



TOWN OF ELIZABETH

**TOWN OF ELIZABETH
Historic Advisory Board
Monday, August 01, 2022 at 4:30 PM
Town Hall, 151 S. Banner Street**

CALL TO ORDER

ROLL CALL

AGENDA CHANGES

UNSCHEDULED PUBLIC COMMENT

CONSENT AGENDA

1. Minutes of the Regular Meeting of July 11, 2022

NEW BUSINESS

2. Staff update regarding Historic Preservation Code Update – Zach Higgins
3. Discussion regarding Certificate of Appropriateness – Zach Higgins
4. Discussion regarding Elizabeth Historic Walk and Talk – Zach Higgins
5. Discussion regarding 2022 Work Plan and Assignments – Zach Higgins

REPORTS

6. Staff Report

ADJOURNMENT



TOWN OF ELIZABETH

HISTORIC ADVISORY BOARD – RECORD OF PROCEEDINGS JULY 11, 2022

CALL TO ORDER

The Regular Meeting of the Historic Advisory Board was called to order on Monday, July 11, 2022, at 4:34 PM by Chair John Quest.

ROLL CALL

Present were Chair John Quest, Vice Chair Cecilia Farin, Board Members Jerry Garland, Brandi Wilson, Denny Boehler, and Aimee Woodall. There was a quorum to conduct business.

Also present were Community Development Director Pam Cherry, Planner/Project Manager Zach Higgins, and Town Clerk Michelle Oeser.

AGENDA CHANGES

There were no changes to the agenda as presented.

MINUTES

Special Meeting Minutes of June 20, 2022

Motion by Ms. Woodall, seconded by Ms. Wilson, to approve the minutes from June 20, 2022. The vote of those Board Members present was unanimously in favor. Motion carried.

NEW BUSINESS

Discussion regarding the Historic Preservation Code

Staff and the Board discussed the Historic Preservation Code presentation to the Planning Commission and Board of Trustees.

Discussion regarding 188 South Main Street

Staff and Board discussed the process to apply for the National Historic Registry.

Discussion regarding 2022 Work Plan and Assignments

Staff and Board discussed which duties each person would perform in the work plan.



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STAFF REPORTS

- Mr. Higgins had nothing to add to his report.

BOARD REPORTS

There were no further reports from the Board.

ADJOURNMENT

Motion by Mr. Garland, seconded by Ms. Woodall, to adjourn meeting at 5:46 PM. The vote of those Board Members present was unanimously in favor. Motion carried.

Chair John Quest

Town Clerk Michelle Oeser

Certificate of Appropriateness Application Residential: \$75

Please type or **print** clearly. Illegible applications will not be accepted. Non-Residential: \$150

Property Owner:		Applicant (If different from property owner):	
Contact Info	Name:	Name:	
	Address:	Company:	
	Zip:	Address:	Zip:
	Phone: ()	Phone: ()	Fax:
	Email:	Email:	
<i>The applicant will be the primary contact unless otherwise noted.</i>			
Property Info	Property Address:		
	Parcel No:		
	Legal Description:		
	Property Size:	Zone:	
Project Information	General Information		
	Name of structure:		
	Provide a short description of the proposed work:		
	Type of Historic Registry: <input type="checkbox"/> National <input type="checkbox"/> State <input type="checkbox"/> Local		
	Scope of work: (Mark all that apply and attach a detailed description as Attachment A)	<input type="checkbox"/> New construction <input type="checkbox"/> Addition - % of existing _____ % <input type="checkbox"/> Modification <input type="checkbox"/> Paint: <input type="checkbox"/> New Colors _____ <input type="checkbox"/> Repaint same colors _____ <input type="checkbox"/> Paint removal <input type="checkbox"/> Awning <input type="checkbox"/> Replace or add windows or doors <input type="checkbox"/> Signs <input type="checkbox"/> Reroof <input type="checkbox"/> Demolition <input type="checkbox"/> Maintenance of stone or brick <input type="checkbox"/> Certificate of economic hardship <input type="checkbox"/> Lighting <input type="checkbox"/> Other: _____	

