



TOWN OF ELIZABETH

**TOWN OF ELIZABETH
HISTORIC ADVISORY BOARD
Monday, June 05, 2023 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 May 1, 2023

NEW BUSINESS

- [2.](#) Discussion regarding the Historic Advisory Board Member Application - Alex Cramer
- [3.](#) Discussion regarding promotional outreach and informational flyer - Alex Cramer
- [4.](#) Discussion regarding Friday Night Market - Alex Cramer
- [5.](#) Discussion regarding tax credits and incentives presentation with History of Colorado - Alex Cramer

OLD BUSINESS

- [6.](#) Discussion regarding the Historic Walk and Talk - Alex Cramer

STAFF REPORT

- [7.](#) Staff Report - Alex Cramer

BOARD REPORTS

ADJOURNMENT



**HISTORIC ADVISORY BOARD – RECORD OF PROCEEDINGS
MAY 1, 2023**

CALL TO ORDER

The Regular Meeting of the Historic Advisory Board was called to order on Monday, May 1, 2023, at 5:20 PM by Chair John Quest.

ROLL CALL

Present were Chair John Quest, and Board Members Ronni Curtis and Bob Rasmussen. Vice Chair Aimee Woodall was not present. There was a quorum to conduct business.

Also present were Community Development Director Zach Higgins, Planner/Project Manager Alexandra Cramer, Deputy Town Clerk Harmony Malakowski, 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

Regular Minutes of April 3, 2023

Motion by Mr. Rasmussen, seconded by Ms. Curtis, to approve the Consent Agenda as presented. The vote of those Board Members present was unanimously in favor. Motion carried.

NEW BUSINESS

Discussion and possible action on Local Historic Register Application

Motion by Mr. Rasmussen, seconded by Ms. Curtis, to approve the Local Historic Register Application as presented. The vote of those Board members present was unanimously in favor. Motion carried.



Discussion regarding oral history training with DOLA

Ms. Cramer presented the Board with possible dates for the upcoming oral history training. Direction was provided to Staff and Ms. Cramer will get in touch with DOLA for dates.

Discussion regarding Elizabeth Birthday Bash

Chair Quest already provided information for the mayor. Staff will share that information with the other Board members for review. Ms. Hiatt will update the historic brochures with the suggested changes.

Discussion regarding Historic Walk and Talk

Ms. Curtis will volunteer as coordinator for this event.

Motion by Ms. Curtis, seconded by Mr. Rasmussen, to provide tents and use of the Gesin lot for meals at the end of the Walk and Talk. The vote of those Board members present was unanimously in favor. Motion carried.

Staff will provide updated estimates for tents and tables and chairs for use at the Gesin Lot.

Discussion regarding demolition of historic properties (174 S Banner and 333 E Broadway)

Mr. Higgins and Ms. Cramer notified the Board regarding the demolition of the buildings.

Discussion regarding the creation of a Historic District and Update to Design Guidelines

Ms. Cramer requested the Board provide updates for the slideshow created for the upcoming public meetings. The Board will also go over Ms. Woodall's notes regarding the Design Guidelines.

Discussion followed regarding the Bank Building and Oddfellow's Building.

Discussion followed regarding the upcoming public meeting.

OLD BUSINESS

Discussion regarding pursuit of additional Local Historic Registered Properties

Ms. Cramer provided an update regarding a letter created to provide to people who may be interested in registering their historic property.



Discussion followed regarding local historic designations.

STAFF REPORTS

- Ms. Cramer asked the Board if they have any other trainings they would be interested in taking.
- Reminder of the Bank designation this Saturday.
- Mr. Higgins requested the Board look at their work plan and decide who will take on duties needing assignment.
- Discussion followed regarding upcoming Bank dedication.
- Reminder about the upcoming Walk and Talk.
- Mr. Higgins provided the Board with an update regarding the MSBOD's RFP regarding a monument sign at the Gesin Lot. Discussion followed.

BOARD REPORTS

- No further reports from the Board.

ADJOURNMENT

Motion by Mr. Rasmussen, seconded by Ms. Curtis, to adjourn the meeting at 7:04 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: June 05, 2023

SUBJECT: Discussion Regarding the Historic Advisory Board Member Application

SUMMARY

Staff has put together a Historic Advisory Board Member Application to be reviewed.

