



TOWN OF ELIZABETH

TOWN OF ELIZABETH PROST WORKSHOP 4:30 PM TO 5:00 PM

HISTORIC ADVISORY BOARD REGULAR MEETING Monday, December 02, 2024 at 5:00 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 November 4, 2024

NEW BUSINESS

- [2.](#) Discussion regarding Facade Grant Program Proposals
- [3.](#) Discussion and Possible Action on Proposed 2025 Budget and Workplan
- [4.](#) Discussion and Possible Action on the 2025 Meeting Schedule
- [5.](#) Recognition of Aimee Woodall's Service

STAFF REPORT

- [6.](#) Staff Report

BOARD REPORTS

7. Board Reports

ADJOURNMENT



HISTORIC ADVISORY BOARD – RECORD OF PROCEEDINGS

November 4, 2024

CALL TO ORDER

The Regular Meeting of the Historic Advisory Board was called to order on Monday, November 4, 2024, at 4:36 PM by Chair John Quest.

ROLL CALL

Present were Chair John Quest, Vice Chair Aimee Woodall, and Board Members Dennis Rodriguez, and Jacque Hallett. Historian Bob Rasmussen and Member Lynn Mitchell were absent. 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

Gayle Gardner – Town of Elizabeth Resident.

AGENDA CHANGES

No agenda changes from Staff.

No agenda changes by the Board.

Agenda set.

CONSENT AGENDA

1. Minutes of the Regular Meeting of October 9, 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 a Facade Grant Application Proposal

Ms. Cramer provided a Staff report. Janet and John Taylor were present as the property owners. Discussion followed.

STAFF REPORT

- Planner/Project Manager Cramer provided updates regarding:
 - Update on Historian Rasmussen and Member Mitchell's oral history project.



TOWN OF ELIZABETH

HISTORIC ADVISORY BOARD

- Update on Greater Elizabeth Parks, Trails, and Open Space Master Plan (PROST).
- A joint workshop is scheduled with the Board of Trustees on December 10, 2024, at 6:00 PM.
- Savings Places Conference will be held in Colorado Springs from January 29 – February 1, 2025.

BOARD REPORTS

- No reports from the Board.

ADJOURNMENT

Motion by Mr. Rodriguez, seconded by Ms. Hallet, to adjourn the meeting at 4:51 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, AICP, Community Development Director
Alexandra Cramer, Planner/Project Manager

DATE: December 2nd, 2024

SUBJECT: Discussion Regarding Façade Grant Program Proposals

Summary

Staff have received three application proposals for the upcoming round of the Façade Grant Program. As part of the program requirements, applicants must meet with the Historic Advisory Board to discuss their proposals and receive comments and feedback regarding preservation methods and materials.

Project Proposals

1. Antelope Alpacas Fiber Arts Center (360 Main Street) Applicant: Kate Blackburn Scope: Exterior painting of building, stucco walls, shutters, gutters, and downspouts Colors: Sherwin-Williams Alabaster (white) and Black Magic (black) Materials: Duration Exterior Acrylic Latex paint
2. The Carriage Shoppes (392 S Main Street) Applicant: Linda Bulmer Scope: Plaster repair, exterior painting (white with black trim), fence removal, new historical-style signage Notable: Proposed direct-to-building painted signage reflecting 1800s style Materials: Paint samples and technology information to be presented at meeting
3. The Section House (338 S Main Street) Applicant: Jeff Struthers Scope: Replace cedar shake roof with DaVinci Bellaforte Shake in Weathered Gray Note: Material previously approved via Certificate of Appropriateness (January 2023)

Staff Recommendation

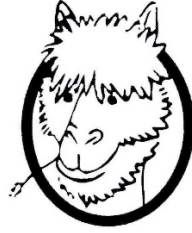
Staff recommends that the HAB engage in discussion with each applicant regarding their proposed methods, materials, and any specific concerns about maintaining historic character. The Board's feedback will be incorporated into the formal Façade Grant Program application process.

Attachment(s)

360 S Main Street Project Proposal

392 S Main Street Project Proposal

338 S Main Street Project Proposal



Antelope Alpacas Fiber Arts Center
360 Main Street
Elizabeth, CO 80107
303-646-YARN (9276)

Date: 11/18/2024

Owner: Kate Blackburn

Project Description:

This project encompasses the exterior painting of the building, the adjoining stucco walls, and includes the window shutters, gutters and downspouts. The bricks embedded in the stucco walls will be excluded. The building, stucco walls, and downspouts will remain white. The shutters, trim, and gutters will be black.



The Sherwin-Williams Duration Exterior Acrylic Latex paint product has been selected, The [Alabaster SW 7008](#) and [Black Magic SW 6991](#) best represent the desired color choices.

Product Details



COLOR TO GO

OVERALL RATING

- Experiment with color on the actual surface where it will be applied.

