



TOWN OF ELIZABETH

**TOWN OF ELIZABETH
HISTORIC ADVISORY BOARD
Monday, May 13, 2024 at 4:30 PM
Town Hall, 151 S. Banner Street**

CALL TO ORDER

ROLL CALL

AGENDA CHANGES

PUBLIC COMMENT

CONSENT AGENDA

- [1.](#) Minutes of the Regular Meeting of April 1, 2024

PUBLIC HEARING

- [2.](#) Certificate of Appropriateness Application for 286 S Main Street – Linda Bulmer

NEW BUSINESS

3. Discussion and possible action regarding the Certificate of Appropriateness Application for 286 S Main Street
- [4.](#) Discussion regarding Section 16-11-40 and Section 16-11-30(b) of the Elizabeth Municipal Code
- [5.](#) Discussion regarding Gesin Lot RFP
- [6.](#) Discussion regarding the Elimination of a Parking Minimum
- [7.](#) Discussion regarding Historic District Survey Results

STAFF REPORT

- [8.](#) Staff Report

BOARD REPORTS

9. Board Reports

ADJOURNMENT



**HISTORIC ADVISORY BOARD – RECORD OF PROCEEDINGS
APRIL 1, 2024**

CALL TO ORDER

The Regular Meeting of the Historic Advisory Board was called to order on Monday, April 1, 2024, at 4:28 PM by Chair John Quest.

ROLL CALL

Present were Chair John Quest, Vice Chair Aimee Woodall, Historian Bob Rasmussen, and Board Member Jacque Hallett. Members Lynne Mitchell and Dennis Rodriguez were not present. There was a quorum to conduct business. Ms. Cramer informed the Board that Audra Kirk has resigned from the Board.

Also present were Planner/Project Manager Alexandra Cramer and Town Clerk Michelle Oeser.

AGENDA CHANGES

There were no changes to the agenda as presented.

UNSCHEDULED PUBLIC COMMENT

Ed Beard – Town of Elizabeth Business Owner

CONSENT AGENDA

1. Minutes of the Regular Meeting of March 4, 2024

Motion by Vice Chair Woodall, seconded by Member Hallett, 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 Façade Grant Program Review Committee



Ms. Cramer provided a Staff report. Discussion followed. Staff was directed to see if Mr. Rodriguez would like to volunteer.

3. Discussion and Possible Action regarding Jerry Garland Memorial Bench Review Committee

Ms. Cramer provided a Staff report. Chair Quest volunteered to be on the review committee.

STAFF REPORTS

- Planner / Project Manager Alex Cramer
 - Ms. Cramer let the Board know that Historic District surveys are due back by April 5th.
 - Ms. Cramer reminded the Board of the upcoming workshop with the Town Board and meeting dates.
 - Staff met with Munibit website developers.
 - Discussion on plaques and agreements with property owners.
 - Discussion on the upcoming Walk and Talk.
 - Discussion on the upcoming Main Street Networking event.

BOARD REPORTS

- Member Jacque Hallett
 - Ms. Hallett discussed the property research she is working on.

ADJOURNMENT

Motion by Chair Quest, seconded by Vice Chair Woodall, to adjourn the meeting at 5:18 PM. The vote of those Board Members present was unanimously in favor. Motion carried.

Chair John Quest

Town Clerk Michelle Oeser



TO: Historic Advisory Board

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

DATE: May 13th, 2024

SUBJECT: Certificate of Appropriateness – 286 Main Street

SUMMARY

The property owner, Linda Bulmer, has put forth a Certificate of Appropriateness to be considered by the Historic Advisory Board for 286 Main Street, also known as The Nest. The work to be considered is reroofing on a locally historic designated property.

It's important to note that this reroofing is necessitated by hail damage incurred during last year's storms. The owner intends to replace the roof with identical roofing material currently in place, maintaining its onyx color with asphalt shingles. The owner has provided a physical sample to be reviewed by the HAB.

Included below is the relevant language from the code regarding the procedure for a Certificate of Appropriateness.

Per the adopted Historic Preservation Code update, Chapter 16 Section 11-40. Alterations to Properties and Historic Districts on the Town's Historic Register:

1. Requirements

- a. A Certificate of Appropriateness issued by the HAB is required before carrying out any new construction, alteration, relocation, or demolition involving the exterior of any Historic Property or Property within a Historic District (including Non-Contributing Properties).*
- b. A Building Permit will not be issued for any new construction, alteration, relocation, or demolition involving the exterior of any Historic Property or Property within a Historic District (including Non-Contributing Properties) without obtaining a Certificate of Appropriateness as issued by the HAB.*



c. No person shall receive a building permit for any Building, Structure, Object, or other feature on a Site or element of a district when an application for historic designation under Section 16-11-30 is pending for such property.

2. Application

a. A Certificate of Appropriateness request for alteration shall be initiated by the Owner(s). Such application shall be submitted to the Town for consideration on a form provided by the HAB.

b. If the Town determines the Certificate of Appropriateness application is complete, the Town shall promptly refer the application to the HAB. If the Town determines the application is incomplete, the Applicant shall be advised of the reasons in writing within 30 days of submittal.

3. Certificate of Appropriateness for alteration Hearing. Within 45 days after a Certificate of Appropriateness application is determined complete by the Town, or within a time frame agreed upon by the Applicant and the Town, a public hearing shall be held by the HAB. Such notice and hearing shall be conducted in conformance with the procedures set forth in Section 16-11-30, Subsections 2(a)-(c).

4. Review Criteria

a. Compliance with the Town of Elizabeth Design Review Standards & Guidelines adopted by the Town and the Secretary of the Interior's Standards for the Treatment of Historic Properties.

b. For Non-Contributing Properties within a Historic District: i. Compatibility with the Property's current design, materials, features, size, scale and proportion, and massing; or ii. Compatibility with the Historic District's design, materials, features, size, scale and proportion, and massing.

c. Infill Construction within Historic Districts shall be differentiated from the Historic Properties but be Compatible with the historic materials, features, size, scale and proportion, and massing to protect the Integrity of the Historic District and its environment.

