



TOWN OF ELIZABETH

**TOWN OF ELIZABETH
HISTORIC ADVISORY BOARD
Monday, April 01, 2024 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 March 4, 2024

NEW BUSINESS

- [2.](#) Discussion regarding Façade Grant Program Review Committee
- [3.](#) Discussion regarding Jerry Garland Memorial Bench Review Committee

STAFF REPORT

- [4.](#) Staff Report

BOARD REPORTS

ADJOURNMENT



**HISTORIC ADVISORY BOARD – RECORD OF PROCEEDINGS
MARCH 4, 2024**

CALL TO ORDER

The Regular Meeting of the Historic Advisory Board was called to order on Monday, March 4, 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 Audra Kirk, Jacque Hallett, Dennis Rodriguez, and Lynn Mitchell. 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. Minutes of the Regular Meeting of January 8, 2024

Motion by Historian Rasmussen, seconded by Vice Chair 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 and Possible Action Regarding Munibit’s Proposal



Motion by Member Mitchell, seconded by Historian Rasmussen, to approve Munibit’s website creation proposal.

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

3. Discussion and Possible Action Regarding the Reallocation of Funds for Land Records

Motion by Chair Woodall, seconded by Member Rodriguez, to approve moving \$400.00 in allocated funds from the Saving Places budget line to the Property and Title Research budget line.

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

4. Discussion Regarding Plaque Installation

Ms. Cramer provided a Staff report. The Board provided direction to Staff on next steps for the process to install plaques.

5. Discussion Regarding Plan of Action for the Historic District Design Guidelines Survey

Ms. Cramer provided a Staff report. Board discussion followed. The Board provided direction to Staff.

6. Discussion Regarding the Historic Walk and Talk

Ms. Cramer provided a Staff report. Discussion followed. The Board provided direction to Staff on what they would like to see for the Walk and Talk this year.

STAFF REPORTS

- Planner / Project Manager Alex Cramer
 - Ms. Cramer discussed items in the provided Staff report.
 - Ms. Cramer let the Board know that videos on the Saving Places Conference are available to watch.

BOARD REPORTS

- Member Lynn Mitchell
 - Ms. Mitchell discussed the meeting that she and Mr. Rasmussen had with a group of local seniors about the Oral History project.



TOWN OF ELIZABETH

ADJOURNMENT

Motion by Vice Chair Woodall, seconded by Member Mitchell, to adjourn the meeting at 6:05 PM. The vote of those Board Members present was unanimously in favor. Motion carried.

Chair John Quest

Town Clerk Michelle Oeser



TO: Historic Advisory Board

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

DATE: April 1, 2024

SUBJECT: Discussion Regarding Façade Grant Program Review Committee

SUMMARY

The Board of Trustees has recently approved the Façade Grant Program. According to the program guidelines, a Façade Grant Program Review Committee is required and must consist of a representative from the Board of Trustees, Main Street Board of Directors, and Historic Advisory Board.

What is the Façade Grant Program?

The Façade Grant Program aims to encourage and support building and business owners' investment in the upgrade of their existing building façade. Under this program, successful applicants will receive a grant award to assist in funding eligible improvements to their building façades. The award amount will range from \$500 to \$5,000 depending on the category of work being done. The applicant must match 25% of awarded grant funds for properties on the local historical register or 50% of grant funds to all other properties within the boundary. Applicants must use their own funds to match the grant.

Eligibility Criteria:

- All businesses and/or property owners within the designated boundary, as well as buildings on the Town of Elizabeth local historic register, are eligible for the Façade Grant Program.
- Properties with current zoning or building code violations are not eligible.
- All bills, charges, or taxes due to the Town of Elizabeth must be current.
- Any property owner or business owner with building owner authorization within the boundary and/or on the local historic register may apply for the grant.

Grant Cycle and Timeline:

The grant window will open from June 1st to June 30th, with an award date set for August 1st. We anticipate that the grant review committee members will need to be available for a few days in July for the review process. The official dates in July will be determined collaboratively with the committee members to ensure everyone's availability.

