



# Town of Elizabeth

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## Board of Trustees Regular Meeting - Record of Proceedings

Tuesday, March 10, 2026 at 7:00 PM

Town Hall, 151 S. Banner Street

### Call to Order

### 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:

Interim Town Administrator Chris Lowe  
Town Clerk Michelle Oeser  
Planner/Project Manager Alexandra Cramer

### Pledge of Allegiance

Mayor Ternus led the Board in the 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.

Don Means — Elbert County Resident and Town Business Owner  
Paul Schwarzkopf - Town of Elizabeth Resident

### Agenda Changes

No changes from Administration.

No changes from the Board.

Agenda set.

### **Consent Agenda**

#### **1. Minutes of the Regular Meeting of February 24, 2026**

Motion by Mayor Pro Tem Hutchins, seconded by Trustee Gaither, 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 action on the appointment of Jennifer Malley to the Planning Commission with a term through December 31, 2029 – Alexandra Cramer**

Ms. Cramer provided a Staff report.

Ms. Malley introduced herself to the Board.

Motion by Mayor Pro Tem Hutchins, seconded by Trustee Schroder, to approve the appointment of Jennifer Malley to the Planning Commission with a term through December 31, 2029.

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

Voting No: None

Motion Passed Unanimously (6-0)

Mayor Ternus closed the Regular Meeting and opened the Public Hearing at 7:17 PM.

### **Public Hearing**

#### **3. Amending Lot Width requirements in R-2, R-TH, and R-3 Zoning Districts — Alexandra Cramer**

Ms. Cramer provided a Staff report.

Mayor Ternus opened the Public Hearing for public comment.

Paul Schwarzkopf - Town of Elizabeth Resident

Mayor Ternus closed the Public Hearing and reopened the Regular Meeting at 7:20 PM.

### **New Business**

#### **4. Discussion and possible action on Ordinance 26-06, an Ordinance amending Table 16-2 (Residential Dimensional Standards) of Section 16-1-40 of the Town of Elizabeth Municipal Code regarding Minimum Lot Width Requirements for the R-2, R-TH, and R-3 Zoning Districts – Alexandra Cramer**

Motion by Trustee Conley, seconded by Trustee Einspahr, to approve Ordinance 26-06, an Ordinance amending Table 16-2 (Residential Dimensional Standards) of Section 16-1-40 of the Town of Elizabeth

Municipal Code regarding Minimum Lot Width Requirements for the R-2, R-TH, and R-3 Zoning Districts.  
Voting Yes: Mayor Ternus, Mayor Pro Tem Hutchins, Trustee Einspahr, Trustee Conley, Trustee Schroder,  
Trustee Gaither  
Voting No: None

Motion Passed Unanimously (6-0)

Mayor Ternus closed the Regular Meeting and opened the Public Hearing at 7:36 PM.

### **Public Hearing**

5. Amending Off-Street Parking requirements for Downtown – Alexandra Cramer

Ms. Cramer provided a Staff report.

Mayor Ternus opened the Public Hearing for public comment.

David Cox — Elbert County Resident, Town Business Owner  
Shelly Mango — Douglas County Resident  
Linda Bulmer — Douglas County Resident, Town Business Owner  
Paul Schwarzkopf — Town of Elizabeth Resident

Mayor Ternus closed the Public Hearing and reopened the Regular Meeting at 8:02 PM.

### **New Business**

6. Discussion and possible action on Ordinance 26-07, an Ordinance amending Section 16-6-10 of the Town of Elizabeth Municipal Code regarding Off-Street Parking Requirements for Commercial Uses within the Downtown (DT) Zoning District – Alexandra Cramer

Motion by Trustee Conley, seconded by Trustee Gaither, to approve Ordinance 26-07, an Ordinance amending Section 16-6-10 of the Town of Elizabeth Municipal Code regarding Off-Street Parking Requirements for Commercial Uses within the Downtown (DT) Zoning District.

Voting Yes: Trustee Einspahr, Trustee Conley, Trustee Gaither

Voting No: Mayor Ternus, Mayor Pro Tem Hutchins, Trustee Schroder

Motion Failed (3-3)

The Board directed Staff to bring an amended version of the proposed Ordinance to a future meeting.

Mayor Ternus closed the Regular Meeting and opened the Public Hearing at 8:52 PM.

### **Public Hearing**

7. Discussion and possible action on Ordinance 26-08, an Ordinance amending Section 16-2-40 of the Elizabeth Municipal Code regarding Site Plan Approval Documentation and Stamping Procedures – Alexandra Cramer

Ms. Cramer provided a Staff report.

Mayor Ternus opened the Public Hearing for public comment.

There was no public comment.

Mayor Ternus closed the Public Hearing and reopened the Regular Meeting at 8:55 PM.

### New Business

8. Discussion and possible action on Ordinance 26-08, an Ordinance amending Section 16-2-40 of the Elizabeth Municipal Code regarding Site Plan Approval Documentation and Stamping Procedures – Alexandra Cramer

Motion by Mayor Pro Tem Hutchins, seconded by Trustee Schroder, to approve Ordinance 26-08, an Ordinance amending Section 16-2-40 of the Elizabeth Municipal Code regarding Site Plan Approval Documentation and Stamping Procedures.

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

Voting No: None

Motion Passed Unanimously (6-0)

### Management Monitoring Reports

9. Management Monitoring Reports

- Interim Chris Lowe:
  - There will be an executive session scheduled soon.
  - Mayor Ternus discussed the fire in Gold Creek and Legacy Village.
- Town Clerk Michelle Oeser:
  - Mayor Ternus asked about Ms. Ritter finishing her 3rd year of Clerks Institute.
  - Mr. Reilly has started the process to get his Notary.
  - Discussion on working with the Town of Kiowa on upcoming events.

### Board of Trustees Report

10. Board Reports

No board reports at this time.

### Minutes

11. Minutes of the Planning Commission Meeting of October 7, 2025

### Adjournment

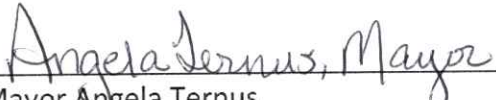
Motion by Mayor Pro Tem Hutchins, seconded by Trustee Conley, to adjourn the meeting at 9:10 PM.

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

Voting No: None

Motion Passed Unanimously (6-0)

  
Town Clerk Michelle Oeser Deputy Town Clerk

  
Mayor Angela Ternus