



TOWN OF ELIZABETH

**TOWN OF ELIZABETH
HISTORIC ADVISORY BOARD
Monday, October 03, 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 September 13, 2022

NEW BUSINESS

2. Staff Update Regarding Historic Preservation Code Update
3. Discussion regarding Historic Walk and Talk
- [4.](#) Discussion regarding 2022 Work Plan and Assignments

REPORTS

- [5.](#) Staff Report
6. Board Reports

ADJOURNMENT

**A WORK SESSION REGARDING DESIGN GUIDELINES CREATION STRATEGIES
WILL FOLLOW THE REGULARLY SCHEDULED MEETING**



**HISTORIC ADVISORY BOARD – RECORD OF PROCEEDINGS
SEPTEMBER 12, 2022**

CALL TO ORDER

The Regular Meeting of the Historic Advisory Board was called to order on Monday, September 22, 2022, at 4:35 PM by Chair John Quest.

ROLL CALL

Present were Chair John Quest, Vice Chair Cecilia Farin and Board Member Aimee Woodall. Board Member Denny Boehler was not present. There was a quorum to conduct business.

Also present were Planner/Project Manager Zach Higgins, Deputy Town Clerk Harmony Malakowski, 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.

MINUTES

Regular Minutes of August 1, 2022

Motion by Vice Chair Farin, seconded by Ms. Woodall, to approve the minutes from August 1, 2022.

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

NEW BUSINESS

Staff update regarding the Historic Preservation Code Update

Mr. Higgins provided the Board an update regarding the Historic Preservation Code.



Discussion regarding Historic Preservation Survey Results release

Mr. Higgins presented the Board with the Historic Preservation Survey results and discussed plans to place the results on the Town on website and distribute via social media.

Discussion regarding Certificate of Appropriateness

Mr. Higgins showed an example of the Certificate of Appropriateness and received feedback from the Board.

Discussion regarding compiled historic property list

Mr. Higgins provided the Board a historic property list compiled from various sources onto one spreadsheet. There was discussion on how the spreadsheet was to be used and who would maintain it.

Discussion regarding 2022 Work Plan and Assignments

The Board discussed the Work Plan and updated assignments.

Discussion followed regarding Town boundaries.

Mr. Higgins provided an update regarding 188 S Main St.

The Board agreed to a workshop to start discussing design guidelines following the regular meeting scheduled October 3, 2022.

Open Board seats will be advertised at the upcoming Historic Walk and Talk.

STAFF REPORTS

- Mr. Higgins told the Board that the Intensive Surveys from HistoryColorado will be available soon.

BOARD REPORTS

- Vice Chair Farin asked about the transportation cart for the Walk and Talk and trying to reserve it for the elderly.
- Discussion regarding handouts and other technical aspects of the upcoming Walk and Talk.



- Ms. Woodall is excited to start working on the historic guidelines.
- Chair Quest provided some pictures and presented some information regarding old plats. Discussion followed by the Board regarding potential Historical District boundaries.
- There was discussion about grants or funding for digitization and preservation of old plats.
- Chair Quest would like to see building plaque information available on the Town website.

ADJOURNMENT

Motion by Vice Chair Farin, seconded by Ms. Woodall, to adjourn meeting at 5:36 PM. The vote of those Board Members present was unanimously in favor. Motion carried.

Chair John Quest

Town Clerk Michelle Oeser



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
	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
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
	Historic Preservation Education/Media articles	Ongoing	Ongoing	Pending PSA Approval	N/A	John
	Building plaques	TBD	TBD	-	-	Cecilia, Denny
	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: October 03, 2022
SUBJECT: Staff Report

STAFF REPORT

1. HAB Code Update/Ordinance 22-09

- a. Ordinance 22-09 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 22-09 for discussion at a workshop before the BOT meeting on 08/09/2022.
- c. Staff will be presenting Ordinance 22-09 for discussion and possible adoption at the BOT meeting on 09/27/2022.
- d. The BOT has passed Ordinance 22-09 at their 09/27/2022 meeting.

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 this fall.