



TOWN OF ELIZABETH

**TOWN OF ELIZABETH
HISTORIC ADVISORY BOARD
Monday, June 03, 2024 at 4:30 PM
Town Hall, 151 S. Banner Street**

CALL TO ORDER

ROLL CALL

AGENDA CHANGES

PUBLIC COMMENT

This is a meeting of the Board of Trustees held in public. We welcome you here and thank you for your time and concerns. When you are recognized, please stand, state your name, and then address the Board. Your comments will be limited to 3 minutes. The Board of Trustees may not respond to your comments during this meeting, rather they may take your comments and suggestions under advisement and your questions will be directed to the appropriate person or department for follow-up. Personal attacks against Board Members, Administrative Staff, or Employees will not be recognized. Thank You. If a response from Staff is requested, the Mayor will direct Staff to have a response at the next regularly scheduled Board meeting.

CONSENT AGENDA

1. Minutes of the Regular Meeting of May 13, 2024

NEW BUSINESS

2. Discussion regarding a potential Elizabeth Spooky Tour - Alex Cramer
3. Discussion regarding Façade Grant Program Proposals – Alex Cramer

STAFF REPORT

4. Staff Report

BOARD REPORTS

ADJOURNMENT



**HISTORIC ADVISORY BOARD – RECORD OF PROCEEDINGS
MAY 13, 2024**

CALL TO ORDER

The Regular Meeting of the Historic Advisory Board was called to order on Monday, May 13, 2024, at 4:30 PM by Chair John Quest.

ROLL CALL

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

Also present were Community Development Director Zach Higgins, Planner/Project Manager Alexandra Cramer, Town Administrator Patrick Davidson, Deputy Town Clerk Harmony Malakowski, and Community Development Administrative Assistant Dianna Hiatt.

AGENDA CHANGES

There were no changes to the agenda as presented.

UNSCHEDULED PUBLIC COMMENT

There was no unscheduled Public Comment.

CONSENT AGENDA

1. Minutes of the regular meeting of April 1, 2024

Motion by Historian Rasmussen, seconded by Mr. Rodriguez, to approve the Consent Agenda as presented.

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

Chair Quest closed the Regular Meeting and opened the Public Hearing at 4:32 pm.

PUBLIC HEARING

2. Certificate of Appropriateness Application for 286 S Main Street



Ms. Cramer provided a staff report.

There was no public comment.

Chair Quest closed the Public Hearing and reopened the Regular Meeting at 4:34 pm.

NEW BUSINESS

3. Discussion and possible action regarding the Certificate of Appropriateness Application for 286 South Main Street

Motion by Ms. Mitchell, seconded by Mr. Rodriguez, to approve the Certificate of Appropriateness Application for 286 South Main Street.

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

4. Discussion regarding Section 16-11-40 and Section 16-11-30(b) of the Elizabeth Municipal Code

The Board asked Staff to bring back Section 16-11-40 to be discussed at the next meeting. Staff were told to move forward with the changes in Section 16-11-30(b).

5. Discussion regarding Gesin Lot RFP

The Board provided direction to Staff regarding the recommendations for the RFP. Chair Quest and Mr. Rodriguez will represent the Historic Advisory Board at the Gesin Lot RFP workshop.

6. Discussion regarding the Elimination of a Parking Minimum

Motion by Historian Rasmussen, seconded by Ms. Mitchell, to provide recommendation to the Board of Trustees the removal of minimum parking requirements for properties designated on the Local Historic Register or within a potential Historic District.

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

7. Discussion regarding Historic District Survey Results

Ms. Cramer provided a summary of the survey results. Discussion followed.

STAFF REPORTS

- Planner/Project Manager Cramer provided updates regarding:
 - Munibit
 - Plaques



- Façade Grant Program
- Main Street Networking Event
- Reminder regarding Board of Trustees Joint Workshops

BOARD REPORTS

- Chair Quest had a question regarding the availability of the Streetscape draft plans.
- Mr. Rodriguez requested the times of the upcoming meetings.

ADJOURNMENT

Motion by Historian Rasmussen, seconded by Mr. Rodriguez, to adjourn the meeting at 6:30 PM. The vote of those Board Members present was unanimously in favor. Motion carried.

Chair John Quest

Town Clerk Michelle Oeser



TOWN OF ELIZABETH

COMMUNITY DEVELOPMENT DEPARTMENT

TO: Historic Advisory Board

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

DATE: June 3rd, 2024

SUBJECT: Discussion Regarding an Elizabeth Spooky Tour

Summary

Linda Bulmer, President of the Main Street Board of Directors, and Mary Martin, President & CEO of the Elizabeth Area Chamber of Commerce are here to discuss a potential haunted tour event. They aim to gauge the level of involvement the Historic Advisory Board (HAB) would like to have in this possible event.

It is important to note that no staff time will be allocated to this event. If HAB members wish to volunteer for the event, they should coordinate directly with Linda Bulmer, Mary Martin, or the designated event organizers.

Staff Recommendation

Staff recommends that the HAB engage in discussion with Linda Bulmer and Mary Martin to explore potential involvement in a haunted tour event and consider ways to support and enhance this community initiative.



TO: Historic Advisory Board

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

DATE: June 3rd, 2024

SUBJECT: Discussion Regarding Façade Grant Program Proposals

Summary

Staff have received a couple of application proposals for the Façade Grant Program. As part of the program requirements, the applicants are required to meet with the HAB to discuss their applications and receive comments and feedback.

The applicants will present their projects this evening, focusing on the scope of work and proposed building materials. Following each presentation, there will be a Q&A session for board members to ask questions and provide feedback.

Staff Recommendation

Staff recommends that the HAB engage in discussion with the applicants to explore their project proposals and provide constructive feedback to ensure the projects meet our community's standards and historical preservation goals.



TO: Historic Advisory Board
FROM: Alexandra Cramer, Planner/Project Manager
DATE: June 3, 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.
- f. Staff presented survey results to HAB at their May 13th meeting.

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 met with Munibit on Friday, May 10th to go over the beta website.
- c. Staff is working on editing the website before going live.

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.
- d. Plaque Agreements have been sent out, and Staff is waiting to receive them before scheduling installation.

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 comments 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. 2025 Budget

- a. This year we will be having our first 2025 budget discussion at our July 1st meeting to prepare for the budget workshop with the BOT on July 23rd.
- b. Please bring any budget considerations to the meeting on July 1st.

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