



TOWN OF ELIZABETH

**TOWN OF ELIZABETH
HISTORIC ADVISORY BOARD
Monday, March 04, 2024 at 4:30 PM
Town Hall, 151 S. Banner Street**

CALL TO ORDER

ROLL CALL

AGENDA CHANGES

UNSCHEDULED PUBLIC COMMENT

CONSENT AGENDA

- [1.](#) Minutes of the Regular Meeting of January 8, 2024

NEW BUSINESS

- [2.](#) Discussion and Possible Action Regarding Munibit's Proposal
- [3.](#) Discussion and Possible Action Regarding the Reallocation of Funds for Land Records
- [4.](#) Discussion Regarding Plaque Installation
- [5.](#) Discussion Regarding Plan of Action for the Historic District Design Guidelines Survey
- [6.](#) Discussion Regarding the Historic Walk and Talk

STAFF REPORT

- [7.](#) Staff report

BOARD REPORTS

8. Board reports

ADJOURNMENT



**HISTORIC ADVISORY BOARD – RECORD OF PROCEEDINGS
JANUARY 8, 2024**

CALL TO ORDER

The Regular Meeting of the Historic Advisory Board was called to order on Monday, January 8, 2024, at 4:32 PM by Chair John Quest.

ROLL CALL

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

Also present were Community Development Director Zach Higgins, Planner/Project Manager Alexandra Cramer, 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 December 12, 2023
2. Minutes of the regular meeting of July 17, 2023

Motion by Vice Chair Woodall, seconded by Ms. Mitchell, to approve the Consent Agenda as presented.

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



NEW BUSINESS

3. Discussion and possible action regarding Historic Advisory Board Resolution 24-01, a Resolution Establishing a Designated Public Place for the Posting of Meeting Notices Pursuant to C.R.S. 24-6-402(2)(c)

Motion by Vice Chair Woodall, seconded by Historian Rasmussen, to approve Historic Advisory Board Resolution 24-01, a Resolution Establishing a Designated Public Place for the Posting of Meeting Notices Pursuant to C.R.S. 24-6-402(2)(c).

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

4. Discussion and possible action regarding Officer Elections

Motion by Member Kirk, seconded by Member Mitchell, to appoint John Quest as Chair, Aimee Woodall as Vice Chair, and Mr. Rasmussen as Historian for 2024.

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

5. Discussion regarding Website Demos

Ms. Cramer initiated meetings with company representatives from Munibit and Granicus. Discussion followed.

6. Discussion regarding the plan of action for the creation of the Historic District and update to Design Guidelines and Standards

Ms. Cramer provided a staff report. The Board provided direction to staff on next steps for the creation of the Historic District and Design Guidelines.

STAFF REPORTS

- Ms. Cramer discussed items in the provided staff report.

BOARD REPORTS

- Ms. Hallett wanted clarification on job assignments. Ms. Cramer will add the work plan to the next meeting to clarify and discuss job assignments.

ADJOURNMENT

Motion by Historian Rasmussen, seconded by Ms. Mitchell, to adjourn the meeting at 6:36 PM. The vote of those Board Members present was unanimously in favor. Motion carried.



TOWN OF ELIZABETH

Chair John Quest

Town Clerk Michelle Oeser



TOWN OF ELIZABETH

COMMUNITY DEVELOPMENT DEPARTMENT

TO: Historic Advisory Board

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

DATE: March 4, 2024

SUBJECT: Discussion and Possible Action Regarding Munibit's Proposal for the Website Creation

SUMMARY

Direction was received from the Board of Trustees for the Historic Advisory Board to pursue Munibit's proposal for the creation of a website for the ongoing oral history collection. The cost for the installation and yearly fee is \$600. This fee will be reoccurring every year as long as the HAB and Staff would like to keep maintaining the website.

Staff has provided the quote from Munibit.

STAFF RECOMMENDATION

Staff recommends that the Historic Advisory Board formally approve Munibit's website creation proposal.

ATTACHMENT(S)

Munibit Quote



Munibit Price Quote for Elizabeth, CO

Price calculated by # of Businesses: Elizabeth, CO ~ 0 – 50
No setup, design, or support fees, ever!

Annual Price - 20% off
\$49/mo (billed annually)

Monthly Price
\$59/mo (billed monthly)

Here's What's Included:

Website Builder

- Full readymade Municipal, Visitor or Community website. (No design work required)
- Custom domain setup. You must purchase your custom domain separately through a 3rd party provider (like GoDaddy) or apply for a free .gov domain. We walk you through these steps and help connect your domain once your plan begins.
- Built-in interactive tools, content management, multi-layer navigation and unlimited pages.

