



TOWN OF ELIZABETH

**TOWN OF ELIZABETH
HISTORIC ADVISORY BOARD
Monday, November 06, 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 October 2, 2023

NEW BUSINESS

- [2.](#) Discussion Regarding Historic Advisory Board Candidate—Alex Cramer, Planner/Project Manager
- [3.](#) Discussion Regarding the Draft Guidelines of the 2024 Town of Elizabeth Façade Grant Program—Alex Cramer, Planner/Project Manager
- [4.](#) Discussion and Possible Action Regarding Plaques—Alex Cramer, Planner/Project Manager
- [5.](#) Discussion and Possible Action Regarding Promotional Swag Items—Alex Cramer, Planner/Project Manager
- [6.](#) Discussion and Possible Action Regarding 2024 Meeting Schedule—Alex Cramer, Planner/Project Manager
- [7.](#) Discussion and Possible Action Regarding 2024 Proposed Budget and Workplan—Alex Cramer, Planner/Project Manager

STAFF REPORT

- [8.](#) Staff Report

BOARD REPORTS

9. Board Report

ADJOURNMENT



**HISTORIC ADVISORY BOARD – RECORD OF PROCEEDINGS
OCTOBER 2, 2023**

CALL TO ORDER

The Regular Meeting of the Historic Advisory Board was called to order on Monday, October 2, 2023, at 4:30 PM by Chair John Quest.

ROLL CALL

Present were Chair John Quest, Vice Chair Aimee Woodall, Historian Bob Rasmussen, members Audra Kirk, Dennis Rodriguez, and Jaquelin Hallett. There was a quorum to conduct business.

Also present were Community Development Director Zach Higgins, 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. Regular Minutes of September 11, 2023

Motion by Vice Chair Aimee Woodall, seconded by Historian Bob Rasmussen, 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 Historic Walk and Talk

Staff lead the discussion on takeaways from the Walk and Talk.

3. Discussion regarding Letter to Property Owners

Staff lead the discussion on letters to provide property owners on plaques.



4. Discussion regarding Trip to Historic District Community

Staff lead the discussion on a trip to a Historic District Community, discussion followed.

STAFF REPORTS

- Zach Higgins provided updates to the Board
 - The Board Trustees will be recognizing Aimee at the October 10th Board meeting at 7:00 p.m.
 - Discussion on providing a quarterly report
 - Discussion on a possible 4th of July event
 - Discussion on the Street Scape plan
 - Updates on the Main Street Revitalization Grant
 - Discussion on the Saving Places Conference, which will be January 31st to February 2nd

BOARD REPORTS

- Chair Quest discussed the Historic Advisory Boards workplan
- Discussion on the Façade Grant
- Chair Quest welcomed the new Board members

ADJOURNMENT

Motion by Historian Rasmussen, and seconded by Member Rodriquez, to adjourn the meeting at 5:33 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: November 6th, 2023

SUBJECT: Historic Advisory Board Candidate

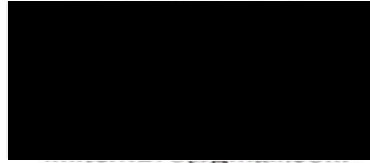
SUMMARY

The Town has received an application for the Historic Advisory Board openings. Lynn Mitchell has applied to fill the vacancy on the Historic Advisory Board. The Historic Advisory Board has seven (7) seats with three (3) year terms.

ATTACHMENTS

Lynn Mitchell Application, Resume & Letter of Interest

Lynn Mitchell



October 15, 2023

Zach Higgins
Community Development Director
Town of Elizabeth
303-646-4166
zhiggins@townofelizabeth.org

Dear Mr. Higgins,

I am interested in participating on the Elizabeth Historic Advisory Board because I love history and learning. Our heritage is precious and needs to be remembered and shared with all. Working on the local level with the Board will allow me to immerse myself in the Town of Elizabeth and provide help needed to strengthen all the positive work completed so far.

Sincerely yours,

A handwritten signature in cursive script that reads "Lynn Mitchell".

Lynn Mitchell

Lynn Mitchell

PROFILE

Wife, mother, grandmother, retired school teacher, and new resident to Elizabeth, Colorado.

