



# TOWN OF ELIZABETH

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## TOWN OF ELIZABETH

**HISTORIC ADVISORY BOARD**  
**Monday, October 07, 2024 at 4:30 PM**

**VISIONING WORKSHOP WITH HISTORY MATTERS, LLC**  
**Monday, October 07, 2024 Following Regular Meeting**  
**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 August 9, 2024

### NEW BUSINESS

- [2.](#) Discussion and possible action regarding Walk and Talk Thank you Gifts
- [3.](#) Discussion and possible action regarding Brochure Printing

### STAFF REPORT

- [4.](#) Staff Report

### BOARD REPORTS

### ADJOURNMENT



## HISTORIC ADVISORY BOARD – RECORD OF PROCEEDINGS

September 9, 2024

### CALL TO ORDER

The Regular Meeting of the Historic Advisory Board was called to order on Monday, September 9, 2024, at 4:34 PM by Vice Chair Aimee Woodall.

### ROLL CALL

Present were Vice Chair Aimee Woodall, Historian Bob Rasmussen, and Board Members Dennis Rodriguez, Jacque Hallett, and Lynn Mitchell. Chair John Quest was not present. There was a quorum to conduct business.

Also present were Planner/Project Manager Alexandra Cramer, Planning Technician Dianna Hiatt, and Deputy Town Clerk Harmony Malakowski.

### 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 August 5, 2024

Motion by Historian Rasmussen, seconded by Ms. Mitchell, 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 Upcoming Visioning Workshops

Ms. Cramer provided a Staff report. Discussion followed.

3. Discussion Regarding Publicity Strategy

Ms. Cramer provided a Staff report. Discussion followed.



# TOWN OF ELIZABETH

HISTORIC ADVISORY BOARD

## STAFF REPORT

- Planner/Project Manager Cramer provided updates regarding:
  - Oral Histories.
  - Historic Board website.
  - Plaques.
  - Upcoming Walk and Talk.
  - Upcoming joint workshop with the Board of Trustees has been cancelled.

## BOARD REPORTS

There were no further Board Reports.

## ADJOURNMENT

Motion by Ms. Mitchell, seconded by Ms. Hallett, to adjourn the meeting at 5:26 PM. The vote of those Board Members present was unanimously in favor. Motion carried.

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Chair John Quest

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Town Clerk Michelle Oeser



## TOWN OF ELIZABETH

COMMUNITY DEVELOPMENT DEPARTMENT

**TO:** Historic Advisory Board

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

**DATE:** October 7, 2024

**SUBJECT:** Discussion and Possible Action Regarding Historic Walk and Talk Thank You Gifts

### SUMMARY

The recent Historic Walk and Talk Tour was a success thanks to the collaborative efforts of many contributors, including members of the Historic Advisory Board. As part of our appreciation efforts, staff proposes presenting special thank you gifts to Jeff Lehman and Joe Martell for their particular roles in the event. We are seeking the Historic Advisory Board's input on gift options and approval for fund reallocation.

For Jeff Lehman, we are considering:

1. A framed photograph of Main Street from Jeff Struthers' photography collection
2. A framed photograph of Jeff leading the Walk and Talk Tour
3. Other ideas within a \$500 budget limit

For Joe Martell, we propose sponsoring the Elbert County Museum and Historical Society:

1. \$100 tier sponsorship
2. \$200 tier sponsorship

Staff is requesting the reallocation of up to \$700 from the oral history collection budget to cover these thank you gifts.

### STAFF RECOMMENDATION

Staff recommends that the Historic Advisory Board provide input on the proposed thank you gift options for Jeff Lehman and Joe Martell. We also seek approval for the reallocation of up to \$700 from the oral history collection budget to cover these gifts. Additionally, we request that the Board select a preferred sponsorship tier for the Elbert County Museum and Historical Society in recognition of Joe Martell's contributions.

### ATTACHMENTS

2024 Work Plan and Budget

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				\$ 2,000.00	
		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							
		Flyers	TBD	TBD		Lynn			\$ 1,973.99	\$ 26.01	\$ 2,000.00
Projects	Projects	Building Plaques/Storyboards	Dec-23	Feb-24		Staff				-	
		Serve as consultant for Section 106 reviews	Ongoing	Ongoing		Aimee					
		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,					\$ 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			\$ 588.00	\$ 4,512.00	\$ 5,100.00
		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		\$ 4,402.98	\$ 597.02	\$ 5,000.00	
		Misc. Commemoration								\$ 3,000.00	
		<b>TOTALS</b>						\$ 3,439.89		\$ 18,000.00	



## TOWN OF ELIZABETH

COMMUNITY DEVELOPMENT DEPARTMENT

**TO:** Historic Advisory Board

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

**DATE:** October 7, 2024

**SUBJECT:** Discussion and Possible Action Regarding Brochure Printing

### SUMMARY

The recent Historic Walk and Talk Tour utilized informative brochures that were well-received by participants. To ensure we have an adequate supply for future events and general distribution, staff proposes reprinting these brochures with a more generalized title, removing the specific "2024 Walk and Talk Tour Companion Guide" designation.

We have received a quote from Elizabeth Technology Center for the printing of 100 brochures. The cost for this printing is \$86.00, which can be covered by our current promotional materials budget of \$1,800.

### STAFF RECOMMENDATION

Staff recommends that the Historic Advisory Board approve the allocation of \$86.00 from the promotional materials budget for the printing of revised Historic Walk and Talk Tour brochures.



**TO:** Historic Advisory Board  
**FROM:** Alexandra Cramer, Planner/Project Manager  
**DATE:** October 7, 2024  
**SUBJECT:** Staff Report

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### **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. 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 Hoffines' oral history interviews.
  - c. Bob and Lynn have completed two more oral histories. These have been posted on the website.
- 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 10<sup>th</sup> at 6:00pm.