



Main Street Board of Directors Regular Meeting

Monday, April 6, 2026 at 8:30 AM

Town Hall, 151 S. Banner Street

Call to Order

Roll Call

Public Comment

This is a meeting of the Main Street Board of Directors 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 3 minutes. The Main Street Board of Directors may not respond to your comments during this meeting. Rather, they may 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 President will direct Staff to have a response at the next regularly scheduled Board meeting.

Agenda Changes

Consent Agenda

1. Minutes of the March 9, 2026 Meeting

New Business

2. Discussion and possible action on the 2026 Ornament Design - Alexandra Cramer
3. Discussion on the Main Street Vendor Map - Alexandra Cramer

Staff Report

4. Staff Report

Board Reports

Adjournment

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

Accommodations for disabilities may be made upon request.



Main Street Board of Directors Regular Meeting

Monday, March 9, 2026 at 8:30 AM

Town Hall, 151 S. Banner Street

Call to Order

The Regular Meeting of the Elizabeth Main Street Board of Directors was called to order on Monday, March 9, 2026, at 8:33 AM by Vice President Brandon Jeffress.

Roll Call

Present:

Vice President Brandon Jeffress

Director Linda Bulmer

Director Michael Hussey

Director Jeff Struthers

Director David Cox

Director David Colleran

Absent:

President Carrie Wedel

There was a quorum to do business.

Also in Attendance:

Planner/Project Manager Alexandra Cramer

Deputy Town Clerk Allison Ritter

Public Comment

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There was no Public Comment.

Agenda Changes

Administration asked to move Item 2 to the end of the meeting.

No changes from the Board.

Agenda set with change.

Consent Agenda

1. Minutes of the Regular Meeting of February 9, 2026

Motion by Director Hussey, seconded by Director Colleran, to approve the Minutes of the Regular Meeting of February 9, 2026.

Voting Yes: Vice President Jeffress, Director Bulmer, Director Hussey, Director Struthers, Director Cox, Director Colleran

Voting No: None

Motion Passed Unanimously (6-0)

New Business

2. Discussion on the 2026 ornament design

Ms. Cramer gave a Staff report.

Director Hussy agreed to create the final design for the 2026 ornament based on the example given by Staff.

3. Discussion and possible action on the April meeting date - Alexandra Cramer

Ms. Cramer gave a Staff report.

Motion by Director Hussey, seconded by Director Cox, to approve changing the April meeting date to April 6th.

Voting Yes: Vice President Jeffress, Director Bulmer, Director Hussey, Director Struthers, Director Cox, Director Colleran

Voting No: None

Motion Passed Unanimously (6-0)

Staff Report

4. Staff Report

- Planner/Project Manager Alexandra Cramer:
 - Reviewed her submitted report.

New Business

5. Main Street Board of Directors meet with the Elbert County Chamber of Commerce - Alexandra Cramer

Marjorie Engel gave a presentation.

Board Reports

- Director Hussey:
 - Informed the Board of a complaint he received from the owner of Small Town Mini Donuts regarding the setup of tents during events on Main Street.
- Director Bulmer:
 - Asked about plans to have another Feed Lot event.

- Director Struthers:
 - Asked if the lights on Main Street had power yet.

Adjournment

Motion by Director Hussey, seconded by Director Cox, to adjourn the meeting at 9:39 AM.

Voting Yes: Vice President Jeffress, Director Bulmer, Director Hussey, Director Struthers, Director Cox, Director Colleran

Voting No: None

Motion Passed Unanimously (6-0)

Deputy Clerk Allison Ritter

President Carrie Wedel



TOWN OF ELIZABETH

COMMUNITY DEVELOPMENT DEPARTMENT

To: Main Street Board of Directors
From: Alexandra Cramer, Planner/Project Manager
Date: April 6th, 2026
Subject: Discussion and Possible Action on 2026 Ornament Design

Summary

Staff brought forward a proposed concept for the 2026 Main Street ornament at the MSBOD's March meeting. This year's design would celebrate two significant milestones — America's 250th anniversary and Colorado's 150th anniversary — while incorporating the Town's sawmill history.

