULTIPLE SCENARIOS

Why: The current financial analysis serves as a baseline, offering a single estimate based on current conditions and assumptions. As more detailed design and site information becomes available, the model should be updated to reflect changing variables. A flexible model allows the board to evaluate multiple options and make more informed decisions.

Action: Use the provided Excel model as a dynamic tool—updating it regularly as new data is gathered. Explore phased development options and test different design scenarios. The model should support negotiations with developers by clearly identifying project gaps, financial feasibility, and the justification for any additional public investment.

Glossary of Terms

As-Built Plans: As-built plans provide a precise record of the building as it was constructed, including any modifications made during construction. This is crucial for future reference, maintenance, renovations, and repairs.

Cash Flow: The net balance of cash moving into and out of a business at a specific point in time.

Debt Coverage Ratio: A measurement of a firm's available cash flow to pay current debt obligations.

Effective Gross Income: The potential gross rental income plus other income minus vacancy and credit costs of an investment property.

Fixed Expenses: Cost that do not vary based on occupancy. This may include insurance and property taxes.

Hard costs are generally defined as those items associated with construction, including materials, labor, and equipment. Hard cost also includes contractor overhead and profit.

Net Operation Income: All revenue from the property, minus all responsibility necessary operating expenses

Operating Reserves: Cash reserve set aside for planned replacement not covered under insurance. This may include roof replacement, HVAC systems or other mechanical system.

Soft Costs refer to costs associated with the architecture and design fees, sales commissions, legal fees, and other expenses not directly related to building materials and labor.

Total Operating Expenses: Total expenses that are incurred over a given period of time as a result of normal business activities.

Variable Expenses: Costs that vary with occupancy. This can include repairs, trash removal, utilities, and property management fees.

From: [Patrick Davidson](#)
To: [Angela Ternus](#); [Tracy Hutchins](#); [Loren Einspahr](#); [Michael Schroder](#); [Dave Conley](#); [Steve Gaither](#)
Cc: [Patrick Davidson](#)
Subject: Weekly Update 6-6-2025
Date: Friday, June 6, 2025 9:00:16 AM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)

Good morning, Mayor, Mayor Pro Tem, and Members of the Board of Trustees. Here is your weekly update.

June 10 Workshop and Meeting. The workshop is basically a review and introduction to the municipal budget process. We will walk through funding sources, dedication of funds, and general matters. The BOT meeting will cover many agenda items that are interrelated to one another as well as the budget. These include a potential land trade for development of the Senior Center, acceptance of wastewater from a county project, and the build out of Gold Creek Commons. I have provided a brief memo, and copies of the Power Points within the packet for your review in advance.

Beverly Street Plaza Construction. As you may recall, there were some concerns regarding the retaining wall between Beverly Street Plaza and the library. While the appearance of the wall may be less than ideal, the engineers have signed off on its safety. As such, we will likely see construction on the Plaza begin again in the next couple of weeks. You may recall we held back future development until we were assured the wall was stable and secure.

Have a great weekend, and I will likely see you at some of the events this weekend!

Patrick

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From: [Patrick Davidson](#)
To: [Angela Ternus](#); [Tracy Hutchins](#); [Loren Einspahr](#); [Michael Schroder](#); [Dave Conley](#); [Steve Gaither](#); [Cynthia Thye](#)
Cc: [Patrick Davidson](#)
Subject: Weekly Update 6-20-2025
Date: Friday, June 20, 2025 8:06:53 AM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)

Good morning, Mayor, Mayor Pro Tem, and Members of the Board of Trustees. Attached is your newest weekly update.

Office of Emergency Management. I was asked by Elbert County to serve on an interview committee to fill the position of Director of the County's Emergency Management. I participated in interviews in Kiowa on both Tuesday and Thursday of this week. I believe it was a positive experience, and I would anticipate a selection being made within the next few weeks.

Staff BBQ Party. Town Staff hold two (2) events each year. One associated with the Holiday Season and the other a July picnic/BBQ. This year we will be holding it on July 16th. We will anticipate closing operations for a couple of hours that day, and I wanted you aware in advance. Staff remain on duty to address any issues that arise during this time.

Pine Ridge Metro District. I am continuing to visit with the developer of this project to negotiate an agreement for wastewater services. Currently, there is nothing new to report to the Board.

Discussions with Kerry Moore on Building Design Standards. Mr. Moore is wanting the Town to change and update the Town's Design Review Standards and Guidelines. The last revision was in January 2011. Mr. Moore has evidently visited with at least one Board member regarding this request. The goal for Mr. Moore is to modernize the standards and allow for more development. As the Board will recall, updating and reviewing the design standards is item 25.04 on your Strategic Initiative list from your retreat. Because the revisions sought are a combination of Design Standards, Zoning, and the Comp Plan, Staff will be providing an analysis of the request and visiting with the Board at a future date.

Have a great weekend, and I hope to see you at the Friday Night Market.

Patrick

Patrick G. Davidson, Town Administrator

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From: [Patrick Davidson](#)
To: [Angela Ternus](#); [Tracy Hutchins](#); [Loren Einspahr](#); [Michael Schroder](#); [Dave Conley](#); [Steve Gaither](#); [Cynthia Thye](#)
Cc: [Patrick Davidson](#)
Subject: Weekly Update for 6-27-2025
Date: Friday, June 27, 2025 8:37:34 AM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)

Good morning, Mayor, Mayor Pro Tem, and Members of the Board of Trustees. Here is your newest weekly update:

Audit Update. On Tuesday I provided you an update regarding the audit. As mentioned in that email, under Colorado Law the Auditor is required to provide the BOT the audit prior to June 30th. Hannah and I have both spoken with the auditor, and this deadline will not be met. There is no penalty under Colorado law for missing this deadline, but I view it as problematic. I have confirmed that the Auditor has access to the documents, has been provided access to Staff, and there are no anticipated problems with the audit. The auditor anticipates having the documents to the Board in advance of the presentation on July 22, 2025. As you may know, the Audit is required to be filed with the State before July 31st, and I have been assured by the Auditor there is no need to seek an extension from the State. We will monitor this item closely and I will update you with any changes or additional concerns.

Upcoming Chamber Events. According to the Chamber's website, here are the events that are planned through the summer: Elizapalooza (Saturday, August 9, Casey Jones); ElizaLuau Member Appreciation (Friday, August 22, Casey Jones); ElizaFest (Friday, September 26, Casey Jones).

Gesin Lot Development Analysis. This information was previously provided to the Board. I have asked Alex to provide this information to the Main Street Board for their further consideration. It will also be reflected in the manager's report for the July 8th board meeting. The Board has its joint quarterly meeting with the MSBOD on July 22nd, and I anticipate this may be a topic of discussion.

Rent Concerns in Colorado. The issue of housing in Colorado continues to be discussed by governmental officials at all levels, as well as CML, and non-governmental organizations. The newest information from CML seem to indicate that as of September 2024 approximately 44.5% of all Colorado households are either behind on rent payments or mortgages. The increase in rent for an average fair-market one bedroom property in Colorado has gone up 34% from 2023 to 2024. Finally, assuming an employee is earning the minimum wage of \$14.42/hour, they will need to work *104 hours per week*, to afford an average two-bedroom property in Colorado. [Note the standard workweek is 2080 hours per year. Under the 104 hours per week, the number of hours increases to 5,408 hours per year.] These numbers will

continue to have an impact on the local and state economy.

Main Street Board Car Show. The Main Street Board is organizing a Car Show to help welcome people to the Downtown. It is tentatively set for August 1st from 4:00-7:00. I wanted to make you aware of this now so that it can be on your calendar. Once we lock in the date and time; we will advertise accordingly.

Responses to FRP for Compensation Study and Pay Equity Analysis. As you may recall, the deadline to receive responses to the RFP was Jun 16, 2024. We received two (2) responses, and those have been provided to you via a separate email. The item will be on the agenda for July 8th.

Signs in the Town's Right-of-Way. With the recent storm activity, we are seeing increasingly more roofing, construction, lawn care and other advertisement signs within the Town's right-of-way. In some instances, property owners do not know that their lawn/yard or other property falls within the Town easements. PW will continue to educate and explain the processes as part of the sign removal. We have received a series of complaints and are working through them.

Police Ride-Along and PW Tours. As a reminder, now is a good time of year to ride within one of the Town's officers, as the summer months tend to be more interesting. Please feel free to reach out directly to Chief Engel, if you have any questions, or are interested in a ride-along. It is also a good time for a Summer Tour with Director DeVol to see the differences in winter and summer operations, particularly in streets/parks. Again, please feel free to reach out directly to Director DeVol if you are interested in an initial or follow up tour.

Calendar Items. As we proceed through the summer months, I wanted to make sure you had these items on your calendar:

July 8 – BOT Meeting – workshop begins at 6:30PM with the Historic Advisory Board

July 16 – 2nd Ice Cream Social – Legacy Park

July 19 (Saturday) – Second Budget Workshop currently set for 9:00-Noon

July 22 – BOT Meeting – workshop begins at 6:00 with the Main Street Board

Aug 12 – BOT Meeting – no workshop currently

Aug 13 – 3rd Ice Cream Social

Aug 26 – BOT Meeting – workshop begins at 6:00 regarding Hillside Paving and Wade Memorial Park Improvements

Out of the Office. I will be out of the office on Thursday, July 3rd. I will have spotty cell phone coverage should you need anything.

Have a great weekend!

Patrick

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TOWN OF ELIZABETH

PATRICK G. DAVIDSON, TOWN ADMINISTRATOR

TO: Honorable Mayor Ternus, Members of the Board of Trustees
FROM: Patrick Davidson, Town Administrator
DATED: **July 2, 2025**
SUBJECT: UPDATE – 2025 Strategic Planning Report

BACKGROUND INFORMATION

On March 8, 2025, the Board of Trustees met to identify Strategic Initiatives based on a forty-eight (48) month timeline. A March 25, 2025, report, memorializes the Board's 2025 Strategic Plan, its Vision Statement, and its prioritized Strategic Initiatives. The report states: "The Town Administrator and executive management team will refine these initiatives into specific action plans and final work production to be presented to the Board to confirm intended outcomes and expectations." The Plan calls for regular updates regarding steps taken to accomplish the Board's initiatives.

On May 3, 2025, the Board of Trustees conducted a follow-up Workshop with Staff to discuss the goals and objectives arising from the Strategic Planning Workshop. Staff confirmed that for purposes of feasibility, certain Initiatives could be undertaken in relation to one another, and out of sequence, in order to maximize resources. This initial Memorandum is provided sixty (60) days from the Board Workshop and provides an update on 2025 Strategic Planning Report. This Memorandum will be timely updated to reflect changes and advances in the Plan with the most recent updates in the future appearing in **red** font for ready identification.

STRATEGIC INITIATIVES 2025 -2026 (NEXT 12 MONTHS)

25.01 Develop a Multi-Agency Economic Development/Marketing Strategy. This Strategic Initiative involves a two-step approach. Initially, the Board discussed whether to staff the Community Development Department with an individual focused on *economic development* or in the alternative an individual who is more knowledgeable in *building and planning development*. While discussed, no direction has been provided by the BOT as to how to proceed.

The second step to the analysis involves the tools and background information that may be used to assist in the strategy. Town Staff have previously suggested the use of Placer AI to assist in determining economic factors for consideration. Assistance may also be obtained through the use of Caliper/Maptitude [www.caliper.com] or a related computer system that maps and identifies specific locations for development. More formally, consulting firms throughout the country provide these services to municipalities. **The upcoming budget process can provide an opportunity to discuss funding of studies related to economic development and marketing.**

25.02 Land Acquisition and Engineering Drawings for a Multi-Purpose Community/Senior Center. On 6/10/2025 a budget workshop was held recommending funding be set aside for alternative land acquisition for the Center, as well as funds for engineering plans. Further discussions were held on 6/18/2025 wherein the BOT instructed Staff to withdraw this item from upcoming budget discussions. **This Strategic Initiative cannot be completed as it has been tabled indefinitely.**

25.03 Develop a Comprehensive Infrastructure List and Integrated CIP Plan. This item is related to item 25.05 Develop a Facilities Master Plan and Condition Assessment and Staff have combined them for completion. The Board has directed a delay in the RFP until 2026. Following this directive, the RFP will appear on a January 2026 agenda with an anticipated completion date of July 2026. The CIP plan will be ready for implementation within the start of the 2027 fiscal/budget year. **With this time delay, this Initiative cannot be completed within the 2025 Strategic Plan's timeline.**

STRATEGIC INITIATIVES 2026-2027 (12 – 24 MONTHS)

25.04 Amend Comprehensive Plan – (a) Zoning Regulations (b) Design Standards/Process (c) Growth Management Strategies. BOT has held discussions regarding the need to retain a Community Development Director in advance of the amendment to the Comprehensive Plan. There are no candidates for the position. The upcoming Compensation Study may provide guidance to assist in filling this position. [See item 25.06]. **Staff anticipate allocating \$25,000 for a pre-Comprehensive Plan education and community outreach program; \$120,000 for the update to the Comprehensive Plan (approved 2019) to include proposed zoning amendments; \$50,000 for the update to the Town's 2040 Transportation Plan (approved 2020); and \$50,000 for the update to the Town's Water and Sewer Master Plan (approved 2020). If included in the 2026 Budget, the finalized reports likely can be completed for the Board's adoption in 2027.**

25.05 Develop a Facilities Master Plan and Condition Assessment. Please see item 25.03 Develop a Comprehensive Infrastructure List and Integrated CIP Plan detailed above. **The Board has directed Staff to delay the RFP until January 2026 with a July 2026 completion date. Given this, the CIP plan should be ready for implementation within the start of the 2027 fiscal/budget year.**

25.06 Develop a Market Compensation Study – Prioritize Public Safety. On 5/13/2025 the Board discussed and provided direction to Staff to issue an RFP for a Compensation and Pay Equity Analysis. The RFP was issued, and two responses have been received. **A contract for a Compensation and Pay Equity Analysis will be on the Board's July 8, 2025, agenda for further consideration and possible action.**

STRATEGIC INITIATIVES 2027-2028 (24 – 36 MONTHS)

25.07 Develop financial and operational plan to increase police services. Work on this item cannot begin until such time as the Market Compensation Study and Facilities Master Plan and Condition Assessment are completed.