Additionally, a subsequent grant cycle is scheduled for January 1st, 2025, to January 31st, 2025, with a March 1st award date. The grant review committee will convene in February to assess the applications.

Volunteer Commitment:

Our intention is for the grant review committee members to volunteer for both grant cycles each year. We will decide on a new member to volunteer for the June 2025 and January 2026 grant cycles.



TOWN OF ELIZABETH

COMMUNITY DEVELOPMENT DEPARTMENT

STAFF RECOMMENDATION

Staff recommends that the Historic Advisory Board consider a member from their board to serve as their representative on the Façade Grant Program Review Committee.

ATTACHMENTS

Façade Grant Program Guidelines and Boundary



2024 Town of Elizabeth Façade Grant Program

What is the Façade Grant Program?

The Town wishes to encourage and support building and business owners' investment in the upgrade of their existing building façade. The Façade Grant Program is a process where the applicant will match 25% of awarded grant funds for properties on the local historical register or 50% of grant funds to all other properties within the boundary who construct eligible improvements to the façades of their buildings. Applicants must use their own funds to match the grant. The award amount will range from \$500 to \$5,000 depending on the category of work being done.

Eligible Properties and Applicants

All businesses and/or property owners within the designated boundary as well as all buildings on the Town of Elizabeth local historic register are eligible for the Façade Grant Program. Any building with a current zoning or building code violation is not eligible for the program. All bills, charges, or taxes due to the Town of Elizabeth must be current. Any property owner, or business owner with building owner authorization, within the boundary and/or on the local historic register may apply for the grant. Grant funds are dispersed on a reimbursement basis once the completed work has been verified by Town staff as compliant with the plans in the approved application. Any deviation from the approved grant project must be approved by Town staff or may result in the total or partial withdrawal of the grant. An 'After' picture and receipts for the finished work must be submitted within 45 days of project completion for reimbursement.

Eligible Façade Improvements

Improvements include the following:

- Exterior painting and/or paint removal
- Reparation and restoration of brickwork, wood, masonry, and stucco
- Exterior lighting
- Permanent signage, such as a monument, projecting, or wall

- Reparation and replacement of architectural details or materials.
- Doors, including garage doors
- Windows
- Rehabilitation or compatible reconstruction of storefronts
- Removal and replacement of exterior finish (vinyl siding excluded from replacement materials)
- Patios, including base and railings
- Other architectural elements
- Sidewalks, curb, gutter, parking, and landscaping
- Energy conservation improvements
- Handicap accessibility improvements

Ineligible Façade Improvements include:

- Any improvements made prior to grant approval
- Improvements not seen from the public-right-of-way, Town trails, or not having significant visual impact
- Non-permanent fixtures (e.g. furniture, fixtures, benches, flower planters)
- Refinancing of existing debt
- Sweat equity (payment for applicant’s own labor)
- General or routine maintenance and cleaning
- General business operation expenses (payroll, taxes, utilities, etc.)

Eligible Project

Total redevelopment cost can include:

- Construction related expenses (materials and/or labor)
- Utility upgrade costs
- Building permits

Total redevelopment cost cannot include:

- Purchase price of building or property
- Regular building utility costs
- Security cameras
- Worker support (e.g. meals, transportation, uniforms, etc.)
- Insurance, taxes, loan servicing payments, etc.

PROJECT CRITERIA AND SELECTION

Applications will be evaluated by Town staff and presented to the Town of Elizabeth Façade Grant Program Committee. This committee is comprised of one member from each of the following boards: Main Street Board of Directors, Historic Advisory Board and Board of Trustees. Final grant approval is determined by the Town of Elizabeth Façade Grant Program Committee. The grant is limited to one grant award per property address per year. Grant awards are processed on a two-cycle basis. The first round of applications will be accepted from January 1, 2024 – January 31st, with a March 1st award date. The second round of applications will be accepted from June 1st – June 30th, with an August 1st award date.

See next page for scoring system of proposals.

All projects must also meet general design guidelines of commercial properties set by the Town of Elizabeth building and sign codes and it is the responsibility of the applicant to apply for these permits.