Per the direction at the March meeting, Director Hussey is bringing forward a proposed design for the MSBOD to consider at today's meeting. This design will be available in-person at the meeting for consideration.

Staff would like to thank Director Hussey for his continued support and work on the ornament design every year!

Staff Recommendation

Staff recommends the Board review and discuss the proposed design and give direction to staff on how to proceed.



TOWN OF ELIZABETH

COMMUNITY DEVELOPMENT DEPARTMENT

TO: Main Street Board of Directors
FROM: Alexandra Cramer, Planner/Project Manager
DATE: April 6th, 2026
SUBJECT: Main Street Vendor Map

SUMMARY

Director Colleran has created the attached Main Street Vendor Map and Presentation for use of events on Main Street. Staff is incredibly thankful of the work that went into this.

STAFF RECOMMENDATION

Staff recommends the MSBOD review the map proposal.

ATTACHMENT(S)

Main Street Vendor Map PowerPoint

Elizabeth Colorado

Main Street Vendor Placement

Main Street Vendor

- Only “usable” space considered, not corners with bump outs.
- Both options promote foot traffic to flow in a circular pattern including along business store fronts.
- Block Lanes:
 - Block 1 : 4 lanes due to extra road width (A, B, C, D)
 - Blocks 2-4 : 3 lanes (A, B, C)
- **NOTE:** Lane C is **emergency lane** with minimum width of 15’ 4” or more that spans all 4 blocks. A standard main street single lane on a two-lane road is typically **10 to 12 feet wide**

Emergency and Pedestrian Paths

- Primary Spaces (@ 10x10) – Total: 100
 - Block 1 – 24
 - Block 2 – 28
 - Block 3 – 16
 - Block 4 – 32
- Secondary Spaces on Block 1 ONLY (@ 10x10) – Additional: 13
- Advantages:
 - Vendors are split at every 5,6 or 7 spaces to allow emergency, pedestrian & business access.
 - Vendor setup/breakdown easier to access using break points.
 - Better for emergency personnel access for business and vendors facing business fronts

Block One – Pedestrian Paths

BLOCK ONE
24 = 10x10
5 = 10x20
1 = 20x30

E Kiowa Ave

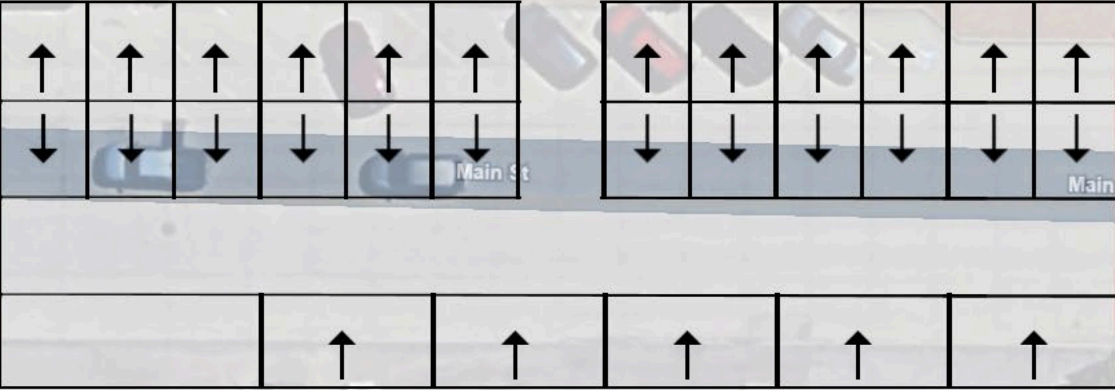
Main St

E Broadway St

1 2 3 4 5 6 7 8 9 10 11 12 13

131'

