



TOWN OF ELIZABETH

**TOWN OF ELIZABETH
HISTORIC ADVISORY BOARD
Monday, April 03, 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 March 6, 2023

NEW BUSINESS

- [2.](#) Discussion regarding creation of Historic District and Update to Design Guidelines
- [3.](#) Discussion regarding pursuit of additional Local Historic Registered Properties
- [4.](#) Discussion regarding Oral History Collection
- [5.](#) Discussion and possible action regarding Historic Plaque Design
6. Discussion and possible action regarding May Historic Preservation Month Event
7. Discussion regarding Local Historic Register Application

STAFF REPORT

- [8.](#) Staff Report

BOARD REPORTS

ADJOURNMENT



**HISTORIC ADVISORY BOARD – RECORD OF PROCEEDINGS
MARCH 6, 2023**

CALL TO ORDER

The Regular Meeting of the Historic Advisory Board was called to order on Monday, March 6, 2023, at 4:33 PM by Chair John Quest.

ROLL CALL

Present were Chair John Quest, Vice Chair Aimee Woodall, and Board Members Denny Boehler, and Ronnie Curtis. Board Member Bob Rasmussen was absent. There was a quorum to conduct business.

Also present were Town Administrator Patrick Davison, 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 February 6, 2023

Motion by Vice Chair Ms. Woodall, seconded by Ms. Curtis, to approve the minutes from February 6, 2023.

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

NEW BUSINESS

2. Discussion and possible action on Election of 2023 Historic Advisory Board Historian

Motion by Vice Chair Woodall, seconded by Ms. Curtis, to nominate Bob Rasmussen as the



Historic Advisory Board Historian.

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

3. Discussion regarding visit to Elbert County Historical Society & Museum

Joe Martell, representative for the Elbert County Historical Society & Museum, introduced himself and provided information on the Museum.

4. Discussion regarding creation of Historic District and Update to Design Guidelines

Staff and the Board members discussed Chapter 6 design guidelines.

5. Discussion regarding pursuit of additional Local Historic Registered Properties

Staff and Board members discussed the possibility of adding Local Historic Registered Properties.

STAFF REPORTS

- Community Development Director Zach Higgins reviewed the Historic Advisory Board workplan with the Board.
- Mr. Higgins reviewed his written report that was provided to the Board.
- The Board and Mr. Higgins discussed dates and plans for the Historic Walk and Talk.

BOARD REPORTS

- Chair Quest found the presenters at the Saving Places Conference very insightful.
- Vice Chair Woodall found it interesting how conversations have changed since the last conference she attended in 2009.
- Mr. Quest stated that he learns something every time he attends the conference.

ADJOURNMENT

Motion by Ms. Curtis, seconded by Vice Chair Woodall, to adjourn the meeting at 5:28 PM. The vote of those Board Members present was unanimously in favor. Motion carried.

Town Clerk Michelle Oeser

Chair John Quest



Agenda

- **History and Background**
- **Why a Main Street Historic District**
- **Design and Preservation Guidelines**
- **Questions and Comments**



