



# TOWN OF ELIZABETH

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**TOWN OF ELIZABETH  
HISTORIC ADVISORY BOARD REGULAR MEETING & WORKSHOP  
Monday, November 04, 2024 at 4:30 PM  
Town Hall, 151 S. Banner Street**

## **CALL TO ORDER**

## **ROLL CALL**

## **PUBLIC COMMENT**

This is a meeting of the Historic Advisory Board 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 Historic Advisory Board 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 Chair will direct Staff to have a response at the next regularly scheduled Board meeting.

## **AGENDA CHANGES**

## **CONSENT AGENDA**

1. Minutes of the Regular Meeting of October 9, 2024

## **NEW BUSINESS**

2. Discussion regarding Facade Grant Application proposal

## **STAFF REPORT**

3. Staff Report

## **BOARD REPORTS**

## **ADJOURNMENT**

**A second visioning workshop with History Matters will follow the regular meeting.**



**HISTORIC ADVISORY BOARD – RECORD OF PROCEEDINGS**

**October 7, 2024**

**CALL TO ORDER**

The Regular Meeting of the Historic Advisory Board was called to order on Monday, October 7, 2024, at 4:30 PM by Chair John Quest.

**ROLL CALL**

Present were Chair John Quest, Vice Chair Aimee Woodall, Historian Bob Rasmussen, and Board Members Dennis Rodriguez, Jacque Hallett, and Lynn Mitchell. There was a quorum to conduct business.

Also present were Community Development Director Zach Higgins, Planner/Project Manager Alexandra Cramer, Planning Technician Dianna Hiatt, and Town Clerk Michelle Oeser.

**PUBLIC COMMENT**

There was no public comment.

**AGENDA CHANGES**

No agenda changes from Staff.

No agenda changes by the Board.

Agenda set.

**CONSENT AGENDA**

1. Minutes of the Regular Meeting of September 9, 2024

Motion by Ms. Mitchell, seconded by Mr. Rodriguez, to approve the Consent Agenda as presented.

The vote of those Board Members present was unanimously in favor. Motion carried.

**NEW BUSINESS**

2. Discussion and possible action regarding Walk and Talk Thank You Gifts

Ms. Cramer provided a Staff report. Discussion followed.

Motion by Ms. Mitchell, seconded by Vice Chair Woodall, to reallocate \$700.00 from the Oral History Collection Budget to the Historic Walk and Talk Budget.

The vote of those Board Members present was unanimously in favor. Motion carried.



# TOWN OF ELIZABETH

HISTORIC ADVISORY BOARD

### 3. Discussion and possible action regarding Brochure Printing.

Ms. Cramer provided a Staff report. Discussion followed.

The Board approved spending \$86.00 from the promotional budget line item on brochures and to purchase historic posters from the Elbert County Historical Society.

#### **STAFF REPORT**

- Planner/Project Manager Cramer provided updates regarding:
  - The Oral History website.
  - Six plaques have been installed.
  - PROST Master Plan.
  - A joint workshop is scheduled with the Board of Trustees on December 10, 2024, at 6:00 PM.
  - Discussion on improvements for the 2025 Walk and Talk.
  - Historian Rasmussen gave kudos to the Town Staff for organizing and putting on the Walk and Talk.
  - Discussion on changes to the agenda.

#### **BOARD REPORTS**

- Ms. Hallett said she has almost completed her research.

#### **ADJOURNMENT**

Motion by Vice Chair Woodall, seconded by Historian Rasmussen, to adjourn the meeting at 5:08 PM. The vote of those Board Members present was unanimously in favor. Motion carried.

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Chair John Quest

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Town Clerk Michelle Oeser



**TO:** Historic Advisory Board

**FROM:** Zach Higgins, AICP, Community Development Director  
Alexandra Cramer, Planner/Project Manager

**DATE:** November 4<sup>th</sup>, 2024

**SUBJECT:** Discussion Regarding Façade Grant Program Proposal

**Summary**

Staff has received an application proposal for the upcoming round of the Façade Grant Program from John and Janet Taylor for their historic bank building located at 188 S Main Street. As part of the program requirements, applicants must meet with the Historic Advisory Board to discuss their proposals and receive comments and feedback regarding historic preservation methods and materials.

**Project Overview**

The project scope focuses on preserving the front entry woodwork of the building. The proposed work includes reiling the front bead board, window trim, and both sides of the entry and screen doors using historic formula waterproof deep penetrating vanish oils. The method specifically avoids sanding to preserve the natural patina. Materials include steel wool, low odor mineral spirits, and custom mixed oil-based finish from old world formulas.

