



TOWN OF ELIZABETH

**TOWN OF ELIZABETH
Historic Advisory Board
Monday, July 11, 2022 at 4:30 PM
Town Hall, 151 S. Banner Street**

CALL TO ORDER

ROLL CALL

AGENDA CHANGES

MINUTES

1. Special Meeting Minutes of June 20, 2022

NEW BUSINESS

2. Discussion regarding the Historic Preservation Code Update
3. Discussion regarding 188 South Main Street
4. Discussion regarding 2022 Work Plan and Assignments

REPORTS

5. Staff Report
6. Commissioner Reports

ADJOURNMENT



TOWN OF ELIZABETH

HISTORIC ADVISORY BOARD – RECORD OF PROCEEDINGS JUNE 20, 2022

CALL TO ORDER

The Special Meeting of the Historic Advisory Board was called to order on Monday, June 20, 2022, at 4:30 PM by Chair John Quest.

ROLL CALL

Present were Chair John Quest, Vice Chair Cecilia Farin, Board Members Jerry Garland, Brandi Wilson, and Aimee Woodall. Board Member Denny Boehler were not present. There was a quorum to conduct business.

Also present were Community Development Director Pam Cherry, Planner/Project Manager Zach Higgins, Town Clerk Michelle Oeser and Community Development Administrative Assistant Shannon Walker.

AGENDA CHANGES

There were no changes to the agenda as presented.

MINUTES

Regular Minutes of May 2, 2022

Regular Minutes of June 6, 2022

Motion by Ms. Woodall, seconded by Mr. Garland, to approve the minutes from May 2, 2022, and June 6, 2022.

The vote of those Board Members present was 5 in favor and 0 opposed. Motion passed unanimously.

NEW BUSINESS

Discussion and possible action of recommendation of the Historic Preservation Code Update including sections from both Chapter Two Article VIII and Chapter Sixteen Article XI to the Planning Commission and Board of Trustees



TOWN OF ELIZABETH

Motion by Ms. Woodall, seconded by Mr. Garland, to approve the recommendations of the Historic Preservation Code Update including sections from both Chapter Two Article VIII and Chapter Sixteen Article XI to the Planning Commission and Board of Trustees, with a reference change from commissioners to HAB.

The vote of those Board Members present was 5 in favor and 0 opposed. Motion passed unanimously.

STAFF REPORTS

BOARD REPORTS

There were no further reports from the Board.

ADJOURNMENT

Motion by Mr. Quest, seconded by Mr. Garland, to adjourn meeting at 4:44 PM. The vote of those Board Members present was unanimously in favor. Motion carried.

Chair John Quest

Town Clerk Michelle Oeser

ORDINANCE 22-07

AN ORDINANCE REPEALING AND REENACTING CHAPTER 2 ARTICLE VIII AND CHAPTER 16 ARTICLE XI OF THE ELIZABETH MUNICIPAL CODE REGARDING CHANGES TO THE TOWN'S HISTORIC ADVISORY BOARD AND HISTORIC PRESERVATION

BE IT ORDAINED BY THE BOARD OF TRUSTEES FOR THE TOWN OF ELIZABETH, COLORADO, THAT:

Section 1. Chapter 2 Article VIII of the Elizabeth Municipal Code is hereby repealed and reenacted to read as follows:

Section 2-8-10. Purpose

1. Purpose. The purpose of the Historic Advisory Board (HAB) as referenced in this article is to enhance our community's local resources and to promote the public health, safety, and welfare through:
 - a. The protection and preservation of the Town's architecture, culture, and heritage as embodied in Historic Properties and Historic Districts, by appropriate regulations and incentives;
 - b. The enhancement of Property values and the stabilization of historic neighborhoods;
 - c. The establishment of the Town's Historic Register listing Historic Properties and Historic Districts;
 - d. The cultivation of civic pride in the art, architecture, and accomplishments of the past;
 - e. The encouragement of continued private ownership and utilization of such Historic Properties or Historic Districts now so owned and used;
 - f. The promotion of thoughtful community planning and design;
 - g. The maintenance and improvement of economic and financial benefits through the protection of attractions that bring tourists and visitors to the Town;
 - h. A reasonable balance between private property rights and the public interest in preserving the Town's unique historic character through the nomination of Buildings, Structures, Sites, Objects, and districts for preservation; and
 - i. The provision of educational opportunities to increase public appreciation of the Town's unique heritage.

Section 2-8-20. Historic Advisory Board

1. The Board of Trustees hereby creates the Historic Advisory Board which shall have the duties and responsibility established in this Chapter 2 Article VIII and Chapter 16 Article XI, and hereinafter referred to as the

“HAB.”

2. Composition
 - a. The HAB shall be composed of seven (7) voting members, all of whom have demonstrated interest in, competence with or knowledge of preservation.
 - b. It is preferred that at least 40% of the members shall be professionals or shall have extensive expertise in a preservation-related discipline, including but not limited to History, Architecture, Landscape Architecture, American Studies, American Civilization, Cultural Geography, Cultural Anthropology, Planning, or Archaeology.
3. Appointments and terms of office.
 - a. Members of the Historic Advisory Board shall be appointed by the Board of Trustees and shall serve three-year staggered terms from the date of the appointment.
 - b. Members may continue to serve until their successors have been appointed.
 - c. Appointments to fill the vacancies on the Historic Advisory Board shall be made by the Board of Trustees.
 - d. All members of the Historic Advisory Board shall serve without compensation except for such amounts determined appropriate, in advance, by the Board of Trustees to offset expenses incurred in the performance of their duties.
 - e. Members of the Historic Advisory Board may be removed by the Board of Trustees without cause being stated.
4. Officers. At the first regular meeting of each calendar year, the HAB shall, by majority vote, elect one (1) of its members to serve as chairperson to preside over the HAB’s meetings, one (1) member to serve as the vice-chairperson and one (1) member to serve as Historian. The members so designated shall serve in these capacities for terms of one (1) year.
5. Quorum and Voting. A quorum for the Historic Advisory Board to conduct business shall consist of at least a majority of its sitting members. A quorum is necessary for the Historic Advisory Board to conduct business including holding a public hearing. A roll call vote shall be taken upon the request of any member. A tie vote shall be deemed a denial of the motion or recommended action.
6. Compensation. All members of the HAB shall serve without compensation except for such amounts determined appropriate, in advance, by the Board of Trustees to offset expenses incurred in the performance of their duties.
7. Powers and Duties. The HAB shall:
 - a. Conduct surveys and create Inventories of Properties and areas for the purpose of defining those of Historic Significance.
 - b. Review and determine qualifications of Buildings, Structures, Objects, Sites, and Districts nominated for designation and recommend that the Board of Trustees designate by ordinance such Buildings, Structures, Objects, Sites, or Districts

- qualifying for such designation.
 - c. Make recommendations to the Board of Trustees on Construction and Design Guidelines, consistent with the Secretary of the Interior's Standards for the Treatment of Historic Properties, for review of proposals to Alter, Relocate, or Demolish Historic Properties.
 - d. Review and make recommendations on any application for Alteration, Relocation, or Demolition of a Historic Property or Historic District or planning and design project that may affect the character or Integrity of the Historic Property or Historic District.
 - e. Participate in review of National Register of Historic Places nominations.
 - f. Advise Owners on historic preservation, rehabilitation, restoration, and reconstruction.
 - g. Develop and assist in public education programs on history, archaeology, and historic preservation.
 - h. Advise the Board of Trustees on matters related to preserving the historic character of the Town.
 - i. Participate in Federal Section 106 Review as requested by Board of Trustees or Staff.
 - j. Actively pursue financial assistance for preservation-related programs.
 - k. Draft and recommend for adoption by the Board of Trustees such by-laws, operating policies and other rules of procedure as the HAB may deem appropriate.
8. Meetings
- a. The HAB shall establish a regular meeting schedule with no less than four scheduled meetings per fiscal year.
 - b. Minutes shall be kept of all HAB proceedings.
 - c. All meetings of the HAB shall be open to the public.
9. Vacancies. Appointments to fill vacancies on the HAB shall be made by the Board of Trustees in the same manner as regular appointments.
10. Removal. Members of the HAB may be removed by the Board of Trustees without cause being stated.
11. Conduct of business.
- a. The Historic Advisory Board shall conduct its business in accordance with the Public Meetings Act, Public Records Act and other laws applicable to local public bodies. The Historic Advisory Board shall propose to the Board of Trustees bylaws as the Historic Advisory Board deems necessary.