5. HAB Review



- a. At a public hearing, the HAB shall approve, approve with conditions, or deny the proposed application and shall issue written findings based on the application's conformance with the established criteria and with the purposes of this Article XI.*
- b. If the HAB approves or approves the application with conditions, the HAB shall issue and send a Certificate of Appropriateness to the Applicant, and a copy of such to the Community Development Director, the Building Official, and any other person who has requested in writing to receive the same within 30 days. If approved with conditions, such conditions shall be stated in writing in the Certificate of Appropriateness.*
- c. If the HAB denies the application, the HAB shall notify, in writing, the Applicant, the Community Development Director, the Building Official, and any other person who has requested in writing to receive the same within 30 days of such denial. Such denial shall state the reasons for the denial and the procedures for appeal to the Board of Trustees.*
- d. HAB may continue the hearing and request additional information from the applicant so long as the continued hearing date is within 30 days or as expressly agreed to by the Applicant.*
- e. The Applicant may resubmit an amended application or reapply for a building permit that takes into consideration the recommendations of the HAB or appeal the denial to the Board of Trustees. f. If an application for a Certificate of Appropriateness is denied, no person may submit a subsequent application for the same Alteration or Construction within one year from the date of the final action upon the earlier application.*

6. Appeals

- a. If a Certificate of Appropriateness is denied by the HAB, the Applicant may appeal the denial to the Board of Trustees by filing a written notice with the Town Clerk within 15 days after receipt of the HAB's denial.*
- b. Within 45 days after an appeal is received by the Town Clerk, or within a time frame agreed upon by the Applicant and the Town, a public hearing shall be held by the Board of Trustees.*
- c. Notice of the Board of Trustees consideration of the appeal and hearing shall be provided in accordance with Section 16-11-30, Subsections 2(a)-(c), except the Town Clerk shall perform the responsibilities of the Secretary.*



d. The Board of Trustees shall review the appeal for a clear error made in the application of the applicable code criteria.

e. If the Board of Trustees affirms the HAB's denial of the application, then the applicant may apply for a certificate of economic hardship.

Items to consider during the HAB review include:

The Town of Elizabeth Design Review Standards & Guidelines Chapter 5, Section 3, G. Exterior Building Materials 1. Intent states, "To encourage use of natural and/or natural-appearing materials that complements the architectural style and features of a building and its environment." 2. Design Standards and Guidelines states:

- a. Materials should be natural or naturally appearing, and architectural grade in quality.*
- b. Materials and textures should highlight, complement, and coordinate building elements.*
- c. Varying combinations of compatible materials, textures, and colors are encouraged.*
- d. Potential for glare from any shiny surfaces shall be minimized; matte finish may be beneficial.*
- e. Wood siding should be 'tight knot' or clear-grade, and milled from lumber with natural resistance to decay and weathering.*
- f. Composite or laminated wood products are encouraged.*
- g. Trim-work should be tight-knot or clear-grade milled lumber or paintable-grade composite material.*
- h. Where used on visible façades materials shall be architectural grade.*
- i. Materials shall be texture and color coordinated with other building and site materials.*
- j. Decorative masonry patterns are encouraged.*
- k. Metal Buildings shall be discouraged.*
- l. Metal buildings shall have compatible materials appropriate to the architecture and design. Should be limited to accent or trim elements.*
- m. Cut-stone and faux-stone veneer can provide an attractive building accent or detail.*
- n. Prohibited exterior materials include, but are not limited to:*
 - Excessively tinted glass;*
 - Rippled glass;*
 - T-111 or other striated plywood, unless utilized for limited accents;*
 - Plywood and Particle Board;*
 - Corrugated fiberglass (walls and roofs, including porch roofs and/or overhangs);*
 - Crushed colored rock;*
 - Crushed tumbled glass; and*



- *Nondurable materials.*

H. Exterior Building Colors

1. Intent: To promote the compatibility and coordination of buildings within a development and/or with neighboring buildings.

a. Building color, in combination with materials, should highlight and coordinate building elements and materials.

b. Use of complementary body and trim colors is preferred.

c. Compatibility with neighboring buildings should be considered.

d. Flat paint should be utilized. Semi-gloss should be reserved for minor trim elements. Gloss paint should be avoided.

e. Excessively bright, garish, and fluorescent colors shall be avoided.

f. Owners of historic properties are encouraged to utilize a color scheme compatible with the historic character of the building.

Section 4: Historic Buildings

1. Intent: To recognize historic non-residential buildings as significant community assets and promote the preservation and/or restoration.

2. Design Standards and Guidelines:

a. Rehabilitation and restoration projects shall preserve the distinctive architectural character and material qualities of the building.

b. Historic societies or related resources should be consulted for technical assistance related to historic structures and development adjacent or near to historic buildings or districts.

c. Additions to historic buildings shall be limited, and located as inconspicuously as possible. Where made, additions shall be compatible with the original architectural style and features of the building.

d. Infill development proximate to historic buildings shall be compatible with the scale, architectural qualities, and traditional uses of historic buildings. Page | 28

e. The Secretary of the Interior's Standards for the Treatment of Historic Properties (1995) may be additionally utilized for guiding the preservation, rehabilitation and restoration of historic buildings.

STAFF RECOMMENDATION



TOWN OF ELIZABETH

COMMUNITY DEVELOPMENT DEPARTMENT

Staff recommends that the Historic Advisory Board review the provided Certificate of Appropriateness and approve, approve with conditions, or deny the proposed application.

ATTACHMENTS

286 Main Street Certificate of Appropriateness Application

Excerpts from the Town of Elizabeth Design Guidelines



TOWN OF ELIZABETH

COMMUNITY DEVELOPMENT DEPARTMENT

Certificate of Appropriateness Application

Contact Info	Property Owner		Applicant (If different from property owner)	
	Name LINDA Bulmer Jennifer Fleming			
	Address 286 MAIN ST			
	Zip 80107			
	Phone (303) 550-7051			
	Email bulmerhome@yahoo.com			
<i>The applicant will be the primary contact unless otherwise noted.</i>				
Property Info	Property Address		I dont know	
	Parcel No 8418102007			
	Legal Description SECTION: 18 Township: 8 Range: 64 subdivision Elizabeth original blk		↑ pass lot	
	Property Size		Zoning	
	General Information			
Project Information	Name of structure The Nest Elizabeth			
	Short description of the proposed work Roof Replacement from Hail damage color Onyx Asphalt shingle			
	Type of Historic Registry (check one) <input type="checkbox"/> National <input type="checkbox"/> State <input checked="" type="checkbox"/> Local			
	Scope of work (Mark all that apply and attach a detailed description as Attachment A)			
	<input type="checkbox"/> New construction	<input type="checkbox"/> Signs		
	<input type="checkbox"/> Addition, % of existing = _____%	<input checked="" type="checkbox"/> Reroof		
<input type="checkbox"/> Modification	<input type="checkbox"/> Demolition			
<input type="checkbox"/> Paint	<input type="checkbox"/> Maintenance of stone or brick			
<input type="checkbox"/> New Colors	<input type="checkbox"/> Certificate of economic Hardship			
<input type="checkbox"/> Repaint same colors	<input type="checkbox"/> Lighting			
<input type="checkbox"/> Paint removal	<input type="checkbox"/> Other: _____			
<input type="checkbox"/> Awning				
<input type="checkbox"/> Replace or add windows or doors				
Project Information	Existing Building Information			
	Year built 1897	Total square footage	1,500	
	Storefront width 33 feet approx			
	Height 30 feet approx			
	Materials asphalt shingle			



