



TOWN OF ELIZABETH

**TOWN OF ELIZABETH
HISTORIC ADVISORY BOARD
Monday, September 11, 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 August 7, 2023

NEW BUSINESS

2. Discussion regarding Historic Advisory Board Candidates – Alex Cramer, Planner/Project Manager
3. Discussion regarding the Historic Plaques – Alex Cramer, Planner/Project Manager
4. Discussion regarding the Façade Grant Program – Alex Cramer, Planner/Project Manager
5. Discussion regarding the Certified Local Government – Lindsey Flewelling, Ph.D., Certified Local Government (CLG) Coordinator

STAFF REPORT

6. Staff Report

BOARD REPORTS

ADJOURNMENT



**HISTORIC ADVISORY BOARD – RECORD OF PROCEEDINGS
AUGUST 7, 2023**

CALL TO ORDER

The Regular Meeting of the Historic Advisory Board was called to order on Monday, August 7, 2023, at 4:34 PM by Chair John Quest.

ROLL CALL

Present were Chair John Quest and Vice Chair Aimee Woodall. Historian Bob Rasmussen was absent. 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 July 17, 2023

Chair Quest tabled the approval of the minutes until the next scheduled meeting.

NEW BUSINESS

2. Discussion regarding Action Plan for Historic District Creation

Staff provided a report. Discussion followed regarding an action plan for the creation of a Historic District.

3. Discussion and possible action regarding Promotional Materials Budget

Staff provided a report on promotional materials, discussion followed.



STAFF REPORTS

- Mr. Higgins discussed the item included in his written report.
- Mr. Higgins discussed the possibility of the Town having a 4th of July event next year.
- Due to the next meeting falling on a holiday the September meeting will be moved to September 11, 2023.

BOARD REPORTS

There were no Board reports presented.

ADJOURNMENT

Motion by Vice Chair Woodall, seconded by Chair Quest, to adjourn the meeting at 5:32 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: September 11th, 2023

SUBJECT: Historic Advisory Board Candidates

SUMMARY

The Town has received three (3) applications for the Historic Advisory Board openings. Audra Kirk, Dennis Rodriguez, and Jacqueline Hansen-Hallett have applied to fill the vacancies on the Historic Advisory Board. The Historic Advisory Board has seven (7) seats with three (3) year terms.

ATTACHMENTS

Audra Kirk's Application, Resume & Letter of Interest

Dennis Rodriguez's Application, Resume & Letter of Interest

Jacqueline Hansen-Hallett's Application & Letter of Interest



APPLICATION FOR APPOINTMENT HISTORIC ADVISORY BOARD

Please complete the following application for consideration for service on the Elizabeth Historic Advisory Board. Along with this application, 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: Audra Kirk

Address: 3498 Columbine Trail E

Email: AudraKirk@gmail.com Contact Phone #: 720-331-0922

Occupation: Site acquisition

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.

I attended the historic walk last
September.

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, AICP, Community Development Director, zhiggins@townofelizabeth.org
Town of Elizabeth, 151 S Banner Street, PO Box 159, Elizabeth CO 80107 303-646-4166

AUDRA KIRK

CONTACT

(720) 331-0822

Audrakirk.co@gmail.com

34198 Columbine Trail
E, Elizabeth, CO 80107

Linkedin.com/audralkirk

EDUCATION

2001-2005

Bachelors of Environmental
Design -

Urban Planning
*University of Colorado,
Boulder, CO*

1994-1996

AAS Interior Design
*Arapahoe
Community College
Littleton, CO*

KEYSKILLS

- Land use permitting
- Special use permitting
- Public speaking
- Zoning
- Xcel/Word
- Highly organized

June 2021 – Present

Smartlink Group LLC

Real Estate Specialist III

- See new site build projects from conception to construction hand off.
- Research and identify potential properties for new site builds.
- Negotiate lease with new landlords.
- Research jurisdiction requirements.
- Manage all zoning and building permit submittals for each new site build.
- Attend and present at all necessary public hearings.
- Work with engineering to coordinate zoning drawings and construction drawing and submit for zoning and building permits.