Section 2. Chapter 16 Article XI of the Elizabeth Municipal Code is hereby repealed and reenacted to read as follows:

Section 16-11-10. General

2. Purpose. The purpose of this Article is to enhance our community's local resources and to promote the public health, safety, and welfare through:
 - a. The protection and preservation of the Town's architecture, culture, and heritage as embodied in Historic Properties and Historic Districts, by appropriate regulations and incentives;
 - b. The enhancement of Property values and the stabilization of historic neighborhoods;
 - c. The establishment of the Town's Historic Register listing Historic Properties and Historic Districts;
 - d. The cultivation of civic pride in the art, architecture, and accomplishments of the past;
 - e. The encouragement of continued private ownership and utilization of such Historic Properties or Historic Districts now so owned and used;
 - f. The promotion of thoughtful community planning and design;
 - g. The maintenance and improvement of economic and financial benefits through the protection of attractions that bring tourists and visitors to the Town; and
 - h. The provision of educational opportunities to increase public appreciation of the Town's unique heritage.

3. Definitions. For purposes of this ordinance, the following terms are to be defined as follows:
 - a. **Alteration or Alter** – Any act or process that changes one (1) or more of the exterior architectural or landscape features of a Historic Property or Historic District.
 - b. **Applicant** – Person or persons submitting nomination or Alteration paperwork.
 - c. **Board of Trustees** – The Board of Trustees of the Town of Elizabeth.
 - d. **Building** – A shelter or enclosure constructed for persons, animals, or chattels.
 - e. **Building Code** – The Town of Elizabeth Building Code, as amended.
 - f. **Building Official** – The officer or other designated authority charged with the administration and enforcement of the Building Code, or that person's authorized representative.

- g. **Certificate of Appropriateness** – The approval statement signed by the Historic Advisory Board which certifies the historical appropriateness of any proposed repair, restoration, Alteration, Construction, Relocation, or Demolition of a Historic Property or element within a Historic District pursuant to the historic preservation regulations within Chapter 2 – Article VIII Historic Advisory Board and Chapter 16 – Article XI Historic Preservation. The issuance of a Certificate of Appropriateness authorizes the issuance of a building permit (if required) for said request.
- h. **Certificate of Economic Hardship** – A certificate issued by the HAB authorizing the repair, restoration, Alteration, Construction, Relocation, or Demolition of a designated Building, Structure, Object, Site, or element within a designated Historic District in accordance with the provisions of Chapter 2 – Article VIII Historic Advisory Board and Chapter 16 – Article XI Historic Preservation, even though a Certificate of Appropriateness has previously been denied.
- i. **Town’s Historic Register** – The register established pursuant to **Section 16-11-20** of this Article.
- j. **Code** – The Town of Elizabeth Municipal Code as amended.
- k. **Colorado State Register of Historic Properties** – The official listing of state designated cultural resources.
- l. **Compatible** or **Compatibility** – Consistent or harmonious with location, design, setting, materials, workmanship, feeling, or association of an individual Building, Structure, Object, or Site or of surrounding Properties.
- m. **Construction** or **Construct** – Act of erecting an addition to an existing Building, Structure, or Object or the erection of a new principal or accessory Building, Structure, or Object on a lot or Property.
- n. **Contributing Property** – A Building, Structure, Site, or Object that reflects the historic or architectural character within a Historic District.
- o. **Demolition** or **Demolish** – Any act or process that destroys in part or in whole a Building, Structure, Object, or Site.
- p. **Design Guidelines** – Utilize reference document, Town of Elizabeth Design Review Standards & Guidelines, as the same may be amended from time to time.
- q. **Historic District**
 - i. A “Historic District” is a geographically definable area including a concentration, linkage, or continuity of Properties within a specified Period of Significance and may include within its geographic

boundaries one or more Contributing Properties, which has been designated by the Board of Trustees pursuant to this ordinance as amended.

- ii. A Historic District is related by a pattern of either physical elements or social activities. Historic Significance is determined by applying eligibility and Integrity criteria to the pattern(s) and unifying element(s).
 - iii. Historic District boundaries will be defined by visual changes, historical documentation of different associations or patterns of development, or evidence of changes in Property type, density, or Integrity.
 - iv. Properties that do not contribute to the Historic Significance of the Historic District may be included within its boundaries.
- r. **Historic Property** – A Building, Structure, Site, or Object which is designated by the Board of Trustees to the Town’s Historic Register pursuant to Chapter 2 – Article VIII Historic Advisory Board and Chapter 16 – Article XI Historic Preservation.
 - s. **Infill** – Construction on vacant or under-used parcels within existing areas that are largely developed.
 - t. **Integrity** – The ability of a property to convey its Historic Significance through its physical features.
 - u. **Inventory** – Catalog of Buildings, Structures, Objects, and Sites within the Town, listed, eligible for listing, or non-eligible for listing in the Town’s Historic Register.
 - v. **Maintenance** – All activities necessary to prolong the useful life and aesthetic appearance of a Property.
 - w. **National Register of Historic Places** – The list of significant Buildings, Structures, Sites, Objects, or districts in American history, architecture, archaeology, engineering, or culture maintained by the U.S. Secretary of the Interior.
 - x. **Non-Contributing Property** - A Building, Structure, Object, or Site that does not reflect the historic or architectural character within a Historic District because of age or lack of Integrity.
 - y. **Object** - A material item of functional, aesthetic, cultural, historical, or scientific value that may be, by nature or design, movable yet related to a specific setting or environment.

- z. **Period of Significance** - Span of time during which significant events and activities occurred.
- aa. **Owner** – The person, corporation, government, or other legal entity who owns or who has any legal or equitable interest in Property and who is so listed as Owner on the records of the Elbert County Assessor's Office.
- bb. **Property** – A Building, Structure, Site, or Object.
- cc. **Relocation** or **Relocate** – Moving a Building, Structure, or Object to a different location, either temporarily or permanently.
- dd. **Secretary** – The secretary of the HAB.
- ee. **Secretary of the Interior's Standards for the Treatment of Historic Properties** – The preservation, rehabilitation, restoration, and reconstruction standards adopted by the U.S. Department of the Interior.
- ff. **Section 106 Review** – Process required of federal agencies under 54 U.S.C. 306108 to consult local governments and other parties in consideration of the effects of projects carried out, permitted, licensed, or funded by that agency on properties listed in the National Register of Historic Places.
- gg. **Site** – Location of a significant event; a prehistoric or historic occupation or activity; or a Building, Structure, or Object, whether standing or vanished, where the location itself maintains historic or archaeological value regardless of the value of any existing Building, Structure, or Object.
- hh. **Structure** – A Construction for purposes other than shelter for humans, animals, or chattel (such as a road, bridge, canal, or fence).
- ii. **Town** – The Town of Elizabeth, Colorado.

16-11-20. - **Establishment of Town Register and Designation Criteria**

1. The Board of Trustees hereby establishes the Town Register of historic sites.
 - a. Properties or districts shall be listed in the Town's Historic Register when such Property or district has been so designated.
 - b. All Properties listed in the Colorado State Register of Historic Properties and the National Register of Historic Places are eligible for the Town's Historic Register but are not designated until approval as stated in this Code.
2. Eligibility Criteria
 - a. Properties or districts shall be at least fifty years old and meet one or more of the following criteria in order to be considered for designation:

- i. Association with events that have made a significant contribution to history;
- ii. Connection with persons significant in history;
- iii. Distinctive characteristics of a type, period, method of Construction, or artisan;
- iv. Geographic importance; and/or
- v. Possibility to yield important information related to prehistory or history.

3. Integrity Criteria

All Properties and districts shall be evaluated for their physical Integrity using the following criteria:

- a. Location
- b. Design
- c. Setting
- d. Materials
- e. Workmanship
- f. Association (with prominent historical person or purpose)

16-11-30. - Designation Procedure

1. Nomination and Application

- a. Applications shall be submitted to the Town Clerk for consideration on a form provided by the Historic Advisory Board.
- b. The applicant shall pay all public notice expenses, recording fees and any other fees established by resolution of the Board of Trustees.
- c. A nomination for listing in the Town's Historic Register may be made:
 - i. By the Owner or Owners of the Property or Properties to be designated; or
 - ii. By any current resident of the Town.
- d. 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 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 30 days of receipt of nomination.

- e. Applications determined incomplete shall be returned to the Applicant within 30 days with a request for additional information.
- f. Applications for a district nomination shall not be complete UNLESS 75% of the Property Owners within the proposed district approve the nomination by signature.

2. Designation Hearing

- a. Within 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.
 - i. 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 10 days prior to the hearing.
 - ii. 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 10 days prior to the hearing.
 - iii. The notice shall be posted at the Property's physical location at least 10 days prior to the hearing.
- b. 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.
- c. Transcripts of the hearings are not required; however, the HAB's records shall include the name and address of each speaker; the organization or person the speaker represents, if any; whether or not the speaker is an Owner or holder of some interest in the Property or district nominated for designation, or represents such Owner or holder; and a summary of the relevant portions of each statement. Written reports and presentations shall be incorporated into the record of the hearing.

3. HAB Review

- a. 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.