TOWN OF ELIZABETH

COMMUNITY DEVELOPMENT DEPARTMENT

	Certificate of Appropriateness Application	Page 2 of 2
Project Information	Proposed Construction Information	
	Area	Entire roof
	Height	30 ft.
	Materials	Asphalt Shingles
	Additional information regarding the specific request	
Terms	Attachment Checklist	
	<p>The following list of attachments are required to accompany all application:</p> <ul style="list-style-type: none"> <input type="checkbox"/> A. Site plan detailing the request (Refer to site plan requirements sheet.) <input type="checkbox"/> B. Application if required <input type="checkbox"/> C. Photographs <input checked="" type="checkbox"/> D. Color samples <input type="checkbox"/> E. Additional information to justify the request. 	
Signatures	By signing below, the property owner and applicant are representing that each understands and agrees to the following terms:	
	<ol style="list-style-type: none"> 1. Authorized personnel from the Town of Elizabeth are hereby granted the right to enter the subject property for the purposes of reviewing and processing the application. 2. There are no known hazards or vicious animals present on the subject property. 3. All information contained in this application is true and accurate to the best of my knowledge. 4. The Town of Elizabeth is under no obligation to approve the request contained in this application. No promises of approval are conveyed with the acceptance of this application. 5. It is highly recommended that a licensed surveyor completes a property survey before any construction takes place. The property owner is responsible for any construction that takes place within the boundaries of their property. The town may require any construction built outside of the property legal boundaries or within any setbacks (by intent or error) be removed at the owner's expense. 	
Signatures	Property Owner	
	Print Name	Linda Bulmer
	Signature	<i>[Signature]</i> Date 4/26/24
	Applicant, if difference from Property Owner	
Office Use Only	Community Development Review	
	Application received by (Staff member)	Date
	Hearing date	Project #
	Application reviewed by	<input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Approved with Conditions <input type="checkbox"/> Administrative Approval
Date		

CHAPTER 5: BUILDING DESIGN STANDARDS & GUIDELINES NON-RESIDENTIAL

Section 1: BUILDING MASS & SCALE

1. Intent:

To encourage building mass and scale consistent with the site and small town character of Elizabeth.

2. Design Standards and Guidelines:

a. Buildings shall utilize a variety of techniques including, but not limited to the following:

- i. Grouping of smaller buildings;
- ii. Building composition (i.e. smaller buildings attached to large buildings);
- iii. Building articulation:
 - 1) Exterior walls over 36 feet in length shall feature changes in surface plane at no less than 36 foot intervals. Extrusions or recessions shall have a minimum of two (2) foot change in surface plane, but may need to be larger depending on mass and scale of building;
 - 2) Recessed or projecting entries;
 - 3) Corner-treatments;
 - 4) Dormers, as appropriate to architecture;
 - 5) Porches or balconies;
 - 6) Awnings, canopies, & marquees;
 - 7) Use of various building materials and/or colors in combination with façade articulation;
 - 8) Patterned treatment of building materials;
 - 9) Fenestration;
 - 10) Well-defined cornices and other ornamentation;
 - 11) Different roof forms and intersections, including multiple gables, shed roofs, and stepped roofs.



Multiple dormers, awnings, patterned treatment of building materials, and details to the building are ways of attaching features to reduce mass and bulk to a large building.

Section 2:

ARCHITECTURAL STYLE & RELATED MATTERS

1. Intent:

To promote appealing ‘four-sided’ architectural design appropriate to, and compatible with Elizabeth and area environs thereby providing long-term assets to the community.

2. Design Standards and Guidelines:



This new [~1990] building successfully complements an immediately proximate ~1890 building by use of multiple treatments: Street-orientation; use of kick-plates and extensive first floor windows; second-floor complementary windows w/sill and lintel features; arched/highlighted entry; use of brick; and parapet roof with inscription.

- a. All building sides shall receive architectural treatment to achieve appropriate ‘four-sided’ architecture.
- b. Buildings shall be compatible and/or complementary to existing adjacent and proximate buildings.
- c. In the downtown area, commercial buildings should incorporate traditional features.
- d. In larger retail commercial zones, architectural design shall demonstrate a strong unifying concept, clear organization, and consistent architectural character or style.
- e. The architectural form, composition, scale, elements, and details of a building shall be organized to present a well-conceived and integrated architectural concept.
- f. Building forms shall be readily understood and devoid of confusing, cluttered or unnecessarily complex arrangement of shapes. Odd and/or irregular building shapes shall be avoided, other than when influenced by an existing odd or irregularly shaped lot.

Section 3:

FAÇADE TREATMENT & BUILDING ELEMENTS

1. Intent:

To assure that all public faces (whether front side or rear) of non-residential buildings be given careful design consideration.

A. Primary & Secondary Façades:

2. Design Standards and Guidelines:

- a. The primary [front] building façade and main entry of non-residential buildings shall be oriented toward a public street or other appropriate frontage; campus configuration of multiple buildings may be individually oriented toward one another, but nevertheless physically and visually oriented as a whole toward a public street.

- b. All façades shall receive appropriate architectural treatment.
- c. Building trim lighting (e.g. neon and/or fluorescent tubes) is prohibited along gable-ends, eaves, soffits, etc., unless lighting is an integral detail to a historic building.

B. Building Entries:

1. Intent:

To highlight and provide special architectural emphasis and treatment to primary building entries.

2. Design Standards and Guidelines:

a. Primary entries, with limited exceptions, are required to front a public street and shall be visually prominent and receive architectural emphasis. A variety of techniques to accomplish this standard include:

- i. Recessed/Projecting entries;
- ii. Elevated or lowered entries with stairways and ramps;
- iii. Entry-related cover and/or roofline articulation;
- iv. Arched entries;
- v. Use of awnings, canopies, marquees;
- vi. Architectural grade or custom-made doors and/or molding;
- vii. Decorative lintels and/or molding above doorways;
- viii. Entry lighting;
- ix. Landscape treatment and emphasis;
- x. Pedestrian surface treatment (e.g. pavers or tiles);
- xi. Entry courtyard;
- xii. Transom and/or sidelight windows;
- xiii. Signage;
- xiv. Complementary upper story treatments (e.g. balcony);
- xv. Other techniques as appropriate.



Use of heavy timbers to define entries, both small-scale and large-scale, is common throughout Colorado. Timbers and split-faced/colored concrete blocks complement one another. Covered entry feature adds interest and weather protection.

- b. Entries shall be protected from weather and shall be appropriately lighted for safety.
- c. Secondary entries shall also receive appropriate architectural emphasis.

C. Pedestrian Cover:

1. Intent:

To encourage utilization of complementary protective design elements to enhance pedestrian traffic.