25.08 Develop a Multi-Agency Economic Development/Marketing Strategy w/ Chamber. No update at this time.

STRATEGIC INITIATIVES 2028 – 2029 (36 -48 MONTHS)

25.09 Identify Land and Develop Financing Plan (Capital and Operating) Town Hall and Police Station. This process cannot be initiated until the Facilities Master Plan and Condition Assessment are completed. No further update at this time.

STRATEGIC INITIATIVES – Ongoing

25.10 Hillside \$ w/Utilities. Engineering Staff are currently assessing the anticipated improvements to the Hillside Subdivision. Staff have been instructed to set aside funding in the 2026 budget to proceed with Hillside street improvements. The draft anticipates \$3.5MM from the Capital Improvement Fund and \$2.5MM from the Streets Capital Improvement Fund for the project. **Anticipated budget figures will be discussed during the Board's July 19 Workshop, with a full discussion of this Initiative during the August 26 Workshop.**

25.11 Engagement with other Entities (County, State Agencies, School District, etc.) **Administration continues to meet regularly with the Director of the Elizabeth Parks and Rec District, the Elizabeth School District School Superintendent, the Director of the Pines and the Plains Library District, the Fire Chief for the Elizabeth Fire Protection District, the Elbert County Sheriff, the Elbert County Administrator, the Local Government Representative at Core Electric Cooperative, and participate in the CML Listserv.**

STRATEGIC INITIATIVES – BRAINSTORMING

25.12 Upgrade RC Park. Currently parts of the parkland are disturbed with construction of The Depot. However, Staff is working to coordinate the installation of the solar lights removed from Main Street within the park land as well as the planting of trees in the Fall. Additional work will be planned upon completion of the PROST report.

25.13 Develop Plan for South 40 Acres. Staff will wait until the completion of the PROST report and then advance these options to the Board for further discussion and evaluation.

25.14 Strategy for Future Collaboration with the “Stampede” Event. Town Staff will continue to coordinate and update operational plans related to the Elizabeth Stampede.

25.16 Support Funding of Jobs. Town Staff will be seeking additional information from the BOT to clarify the Board's intent of this initiative.

25.17 Identify Planning Efficiencies. Town Staff will be seeking additional information from the BOT to clarify the Board's intent of this initiative.

STAFF RECOMMENDATION

N/A. Informational purposes only

BUDGET CONSIDERATIONS

N/A unless otherwise stated herein.

ATTACHMENTS

Town of Elizabeth, *2025 Strategic Planning Report* dated March 8, 2005

Town of Elizabeth, Colorado

2025 Strategic Planning Report

March 8, 2025





Strategic Planning Retreat Executive Report

TOWN OF ELIZABETH, COLORADO

“STRENGTHENING OUR ROOTS, SHAPING OUR FUTURE”

Facilitator: Todd Leopold | March 8, 2025



SUMMARY

The **Town of Elizabeth** engaged in a **Strategic Planning Board Retreat** on March 8, 2025 to provide an opportunity to reflect on past achievements, look to the community's future, and develop shared vision statements around key focus areas identified by the Board of Trustees. This included the prioritization of *Strategic Initiatives* that aligned with meeting those key focus areas over the next five years. Through collaborative discussions, prioritization exercises, and commitment statements, the retreat aimed to define actionable steps toward a cohesive and prosperous future for the Town and community at-large. The retreat's outcomes are to serve as a complimentary planning effort that coincides with other planning efforts undertaken by the Town.

INTRODUCTION

In March, the Town requested Civicate, LLC. to facilitate a Board of Trustee Strategic Planning retreat to serve as one of Town Board's guiding documents that identified initiatives to meet current and future community needs, while aligning with the Town's Operating and Capital Improvement Budgets, that subsequently drive daily operations and capital projects. This Strategic Plan identifies key focus areas of Board and specifies strategic initiatives within a 5-year time horizon. The Board used a five-year outlook to incorporate both short and longer term initiatives that will be reflected in the Town's ongoing financial planning processes.

This Plan was developed by the Board of Trustees using a strategic planning framework, in collaboration with the Town's executive leadership team, and should be reviewed on an annual basis as part of the Board of Trustees future strategic planning processes, with a focus on reaffirming existing strategic initiatives, identifying new initiatives and updating prior year results. Follow up retreats should provide a forum for in-depth discussion which will either confirm the current approach or modify existing plans based on current social, economic and financial conditions of the Town and surrounding region.

VISION STATEMENT

This document includes the Board of Trustee's Vision Statement that was developed based upon five priority focus areas identified by the Board;

- **Welcoming, Inclusive Community**
- **Building Community Support.**
- **Expanded Community Gathering Spots**
- **Supporting Commercial and Small business growth**
- **Enhanced Public Safety presence in the Community**

VISION STATEMENT

We envision being a welcoming, inclusive community fostering a small town feel where families come together to support one another. The Town values community safety and a flourishing, diverse commercial environment that is sustainable, resilient, and hospitable.

WE VALUE:

- ***Community Gathering Places***
- ***Diversity of Retail and Entertainment Centers***
 - ***Expanded Community Events***
- ***Support for Police and Law Enforcement***

EXTERNAL AND INTERNAL IMPACTS

The Board of Trustees utilized a *Civic Compass* exercise to identify their strengths and challenges as they pivot towards a proactive, future-focused direction for the Town. The following table provides a list of what the Trustees identified as the community and organization's strengths, weaknesses, opportunities, and external threats that may impact the Town in the future.

Table 1.0 – ENVIRONMENTAL SCAN

STRENGTHS		OPPORTUNITIES	
Well Trained PD		Expand opportunities for business growth	
Staff Knowledge		Increase Community events, concerts, etc.	
Cost of Living compared to surrounding areas		Build Relationships with Other Elected Offices	
Lower Tax Burden		Creation of a Facilities Master Plan	
Growth Opportunities		Managed Growth and Space	
Quality Law Enforcement		Community/Senior Center Support	
Healthy Financials			
Family-Oriented Community			
Small Town Feel			
Community event support			
WEAKNESSES		THREATS	
No Emergency Evacuation Plan		County Development impacting Town Services	
Main Street Commerce Diversity		East/West routes for Emergency / Disaster evacuation	
No Community Gathering Center		Crime Increasing	
Community Division		Sunset on 1.5% Capital Improvement Fund	
Traffic Congestion through Town		State Government Mandates	
Hwy 86 capacity constraints		Community Division	
Limited funding for major projects		Pay Competitiveness of Surrounding Communities	
Visual appeal of some buildings			

STRATEGIC INITIATIVES

The Board of Trustees utilized the Vision Statement in the identification of their Strategic Initiatives based on a Five-Year implementation timeframe. *Strategic Initiatives* were defined as those key projects or programs that the Board of Trustees would like to invest resources to advance the Board's Vision Statement. Following a brainstorming exercise the Board prioritized the strategic initiatives by level of importance and anticipated completion or implementation depending on the initiative identified.

The Town Administrator and executive management team will refine these Initiatives into specific action plans and final work products to be presented to the Board to confirm intended outcomes and expectations. In order to support these efforts, the management team will provide the Board an agreed upon frequency regarding initiative updates to ensure that these are moving forward and the appropriate resources have been dedicated to accomplishing them.

The Trustees identified 11 of 17 identified Strategic Initiatives to prioritize (see table 2.0). The table also includes the Board's anticipated timeframe for completion. The numeric score listed after the initiative was the prioritized ranking for each of the items – higher the number the more significant the priority.

Table 2.0 – PRIORITIZED STRATEGIC INITIATIVES

STRATEGIC INITIATIVES - FY2025 thru FY2027			
2025 - 2026 ST No. Next 12 Months		2026 - 2027 ST No. 12 -24 Months	
25.01	Develop a Multi-Agency Economic Development/Marketing Strategy (32)	25.04	Amend Comprehensive Plan - (a) Zoning Regulations (b) Design Standards/Process (c) Growth Management Strategies (25)
25.02	Land Acquisition and Engineering Drawings for a Multi-Purpose Community/Senior Center (31)	25.05	Develop a Facilities Master Plan and Condition Assessment (9)
25.03	Develop a Comprehensive Infrastructure List and Integrated CIP Plan (2)	25.06	Develop a Market Compensation Study - Prioritize Public Safety (3)
STRATEGIC INITIATIVES - FY2027 thru FY2029			
2027 - 2028 ST No. 24 - 36 Months		2028-2029 ST No. 36 - 48 Months	
25.07	Develop financial and operational plan to increase police service levels (12)	25.09	Identify Land and Develop Financing Plan (Capital and Operating) Town Hall and Police Station (3)
25.08	Develop a Multi-Agency Economic Development/Marketing Strategy w/ Chamber (7)		
STRATEGIC INITIATIVES - Ongoing			
ST No. Ongoing			
25.10	Hillside \$ w/ Utilities (5)		
25.11	Engagement with other Entities (County, State Agencies, School District, etc.) (5)		

Table 3.0 – BRAINSTORMING INITIATIVES

STRATEGIC INITIATIVES - BRAINSTORMING	
ST No.	Initiatives
25.12	Upgrade RC park
25.13	Develop Plan for South 40 Area
25.14	Strategy for Future Collaboration with the "Stampede" Event
25.15	Promote Small Business
25.16	Support Funding of Jobs
25.17	Identify Planning Efficiencies

COMMITMENTS BY TRUSTEES

Following the Strategic Initiatives exercise the Board of Trustees discussed their individual commitments to each other and the staff in order to ensure successful implementation and completion of the key Strategic Initiatives discussed earlier in the day.

From: Susan Byrne <sbyrne@pplibraries.org>

Sent: Monday, June 30, 2025 1:11 PM

To: Patrick Davidson <pdavidson@townofelizabeth.org>; TJ Steck <tjs@elizabethfire.org>

Subject: Police & Fire Help with Tiny Deer Emergency

Hi Patrick and TJ,

You may already have heard about this from the Police Department and the Fire Protection District.

Elizabeth Police weren't successful in reaching me Saturday evening, but they did reach one of my employees who then called me. A fawn fell down the grate and apparently climbed out within the retention pond or was stuck in the area beneath the grate. I told my employee to tell the officers that they could cut the lock or chain securing the gate to our retention pond.

We heard this morning that the fawn's rescue was a joint effort between the police and fire district. I'm so glad they were able to reunite it with its mother.

I really appreciate the help we received from the Police and Fire District in rescuing the fawn! I prefer all of my stories to have happy endings!

All the best,
Susan

Susan Byrne
Director
Pines & Plains Libraries
303-646-3792





TOWN OF ELIZABETH

PATRICK G. DAVIDSON, TOWN ADMINISTRATOR

TO: Honorable Mayor Ternus, Members of the Board of Trustees
FROM: Patrick Davidson, Town Administrator
DATED: May 30, 2025
SUBJECT: Information from Placer.AI Related to the Elizabeth Stampede

BACKGROUND

As the Board may be aware, a software company named Placer.AI has been seeking to contract with the Town to provide economic and tourism information for purposes of assisting in economic development. ECOGG received the following information from Placer.AI for the Elizabeth Stampede for June 6-7, 2025.

ANALYSIS

The following is a brief overview of the information provided:

Total Visitors to 4189 CO-86 (Event Location):	13,800
Median Household Income:	\$118,100
Bachelor's Degree or Higher:	51.8%
Median Age of Attendee:	36.4
Most Common Ethnicity (White/Caucasian):	70.4%
Average Persons Per Household:	2.61
Average Length of Stay at Event:	155 minutes
Average Time of Day for Attendance:	6:00PM to 10:00PM

Additional information can be extrapolated from the data to assist in marketing the Town; attracting attendees to come to Elizabeth prior to the event; and further steps related to economic development.

STAFF RECOMMENDATION

None. It is provided for informational purposes only.

BUDGET CONSIDERATIONS

N/A

ATTACHMENTS

Placer.AI Report for Elizabeth Stampede Rodeo for June 6-7, 2025.