February 2021 – June 2021

Dr Horton

Project Coordinator

- Prepared and submitted building permits for large residential neighborhoods.
- Updated and maintained project-tracker.
- Applied for and tracked all power applications.
- Led weekly starts meetings for my assigned neighborhoods.

May 2019 – August 2020

Black and Veatch (Adams Gabbert) Site Acquisition Specialists

- Oversaw the permitting process for new stand alone and Xcel replacement poles.
- Provided weekly progress updates to appropriate team members and leadership.
- Made initial contact with landowners for easements.
- Updated and maintained project-tracking database (Quickbase).
- Ensured pre-con documents/files were complete and accurate.

August 2006- November 2017

City of Englewood

Planner I and II

- Prepared and presented new land use standards and regulations including rezoning proposals to the Planning and Zoning Commission and City Council.
- Reviewed residential and commercial permit applications and performed all inspections.

Town of Elizabeth
Attn: Zac Higgins
151 S. Banner Street
Elizabeth, CO 80107

August 14, 2023

RE: Historic Advisory Board

Dear Mr. Higgins,

I would like to be considered for the Historic Advisory Board with the Town of Elizabeth. I am a past volunteer with the City of Lakewood's Historic Preservation Commission. I also helped the City of Englewood start their Historic Preservation Commission in 2017 when I was employed as a city planner.

I am aware of the time commitment and the level of involvement required.

Please let me know if you would like any additional information.

Thank you,

A handwritten signature in blue ink that reads "Audra Kirk". The signature is written in a cursive style with a large initial "A".

Audra Kirk
720-331-0822



APPLICATION FOR APPOINTMENT HISTORIC ADVISORY BOARD

Please complete the following application for consideration for service on the Elizabeth Historic Advisory Board. Along with this application, 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: Dennis Rodriguez

Address: 4719 Aspen Pl, Elizabeth, CO 80107

Email: dvarch@comcast.net Contact Phone #: 303-358-9056

Occupation: Architect

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 Architectural Design Guidelines

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.

Dennis Rodriguez, AIA

Mr. Rodriguez is the Building Information Modeling (BIM) Enterprise Manager for transportation/aviation and has over 30 years of project management and process development experience. He has developed an enterprise BIM implementation/integration strategy for agencies both nationally and internationally. This process integrates design, construction, and commissioning together with facility/asset management and GIS into all aspects of facility operations and maintenance.

Mr. Rodriguez is an expert in building collaborative relationships (internal and external), achieving support for BIM processes and ideas, and driving implementation programs through complex project environments. He is a catalyst in guiding clients in accomplishing industry leading BIM operations while demonstrating the expertise in delivering change to not only leadership, but also to end users, operations and information technology stakeholders.

- Asset Management
- Product Development
- Process Standards/Documentation
- Presentations & Public Speaking
- Governance & Compliance
- Change/Process Management
- Strategic Development
- Organizational Leadership

Relevant Project Experience

Triunity - Building Information Modeling (BIM) Implementation Manager ODOT/WSDOT Interstate Bridge Replacement Program (2021-present):

- Create a Common Data Environment that meets all regulatory requirements and aligns information systems including CAD, GIS, 3D Building Information Modeling (BIM), public outreach data, project controls, design information, traffic and sensor data, asset data, and other related information to manage a Digital Twin of the physical and functional characteristics of the Program.

Triunity - Building Information Modeling (BIM) Program Manager Los Angeles International Airport (2019-2022):

- Managing the BIM implementation for Los Angeles World Airports (LAWA) Terminal Cores project for Austin Commercial Limited Partnership.
- Guiding design and construction teams through LAWAs BIM standards compliance to ensure quality control for facility and asset management deliverables
- Ensuring construction model coordination and owner requirements throughout the design/build process.