A
B
C
D



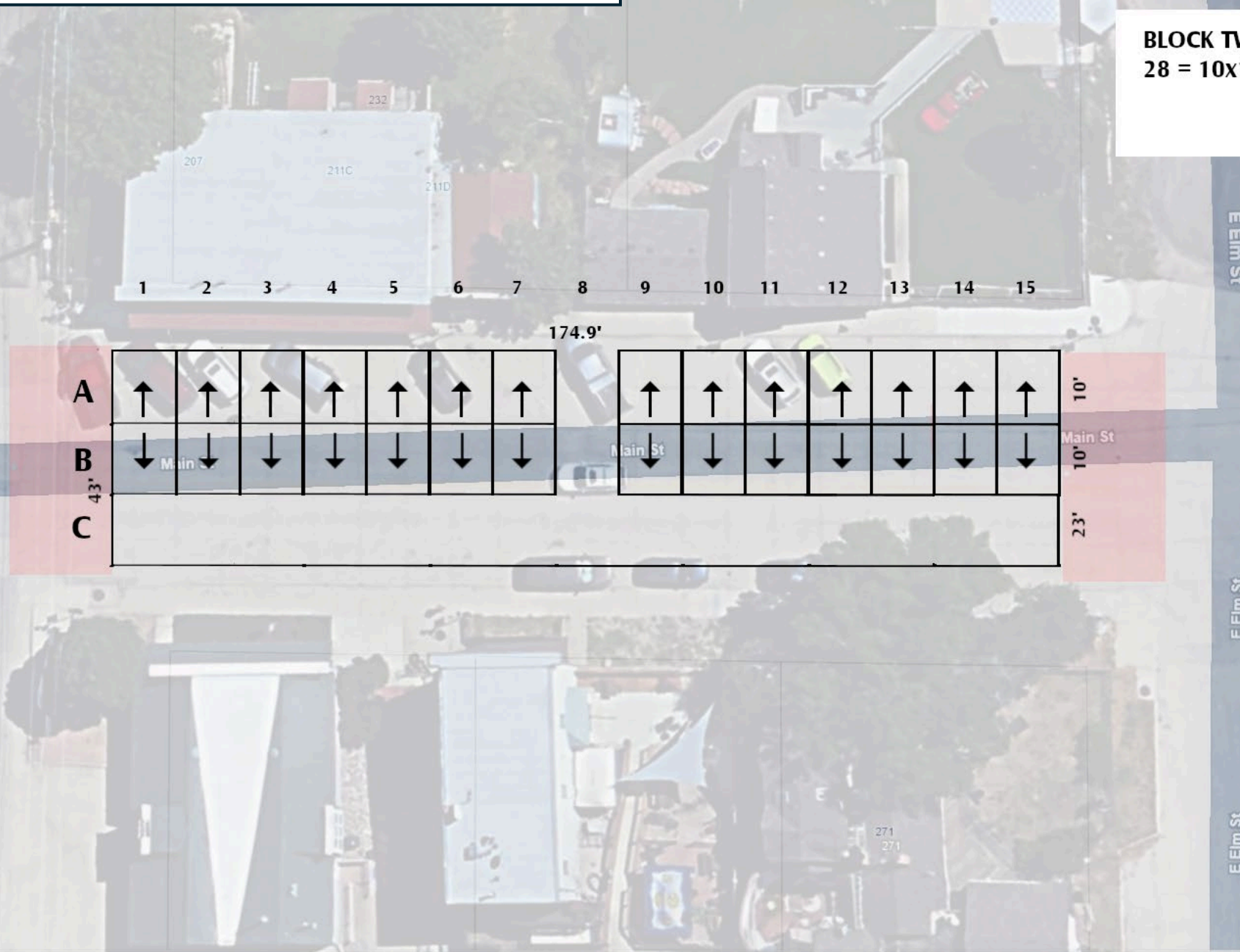
10'
10'
16'
17'