Property Overview

Jun 6 - Jun 7, 2025

Property:

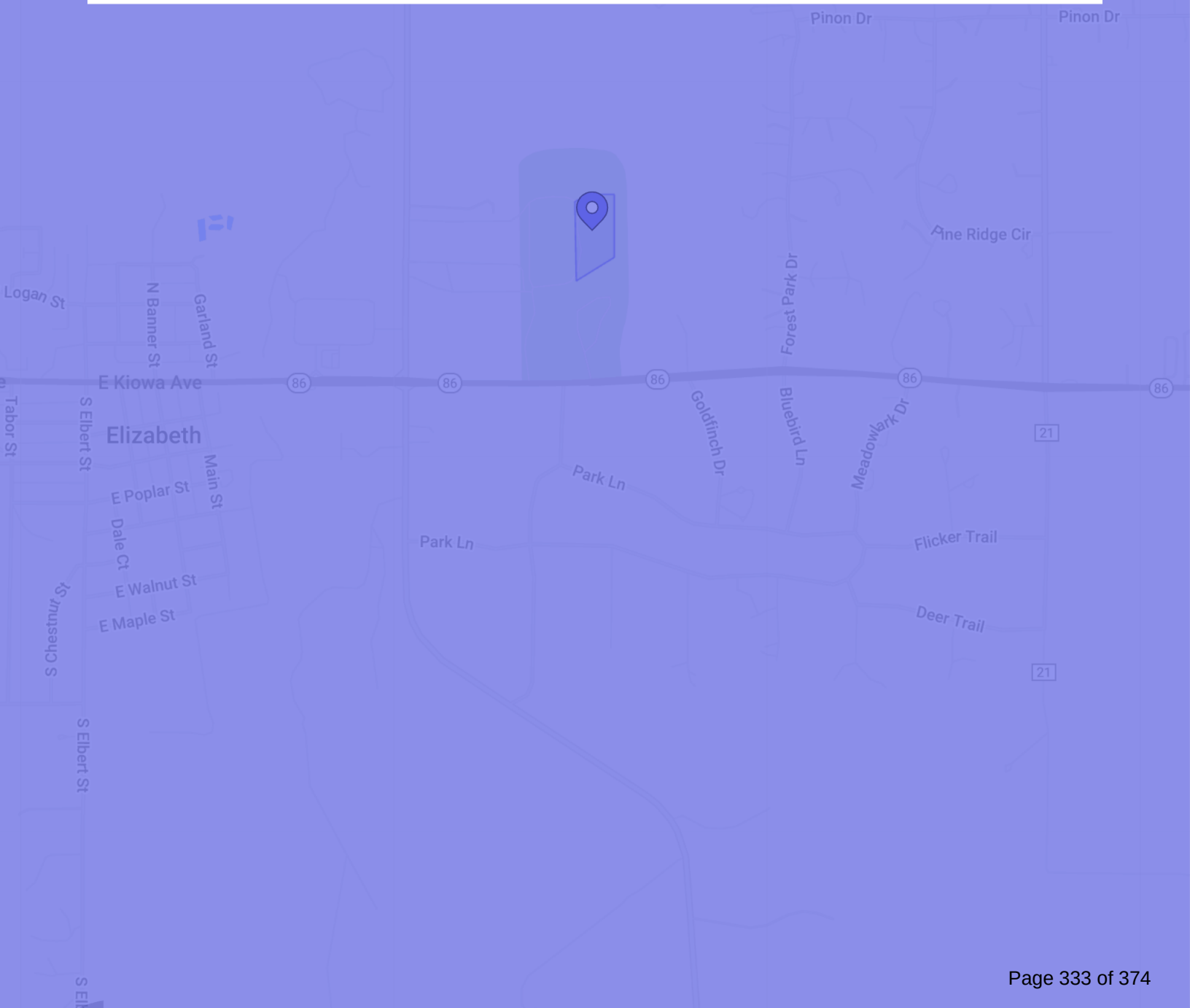


Elizabeth Stampede Rodeo

4189 CO-86, Elizabeth, CO 80107



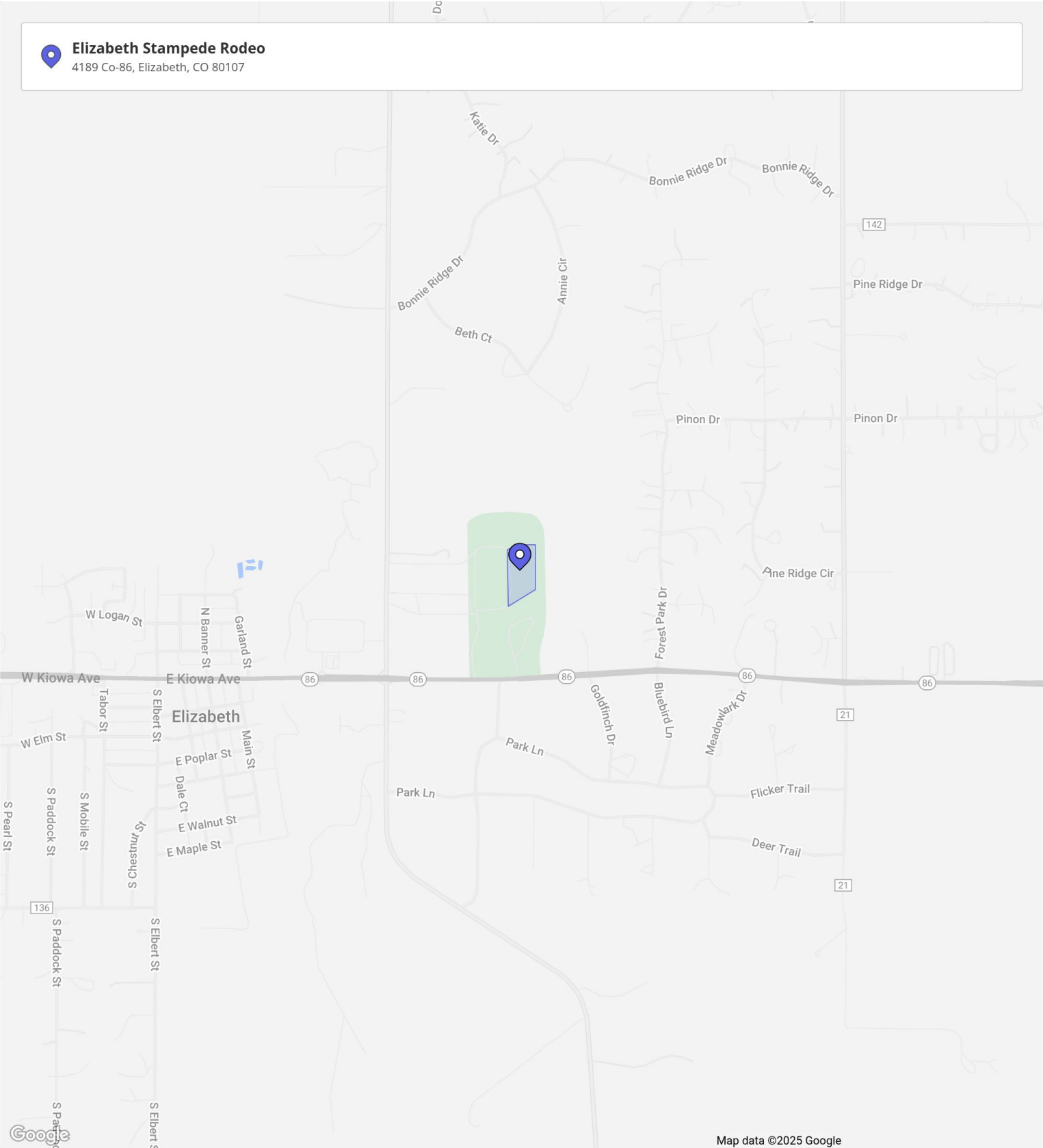
Scan to view on placer.ai platform





Property Overview

Jun 6 - Jun 7, 2025





Property Overview

Jun 6 - Jun 7, 2025

Metrics

● Elizabeth Stampede Rodeo
4189 CO-86, Elizabeth, CO 80107

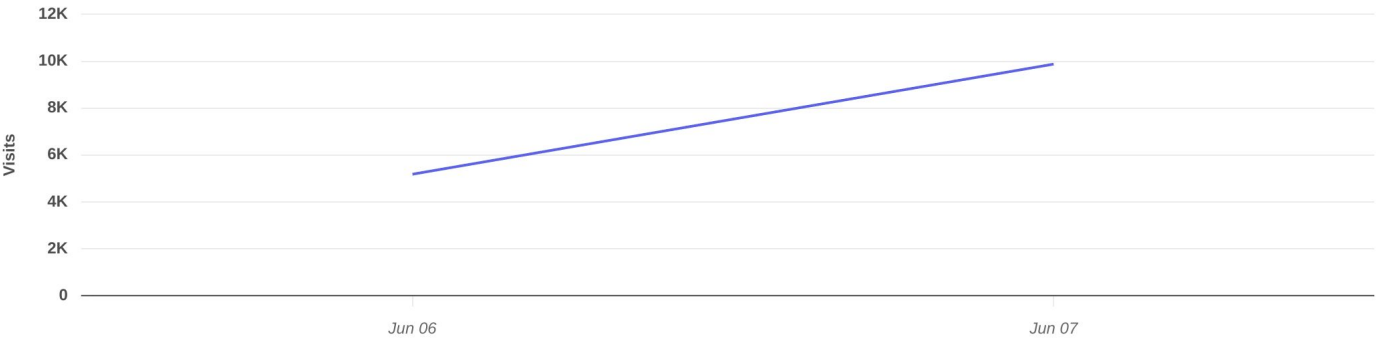
Visits	15.1K	Visit Frequency	1.1
Visitors	13.8K		

Jun 6th, 2025 - Jun 7th, 2025
Data provided by Placer Labs Inc. (www.placer.ai)



Visits Trend

● Elizabeth Stampede Rodeo
CO-86, Elizabeth, CO



Daily | Visits | Jun 6th, 2025 - Jun 7th, 2025
Data provided by Placer Labs Inc. (www.placer.ai)





Property Overview

Jun 6 - Jun 7, 2025

Audience Overview

Summary

Property	Median Household Income	Bachelor's Degree or Higher	Median Age	Most Common Ethnicity	Persons per Household
 Elizabeth Stampede... CO-86, Elizabeth, CO	\$118.1K	51.8%	36.4	White (70.4%)	2.61
 Colorado	\$93K	44.7%	37.1	White (65.7%)	2.50

Jun 6th, 2025 - Jun 7th, 2025 | Data Source: Census 2023
Data provided by Placer Labs Inc. (www.placer.ai)

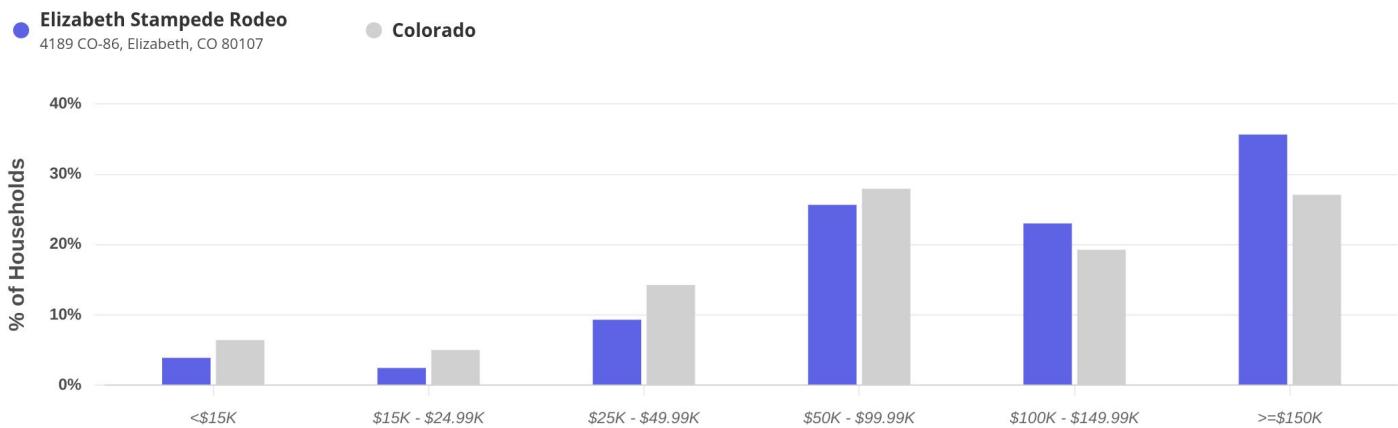




Property Overview

Jun 6 - Jun 7, 2025

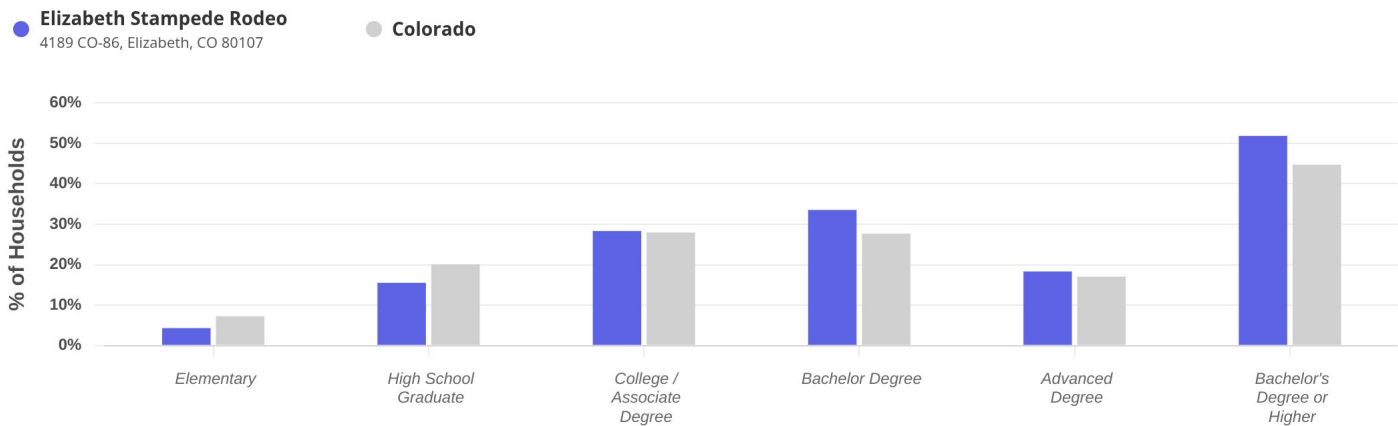
Household Income



Jun 6th, 2025 - Jun 7th, 2025 | Data Source: Census 2023
Data provided by Placer Labs Inc. (www.placer.ai)