Take the guesswork out of choosing the right hue. Our Color to Go® paint samples are great for giving you an idea of how a color looks and feels in your space throughout the day. Each sample comes in a quart-sized container that holds enough paint for creating test swatches so you can choose your final color with confidence.

- Determine how lighting and other elements will affect the color and feel of the room.

- Take the guesswork out of choosing the right color.

AVAILABLE SHEENS

Satin

With its slight gloss, this finish offers the benefits of a richer look.

Product Specifications

SW 7008
Alabaster

Ratings & Reviews

Tips & Advice

Actual color may vary from on-screen representation.

Product Details



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Carriage Shoppes

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THE PALOUSE NEWS

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P.O. NEWS STAND

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DYSPEPTIC

BLOCH BROS

WEST VIRGINIA

MAIL POLICE

WISBAGO

Page 10



SPANGLER'S
- FOR -
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BUILT

1876

Page 12



Page 13



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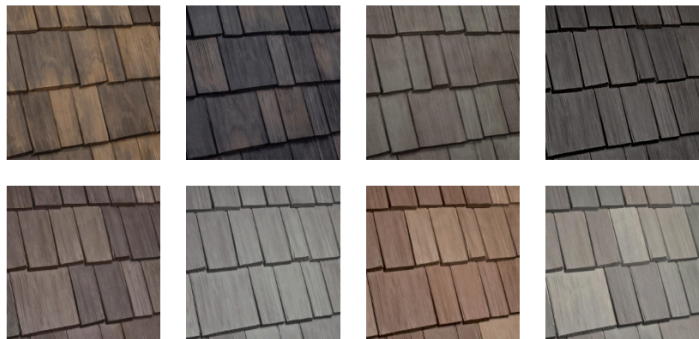
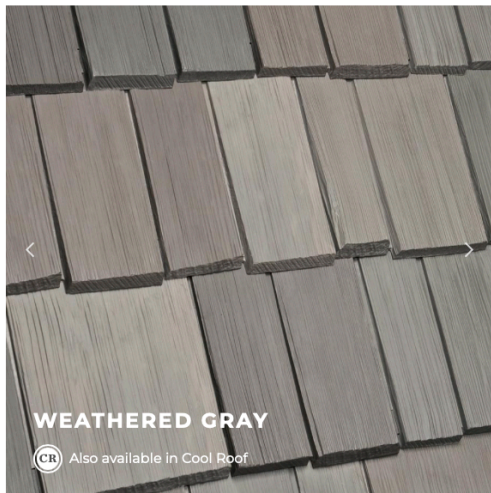




THE
CARRIAGE SHOPPES

392

Structure at 338 Main Street is also under direction of the Colorado Historical Foundation. My rep is Cindy Naskey (cindy@cohf.org). Cindy has approved Davini Belleforte Shake Weather Gray composite tiles <https://www.davinciroofscapes.com/products/shake/belleforte-shake/>





TOWN OF ELIZABETH

COMMUNITY DEVELOPMENT DEPARTMENT

TO: Historic Advisory Board

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

DATE: December 2nd, 2024

SUBJECT: Discussion and Possible Action Regarding 2025 Proposed Budget and Work Plan

SUMMARY

Staff has provided an updated proposed budget spreadsheet for FY 2025 following our recent visioning workshops. The Board of Trustees have allocated a preliminary budget of \$16,000 for the HAB with an additional \$5,000 specifically for the Historic Walk and Talk event, totaling \$21,000.

The workplan has been organized to reflect the HAB's priorities and discussions from the visioning workshops. The attached spreadsheet details project timelines, success measures, and proposed budget allocations for each initiative. This spreadsheet is intended to be utilized as a template for this discussion.

STAFF RECOMMENDATION

Staff recommends that the Historic Advisory Board provide action on the 2025 budget and workplan.