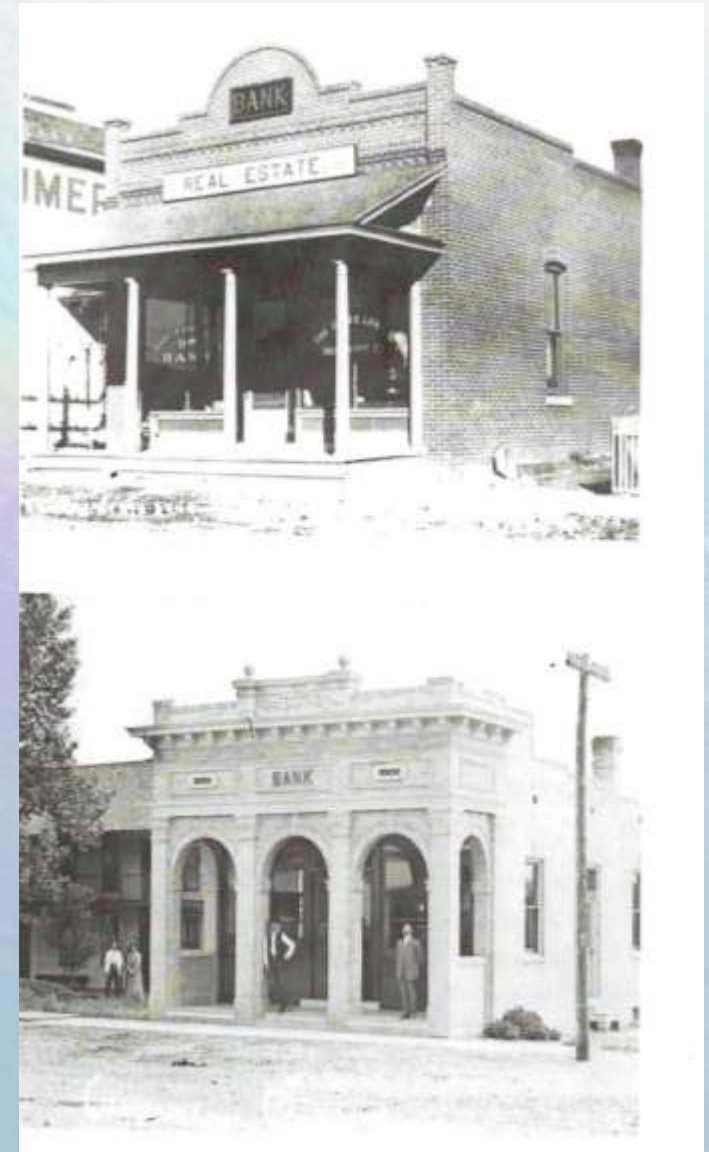
History and Background

- **The HAB and historic preservation ordinances**
- **93 historic properties identified**
- **Two studies completed with State grants**
- **Eight properties achieved local recognition**
- **One property achieved State recognition**



History and Background

- **One property is a candidate for national recognition**
- **2015 Downtown Strategic Plan**
- **2022 Ordinances updated**
- **Two historic district proposals**



Why a Historic District

- **Protects and enhances the identity, character and property values**
- **Expands access to state/federal tax credits**
- **Opens opportunities for certain grants**
- **Façade improvement grants may be available**





Old Town District

Town of Elizabeth



Commercial District

Historical Advisory Board

Why a Main Street Historic District

- **Encouraged by consulting experts**
- **Main Street strategic plan supports the concept**
- **Enhances the concept of a sense of place**
- **Provides the advantages noted earlier**
- **Increases heritage tourism**
- **Revitalizes the downtown**

Proposed Main Street Historic District



Agenda

- **History and Background**
- **Main Street Historic District**
- **Design and Preservation Guidelines**
- **Questions and Comments**

Design and Preservation Guidelines

- **Current guidelines focus primarily on new construction or renovation of non-historical structures**
- **The proposed guidelines will focus on :**
 - **Preservation within the town limits**
 - **New construction in an historic district**
 - **Including both residential and commercial properties**



Design and Preservation Guidelines

Preservation within the town limits

- **Applies to any building 50 years or older classified as contributing structures**
- **Specially those buildings that meet one or more of other characteristics of historical significance such as:**
 - **Associated with significant historical events**
 - **Associated with individuals that played significant roles in history**
 - **Distinctive architectural style**



Design and Preservation Guidelines

- **Guidelines will cover exterior building surfaces only with focus on the street fronts**
- **Certain site related conditions may also be considered**
- **Buildings built after 1930 or non-contributing structures will also be evaluated when they are located in an historic district**



Design and Preservation Guidelines

- **Building components that will be addressed include:**
 - **Siding and roofing**
 - **Front wall fascia and cornice detailing**
 - **Doors and windows**
 - **Awnings and canopies**
 - **Building mass and integration with its surroundings**

Questions and Comments



TOWN OF ELIZABETH

COMMUNITY DEVELOPMENT DEPARTMENT

TO: Historic Advisory Board

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

DATE: April 03, 2023

SUBJECT: Pursuit of Additional Local Historic Register Properties

SUMMARY

The Square Moon and HistoryMatters, LLC studies provide recommendations for properties which could be pursued for additional intensive surveys followed by local, state, or national registration. The most recent intensive surveys completed provide three properties which are not currently locally registered as candidates. 723 S. Banner, 167 E. Grant, and 200-244 Main Street have intensive surveys completed and have the majority information required for the local designation. The property owners will need to give consent for the designation process to take place.