AECOM - Building Information Modeling (BIM) Program Implementation Manager

Los Angeles International Airport (2014-2020):

- Developing and managing a Central Building Information Management implementation for Los Angeles World Airports as the basis of an enterprise wide as-built repository system
- Creating a customized LAWA BIM manual and standards with integrated contract language, specifications and execution plans the existing facility as well as a multi-billion-dollar capital and landside access modernization program
- Managing deliverable integration and requirements across multiple internal and external programs, ensuring owner facility data quality
- Establishing executive management relationships across departments to get buy-in and funding for a multi-year, airport wide resource program

AECOM - Building Information Modeling Implementation Manager Miami Dade Water and Sewer Department (2014-2015):

Experience

31 years

Associations

American Institute of Architects (AIA)

International Facilities Management Association (IFMA)

- Airport Facilities Council

Airport Minority Advisory Council (AMAC)

American Association of Airport Executives (AAAE)

Registrations

Registered Architect - Colorado

Education

M Arch
Arizona State University
Tempe, AZ
1992

B Design
Arizona State University
Tempe, AZ
1989

-
- Establishing a multi-step BIM implementation program for the Southeast US's largest water and sewer utility
 - Developing a full life cycle program with integrated BIM, GIS and Maximo systems

**AECOM - Building Information Modeling Program Consultant
Melbourne International Airport, Melbourne, Australia (2014):**

- Providing guidance on the implementation of an enterprise-wide integrated BIM, GIS and Maximo system
- Developing recommended workflows and process improvements to maximize the value of an integrated system
- Reviewing and recommending asset management software and processes to optimize existing facilities

**AECOM - Civil Information Modeling Program Manager
San Francisco International Airport, California (2014-15):**

- Assisting Airport staff in the development of a Master Utility and Technology Plan Report utilizing BIM and GIS processes
- Establishing BIM/GIS Standards for existing conditions data collection and utilization
- Developing a BIM based existing system condition data collection process including life expectancy and internal/external conditions assessment

**AECOM - BIM Enterprise Manager
Denver International Airport, Denver, Colorado (2009-2014):**

- Leading the enterprise-wide implementation of BIM for planning, design, construction and asset management processes for the Airport Infrastructure Management Division
- Developing integration and automation of facilities maintenance and asset management information with BIM and GIS data for lifecycle procedures
- Managing the development and approval of client specific BIM manual and standards document with integrated contracts and execution plans
- Establishing policies and procedures documentation across disciplines and construction teams for all DIA capital programs. Current combined Capital Improvement Projects and Operations and Maintenance projects are valued at approximately \$1.6 Billion over the next 5 years.
- Integrating software implementation across multiple departments and AEC consultants using Autodesk's Revit & Civil3D, IBM Maximo and ESRI platforms
- The effort includes \$550 million-dollar hotel and multi-modal addition as well as strategic integration of the 12.8 million square feet existing facility

Relevant Seminar Presentations

"LiDAR at LAX", 2019, Autodesk University 2019, Las Vegas, NV

"Defining the Rosetta Stone – Finding a Common Language Across a Common Process", 2016, Keynote Speaker: Campus FM Technology Association, Boulder, CO

"Integrating BIM Into the Project Lifecycle", 2015, BIM Integration Congress 2015, San Francisco, CA

"An Owner's Perspective to Successful Implementation at Denver International Airport", 2014, Air Movement and Control Association International, Inc., 2014, Melbourne, Australia

"Autodesk® InfraWorks™ 2014: Realizing the Potential of a Fully Integrated BIM Process", 2013, Autodesk University 2013, Las Vegas, NV

"Large Team Prefabrication Strategies", 2013, BIMForum 2013, Denver, CO

"Disruptive Change: Making the Case for Enterprise BIM to FM & GIS", 2013, International Facilities Management Association World Workplace 2013, Philadelphia, PA

"BIM to FM & GIS: Bringing Facility Life Cycle Data Commissioning to Denver International Airport", 2012, BIMForum Fall Conference, Tacoma, WA

"BIM to FM & GIS - Bringing Facility Life Cycle Data Commissioning to Denver International Airport", 2012, International Facilities Management Association World Workplace 2012, San Antonio, TX

"Bringing Life to Lifecycle at DIA", 2012, AAE/NW Chapter AAE Airport Facilities Management Conference, Colorado Springs, CO

Dennis Rodriguez
4719 Aspen Place
Elizabeth, CO 80107
303-358-9056

August 30, 2023

Town of Elizabeth
151 S Banner Street
PO Box 159, Elizabeth CO 80107

Dear Historic Advisory Board Members,

I hope this letter finds you well. I am writing to express my strong interest in becoming a member of the Historic Advisory Board for the Town of Elizabeth. As a passionate resident with a deep appreciation for our town's rich history, I am excited about the opportunity to contribute to the preservation and promotion of our local heritage.