2. Design Standards and Guidelines:

- a. Roof overhangs may be utilized for pedestrian cover if appropriate to the building type and height.
- b. The design, materials, and color shall complement, not obscure or detract from, the architecture and features of associated buildings.
- c. Awnings, canopies, or marquees should be carefully coordinated between buildings.
- d. Awnings or canopies should be between eight (8) and 10 feet in base height, and in correct proportion to the building façade.

D. Windows/Fenestration:

1. Intent:

To establish well-proportioned relationships between the walls and windows of a building.

2. Design Standards and Guidelines:

- a. Building façades shall have a balanced proportion of windows to walls.
- b. Variation in window design and placement shall be utilized to provide interest and individuality among building façades, especially street façades and those otherwise in public use.



A balance of windows along with coordinated canopies makes for a well-balanced look.



Choice of window type and window treatment can make or break a building.

- c. Windows should be included on second floor levels of street facing façades applicable to façade type and building height.
- d. Windows should be divided with frames, muntins and/or mullions, or otherwise to provide design interest and break up expansive glass areas.
- e. Window trim is strongly encouraged. Trim shall be sufficient in width, relative to window size, and appropriate to building design.
- f. Shutters are strongly discouraged unless authentic to a building/architectural style.
- g. Mirrored glass is prohibited.

E. ROOF

1. **Intent:**

To promote roof configurations that complement building form and composition.

2. **Design Standards and Guidelines:**

- a. Rooflines shall be compatible with adjacent and proximate buildings.
- b. Where flat roof design is used, decorative parapets, false fronts, well-defined cornices, and other treatments shall be utilized to conceal such rooflines.
- c. Shed, eyebrow, gable, or other appropriate roof forms should be utilized to reduce building mass and create architectural interest on façades.
- d. Roof lighting is prohibited.

F. **Corner Buildings:**

1. **Intent:**

To encourage architectural treatment of building corners, especially at high visibility street corner locations.

2. **Design Guidelines:**

- a. Building corners at high visibility street intersections should receive special architectural treatment. A variety of techniques can be utilized to highlight building corners, for example: Incorporation of building entries at corner locations; Use of beveling on building corners; Inclusion of pedestrian plazas; Use of building shapes that match street geometry.



This proposed rendering of the Gesin's Building corner treatment successfully ties building shapes that match street elements together. Appealing profile is made of the corner, complete with pedestrian courtyard area and clock tower feature and associated convenience to other retail facilities.

G. EXTERIOR BUILDING MATERIALS

1. **Intent:**

To encourage use of natural and/or natural-appearing materials that complements the architectural style and features of a building and its environment.

2. **Design Standards and Guidelines:**

- a. Materials should be natural or naturally-appearing, and architectural grade in quality.
- b. Materials and textures should highlight, complement, and coordinate building elements.
- c. Varying combinations of compatible materials, textures, and colors are encouraged.

d. Potential for glare from any shiny surfaces shall be minimized; matte finish may be beneficial.

e. Wood siding should be ‘tight-knot’ or clear-grade, and milled from lumber with natural resistance to decay and weathering.

f. Composite or laminated wood products are encouraged.

g. Trim-work should be tight-knot or clear-grade milled lumber or paintable-grade composite material.

h. Where used on visible façades materials shall be architectural grade.

i. Materials shall be texture and color coordinated with other building and site materials.

j. Decorative masonry patterns are encouraged.

k. Metal Buildings shall be discouraged.

l. Metal buildings shall have compatible materials appropriate to the architecture and design. Should be limited to accent or trim elements.

m. Cut-stone and faux-stone veneer can provide an attractive building accent or detail.

n. Prohibited exterior materials include, but are not limited to:

- Excessively tinted glass;
- Rippled glass;
- T-111 or other striated plywood, unless utilized for limited accents;
- Plywood and Particle Board;
- Corrugated fiberglass (walls and roofs, including porch roofs and/or overhangs);
- Crushed colored rock;
- Crushed tumbled glass; and
- Nondurable materials.



This proposed rendering of the Gesin Building site shows a combination of materials such as wood, masonry, and textures and colors that show a building that will coordinate well with the other Main Street buildings.

H. EXTERIOR BUILDING COLORS

1. **Intent:**

To promote the compatibility and coordination of buildings within a development and/or with neighboring buildings.

- a. Building color, in combination with materials, should highlight and coordinate building elements and materials.
- b. Use of complementary body and trim colors is preferred.
- c. Compatibility with neighboring buildings should be considered.
- d. Flat paint should be utilized. Semi-gloss should be reserved for minor trim elements. Gloss paint should be avoided.
- e. Excessively bright, garish, and fluorescent colors shall be avoided.
- f. Owners of historic properties are encouraged to utilize a color scheme compatible with the historic character of the building.

Section 4: **HISTORIC BUILDINGS**

1. **Intent:**

To recognize historic non-residential buildings as significant community assets and promote the preservation and/or restoration.

2. **Design Standards and Guidelines:**

- a. Rehabilitation and restoration projects shall preserve the distinctive architectural character and material qualities of the building.
- b. Historic societies or related resources should be consulted for technical assistance related to historic structures and development adjacent or near to historic buildings or districts.
- c. Additions to historic buildings shall be limited, and located as inconspicuously as possible. Where made, additions shall be compatible with the original architectural style and features of the building.
- d. Infill development proximate to historic buildings shall be compatible with the scale, architectural qualities, and traditional uses of historic buildings.



As evidenced in the above pictures, the restoration of this building successfully shows retention of the architectural character and preservation of material qualities.

- e. The Secretary of the Interior's Standards for the Treatment of Historic Properties (1995) may be additionally utilized for guiding the preservation, rehabilitation and restoration of historic buildings.





TO: Historic Advisory Board

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

DATE: May 13th, 2024

SUBJECT: Discussion Regarding Section 16-11-40 & Section 16-11-30(b) of the Elizabeth Municipal Code

Certificate of Appropriateness Requirements:

Section 16-11-40 of the Elizabeth Municipal Code mandates that a certificate of appropriateness is necessary for any new construction, alteration, relocation, or demolition involving the exterior of historic properties or those within historic districts. However, it lacks an exemption for like-for-like replacements. Staff suggests amending this section to incorporate a provision exempting like-for-like replacements of existing materials. This modification aims to simplify the process for property owners undertaking routine maintenance on their properties.