STAFF RECOMMENDATION

Staff recommends that the Historic Advisory Board consider pursuing local registration for 723 S. Banner, 167 E. Grant, and 200-244 Main Street. Staff also recommends creating a plan to implement.

ATTACHMENTS

723 S. Banner Intensive Survey

167 E. Grant Intensive Survey

200-244 Main Street Intensive Survey

INTERVIEW RELEASE FORM

Project name: _____

Date: _____

Interviewer: _____

Tape number: _____

Name of person(s) interviewed: _____

Address: _____

Telephone number: _____

Date of birth: _____

By signing the form below, you give your permission for any tapes and/or photographs made during this project to be used by researchers and the public for educational purposes including publications, exhibitions, World Wide Web, and presentations. By giving your permission, you do not give up any copyright or performance rights that you may hold.

I agree to the uses of these materials described above, except for any restrictions, noted below.

Name (please print): _____

Signature: _____

Date: _____

Researcher's signature: _____

Date: _____

Restriction description: _____

REQUIRED

Veteran's Release Form (See reverse for Interviewer's Release Form)

TO BE COMPLETED BY VETERAN OR CIVILIAN

(In cases of deceased veterans, to be completed by the donor of the material.)

I, _____, am a participant in the Veterans History Project (hereinafter "VHP") of the Library of Congress American Folklife Center. I understand that the purpose of the VHP is to collect audio- and video-recorded oral histories of America's war veterans and of those who served in support of them, as well as selected related documentary materials such as photographs and manuscripts, for inclusion in the permanent collections of the Library of Congress. These oral histories and related materials serve as a record of American veterans' wartime experiences and as a scholarly and educational resource for Congress and the general public.

I understand that the American Folklife Center plans to retain the product of my participation in the VHP, including but not limited to my interview, presentation, video, photographs, statements, name, images or likeness, voice, and written materials ("My Collection") as part of its permanent collections.

I hereby grant to the Library of Congress ownership of the physical property comprising My Collection. Additionally, I hereby grant to the Library of Congress, at no cost, the perpetual, nonexclusive, transferable, worldwide right to use, reproduce, transmit, display, perform, prepare derivative works from, distribute, and authorize the redistribution of the materials in My Collection in any medium. By giving this permission, I understand that I retain any copyright and related rights that I may hold.

I hereby release the Library of Congress, and its assignees and designees, from any and all claims and demands arising out of or in connection with the use of My Collection, including but not limited to any claims for copyright infringement, defamation, invasion of privacy, or right of publicity.

Should any part of My Collection be found to include materials that the Library of Congress deems inappropriate for retention with the collection or for transfer to other collections in the Library, the Library may dispose of such materials in accordance with its procedures for disposition of materials not needed for the Library's collections.

ACCEPTED AND AGREED

Signature _____ Date _____
month/day/year

Printed Name _____

Name of Interviewer (if applicable) _____

Relationship to Interviewer _____

Library of Congress American Folklife Center VETERANS HISTORY PROJECT

Written Release Form

Full Name of Person Interviewed

(print): _____

Address: _____

Phone: () _____

Place of
Interview: _____

Name of Interviewer & Institution
(print): _____

Date of Interview: _____

I understand that this interview and any photographs, tape recording, or video recording are part of scholarly research by the individual and institution named above. I give permission for the following (check all that apply):

- _____ May be used for educational and research purposes at the above institution
- _____ May include my name
- _____ May be included in a school publication or exhibit
- _____ May be included in another educational, nonprofit publication or exhibit
- _____ May be used but DO NOT include my name
- _____ May be deposited in a local, state or regional archive
- _____ Other (explain)

Signature of Interviewee

Date

Signature of Parent or Guardian if
Interviewee Is a Minor

Date

Main Street: Collecting Oral Histories



Rachael A. Storm, PhD
Associate Curator of Business & Industry

 **History Colorado**



What is an oral history?