ATTACHMENTS

2025 Proposed HAB Workplan and Budget

Town of Elizabeth Historic Advisory Board Workplan & Budget								
Priority	Goal	Projects	Timing	Status	Lead, Support	Success Measures	Budget (\$16,000)	
Required CLG Activities	Maintain CLG compliance and fulfill all program requirements	Election of Chair & Vice Chair	Jan-25		Staff	Completed by January deadline		
		Establish designated meeting posting place	Jan-25		Staff	Designated and documented annually		
		CLG Annual Report	Oct-25		Staff	Submitted on time with all requirements met		
		CLG Annual Review	Every 5 years		Staff	All documentation complete and approved		
Board Development & Operations	Maintain effective board function through continued education and structured operations	Saving Places Conference	Jan-25	Colorado Springs 1/29-2/1	Staff, HAB	Half of HAB attending/reporting back	\$3,000.00	
		CLG Training	As needed		Staff, HAB	1 training completed		
		Create comprehensive onboarding packet	Feb-25		Staff, HAB	Created and implemented, feedback from new members		
		Implement project assignment check-ins	Feb-25		Staff, HAB	Monthly completion rate, project progress tracking		
Community Outreach & Education	Develop youth interest in local history through educational partnerships and interactive programs	Coloring contest		Need to discuss date		25 participants	\$5,000.00	
		Junior Oral History Program	Ongoing	Start program in Q2		3 student participants/interviews completed		
	Maintain active online engagement and resource sharing through website and social media	Maintain/update website	Ongoing					Updated monthly
		Launch "Get to Know HAB" campaign	Feb-25					5 posts, 50 engagements
	Create accessible resources to inform the public about local historical assets	Launch "Preservation Myths" campaign	Oct-25					5 posts, 50 engagements
		Create a local historic landmark brochure	July-25					Created and 100 distributions
Preservation Initiatives	Establish supportive relationships and resources to encourage historic property preservation	Establish partnerships with local organizations	Ongoing	Need to decide on organizations		Two joint activities completed	\$8,000.00	
		Create a welcome packet for new owners	April-25			Distributed to property owners, receive feedback		
	Document and preserve Elizabeth's history through community stories and memories	Develop grant program for permitting on local register prop.	Ongoing	Need to discuss on launch date				Creation and implementation
		Continue oral history collection program	Ongoing					5 interviews completed
		Develop oral history program packet	May-25					Creation and implementation
	Research and document Elizabeth's historic properties to build foundation for preservation initiatives	Host memory/sense community workshop	Ongoing	Need to discuss date				1 workshop held, 10 attendees
		Continue deed research	Ongoing					5 properties completed
		Create standardized research template	Jan-25					Creation and implementation
	Strengthen local preservation through register nominations and district planning	Create designation benefits handout	Mar-25					Created and distributed to all eligible property owners
		Develop tax credit/financial incentives guide	Mar-25					owners
		Create FAQ sheet addressing common concerns	May-25					Created and posted on website
	Events	Engage the community in Elizabeth's history through interactive events and meaningful recognition programs	Historic Walk & Talk	Sept-25				150 attendees
Misc. Commemoration			As needed					



TOWN OF ELIZABETH

COMMUNITY DEVELOPMENT DEPARTMENT

TO: Historic Advisory Board

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

DATE: December 2nd, 2024

SUBJECT: Discussion and Possible Action Regarding 2025 Meeting Schedule

SUMMARY

Please review the proposed Historic Advisory Board 2025 Meeting Schedule. All meetings are to take place on Mondays at 4:30pm in the Town Hall board room.

January 6th, 2025
February 3rd, 2025
March 3rd, 2025
April 7th, 2025
May 5th, 2025
June 2nd, 2025
July 7th, 2025
August 4th, 2025
September 8th, 2025 (moved due to Labor Day)
October 6th, 2025
November 3rd, 2025
December 1st, 2025

STAFF RECOMMENDATION

Staff recommends that the Historic Advisory Board approve or approve with revisions the Historic Advisory Board 2025 Meeting Schedule.



TO: Historic Advisory Board

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

DATE: December 2nd, 2024

SUBJECT: Recognition of Aimee Woodall's Service

SUMMARY

As we approach the end of 2024, we want to recognize Aimee Woodall's contributions to the Historic Advisory Board. Since joining in January 2022, Aimee has brought so much knowledge and enthusiasm to our preservation efforts. Her success with the bank building's National Register listing showed what's possible when expertise meets dedication. Her insights during our meetings have helped guide many of our decisions, and her commitment to preservation has really set a high bar for what our board can accomplish.

We'll definitely miss having Aimee's perspective and energy at our meetings. Her contributions as vice chair have made a lasting impact on our preservation work in Elizabeth.

STAFF RECOMMENDATION

Staff recommends taking time at the December meeting to thank Aimee for her service and contributions to historic preservation in Elizabeth.



TO: Historic Advisory Board
FROM: Alexandra Cramer, Planner/Project Manager
DATE: December 2, 2024
SUBJECT: Staff Report

STAFF REPORT

- 1. Training:**
 - a. Additional Trainings for HAB?
- 2. Discuss Work Plan**
 - a. The HAB is currently undergoing visioning workshops with History Matters, LLC in order to revise the current workplan.
- 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 Hoffhines' oral history interviews.
 - c. Bob and Lynn have completed another oral history interview with Norm and Kay Ullom.
- 4. Historic Advisory Board Website**
 - a. The website is actively being promoted on social media.
- 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**
 - a. Six out of the eight plaques have been installed.
- 7. PROST Master Plan**
 - a. The Town has partnered with Elizabeth Park and Recreation District and Elizabeth School District on a Park, Recreation, Open Space, and Trails Master Plan.
 - b. Engagement efforts are underway and the HAB will be meeting with the consultants in December to provide input.
- 8. HAB & BOT Joint Workshops**
 - i. December 10th at 6:00pm.
- 9. Board Elections**
 - a. Elections for Chair and Vice Chair will take place at the January 6th meeting. In the meantime, please consider who you would like to nominate for these positions.