Main St



Block Two – Pedestrian Paths

BLOCK TWO
28 = 10x10



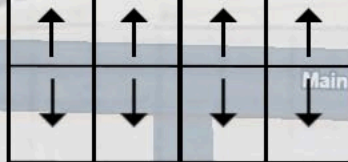
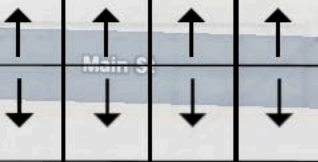
Block Three – Pedestrian Paths

BLOCK THREE
16 = 10x10

1 2 3 4 5 6 7 8 9

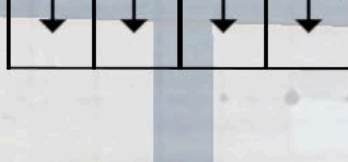
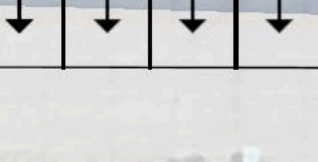
100'

A



10'

B



10'

C

35.4'

15.4'

Main St

Main St

E Elm St

E Elm St

E Elm St

375
375



Block Four – Pedestrian Paths

BLOCK FOUR
32 = 10x10

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18

257'



Spruce St

Main St

427 437

449 449

471 471

Vendor Assignment and Arrival

GOAL: Give appearance of large event, regardless of number of attendees!

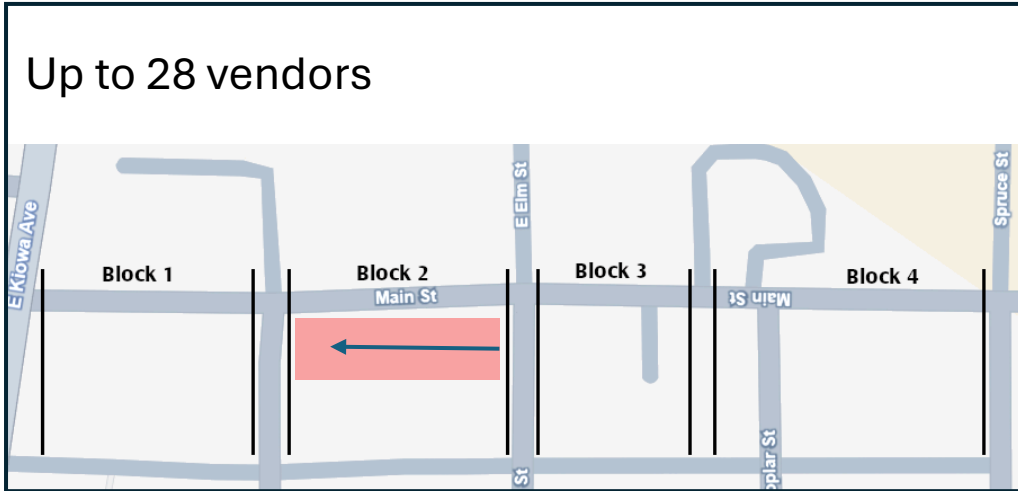
- Blocks 2 & 3
 - Contains majority of Main Street storefront businesses
 - To optimize pedestrian foot traffic for businesses, it is ideal to have these blocks filled first (max 44 @ 10x10)
- Block Vendor Placement
 - Ideally filled from inside going out
 - Block 1 & 2 spaces assigned from Highest Number – 1 (South to North)
 - Block 3 & 4 spaces assigned from 1 – Highest Number (North to South)
- Preferred Placement
 - Can accommodate but must already have filled inner spaces prior to vendor preferred spot setup.
See next slide for placement recommendations.
- Vendors
 - Prior to event, either nothing provided or given block number only
 - Day of event:
 - Staff will place vendor in the available space number closest to Elm Street, alternating between Row A/B

NOTE: Presents better and would create a complete vendor line regardless of no shows/cancellations.