EXPERIENCE

TEACHER, HENRICO COUNTY PUBLIC SCHOOLS, VIRGINIA -
1979-2019

Exceptional Education Teacher- Middle School (7 years); High School (21 years); Juvenile Detention Center(12 years)

EDUCATION

James Madison University, Harrisonburg, VA; Bachelor of Science Special Education; 1978

Virginia Polytechnic University, Blacksburg, VA; Master of Education Vocational Education for Special Needs; 1986

SKILLS

- Ability to get along with all people
- Conscientious
- Willingness to get involved in my new community



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: Lynn Mitchell

Address: _____

Email: _____

Contact Phone #: _____

Occupation: Retired

Please list your areas of interest, experience and expertise:

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

Additional areas of expertise/ experience Former Educator

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: November 6th, 2023

SUBJECT: Discussion Regarding the Draft Guidelines for the Town of Elizabeth Façade Grant Program

SUMMARY

Staff is seeking direction regarding the development of a Town of Elizabeth Façade Grant Program. The Historic Advisory Board and Main Street Board of Directors have both made formal recommendations that the Board of Trustees consider creation of a Town of Elizabeth Façade Grant Program. The HAB has expressed that they see this as an opportunity to not only see general enhancement of historic properties in the Town, but also providing an incentive to be within a future historic district or on the Town's historic register. The Main Street Board of Directors (MSBOD) believes this to be an opportunity to assist local businesses on Main Street in an impactful way that could drive additional traffic through their doors, as well as enhancing the overall appearance of Main Street.

Based on the feedback received at the September 11th meeting, Staff has put together draft guidelines for the Town of Elizabeth's Façade Grant Program for your review.

STAFF RECOMMENDATION

Town Staff recommends the Main Street Board, Historic Advisory Board, and Board of Trustees give Staff direction regarding the draft guidelines of a Town of Elizabeth Façade Grant Program.

ATTACHMENTS

DRAFT - Town of Elizabeth Façade Grant Program



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 up to a maximum award amount ranging 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 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 criteria aims to support business in older buildings in the community as well as business retention efforts.
Impact	-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	-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	-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	-Project minorly contributes to the retention or addition of a business downtown -Project contributes to safety of building and surroundings	-Project contributes to safety of building and surroundings	This criteria aims to support projects that will have the greatest positive impact on the community.
Community Contribution	-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	-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	-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	-Project area is somewhat clean and free of debris consistently -Applicant sometimes participates in community-based activities and promotions	-Applicant rarely participates in community-based activities and promotions	This criteria aims to support applicants that are general supporters of the community.
Minority, Women, Veteran and/or Immigrant Ownership	Ownership is M/W/V/I				No M/W/V/I Ownership	Statistically, M/W/V/I businesses have less cash buffer than other businesses. This criteria aims to level the playing for the ability for all businesses to complete façade projects.
Is the Business Public Facing? (e.g. Retail, Food, Medical, etc.)	Yes				No	Businesses with higher foot traffic from the public benefit from an attractive, aesthetically appealing storefront.

Total: _____/25

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. Illustrations of the proposed work or architectural drawings
 - c. Photos of the site and its relationship to adjoining sites
 - d. Color samples and texture of finish materials, where applicable
 - e. Scope of Work is required.
 - f. Planning Department comments/review, including Historic Preservation comments
 - i. Round 1 deadline:
 1. Last HAB meeting before deadline:
 - ii. Round 2 deadline:
 1. Last HAB meeting before deadline:
 - g. 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

COMMUNITY DEVELOPMENT DEPARTMENT

TO: Historic Advisory Board

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

DATE: November 6, 2023

SUBJECT: Discussion and Possible Action Regarding Plaques for the Local Historic Register

SUMMARY

Per the direction of the HAB, Staff mailed out letters of interest to the property owners on the local historic register to gauge the overall interest in having a plaque on their building. Staff has received interest back from the property owners and would like to move forward with purchasing the plaques for the buildings.

STAFF RECOMMENDATION

Staff recommends that the Historic Advisory Board formally allocate \$6,000 of funds for the plaques from the unallocated funds in your budget.



TOWN OF ELIZABETH

COMMUNITY DEVELOPMENT DEPARTMENT

TO: Historic Advisory Board

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

DATE: November 6th, 2023

SUBJECT: Discussion and Possible Action Regarding Promotional Swag Items

SUMMARY

Staff has explored several swag item options to purchase this year for the promotion of the HAB. The first option is a T-shirt to celebrate the 10th anniversary of the Historic Walk and Talk. The second option is a mug that also commemorates the Historic Walk and Talk. The third option is a collector's coin. Quotes and pictures for each of these items is included.