Having lived in Colorado for 30 years and in Elizabeth for the last 4 years, I have witnessed the town's growth and change while still maintaining its unique historical charm. I firmly believe that understanding and valuing our past is crucial for shaping a vibrant and connected community for the future.

My background as a registered architect here in Colorado for 31 years has provided me with a solid foundation to actively participate in the goals and initiatives of the Historic Advisory Board. I have served as an architectural consultant to an HOA's architectural review committee for the last ten years, giving me similar experience and enthusiasm about collaborating with fellow community members, sharing ideas, and working together to ensure that our town's historical landmarks, stories, and traditions are preserved for generations to come.

Throughout my career I have consistently demonstrated my dedication to the preservation of local history and culture in concert with a communities' need for responsible growth. I have also had the privilege of working with diverse groups of people, which has honed my communication and teamwork skills.

If given the opportunity to be part of the Historic Advisory Board, I would be committed to:

1. Promoting Awareness: Increasing public awareness about the historical significance of Elizabeth and its landmarks through engaging events, educational programs, and community partnerships.
2. Advocating for Preservation: Actively supporting efforts to maintain and restore historical buildings, landmarks, and sites, ensuring that they remain authentic representations of our town's history.
3. Collaborating with Experts: Working closely with historians, preservation experts, and local authorities to make informed decisions about the preservation and development of historic areas.
4. Encouraging Community Involvement: Engaging with residents, schools, and local businesses to foster a sense of pride and ownership in our town's history, encouraging them to take an active role in preservation efforts.

I am excited about the prospect of contributing my time, energy, and expertise to the Historic Advisory Board and becoming an integral part of the ongoing efforts to celebrate and safeguard Elizabeth's history. I believe that by working together, we can ensure that the stories of our past continue to enrich our present and inspire our future.

Thank you for considering my application. I look forward to the opportunity to further discuss my candidacy and share more about my vision for the role. Please feel free to contact me at [email address] or [phone number] to schedule a conversation.

Sincerely,

A handwritten signature in black ink, appearing to read "Dennis Rodriguez". The signature is fluid and cursive, with a large initial "D" and "R".

Dennis Rodriguez



APPLICATION FOR APPOINTMENT HISTORIC ADVISORY BOARD

RECEIVED

AUG 14 2023

Town of Elizabeth

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: Jacqueline Hansen-Hallett

Address: 2581 Remington Rd Elizabeth CO 80107

Email: JPony510@gmail.com Contact Phone #: 303-810-8889

Occupation: Student

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

Very good to laws & helping people understand the benefit of helping to be a part in preserving the history

enjoyment

Additional areas of expertise/ experience History & preserving the past

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

- Yes
- No

If so, please explain your involvement.

went to meeting Aug 7, 2023, observed & contribute to part of discussion

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

Aug 10, 2023

To: Elizabeth Historical Advisory Board

From: Jacqueline Hansen-Hallett

Regards to: Become a member of Advisory Board

Dear Members,

I writing in regards to your position of becoming a member of the historical Advisory Board.

I feel the oppunity to serve on this Committee would enlarge my interesting of history and perserving the history of Elizabeth. To add my efforts to learn & help others to learn the rich history of the founder fathers to built this town and helping preserve the Intreguedy of the buildings of the generations gone by.

I truly feel I have alot to offer in regards to this effort to work to achieve the goals encharning the generations to come the rich history of this town.

Thankyou for the Consiration to become a member.