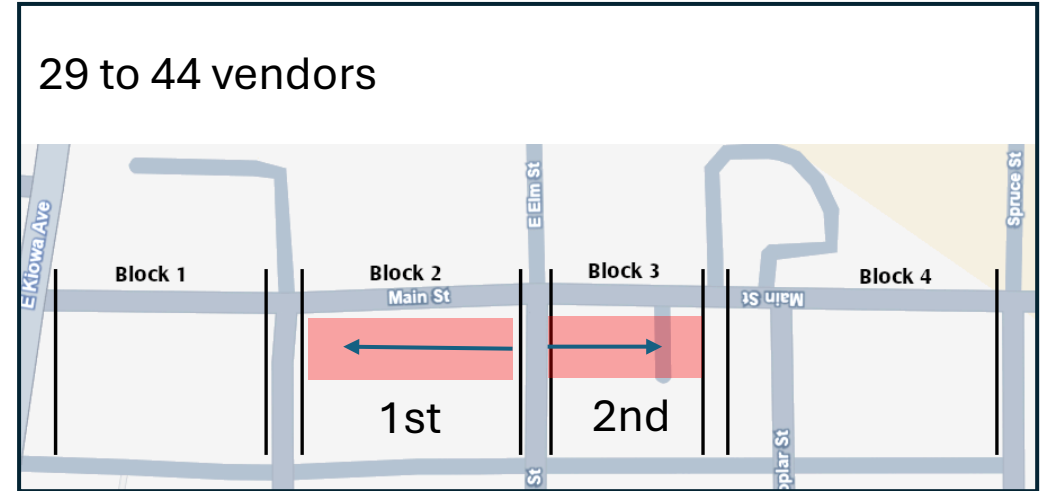
Vendor Placement

- Ideal placement based on access to parking lot (Elm St.) and local business fronts.
- Creates a busy looking event based on vendor count.
- Allows food trucks to be placed in Feed Lot (Gesin Lot) or Row D of Block 1