Scoring System	5	4	3	2	1	Rationale
Age of Building	121+ Years (Built Before 1902)	91-120 Years (Built 1931-1902)	61-90 Years (Built 1961- 1932)	31-60 Years (Built 1991-1962)	<30 Years (Built Since 1992)	Older buildings will have older façades. This criterion aims to support business in older buildings in the community as well as business retention efforts.
Impact	<ul style="list-style-type: none"> -Project eliminates a liability of the commercial district -Project restores historical/architectural significance of the property -Project strongly contributes to the retention or addition of a business downtown -Project will bring building up to code -Project will significantly increase pedestrian traffic 	<ul style="list-style-type: none"> -Project eliminates a liability of the commercial district -Project restores historical/architectural significance of the property -Project somewhat contributes to the retention or addition of a business downtown -Project will bring building up to code -Project contributes to safety of building and surroundings 	<ul style="list-style-type: none"> -Project restores historical/architectural significance of the property -Project somewhat contributes to the retention or addition of a business downtown -Project will bring building up to code -Project contributes to safety of building and surroundings 	<ul style="list-style-type: none"> -Project minorly contributes to the retention or addition of a business downtown -Project contributes to safety of building and surroundings 	<ul style="list-style-type: none"> -Project contributes to safety of building and surroundings 	This criterion aims to support projects that will have the greatest positive impact on the community.
Community Contribution	<ul style="list-style-type: none"> -Applicant is a good neighbor -Project area is kept clean and free of debris consistently -Applicant continuously participates in community-based activities and promotions -Applicant continuously promotes downtown Elizabeth and Elizabeth Main Street 	<ul style="list-style-type: none"> -Applicant is a good neighbor -Project area is kept clean and free of debris consistently -Applicant sometimes participates in community-based activities and promotions -Applicant sometimes promotes downtown Elizabeth and Elizabeth Main Street 	<ul style="list-style-type: none"> -Project area is somewhat clean and free of debris consistently -Applicant sometimes participates in community-based activities and promotions -Applicant sometimes promotes downtown Elizabeth and Elizabeth Main Street 	<ul style="list-style-type: none"> -Project area is somewhat clean and free of debris consistently -Applicant sometimes participates in community-based activities and promotions 	<ul style="list-style-type: none"> -Applicant rarely participates in community-based activities and promotions 	This criterion aims to support applicants that are general supporters of the community.

Total: _____/15

Applicant Process

- 1.** Contact the Town of Elizabeth’s Community Development Department prior to submitting application. The staff will explain the process and consult on the application process.
- 2.** It is highly encouraged, but not required to contact Main Street Colorado for a design consultation as they offer the service for free. Please contact Lary Lucas from the Department of Local Affairs at (720) 402-9303.
- 3.** Complete grant application. Complete applications will include:
 - a.** Application form
 - b.** Narrative of proposed project
 - c.** Illustrations of the proposed work or architectural drawings
 - d.** Photos of the site and its relationship to adjoining sites
 - e.** Color samples and texture of finish materials, where applicable
 - f.** Scope of Work is required.
 - g.** Planning Department comments/review, including Historic Preservation comments
 - i.** Round 1 deadline:
 - 1.** Last HAB meeting before deadline: N/A
 - ii.** Round 2 deadline:
 - 1.** Last HAB meeting before deadline: May 6th, 2024
 - h.** Lease of property (if not owned by applicant) and letter of authorization from property owner (attached)

Other provisions:

- Affidavit legal residency (attached)
- Property Taxes, Special Assessments: No financial assistance will be provided from the Façade Grant Program if property taxes, or special assessments are in arrears.
- Deadline
 - Applications may only be submitted during the following grant funding cycles: January 1st – January 31st **or** June 1st – June 30th.
 - Town staff will review the applications and make a recommendation to the Town of Elizabeth Façade Grant Program Committee which has the final authority to approve or reject the application.
 - If an application is denied, it may be reconsidered if amended to address project deficiencies at the next grant funding cycle.