- b. 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.
- 4. Board of Trustees Proceedings
 - a. Within 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, Subsections 2(a)-(c)**, except the Town Clerk shall perform the responsibilities assigned therein to the Secretary.
 - b. The Board of Trustees shall review the application for conformance with this ordinance as amended.
 - c. 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.
 - d. 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.
- 5. Recording of Designation. Within 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.
- 6. Records. The Town shall maintain a current record of all Historic Properties and Historic Districts and pending designations.
- 7. 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 year from the effective date of the final action on the denied application.
- 8. Appeals
 - a. 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 30 days of the Board of Trustees decision.
- 9. Revocation of Designation
 - a. 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**.

- b. 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.

16-11-40. - 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). Such Owner(s) must first submit the proposed work to the HAB under this Section to obtain a Certificate of Appropriateness, as well as apply for any other permits required by Code.
- 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. 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.

16-11-50. - Relocation of Listed Properties

1. General

- a. In addition to the criteria and procedures in **Section 16-11-40**, the HAB will use the criteria of this Section in considering applications for Relocating a Historic Property or Contributing Property in a Historic District within or outside of a designated Site or Historic District or Relocating a Property onto a designated Site or Historic District.
- b. Applicants for Relocation shall provide:
 - i. A professionally prepared estimate of costs of continued Maintenance of the Property in its current condition, of rehabilitation on site, and of Relocation and rehabilitation;
 - ii. An engineer's or architect's report as to structural soundness;
 - iii. A professionally prepared estimate of the Property's market value in its current location and current condition, of the market value of the

Property rehabbed on its current site, and of the site after Relocation of the Property; and

- iv. Professionally prepared site plan and construction documents for the current site.

2. Review Criteria

- a. For consideration of the original Property and site, the HAB will review for the following criteria:
 - i. The Property cannot be preserved, restored, rehabbed or reused on its current site to provide for any reasonable, beneficial use of the Property regardless of any proposed development plan for the Property's site or adjacent Properties;
 - ii. And
 1. Whether a structural report submitted by a licensed structural engineer adequately demonstrates the soundness of the Building, Structure, or Object proposed for Relocation;
 2. If the Property can be Relocated without significant damage to its physical Integrity; and
 3. Whether plans are specifically defined for the site to be vacated, and have been determined to meet all other Town codes and ordinances.
- b. For consideration of the new location, the HAB will review for compliance with all of the following criteria:
 - i. Whether the Building, Structure, or Object is Compatible with its proposed site and adjacent Properties; and if the receiving site is Compatible in nature with the Building, Structure, or Object proposed to be moved;
 - ii. The Building, Structure, or Object's architectural Integrity and its consistency with the character of the neighborhood of the receiving site;
 - iii. Whether the Relocation of the Building, Structure, or Object will diminish the Integrity or character of the neighborhood of the receiving site; and
 - iv. If a Relocation plan has been submitted and approved by the Town, including posting a bond, to ensure the safe Relocation, preservation, and repair (if required) of the Property and site preparation and infrastructure connections as described in the Code.

16-11-60. - Demolition of Listed Properties

1. General
 - a. In addition to the criteria and procedures in **Section 16-11-40**, the HAB will use the criteria of this Section in considering applications for Demolition of Historic Properties and Contributing Properties in a Historic District.
 - b. Applicants for Demolition shall provide:
 - i. A professionally prepared estimate of costs of continued Maintenance of the Property in its current condition, of rehabilitation, and of Demolition;
 - ii. An engineer's or architect's report as to structural soundness; and
 - iii. Professionally prepared estimates of the Property's market value in its current condition, as rehabbed and after Demolition.
 - c. If a Demolition approval is granted on any basis other than that of an imminent hazard or economic hardship (See **Section 16-11-70**), a Certificate of Appropriateness will not be issued until a replacement/reuse plan for the Property has been approved by the Town.
2. Review Criteria for Total Demolition. Applicants requesting a Certificate of Appropriateness for total Demolition must provide data to clearly demonstrate all of the following criteria:
 - a. The Property proposed for Demolition is not structurally sound, despite evidence of the Owner's efforts to properly maintain said Building, Structure, or Object;
 - b. The Property cannot be preserved, restored, rehabbed, or reused on site to provide for any reasonable, beneficial use of the Property regardless of any proposed development plan for the Property's site or adjacent Properties;
 - c. The Property cannot be practically moved to another site in the Town; and
 - d. The Applicant demonstrates that the proposal mitigates, to the greatest extent practical, all the following:
 - i. Any impacts that occur to the visual character of the neighborhood where Demolition is proposed to occur;
 - ii. Any impact on the Historic Significance of the Buildings, Structures, or Objects located on the Property and adjacent Properties;

- iii. Any impact to the Integrity of Buildings, Structures, or Objects located on the Property and adjacent Properties; and
 - iv. Any impact to archaeological deposits or ruins or the potential to access such resources and whether information can be recovered as part of the Demolition process.
3. Review Criteria for Partial Demolition. Applicants requesting a Certificate of Appropriateness for partial Demolition must provide data to clearly demonstrate all of the following criteria:
- a. The partial Demolition is required for the preservation, restoration, or rehabilitation of the Property; and
 - b. The Applicant demonstrates that the proposal mitigates to the greatest extent practical, all the following:
 - i. Any impact on the Historic Significance of the Buildings, Structures, or Objects located on the Property and adjacent Properties; and
 - ii. Any impact on the Integrity of the Buildings, Structures, or Objects located on the Property and adjacent Properties.

16-11-70. - Certificate of Economic Hardship

- 1. General
 - a. If an application for a Certificate of Appropriateness is denied, and an appeal of such denial has occurred, the Applicant may request an exemption from such certificate requirement pursuant to this Section.
 - b. A request for exemption in the form of a Certificate of Economic Hardship shall be initiated by the Owner(s). Such application for a Certificate of Economic Hardship shall be submitted to the Town for consideration on a form provided by the HAB. The Applicant shall have the burden of proof to establish hardship.
 - c. The HAB may request additional information from the Applicant as necessary to make informed decisions according to the applicable criteria for decision-making.
 - d. When the Town determines the application for Certificate of Hardship is complete, the Town shall promptly refer the application to the Historic Advisory Board.
 - e. A Certificate of Economic Hardship is granted only to the specific Owner and are not transferable.
- 2. Criteria for Certificate of Economic Hardship

- a. Economic Hardship. The following factors, evidence, and testimony are to be provided by the applicant and considered by the HAB:
 - i. The structural soundness of any Buildings or Structures on the Property and their potential for rehabilitation.
 - ii. The economic feasibility of rehabilitation or reuse of the existing Property in the case of a proposed Demolition.
 - iii. For investment or income producing Properties, the ability to obtain a reasonable rate of return on the Property in its present condition, or in a rehabbed condition pursuant to the requirements of this ordinance as amended.
 - iv. For non-income producing Properties consisting of owner-occupied single-family dwellings and/or non-income producing institutional Properties not solely operating for profit, the ability to maintain or to convert the Property to a reasonable residential or institutional use in its present condition or in a rehabbed condition pursuant to the requirements of this ordinance as amended or the ability to transfer the Property for a reasonable rate of return.
 - v. The consideration for economic hardship shall not include any of the following:
 1. Willful or negligent acts by the Owner;
 2. Purchase of the Property for substantially more than its market value;
 3. Failure to perform normal Maintenance and repairs;
 4. Failure to diligently solicit and retain tenants;
 5. Failure to prescribe a rental amount which is reasonable; or
 6. Failure to provide normal tenant improvements.
 - b. Undue Hardship. An Applicant requesting an exemption based on undue hardship must show that the application of the criteria creates a situation that is substantially inadequate to meet the Applicant's needs because of specific health and/or safety issues.
3. Decision
 - a. If the HAB deems the criteria of this Section are met, the HAB shall, at a public meeting, issue an order of exemption and send a Certificate of Economic Hardship to the Town within 30 days.

- b. If the HAB deems the criteria of this Section are not met, the HAB shall, at a public meeting, deny the exemption request and notify, in writing, the Town and the Applicant 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.
 - c. The HAB may issue an order continuing the Certificate of Economic Hardship process for a period not to exceed 90 days from the date of the application if the HAB would like additional information necessary to make a decision.
 - d. The Applicant may resubmit an amended application, reapply for a Certificate of Economic Hardship that takes into consideration the recommendations of the HAB, or appeal the denial to the Board of Trustees.
 - e. If an application for a Certificate of Economic Hardship is denied, no person may submit a subsequent application within one year for the same from the date of the final action upon the earlier application.
4. Appeal for Denial of a Certificate of Economic Hardship
- a. If a Certificate of Economic Hardship is denied by the HAB the Applicant may appeal the denial to the Board of Trustees by filing a written notice with the Town within 15 days of the date of the receipt of the HAB's denial.
 - b. 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.
 - c. The Board of Trustees shall review the appeal for a clear error made in the application of the applicable code criteria.
 - d. 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 30 days of the Board of Trustees decision.

