



TOWN OF ELIZABETH

**TOWN OF ELIZABETH
HISTORIC ADVISORY BOARD
Monday, October 02, 2023 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 September 11, 2023

NEW BUSINESS

- [2.](#) Discussion regarding Historic Walk and Talk – Zach Higgins, AICP Community Development Director
- [3.](#) Discussion regarding Letter to Property Owners – Zach Higgins, AICP Community Development Director
- [4.](#) Discussion regarding Trip to Historic District Community – Zach Higgins, AICP Community Development Director

STAFF REPORT

- [5.](#) Staff Report

BOARD REPORTS

ADJOURNMENT



**HISTORIC ADVISORY BOARD – RECORD OF PROCEEDINGS
SEPTEMBER 11, 2023**

CALL TO ORDER

The Regular Meeting of the Historic Advisory Board was called to order on Monday, September 11, 2023, at 4:32 PM by Chair John Quest.

ROLL CALL

Present were Chair John Quest, Vice Chair Aimee Woodall, and Historian Bob Rasmussen. There was a quorum to conduct business.

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

AGENDA CHANGES

There were no changes to the agenda as presented.

UNSCHEDULED PUBLIC COMMENT

There was no unscheduled Public Comment.

CONSENT AGENDA

1. Regular Minutes of August 7, 2023

Motion by Vice Chair Aimee Woodall, seconded by Historian Bob Rasmussen, to approve the Consent Agenda as presented.

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

NEW BUSINESS

2. Discussion regarding Historic Advisory Board Candidates

Staff provided a report. Audra Kirk's introduced herself and discussed her background and interest in being on the Historic Advisory Board.

Discussion followed and the Board welcomed Audra.



3. Discussion regarding the Historic Plaques

Staff provided a report, discussion followed.

4. Discussion regarding the Historic Plaques

Staff provided a report, discussion followed.

5. Discussion regarding the Certified Local Government

Lindsey Flewelling, Ph.D., Certified Local Government (CLG) Coordinator introduced herself to the Board and gave an overview of her program.

STAFF REPORTS

- Ms. Cramer gave an update on the oral history project.
- Discussion followed on the project.
- Ms. Cramer had a discussion on the upcoming Walk and Talk.

BOARD REPORTS

There were no Board reports presented.

ADJOURNMENT

Motion by Historian Rasmussen, and seconded by Vice Chair Woodall, to adjourn the meeting at 5:42 PM. The vote of those Board Members present was unanimously in favor. Motion carried.

Chair John Quest

Town Clerk Michelle Oeser



TOWN OF ELIZABETH

COMMUNITY DEVELOPMENT DEPARTMENT

TO: Historic Advisory Board

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

DATE: October 3, 2023

SUBJECT: Discussion regarding Historic Walk and Talk

SUMMARY

The Historic Walk and Talk occurred this past Saturday, September 30th. Staff would like to discuss how the event went with the Historic Advisory Board. Staff would also like to schedule the date for next year's Historic Walk and Talk. The following dates are available: September 28th, October 5th, October 12th, and October 19th.

STAFF RECOMMENDATION

Staff recommends that the Historic Advisory Board provide feedback on the event and decide on a date for next year's Historic Walk and Talk.



TOWN OF ELIZABETH

COMMUNITY DEVELOPMENT DEPARTMENT

TO: Historic Advisory Board

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

DATE: October 3, 2023

SUBJECT: Discussion Regarding Letter to Property Owners for the Historic Plaques

SUMMARY

Per the direction of the HAB, Staff has drafted a letter to be given to the property owners that own a local historical registered property in town to gauge their interest in having a plaque on their building. This letter indicates the design of the plaque and requests that the property owner give their approval for the plaque to be hung on their building.

Staff has attached the letter to be reviewed.

STAFF RECOMMENDATION

Staff recommends that the Historic Advisory Board provide a recommendation on the pursuit of sending the letter out to the property owners.