All applications must be physically returned to:

Town Hall

151 South Banner Street, P.O. Box 159

Elizabeth, CO 80107

Or electronically sent to:

zhiggins@townofelizabeth.org

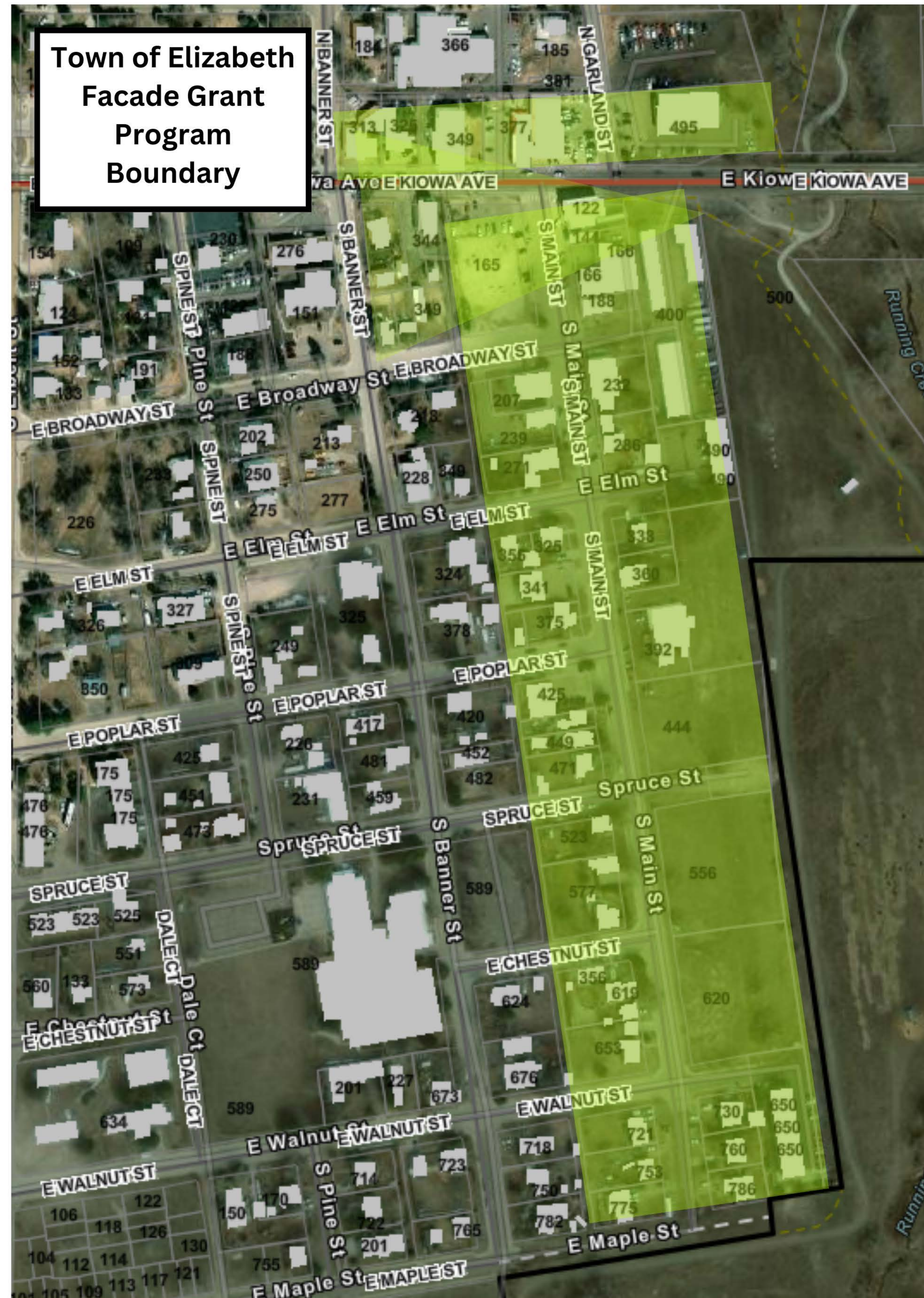
Construction Process

1. Renovation/rehabilitation work must be started within three (3) months of grant approval and completed within twelve (12) months of approval. Depending on the scope of a project, extensions may be requested on a case-by-case basis. Town staff reserves the right to cancel this agreement in the event of failure to comply with this schedule.
2. The applicant is responsible for obtaining all building permits and any other required permits for the work to be done. The applicant is responsible for conformance with all applicable safety standards and conditions.
3. The applicant agrees to maintain the property and improvements.
4. The applicant agrees to provide an 'after picture' of the improvements.
5. The Town of Elizabeth Façade Grant Program may promote an approved project including, but not limited to, displaying a Town of Elizabeth sign at the site, during and after the construction, and using photographs and descriptions of the project in Town of Elizabeth marketing materials.

Reimbursement

1. Once work is completed, the applicant must submit an 'after picture' and final receipts/bills within 45 days of project completion.
2. Town staff inspects and verifies completed work
3. Should the final product be consistent with the Committee's approvals, reimbursement of funds to the applicant will be authorized.

Town of Elizabeth
Facade Grant
Program
Boundary





TOWN OF ELIZABETH

COMMUNITY DEVELOPMENT DEPARTMENT

TO: Historic Advisory Board

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

DATE: April 1, 2024

SUBJECT: Discussion Regarding Jerry Garland Memorial Bench Review Committee

SUMMARY

In June 2022, the Town established a process for recognizing individuals and families who have made significant contributions to our community. Attached to this memo, you will find Resolution 22R28, which outlines the framework for creating and honoring memorials within our Town. The Committee tasked with this responsibility includes the Mayor Pro Tem, a second member of the Board of Trustees, the Town Administrator, the Parks Director, and a Member of the Historic Advisory Board.