Publication Requirement for Public Notices:

Section 16-11-30(b) of the Elizabeth Municipal Code currently necessitates that public notice of public hearings for certificates of appropriateness be published in the Town's publication of record at least ten (10) days before the hearing. This requirement supplements the posting of the public hearing on the Town's website and bulletin board, as well as at the physical location of the property applying for the certificate of appropriateness. However, conflicts arise in scheduling certificate of appropriateness requests due to the combination of the ten-day publication requirement and the Historic Advisory Board's (HAB) monthly meetings. This timing discrepancy may result in project delays for applicants who are unable to meet the publication requirement within the specified timeframe. To streamline the process for individuals on the local historic register, Staff recommends eliminating the publication of record requirement for certificates of appropriateness. This adjustment would align with the Town's commitment to enhancing accessibility and efficiency in the historic preservation process.

Staff Recommendation

Staff recommends that the Historic Advisory Board discuss the code requirements in Section 16-11-40 and Section 16-11-30(b). Staff also recommends that the Historic Advisory Board consider providing a formal recommendation to the Board of Trustees regarding any proposed changes to the code.



TOWN OF ELIZABETH

COMMUNITY DEVELOPMENT DEPARTMENT

ATTACHMENTS

Section 16-11-40 Current Code Language

Section 16-11-30(b) Current Code Language

Sec. 16-11-30. - Designation procedure.

(a) Nomination and Application.

- (1) Applications shall be submitted to the Town Clerk for consideration on a form provided by the Historic Advisory Board.
- (2) The applicant shall pay all public notice expenses, recording fees and any other fees established by resolution of the Board of Trustees.
- (3) A nomination for listing in the Town's Historic Register may be made:
 - a. By the owner or owners of the property or properties to be designated; or
 - b. By any current resident of the Town with the written consent of the owner or owners of the property or properties to be designated.
- (4) Where nominated by someone other than the property owner or less than all of the property owners in a district nominated for designation, the Town or at least one (1) member of the HAB shall contact the owner or owners of such property or properties nominated for designation in writing, outlining the reasons and effects of listing in the Town's Historic Register within thirty (30) days of receipt of nomination.
- (5) Applications determined incomplete shall be returned to the applicant within thirty (30) days with a request for additional information.
- (6) Applications for a district nomination shall not be complete UNLESS seventy-five (75) percent of the property owners within the proposed district consent to the nomination by signature.

(b) HAB Hearing.

- (1) Within forty-five (45) days after an application is determined complete, or within a time frame agreed upon by the applicant and the Town, a public hearing shall be held by the HAB.
 - a. The Secretary shall provide notice of the date, time, and location of the public hearing to the applicant, the owner or owners of record, the owners of adjacent properties and, if known, to other persons having a legal or equitable interest in the properties or district nominated for designation at least ten (10) days prior to the hearing.
 - b. A legal notice indicating the nature of the hearing, the property involved, and the time, date, and place of the scheduled public hearing, shall be published in the Town's publication of record at least ten (10) days prior to the hearing.
 - c. The notice shall be posted at the property's physical location at least ten (10) days prior to the hearing.
- (2) HAB may continue the hearing and request additional information from the applicant so long as the continued hearing date is within thirty (30) days or as expressly agreed to by the applicant.

(c) HAB Review.

- (1) At a public hearing, the HAB shall recommend the approval, approval with conditions, or denial of the proposed application and shall issue written findings based on the application's conformance with the established criteria and with the purposes of this ordinance as amended.
 - (2) The HAB shall forward the application with a copy of its report and findings of recommendation of approval, recommendation of approval with conditions, or recommendation of denial to the Board of Trustees.
- (d) Board of Trustee Hearing.
- (1) Within thirty (30) days after receipt of the HAB's recommendation regarding an application, the Board of Trustees shall hold a public hearing to consider adopting by ordinance those properties qualifying for designation. Such notice and hearing shall be conducted in conformance with the procedures set forth in Section 16-11-30(b)(2), except the Town Clerk shall perform the responsibilities assigned therein to the Secretary.
 - (2) The Board of Trustees shall review the application for conformance with this ordinance as amended.
 - (3) The Board of Trustees shall, by ordinance, approve, approve with conditions, or deny the proposed application and shall issue written findings based on the applicable criteria for approval.
 - (4) The Town shall provide a copy of the results of the Board of Trustees' final action to the applicant/applicants, all owners of record, the Community Development Director, the Building Official, and any other person who has requested in writing to receive the same.
- (e) Recording of Designation. Within thirty (30) days of the effective date of an ordinance designating a historic property or historic district for preservation, the Town shall record the ordinance with the clerk and recorder of Elbert County.
- (f) Records. The Town shall maintain a current record of all historic properties and historic districts and pending designations.
- (g) Limitation on Resubmission and Reconsideration of Proposed Designation. Whenever the Board of Trustees denies a proposed designation, no person shall submit an application that is the same or substantially the same for at least one (1) year from the effective date of the final action on the denied application.
- (h) Appeals.
- (1) The decision of the Board of Trustees shall be final and may only be appealed to a district court having jurisdiction over such matter within thirty (30) days of the Board of Trustees decision.
- (i) Revocation of Designation.
- (1)

If a historic property or historic district has been altered to a degree that it no longer retains its historic integrity, the owner may apply to the HAB for a revocation of the designation or the HAB shall recommend revocation of the designation to the Board of Trustees in the absence of the owner's application to do so. The revocation application shall be reviewed under the same procedures described in Section 16-11-30. A revocation of designation by alteration will only be considered in the case of a natural disaster or a mistake in the designation, NOT as a result of property owner negligence or unapproved modifications.

- (2) Upon the Board of Trustee's decision to revoke a designation, the HAB shall promptly notify the owners of the historic property or historic district and the Town shall cause to be prepared an ordinance including the legal description of the affected historic property or historic district stating notice of the revocation, and schedule the ordinance for Board of Trustees review. Upon adoption by the Board of Trustees, the ordinance shall be recorded.

(Ord. 22-09, §2 9-27-2022)

Sec. 16-11-40. - Alterations to properties and historic districts on the Town's historic register.

(a) Requirements.

- (1) A certificate of appropriateness issued by the HAB is required before carrying out any new construction, alteration, relocation, or demolition involving the exterior of any historic property or property within a historic district (including non-contributing properties).
- (2) A building permit will not be issued for any new construction, alteration, relocation, or demolition involving the exterior of any historic property or property within a historic district (including non-contributing properties) without obtaining a certificate of appropriateness as issued by the HAB.
- (3) No person shall receive a building permit for any building, structure, object, or other feature on a site or element of a district when an application for historic designation under Section 16-11-30 is pending for such property.

(b) Application.

- (1) A certificate of appropriateness request for alteration shall be initiated by the owner(s). Such application shall be submitted to the Town for consideration on a form provided by the HAB.
- (2) If the Town determines the certificate of appropriateness application is complete, the Town shall promptly refer the application to the HAB. If the Town determines the application is incomplete, the applicant shall be advised of the reasons in writing within thirty (30) days of submittal.