STAFF RECOMMENDATION

Staff recommends that the Historic Advisory Board provide feedback for the finalization of the application.

ATTACHMENTS

Historic Advisory Board Member Application



APPLICATION FOR APPOINTMENT HISTORIC ADVISORY BOARD

Please complete the following application for consideration for service on the Elizabeth Historic Advisory Board.

Please submit a letter of interest for the position describing your experience, expertise, and reasons you would like to be a member of the Historic Advisory Board.

Name: _____

Address: _____

Email: _____ Contact Phone #: _____

Occupation: _____

Please list your areas of experience and expertise:

- Administration
- Accounting/Finance
- Program Development
- Communications
- Public Relations
- Design
- Marketing / Advertising
- Economic Development
- Historic Preservation
- Event Management
- Downtown Business Activity

Additional areas of expertise/ experience _____

Have you attended an Elizabeth Historic Advisory Board meeting, event, forum, webinar, etc.?

- Yes
- No

If so, please explain your involvement.

Please submit this application along with a separate letter of interest. Make sure you have read through the Elizabeth Historic Advisory Board job description and understand the position's responsibility and requirements.

Submit to: Zach Higgins, Community Development Director, Town of Elizabeth
zhiggins@townofelizabeth.org – (303) 646-4166 – 151 S Banner Street, PO Box 159, Elizabeth CO 80107



TOWN OF ELIZABETH

COMMUNITY DEVELOPMENT DEPARTMENT

TO: Historic Advisory Board

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

DATE: June 05, 2023

SUBJECT: Discussion Regarding Promotional Outreach

SUMMARY

As a way to promote interest for the open positions on the Historic Advisory Board, Staff has created a promotional flyer to be reviewed. The flyer gives a summary of the HAB's mission, meeting time, and Town contact information. The intention is for the flyer to be mailed to property owners as well as distributed to local businesses.

STAFF RECOMMENDATION

Staff recommends that the Historic Advisory Board give direction on the scope of delivery that Staff should distribute the flyers to.

ATTACHMENTS

Historic Advisory Board Info Flyer



Join the Historic Advisory Board!

Help preserve Elizabeth's history!

About the HAB

The Historic Advisory Board is appointed by the Board of Trustees to provide guidance to the Town on historic preservation issues. Its primary focus is to review structures and sites for historic significance and to protect the town's architectural and cultural heritage by protecting its historic resources and providing incentives for historic preservation.

Term: 2 years

Meet: First
Monday of every
month
Time: 4:30 PM
Where: Town Hall



For more
information

**CONTACT THE COMMUNITY
DEVELOPMENT DIRECTOR**
zhiggins@townofelizabeth.or
303-646-4166

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TOWN OF ELIZABETH

COMMUNITY DEVELOPMENT DEPARTMENT

TO: Historic Advisory Board

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

DATE: June 05, 2023

SUBJECT: Discussion Regarding Friday Night Market

SUMMARY

The Friday Night Markets are scheduled to start on June 9th. Per the direction of the Historic Advisory Board, Staff has reserved a booth on Friday nights for the HAB members to utilize. Past discussions indicated that the HAB would use this opportunity to conduct oral history interviews as well as to promote and educate the public on the efforts of the HAB. Staff has created a schedule of the Friday nights for the HAB to indicate their availability.

STAFF RECOMMENDATION

Staff recommends that the Historic Advisory Board indicate their availability on the Friday Night Market schedule and discuss a plan of action for the dates they plan on attending.

ATTACHMENTS

Friday Night Market Schedule



TOWN OF ELIZABETH

COMMUNITY DEVELOPMENT DEPARTMENT

TO: Historic Advisory Board

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

DATE: June 05, 2023

SUBJECT: Discussion Regarding Tax Credits and Incentives Presentation with History of Colorado

SUMMARY

Staff was approached by Sara Kappel from History of Colorado to come and discuss tax credits and incentives with the Historic Advisory Board. Sara has offered to come to Town Hall and present an in-person presentation, which could be done during a regularly scheduled meeting.