Staff received an application for a bench on Main Street to be dedicated in memory of Jerry Garland, who made a substantial impact on our community, particularly through his involvement with the Historic Advisory Board. Staff is seeking a volunteer from the Historic Advisory Board to serve on the Jerry Garland Memorial Review Committee. The goal is to have the review committee meeting completed by the end of April, ensuring that we meet the deadline for the formal response to the application due in June. The intent for this meeting is to be brief, with the aim of making a decision in one meeting.

STAFF RECOMMENDATION

Staff recommends that the Historic Advisory Board consider a member from their board to serve as their representative on the Jerry Garland Memorial Bench Review Committee.

ATTACHMENTS

Resolution 22R28

RESOLUTION 22R28

TITLE: ESTABLISHING THE NAMING AND MEMORIAL COMMITTEE.

WHEREAS, the Town of Elizabeth recognizes the importance of place names and desires to establish guidelines regarding the naming of Town public buildings, streets, parks, and other facilities, and the adoption of memorials (“hereafter facilities”);

WHEREAS, the Town desires that facilities named for individuals may continue a lasting honor that reflects the honored person’s positive impact on the community;

WHEREAS, the Town requires that facility names represent the value of the community and is mindful of future generations; and

WHEREAS, the Town desires to solicit orderly public input into the naming of public facilities and to carefully consider and fairly assess such proposals.

NOW, THEREFORE BE IT RESOLVED BY THE TOWN BOARD OF ELIZABETH:

Section 1. The Town of Elizabeth hereby establishes the Naming and Memorial Committee (the "Committee") to review, evaluate, and make recommendations regarding the naming of Town facilities.

Section 2. The Naming and Memorial Committee will consists of five (5) members and will be chaired by the Mayor Pro Tem. The members of the committee are the Mayor Pro Tem, Town Board Member, Town Administrator, Parks Director and Historic Advisory Board Member. These members may appoint a designee to serve on the Committee. The Committee will meet as necessary to review applications for the naming of specific facilities.

Section 3. The Town hereby adopts the Memorial and Facility Naming Policy:

A. Facility Naming Policy:

1. A person, organization, group, or event being memorialized through the naming of a Town facility shall merit such honor through having made a significant contribution to the community or having had a significant impact on the Town’s mission and purpose.