- (c) Certificate of Appropriateness for alteration Hearing. Within forty-five (45) days after a certificate of appropriateness application is determined complete by the Town, or within a time frame agreed upon by the applicant and the Town, a public hearing shall be held by the HAB. Such

notice and hearing shall be conducted in conformance with the procedures set forth in Section 16-11-30(b) (2).

(d) Review Criteria.

- (1) Compliance with the Town of Elizabeth Design Review Standards & Guidelines adopted by the Town and the Secretary of the Interior's Standards for the Treatment of Historic Properties.
- (2) For non-contributing properties within a historic district:
 - a. Compatibility with the property's current design, materials, features, size, scale and proportion, and massing; or
 - b. Compatibility with the historic district's design, materials, features, size, scale and proportion, and massing.
- (3) Infill construction within historic districts shall be differentiated from the historic properties but be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the historic district and its environment.

(e) HAB Review.

- (1) At a public hearing, the HAB shall approve, approve with conditions, or deny the proposed application and shall issue written findings based on the application's conformance with the established criteria and with the purposes of this Article XI.
- (2) If the HAB approves or approves the application with conditions, the HAB shall issue and send a certificate of appropriateness to the applicant, and a copy of such to the Community Development Director, the Building Official, and any other person who has requested in writing to receive the same within thirty (30) days. If approved with conditions, such conditions shall be stated in writing in the certificate of appropriateness.
- (3) If the HAB denies the application, the HAB shall notify, in writing, the applicant, the Community Development Director, the Building Official, and any other person who has requested in writing to receive the same within thirty (30) days of such denial. Such denial shall state the reasons for the denial and the procedures for appeal to the Board of Trustees.
- (4) HAB may continue the hearing and request additional information from the applicant so long as the continued hearing date is within thirty (30) days or as expressly agreed to by the applicant.
- (5) The applicant may resubmit an amended application or reapply for a building permit that takes into consideration the recommendations of the HAB or appeal the denial to the Board of Trustees.
- (6) If an application for a certificate of appropriateness is denied, no person may submit a subsequent application for the same alteration or construction within one (1) year from the date of the final action upon the earlier application.

(f) Appeals.

- (1) If a certificate of appropriateness is denied by the HAB, the applicant may appeal the denial to the Board of Trustees by filing a written notice with the Town Clerk within fifteen (15) days after receipt of the HAB's denial.
- (2) Within forty-five (45) days after an appeal is received by the Town Clerk, or within a time frame agreed upon by the applicant and the Town, a public hearing shall be held by the Board of Trustees.
- (3) Notice of the Board of Trustees consideration of the appeal and hearing shall be provided in accordance with Section 16-11-30(b)(2), except the Town Clerk shall perform the responsibilities of the Secretary.
- (4) The Board of Trustees shall review the appeal for a clear error made in the application of the applicable code criteria.
- (5) If the Board of Trustees affirms the HAB's denial of the application, then the applicant may apply for a certificate of economic hardship.

(Ord. 22-09, §2 9-27-2022)



TO: Historic Advisory Board

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

DATE: May 13th, 2024

SUBJECT: Discussion Regarding Gesin Lot RFP

Background

The Town, in partnership with the Colorado Main Street Program which is part of the Department of Local Affairs (DOLA), and Andrew Coburn of Urban Rural Continuum, are in the process of crafting a comprehensive Request for Proposal (RFP) to facilitate the redevelopment of the Gesin Lot. This RFP will detail the desired type of development, design standards if applicable, potentially establish a minimum purchase price of the land, and delineate the terms and conditions of the sale. Serving as a roadmap for prospective developers, the RFP will articulate the Town's expectations and requirements for the project, encompassing aspects such as proposed land uses, building size, and design elements, including specified building materials.

Request for Input

Given the historical significance of the Gesin Lot and its importance to Main Street, input from the Historic Advisory Board is sought to ensure that the RFP reflects the site's history and character appropriately while also considering a future historic district and accompanying guidelines. Recommendations on architectural elements, design guidelines, or other features to be included in the RFP are welcome and encouraged.

Focus Group Meeting

To refine the specific details of the RFP, a group will meet with the Board of Trustees for a workshop on May 14th. Two representatives from the Historic Advisory Board are invited to participate in this meeting, along with two members from the Main Street Board of Directors. This collaboration will help ensure that the RFP takes into consideration the collective vision and meets the Town's objectives.

Staff Recommendation



TOWN OF ELIZABETH

COMMUNITY DEVELOPMENT DEPARTMENT

Staff recommends that the Historic Advisory Board discuss their recommendations for the RFP as well as consider two members from their board to serve as their representative for the discussion on the Gesin Lot RFP with the Board of Trustees.



TO: Historic Advisory Board

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

DATE: May 13th, 2024

SUBJECT: Discussion Regarding Minimum Parking Requirement

SUMMARY

The Historic Advisory Board has been looking for ways to incentivize a future historic district within the Town. In addition, owners of historic properties have had difficulties complying with the Town’s Site Plan requirements when looking to renovate or add to their historic lots. One potential solution to assist in both of these efforts is for the Historic Advisory Board to explore the elimination or reduction of minimum parking requirements for properties within the proposed historic district and those on the local historic register. This initiative would seek to reduce the constraints imposed by parking mandates on historic properties and those within the proposed district. By doing so, it aims to encourage property owners to invest in and improve their historic buildings, allowing them to better utilize their unique spaces and offerings to the public.

The proposed historic district along Main Street represents the oldest part of Elizabeth, with buildings predating the establishment of current zoning codes. Most of these historic buildings are considered legal non-conforming, meaning they were constructed before current zoning regulations were enacted and do not comply with today’s Downtown District (DT) zoning requirements. While this is common for historic Main Streets, it poses challenges for property owners seeking to make changes or additions to their properties.

In accordance with the Elizabeth Municipal Code, nearly all proposed exterior work on a property requires the submission of a site plan before a building permit can be issued. This regulatory step is to ensure that planned changes align with current zoning requirements. For instance, if a property like 188 Main Street proposes to add a patio to their property, they must first develop and submit a comprehensive site plan. This plan needs to detail both the existing features of the property and the proposed additions, providing the Town with an understanding of the intended modifications. A challenge arises when dealing with our historic Main Street buildings, many of which were constructed long before the establishment of these zoning requirements. As a result, many lack a previously filed site plan, making it incumbent upon current property owners to develop and submit one. This presents a unique challenge as the Town is then required to review these site plans against current zoning regulations, which may not always be congruent with the architectural and spatial characteristics of these historic structures.