16-11-80. - Maintenance

1. The Board of Trustees intends to preserve from deliberate or inadvertent neglect the exterior portions of Historic Properties or Historic Districts whose Maintenance is necessary to prevent deterioration of any exterior portion. No Owner, lessee, or occupant of any Historic Property or Contributing Property within a Historic District shall fail to prevent significant deterioration of the exterior of the Building, Structure, Object, or special feature beyond the condition of such Historic Property or Contributing Property within a Historic District on the effective date of the designating ordinance.

2. No Owner, lessee, or occupant of any Historic Property or Contributing Property within a Historic District shall fail to comply with all applicable provisions of this ordinance as amended and other ordinances of the Town regulating Maintenance.
3. Before the Town's attorney files a complaint in municipal court for failure to maintain the Historic Property or Contributing Property within a Historic District, the Town shall notify the Owner, lessee or occupant of the need to repair, maintain, or restore such Property; shall assist the Owner, lessee, or occupant in determining how to preserve such Property; and shall give the Owner, lessee, or occupant a reasonable time to perform such work.

16-11-90. - Unsafe or Dangerous Conditions Exempted

Nothing in this ordinance shall be construed to prevent any measures of Construction, Alteration, removal, or Demolition necessary to correct the unsafe or dangerous condition of any Property, other feature, or parts thereof where such condition is declared unsafe or dangerous by the Town and where the proposed measures have been declared necessary by the Town to correct the condition, as long as only such work that is absolutely necessary to correct the condition is performed. Any temporary measures may be taken without first obtaining a Certificate of Appropriateness under this ordinance, but a certificate is required for permanent Construction, Alteration, removal, or Demolition.

16-11-100. - Enforcement and Penalties

1. No person shall violate or permit to be violated any of the requirements of this ordinance or the terms of a certificate issued pursuant to this ordinance as amended.
2. Violations of this ordinance are punishable as provided in the Code and may be subject to the following additional penalties:
 - a. If any Historic Property or Property within a Historic District is reconstructed, Altered, added to, Relocated, or Demolished in violation of this ordinance the Board of Trustees may order any such Property to be returned to its condition prior to such unlawful Construction, reconstruction, exterior Alteration, addition, Relocation, or Demolition. This may specifically include ordering the reconstruction of a property that was Demolished to replicate as closely as possible the original Property.
 - b. If any Building, Structure, or Object is erected or Constructed on a Historic Property or Property within a Historic District, the Board of Trustees may order any such Building, Structure, or Object to be removed or deconstructed.

- c. Alterations to a Historic Property or Historic District without an approved Certificate of Appropriateness will result in a one-year moratorium on all building permits for the subject Property.
- d. Relocating or Demolishing a Historic Property or Property within a Historic District without an approved Certificate of Appropriateness will result in a one-year moratorium on all relocation, Demolition, or building permits for such Property and/or its original location.

16-11-110. - Incentives

1. Any Owner of a Historic Property or Contributing Property within a Historic District under **Section 16-11-20** may be eligible for economic incentives for the restoration or rehabilitation of that Property as provided by the State of Colorado and such additional incentives as may be developed by the HAB or the Board of Trustees.
2. The HAB, at a public meeting, shall make the determination for each request regarding economic incentives.

Section 3. Severability. If any section, paragraph, clause, or provision of this Ordinance shall for any reason be held to be invalid or unenforceable, the invalidity or enforceability of such section, paragraph, clause or provision shall not affect any of the remaining provisions of this Ordinance, the intent being that the same are severable.

Section 4. The Board of Trustees hereby finds, determines, and declares that this Ordinance is promulgated under the general police power of the Town, that it is promulgated for the health, safety, and welfare of the public, and that this Ordinance is necessary for the preservation of health and safety and for the protection of public convenience and welfare. The Board of Trustees further determines that the Ordinance bears a rational relation to the proper legislative object sought to be attained.

Section 5. This Ordinance shall become effective thirty (30) days after publication.

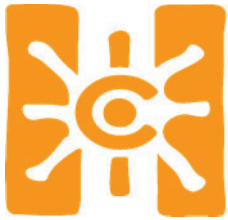
Read and approved at a meeting of the Board of Trustees of the Town of Elizabeth, Colorado, this _____ day of _____, 2022.

Passed by a vote of _____ for and _____ against and ordered published.

Megan Vasquez, Mayor

ATTEST

Michelle M. Oeser, Town Clerk



History Colorado

June 16, 2022

Zach Higgins
 Planner/Project Manager
 Town of Elizabeth
 P.O.Box 159
 Elizabeth, CO 80107

Re: Preliminary Property Evaluation for the First National Bank of Elizabeth (5EL.321), 188 Main Street, Elizabeth, CO 80107, Elbert County

Dear Z. Higgins:

Based on preliminary review by the Office of Archaeology and Historic Preservation, we have determined that the First National Bank of Elizabeth building appears to meet the criteria for evaluation and nomination to the National Register of Historic Places, as well as the State Register of Historic Properties, under Criterion A in the area of Commerce, as well as under Criterion C for Architecture, both at the local level of significance.

The nomination form and instruction bulletin are available at: <https://www.historycolorado.org/nomination-forms>. Once a completed nomination form and other required materials, such as digital photographs to certain standards, are submitted, we will review the forms for completeness and may suggest revisions to clarify and strengthen the nomination before its consideration by the State Review Board. The board currently meets three times each year. If the board approves the nomination, the State Historic Preservation Officer will review the nomination and then forward it to the National Register in Washington, D.C. for final consideration for the National Register and make a recommendation to the Colorado Historical Society Board of Directors for the State Register listing. Please see the enclosed nomination of a successful National Register listing of a similar property.

Our next Review Board meeting for which nominations are being accepted is scheduled for **January 20, 2023**. In order to process the nominations, make the required legal notifications, and submit the nomination to the Review Board, we need to have the completed nomination (with all items on the checklist) on or before **September 30, 2022**. If more time is needed, the following Review Board meeting will be on May 19, 2023, with a draft nomination due in our office by February 3, 2023.

If there are any questions about preparing the nomination, or the property, please feel free to call me at (303) 866-4683 or e-mail me at jason.obrien@state.co.us. We look forward to working with you in the months ahead.

Sincerely,

Jason O'Brien

Digitally signed by Jason
 O'Brien
 Date: 2022.06.16 09:35:52
 -06'00'

Jason O'Brien
 National and State Register Historian

Enclosure:



HISTORY *Colorado*

OFFICE of ARCHAEOLOGY
and HISTORIC PRESERVATION

Supplemental Material to the National Register Bulletin *How to Complete the National Register Registration Form*



National Register and State Register Programs
History Colorado
1200 Broadway
Denver, CO 80203
303-866-3392

<https://www.historycolorado.org/nomination-forms>

The activity that is the subject of this material has been financed in part with Federal funds from the National Historic Preservation Act, administered by the National Park Service, U.S. Department of the Interior and for History Colorado. However, the contents and opinions do not necessarily reflect the views or policies of the U.S. Department of the Interior or History Colorado, nor does the mention of trade names or commercial products constitute an endorsement or recommendations by the Department of the Interior or History Colorado.

This program receives federal funds from the National Park Service; regulations of the U.S. Department of the Interior strictly prohibit unlawful discrimination in departmental Federally-assisted programs on the basis of race, color, national origin, age, or handicap. Any person who believes he or she has been discriminated against in any program, activity, or facility operated by a recipient of Federal assistance should write to: Director, Equal Opportunity Program, U.S. Department of the Interior, National Park Service, 1849 C Street, Washington, D.C. 20240.

This activity is also partially funded by the State Historical Fund, a program of History Colorado.

Nomination Submission Dates

For nomination deadlines and dates of corresponding Review Board meetings, please visit our website at: <https://www.historycolorado.org/nomination-deadlines>

Official nomination submissions must contain all required materials, including the nomination form, maps, and photographs. Exceptions may occur only with the advance approval of the OAHP National Register staff. Draft nominations may be submitted at any time for informal staff review.

Only complete and adequately documented nominations will be scheduled for Review Board consideration.

If you have any questions about nomination submissions, call us at 303-866-3392.

Thank you!

National Register Nomination Materials

The National Register Bulletin *How to Complete the National Register Registration Form* contains detailed directions on the preparation of the nomination materials. Colorado has some specific requirements in addition to those of the National Register. These requirements are outlined below. A few other items are highlighted to emphasize and clarify materials in the bulletin.

1. National Register Nomination Form

National Register nomination forms are available for downloading from our website at <https://www.historycolorado.org/nomination-forms>.