- Recorded conversation
- Storytelling
- Narrators



Why oral histories?

Starting a Project



Partnerships



- Business or neighborhood associations
- Library
- Historical society

What stories do you want to capture?

- Transformations over time
- The birth and evolution of annual events, traditions, and organizational structures
- Relationships between neighbors
- Relationships between Main Street and the greater community
- Participating in traditions and what that means to participants
- Significant economic and social changes
- Annual events
- *What else?*

Where & how will you collect?

- Snowball collecting
 - Easy-to-answer questions
 - Lots of narrators
 - High traffic, public locations
- Storytelling collecting
 - More thought-provoking questions
 - Fewer narrators
 - Low/no traffic, private locations

Question types

- **Closed:** WHO or WHAT or WHEN
- **Open:** requires additional information on WHO, WHAT, or WHEN
- **Retrospective:** HOW or WHY – emotional memories
- **Connecting:** Past + Present



Whose stories?



- People who work, or have worked, on Main Street
- People who shop or do business on Main Street
- All ages

Recruiting collectors

- Availability
- Training
- Youth!



Snowball collecting event



Snowball collecting event

- Location: an events booth OR your organization's facility
- Collection:
 - Semi-private space (only to protect audio quality)
 - Unscheduled
 - Questions: closed & open, no more than 3 questions
 - Length: 1-5 minutes
- Materials collected:
 - Oral histories + release form
 - Follow-up contact info, if narrator wishes to provide it

Snowball timeline

- Prepare 1-3 questions
- Flyers
- Train collectors
 - Technology
 - Paperwork
- Prep question board
- Print release forms
- Tracking spreadsheet



Snowball documents

- Flyers
 - Where you will be located
 - What time you'll be collecting
 - May wish to include the questions you'll ask
 - Tell them how you will use the oral histories

Number	Name	Release signed	Email address for follow-up
001	<i>Jim Do</i>	<i>yes</i>	<i>n/a</i>
002	<i>Jim Do</i>	<i>yes</i>	<i>jim.do@psdnet.com</i>
003			
004			
...			

Storytelling collecting event



Storytelling collecting event

- Location: your organization's facility
- Collection:
 - One-on-one in a private space
 - Scheduled: yes or no
 - Questions: all types; could be sent ahead of time, if scheduled
 - Length: 1+ hours
- Materials collected:
 - Oral histories + release form
 - Photos, documents, and artifacts?

Storytelling timeline

- Prepare 8-12 questions
- Flyers
- Train collectors
 - Technology
 - Paperwork
 - Narrator care
- Reserve quiet collecting areas
- Print release forms
- Create & print spreadsheet



Storytelling docs

- Flyers
 - Where you will be located
 - What time you'll be collecting & whether they need to schedule an appointment (& how)
 - What they can bring (if they wish)
 - Tell them how you will use the oral histories


Collector: *Nancy West*

Number	Name	Release signed	Photos/other items (see log sheet)
001	<i>Jim Do</i>	<i>yes</i>	<i>yes</i>
002	<i>Jim Do</i>	<i>yes</i>	<i>no</i>
003			
...			

Photos?
Videos?
Documents?



Recording technologies




- Video camera
- Smart phone video
- Voice recorder apps
- Handheld recorders

Training & Practice





First things first

- Enter their info on the spreadsheet
- Release form signed
- Press record
- 1-2 second pause
- State
 - Date
 - Your name
 - Location
 - Narrator's name




One-on-one collecting



- Provide the narrator with physical, mental, and emotional space
- Be ok with long pauses
- Watch your own body language and words too – quietness of both is important!

Collection checklist

- Quiet space
- Box of tissues
- Bottle of water
- Narrator is 12-18" from recording device



Processing



- Back it up
- Cataloging
- Indexing

Sharing

- Narrator first (1-on-1)
- QR codes
- SoundCloud or YouTube



Why I love oral histories



Thank You!

Questions?