Education



Jun 6th, 2025 - Jun 7th, 2025 | Data Source: Census 2023
Data provided by Placer Labs Inc. (www.placer.ai)

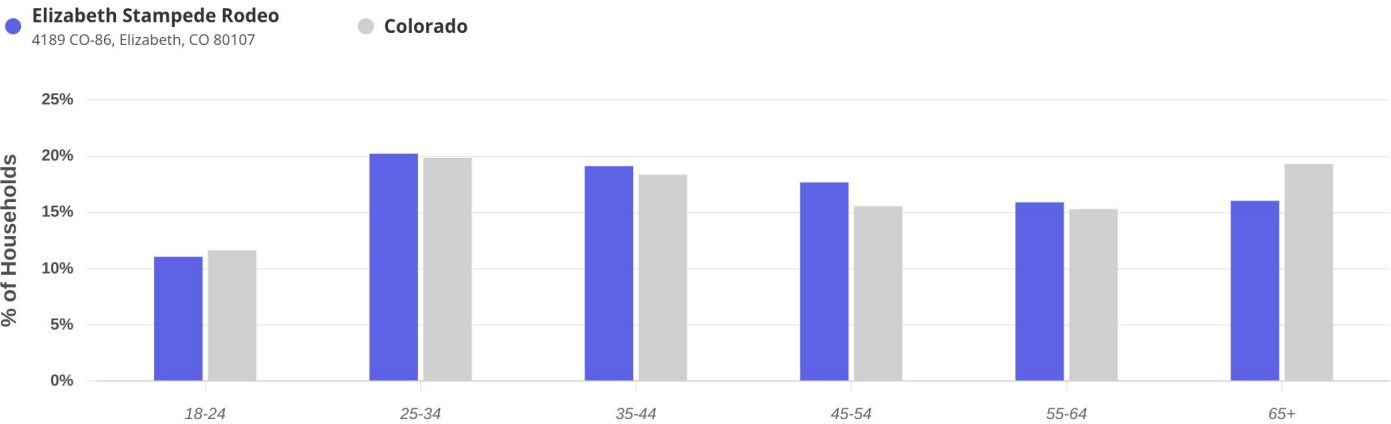




Property Overview

Jun 6 - Jun 7, 2025

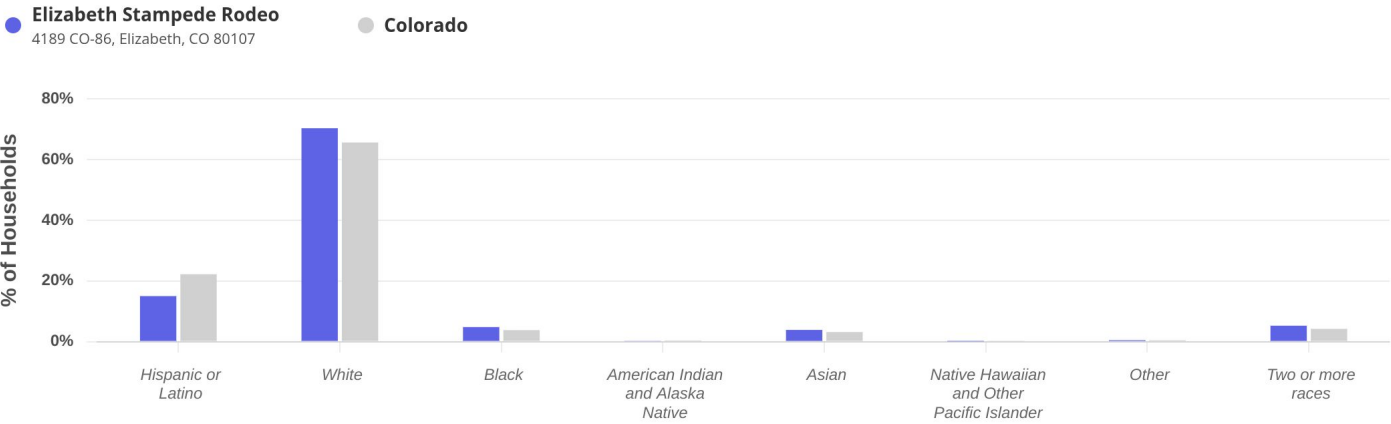
Age



Jun 6th, 2025 - Jun 7th, 2025 | Data Source: Census 2023
Data provided by Placer Labs Inc. (www.placer.ai)



Ethnicity



Jun 6th, 2025 - Jun 7th, 2025 | Data Source: Census 2023
Data provided by Placer Labs Inc. (www.placer.ai)

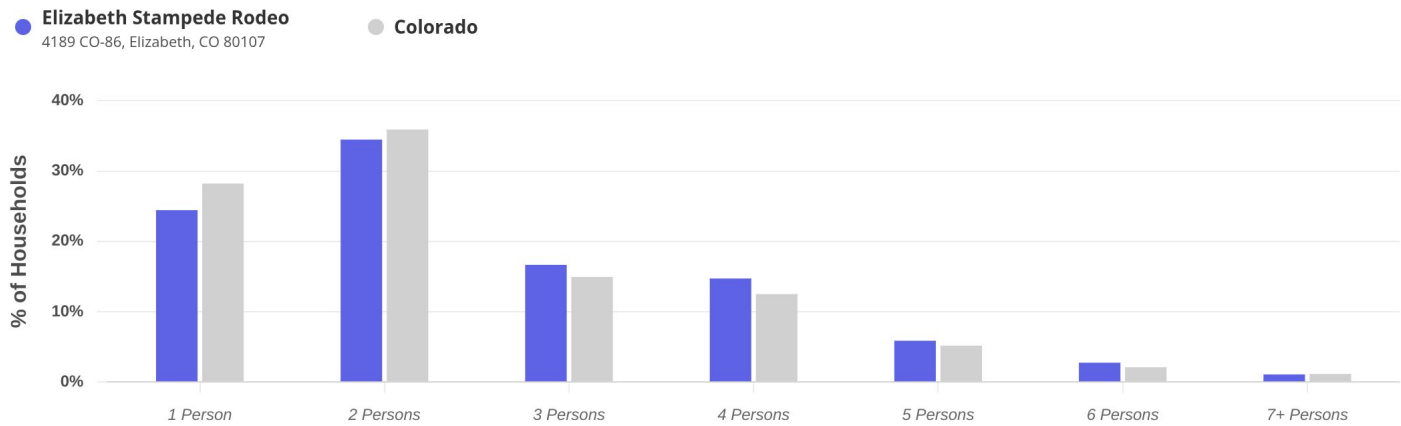




Property Overview

Jun 6 - Jun 7, 2025

Household Size

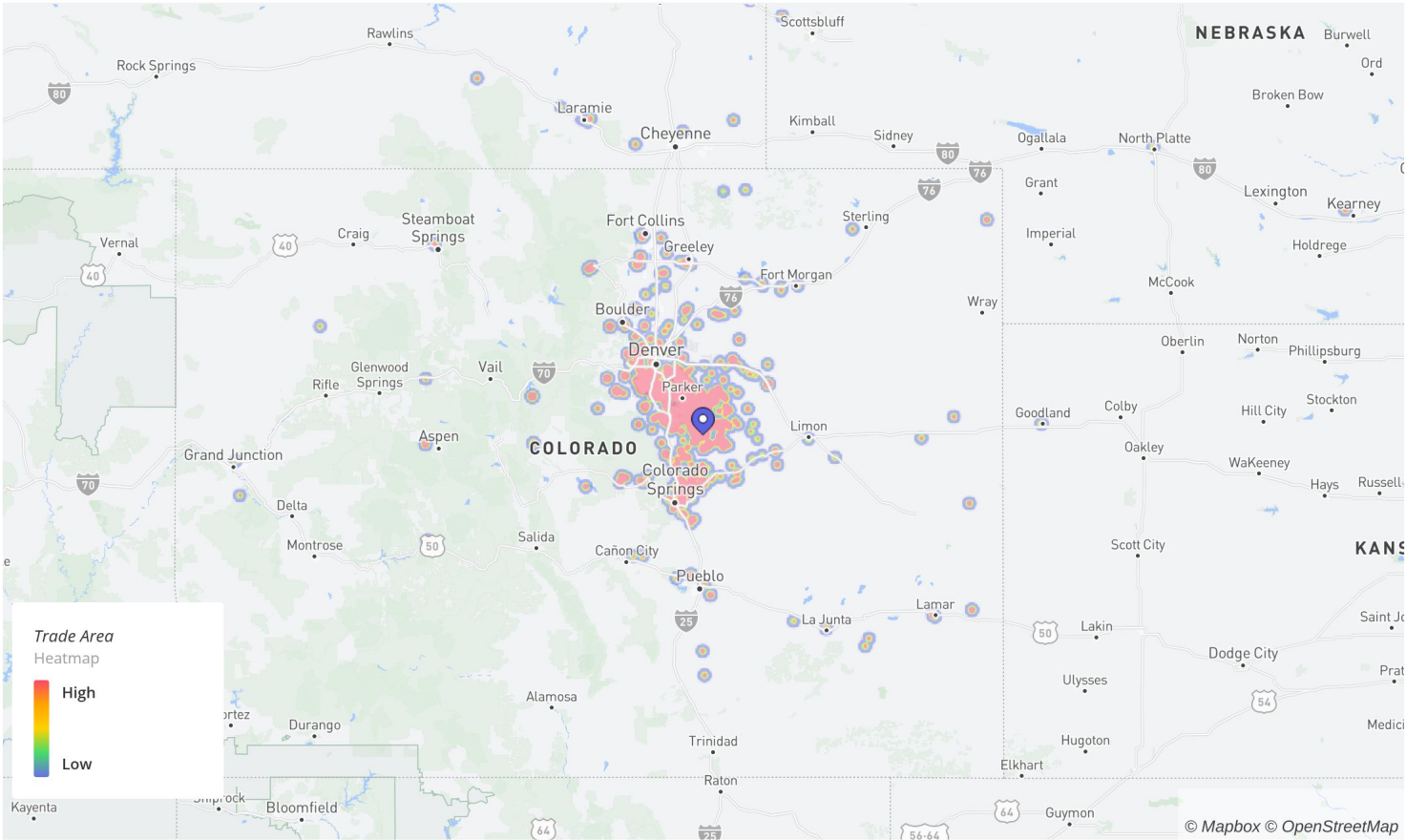


Jun 6th, 2025 - Jun 7th, 2025 | Data Source: Census 2023
Data provided by Placer Labs Inc. (www.placer.ai)





Market Landscape



Home locations are obfuscated for privacy and randomly placed within a census block. They do not represent actual home addresses.