STAFF RECOMMENDATION

Staff recommends that the Historic Advisory Board provide dates they would prefer this discussion to take place.



TOWN OF ELIZABETH

COMMUNITY DEVELOPMENT DEPARTMENT

TO: Historic Advisory Board

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

DATE: June 05, 2023

SUBJECT: Discussion Regarding Historic Walk and Talk

SUMMARY

Per the direction of the Historic Advisory Board, Staff has clarified the budget for the 2023 HAB workplan. The full budget for the year is \$37,000, and only \$9,357 is currently allocated. With this in mind, the HAB should decide on whether to pursue tents and tables for the Historic Walk and Talk as well as any additional items that would enhance the event.

STAFF RECOMMENDATION

Staff recommends that the Historic Advisory Board provide direction on the estimated event budget for the Historic Walk and Talk.

ATTACHMENTS

2023 HAB workplan



HISTORIC PRESERVATION PROGRAM WORK PLAN 2023

Category	Tasks	Start Date	Date to be completed	Status	HAB VOLUNTEER(S)	Funding source	Budget
							\$37,000
Training	Attend Annual Saving Places Conference	February-23	February-23	Completed			
	Participate in online and in-person CLG training as offered by DOLA and History Colorado	Ongoing	Ongoing	-		\$3,000 HAB	\$3,000
Planning	Annual work plan and budget planning	October	December	-		N/A	
	Maintain a Historic Preservation Plan for program	Ongoing	Ongoing	Chapter 8 of Comprehensive Plan		N/A	
Operational/Administrative	CLG Annual Report	October	November 1st	-		N/A	
	CLG Audit (Every 5 years)	January-23	Dec-23	-		N/A	
	Establish designated meeting posting place	1st meeting of calendar year	1st meeting of calendar year	January meeting agenda		N/A	
	Submit meeting minutes to History Colorado	Ongoing	Ongoing	-		N/A	
	Election of Chair and Vice Chair	Last meeting of calendar year	Last meeting of calendar year	-	N/A	N/A	
	Maintain copies of historic context studies and inventory reports	Ongoing	Ongoing	-	John	\$750, HAB	\$750
	Maintain promotional materials on program	Ongoing	Ongoing	-			
	Quarterly reports to the Board of Trustees	January, April, July, October	January, April, July, October	Update	John	N/A	
	Public Awareness and Communication	Ongoing	Ongoing	Quarterly Check-in	All	Need to establish	
Projects	Serve as consultant for Section 106 reviews	Ongoing	Ongoing	-	Aimee	N/A	
	Review and recommendation of historic alterations/designations	Ongoing	Ongoing	-	Aimee	N/A	
	Historic Walk and Talk	July	September		All	\$500, HAB	\$500
	Historic Preservation Education/Media articles	Ongoing	Ongoing	Ongoing	John, Bob	N/A	
	Building plaques	TBD	TBD		All	-	
	Historic District Creation	TBD	TBD	TBD	All	Possibly In-House	
	Historic Preservation Design Guidelines Update	TBD	TBD		Aimee, John	Possibly In-House	
	Intensive Surveys	TBD	TBD		All	\$5,107	\$5,107
Total Allocated						\$9,357	



TO: Historic Advisory Board
FROM: Alexandra Cramer, Planner/Project Manager
DATE: June 5, 2023
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 Pursuit of Additional Local Registered Properties**
 - a. Jeff and Connie Lehman expressed their interest in registering their property in the local historic register.
 - b. The HAB should discuss how they would like to pursue individuals that are interested in registering their property.
- 4. Walk and Talk Date**
 - a. The HAB has chosen September 30th, 2023.
- 5. Monument Sign Meeting**
 - a. The Main Street Board put out an RFP for the creation of a monument sign on the corner of main street and CO-86. After consideration, DHM was chosen for this project. The design charrette meeting will be held on June 26th at 6PM at Town Hall and is open to the public.
- 6. Historic Advisory Board Quarterly Update**
 - a. John will be presenting the Historic Advisory Board's quarterly update to the Board of Trustees on June 27th pending John's availability.
- 7. State APA Conference**
 - a. This year's State APA Conference will be held in Colorado Springs on September 27th, 28th and 29th .