Furthermore, the Downtown (DT) zoning district mandates a minimum parking requirement detailed in Section 16-6-10 of the municipal code. For retail use, one (1) parking space is required for every two hundred (200) square feet of usable floor area. For example, if a business like The Nest were to undergo a site plan process for a building addition, they would be obligated to fulfill this parking requirement. In the case of The Nest, the code could



necessitate eight (8) off-street parking spaces, depending on their proposed layout. The zoning code currently permits a reduction of this requirement by up to twenty percent (20%), and property owners not able to provide the required off-street parking spaces may opt to pay a fee of five thousand dollars (\$5,000.00) per parking space. Following the same example, if The Nest cannot meet the parking requirements, they would be subject to a fee-in-lieu of \$30,000. This approach to parking regulation seemingly benefits larger developers over small entrepreneurs prevalent on Main Street. Such regulations could influence the types of businesses viable on Main Street, thereby impacting the variety of offerings available to the public in the form of buildings and businesses.

The Town has been proactive about parking on Main Street and has procured properties for parking purposes while also planning for increased and intentional utilization of Town Right-of-Way for parking as part of the Streetscape project. The acquisition of 444 S Main Street is being planned to yield 60 to 70 parking spaces, while 174 S Banner Street is being planned for an additional 25-30 spaces. According to the Town's recently completed Old Town Circulation Study, the projected parking demand for Main Street is 270 spaces. With the combination of on-street Main Street parking, additional programmed side street parking, private lots on Main Street, and planned public lots there is an expected surplus of 34 spaces to serve Main Street. This approach to parking has the potential to increase foot traffic while promoting walkability, encourage adaptive reuse of historic properties, and provide more local less corporate developers a path to infill within the Town's historic core.

STAFF RECOMMENDATION

Staff recommends that the Historic Advisory Board discuss the minimum parking requirements for properties within the proposed historic district and those on the local historic register. Staff also recommends that the Historic Advisory Board consider providing a recommendation to the Board of Trustees regarding this issue.



TOWN OF ELIZABETH

COMMUNITY DEVELOPMENT DEPARTMENT

TO: Historic Advisory Board

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

DATE: May 13th, 2024

SUBJECT: Discussion Regarding the Survey Results

SUMMARY

The findings of the Historic District Creation Survey have been compiled. Staff has prepared a presentation to present these results.

Staff Recommendation

Staff recommends that the Historic Advisory Board discuss the subsequent actions concerning the creation of the historic district and the revision of design guidelines and standards.

ATTACHMENTS

Survey Results Presentation



Survey Results

Town of Elizabeth Historic Advisory Board
Historic District Creation Survey



Survey Distribution

- The survey was hand delivered and emailed out to all business and property owners within the proposed historic district
- Individuals were given two (2) weeks to complete the survey
- Seven (7) completed surveys were received

Signage (types and materials) –
1 2 3 4 5 (Please circle)

Windows –
1 2 3 4 5 (Please circle)

Paint Color –
1 2 3 4 5 (Please circle)

Height/Stories –
1 2 3 4 5 (Please circle)

Roof Shape –
1 2 3 4 5 (Please circle)

Additions –
1 2 3 4 5 (Please circle)

Demolition –
1 2 3 4 5 (Please circle)

Which element do you find the most important to regulate?

Which element do you find the least important to regulate?

5. How much in favor would you be in regulating the most important elements?

6. If you are not in favor of regulation, please explain why.

Dear Property and/or Business Owner:

The Historic Advisory Board is diligently working on crafting design standards and guidelines for the proposed Main Street Historic District. Our aim is to ensure that these regulations are reflective of the opinions and priorities of those whom the document will regulate – you, the property owners. Your contribution is vital in this process. By gaining insight into your perspectives and priorities, we aim to ensure that these regulations accurately reflect the elements most important to you as property owners. Moreover, it is essential to acknowledge the economic implications of historic preservation. Historic districts not only help to preserve the distinct essence of our community but also bolster property values and drives additional economic development in the area. Your engagement in this survey will enable us to strike a balance between historic preservation and progress, ensuring the long-term vitality and prosperity of Main Street. We kindly ask you to take a moment and complete the survey provided below. Please return the survey to Town Hall or by email to acramer@townofelizabeth.org by April 5th, 2024. Survey results will be evaluated and presented at a public meeting, ensuring transparency and community involvement. Rest assured, your survey responses will remain anonymous during these presentations. Following this, a second survey will be sent for further input, with its results also discussed publicly. Our goal is to complete this survey and public meeting by late summer, transitioning to drafting guidelines in early fall for additional community feedback.

- Are you the owner of the property? Yes or No (Please circle)
- Please rank the importance of regulating the following elements from 1 to 5.

(1 being the least important, 5 being the most important)

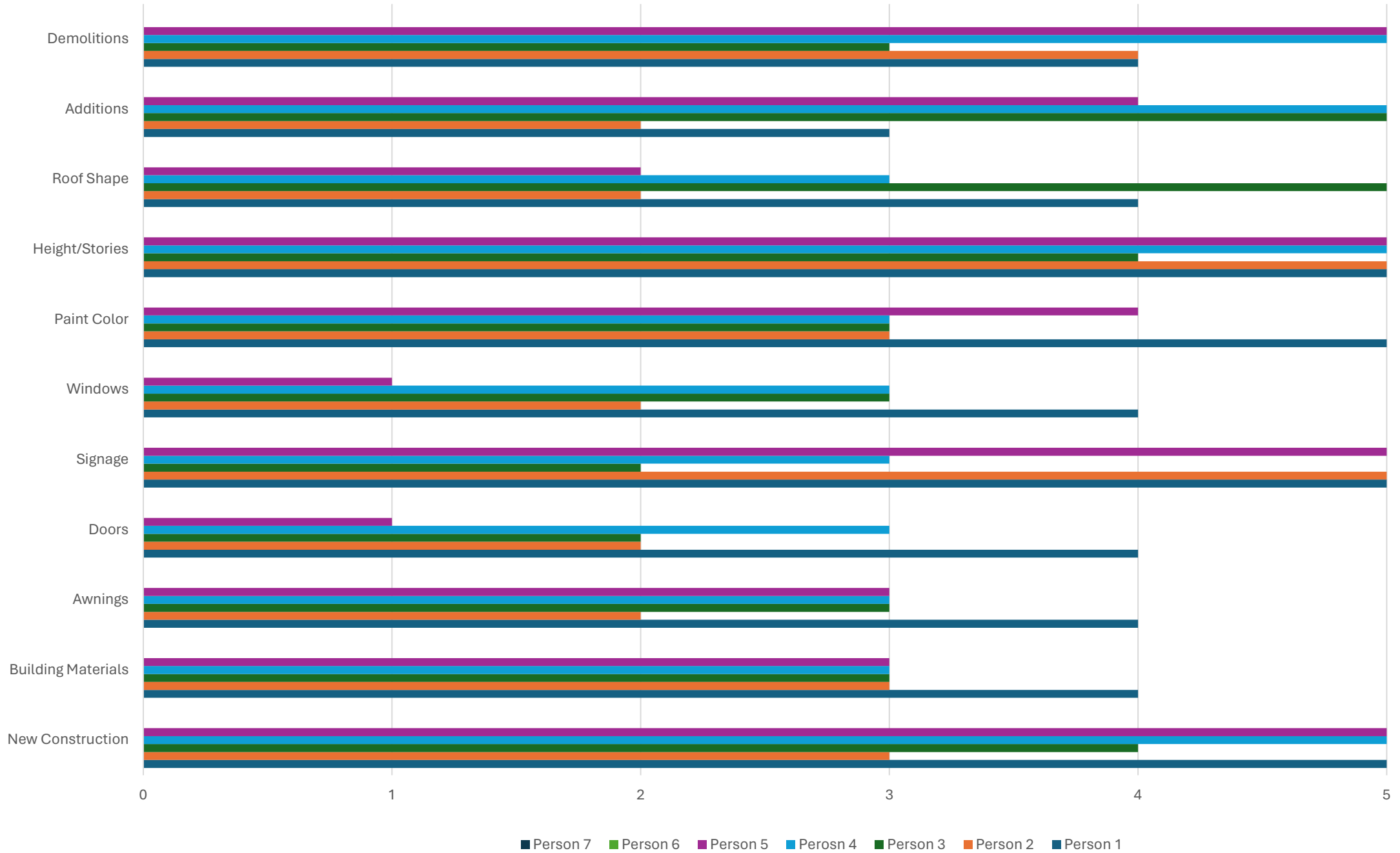
New Construction –
1 2 3 4 5 (Please circle)