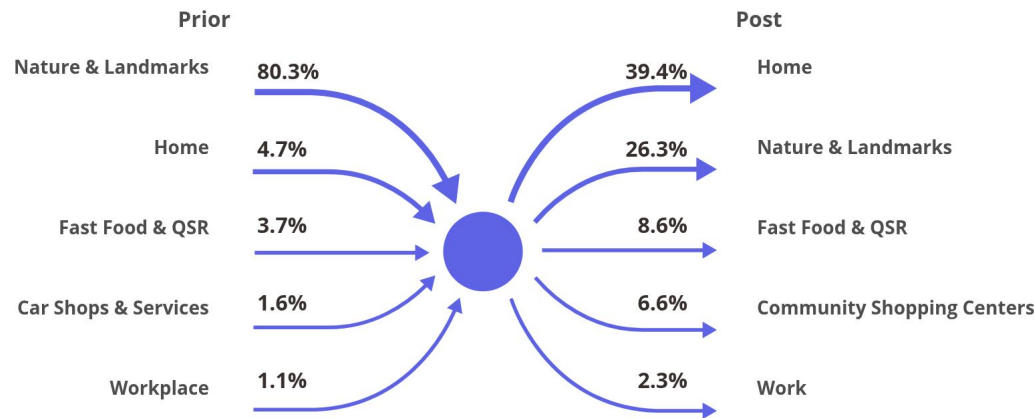
Jun 2nd, 2025 - Jun 8th, 2025
Data provided by Placer Labs Inc. (www.placer.ai)





Visitor Journey

● Elizabeth Stampede Rodeo
4189 CO-86, Elizabeth, CO 80107



Show by: | Jun 6th, 2025 - Jun 7th, 2025
Data provided by Placer Labs Inc. (www.placer.ai)



Daily Visits

● Elizabeth Stampede Rodeo
4189 CO-86, Elizabeth, CO 80107



Visits | Jun 6th, 2025 - Jun 7th, 2025
Data provided by Placer Labs Inc. (www.placer.ai)

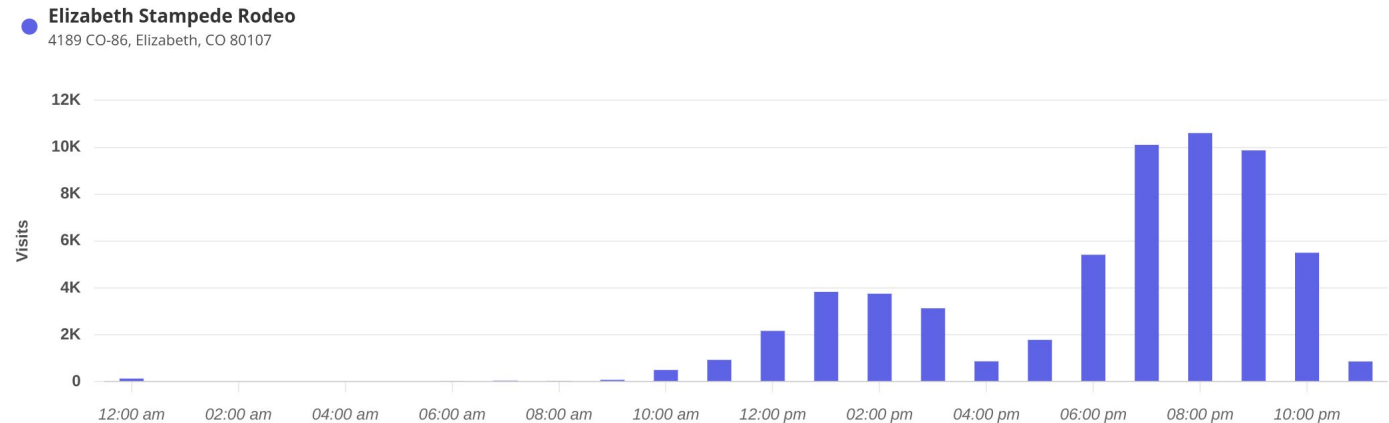




Property Overview

Jun 6 - Jun 7, 2025

Hourly Visits



Visits | Jun 6th, 2025 - Jun 7th, 2025
Data provided by Placer Labs Inc. (www.placer.ai)



Favorite Places

Elizabeth Stampede Rodeo / CO-86, Elizabeth, CO				
Rank	Name	Distance	Visitors	
1	Casey Jones Park / 4189 State Highway 86, Elizabeth, CO 80107	0.1 mi	13.4K (98%)	
2	Wild Pointe Ranch Marketplace / Hwy 86 And Legacy Cir, Elizabeth, CO 80107	2.1 mi	2.7K (20.1%)	
3	Evans Park / 34201 County Road 17, Elizabeth, CO 80107	0.4 mi	2.3K (16.8%)	
4	Dairy Queen Restaurant / 783 Crossroad Circle, Elizabeth, CO 80107	0.5 mi	1.8K (13.3%)	
5	Gold Creek Retail Center / 210-240 S Elizabeth St, Elizabeth, CO 80107	1.4 mi	1.7K (12.3%)	
6	Walmart / 2100 Legacy Cir, Elizabeth, CO 80107	2.1 mi	1.3K (9.6%)	
7	McDonald's / 1950 Legacy Cir, Elizabeth, CO 80107	2.4 mi	1.1K (8.1%)	
8	Parker Pavilions / 11101 S Parker Rd, Parker, CO 80134	14.1 mi	1K (7.4%)	
9	Big R / 650 Beverly St, Elizabeth, CO 80107	1.5 mi	731 (5.3%)	
10	Napa Auto Parts / 790 Crossroads Cir, Elizabeth, CO 80107	0.4 mi	716 (5.2%)	

Category: All Categories | Min. Visits: 1 | Jun 6th, 2025 - Jun 7th, 2025
Data provided by Placer Labs Inc. (www.placer.ai)

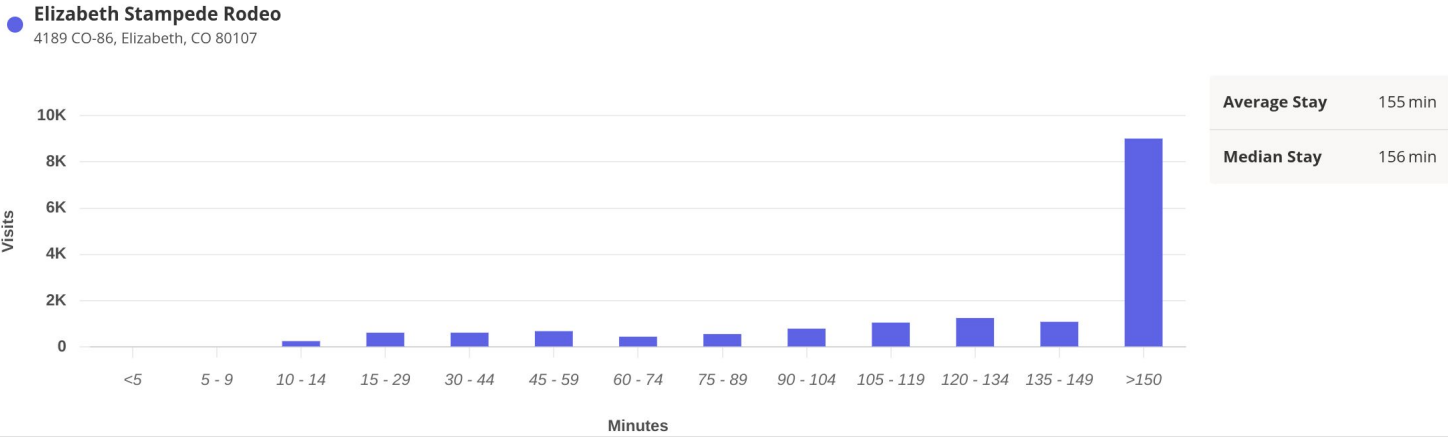




Property Overview

Jun 6 - Jun 7, 2025

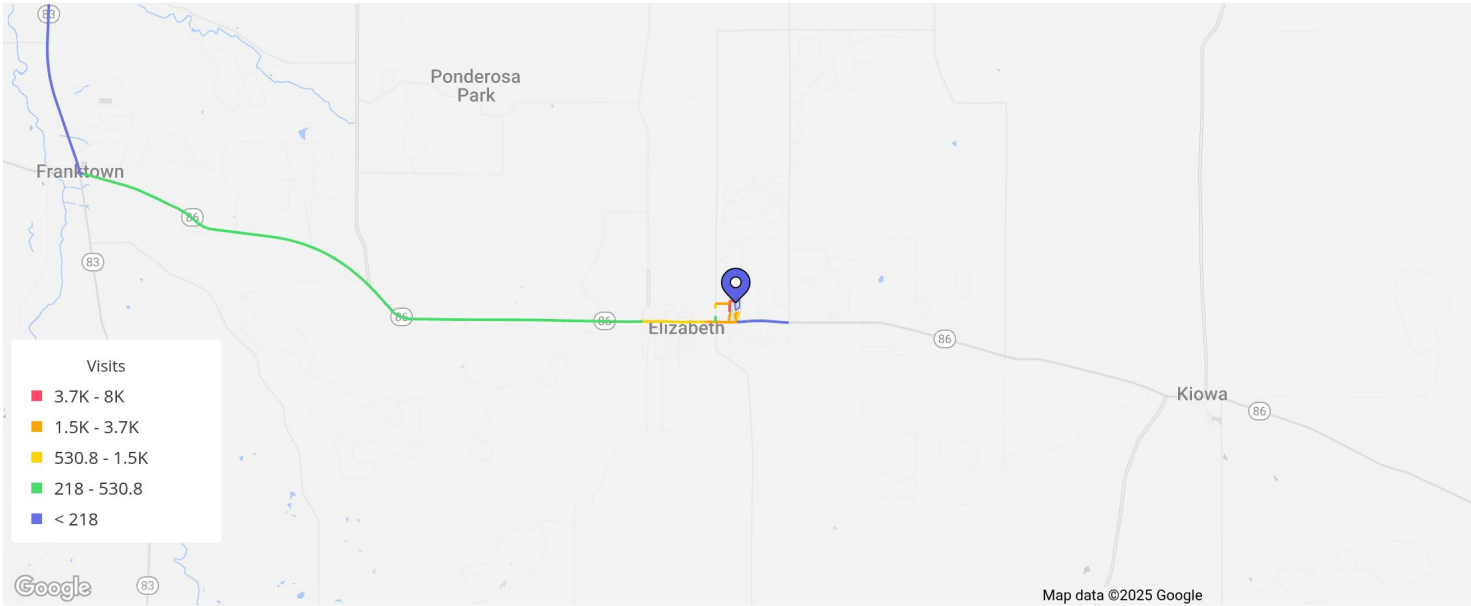
Visit Duration



Visits | Jun 6th, 2025 - Jun 7th, 2025
Data provided by Placer Labs Inc. (www.placer.ai)



Visitor Journey - Routes



To protect individual privacy, the beginning points shown for each route are approximations and do not represent actual home locations.

Journey Direction: To Property | Jun 6th, 2025 - Jun 7th, 2025
Data provided by Placer Labs Inc. (www.placer.ai)





TOWN OF ELIZABETH POLICE DEPARTMENT

CHIEF OF POLICE JEFF ENGEL

ELIZABETH POLICE DEPARTMENT ACTIVITY STATISTICS REPORT

Period: 06/01/2025 to 06/28/2025



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 **06/01/2025 at 12:01 a.m. to 06/28/2025 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. ***



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www.townofelizabeth.org



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TOWN OF ELIZABETH POLICE DEPARTMENT

CHIEF OF POLICE JEFF ENGEL

Total Calls for Service:

662

Traffic Stops:

Total Stops:

Penalty Assessments Issued:

Warnings Issued:

126

55

71

Other Calls for Service:

Call Type:	Number of Calls:
911 Landline	5
911 Rapid SOS	8
Alarm-Bank	4
Alarm-Business Burglary	10
Animal-Barking	5
Animal Complaint	5
Animal Rescue	1
Assist to Fire Department	4
Assist to Other Agency	16
Business Check	54
Citizen Assist	26



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Citizen Contact	21
Civil Assist	1
Crime Prevention	14
Criminal Mischief	3
Dead Animal	2
Disturbance	5
Drunk Subject	1
Domestic Violence-Physical	1
Flock	7
Follow Up	47
Found Property	3
Fraud	1
Harassment	3
Homeless Contact	2
Increased Patrol	87
Informational Report	2
Juvenile Complaint	1
Livestock Complaint	1
Medical Assist	12
Motorist Assist	13
Municipal Ordinance Violation	19



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Motor Vehicle Accident with Property Damage	9
Motor Vehicle Accident with Unknown Injuries	1
Park Check	10
Parking Complaint	7
Prowler	1
Report Every Drunk Driver Immediately (REDDI)	7
Repossession	1
Restraining Order Violation	1
Sex Assault	1
Sex Assault on a Child	1
Shooting	1
Solicitor	4
Special Assignment	11
Suspicious Circumstance	11
Suspicious Person	3
Suspicious Vehicle	33
Theft	2
Traffic Complaint	13
Traffic Hazard	11
Traffic Stop	126
Unwanted Subject	3



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Vehicle Fire	1
Vehicle Theft	2
VIN Verify	5
Warrant Arrest	1
Warrant Pickup	1
Welfare Check	8
Wildlife	2

Open Patrol Division Criminal Investigations:

Case Number:	Call Type:	Details:
25-1079	Financial Crimes	Investigation into fraud at a local business.
25-1130	Financial Crimes	Investigation into fraud of a resident.
25-1496	Vehicle Trespass/Burglary	Investigation into several vehicle trespasses.
25-2491	Death Investigation	Investigation into an unattended death.
25-2643	Theft	Investigation into a theft at a local store.
25-3222	Sex Offense	Investigation on a sex offense involving a juvenile.
25-3851	Financial Crimes	Investigation into fraud at a local business.



