



# TOWN OF ELIZABETH

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**TOWN OF ELIZABETH  
HISTORIC ADVISORY BOARD  
Monday, July 01, 2024 at 4:30 PM  
Town Hall, 151 S. Banner Street**

**CALL TO ORDER**

**ROLL CALL**

**AGENDA CHANGES**

**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, state your name, and then address 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. Thank You. If a response from Staff is requested, the Chair will direct Staff to have a response at the next regularly scheduled Board meeting.

**CONSENT AGENDA**

- [1.](#) Minutes of the Regular Meeting of June 3, 2024

**NEW BUSINESS**

- [2.](#) Discussion regarding the 2025 Workplan and Budget Request - Alex Cramer

**STAFF REPORT**

- [3.](#) Staff Report

**BOARD REPORTS**

4. Board Reports

**ADJOURNMENT**



**HISTORIC ADVISORY BOARD – RECORD OF PROCEEDINGS  
JUNE 3, 2024**

**CALL TO ORDER**

The Regular Meeting of the Historic Advisory Board was called to order on Monday, June 3, 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.

**AGENDA CHANGES**

There were no changes to the agenda as presented.

**UNSCHEDULED PUBLIC COMMENT**

There was no unscheduled Public Comment.

**CONSENT AGENDA**

1. Minutes of the regular meeting of May 13, 2024

Motion by Mr. Rodriguez, seconded by Ms. Mitchell, 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 a potential Elizabeth Spooky Tour

Ms. Cramer introduced Linda Bulmer and Mary Martin.



Ms. Martin represented the Elizabeth Area Chamber of Commerce. Ms. Martin gave an overview of what the Spooky Tour would look like.

Ms. Bulmer provided additional input as a Main Street business owner.

The Board offered support for moving forward with this proposed event.

### 3. Discussion regarding Façade Grant Program Proposals

Ms. Cramer provided a Staff report.

Ms. Bulmer made two Façade Grant applications to the Board for properties located at 286 Main Street and 619 Main Street.

Ms. Uhernik made a Façade Grant application to the Board for a property located at 449 S. Main Street.

#### **STAFF REPORTS**

- Planner/Project Manager Alexandra Cramer provided updates regarding:
  - Plaque update.
  - Façade Grant Applications.
  - In next month's meeting the 2025 budget will be discussed.
  - Preview of upcoming new website.

#### **BOARD REPORTS**

- Ms. Hallett discussed her project.
- Ms. Mitchell stated she is working on the Carriage Shoppes project.
- Chair Quest discussed redrawn Main Street improvement maps.
- Ms. Hallett discussed the Friday Night Market.

#### **ADJOURNMENT**

Motion by Vice Chair Woodall, seconded by Mr. Rodriguez, to adjourn the meeting at 5:54 PM. The vote of those Board Members present was unanimously in favor. Motion carried.



## TOWN OF ELIZABETH

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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:** July 1<sup>st</sup>, 2024

**SUBJECT:** Discussion Regarding 2025 Workplan and Budget Request

### Summary

The Historic Advisory Board should evaluate their approved workplan to begin to map out their 2025 budget request to the Board of Trustees. Evaluation should include what items have been or will be completed in 2024 as well as what is prioritized for 2025. The initial request will be made to the Board of Trustees at a workshop at 6:00pm before their July 23rd meeting.

### Staff Recommendation

Staff recommends that the Historic Advisory Board discuss their budget priorities and formulate a budget request.

### ATTACHMENT(S)

2024 HAB Workplan

2024 HAB Proposed Budget										
Category	Category	Task	Start Date	Completion Date	Status	HAB Volunteer(s)	Grant Awards	Expenditures	Remaining Budget	Allocated
Training	Training	Saving Places Conference	Feb-24	Feb-24	Completed	All	\$ 1,000.00	\$ 877.90	\$ 2,922.10	\$ 3,800.00
		CLG Training	Ongoing	Ongoing		All				\$ 200.00
		Town Visit (Revisit for 2025)	TBD	TBD		TBD				\$ -
	Planning	Annual work plan and budget planning	Oct-24	Dec-24		All				
		Maintain a Historic Preservation Plan for program	Ongoing	Ongoing						
Operational/Administrative	Operational/Administrative	Maintain copies of historic context studies and inventory reports	Ongoing	Ongoing		Staff				\$ 1,000.00
		Election of Chair and Vice Chair	Jan-24	Jan-24	Completed	All				
		Establish designated meeting posting place	Jan-24	Jan-24	Completed	All				
		CLG Annual Report	Oct-24	Nov-24		Staff				
		CLG Audit (every 5 years)	Jan-28	Dec-28		Staff				
		Submit meeting minutes to History Colorado	Ongoing	Ongoing		Staff				
		Quarterly reports to the Board of Trustees	Ongoing	Ongoing		All				
		Maintain promotional materials on program	TBD	TBD		Lynn				\$ 1,800.00
		Main Street and HAB Networking Event	May-24	May-24						\$ 500.00
		Flyers	TBD	TBD		Lynn				\$ 1,500.00
Projects	Projects	Building Plaques/Storyboards	Dec-23	Feb-24		Staff				-
		Serve as consultant for Section 106 reviews	Ongoing	Ongoing		Aimee, Audra				
		Review and recommendation of historic alterations/designations	Ongoing	Ongoing		All				
		Historic Preservation Education/Media Articles	Ongoing	Ongoing		John, Bob				\$ 200.00
		Local Historic Registered Properties - Consultation	Ongoing	Ongoing		Aimee, Audra		\$ 414.82	\$ 1,085.18	\$ 1,500.00
		Historic Preservation Design Guidelines Update	Feb-24	Dec-24		Aimee, Dennis				
		Historic District Creation	Feb-24	Dec-24		John, Dennis				
		Oral History Collection	Nov-23	Ongoing		Bob, Lynn, Audra		\$ 806.70	\$ 6,293.30	\$ 7,100.00
		Property Title Research	Ongoing	Ongoing		Bob, Lynn, Jacque		\$ 400.00	\$ -	\$ 400.00
		Audio and Visual Self Guided Tour	TBD	TBD						-
		Intensive Surveys	TBD	TBD					-	
Events	Events	Historic Walk & Talk	July-24	Sept-24		Bob, Jacque, Audra				\$ 5,000.00
		Misc. Commemoration								\$ 3,000.00
<b>TOTALS</b>							\$ 1,000.00	\$ 2,499.42	\$ 16,500.58	\$ 18,000.00



**TO:** Historic Advisory Board  
**FROM:** Alexandra Cramer, Planner/Project Manager  
**DATE:** July 1, 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.

#### **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. Staff is working on going live with the website.

#### **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.

**8. Façade Grant Program**

- a. The Town has launched the Façade Grant Program and will start accepting applications from 6/1/24 to 6/30/24.
- b. The HAB reviewed applications and gave comments to applicants at their 6/3/24 meeting.
- c. The Façade Grant Program Committee is meeting on 7/2/24 to discuss the applications.

**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.

**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>.

**11. 2025 Budget**

- a. HAB will be bring budget requests to the BOT at their 7/23/24 workshop.

**12. 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. **07/23/2024 – 6:00-6:30pm**
  - iv. 09/24/2024 – 6:00-7:00pm