2. Grammar, Punctuation and Term Usage

OAHP National Register staff review nominations in part to ensure that consistent grammar and punctuation conventions are followed. We recommend following the guidelines established by the Historic American Buildings Survey/Historic American Engineering Record (HABS/HAER), which includes preferences for certain terms over others. Please see Appendix A on pages 9-12 for a copy of these guidelines.

2. Maps

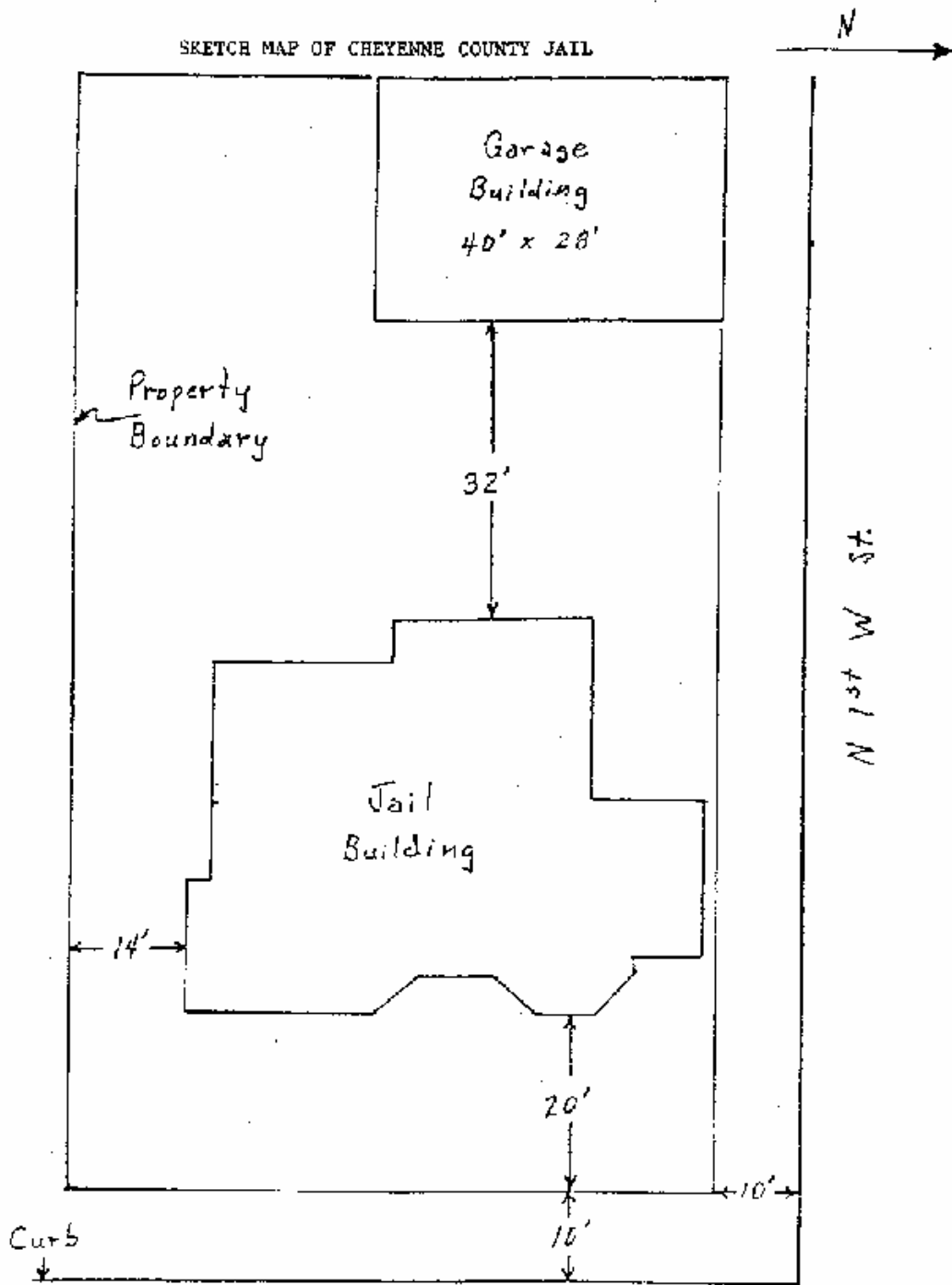
- Each nomination must have a map showing the location and boundary of the nominated area.

See the instructions in the National Register Bulletin: *How to Complete the National Register Registration Form* as well as the NPS Electronic Map Policy Factsheet at https://www.nps.gov/nr/publications/bulletins/GIS_maps/GIS_Guidance_2013_05_15.pdf

OAHP National register staff can assist in determining the best option for mapping for your specific nomination.

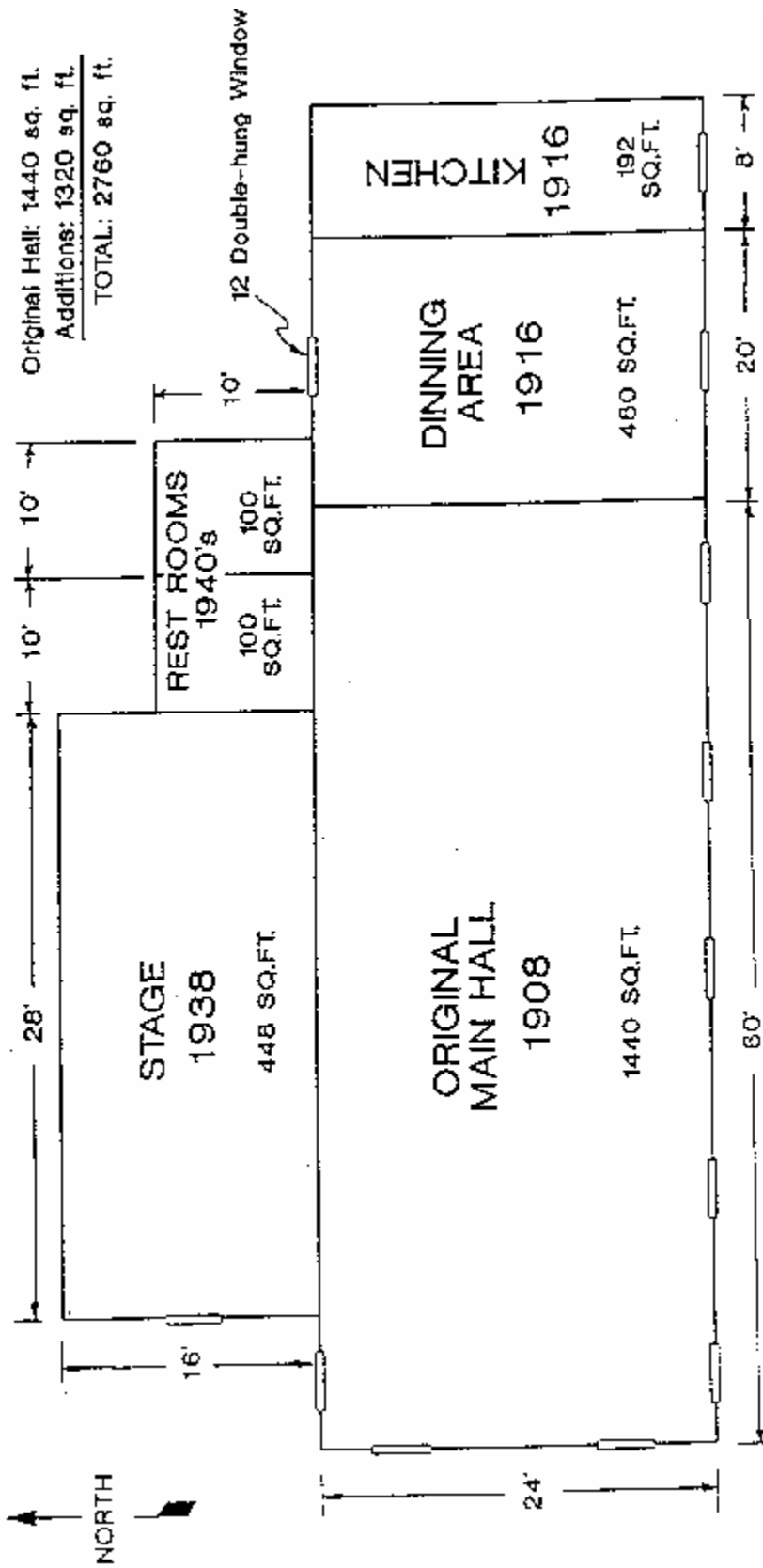
- Sketch maps (See attached samples on following pages.)
 - ✓ Sketch maps are needed for districts and properties containing more than one site, structure, or building to show the relationship between the various resources. Show the boundaries of the nominated property. In the case of districts, show contributing resources by cross-hatching or shading so that the map is legible if reproduced in black and white.
 - ✓ Sketch maps should be to scale to the maximum extent possible.
 - ✓ Maps should contain a legend with the following information:
 - property name
 - date
 - scale (or “not to scale”)
 - north arrow
 - key to symbols used

SKETCH MAP OF CHEYENNE COUNTY JAIL



W 2nd St.