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25-3970	Sex Assault on a Child	Investigation into a sex offense involving a juvenile.
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Open Community Services Division Municipal Ordinance Violations:

Case Number:	Call Type:	Notes:
25-2868	Municipal Ordinance Violation	Investigation into accumulation of debris on a property in Town
25-2958	Municipal Ordinance Violation	Investigation into accumulation of debris on a property in Town
25-3484	Municipal Ordinance Violation	Investigation into overgrown shrubbery in Town.
25-3706	Municipal Ordinance Violation	Investigation into overgrown shrubbery in Town.
25-3709	Municipal Ordinance Violation	Investigation into overgrown shrubbery in Town.

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



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Closed Case/Incident Reports:

Case/Incident Number:	Call Type:	Details:
25-3447	Criminal Tampering	EPD responded to a call for service where a vehicle was reportedly damaged. After a canvass of the area, the suspect was located. However, due to the suspect being under the age of ten, criminal charges were not pursued.
25-3450	Fireworks	EPD located a habitual offender of violating the fireworks ordinance. The suspect had been given numerous warnings in the past. As a result, a municipal summons was issued.
25-3481	Disturbance	EPD responded to a disturbance at a residence in Town. After investigation, there was no crime. However, one of the subjects in the disturbance became suicidal and was wielding a pair of scissors. Officers were able to de-escalate the party, who was later transported to a mental health facility.
25-3388	Shooting	Officers responded to a local business on a reported shooting. During the course of the investigation, several people of interest were detained. At the conclusion of the investigation, it was determined that no crime had occurred.
25-3365	Warrant Arrest	EPD Officers encountered a juvenile party who had a warrant for their arrest. As the party could not be jailed, a municipal notice of setting was given to them to appear in court.
25-3442	Municipal Ordinance Violation & Trespassing	EPD responded to a party who was camping illegally in Town on private property. After the party was officially trespassed from the



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		property by the owner, the individual left the area.
25-3557	Driving Under the Influence of Alcohol	During the Elizabeth Stampede weekend, Officers conducted a traffic stop on a suspected intoxicated Driver. The driver was found to be impaired, was taken into custody, and booked into jail on several charges.
25-3530	Suspicious Circumstance	EPD received a report of a vehicle that had been tampered with. After investigation, it was determined that no crime had occurred.
25-3550	Warrant Arrest	EPD located a party with several warrants for their arrest. The party was taken into custody without incident and booked into the Elbert County Jail.
25-3524	Sex Offender Violation	EPD did not received a renewal of a resident sex offender as required by law. The suspect that failed to register could not be contacted. As such, a warrant was sought for their arrest for failing to register.
25-3633	Warrant Arrest & Flock	EPD received a Flock notification for a vehicle that was associated with a party who had an active warrant for their arrest. Officers located the vehicle and identified the driver as the wanted person. After confirming the warrant, the party was taken into custody and booked into the Elbert County Jail without incident.



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25-3641	Criminal Mischief	EPD responded to a report of property damage. After investigation, it was determined that no crime had occurred.
25-3625	Trespass	EPD responded to a local business who wanted a customer trespasses for their conduct while in the business. The subjects conduct did not rise to a criminal offense, however EPD issued a trespass notice to the subject at the business owner's request.
25-3664	Warrant Arrest & Flock	EPD received a Flock notification for a vehicle that was associated with a party who had an active felony warrant for their arrest out of Texas. Officers located the vehicle and identified the driver as the wanted person. After confirming the warrant, the party was taken into custody and booked into the Elbert County Jail without incident.
25-3668	Warrant Arrest & Flock	EPD received a Flock notification for a vehicle that was associated with a party who had an active warrant for their arrest. Officers located the vehicle and identified the driver as the wanted person. After confirming the warrant, the party was taken into custody and booked into the Elbert County Jail without incident. The driver was also operating a motor vehicle on a revoked license, so a State Summons was also issued.
25-1373	Extortion	EPD closed an extortion case. After working with the District Attorney, there was insufficient probable cause to continue to investigation.



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25-3734	Theft	EPD responded to a theft in progress at a local store. Upon arrival, the suspect fled. Using Flock cameras and other investigative resources, the suspect was identified contacted. The suspect turned themselves in to EPD. They were then subsequently booked into the Elbert County Jail on numerous charges.
25-3809	Sex Assault	EPD responded to a reported Sex Assault. After a preliminary investigation, it was determined the alleged crime would have occurred in Elbert County's jurisdiction. The case was forwarded to them for further investigation.
25-3719	Burglary	EPD located personal belongings outside an abandoned structure in Town, leading Officers to believe someone may have broken into the building. After investigation, no suspect was identified.
25-3483	Municipal Ordinance Violation-Weed Control	EPD Community Services closed a case regarding overgrown weeds at a property in Town. The owner came into compliance with the Town Code.
25-3486	Municipal Ordinance Violation-Weed Control	EPD Community Services closed a case regarding overgrown weeds at a property in Town. The owner came into compliance with the Town Code.
25-2658	Municipal Ordinance Violation-Weed Control.	EPD Community Services closed a case regarding overgrown weeds at a property in Town. The owner came into compliance with the Town Code.
25-3804	Warrant Arrested	EPD located a party with a felony warrant out of our agency. The suspect was arrested and subsequently booked into the Elbert County Jail.
25-3482	Municipal Ordinance Violation-Nuisance	EPD Community Services closed a case regarding overgrown weeds and debris at a



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		property in Town. The owner came into compliance with the Town Code.
25-3503	Municipal Ordinance Violation-Weed Control	EPD Community Services closed a case regarding overgrown weeds at a property in Town. The owner came into compliance with the Town Code.
25-3954	Restraining Order Violation	EPD responded to a restraining order violation. After investigation, it was determined that a crime had been committed. EPD attempted to contact the suspect to turn himself in, however he did not. A warrant was sought for his arrest.
25-4085	Minor in Possession	EPD conducted a traffic stop. During the investigation, it was found that the party was in possession of nicotine, THC products, and alcohol. As the party was under the age of 18, they were issued a municipal summons for several offenses.
25-3870	Criminal Mischief	EPD closed a case regarding damage to a park. After investigative avenues had been exhausted, no suspects were identified.
25-4005	Trespass	EPD responded to a local establishment regarding a party who the owner did not want there. EPD Officers had previously responded to this subject before, and as such issued the party a trespass notice to stay away from the business or face charges.
25-4077	Damage to Public Property	While moving a Town trailer, it was discovered that it had been struck by a projectile. EPD Officers investigated the information they could obtain; however, no suspects were identified.
25-3360	Municipal Ordinance Violation-Weed Control	EPD Community Services closed a case regarding overgrown weeds at a property in Town. The owner came into compliance with the Town Code.
25-4090	Damage to Police Vehicle	While investigating a call for service, an EPD Officer backed their vehicle into a dumpster.



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www.townofelizabeth.org



Colorado Association of
Chiefs of Police

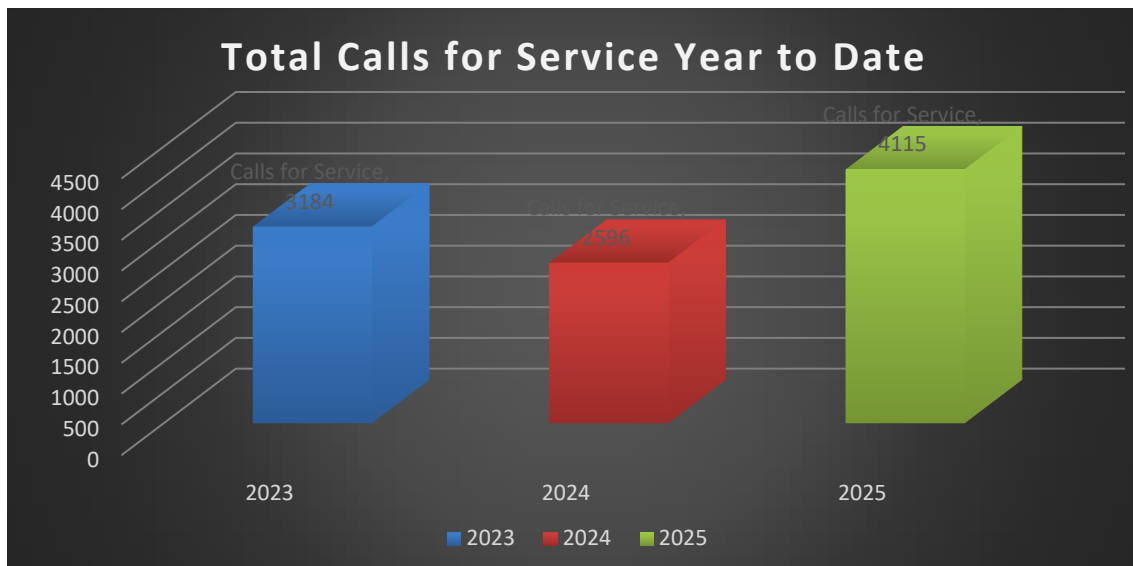
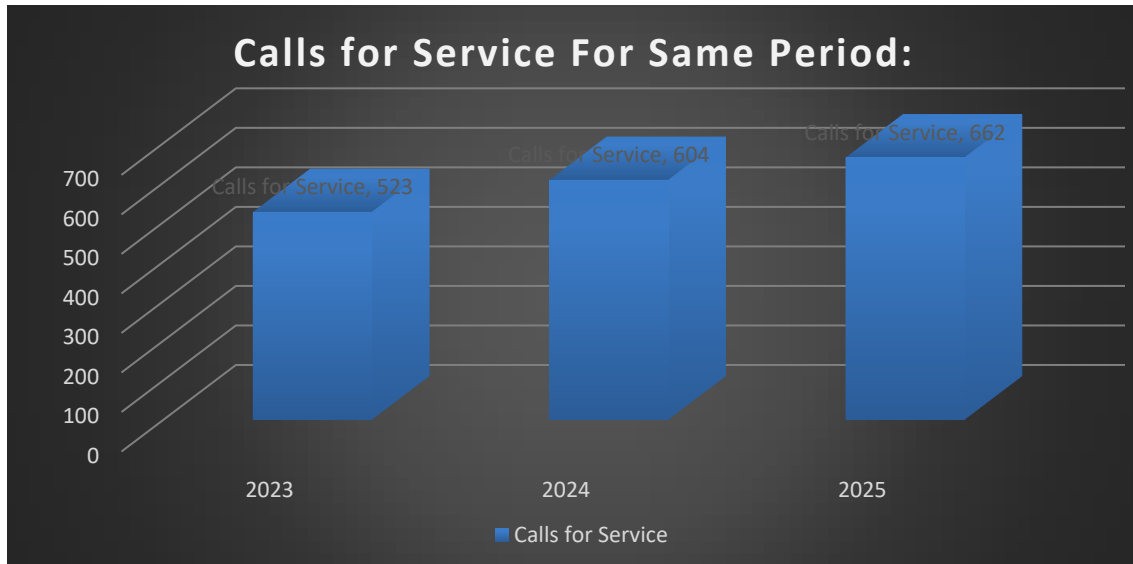


TOWN OF ELIZABETH POLICE DEPARTMENT

CHIEF OF POLICE JEFF ENGEL

		Damage to the patrol unit was minimal and there were no injuries.
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Historical Data:



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



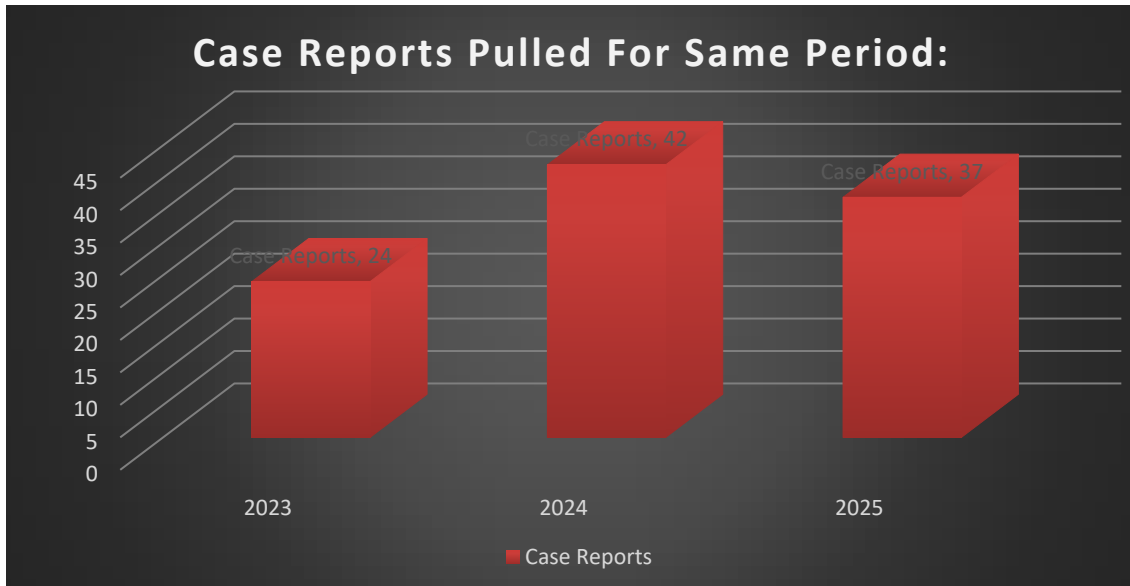
Colorado Association of
Chiefs of Police



