



TOWN OF ELIZABETH

**TOWN OF ELIZABETH
HISTORIC ADVISORY BOARD
Monday, September 09, 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 August 5, 2024

NEW BUSINESS

2. Discussion regarding Upcoming Visioning Workshops – Alex Cramer
3. Discussion regarding Publicity Strategy – Alex Cramer

STAFF REPORT

4. Staff Report

BOARD REPORTS

5. Board Reports

ADJOURNMENT



HISTORIC ADVISORY BOARD – RECORD OF PROCEEDINGS

August 5, 2024

CALL TO ORDER

The Regular Meeting of the Historic Advisory Board was called to order on Monday, August 5, 2024, at 4:31 PM by Chair John Quest.

ROLL CALL

Present were Chair John Quest, Vice Chair Aimee Woodall, Historian Bob Rasmussen, and Board Members Dennis Rodriguez, Jacque Hallett, and Lynn Mitchell. 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 and Possible Action Regarding Walk and Talk Promotional Flyer

Ms. Cramer provided a Staff report.

Motion by Historian Rasmussen, seconded by Mr. Rodriguez, to approve the reallocation of \$500.00 from the Main Street Networking budget line to the Event Flyer budget line, and approve ordering flyers from Sundance Printing.

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



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3. Discussion and Possible Action Regarding Strategic Planning Services

Ms. Cramer provided a Staff report.

Motion by Ms. Mitchell, seconded by Mr. Rodriguez, to approve the reallocation of \$,2000.00 from the Oral History budget line to the Workplan budget line.

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

STAFF REPORT

- Planner/Project Manager Cramer provided updates regarding:
 - Some Oral History has been received and will be put on the website soon.
 - Plaque update.
 - The first rounds of the Façade Grant applications have been wrapped up.
 - The next round of Façade Grant applications will be accepted from January 1, 2025 to January 30, 2025.
 - Friday Night Market Advisory Board tent dates.
 - Workshop with the Board of Trustees reminder.

BOARD REPORTS

- Chair Quest discussed the Downtown Street improvements.

ADJOURNMENT

Motion by Ms. Mitchell, seconded by Mr. Rodriguez, to adjourn the meeting at 5:44 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: September 9th, 2024

SUBJECT: Discussion on Reimagining Our Approach: Preparation for Upcoming Visioning Workshops

SUMMARY

As we approach our visioning workshops, it's crucial to reflect on our past efforts and look forward to shaping the future of historical and cultural preservation in Elizabeth for the next 5 to 10 years.

Our recent experience with the historic district initiative has highlighted areas where we can improve, particularly in community outreach and engagement. By focusing on making historical preservation more accessible and enjoyable for our community, we can build the public support necessary for future preservation efforts.

This is an opportunity to reimagine our work plan. We should consider innovative ways to educate, engage, and excite our community about Elizabeth's rich history and the importance of preservation. By doing so, we lay the groundwork for more ambitious projects in the future.

As we prepare for these workshops, consider the following:

1. How can we make historical preservation more engaging and fun for the community?
2. What new educational initiatives could we develop to reach a broader audience?
3. How can we leverage partnerships within the community to amplify our impact?
4. What creative outreach methods could we employ to generate enthusiasm for preservation?

STAFF RECOMMENDATION

Staff recommends that HAB members approach these visioning workshops with an open mind and a willingness to explore new directions. This is your opportunity to shape the future of historical preservation in Elizabeth. Come prepared to discuss innovative ideas that will energize our community and create a strong foundation for future preservation efforts.



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COMMUNITY DEVELOPMENT DEPARTMENT

TO: Historic Advisory Board

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

DATE: September 9th, 2024

SUBJECT: Discussion on Publicity Strategy for Historic Walk and Talk and Website Launch

SUMMARY

With the recent installation of plaques on local historic registered properties, the development of our new website, and the upcoming 10th Annual Historic Walk and Talk event, we have a prime opportunity to increase public awareness of our preservation efforts. Given the timeline, staff proposes focusing on social media and local press outreach.

1. Social Media Campaign:
 - "Plaque of the Week": Showcase buildings along the Walk and Talk route, tying in event information.
 - Oral History Spotlight: Feature one of our three oral histories each week leading up to the event, linking to the full recordings on our new website.
 - Website Teaser: Share previews of other features on our new website to generate interest.
2. Local Press Outreach:
 - Contact the local newspaper to propose a feature article on the upcoming Walk and Talk event, new plaques, oral history project, and the launch of our new comprehensive website.
3. Website Launch:
 - Provide QR codes on the tables at the Walk and Talk to encourage attendees to check out the site.

STAFF RECOMMENDATION

Staff recommends the Historic Advisory Board review the proposed publicity strategy and provide any additional ideas for promoting our new online presence alongside our other initiatives.



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HISTORIC ADVISORY BOARD

TO: Historic Advisory Board
FROM: Alexandra Cramer, Planner/Project Manager
DATE: September 9, 2024
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
- d. Visioning workshops with History Matters will begin at the October 7th regularly scheduled meeting.

3. 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.
- c. Bob and Lynn have completed two more oral histories. These have been posted on the website.

4. 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 10th to go over the beta website.
- c. The website is live – www.historicelizabethco.org
- d. Staff is waiting to add a few more oral histories onto the website before promoting the website to the public.
- e. As a way to help promote the Historic Walk and Talk, Staff would like to begin promoting the website to the public.

5. 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.

6. Local Historical Register Plaques



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- 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.
- g. Plaques have been installed on 188 S Main Street, 286 S Main Street, 338 S Main Street, and 228 S Banner Street.

7. 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 1st – January 30th, 2025.

8. Historic Walk and Talk

- a. This year's Walk and Talk event is scheduled for September 28th.
- 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.

9. 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**