Sincerely,

Jacqueline Hansen-Hallett



TOWN OF ELIZABETH

COMMUNITY DEVELOPMENT DEPARTMENT

TO: Historic Advisory Board

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

DATE: September 11th, 2023

SUBJECT: Discussion Regarding the Historic Plaques

SUMMARY

Per the direction of the HAB, Staff has reached out to local plaque providers to get a general idea of how much it costs to get a plaque made. According to the companies, the cost of each plaque will vary based on the amount of lettering. Both quotes provided are for the Pomegranate House. The first quote is \$471.67, and the second quote is approximately \$550-700.

Staff has attached the quotes to be reviewed.

STAFF RECOMMENDATION

Staff recommends that the Historic Advisory Board provide a recommendation on the pursuit of purchasing a plaque.

ATTACHMENTS

Award & Sign | PlaqueMagic Quote

Eagle Engraving, Awards & Trophies Quote

Alexandra Cramer

From: lauries@awardandsign.com
Sent: Tuesday, August 8, 2023 10:02 AM
To: Alexandra Cramer
Subject: RE: Historical Plaques - Town of Elizabeth

Alex,
We can do each one for \$471.67.
Once the order is put in, they will do proofs for each of them.
It usually takes about 2-3 weeks to get completed.
Also, let me know if you need them mounted and I can quote that as well.

Have a wonderful day!
Laurie

Our New Sales Office Address: 6815 S. Dallas Court, Greenwood Village, CO 80112



Laurie Schlager
Vice President
A [6800 S. Dallas Way, Greenwood Village, CO 80112](#)
P [303.799.8979 x102](#) E lauries@awardandsign.com
W [Award & Sign.com](#) [PlaqueMagic.com](#)

Find us!    
[Review us on Google and Let us Know How We Did!](#)
Ask me about our in stock award items.

From: Alexandra Cramer <acramer@townofelizabeth.org>
Sent: Tuesday, August 1, 2023 4:03 PM
To: lauries@awardandsign.com
Subject: RE: Historical Plaques - Town of Elizabeth

Ok, great. Thanks!

Alexandra Cramer

Planner / Project Manager
Elizabeth, CO. 80107
Phone: 303-646-4166
acramer@townofelizabeth.org



Alexandra Cramer

From: lauries@awardandsign.com
Sent: Wednesday, August 9, 2023 10:08 AM
To: Alexandra Cramer
Subject: RE: Historical Plaques - Town of Elizabeth

It would be \$100 each to mount and \$50 per hour for travel time.

Laurie

Our New Sales Office Address: 6815 S. Dallas Court, Greenwood Village, CO 80112



Laurie Schlager

Vice President

A [6800 S. Dallas Way, Greenwood Village, CO 80112](#)

P [303.799.8979 x102](#) E lauries@awardandsign.com

W [Award & Sign.com](#) [PlaqueMagic.com](#)



[Review us on Google and Let us Know How We Did!](#)

Ask me about our in stock award items.

From: Alexandra Cramer <acramer@townofelizabeth.org>
Sent: Wednesday, August 9, 2023 10:02 AM
To: lauries@awardandsign.com
Subject: RE: Historical Plaques - Town of Elizabeth

The materials vary from building to building. Could you provide quotes on both brick and wood? They will most likely be mounted on the front of the buildings. Let me know if you need any more information.

Thanks,

Alexandra Cramer

Planner / Project Manager

Elizabeth, CO. 80107

Phone: 303-646-4166

acramer@townofelizabeth.org



Alexandra Cramer

From: Davina Dryden <eagleengravingco@gmail.com>
Sent: Wednesday, September 6, 2023 1:12 PM
To: Alexandra Cramer
Subject: Re: Historical Plaques - Town of Elizabeth, CO
Attachments: IMG_2051 (1).jpg

Hi Alexandra,

I have sent the art off for a quote.

I can tell you the last time I did one similar to this the cost was between \$550-700.

Once I get the email back with costs, I will forward that to you. I am also attaching ones we have done with the same company so you can see what we have done.

