



# TOWN OF ELIZABETH

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**TOWN OF ELIZABETH  
HISTORIC ADVISORY BOARD  
Monday, August 05, 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 July 1, 2024

## **NEW BUSINESS**

2. Discussion and Possible Action Regarding Walk and Talk Promotional Flyer
3. Discussion and Possible Action Regarding Strategic Planning Services

## **STAFF REPORT**

4. Staff Report

## **BOARD REPORTS**

## **ADJOURNMENT**



## HISTORIC ADVISORY BOARD – RECORD OF PROCEEDINGS

July 1, 2024

### CALL TO ORDER

The Regular Meeting of Historic Advisory Board was called to order on Monday, July 1, 2024, at 4:30 PM by Chair John Quest.

### ROLL CALL

Present were Chair John Quest, Vice Chair Aimee Woodall, and Board Members Dennis Rodriguez, Jacque Hallett, and Lynn Mitchell. Historian Bob Rasmussen was not present. 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 July 1, 2024

Motion by Vice Chair Woodall, 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 regarding the 2025 Workplan and Budget request

Ms. Cramer provided a Staff Report. Board and Staff discussion followed.

### STAFF REPORT

- Planner/Project Manager provided updates regarding:
  - New website presentation and demonstration.
  - Plaque update.
  - Façade Grant Committee meeting reminder.



# TOWN OF ELIZABETH

HISTORIC ADVISORY BOARD

- Friday Night Market Advisory Board tent dates.
- Workshop with the Board of Trustees reminder.

## BOARD REPORTS

- Ms. Mitchell inquired about the process once property projects are completed.

## ADJOURNMENT

Motion by Vice Chair Woodall, seconded by Ms. Mitchell, to adjourn the meeting at 5:39 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, AICP Community Development Director  
Alexandra Cramer, Planner/Project Manager

**DATE:** August 5<sup>th</sup>, 2024

**SUBJECT:** Discussion and Possible Action for Walk and Talk Promotional Flyers

### SUMMARY

In light of this year's 10<sup>th</sup> Annual Historic Walk and Talk, staff has explored ways to better promote the event to a wider audience. Staff has received quotes for a flyer to be mailed out to all households within the 80107 (Elizabeth) zipcode. The least expensive quote has been provided for the HAB to review. The quote was received by Sundance Printing for a double-sided flyer to promote both the Historic Walk and Talk on one side and the Main Street 5K and Family Color Run on the other side. The total cost for printing and mailing is \$1,973.29.

To cover the full cost of this promotional effort, staff proposes the HAB consider reallocating \$500 from the Main Street Networking Event budget line item. This reallocation is suggested because the Main Street Networking Event has already occurred without the HAB's financial contribution, and the proposed flyer will also promote another Main Street event (the 5K), making it a relevant use of these funds.

### STAFF RECOMMENDATION

Staff recommends that the Historic Advisory Board consider the reallocation of \$500 from the Main Street Networking Event budget line item to the Flyers line item. Additionally, staff recommends the Historic Advisory Board approve the expenditure of \$1,973.29 for Sundance Printing to produce and mail the promotional flyers.

### ATTACHMENT(S)

1. Image of Walk and Talk information for the flyer
2. Quote from Sundance Printing

# ***10th Annual*** **Historic Walk and Talk**

**You won't want to miss this  
anniversary train-themed tour!**  
How it all started with the D&NO Railroad.

**Saturday, September 28, 2024**  
**165 Main Street (Gesin Lot)**

Walk starts promptly at 9:30 am  
Complimentary lunch provided following the walk

Please RSVP by Monday, September 23 to [dhiatt@townofelizabeth.org](mailto:dhiatt@townofelizabeth.org)  
Accommodations will be made for those who have limited mobility.



THE TOWN OF  
**ELIZABETH**  
COLORADO





10240 Progress Lane  
 Parker, CO 80134  
 303-841-3094  
 Fax 303-841-7350  
 www.SundancePrint.com  
 Artwork@SundancePrint.com

**Quotation 11190**

**Date: 07/31/24**

**Alexandra Cramer  
 Town of Elizabeth  
 Elizabeth CO 80107**

SHIP TO:

Town of Elizabeth  
 Elizabeth CO 80107

| Acct.No     | Ordered By  | Phone        | Fax             | P.O. No | Prepared By | Sales Rep |
|-------------|---|--------------|-----------------|---------|-------------|-----------|
| 4297        | Alexandra Cramer  | 303-646-4166 |                 |         | Wes         |           |
| Quantity    | Description   | Unit Price   | Price           |         |             |           |
| 5,652       | <b>Postcard</b><br>Cover Coated: 100# Gloss Cover 5.5 x 4.25<br>Front: Color<br>Back: Color | 0.3491/Ea    | <b>1,973.29</b> |         |             |           |
| Terms       | Subtotal  | Shipping     | Postage         | Tax     | Total       |           |
| Net 30 Days | 1,973.29  | 0.00         | 0.00            | 0.00    | 1,973.29    |           |



**TO:** Historic Advisory Board

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

**DATE:** August 5<sup>th</sup>, 2024

**SUBJECT:** Discussion and Possible Action Regarding Strategic Planning Consulting Services

**SUMMARY**

The Historic Advisory Board's (HAB) current workplan is due for an update. With many new members joining in the last two years, there is an opportunity to reimagine our goals and strategies. To facilitate this process, staff has been exploring the possibility of engaging a consulting service to lead us through strategic planning sessions.