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Project Information	Existing Building Information	
	Area?	
	Storefront width?	
	Height?	
	Materials?	
	Year built?	
	Proposed Construction Information	
	Area?	
	Height?	
	Materials?	
Additional information regarding the specific request:		
Attachment Checklist:		
The following list of attachments are required to accompany all applications:		
<input type="checkbox"/> A. Site plan detailing the request (See site plan requirements sheet). <input type="checkbox"/> B. Applicable application, if any (i.e. Single Family Home Application). <input type="checkbox"/> C. Photographs. <input type="checkbox"/> D. Color samples. <input type="checkbox"/> E. Additional information that you believe justifies the request.		
By signing below, the Property Owner and Applicant are representing that each understands and agrees to the following terms:		
1. Authorized personnel from the City of Pueblo, are hereby granted the right to enter the subject property for the purposes of reviewing and processing the application, including Certificate of Occupancy Inspections. 2. There are no known hazards or vicious animals present on the subject property. 3. All information contained in this application, is true and accurate to the best of my knowledge. 4. The City of Pueblo is under no obligation to approve the request contained in this application. No promises of approval are conveyed with the acceptance of this application. 5. It is highly recommended that a licensed surveyor complete a property survey before any construction takes place. The property owner is responsible for any construction that takes place within the boundaries of their property. The city may require any construction built outside of the property legal boundaries or within any setbacks (by intent or error), to be removed at the owners' expense.		
Signatures	Property Owner	
	Print Name:	
	Signature:	Date:
	Applicant, if different from Property Owner	
	Print Name:	
	Signature:	Date:

Office Use Only	Zoning Compliance (Completed by City Staff)	
	Application received by:	Date:
	Hearing date:	Case #:
	Application approved by:	<input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Approved w/conditions <input type="checkbox"/> Administrative Approval
Date:		



HISTORIC PRESERVATION PROGRAM WORK PLAN 2022

Category	Tasks	Start Date	Date to be completed	Status	Budget/ Funding source	HAB VOLUNTEER(S)
Training	Attend Annual Saving Places Conference	February-21	February-21	Register w/ Staff	\$3,000 HAB	
	Participate in online and in-person CLG training as offered by DOLA and History Colorado	Ongoing	Ongoing	-		
Planning	Annual work plan and budget planning	October	December	-	N/A	
	Maintain a Historic Preservation Plan for program	Ongoing	Ongoing	Chapter 8 of Comprehensive Plan	N/A	
Operational/Administrative	CLG Annual Report	October	November 1st	-	N/A	
	CLG Audit (Every 5 years)	January-24	Jan-24	-	N/A	
	Establish designated meeting posting place	1st meeting of calendar year	1st meeting of calendar year	January meeting agenda	N/A	
	Submit meeting minutes to History Colorado	Ongoing	Ongoing	-	N/A	
	Election of Chair and Vice Chair	Last meeting of calendar year	Last meeting of calendar year	-	N/A	N/A
	Maintain copies of historic context studies and inventory reports	Ongoing	Ongoing	-	\$750, HAB	John, Jerry
	Maintain promotional materials on program	Ongoing	Ongoing	-		
	Quarterly reports to the Board of Trustees	January, April, July, October	January, April, July, October	Next report July	N/A	All
	Public Awareness and Communication	Ongoing	Ongoing	Quarterly Check-in	Need to establish	John, Brandi
Projects	Serve as consultant for Section 106 reviews	Ongoing	Ongoing	-	N/A	Aimee
	Review and recommendation of historic alterations/designations	Ongoing	Ongoing	-	N/A	Aimee
	Ordinance update	December-21	July	Pending BOT Approval	In-House	All
	Historic Walk and Talk	July	September	-	\$500, HAB	Cecilia, Brandi
	Historic Preservation Education/Media articles	Ongoing	Ongoing	Pending PSA Approval	N/A	John
	Building plaques	TBD	TBD	-	-	Cecilia, Denny, Jerry
	Historic District Creation	TBD	TBD		Possibly In-House	All
	Historic Preservation Design Guidelines Update	TBD	TBD		Possibly In-House	Aimee, Denny
	Intensive Surveys	TBD	TBD	-	\$5,107	All



TO: Historic Advisory Board
FROM: Zach Higgins, AICP Planner/Project Manager
DATE: August 01, 2022
SUBJECT: Staff Report

STAFF REPORT

1. HAB Code Update/Ordinance 22-07

- a. Ordinance 22-07 has received recommendation for approval by the Planning Commission and will be heard by the Board of Trustees for approval on 08/23/2022.
- b. Staff will be presenting Ordinance 22-07 for discussion at a workshop before the BOT meeting on 08/09/2022.

2. 188 South Main Street

- a. The Historic Bank Building on Main Street's Register of Historic Places application has been submitted and eligibility letter received.

3. Discuss Work Plan

- a. The HAB has volunteered for assignments within the Work Plan.
- b. Funding opportunities for property owners to make historic façade improvements
- c. Additional items the HAB would like to modify/add

4. Intensive Surveys

- a. Mary Therese Anstey of HistoryMatters, LLC has provided an update regarding the status of our project.
- b. 723 S. Banner and 167 E. Grant are eligible for listing as Town of Elizabeth Historic Properties.
- c. The narratives and final deliverable for the nine properties should be available for review by the HAB September meeting.