Cheyenne County Jail
Cheyenne Wells
Cheyenne County, Colo.
March, 1988



Pikes Peak Grange No. 163
Franktown, Douglas County, Colo.
Floor Plan
June, 1990

3. Photographs

Current photographs of the nominated property must accompany the nomination. Photos should be clear, well-composed, and provide an accurate visual representation of the property and its significant features.

OAHP has revised its photo policy to be in keeping with National Register requirements for photographs, so that only digital images are required.

*** Prints of photos are no longer required***

Requirements for digital photos are as follows:

(see also <https://www.nps.gov/nr/publications/bulletins/photopolicy/index.htm>):

- File format of digital photos should be TIFF (JPEG converted to TIFF is acceptable)
- Color photographs are preferred
- Minimum camera resolution: 2 megapixels (1200 x 1600 pixel image)
- Digital images should be named using standard naming format, with photo number corresponding to photo log in the nomination:
 - State_county_property name_00#
 - Example: CO_Larimer County_Smith House_002

Additional items applying to all National Register photographs

The photographs should illustrate the exterior and interior qualities discussed in the nomination. They must clearly show the present condition of the nominated property. Submit as many photographs as necessary to depict the property fully. Additions, alterations, and intrusions should be illustrated.

For district nominations, photographs should include several streetscapes that give a general overall sense of the character of the nominated area. Photographs should show individually significant buildings, as well as representative building types, intrusions, and noncontributing buildings. For districts or complex properties, key photos to a sketch map with an arrow showing the camera position and direction of each shot.

Special note on date-imprinted photographs

Many cameras will automatically imprint the date on the face of each photograph. If you use such a camera, **be certain that the date is correct**. Incorrect date imprints provide a confusing historical record. **Photographs with date imprints which do not correspond to the actual date the photographs were taken will not be accepted for nomination purposes.**

4. PDF for Review Board Draft

Additionally, for the Review Board review of the nomination prior to the Review Board meeting, please submit the photos via a PDF document with two photos per page. The number and description of the photo as indicated in the log should be provided below each photo. The PDF must be submitted with the nomination packet on the nomination deadline. See Appendix B on page 13 for a sample.

5. Use of Materials Submitted

Upon submission to the Office of Archaeology and Historic Preservation, all nomination forms and supporting materials become public records pursuant to CRS Title 24, and may be accessed, copied, and used for personal or commercial purposes in accordance with state law unless otherwise specifically exempted. History Colorado may reproduce, publish, display, perform, prepare derivative works, or otherwise use the nomination materials for History Colorado and/or National Register purposes.

6. Proof of Ownership

Proof of ownership is required for all properties nominated to the National Register. This proof may be obtained from county land recordation records or tax records (county assessor's or county clerk's office). The exact document available will vary by county, but it must be from an official record with the source clearly shown. The copy must be dated by the government agency which issues it. The copy should be obtained no earlier than 90 days prior to the submission of the nomination. Ownership records copied and dated before this period will not qualify.

7. Footnotes and Endnotes

Footnotes are not required; however, the Review Board prefers that nominations contain citations throughout the text either through footnotes or other standard referencing. If you use footnotes, please follow a standard format such as that illustrated below:

- For book citations

¹Author, *Title* (City, State: Publisher, Date), page.

¹Elliot West, *The Contested Plains: Indians, Goldseekers, and the Rush to Colorado* (Lawrence, KS: University of Kansas Press, 1998), 206.

- For newspaper citations

²Author, "Article Title," *Newspaper*, Date, Page.

²William Porter, "Civic Pride Stays True to Its Roots," *Denver Post*, 20 December 2007, p. B-01.

- For magazine or journal citations

³Author, "Article Title," *Magazine* (Date): page or pages.

³Robert Evans, "Pioneers of El Paso County," *Colorado Magazine* (July 1922): 14.

- For oral interviews

⁴Interviewee, credentials, interview by whomever, date, location, location of notes or transcripts or recordings.

⁴Jane Doe, Geologist, interview by John Smith, 12 February 2009,

8. Bibliography

Bibliographies of primary as well as secondary sources should be standardized and consistent in their formatting. It is strongly suggested to use accepted bibliographical style, such as that published by Kate L. Turabian.

- For book citations

Author. *Title*. City, State: Publisher, Date.

West, Elliot. *The Contested Plains: Indians, Goldseekers, and the Rush to Colorado*. Lawrence, KS: University of Kansas Press, 1998.

- For newspaper citations

Individual newspaper articles are generally not cited in bibliographies.

- For magazine or journal citations

Author. "Article Title." Magazine (Date): page range of article.

Evans, Robert. "Pioneers of El Paso County." *Colorado Magazine* (July 1922): 14-30.

- For oral interviews

⁴Interviewee, credentials. Interview by whomever, date, location. Location of notes or transcripts or recordings.

⁴Doe, Jane, Geologist. Interview by John Smith, 12 February 2009, Leadville, CO. Notes in the possession of John Smith, Denver, CO.

9. Property Owner

The property owner information is used in making notifications related to Review Board meetings, listing notifications, and other contacts. Be sure that this is the property owner's mailing address. The address may differ from that used to identify the property on the front of the nomination form. In cases where the property is owned by a group or organization (e.g., Bigtown School District), please also provide the name and title of the appropriate contact person (e.g., Nancy Smith, school superintendent).

excerpt from *HABS/HAER Guidelines: HABS Historical Reports* by U.S. Department of Interior, National Park Service (October 2000), pp.60-63.

HABS Historical Reports: Supplemental Material, page 60

GRAMMAR AND PUNCTUATION

The standard reference guides used by HABS/HAER for grammar and punctuation are the *Chicago Manual of Style* and *A Manual for Writers* (Turabian, 5th edition). In addition--and sometimes as an exception--to these references, there are additional matters of style germane to architectural and technical subject matter. Above all, be consistent.

years: 1930s, '30s
not Thirties, and never 1930's using an apostrophe

1850-60, 1850-1940
do *not* repeat century unless it changes
always include the decade, ie., *not* 1850-7

first quarter of the nineteenth century
not first quarter of the 1800s

spring 1888, December 1900
do *not* capitalize season, or state as "summer of 1969"
do *not* use a comma, as in "December, 1900"

dates: July 4, 1776, was a great day.
note comma after the year

ca. 1850: *not* c. or circa (written out)

towns: Omaha, Nebraska, is a lovely town.
note comma after the state

numbers/numerals: All numbers from one to ninety-nine are written out, while 100 and above are cited as numerals, except in the case of ages, street numbers, dimensions, and millions.

For example: "In 1850-60, an estimated forty-seven miners traveled more than 650 miles across the western states. Many did not live past the age of 40, although one 89-year-old man lived into the twentieth century. He lived at 37 Gold Rush Ave. The frame dwelling was a 10'-4" x 12'-0" space and cost only \$577.00 when the old man bought it in December 1898, yet legend says he was worth \$2 million."

nineteenth century, eighteenth century, eighteenth-century dogma
not 19th century or 18th-C (see hyphenations below)

percent: 0.7 percent, 50 percent; always use a numeral, and only in a chart or graph may %

be used

money: \$5.87, \$24.00, \$24.25, \$234.98, 1 cent, 10 cents, 99 cents.
do not write out dollars.

dimensions: measurements and dimensions are *never* written out; they always appear as numerals, and feet or inches are always indicated using technical symbols, with two types of exceptions.

For example: "Two families live at 333 Third St., which is the historic town lot No. 146. The Byrnes live on the first floor, where the bedroom is 12'-6" x 9'-0", the bathroom is 5'-0" x 4'-0"-3/4", and the kitchen is only about 8' square. The second-story space has been remodeled into two equal-sized 12'-0"-wide rooms with four large windows that measure nearly 5' tall."

20'-6" x 18'-0"

6'-3-1/2"

2" x 4"

9'3/4"

use a lowercase x, *not* "by"

use apostrophes and quotation marks for feet and inches, respectively
hyphenate all feet and inches numerals, and any fractions indicate an even measurement with -0"

Note: When punctuating dimensions, commas fall outside the inches/feet marks: The planks measured . . . 10'-6", 5'-2-1/3", and 2'-0".

exception 1: 10 cubic feet and 10 square feet, *not* 10 cubic'

exception 2: approximate measurements do not require the -0": ie.,
The three commercial buildings are about 20' wide and 40' deep.