The proposed consultation would involve:

- Two visionary workshops to help brainstorm and define goals
- Guidance in translating ideas into actionable initiatives
- Expert advice on advancing existing projects and exploring new opportunities

Staff has reached out to several qualified consultants, requesting quotes for these services. The deadline for submissions is Monday, August 5<sup>th</sup>. At the upcoming meeting, staff hopes to present these options for the HAB's consideration.

The proposed timeline for the workshops, should the HAB decide to proceed, would be between September and November of this year.

**STAFF RECOMMENDATION**

Staff recommends that the Historic Advisory Board review the consulting service options that will be presented at the upcoming meeting and provide direction on how to proceed. If the HAB decides to proceed with a consulting service, staff recommends that the HAB consider formally reallocating funds from another budget line item to the Annual Work Plan and Budget Planning line item to cover the costs of the service.

**ATTACHMENT(S)**

*Pending*



**TO:** Historic Advisory Board  
**FROM:** Alexandra Cramer, Planner/Project Manager  
**DATE:** August 5, 2024  
**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.
- c. Staff and some members of the HAB visited the City of Brighton on November 30<sup>th</sup> to gain insight into their historic district and design standards and guidelines.
- d. Staff has created a survey for distribution to the property owners within the proposed historic district to gain insight into their perspectives on elements to regulate within the design standards and guidelines.
- e. Staff and HAB members have distributed the surveys and they are due back by April 5<sup>th</sup>. We will have a workshop at the beginning of May's meeting to discuss the results and next steps.
- f. Staff presented survey results to HAB at their May 13<sup>th</sup> meeting.

#### **4. 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 Hoffines' oral history interviews.

#### **5. Historic Advisory Board Website**

- a. Staff met with Munibit to discuss the website design and timeline for its creation.
- b. Staff met with Munibit on Friday, May 10<sup>th</sup> to go over the beta website.
- c. The website is live – [www.historicelizabethco.org](http://www.historicelizabethco.org)
- d. Staff is waiting to add a few more oral histories onto the website before promoting the website to the public.



**6. 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.

**7. Local Historical Register Plaques**

- a. Confirmation has been received from all eight (8) properties on the local historic register to move forward with getting a plaque made for their property.
- b. The plaques have been received.
- c. Staff has put together an plaque installation agreement for the property owners to agree to.
- d. Staff has received signed plaque agreements from all commercial properties, but are still waiting on two residential properties.
- e. Staff is going to move forward with installing the plaques onto the 6 properties we have signed plaque agreements for.
- f. Installation is set to begin starting mid-August.

**8. Façade Grant Program**

- a. The Façade Grant Program Committee was able to award all 3 applications their requested grant funding for this round.
- b. Next application round for the Façade Grant Program Committee will be from January 1<sup>st</sup> – January 30<sup>th</sup>, 2025.

**9. Historic Walk and Talk**

- a. This year’s Walk and Talk event is scheduled for September 28<sup>th</sup>.
- b. The mugs and t-shirts to commemorate the event have been received.
- c. The event will be held at the Gesin Lot and catered by the American Legion.
- d. This year’s tour will feature a railroad theme.
- e. Staff and some members from the HAB recently met with Jeff Lehman and Joe Martell to discuss this year’s tour.
- f. Staff is updating the tour notes that feature new information regarding the Denver & New Orleans Railroad’s relation to the Town of Elizabeth.

**10. Friday Night Markets**

- a. There will be an advisory board booth for anyone available to attend on July 5<sup>th</sup>, July 26<sup>th</sup> and **August 16<sup>th</sup>**.
- b. Please let staff know by Monday, August 12<sup>th</sup> if you plan on attending.

**11. HAB & BOT Joint Workshops**

- a. Tentative Workshop Schedule:
  - i. ~~COMPLETED 02/13/2024 – 5:00pm~~
  - ii. ~~COMPLETED 04/23/2024 – 6:00-6:30pm~~
  - iii. ~~COMPLETED 07/23/2024 – 6:00-6:30pm~~
  - iv. 09/24/2024 – 6:00-7:00pm