Dr. Rachael A. Storm – rachael.storm@state.co.us





TOWN OF ELIZABETH

COMMUNITY DEVELOPMENT DEPARTMENT

TO: Historic Advisory Board

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

DATE: April 03, 2023

SUBJECT: Historic Plaque Design

SUMMARY

Staff has put together a number of plaque designs for the HAB to review. Some of these designs include date of construction, name of building, other important information.

STAFF RECOMMENDATION

Staff recommends that the Historic Advisory Board provide one to two options for Historic Plaques that can be purchased by the Town or the applicant for historically registered buildings in Town.

ATTACHMENTS

Plaque designs



TOWN OF ELIZABETH

COMMUNITY DEVELOPMENT DEPARTMENT





TOWN OF ELIZABETH

COMMUNITY DEVELOPMENT DEPARTMENT



Free general admission for kids, every day at all
History Colorado museums.

Find your local museum here!

Looking for something specific?

English



National & State Registers of Historic Places Plaque Sources

Plaque Sources

(Last updated January 2017)

Congratulations on the recent listing of your property in the National Register and/or State Register. You may be interested in obtaining a plaque recognizing the

property's official designation. National Register plaques are available from a number of sources. The standard wording is:

This Property Has Been Placed In The
National Register Of Historic Places
By The United States Department Of The Interior

This Property Has Been Placed In The
Colorado State Register Of Historic Properties
By History Colorado

History Colorado and the State Historic Preservation Officer do not endorse any of the companies listed below nor can we guarantee the prices or descriptions quoted. Contact companies directly to obtain specific design and price information.

[Download a list of plaque vendors \(pdf\) →](#)

Preparing a Press Release

For National Register Listing

Now that your property is listed in the National Register of Historic Places, you may want to write a press release so the local newspaper can share the good news. We have provided a standard paragraph below with general

information about the National Register program to include in your release:

The National Register of Historic Places is the official federal list of districts, sites, buildings, structures, and objects significant in American history, architecture, archaeology, engineering, and culture. These contribute to an understanding of the historical and cultural foundations of the nation. Authorized under the National Historic Preservation Act of 1966, the National Register is part of a national program to coordinate and support public and private efforts to identify, evaluate, and protect our historic and archeological resources. The National Park Service provides overall program administration. The Office of Archaeology and Historic Preservation (OAHP) in History Colorado, the Colorado Historical Society, administers the register in Colorado. OAHP assists property owners in listing Colorado's most historically and architecturally significant buildings, structures, and sites in the National Register of Historic Places and the Colorado State Register of Historic Properties. In Colorado there are over 1,500 properties listed in the National Register and over 2,000 listed in the State Register. Properties listed in the National or State Registers may be eligible for investment tax credits or for grants from the State Historical Fund, another program of History Colorado. OAHP staff is available to assist

with the initial assessments of eligibility and to provide guidance in the completion of Register nominations.

For State Register Listing

Now that your property is listed in the State Register of Historic Properties you may want to write a press release so the local newspaper can share the good news. We have provided a standard paragraph below with general information about the State Register program to include in your release:

The Colorado State Register of Historic Properties is a listing of the state's significant cultural resources deserving of preservation for the future education and enjoyment of residents and visitors. Properties listed in the State Register include individual buildings, structures, objects, districts, and historic and archaeological sites. Over 2,000 individual properties and districts are currently listed in the State Register. The State Register program is administered by the Office of Archaeology and Historic Preservation (OAHP) within History Colorado, the Colorado Historical Society. OAHP assists property owners in listing Colorado's most historically and architecturally significant buildings, structures, and sites in the Colorado State Register of Historic Properties. Properties listed in the National Register of

Historic Places are automatically listed in the State Register of Historic Properties. They may also be nominated and listed separately to the State Register without inclusion in the National Register. Properties listed in the State Register may be eligible for investment tax credits or for grants from the State Historical Fund, another program of History Colorado. OAHP staff is available to assist with the initial assessments of eligibility and to provide guidance in the completion of Register nominations.

Should you have any questions, please contact the National Register staff at the Office of Archaeology and Historic Preservation at 303-866-3392.