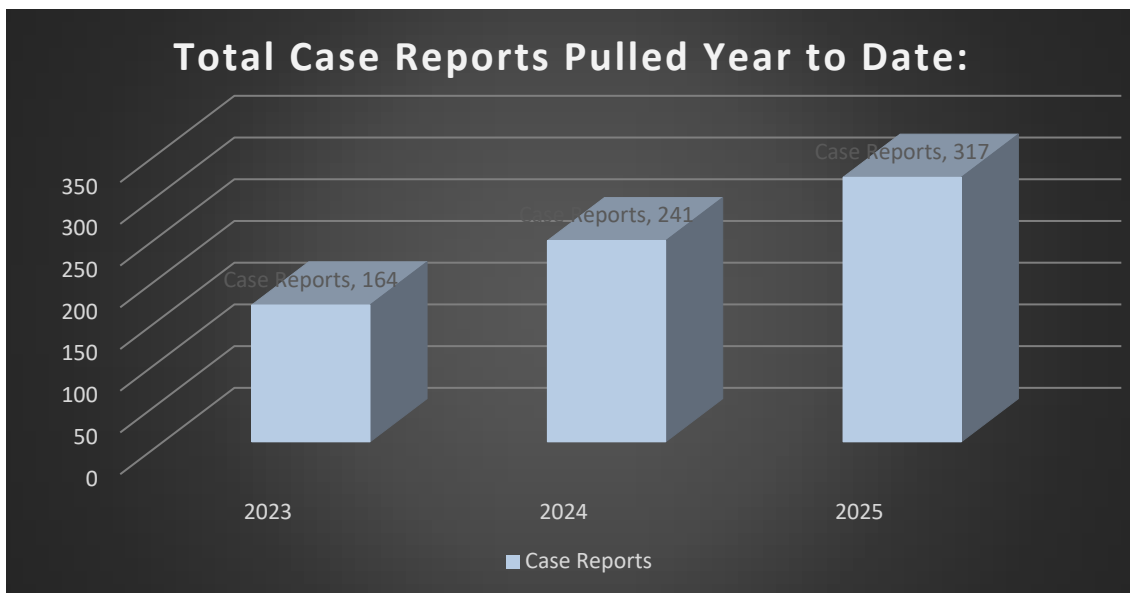
TOWN OF ELIZABETH POLICE DEPARTMENT

CHIEF OF POLICE JEFF ENGEL

Case Reports Pulled For Same Period:



Total Case Reports Pulled Year to Date:



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



Colorado Association of
Chiefs of Police



TOWN OF ELIZABETH

MIKE DEVOL, PUBLIC WORKS DIRECTOR

TO: Honorable Mayor, Mayor Pro-Tem and Town Board of Trustees
FROM: Mike DeVol, Public Works Director
DATE: July 8, 2025
SUBJECT: Public Works Monitoring Report

***Town Street Paving Improvements Project:**

1. Ongoing projects for the year 2025.
2. Receiving Price quotes for Chip Seal County Road 13 from school water tank North.
3. Working with Terracina/Martin and Aztec Survey in Hillside presently to build data Base for upcoming Re-Paving RFP.

***Town Main St. Decorations:**

1. Will remain down for Mainstreet Streetscape project.

***Town Wells, Tanks and Effluent:**

1. The Tank repairs are almost complete and should be at full capacity 7-14-25.
2. Plant Effluent (waste treated outflow) for May 2025 = 4,961,001 gallons
Avg. Daily 160,032 gallons or .164mgd and Plant is rated for .5mgd.

***Town Water Line (NON) Emergency Repair:**

1. No reports during this reporting period.

***Town Hall/ Repairs/ Landscaping Plan:**

***Town Walkway Repairs:**

1. PW has been completing repairs to various locations throughout town where heaving has occurred.
2. PW will be replacing 3 areas of sidewalk that we have been monitoring in the month of July.



TOWN OF ELIZABETH

MIKE DEVOL, PUBLIC WORKS DIRECTOR

***Town Street Maintenance/Striping Projects:**

1. Striping will take place in the spring/summer of 2025 as needed.

***Town Snow Plowing and Street Sweeping: SNOW SEASON is almost completed for 2025**

1. Public Works have begun sweeping of the streets and mowing of Parks and Right of Ways.
2. Public Works has completed the cleaning of Storm Sewers throughout town.

***Town New Wells at Ritoro/Gold Creek Valley:**

1. The new Wells building is complete, and PW is planning an Open House Grand Opening in the Fall of 2025.
2. Landscaping will take place in 2025 and PW will work with the 4 adjacent property owners for their approval of the landscape sketch to ensure that we conceal as much of the building as possible from their views.

***Town Trail Project:**

1. Town Trails have remained open with the Depot Lot construction and detention pond. The trail is heavily used for Friday Night Markets as pedestrians use the Spruce St entrance.

2. PW has seen increased parking along Hwy 86, Harvest Bible and RC Elementary school for trail enthusiasts.

1. Depot Parking has installed all the necessary detention pond concrete drainage and underground piping. The sanitary sewer line for the bathrooms has been completed and stubbed up. The new water line for an additional Fire Hydrant within the parking lot will be completed July 3rd. The lot will begin final grading and the installation of concrete curb and gutter, sidewalks, ADA Ramps the week of July 7th. Public Works believe the Parking Lot will be ready for use on August 1st and total completion on September 1st with completed Landscape, Fencing, and Lighting. This will allow use for 3 Friday Night Events.
2. Public Works will provide weekly updates as the time gets closer for lot usage.



TOWN OF ELIZABETH

MIKE DEVOL, PUBLIC WORKS DIRECTOR

***Gold Creek Lift Station Improvements:**

1. Completion of project has begun warranty period and filing completion with CDPHE Permitting.

*Eligibility Surveys for Water and Wastewater Capitol projects have been completed for 2025/2026 and accepted by Colorado Department of Public Health and Environment (CDPHE). The eligibility surveys allow the town to be in line for any funding that may be available for future projects.

***Gold Creek Wastewater Treatment Plant (GCWWTP)**

1. No Report

***Town Clean Up Day/ Paint Round-Up/Arbor Day**

1. No Report.

***Town Public Works News**

3. Public Works has met with EBC For the new temporary layout for Friday Night Markets until construction completion.
4. Main Street Scape is moving ahead as we continue to be held up by Comcast and CORE electric for Pole removal and pedestal relocations which has forced us to leave several open gaps in the concrete sidewalk.
5. Numerous questions and concerns continue to surface to the point of micro-managing by concerned person(s) on the Main Street Scape. Below is a partial list:
 - A. Landscaping (trees, plants, flowers, irrigation) will be the very last item to be completed in the planter boxes and other areas. Due to damage that may be caused by other trades while completing their work, landscaping will always be last for completion. The Planters may not be completed by June 5th (hard day for opening of Main St. for Stampede goers) due to delays from Comcast, Century Link, and CORE Electric completing their required work outside of PW control.
 - B. PW is currently waiting for Comcast and CORE Electric to enable to have power for Lighting to be completed.



TOWN OF ELIZABETH

MIKE DEVOL, PUBLIC WORKS DIRECTOR

- C. Narrow Streets and Bulb-Outs were approved to aid in slowing traffic making pedestrian safety a priority concern and allow for people to visit and gather along Main St to enhance their shopping and easy accessibility.
- D. Main Street Business Owners and Employees continue to Park personal vehicles in front of their shops on Main St rather than use the Off-Street Parking provided at Broadway St. and Elm St. not allowing patrons to park in front of their shops.
- E. The Large Cottonwood tree that was removed from private property at Main St and Broadway St was a Life, Health Safety issue and needed to be removed.
- F. Public Works resolve several small issues a day along Main St. and will continue to do so until project final acceptance.
- G. Public Works is continuing to work with property owners at Odd Fellows and the Alpaca shop to resolve issues arising from construction.

*Town Farmers Market:

- 1. PW has worked well with EBC for the FNM events.

*Town Parks and Right of Way

Upcoming Projects:

- 1. PW has completed 2025 the CDPHE Annual Reporting:
- 2. Annual Biosolids has been completed for 2025 and sent to CDPHE.
- 3. Regulation 85 Nutrient Monitoring/Accepted by CDPHE
- 4. PW has completed a round of PFAF's (radiation/radiological). Results have been reported to CDPHE.
- 5. Water Augmentation and Recording
- 6. Water Lead and Copper sampling
- 7. Water Constituents Metals Sampling
- 8. Annual DMR (Daily Monitoring Report) Gold Creek Wastewater Plant
- 9. Tree City USA Application/ Accepted and approved by Tree City USA
- 10. Trail DOLA findings and Inspections/ Addition of Willow Cuttings Planted
- 11. PW has completed Highway User Tax Fund (HUTF) reporting and data processing.
- 12. PW is completing Lead and Copper testing per CDPHE guidelines for 2025
- 13. Flushing of the entire town's water supply system is completed every 6 months.



TOWN OF ELIZABETH

MIKE DEVOL, PUBLIC WORKS DIRECTOR

14. Cleaning of Storm Drainage systems.

Mike DeVol
Town of Elizabeth
Public Works Director
GCWWTP Operations
303-913-6453
mdevol@townofelizabeth.org



TOWN OF ELIZABETH

CLERK'S/FINANCE OFFICE MANAGER'S REPORT

July 5, 2025

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

Hannah

- All budget worksheets and documents for the 2026 budget year have been updated to be Digitally Accessible to hopefully streamline the end process when uploading onto the website.
- As most knew, we had to recreate the financial documents to become compliant. It took a lot of work for Harmony and myself to recreate these to ensure accuracy but also timely scans.

Allison

- Allison is enjoying a vacation this week so will not be providing a Staff report.

Harmony

- I am pleased to report that the updates to our website and agenda management program are now complete. We will continue to have some adjustments over the next several months, but the hard part of installation and implementation is finished.
- I was able to use part of the Records Management budget to purchase a new book scanner. This updated tool provides better clarity and magnification on old documents compared to what was stored on microfiche many years ago. As time allows, I am hoping to also provide typed out translations of the beautiful handwriting. This will allow for more thorough and complete searches in our records and better clarity for preserving the Town's historical documents. I've attached examples of what the new scanner produces versus what we have had stored on microfiche in State Archives. I believe the brightness and clarity speaks for itself. I'm excited to use this new scanner in helping to preserve our historical documents.

Michelle

- I'm extremely excited and honored to have been elected to serve on the Public Sector Human Resource Association's (PSHRA) Colorado Chapter Board for the 2025–2027 term. I look forward to contributing to the development of educational opportunities, outreach, and working with a group of dedicated professionals committed to making a difference.
- There were 20 new cases, 3 continued, 19 reviews, and 2 trials on the June Court Docket. 1 trial case was dismissed, and one was settled with a plea agreement.



TOWN OF ELIZABETH

CLERK'S/FINANCE OFFICE MANAGER'S REPORT

- I have only heard back from one board member that will be attending Back to the Badge on September 27th from 4 pm to 10 pm. There is room for 10 attendees at the table. Board members are the priority seats and if there are any left a guest may attend. At this time, I have one board member and a tentative guest. Please let me know if you are planning to attend.

Alexandra

- I recently received my AICP certification from the American Institute of Certified Planners. This certification is the professional standard for planners and required meeting educational and professional experience requirements as well as passing a comprehensive exam covering planning law, ethics, implementation methods, and community engagement practices. Having this credential helps ensure I'm current on planning best practices and legal requirements, and it strengthens our credibility when working with state agencies and regional partners on projects that benefit Elizabeth.



TOWN OF ELIZABETH

To: Honorable Mayor, Mayor Pro Tem, and Board of Trustees
From: Harmony Malakowski, Deputy Town Clerk
Date: July 8, 2025
Subject: Update Regarding Digital Accessibility within the Town

Background

In 2021, the Colorado General Assembly passed House Bill 21-1110 making it a civil rights violation for a government agency to exclude people with disabilities from receiving services or benefits because of a lack of accessibility. Any Colorado government entity that does not meet the Colorado Office of Information Technology accessibility standards could be subject to injunctive relief.

In the 2023 legislative session, Senate Bill 23-244 cleaned up and clarified some of the changes required by HB 1110. In 2024, House Bill 24-1454 provided a one-year extension for public agencies to comply with digital accessibility standards if the public agency demonstrates a good faith towards compliance. In June of 2025, the Governor's Office of Information Technology (OIT) updated their Rules Establishing Technology Accessibility Standards.

Town Response

In my previous memo dated April 23, 2024, I outlined the history of the Town's accessibility compliance as well as the need for a 3rd party service to help us come into further compliance. I've attached that memo for your reference. In the year since this memo was written, many items have been updated and the Town is on its way to meeting, and in some cases exceeding the requirements as set by law.