PLEASE NOTE PRODUCTION TIME IS USUALLY 5-7 BUSINESS DAYS FROM FINAL ART APPROVAL. A RUSH FEE WILL APPLY IF NEEDED BEFORE NORMAL PRODUCTION.

Best Regards,

Davina Dryden

719-332-6472

Eagle Engraving Awards and Trophies
325 2nd Street, Unit R
Monument, CO 80132

Hours:

Monday-Thursday 9:00 am - 3:00 pm

CLOSED Fridays-Sundays

Please leave me a review on Yelp and Google and please like my Facebook Page - @EagleEngravingColorado - THANK YOU!

SAGE #208954



TO: Historic Advisory Board

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

DATE: September 11th, 2023

SUBJECT: Discussion Regarding the 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.

Staff has provided two examples of façade improvement grant programs from other Colorado communities. Some things to consider if the Town is to pursue its own program include:

- Who is eligible (commercial and/or non-commercial properties) (historic or non-historic)?
- Is this targeted to a specific area or areas in Town?
- Is there a matching component and what is that ratio?
- Is the funding match different for registered and non-registered properties?
- What work is eligible?
- How much funding is available and for what period?
- What government bodies will manage/approve funding requests?
- Other factors after additional considerations are given.

The Board of Trustees would like to move forward with the creation of this program, Staff will work with the HAB, MSBOD, and BOT over the coming months with an intent to be ready for a rollout in the first quarter of 2024.



STAFF RECOMMENDATION

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

ATTACHMENTS

Brush - Façade Grant Program Example

Montrose - Façade Grant Program Example

Facade Grant

Façade Enhancement Grant Program Description

Façade Enhancement Grant Program Guidelines and Application



Before submitting an application, please read the guidelines carefully. Guidelines are included within the link above or below for your convenience.

NOTE: The Façade Grant Program has been revised for 2023 as part of the Brush! C.A.R.E.S. Program

The City of Brush! Community Development Department, in partnership with the Brush Area Chamber of Commerce Design Committee, in their continuing effort to support the development of local small commercial and retail businesses facilitate the Façade Enhancement Grant Program for all business owners and operators within the City limits. The following outlines the details of The City of Brush! Façade Enhancement Grant Program.

What is a Façade Enhancement Grant Program?

The City wishes to encourage and support building and business owner investment in the upgrade of their existing building storefront. The Façade Enhancement Grant Program is a process where the City will provide a 25% matching grant to business or building owners who construct eligible improvements to the façades of their buildings up to a maximum award amount ranging from \$1,000 to \$10,000 depending on the category of work being done. The building or business owner who has funded the majority of the improvements must apply for and be approved in order to receive the 25% matching grant.

The following provides the program's criteria for eligibility and the approval process.

Eligible Properties and Applicants

All commercially operated buildings within the City limits are eligible for the Façade Enhancement Grant Program. Multiple grants can be awarded per building within a five-year period however the cumulative maximum award is \$10,000 every five years per property. Any building with a zoning or building code violation is not eligible for the program. All bills, charges, or taxes due to the City of Brush! must be current. Any commercial building owner, or business owner with building owner authorization, may apply for the grant. Grant funds are dispersed on a reimbursement basis once the completed work has been verified by City staff as compliant with the plans in the approved application. Any deviation from the approved grant project 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 Improvements

Any exterior portion of a building that is visible to the public is eligible. This can include the front, back, and sides of the primary building, exterior doors, windows, and repair or replacement of masonry or any other decorative elements that are an integral part of the façade. The first priority will be given to the building façades that face the street.

Ineligible Improvements

Grants are not eligible for interior renovations, roof repair, or work covered by insurance.

Façade Enhancement Grant Program Categories

Design Assistance

- It is highly encouraged, though not required, to consult with Main Street Colorado for a design consultation as they offer the service for free.
- Grants up to \$500 (no match required) for design services is provided.

Paint

- 25% matching grant up to \$1,000.

Awnings

- 25% matching grant up to \$1,000.



Signs

- 25% matching grant up to \$1,000.