Interactive Tools

- Reservation Management, Resource Folders, Event & Meeting Calendars, Forms with Workflows, In-Page Document Viewer, People Directory, Map & Business Directory, AI Assisted Text Editor, Mass Email & Text Notifications, Searchable PDF Forms (like property cards), Payment Processing, News Posts, Event Posts, Community Posts, Job Posts, Page Alerts, Image Carousels, External Embeds, Property Listings, Quick Links, Ads, Video, & Search.

Customer Support

- Unlimited customer support (M-F, 8am-4pm)
- Online training sessions, training guides, and videos
- Everything is designed, built & managed in St. Charles, MO, USA



TOWN OF ELIZABETH

COMMUNITY DEVELOPMENT DEPARTMENT

TO: Historic Advisory Board

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

DATE: March 4, 2024

SUBJECT: Discussion and Possible Action Regarding the Reallocation of Funds for Land Records

SUMMARY

There is interest among the Historic Advisory Board to pursue the research of the land records for 166 S Main Street (formerly the Elizabeth Hotel). Elbert County has previously provided a quote for \$400 per property. The HAB currently has land records for fifteen (15) various properties throughout town.

Staff has provided the 2024 budget and workplan to assist in considering the reallocation of funds.

STAFF RECOMMENDATION

Staff recommends that the Historic Advisory Board consider formally reallocating \$400 of funds from another budget line item to obtain the land records for 166 S Main Street.

ATTACHMENT(S)

2024 HAB Budget and Workplan

2024 HAB Proposed Budget									
Category	Category	Task	Start Date	Completion Date	Status	HAB Volunteer(s)	Grant Awards	Year to Date Actuals	Budget
Training	Training	Saving Places Conference	Feb-24	Feb-24	Completed	All	\$ 1,000.00		\$ 4,200.00
		CLG Training	Ongoing	Ongoing		All			\$ 200.00
		Town Visit (Revisit for 2025)	TBD	TBD		TBD			\$ -
	Planning	Annual work plan and budget planning	Oct-24	Dec-24		All			
		Maintain a Historic Preservation Plan for program	Ongoing	Ongoing					
Operational/Administrative	Operational/Administrative	Maintain copies of historic context studies and inventory reports	Ongoing	Ongoing		Staff			\$ 1,000.00
		Election of Chair and Vice Chair	Jan-24	Jan-24	Completed	All			
		Establish designated meeting posting place	Jan-24	Jan-24	Completed	All			
		CLG Annual Report	Oct-24	Nov-24		Staff			
		CLG Audit (every 5 years)	Jan-28	Dec-28		Staff			
		Submit meeting minutes to History Colorado	Ongoing	Ongoing		Staff			
		Quarterly reports to the Board of Trustees	Ongoing	Ongoing		All			
		Maintain promotional materials on program	TBD	TBD		Lynn			\$ 1,800.00
		Main Street and HAB Networking Event	May-24	May-24					\$ 500.00
		Flyers	TBD	TBD		Lynn		\$ 1,500.00	
Projects	Projects	Building Plaques/Storyboards	Dec-23	Feb-24		Staff			-
		Serve as consultant for Section 106 reviews	Ongoing	Ongoing		Aimee, Audra			
		Review and recommendation of historic alterations/designations	Ongoing	Ongoing		All			
		Historic Preservation Education/Media Articles	Ongoing	Ongoing		John, Bob			\$ 200.00
		Local Historic Registered Properties - Consultation	Ongoing	Ongoing		Aimee, Audra			\$ 1,500.00
		Historic Preservation Design Guidelines Update	Feb-24	Dec-24		Aimee, Dennis			
		Historic District Creation	Feb-24	Dec-24		John, Dennis			
		Oral History Collection	Nov-23	Ongoing		Bob, Lynn, Audra			\$ 7,100.00
		Property Title Research	Ongoing	Ongoing		Bob, Lynn, Jacque			
		Audio and Visual Self Guided Tour	TBD	TBD					-
		Intensive Surveys	TBD	TBD					-
Events	Events	Historic Walk & Talk	July-24	Sept-24		Bob, Jacque, Audra			\$ 5,000.00
		Misc. Commemoration							\$ 3,000.00
		TOTALS						\$ -	\$ 18,000.00



TOWN OF ELIZABETH

COMMUNITY DEVELOPMENT DEPARTMENT

TO: Historic Advisory Board

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

DATE: March 4, 2024

SUBJECT: Discussion Regarding Plaque Installation

SUMMARY

The plaques for the Local Historic Register have been received. Staff would like direction on how the Historic Advisory Board would like to proceed with the commemoration of these plaques. Staff also needs direction on the date for installing the plaques on the buildings. The Award & Sign Company has agreed to hold off on the installation of the plaques until we have decided on a date and process. The installation costs have already been paid for.