ATTACHMENTS

Letter to Property Owners



TOWN OF ELIZABETH

COMMUNITY DEVELOPMENT DEPARTMENT

October 3, 2023

Dear Property Owner,

Over the course of the past several months, the Town of Elizabeth's Historic Advisory Board has discussed and researched historical plaque designs to be placed at the locations of the local historical registered buildings. As an owner of one of those buildings, we wanted to reach out and request your approval to hang a plaque on your building. The design will be an approximately 8-inch x 10-inch oval, bronze plaque with a gold trim. Please give Town Hall a call at 303-646-4166 or send an email at acramer@townofelizabeth.org with any questions, comments or concerns. We hope to hear from you soon.

Sincerely,

John Quest, Chair

Historic Advisory Board



TOWN OF ELIZABETH

COMMUNITY DEVELOPMENT DEPARTMENT

TO: Historic Advisory Board

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

DATE: October 3, 2023

SUBJECT: Discussion and Possible Action Regarding Trip to a Historic District Community

SUMMARY

There is an opportunity for Staff and some interested board members to take a visit to a community that has implemented design standards and guidelines for their historic district. Staff believes that it would be beneficial to visit Salida and meet with their planning staff, historic preservation commission members, and local business/homeowners within the historic district. This opportunity would allow us to have conversations with those that were actively involved in implementing and approving a historic district, as well as gain insights into the oppositions and hurdles their staff and commission members may have faced and how they overcame those.

The cost to take 4 people to Salida for an overnight trip would cost approximately \$1,250 (this includes hotel stay, two meals and gas). There is \$15,693 of unallocated funds currently in the budget. If the Historic Advisory Board is interested in this opportunity, unallocated funds must be allocated to training in the HAB's budget. Please also discuss some October and November dates that would work for this trip.

STAFF RECOMMENDATION

Staff recommends that the Historic Advisory Board provide a recommendation on pursuing a trip to Salida. If so, Staff recommends that Historic Advisory Board formally allocated additional funds for training from the unallocated funds in your budget.

ATTACHMENTS

HAB Budget

HAB Proposed Budget

Category	Task	Year to Date Actuals	Allocated	Budget
				\$ 37,000.00
Training	Saving Places Conference	\$ 1,185.15	\$ 3,000.00	
	CLG Training	\$ 150.00		
	Town Visit			
	2023 APA State Conference			
Operational/Administrative	Historic Context Studies and Inventory Reports	\$ 53.43	\$ 2,500.00	
	Promotional Materials	\$ 717.84		
	Networking	\$ 125.77		
	Flyers		\$ 3,500.00	
	PA System		\$ 2,500.00	
	Miscellaneous	\$ 59.07		
Projects	Building Plaques			
	Historic Preservation Education/Media Articles	\$ 39.95		
	Public Awareness/Communication	\$ 60.98		
	Local Historic Registered Properties			
	Oral History Collection		\$ 200.00	
	Intensive Surveys		\$ 5,107.00	
Events	Historic Walk & Talk		\$ 4,500.00	
	188 S Main Street	\$ 388.11		
TOTALS		\$ 2,780.30	\$ 21,307.00	\$ 15,693.00



TO: Historic Advisory Board
FROM: Zach Higgins, AICP Community Development Director
DATE: October 3, 2023
SUBJECT: Staff Report

STAFF REPORT

- 1. Training:**
 - a. Additional Trainings for HAB?
- 2. 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
- 3. Discuss the Chapter 6 Design Standards and Guidelines**
 - a. The revisions and comments from the HAB were implemented into the design standards and guidelines.
 - b. Staff forwarded the document over to the Town’s legal counsel for review.
- 4. Oral History Collection**
 - a. Town Staff has purchased a cassette player/MP3 conversion device in order to collect oral history tapings that have already been done by members in the community.
- 5. Fourth of July Event**
 - a. There are discussions within the Town to host a July 4th event next year.
 - b. The HAB should discuss if they would like to be a part of this event and in what capacity.
- 6. Monument Sign Meeting**
 - a. A Monument Meeting Presentation by DHM was held on August 14th.
- 7. Main Street Streetscape Meeting**
 - a. A Streetscape Design Open House was held on August 24th.
- 8. Saving Places Conference**
 - a. This year’s Saving Places Conferences will be held in Boulder on January 31st, February 1st, and February 2nd.