STAFF RECOMMENDATION

Staff recommends that the Historic Advisory Board allocate sufficient funds from their unallocated funds to purchase a swag item(s).

ATTACHMENTS

IC Threads T-Shirt Quote

HALO Mug Quote

GSJJ Coin Quote

Alexandra Cramer

From: I C Threads <info@icthreadsembroidery.com>
Sent: Thursday, November 2, 2023 3:06 PM
To: Alexandra Cramer
Subject: Re: Town of Elizabeth T-Shirt Cost Estimate - Historic Walk and Talk

Good Afternoon Alexandra,

DT5000 in Military Green Frost with 7" x 7" white logo on front would be \$10/shirt for a qty of 150.

Thank you,

Ione Kane
[I C Threads Embroidery](#)
720-394-6999

On Thu, Nov 2, 2023 at 8:44 AM I C Threads <info@icthreadsembroidery.com> wrote:
Good Morning!

I'll get that quote to you today.

Ione Kane
[I C Threads Embroidery](#)
720-394-6999

On Tue, Oct 31, 2023 at 2:32 PM Alexandra Cramer <acramer@townofelizabeth.org> wrote:

Hi Ione,

The Town's Historic Advisory Board is looking to spend some of their remaining funds from this year on t-shirts for the 10th anniversary of the Historic Walk and Talk next year. I looked on your website and want to get pricing for 150 shirts with an approximately 7"x7" white logo on the front. The name of the shirt is District® The Concert Tee® DT5000 and I am considering the Military Green Frost color. Please send over an estimate of the cost and I can bring that to the board to consider at their meeting next week.

Thanks!

Alexandra Cramer

ITHREADS

CUSTOM EMBROIDERY
AND SEWING

720-394-6999

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T-Shirts

[100% Cotton](#)

[6-6.1 100% Cotton](#)

[5-5.6 100% Cotton](#)

[50/ 50 Blend](#)

[Performance](#)

[Tanks](#)

[Ladies](#)

[Youth](#)

[Tall](#)

[Ring Spun](#)

[Long Sleeve](#)

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Polos/Knits

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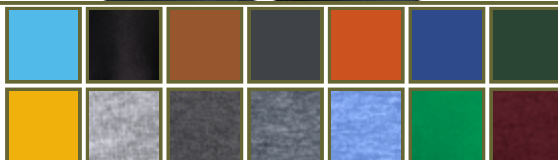
[Bags](#)

[Accessories](#)

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[Youth](#)

Pictured in **Military Green Frost**.
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DT5000

**District® The Concert Tee®
DT5000**

This tee rocks with comfort.

- 4.5-ounce, 100% soft spun cotton, 30 singles
- 50/50 soft spun cotton/poly (Neons, Heathered Charcoal, Heathered Royal, Heathered Navy, Military Green Frost, New Heather Red)
- 90/10 soft spun cotton/poly (Heather Grey)
- 98/2 soft spun cotton/poly (White Heather)
- Tear-away label
- 1x1 rib knit neck
- Shoulder to shoulder taping

Due to the nature of 50/50 cotton/polyester neon fabrics, special care must be taken throughout the printing process.

Adult Sizes: XS-4XL

XS, L, XL, 4XL: In Stock
M, 2XL, 3XL: Please call for availability

Infant & Toddler

Tall

Personal
Protection

Bottoms



Price starts at: \$6.98
For detailed PRICING, please select
"Add to Inquiries " to view the
ordering/pricing grid.

Review Quote



The Essentials Camp & Cubicle Ceramic Mug

\$4.33

White

[Remove](#)

- 150 +

Total: \$649.50

Estimated Subtotal

\$649.50

All prices listed are subject to change, depending on availability, imprint/decoration needs, sizing, and setup charges. Final pricing including sales tax and shipping costs will not be confirmed until your Account Executive provides you with a formal quote.

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Products

HALO Essentials



Let's Chat

Veterans of FW Military Coins

Challenge Coins*: Challenge Coins with One Side with Up to 4 Colors

Select Coin Size*: Coin Size: 1.5"

Standard Weight or Heavy Weight coin*: Standard Weight Coins

Mold option*: One Side 3D & Another Side 2D Design Coin

Soft Enamel vs Hard Enamel Coins*: Soft enamel Coins

Select Metal Finish*: Shiny Silver of Coins

Custom Edges *: Standard Edge - Coin

Packaging Option*: PVC Pouch - coin

Sequential Edge Numbering*: No Sequential Numbering - coin

Qty*: 100

Production Time with Discount.*: 30 Business days for any quantity, shipped by sea
- Biggest Savings! 30% discount off unit price.

