



# TOWN OF ELIZABETH

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**TOWN OF ELIZABETH  
HISTORIC ADVISORY BOARD  
Monday, August 07, 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 June 17, 2023

**NEW BUSINESS**

- [2.](#) Discussion regarding Action Plan for Historic District Creation
- [3.](#) Discussion and possible action regarding Promotional Materials Budget

**STAFF REPORT**

- [4.](#) Staff Report

**BOARD REPORTS**

**ADJOURNMENT**

**WORKSHOP**

5. Budget Workshop to follow



**HISTORIC ADVISORY BOARD – RECORD OF PROCEEDINGS  
JULY 17, 2023**

**CALL TO ORDER**

The Regular Meeting of the Historic Advisory Board was called to order on Monday, July 17, 2023, at 5:30 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 June 5, 2023

Motion by Historian Bob Rasmussen, seconded by Vice Chair Aimee Woodall, 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 local historic register plaque design

Staff provided a report followed by a discussion by the Board on plaque designs.

3. Discussion regarding historic color palettes



Staff provided a report on color pallets, discussion followed.

4. Discussion regarding a possible meeting with the Main Street Board of Directors

Staff provided a report, discussion followed, and proposed workshop dates were established.

5. Discussion regarding promotional outreach

Staff provided a report and requested direction from the Board.

6. Discussion regarding Historic Walk and Talk rentals

Staff provided a report. Discussion followed on items to be rented for the upcoming Historic Walk and Talk event.

7. Discussion regarding oral history voice recorders

Staff provided a report on two different handheld records. The Board directed Staff to move forward and purchase both recorders.

8. Discussion regarding PA system upgrade

Staff and Board discussed budget and purchasing speakers. The Board directed Staff to purchase two speakers.

9. Discussion and possible action regarding the budget

Staff and Board discussed approving budget allocations.

Motion by Vice Chair Woodall, seconded by Historian Rasmussen, to approve the allocation of \$3,500.00 to print and mail postcards to the 80107-zip code.

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

Motion by Historian Rasmussen, seconded by Vice Chair Woodall, to approve the allocation of \$4,500.00 to rent items for the Historic Walk and Talk event.

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

Motion by Vice Chair Woodall, seconded by Historian Rasmussen, to approve the allocation of \$200.00 to purchase two voice recorders for the oral history project.

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



Motion by Historian Rasmussen, seconded by Vice Chair Woodall, to approve the allocation of \$2,500.00 for the purchase of two speakers for an upgraded PA system.

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

**STAFF REPORTS**

- Ms. Cramer went through her written report that was provided to the Board in their packet.
- Discussion on budget items for the remainder of 2023, and into 2024.

**BOARD REPORTS**

There were no Board reports presented.

**ADJOURNMENT**

Motion by Vice Chair Woodall, seconded by Historian Rasmussen, to adjourn the meeting at 7:15 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



## TOWN OF ELIZABETH

COMMUNITY DEVELOPMENT DEPARTMENT

**TO:** Historic Advisory Board

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

**DATE:** August 7, 2023

**SUBJECT:** Discussion Regarding a Plan of Action for the Creation of a Historic District and Update to Design Guidelines

### SUMMARY

The Historic Advisory Board has now had two public meetings to discuss the creation of a historic district and update to the design guidelines. Based on the feedback received at these meetings, there is some work that needs to be done to gain the public's support for these proposals. For a historic district to be created, the HAB must receive approval by signature from a minimum of 75% of the property owners in the proposed district. A plan of action should be discussed that details how the HAB moves forward with gaining public support.

### STAFF RECOMMENDATION

Staff recommends that the Historic Advisory Board discuss a plan to increase the support for the creation of a historic district.

### ATTACHMENTS

N/A



## TOWN OF ELIZABETH

COMMUNITY DEVELOPMENT DEPARTMENT

**TO:** Historic Advisory Board

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

**DATE:** July 17, 2023

**SUBJECT:** Discussion and Possible Action Regarding Promotional Materials Budget

### SUMMARY

The event season is approaching and Staff believes it would be beneficial to allocate a portion of the budget to promotional materials for the Historic Walk and Talk.

Staff has provided a quote that was recently done for a different event. This quote states that a 10'x5' banner costs about \$250.00, and yard signs cost about \$18.00 each. Staff would recommend that the HAB allocate \$1,000 additional funds to their promotional materials budget.

### STAFF RECOMMENDATION

Staff recommends that the Historic Advisory Board formally allocate additional funds for promotional items and marketing from the unallocated funds in your budget.

### ATTACHMENTS

Royal B Threads Quote



# QUOTE

Royal B Threads LLC  
Royal B Threads LLC

4307 County Road 2604  
Alto, Texas 75925  
United States

<http://royalbthreads.deco-apparel.com>

**Quote # 689546**

PO Number Main Street 5K

Date 23/Jul/2023

Valid Until 06/Aug/2023

Shipping

### Billing Address

Amanda Love  
33398 Summer View Circle  
Kiowa, Colorado 80117  
United States

PH: 720-670-8261  
Email: [alove6609@msn.com](mailto:alove6609@msn.com)

### Shipping Address

Amanda Love  
33398 Summer View Circle  
Kiowa, Colorado 80117  
United States

Product	Color	Size / Qty	Unit Price	Discount	Disc Unit Price	Qty	Total
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### All Include 1 hour of design time PER Line Item

1. Main Street 5K 10 x 5	Banner		\$250.00	15.0%	\$212.50	2	\$425.00
2. Yard Signs with stakes and shipping	Double Sided		\$18.00	0.0%	\$18.00	10	\$180.00
3. 10x8 Backdrop			\$350.00	0.0%	\$350.00	1	\$350.00

**Subtotal \$955.00**

### Terms

Net 15

Shipping \$0.00

Tax \$0.00

name ..... date .....

**Grand Total \$955.00**

You are so very important to us. Your complete satisfaction is our intent. If you are happy with our service, tell all your friends and colleagues, or leave us a review on social media! If you are disappointed, please tell us and we will do all in our power to make you happy..

**Deposit Required \$0.00**

Payments \$0.00

**Balance Due \$955.00**

(All prices are shown in USD)

All Include 1 hour of design time PER Line Item

Qty  
1

Colors

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**Main Street 5K**

10 x 5

Qty  
2

Color  
Banner

Product Description  
10 x 5

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**Yard Signs**

with stakes and shipping

Qty  
10

Color  
Double Sided

Product Description  
with stakes and shipping

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**10x8 Backdrop**

Qty  
1

Color

Product Description



**TO:** Historic Advisory Board  
**FROM:** Zach Higgins, AICP Community Development Director  
**DATE:** August 7, 2023  
**SUBJECT:** Staff Report

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**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. Walk and Talk Date**
  - a. The HAB has chosen September 30<sup>th</sup>, 2023.
- 5. Fourth of July Event**
  - a. There are discussions within the Town to host a July 4<sup>th</sup> 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 is being held on August 14<sup>th</sup> at 6PM in Town Hall to gain public input.
- 7. Main Street Streetscape Meeting**
  - a. A Streetscape Design Open House is being held on August 24<sup>th</sup> at 6PM in Town Hall to present options and gain feedback on the design.
- 8. State APA Conference**
  - a. This year’s State APA Conference will be held in Colorado Springs on September 27<sup>th</sup>, 28<sup>th</sup> and 29<sup>th</sup>.