[About](#) [Donate](#) [Contact](#) [Press](#) [FAQs](#) [Enews](#)



PLAQUE SOURCES

NATIONAL REGISTER of HISTORIC PLACES



Congratulations on the listing of your contributing property in a historic district in the National Register. You may be interested in obtaining a plaque recognizing the property's official designation. National Register plaques are available from a number of sources. The standard wording is:

This property is within the _____ Historic District listed in the National Register of Historic Places by the United States Department of the Interior

History Colorado and the State Historic Preservation Officer do not endorse any of the companies listed below nor can we guarantee the prices or descriptions quoted. Contact companies directly to obtain specific design and price information.

All-Craft Wellman Products, Inc
4839 E. 345th St.
Willoughby, OH 44094-4671
800-340-3899
all-craftwellman.com

Colonial Brass
42 Connie St.
Taunton, MA 02780
800-549-8670
colonialbrass.com

Eagle Sign & Design
901 E. Liberty Street
Louisville, KY 40204
888-561-0007
eaglesign.com

Erie Landmark Co.
637 Hempfield Hill Road
Columbia, PA 17512
800-874-7848
erielandmark.com

Franklin Bronze Plaques
4201 US 322 West
Franklin, PA 16323
866-405-6623
franklinbronzeplaques.com

Healy Plaques
60 New River Rd
PO Box 4
Manville, RI 02838
800-995-0981
healyplaques.com

Lake Shore Industries
PO Box 59
Erie, PA 16512-0059
800-458-0463
lsisigns.com

The Southwell Co.
PO Box 299
San Antonio, TX 78291
800-950-8068
southwellco.com

Additional sources:

National Park Service's
sources for plaques:
[http://www.nps.gov/nr/faq.htm#
plaque](http://www.nps.gov/nr/faq.htm#plaque)

For NHL plaque contact:
NPS Intermountain Regional
Office, Denver
PO Box 25287
Denver, CO 80225-0287
303-987-6690

Preparing a Press Release

Now that your property is listed in the National Register of Historic Places, you may want to write a press release so the local newspaper can share the good news. We have provided a standard paragraph below with general information about the National Register program to include in your release:

The National Register of Historic Places is the official federal list of districts, sites, buildings, structures, and objects significant in American history, architecture, archaeology, engineering, and culture. These contribute to an understanding of the historical and cultural foundations of the nation. Authorized under the National Historic Preservation Act of 1966, the National Register is part of a national program to coordinate and support public and private efforts to identify, evaluate, and protect our historic and archeological resources. The National Park Service provides overall program administration. The Office of Archaeology and Historic Preservation (OAHP) in History Colorado, the Colorado Historical Society, administers the register in Colorado. OAHP assists property owners in listing Colorado's most historically and architecturally significant buildings, structures, and sites in the National Register of Historic Places and the Colorado State Register of Historic Properties. In Colorado there are over 1,600 properties listed in the National Register and over 2,100 listed in the State Register. Properties listed in the National or State Registers may be eligible for investment tax credits or for grants from the State Historical Fund, another program of History Colorado. OAHP staff is available to assist with the initial assessments of eligibility and to provide guidance in the completion of Register nominations.

Should you have any questions, please contact the National Register staff at the Office of Archaeology and Historic Preservation (303-866-3392).



A Preservation Program of



HISTORY *Colorado*



TO: Historic Advisory Board
FROM: Zach Higgins, AICP Community Development Director
DATE: April 3, 2023
SUBJECT: Staff Report

STAFF REPORT

- 1. Training:**
 - a. Additional Trainings for HAB?
- 2. 188 South Main Street**
 - a. The Historic Bank Building on Main Street's Register of Historic Places has been approved.
- 3. 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
- 4. Intensive Surveys**
 - a. 723 S. Banner, 167 E. Grant, and 200-244 Main Street are eligible for listing as Town of Elizabeth Historic Properties according to HistoryMatters, LLC. 188 Main Street and 619 Main Street were also marked as either state eligible or locally eligible by HistoryMatters, LLC, but are already on the Town's Historic Register.
 - b. The narratives and final deliverable for the nine properties have been received.
 - c. The HAB can choose additional properties from the updated inventory list for additional surveys.
- 5. Walk and Talk Date**
 - a. The HAB has chosen September 30th, 2023