**streets/
addresses:** 222 Packard St.
capitalize and abbreviate street, avenue, boulevard, etc., but *not* short items such as road or lane, when the number prefaces the street name

Sam lived on Packard Street.
write out and capitalize street when no number is given

It is at the intersection of Packard and Mills streets.
when two proper names (also true of companies, rivers, etc.) are listed, do *not* capitalize street

The houses surveyed are No. 15 and No. 27 Mill Street.
The deed cites lot No. 146.

"number(s)" is always capitalized and abbreviated as No. or Nos.
(Also: LaSalle, Illinois, is a No. 1 town.)

Interstate 66 , U.S. 30 or Route 30
write out and capitalize "interstate" on first reference.
Subsequent references are abbreviated, i.e., I-66

capitalization: U.S. government, U.S. Department of the Interior, U.S. exports,

the U.S. Army write out "United States" when it is the noun, but *not* when it is an adjective; *do not* place a space between U. and S.

acronyms: write out the complete name on first reference, putting the proper name's acronym in parentheses afterward; thereafter use the acronym only:

For example: The U.S. Department of Agriculture (USDA) and Society of Architectural Historians (SAH) have an agreement to study historic barns in the United States, but the SAH is unsure of the USDA's commitment.

hyphenations: many phrases are clarified when augmented by a hyphen; the following architectural terminology is clarified by employing the general rules of hyphenation:

1. in general, hyphenate an adjectival construction, one that which precedes the subject
2. in general, do *not* hyphenate an "ly" word, including "federally"
3. do *not* hyphenate "late" or "early" before a century

one-over-one-light double-hung sash: write out the numbers, *not* 1/1 double-hung sash
bird's-eye view, bull's-eye window

load-bearing brick wall; but the brick wall is load bearing
stained-glass windows; but the windows contain stained glass
side-hall and center-hall plans; but the house has a center hall
third-floor window, but the window is on the third floor
rough-cut stone

five- and seven-course bond (note division form in a series); but American bond is laid in seven or five courses

single-family and multi-family dwelling

gable-end chimney; but the chimney is on the gable end

side-gable roof

canal-era, Civil War-era structure (*not* Civil-War-era)

bead-and-reel molding; the molding motif is bead and reel

standing-seam (metal roof)

nineteenth-century lighthouse

but do *not* hyphenate a "late" or "early," ie., a late eighteenth-century springhouse

Palladian-style, . . . a Mission-style roofline

append "-style" to an established architectural term if your subject is reminiscent of the original but not an example of the actual model; this is not to be confused with proper names such as International Style, which take capital letters and would *not* be hyphenated

spelling:

single word:

beltcourse, stringcourse

courthouse

gristmill, sawmill

hoodmolds

Neoclassical (*not* neoclassical, Neo-classical)

sidelights

wraparound porch

powerhouse, but power plant

jerkinhead (roof)

two words:

row house

bell tower

concrete block,

concrete-block base

main line

latticework

clarifications:

facade vs. elevation

a facade is the wall of a building, usually the front; an elevation is a drawing of a wall

interior vs. inside; exterior vs. outside

interior and exterior connote defined boundaries, while the others are nonspecific

concrete vs. cement

cement is the dry mix to which water and aggregate are added to make concrete

cinder block vs. concrete block

cinder block is made with a lightweight cinder aggregate and is widely used for interior partitions; *concrete* block is heavier, stronger and used in structural walls

storefront

the first-floor facade of a commercial structure, *not* the entire front facade

glazing, lights, panes, sash, windows, fenestration

in architectural parlance, windows can be described in general as glazing; units of windows are lights, *not* panes; lights grouped into a frame are sash; fenestration indicates a number and arrangement of window openings in a facade

L-plan vs. ell

buildings take the form of T-plans, H-plans, and L-plans for their resemblance to those letters; an "ell" is the wing or block, usually a rear add-on, that is the three-dimensional version of the wing indicated on the L-plan

molding vs. moulding

in England carved mouldings are commonplace, but in America, we use moldings

mantel vs. mantle

a *mantel* is the structural support above and the finish around a fireplace; a mantle is an outer wall or casing composed of a separate material than the core apparatus, as in ablaster furnace, **and** it is the feature on a gaslight from which the flame emits

wood vs. wooden

wood is wood; *wooden* may be hard, durable, and stiff like wood, but it is not necessarily wood (this principle also applies to oak vs. oaken, etc.)

historic vs. historical

historic is the adjective used to denote something that is old and presumably important, i.e., historic building fabric; *historical* is the adjective used when the subject relates to history, i.e., historical society

lath vs. lathe

lath is a strip of wood used as the groundwork for plaster, as applied to walls (plural, laths); *lathe* is a machine for shaping circular pieces of wood or metal

(End)

Current Photos



Photo 1 Southwest (main) Façade, camera facing northeast



Photo 2 Southeast side of porch, camera facing northwest*

*Continue for each photo of the photograph log



HISTORY Colorado

Item 3.

NATIONAL REGISTER Nomination Check-Off List

This check-off list is to ensure that all necessary materials are turned in with the nomination form. Check off each item as you prepare the nomination for submission and include the check-off list in the submission. The Office of Archaeology and Historic Preservation (OAHP) National Register staff will use the list to verify the receipt of all materials.

PROPERTY NAME: _____ SITE #: _____

Is the nomination a deliverable for a project funded by a State Historical Fund (SHF) or a Certified Local Government (CLG) grant? *If so, the nomination must be submitted to the OAHP National Register staff at least 30 days prior to the nomination deadline.*

Does the property contain any water storage structures, such as a ditch? If so, please contact OAHP National Register staff prior to submitting the nomination. *

Required Nomination Materials

For instructions and details regarding most of the below items, please refer to the forms and instructions at: <http://www.historycolorado.org/nomination-forms>. For other questions, please call OAHP staff at 303.866.3392.

Nomination materials may be submitted on CD(s) or by other digital means as arranged with OAHP National Register staff.

Sent Received

- National Register form (in Word format) with all sections fully completed, including: Description section, Significance section, Bibliography, Verbal Boundary Description, Boundary Justification, Photograph logs (one corresponding to the current photographs) *
- Maps, including, as necessary: Sketch map(s), Photo location map, Digital topographic or Google Earth map (please discuss with OAHP National Register staff) *
- Digital files of current color photographs in TIFF format and numbered to correspond with the current photo log (photos should have a minimum resolution of 300 pixels per inch, at minimum size of 4" x 6")
- PDF of current photos, 2 per page, numbered and captioned to correspond with current photo log *This is a separate document from the Word nomination form itself.*
- Current proof of ownership for each owner (e.g., online entry on county assessor website)
- Water rights owner information, as determined necessary by OAHP National Register staff

Please Note: Official nomination submissions must contain all required materials. Exceptions may occur only with the advance approval of History Colorado National Register staff. Only complete and adequately documented nominations will be added to the Review Board agenda. Draft nominations may be submitted at any time for staff review.

Use of Nomination Materials: Upon submission to the Office of Archaeology and Historic Preservation, all nomination forms and supporting materials become public records pursuant to CRS Title 24, and may be accessed, copied, and used for personal or commercial purposes in accordance with state law unless otherwise specifically exempted. History Colorado may reproduce, publish, display, perform, prepare derivative works or otherwise use the nomination materials for History Colorado and/or National and State Register purposes.

Nomination materials on CD or thumb drive may be mailed or delivered to:

History Colorado
Attn: National Register
1200 Broadway
Denver, CO 80203

To arrange for submittal via the internet, please contact OAHP National Register staff at 303.866.3392 or oa hp@state.co.us

* Based on the property and type of resources, additional documentation may be required

United States Department of the Interior
National Park Service

National Register of Historic Places Registration Form

This form is for use in nominating or requesting determinations for individual properties and districts. See instructions in National Register Bulletin, *How to Complete the National Register of Historic Places Registration Form*. If any item does not apply to the property being documented, enter "N/A" for "not applicable." For functions, architectural classification, materials, and areas of significance, enter only categories and subcategories from the instructions.

1. Name of Property

historic name _____

other names/site number _____

2. Location

street & number _____

not for publication

city or town _____

vicinity

state _____ county _____ zip code _____

3. State/Federal Agency Certification

As the designated authority under the National Historic Preservation Act, as amended,

I hereby certify that this ___ nomination ___ request for determination of eligibility meets the documentation standards for registering properties in the National Register of Historic Places and meets the procedural and professional requirements set forth in 36 CFR Part 60.

In my opinion, the property ___ meets ___ does not meet the National Register Criteria. I recommend that this property be considered significant at the following level(s) of significance:

___ national ___ statewide ___ local

State Historic Preservation Officer

Signature of certifying official/Title

Date

State or Federal agency/bureau or Tribal Government

In my opinion, the property ___ meets ___ does not meet the National Register criteria.