Select Your Currency



Subtotal

USD ~~\$ 552.00~~ \$ 439.00 (30% discount for unit price only)

Total Quantity: 100 Pieces | Unit Price: 3.77 Mold Charge: 175

Free Shipping to USA / Canada / Europe Free Artwork and Design



Submit Order



Submit Inquiry or Request Free Proof





TO: Historic Advisory Board
FROM: Zach Higgins, AICP Community Development Director
Alexandra Cramer, Planner/Project Manager
DATE: November 6th, 2023
SUBJECT: Discussion and Possible Action Regarding 2024 Meeting Schedule

SUMMARY

Please review the proposed Historic Advisory Board 2024 Meeting Schedule. All meetings are to take place on Mondays at 4:30pm in the Town Hall board room.

January 8 th , 2024	July 1 st , 2024
February 5 th , 2024	August 5 th , 2024
March 4 th , 2024	September 2 nd , 2024
April 1 st , 2024	October 7 th , 2024
May 6 th , 2024	November 4 th , 2024
June 3 rd , 2024	December 2 nd , 2024

STAFF RECOMMENDATION

Staff recommends that the Historic Advisory Board approve or approve with revisions the Historic Advisory Board 2024 Meeting Schedule.



TOWN OF ELIZABETH

COMMUNITY DEVELOPMENT DEPARTMENT

TO: Historic Advisory Board

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

DATE: November 6th, 2023

SUBJECT: Discussion Regarding 2024 Proposed Budget

SUMMARY

Staff has provided an updated proposed budget spreadsheet for FY 2024. During the last discussion of the proposed budget, it was decided to request \$50,700 funds to be allocated to the HAB. Since then, the Board of Trustee's has decided on a preliminary budget of \$18,000 for the HAB. Due to this decrease in funds, the HAB should reconsider the proposed workplan and the allocated funds for each item.

The highlighted right column is a proposed budget from staff. This spreadsheet is intended to be utilized as a template for this discussion.

STAFF RECOMMENDATION

Staff recommends that the Historic Advisory Board provide direction and possible action on the 2024 workplan and proposed budget.

ATTACHMENTS

2024 Proposed HAB Workplan and Budget

Category	Task	Year to Date Actuals	Budget	18,000 (Proposed)
Training	Saving Places Conference		\$ 4,200.00	\$ 4,200.00
	CLG Training		\$ 200.00	\$ 200.00
	Town Visit (Revisit for 2025)		\$ -	
Operational/Administrative	Historic Context Studies and Inventory Reports		\$ 1,000.00	\$ 1,000.00
	Promotional Materials		\$ 1,800.00	\$ 1,800.00
	Main Street and HAB Networking Event		\$ 500.00	\$ 500.00
	Flyers		\$ 3,500.00	\$ 1,500.00
Projects	Building Plaques		\$ 1,800.00	
	Historic Preservation Education/Media Articles		\$ 200.00	\$ 200.00
	Local Historic Registered Properties - Consultation		\$ 1,500.00	\$ 1,500.00
	Oral History Collection		\$ 10,000.00	\$ 7,100.00
	Audio and Visual Self Guided Tour		\$ 12,000.00	
	Intensive Surveys		\$ 6,000.00	
Events	Historic Walk & Talk		\$ 5,000.00	
	Misc. Commemoration		\$ 3,000.00	
TOTALS		\$ -	\$ 50,700.00	\$ 18,000.00



TO: Historic Advisory Board
FROM: Alexandra Cramer, Planner/Project Manager
DATE: November 6th, 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 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 is scheduling a day trip to the City of Brighton to gain insight on their historic district and design standards and guidelines.
- 4. Oral History Collection**
 - a. The HAB’s oral history collection is underway. Contact Bob if you have individuals interested in being interviewed.
- 5. Monument Sign Meeting**
 - a. A Monument Meeting Presentation by DHM was held on August 14th.
- 6. Main Street Streetscape Meeting**
 - a. A Streetscape Design Open House was held on August 24th.
- 7. Saving Places Conference**
 - a. This year’s Saving Places Conferences will be held in Boulder on January 31st, February 1st, and February 2nd. Please let staff know before the end of the year if you plan on attending.