Building Materials (ex. siding, roof) –
1 2 3 4 5 (Please circle)

Awnings (ex. style, shape, color) –
1 2 3 4 5 (Please circle)

Doors –
1 2 3 4 5 (Please circle)

Importance of Regulating the Design Elements from 1 to 5



Which element do you find the *most* important to regulate?

- “Please regulate around fitness for the surrounding area ie: don’t put an eyesore parking lot in the center of a street designated as historic district.”
- “Height + stories. Blocks view and sunshine”
- “None.”
- “New construction”
- “New construction/additions – I feel it is very important to maintain an ‘old town/historic’ aesthetic and that this should be regulated/approved by the historic advisory board. Nothing higher than 2 stories”
- “New buildings – must fit in to our Town + keep visual for historic district. Height/stories is 2nd”

Which
element do
you find the
least
important to
regulate?

- “Windows/Doors”
- “Doors”
- “I feel like the building details (materials, doors, windows, paint color, etc..) should be the ultimate decision of the property owner, but also adhere to an old town/historic aesthetic. Guidelines or examples to reference may help.”
- “All are important.”

How much in favor would you be in regulating the most important elements?

- “Highly in favor”
- “Not at all”
- “In favor!”
- “Absolutely! We don’t need Elizabeth Downtown to look uninviting.”

If you are
not in favor
of
regulation,
please
explain why.

- “Too many regulations already”
- “We have too many regulations already. We already have a process that requires the Board of Trustees to approve projects we don’t need one more.”
- “It would make it hard to sell the property. Not sure if it is a good idea. Not too many buildings that are that old now. The older buildings have already been changed.”

Takeaways

- New construction, signage, height/stories, additions, and demolitions emerged as the most important elements for regulation
- Some comments revealed misinformation regarding the current preservation process
- There are misconceptions regarding the efforts required to maintain and preserve historic buildings, including the significance of specific architectural features such as building materials.
- There is an opportunity for education on the significance of specific architectural features and the standards involved in preserving historic buildings' authenticity.
- While there is some engagement presented here, there is still a lot of work needed to be done to involve all residents within the proposed historic district.



TO: Historic Advisory Board
FROM: Alexandra Cramer, Planner/Project Manager
DATE: May 13, 2024
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 and some members of the HAB visited the City of Brighton on November 30th to gain insight into their historic district and design standards and guidelines.
- d. Staff has created a survey for distribution to the property owners within the proposed historic district to gain insight into their perspectives on elements to regulate within the design standards and guidelines.
- e. Staff and HAB members have distributed the surveys and they are due back by April 5th. We will have a workshop at the beginning of May's meeting to discuss the results and next steps.

4. Oral History Collection

- a. The HAB's oral history collection is underway. Contact Bob if you have individuals interested in being interviewed.

5. Historic Advisory Board Website

- a. Staff met with Munibit to discuss the website design and timeline for its creation.
- b. Staff meets with Munibit on Friday, May 10th to go over the beta website.

6. 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.

7. Local Historical Register Plaques



- a. Confirmation has been received from all eight (8) properties on the local historic register to move forward with getting a plaque made for their property.
- b. The plaques have been received.
- c. Staff has put together an plaque installation agreement for the property owners to agree to. Staff will be in contact with those property owners over the next few weeks.

8. Façade Grant Program

- a. The Town has launched the Façade Grant Program and will start accepting applications from 6/1/24 to 6/30/24.
- b. The HAB will be reviewing applications and giving comment to applicants at their 6/3/24 meeting.
- c. The HAB may need to schedule a special meeting later in June to review applications that come in after the 6/3/24 meeting.

9. Historic Walk and Talk

- a. This year's Walk and Talk event is scheduled for September 28th.
- b. The mugs and t-shirts to commemorate the event have been received.
- c. The event will be held at the Gesin Lot and catered by the American Legion.

10. Main Street Networking Event

- a. This year's networking event is **scheduled for May 16th at 6pm.**
- b. The event will be held at Elizabeth Brewing Company and catered by the American Legion.

11. HAB & BOT Joint Workshops

- a. Tentative Workshop Schedule:
 - i. ~~COMPLETED 02/13/2024 – 5:00pm~~
 - ii. ~~COMPLETED 04/23/2024 – 6:00-6:30pm~~
 - iii. 07/23/2024 – 6:00-6:30pm
 - iv. 09/24/2024 – 6:00-7:00pm

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				
		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						\$ 500.00
		Flyers	TBD	TBD		Lynn			\$ 1,500.00	
Projects	Projects	Building Plaques/Storyboards	Dec-23	Feb-24		Staff				-
		Serve as consultant for Section 106 reviews	Ongoing	Ongoing		Aimee, Audra				
		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, Audra		\$ 14.82	\$ 1,485.18	\$ 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, Audra		\$ 588.00	\$ 6,512.00	\$ 7,100.00
		Property Title Research	Ongoing	Ongoing		Bob, Lynn, Jacque		\$ 400.00	\$ -	\$ 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				\$ 5,000.00
		Misc. Commemoration								\$ 3,000.00
TOTALS							\$ 1,000.00	\$ 1,880.72	\$ 17,119.28	\$ 18,000.00