- May 2024: our CivicPlus hosted website was transitioned from Drupal 8 to Drupal 10.
- May 2024: Town entered a partnership with Allyant for website accessibility audits, scans and the purchase of remediation software called CommonLook.
- June 2024: Accessibility statement was posted on the website.
- July 2024: the first audit of the Town website was completed.
- August 2024: 3rd party digital software audit was completed. Staff have requested accessibility statements from these partners to meet the accessibility standards.
- August 2024: An accessibility Plan and Statement of Undue Burden was posted on the website. To meet standards, we will be required to review and update this plan each year. Staff are in the process of reviewing this plan to meet the updated Rules provided by the OIT office and will have an updated plan posted by our annual review due date in August 2025.
- March 2025: Most documents were removed from the Town's website. Many of these documents do not meet the digital accessibility requirements. They can still be accessed with a link to our public portal in Laserfiche. As Staff have time and training, we will remediate and update the documents to get them added back to the website.



TOWN OF ELIZABETH

- April 2025: CivicPlus reached out to Staff once again about providing another update to the Town's website. Instead of meeting minimum requirements, we could revamp and, in a way, build out the website from the ground up. This provided the Town with an opportunity to modernize the website and further meet accessibility requirements.
- May 2025: Updated licenses were purchased for CommonLook using our partnership with SIPA. We were provided with a discounted rate rather than purchasing these licenses on our own and they also offered extra services which include 100 pages of document remediation for free.
- May 2025: A new website audit was completed by Allyant. The results have been forwarded to CivicPlus and Staff are currently awaiting their response and fixes. This will be an ongoing project.
- May 2025: CivicPlus reached out to Staff to update our Agenda Management program. They informed us that they will no longer be supporting the old version as it did not meet accessibility standards and offered us an update at no cost. Clerk Staff worked with CivicPlus and completed the update in May. Training is ongoing as we adjust to the new program.

Summary

As outlined in the updated Rules posted by OIT, to meet the minimum requirements by law, the Town must post a technology statement on our website providing two methods of contact for people to request assistance or report issues and meet one or a combination of 5 options outlined in the Rules by OIT. By posting the Town's digital accessibility plan, to be updated annually, we have met one of the 5 options and are in full compliance with the law. However, Staff have made a concerted effort to go above and beyond the minimum requirements and are continuing to move forward with training and remediation to provide digital accessibility to everyone. To view the Town's accessibility statement or to view the Information and Communication Technology Plan, please visit the Town of Elizabeth website under the "How Do I" menu and then Accessibility.

Attachments

Memo dated April 23, 2024



TOWN OF ELIZABETH

HARMONY MALAKOWSKI, DEPUTY TOWN CLERK

TO: Honorable Mayor, Mayor Pro Tem, and Board of Trustees
FROM: Harmony Malakowski, Deputy Town Clerk
DATED: April 23, 2024
SUBJECT: Digital Accessibility Statement of Work – Allyant

BACKGROUND

In 2021, the Colorado General Assembly passed House Bill 21-1110 making it a civil rights violation for a government agency to exclude people with disabilities from receiving services or benefits because of a lack of accessibility. Any Colorado government entity that doesn't meet the Colorado Office of Information Technology accessibility standards could be subject to injunctive relief.

In the 2023 legislative session, Senate Bill 23-244 cleaned up and clarified some of the changes required by HB 1110. The Due Date for compliance with these standards is July 1, 2024.

ANALYSIS

In February of 2023, the Town entered into an agreement with a service called AudioEye who purported to have the tools and resources for our website to meet all eligibility requirements. As the due date for compliance has approached, and more information has been shared from the Colorado Office of Information Technology, Staff has discovered that this service does not meet the accessibility requirements. Since this discovery, Clerk Staff have attended several accessibility training courses and reached out to multiple sources to find out what is required. It was determined that Digital Accessibility is a huge project with many layers and laws and is currently outside of Staff's experience and training. We will need a partner to help us navigate these new responsibilities.

After receiving recommendations from other clerks and municipalities, as well as other research via the internet, four companies were vetted to determine what services they provide to help with accessibility. We needed to know if they understood the nuances of Colorado's laws and how they differ from national laws. While all four companies offer accessibility services in different capacities, Allyant is the only company from our research which covers all the different items needed under one umbrella and in fact, knows exactly what Colorado requires.

Allyant is offering a partnership with the Town to help us navigate the accessibility requirements. Services that will be included are:

- 1) A one-time audit of our website using both a sighted and legally blind team to provide a page-by-page analysis of what needs to be corrected and the priority order of those

changes. They have also agreed to hold off on the audit until our new website is built out with CivicPlus so we can become compliant from the ground up.

- 2) A digital HUB that Staff and partners can access outlining errors found and suggestions for how to correct them.
- 3) Ongoing automatic and periodic scans of our website.
- 4) Knowledge base training and accessibility help.
- 5) Partnership in developing any accessibility statements needed on our website.
- 6) Partnership in developing an accessibility plan.
- 7) A “Reviewed By” badge to be placed on our website to show partnership and commitment to digital accessibility.
- 8) Free third-party digital product and software procurement assessments of how well those companies meet digital accessibility.
- 9) Access to unique accessible print materials (Braille as one example) for an additional cost if needed.
- 10) Remediation of PDF documents for an additional cost if needed.

Staff is also working with another branch of Allyant to purchase licenses for Word and PDF remediation software called CommonLook that will allow Staff to create our own accessible documents. The approximate cost for these software licenses will be \$5,567.50. The Statewide Internet Portal Authority (SIPA), in partnership with Allyant, is also offering grants for these licenses. Staff have applied for and received 5 licenses through this grant opportunity. This grant will cover the cost of the first year for the licenses.

STAFF RECOMMENDATION

Staff feels that partnering with a digital accessibility expert will help ensure the best compliance with HB 1110. Tools and widgets that are attached to a website do not meet Colorado’s Accessibility Standards. We need to create a website that is compliant on its own and need the services of someone who is trained in accessibility standards. Allyant has been very responsive to all questions asked and is familiar with the differences between National and Colorado law around accessibility. Staff recommends approval of Resolution 24R23.

BUDGET CONSIDERATION

Allyant’s Digital Accessibility partnership services will cost \$9,500 over the next 2 years.

Year 1 - \$3500 Audit/\$1500 HUB/\$375 per quarter for ongoing services.

Year 2 - \$1500 HUB/\$375 per quarter for ongoing services.

An additional \$5,567.50 will be needed for CommonLook licenses starting the second year.

If approved, these fees will come out of the budgeted \$25,000 for ADA Technology Upgrades.

ATTACHMENT(S)

- Resolution 24R23 Authorizing the Town Administrator to Enter into an Agreement with Allyant for Digital Accessibility Services
- Exhibit A – Allyant Digital Accessibility Audit, HUB Platform & Ongoing Support Statement of Work & Master Subscription and Services Agreement
- Copy of email with CommonLook software license quote

- Attorney Memo Dated January 22, 2024, regarding Update on Accessibility Laws
- Attorney Memo Dated March 18, 2024, regarding Final Digital Accessibility Rules

Ordinance No. 1.

An Ordinance relating to the Meetings of the Board of Trustees of the Incorporated Town of Elizabeth, Colorado.

Be it ordained by the City Council or Board of Trustees of the Incorporated town of Elizabeth, Colorado;

Sec. 1:- That the regular meeting of the board of trustees shall be at 7 o'clock P.M. on the first Tuesday in each month at the office of the English Lumber Co. in Elizabeth, Colorado, unless otherwise ordered by the board.

Sec. 2:- That the foregoing ordinance be published according to law in the Elbert County Banner, a newspaper published within the limits of said incorporated town.

Passed and approved this 3rd day of February, A.D. 1891.

F. P. Murray
Recorder.

Samuel Cook
Mayor.

Ordinance No. 2.

An Ordinance relating to the City Officers, Their Bonds and Salaries.

Be it ordained by the City Council or Board of Trustees of the incorporated town of Elizabeth, Colorado:

Sec. 1:- That the following named ^{officers} shall give bond to the incorporated town of Elizabeth, Colorado, according to law and ordinance of said town, in the following sums respectively, to wit: The town Treasurer, five hundred (\$500.00) dollars; the town Recorder, five hundred (\$500.00) dollars.

Sec. 2:- The several officers and employees hereafter named shall receive the following compensation: The Town Treasurer, two (2%) per cent. of the whole amount of receipts; the Town Marshal, eight (\$8.33 1/3) dollars, thirty three and one third cents per month, exclusive of fees due him by virtue of any proceedings under ordinances of said town, town Recorder two (\$2.00) dollars per month. All of said salaries to be paid monthly by warrants drawn upon the town Treasurer.

Sec. 3:- That the foregoing ordinance be published according to law, in the Elbert County Banner, a newspaper published within the limits of the incorporated town of Elizabeth, Colorado.

Passed and approved this 3rd day of February, A.D. 1891.

Recorder.
F. P. Murray

Samuel Cook
Mayor.

Repealed Feb 6th 1894

Repealed Feb 6th 1894

Ordinance No. 1.

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F. P. Murray
Recorder.

Samuel Cook
Mayor.

Repealed Feb 6th 1944

Ordinance No. 1

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Sec. 2 – That the foregoing ordinance be published according to law in the Elbert County Banner, a newspaper published within the limits of said incorporated town.

Passed and approved this 3rd day of February, A.D. 1891.

F.P. Murray
Recorder

Dan T. Cort
Mayor

Repealed Feb 6th/94



Town of Elizabeth

Planning Commission Regular Meeting

Tuesday, May 20, 2025 at 6:30 PM

Town Hall, 151 S. Banner Street

Call to Order

The Regular Meeting of the Planning Commission was called to order on Tuesday, May 20, 2025, at (Enter Time) by Chair George Fick.

Roll Call

Present:

Chair George Fick
Vice Chair Amy Schmidt
Commissioner Greg Lindbloom
Commissioner Julie Uhernik
Commissioner Cynthia Thye
Commissioner Ed Beard

Absent:

Commissioner Shawn Sommer
Commissioner Jim Santangelo

There was a quorum to do business.

Also in Attendance: Planner/Project Manager Alexandra Cramer, Town Administrator Patrick Davidson, and Deputy Town Clerk Harmony Malakowski.

Public Comment

There was no Public Comment.

Agenda Changes

No changes from Administration.

No changes from the Board.

Agenda set.

Consent Agenda

1. Minutes of the Regular Meeting of February 4, 2025

Motion by Vice Chair Schmidt, seconded by Commissioner Thye, to Approve the Minutes of the Regular Meeting of February 4, 2025.

Voting Yes: Chair Fick, Vice Chair Schmidt, Commissioner Lindbloom, Commissioner Uhernik, Commissioner Thye

Voting No: None

Motion Passed Unanimously (5-0)

Chair Fick closed the Regular Meeting and opened the Public Hearing at 6:32 PM.

Public Hearing

2. Ordinance 25-07, An Ordinance Amending Various Provisions of Chapter 16 of the Town of Elizabeth Municipal Code Updating the Town's Land Use and Development Code

Ms. Cramer provided a Staff Report.

There was no Public Comment.

Chair Fick closed the Public Hearing and opened the Regular Meeting at 6:41 PM.

New Business

3. Discussion and possible action to recommend approval of Ordinance 25-07, An Ordinance Amending Various Provisions of Chapter 16 of the Town of Elizabeth Municipal Code Updating the Town's Land Use and Development Code to the Board of Trustees

Motion by Commissioner Thye, seconded by Vice Chair Schmidt, to recommend approval of Ordinance 25-07, An Ordinance Amending Various Provisions of Chapter 16 of the Town of Elizabeth Municipal Code Updating the Town's Land Use and Development Code to the Board of Trustees.

Voting Yes: Chair Fick, Vice Chair Schmidt, Commissioner Lindbloom, Commissioner Uhernik, Commissioner Thye

Voting No: None

Motion Passed Unanimously (5-0)

Staff Report

4. Staff Report

- Planner/Project Manager Cramer:
 - Update regarding Main Street Streetscape.
 - Update on the Depot Parking Lot.
- Commissioner Beard:
 - Had a question regarding Main Street Streetscape.
- Vice Chair Schmidt:
 - Asked a question regarding the Running Creek Park detention pond.
- Commissioner Thye:
 - Asked a question regarding the planters on Main Street.
- Planner/Project Manager Cramer:
 - HAB coloring contest.
 - Oral History program.
 - PROST in drafting phase.
- Commissioner Lindbloom:

- Asked a follow-up question regarding the Main Street planters.

Commissioner Reports

- Vice Chair Schmidt:
 - Asked for updates regarding the Gesin lot, Walnut Grove, and Main Street Station.
- Commissioner Uhernik:
 - Had a question regarding the Frontier Parking Lot.
- Commissioner Thye:
 - Provided updates regarding the Elizabeth Artist Guild activities.
- Commissioner Uhernik:
 - Provided an update regarding the High Plains Singers' concert.
 - Provided her observations regarding traffic on Main Street with the events that occurred this past weekend.
 - Asked if there was going to be a planned Main Street Grand Opening event.
- Vice Chair Schmidt:
 - Asked for an update regarding the open Community Development Director position.

Adjournment

Motion by Chair Fick, seconded by Commissioner Uhernik, to Approve the Adjournment at 7:34 PM.

Voting Yes: Chair Fick, Vice Chair Schmidt, Commissioner Lindbloom, Commissioner Uhernik, Commissioner Thye

Voting No: None

Motion Passed (5-0)


Deputy Town Clerk Harmony Malakowski




Chair George Fick