The total project cost is \$10,500, with a grant request of \$5,000. As a property on the local historic register, a 25% match (\$1,250) is required.

The application period runs January 1-31, 2025, with review during February and awards announced March 3, 2025.

**Staff Recommendation**

Staff recommends that the HAB engage in discussion with the applicants to explore their project proposal and provide constructive feedback to ensure the projects meet our community's standards and historical preservation goals.

**Attachment(s)**

Project Narrative

Scope of Work

Photos of building

Thank you to the Elizabeth Historic Advisory Board for the opportunity to review our application for the Façade Grant Program. We are looking to apply for a façade grant to help preserve our 1908 Bank Building located at 188 S Main Street in downtown Elizabeth, Colorado. John and I had the opportunity to purchase this building in 1974. We operated a shoe repair business at the time, then rented to artists, an antique business, an attorney and eventually a real estate office.

We are hoping to refresh and restore the woodwork on the front porch. The process to be used involves cleaning the wood using steel wool and mineral spirits and then applying 4-5 coats of waterproof deep penetrating oil. We are using R.M. Design & Construction, Inc., who is a local contractor and has worked on the Carlson Building in the past.

Sincerely,

John and Janet Taylor

ELIZABETH HISTORIC BANK PROJECT  
ELIZABETH, CO

9/23/24

**Scope of Work Proposal**

**Labor**

1. To save and preserve the front entry woodwork
  - a. Do not sand, which will destroy the natural patina
  - b. Re-oil with historic formulas, waterproof deep penetrating vanish oils
  - c. Re-oil the front bead board, window trim and both sides of the entry doors and screen doors
  - d. Clean the woodwork carefully without using any water
  - e. Clean the woodwork with steel wool and low odor mineral spirits
  - f. Protect the existing concrete slab and brick from getting stained during the cleaning and oiling
  - g. The woodwork appears to be dried out so 4 to 5 coats will be applied using a historic oil based waterproof deep penetrating oil.
  - h. Please note: no poly blends or water-based mixtures will be used. Water based finishes will damage and alter the patina
  - i. re-attach and stabilize existing screens and wood stops

**Materials**

2. Materials to use
  - a. Steel wool, low odor mineral spirits
  - b. Plastic drops and frog tape
  - c. Containers filled with water and rags > ?
  - d. Custom mixed oil-based finish from old world formulas

Proposal Total \$10,500.00

**General Notes**

1. Unforeseen conditions may be discovered beyond the scope of work. All discoveries found will be documented for the owner to review before any repair work begins. All discovered repairs must be approved by the owner either by text message or email.
2. General Clean-up
  - a. daily clean-up will be provided as needed
  - b. all debris will be thrown into the existing dumpster on site in water filled containers





188

COLORADO  
Home Ranch  
Real Estate  
303-646-5140





**TO:** Historic Advisory Board  
**FROM:** Alexandra Cramer, Planner/Project Manager  
**DATE:** November 4, 2024  
**SUBJECT:** Staff Report

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**STAFF REPORT**

- 1. Training:**
  - a. Additional Trainings for HAB?
- 2. Discuss Work Plan**
  - a. The HAB is currently undergoing visioning workshops with History Matters, LLC in order to revise the current workplan.
- 3. Oral History Collection**
  - a. The HAB's oral history collection is underway. Contact Bob if you have individuals interested in being interviewed.
  - b. Staff and Town interns are working on categorizing and editing the Lucy Hoffhines' oral history interviews.
  - c. Bob and Lynn have completed another oral history interview with Norm and Kay Ullom.
- 4. Historic Advisory Board Website**
  - a. The website is actively being promoted on social media.
- 5. Local Historical Register**
  - a. The title searches for the eight (8) properties on the local historical register and the seven (7) historic properties have been received from Elbert County Abstract.
- 6. Local Historical Register Plaques**
  - a. Six out of the eight plaques have been installed.
- 7. PROST Master Plan**
  - a. The Town has partnered with Elizabeth Park and Recreation District and Elizabeth School District on a Park, Recreation, Open Space, and Trails Master Plan.
  - b. Engagement efforts are underway and the HAB will be meeting with the consultants in December to provide input.
- 8. HAB & BOT Joint Workshops**
  - i. December 10<sup>th</sup> at 6:00pm.