General Façade Improvement

- Maximum grant award up to \$3,500 (minimum of \$15,000 in work is required to receive to the maximum award in this category).

Historic Character Enhancement

- Improvements that provide historic rehabilitation or enhance the historic character of properties located within the Main Street District.
- This category is reserved for projects that take a more restorative approach to facade improvements.
- Maximum grant award up to \$5,000 (minimum of \$15,000 in work is required to receive the maximum award in this category).

Administration

Applications will be reviewed on a first-come, first-serve basis. The Community Development Department has discretion regarding if and what level they may choose to fund a project.

Applications Process

1. Meet with a City or Chamber representative.



2. Utilize a design service - coordinate with a City or Chamber representative.
3. Prepare and submit a complete application with a 'Before' picture to City staff, or City Historic Preservation Board if pursuing Historic Character Enhancement.
4. If approved by the City Historic Preservation Board, the application is then sent to City staff for final analysis, review, and approval.
5. Upon completion of the review, City staff will provide a written response to the applicant outlining approval, approval with conditions, or denial of the application.
6. After receipt of the written response, and should the application be approved, the project can now commence.
7. Applicants have three months to start work after approval or the application becomes null and void.
8. Projects MUST be completed within 12 months of approval.
9. Once work is completed, the applicant must submit an 'After' picture and final receipts/bills within 45 days of project completion.
10. City staff inspects and verifies completed work.
11. Should the final product be consistent with Committee/Board/Staff approvals, reimbursement of funds to the applicant will be authorized

Questions

The grant application and submittal requirements are included with this packet. If you have further questions regarding the Façade Enhancement Grant Program, the City of Brush!, Community Development Department can be reached at (970) 842-5002, or by email at tpurvis@brushcolo.com. Please direct communications to Tyler Purvis, Community Development Director.

Façade Improvement Matching Grant Program



About the Program

DART recognizes that the condition of the buildings in Montrose forms the basis of the public's overall impression of the community and reflects the vibrancy and historical value of the area. The Façade Improvement Matching Grant Program ("Façade Improvement Grant") has been designed to award DART funds as an incentive program for ongoing revitalization. Improvements to the exterior façades (front, back, or side) will support the purpose of DART to promote developing Montrose as an attractive, vibrant place where people converge, businesses thrive, and values rise.

This matching grant program will provide leverage to property owners for projects and enhance the functionality of properties. It is also intended to encourage compatibility between structures that have been renovated and those that have not to increase the overall aesthetic experience of Montrose.

What conditions apply?

- All nongovernmental commercial property owners are eligible.
- Priority will be given to improvements that eliminate blight and make the greatest visual impact on the surrounding environment, particularly those that have a prime location, historical or community/social value, as determined by the DART Board.
- The application must be made by the property owner unless permission is granted in writing to the tenant by the owner. Grant-funded improvements are meant to be permanent and lasting in nature.
- The minimum award is \$2,000 and the maximum award is \$25,000 per project per five-year cycle. The grant requires a \$1:\$1 match by the applicant and a \$0.25:\$1.00 match if the building has been designated on the City of Montrose Historic Register.
- Work must be started within three months of the date of approval and must be completed within twelve months of approval. Extensions may be granted at the discretion of the city manager.
- Applicants seeking to make exterior improvements on buildings that are designated on the City of Montrose Historic Register must seek approval of the Montrose Historic Preservation Commission and the DART Board prior to commencement of work.
- All applicants must seek prior approval from the DART Board before starting improvements. The board has the discretion to

approve or deny applications for funding. The city manager or designee has final approval authority.

- Applicants that are under contract, but have not started improvements, may be eligible for reimbursement. Please contact DART staff.
- Grant payments will be made directly to contractors upon completion of improvements. In order for payments to be issued, documentation of proof of payment will be required including receipts, invoices, copies of cleared checks, and assurance in writing from the property owner that the work has been satisfactorily completed, if applicable. The contractor will be required to submit a W9 form to receive payment.
- This program is designed for buildings that are already constructed and does not apply to new builds.

What is grant-eligible?