Signature of commenting official

Date

Title

State or Federal agency/bureau or Tribal Government

4. National Park Service Certification

I hereby certify that this property is:

___ entered in the National Register

___ determined eligible for the National Register

___ determined not eligible for the National Register

___ removed from the National Register

___ other (explain:) _____

Signature of the Keeper

Date of Action

Name of Property _____

County and State _____

5. Classification

Ownership of Property
(Check as many boxes as apply.)

Category of Property
(Check only **one** box.)

Number of Resources within Property
(Do not include previously listed resources in the count.)

- private
- public - Local
- public - State
- public - Federal

- building(s)
- district
- site
- structure
- object

Contributing	Noncontributing	
_____	_____	buildings
_____	_____	sites
_____	_____	structures
_____	_____	objects
_____	_____	Total

Name of related multiple property listing
(Enter "N/A" if property is not part of a multiple property listing)

Number of contributing resources previously listed in the National Register

6. Function or Use

Historic Functions
(Enter categories from instructions.)

Current Functions
(Enter categories from instructions.)

7. Description

Architectural Classification
(Enter categories from instructions.)

Materials
(Enter categories from instructions.)

foundation: _____

walls: _____

roof: _____

other: _____

Name of Property

County and State

Narrative Description

(Describe the historic and current physical appearance of the property. Explain contributing and noncontributing resources if necessary. Begin with a **summary paragraph** that briefly describes the general characteristics of the property, such as its location, setting, size, and significant features.)

Summary Paragraph

Narrative Description

Name of Property _____

County and State _____

8. Statement of Significance

Applicable National Register Criteria

(Mark "x" in one or more boxes for the criteria qualifying the property for National Register listing.)

- A Property is associated with events that have made a significant contribution to the broad patterns of our history.
- B Property is associated with the lives of persons significant in our past.
- C Property embodies the distinctive characteristics of a type, period, or method of construction or represents the work of a master, or possesses high artistic values, or represents a significant and distinguishable entity whose components lack individual distinction.
- D Property has yielded, or is likely to yield, information important in prehistory or history.

Areas of Significance

(Enter categories from instructions.)

Period of Significance

Significant Dates

Significant Person

(Complete only if Criterion B is marked above.)

Cultural Affiliation

Architect/Builder

Criteria Considerations

(Mark "x" in all the boxes that apply.)

Property is:

- A Owned by a religious institution or used for religious purposes.
- B removed from its original location.
- C a birthplace or grave.
- D a cemetery.
- E a reconstructed building, object, or structure.
- F a commemorative property.
- G less than 50 years old or achieving significance within the past 50 years.

Name of Property

County and State

Statement of Significance Summary Paragraph (Provide a summary paragraph that includes level of significance, applicable criteria, areas of significance, justification for the period of significance, and any applicable criteria considerations.)

Narrative Statement of Significance (Provide at least one paragraph for each area of significance.)

Developmental history/additional historic context information (if appropriate)

Name of Property

County and State

9. Major Bibliographical References

Bibliography (Cite the books, articles, and other sources used in preparing this form.)

Previous documentation on file (NPS):

- preliminary determination of individual listing (36 CFR 67 has been requested)
- previously listed in the National Register
- previously determined eligible by the National Register
- designated a National Historic Landmark
- recorded by Historic American Buildings Survey # _____
- recorded by Historic American Engineering Record # _____
- recorded by Historic American Landscape Survey # _____

Primary location of additional data:

- State Historic Preservation Office
 - Other State agency
 - Federal agency
 - Local government
 - University
 - Other
- Name of repository: _____

Historic Resources Survey Number (if assigned): _____

10. Geographical Data

Acreage of Property _____
(Do not include previously listed resource acreage.)

Latitude/Longitude
Datum if other than WGS84: _____
(Insert additional points as needed.)

1 _____ 3 _____
Latitude Longitude Latitude Longitude

2 _____ 4 _____
Latitude Longitude Latitude Longitude

or

UTM References
Datum:
NAD 1927 _____ or **NAD 1983** _____
(Insert additional UTM references as needed.)

1 _____ 3 _____
Zone Easting Northing Zone Easting Northing

2 _____ 4 _____
Zone Easting Northing Zone Easting Northing

Name of Property _____

County and State _____

Verbal Boundary Description (Describe the boundaries of the property.)

Boundary Justification (Explain why the boundaries were selected.)

11. Form Prepared By

name/title _____
organization _____ date _____
street & number _____ telephone _____
city or town _____ state _____ zip code _____
e-mail _____

Additional Documentation

Submit the following items with the completed form:

- **Maps:** A **USGS map** (7.5 or 15 minute series) or **Google Earth** map indicating the property's location.
A **Sketch map** for historic districts and properties having large acreage or numerous resources. Key all photographs to this map.
- **Additional items:** (Check with the SHPO or FPO for any additional items.)

Photographs:

Submit clear and descriptive photographs. The size of each image must be 1600x1200 pixels at 300 ppi (pixels per inch) or larger. Key all photographs to the sketch map.

Name of Property:

City or Vicinity:

County:

State:

Photographer:

Date Photographed:

Description of Photograph(s) and number:

1 of ____.

Paperwork Reduction Act Statement: This information is being collected for applications to the National Register of Historic Places to nominate properties for listing or determine eligibility for listing, to list properties, and to amend existing listings. Response to this request is required to obtain a benefit in accordance with the National Historic Preservation Act, as amended (16 U.S.C.460 et seq.).

Estimated Burden Statement: Public reporting burden for this form is estimated to average 18 hours per response including time for reviewing instructions, gathering and maintaining data, and completing and reviewing the form. Direct comments regarding this burden estimate or any aspect of this form to the Office of Planning and Performance Management, U.S. Dept. of the Interior, 1849 C. Street, NW, Washington, DC.



HISTORIC PRESERVATION PROGRAM WORK PLAN 2022

Category	Tasks	Start Date	Date to be completed	Status	Budget/ Funding source	HAB VOLUNTEER(S)
Training	Attend Annual Saving Places Conference	February-21	February-21	Register w/ Staff	\$3,000, HAB	
	Participate in online and in-person CLG training as offered by DOLA and History Colorado	Ongoing	Ongoing	-		
Planning	Annual work plan and budget planning	October	December	-	N/A	
	Maintain a Historic Preservation Plan for program	Ongoing	Ongoing	Chapter 8 of Comprehensive Plan	N/A	
Operational/Administrative	CLG Annual Report	October	November 1st	-	N/A	
	CLG Audit (Every 5 years)	January-24	Jan-24	-	N/A	
	Establish designated meeting posting place	1st meeting of calendar year	1st meeting of calendar year	January meeting agenda	N/A	
	Submit meeting minutes to History Colorado	Ongoing	Ongoing	-	N/A	
	Election of Chair and Vice Chair	Last meeting of calendar year	Last meeting of calendar year	-	N/A	
	Maintain copies of historic context studies and inventory reports	Ongoing	Ongoing	-	\$750, HAB	
	Maintain promotional materials on program	Ongoing	Ongoing	-		
	Quarterly reports to the Board of Trustees	January, April, July, October	January, April, July, October	Next report July	N/A	
	Public Awareness and Communication	Ongoing	Ongoing	Quarterly Check-in	Need to establish	Aimee
Projects	Serve as consultant for Section 106 reviews	Ongoing	Ongoing	-	N/A	Aimee
	Review and recommendation of historic alterations/designations	Ongoing	Ongoing	-	N/A	
	Ordinance update	December-21	July	Pending BOT Approval	In-House	All
	Historic Walk and Talk	July	September	-	\$500, HAB	
	Historic Preservation Education/Media articles	Ongoing	Ongoing	Pending PSA Approval	N/A	
	Building plaques	TBD	TBD	-	-	
	Historic District Creation	TBD	TBD		Possibly In-House	
	Historic Preservation Design Guidelines Update	TBD	TBD		Possibly In-House	Aimee, Dennis
Intensive Surveys	TBD	TBD	-	\$5,107		



TO: Historic Advisory Board
FROM: Zach Higgins, AICP Planner/Project Manager
DATE: July 11, 2022
SUBJECT: Staff Report

STAFF REPORT

1. HAB Code Update/Ordinance 22-07

- a. Ordinance 22-07 has received recommendation for approval by the Planning Commission and will be heard by the Board of Trustees for approval on 07/26/2022.

2. 188 South Main Street

- a. The Historic Bank Building on Main Street's Register of Historic Places application has been submitted and eligibility letter received.

3. Discuss Work Plan

- a. D&NO information signage along trail and Main Street
- b. Funding opportunities for property owners to make historic façade improvements
- c. Additional items the HAB would like to modify/add

4. Intensive Surveys

- a. Mary Therese Anstey of HistoryMatters, LLC has provided an update regarding the status of our project.
- b. 723 S. Banner and 167 E. Grant are eligible for listing as Town of Elizabeth Historic Properties.
- c. The narratives for the nine properties should be available for review by the HAB July meeting. The final deliverable may be available for review in July but could be pushed to August depending on when received.