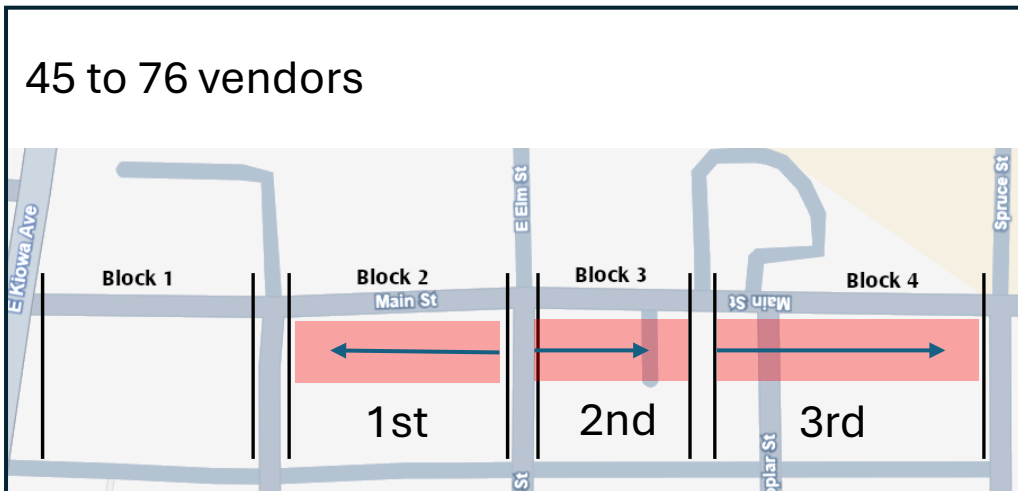
Up to 28 vendors



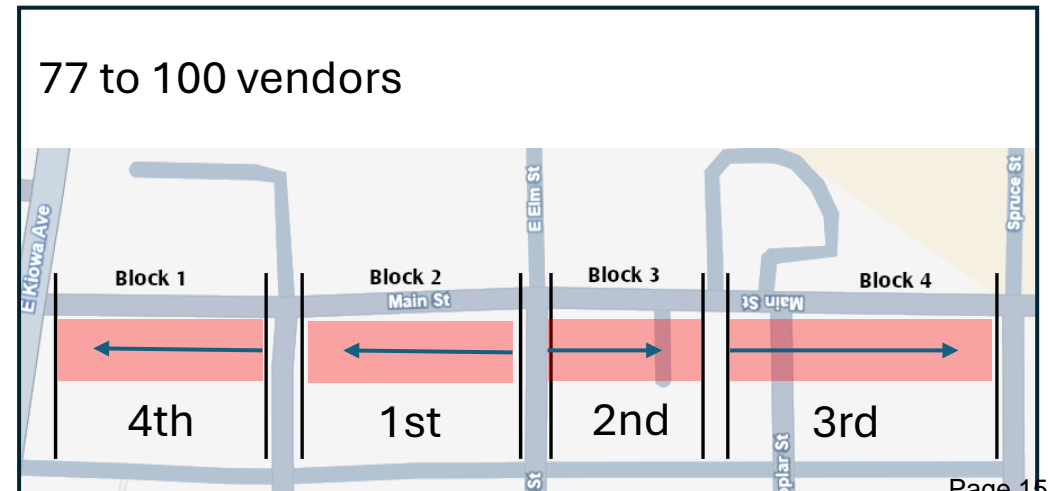
29 to 44 vendors



45 to 76 vendors



77 to 100 vendors





TO: Main Street Board of Directors
FROM: Alexandra Cramer, Planner/Project Manager
DATE: April 6th, 2026
SUBJECT: Staff Report

STAFF REPORT

1. Ornaments

- a. 2026 design was discussed at March 9th meeting.
- b. Michael is working on the design for April meeting.

2. Training Update/Reminder

- a. Alert Staff of any trainings you feel are relevant.
- b. DOLA Main Street Program provides monthly trainings online.
- c. Main Street NOW 2026 will be held in Tulsa, Oklahoma on April 13-15. Linda Bulmer and Dave Colleran will be attending on behalf of the MSBOD.

3. HAB Update.

- a. Historic Building Coloring Contest will take place March 2026.
- b. Historic Walk and Talk will take place on September 26th, 2026.

4. Town of Elizabeth - Façade Grant

- a. The Façade Grant Program will have one grant period this year starting from June-August 2026.

5. Locable

- a. Staff continues to update business pages on Locable and encourage business participation.

6. Main Street Parking Lot

- a. Construction has been completed.
- b. Bathrooms and signage will be installed in the spring.

7. 5K and Color Run

- a. Date will be August 29th, 2026.
- b. Staff met with Amanda Love and confirmed her services as event coordinator for the 2026 event.
- c. The theme of this year is the America 250/Colorado 150 celebration. We are working internally to put together a BBQ/Community Picnic in Running Creek Park after the 5K. MSBOD should think about programming on Main Street that evening.

8. Main Street Station

- a. The Main Street Station site plan was approved at the BOT's February 10th meeting. The properties are currently for sale.

9. Code Updates



- a. The BOT approved the elimination of off-street parking requirements for commercial uses in the DT District at their March 24th meeting.
- b. Are there any other code updates the MSBOD should be pursuing as it relates to the Downtown District?

10. Planning Commission

- a. The PC has expressed interest in meeting with the town's advisory boards in a work session to brainstorm code update ideas. Staff would like the MSBOD to propose some dates they are available in April and May.

11. Board of Trustees

- a. Following the Main Street Now Conference at the end of April, staff would like to coordinate a work session in May with the BOT to discuss ideas and goals for the district.