- Add new awnings, lights, non-commercial murals, or other exterior amenities
- Uncover or rehabilitate the historic exterior of an existing building
- Eliminate blighted conditions like dark alleys, broken fixtures, or inaccessible entryways
- Remove non-historic features
- Add window/display areas

What is NOT grant-eligible?

- Non-permanent fixtures (tables, flower planters, etc.)
- Anything not seen from the public right of way unless it is a structural element necessary for façade improvement
- Any element of the proposal deemed to be inconsistent with city codes and/or zoning
- Commercial signs

- Restore brickwork, wood, masonry, stucco, or siding
- Replace, repair, or add architectural details like cornices or transoms
- Repair or replace windows and doors
- Pointing of brick and mortar joint repair
- Entryway renovation

What if my property is historic?

- Historic properties are eligible for a \$0.25:\$1 match if a property is at least fifty years old and the owner applies for the property to be designated on the City of Montrose Historic Register and is approved. This additional incentive will also require approval by the [Historic Preservation Commission](#) and DART Board prior to commencement of work.
- Any property previously designated on the City of Montrose Historic

What if my property isn't historic?

- Even if your property is not considered historic, the Façade Improvement Grant can still work for you!
- The [City of Montrose Comprehensive Plan](#) strongly emphasizes the unique and historic nature of many parts of the community. Therefore, renovation of a non-historic building should attempt to complement that theme where applicable.
- Existing building features of non-historic properties

Register is also eligible for a \$0.25:\$1 match and must follow the same approval process.

and/or enhanced to be compatible with and complementary to historic structures nearby.

- The use of high-quality, durable materials is encouraged. Long blank walls that lack visual interest should be avoided. The enhancement of outdoor spaces and improvements that add visual interest are encouraged.
- As with all projects, the improvements must conform to the City of Montrose Municipal Code requirements.

How do I apply?

- Meet with DART staff to review the conceptual design and to establish eligibility.
- Finalize the façade improvement plans by working with architects, engineers, and builders. Attempted proof of at least two cost estimates is required for the application.
- Submit the attached application, which will be reviewed by the DART Board, and Historic Preservation Commission if the building is designated. Applicants seeking historic register designation will be directed to the city's planning department.

- If approved, begin work on the project within three months. Keep a detailed and accurate accounting of actual costs.
- Within 12 months of approval, complete the project and submit a final report with photos, invoices, and receipts.
- If all requirements of the grant have been met, contractors will be paid.

Complete Online Application

Download Fillable Application Form

 Government Websites by [CivicPlus®](#)



TOWN OF ELIZABETH

COMMUNITY DEVELOPMENT DEPARTMENT

TO: Historic Advisory Board

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

DATE: September 11th, 2023

SUBJECT: Certified Local Government Overview

SUMMARY

Lindsey Flewelling from History Colorado is joining the Historic Advisory Board to observe the meeting for the Certified Local Government quadrennial evaluation. Lindsey will also be presenting a Certified Local Government overview.



TO: Historic Advisory Board
FROM: Alexandra Cramer, Planner/Project Manager
DATE: September 11, 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.
- 4. Oral History Collection**
 - a. Town Staff is purchasing a cassette player/MP3 conversion device in order to collect oral history tapings that have already been done by members in the community.
- 5. Walk and Talk Date**
 - a. The event is taking place on September 30th, 2023.
 - b. Town Staff has met with Jeff Lehman and confirmed the Walk and Talk route.
 - c. Tent, tables and chair are rented and will be placed on the Gesin Lot the Friday afternoon before the event.
- 6. Fourth of July Event**
 - a. There are discussions within the Town to host a July 4th event next year.
 - b. The HAB should discuss if they would like to be a part of this event and in what capacity.
- 7. Monument Sign Meeting**
 - a. A Monument Meeting Presentation by DHM was held on August 14th.
- 8. Main Street Streetscape Meeting**
 - a. A Streetscape Design Open House was held on August 24th.
- 9. State APA Conference**
 - a. This year’s State APA Conference will be held in Colorado Springs on September 27th, 28th and 29th.