2. Facilities shall only be named for those individuals who have been deceased for at least two (2) years or who have retired and have not held public office or been employed in the Town for at least five (5) years. To assure a worthy and enduring legacy for the Town, naming requests must satisfy one of the following categories:

a. Exceptional Individuals: Recognition of an exceptional Town leader or a dedicated supporter of the Town.

b. Historic Event, Place, or Persons: The history of a major event, place, or person can play an important role in the naming or renaming of facilities.

c. Great Causes and Ideas: Peace, Independence, Friendship, and other similar ideas.

d. Features, Flora, and Fauna: Natural phenomena, rivers, horticulture, animals, recognizable area, or landmarks.

e. Major Gifts: The Town and the department have benefited from a rich legacy of community generosity of time, skills, resources, products and/or money.

3. Facility names shall be bestowed with the full intention that such names shall be permanent.

4. In considering any proposal to name a Facility, the following questions shall be considered:

a. Will the name have historical, cultural or social significance for generations to come?

b. Will the name engender a strong and positive image?

c. Will the name memorialize or commemorate people, places or events that are of enduring importance to the community or the nation?

d. Will the name be identified with some major achievement or the advancement of the public good within the community or the nation?

B. Memorials.

1. Memorial refers to a structure, monument, bench, or plaque that memorializes a person, organization, a group, or event.

2. All memorials will be funded through grants, donations, or through other funding sources deemed appropriate by the Town Board.

3. Donations and gifts in memory of an individual, organization, or commemoration of a historic event may be considered by the Committee.

Section 4. Application Process

Applications for consideration of names and/or memorials will be processed as follows:

1. A letter of interest from an individual, or a public or private organization, with evidence of broad community support, submitted to the Town Administrator for referral

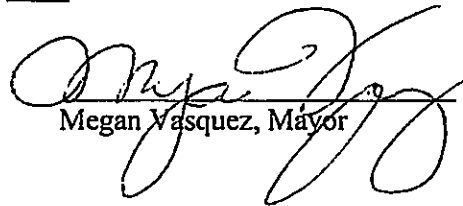
to the Committee.

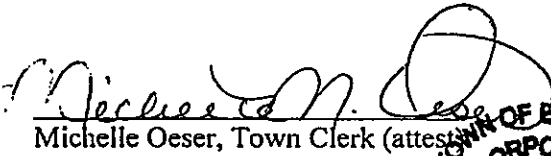
2. The Committee shall meet, discuss, and make a recommendation to Town Board. The Committee may meet and seek comment from any pertinent stake holders in making its recommendation.

3. The Committee shall make a recommendation to the Town Board within six (6) months of the receipt of a completed application for consideration under this Policy.

4. The recommendation shall be forwarded to Town Board for a final decision, with such matter to be placed on a Town Board agenda for consideration within 30 days of receipt of the recommendation from the Committee. The Town Board shall thereafter vote to approve, deny, or continue for additional information the request for the proposed name or memorial.

PASSED, APPROVED, and ADOPTED this 14 day of June, 2022, by the Board of Trustees of the Town of Elizabeth, Colorado, on first and final reading, by a vote of 7 for and 0 against.


Megan Vasquez, Mayor


Michelle Oeser, Town Clerk (attest)





TO: Historic Advisory Board
FROM: Alexandra Cramer, Planner/Project Manager
DATE: April 1, 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

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 30th 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 5th. We will have a workshop at the beginning of May's meeting to discuss the results and next steps.

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. Munibit intends for the website to be ready for review by May.

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. Staff will be in contact with those property owners over the next few weeks.

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.

9. Main Street Networking Event

- a. This year's networking event is scheduled for May 16th at 6pm.
- b. The event will be held at Elizabeth Brewing Company and catered by the American Legion.

10. HAB & BOT Joint Workshops

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

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				\$ 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		\$ 588.00	\$ 6,512.00	\$ 7,100.00
		Property Title Research	Ongoing	Ongoing		Bob, Lynn, Jacque				\$ 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
		TOTALS						\$ 1,465.90	\$ 18,000.00	