



TOWN OF ELIZABETH

**TOWN OF ELIZABETH
HISTORIC ADVISORY BOARD
Monday, February 03, 2025 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 from the Regular Meeting of January 6, 2025

NEW BUSINESS

- [2.](#) Discussion on May Color Contest
- [3.](#) Discussion on "Get to Know HAB" Campaign
- [4.](#) Discussion on Saving Places Conference

STAFF REPORT

- [5.](#) Staff Report

BOARD REPORTS

ADJOURNMENT



HISTORIC ADVISORY BOARD – RECORD OF PROCEEDINGS

January 6, 2025

CALL TO ORDER

The Regular Meeting of the Historic Advisory Board was called to order on Monday, January 6, 2025, at 5:03 PM by Historian Bob Rasmussen.

ROLL CALL

Present were Historian Bob Rasmussen, and Board Members Jacque Hallett, Lynn Mitchell, and Dennis Rodriguez. Chair John Quest was absent. There was a quorum to conduct business.

Also present were 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 December 2, 2024

Motion by Ms. Mitchell, 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 Historic Advisory Board Resolution 25-01, a Resolution Establishing a Designated Public Place for the Posting of Meeting Notices Pursuant to C.R.S. 24- 6-402(2)(c)

Ms. Oeser provided a Staff report.

Motion by Ms. Hallett, seconded by Ms. Mitchell, to approve Resolution 25-01, a Resolution Establishing a Designated Public Place for the Posting of Meeting Notices Pursuant to C.R.S. 24- 6-402(2)(c)



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

3. Discussion regarding Façade Grant Program Proposals

Ms. Cramer provided a Staff report.

Brandon and Aleta Jeffress made a presentation on their 122 Main Street Façade Grant application.

Don Mean made a presentation on his 166 S. Main St. Façade Grant application.

The Board approved both grant applications.

4. Discussion and Possible Action regarding Chair, Vice Chair, and Historian Elections

Ms. Cramer provided a Staff report.

Motion by member Mitchell, seconded by Historian Rasmussen, to nominate Dennis Rodriguez as Chair of the Historic Advisory Board.

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

Motion by member Mitchell, seconded member Rodriguez, to nominate Jacque Hallett as Vice Chair to the Historic Advisory Board.

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

5. Discussion and Possible Action regarding 2025 Workplan

Ms. Cramer provided a Staff report.

Motion by Historian Rasmussen, seconded by member Mitchell to approve the 2025 Workplan.

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

STAFF REPORT

- Planner/Project Manager Cramer:
 - Ms. Cramer reviewed her written report.

BOARD REPORTS

- Historian Rasmussen also provided a status report on the Deed projects.
- Discussion on the Savings Places Conference.



TOWN OF ELIZABETH

HISTORIC ADVISORY BOARD

ADJOURNMENT

Motion by Historian Rasmussen, seconded by Ms. Mitchell, to adjourn the meeting at 5:57 PM. The vote of those Board Members present was unanimously in favor. Motion carried.

Chair Dennis Rodriguez

Town Clerk Michelle Oeser



TOWN OF ELIZABETH

COMMUNITY DEVELOPMENT DEPARTMENT

TO: Historic Advisory Board
FROM: Alexandra Cramer, Planner/Project Manager
DATE: February 3rd, 2025
SUBJECT: Discussion on May Color Contest

SUMMARY

Staff would like to discuss the preliminary planning for the May color contest and begin delegating responsibilities. Key items for discussion include: selecting the building to be featured, establishing age categories for participants, determining display locations and duration for contest entries, planning the winner presentation format, and deciding on prizes for winners.

STAFF RECOMMENDATION

Staff recommends HAB discuss and determine the preliminary details for the May color contest and assign related responsibilities.

ATTACHMENTS

N/A



TO: Historic Advisory Board
FROM: Alexandra Cramer, Planner/Project Manager
DATE: February 3rd, 2025
SUBJECT: Discussion on "Get to Know HAB" Campaign

SUMMARY

Staff proposes launching a "Get to Know HAB" social media campaign to increase public awareness of the Historic Advisory Board, its members, and upcoming initiatives including the May color contest. This campaign will feature board member profiles on social media platforms and the HAB's website. To create professional and cohesive profiles, we will be taking individual headshots of board members at the beginning of next month's meeting.

To create professional and cohesive profiles, we will be taking individual headshots at the beginning of next month's meeting. We've also prepared a questionnaire to help share your preservation story with the community. While the questionnaire contains several questions, responses will be featured differently across platforms - with shorter, focused highlights for social media and more comprehensive profiles on our website. Members may choose which questions they wish to answer, as the goal is to share information you're comfortable discussing with the community.

STAFF RECOMMENDATION

Staff recommends HAB members participate in the social media campaign by completing the attached questionnaire and having their headshots taken for profile features.

ATTACHMENTS

HAB Member Profile Questionnaire



Historic Advisory Board Member Profile Questionnaire

Thank you for participating in our "Get to Know HAB" campaign. Please complete the following questions to help us create your profile. Feel free to be as detailed as you'd like in your responses.

Personal Background

Full Name: _____

Professional Title (if applicable): _____

Years on HAB: _____

Connection to Local History

1. What inspired you to join the Historic Advisory Board?

2. What is your favorite historic building or site in our community and why?

3. Share a memorable moment or discovery you've had while serving on HAB.

Professional & Personal Insights

4. What is your professional background or area of expertise?



5. Outside of HAB, what are your interests or hobbies?

6. What's one little-known fact about our town's history that you find fascinating?

Vision for Preservation

7. What do you hope to accomplish during your time on HAB?

8. Why do you believe historic preservation is important for our community?

9. What upcoming HAB initiative are you most excited about and why?



Community Engagement

10. What would you like community members to know about the HAB's work?

11. How can residents get involved with historic preservation in our community?

Please return completed questionnaire to Alex Cramer by Friday, February 21st.

Note: Feel free to send over a separate document with your answers.



TOWN OF ELIZABETH

COMMUNITY DEVELOPMENT DEPARTMENT

TO: Historic Advisory Board
FROM: Alexandra Cramer, Planner/Project Manager
DATE: February 3rd, 2025
SUBJECT: Discussion on Saving Places Conference

SUMMARY

Staff and HAB members recently attended the Saving Places Conference in Colorado Springs. This discussion will provide an opportunity for attendees to share their thoughts about the conference, discuss what they learned, and explore ideas they would like to potentially implement on this board.

STAFF RECOMMENDATION

Staff recommends HAB discuss their experiences at the Saving Places Conference and identify potential initiatives or practices to implement moving forward.

ATTACHMENTS

N/A



TO: Historic Advisory Board
FROM: Alexandra Cramer, Planner/Project Manager
DATE: February 3, 2025
SUBJECT: Staff Report

STAFF REPORT

1. Training:

- a. Additional Trainings for HAB?

2. 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.
- d. Evelyn Malakowski, Main Street Intern, has wrapped up condensing three audio clips from one of Lucy Hoffhines' tapes. These we'll be up on the website and social media in the coming weeks.

3. Historic Advisory Board Website

- a. The website is actively being promoted on social media.

4. Local Historical Register

- a. An additional 10 title searches have been purchased with Elbert County Abstract. This makes a total of 24 properties the HAB has title searches for.

5. Local Historical Register Plaques

- a. Six out of the eight plaques have been installed.

6. 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. A community survey has been launched. Please check the master plan website or town website to take it by February 28th.

7. HAB & BOT Joint Workshops

- a. TBD – looking at a possible meeting in February.