STAFF RECOMMENDATION

Staff recommends that the Historic Advisory Board consider the date and commemoration process for the installment of the plaques on the local historic registered properties.



TOWN OF ELIZABETH

COMMUNITY DEVELOPMENT DEPARTMENT

TO: Historic Advisory Board

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

DATE: March 4, 2024

SUBJECT: Discussion Regarding a Plan of Action for the Historic District Design Guidelines Survey

SUMMARY

Per the direction of the Historic Advisory Board, Staff has revised the survey that is to be given to the property owners within the proposed historic district. Staff sought the assistance of the Department of Local Affairs' (DOLA) Main Street Architect, Larry Lucas, and included his suggestions within the survey. The intention of this survey is to distribute it to the property owners within the proposed historic district to gain their feedback on what design elements they feel should be included in the design guidelines and standards that will regulate the historic district.

STAFF RECOMMENDATION

Staff recommends that the Historic Advisory Board discuss the survey revisions and consider a date to start distributing the survey.

ATTACHMENT(S)

Town of Elizabeth's Historic District Design Guidelines Survey



Dear Property Owner:

The Historic Advisory Board is diligently working on crafting design standards and guidelines for the proposed Main Street Historic District. Our aim is to ensure that these regulations are reflective of the opinions and priorities of those whom the document will regulate – you, the property owners. Your contribution is vital in this process. By gaining insight into your perspectives and priorities, we aim to ensure that these regulations accurately reflect the elements most important to you as property owners. Moreover, it's essential to acknowledge the economic implications of historic preservation. Historic districts not only safeguard the distinct essence of our community but also bolster property values and drives additional sales tax in the area. Your engagement in this survey will enable us to strike a balance between preservation and progress, ensuring the long-term vitality and prosperity of Main Street. We kindly ask you to take a moment and complete the survey provided below. Please return the survey to Town Hall or by email to acramer@townofelizabeth.org by March 29th, 2024.

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

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

New Construction –

1 2 3 4 5 *(Please circle)*

Building Materials –

1 2 3 4 5 *(Please circle)*

Awnings –

1 2 3 4 5 *(Please circle)*

Doors –

1 2 3 4 5 *(Please circle)*

Signage –

1 2 3 4 5 *(Please circle)*

Windows –

1 2 3 4 5 *(Please circle)*

Paint Color –

1 2 3 4 5 *(Please circle)*

Height/Stories –

1 2 3 4 5 *(Please circle)*

Roof Shape –

1 2 3 4 5 *(Please circle)*

Additions –

1 2 3 4 5 *(Please circle)*

Demolition –

1 2 3 4 5 *(Please circle)*

3. Which element do you find the most important to regulate?

4. Which element do you find the least important to regulate?

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

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



TOWN OF ELIZABETH

COMMUNITY DEVELOPMENT DEPARTMENT

TO: Historic Advisory Board

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

DATE: March 4, 2024

SUBJECT: Discussion Regarding Historic Walk and Talk

SUMMARY

The Historic Walk and Talk is scheduled for September 28th. A representative(s) is needed to help with some duties which would include talking to the business owners that are involved with the Historic Walk and Talk and helping coordinate with them on what to discuss. In addition, the HAB and Staff need to coordinate who will present what stories at the event. In previous years the American Legion Hall has been utilized for the lunch after the event. The Gesin Lot is also available to be utilized for a lunch gathering after the event. Tents and tables can be rented for this. There is \$5,000 in the budget for the Historic Walk and Talk event.

Staff has attached last year's invoice for the Colorado Party Rental (tents, tables & chairs) and the past two year's invoices for the American Legion lunch.

STAFF RECOMMENDATION

Staff recommends that the Historic Advisory Board decide on who would like to help with the coordination for the Historic Walk and Talk. The Historic Advisory Board should also decide on whether to pursue the American Legion, Gesin Lot, tents, and tables for the event.

ATTACHMENT(S)

Colorado Party Rental Invoice

American Legion 2023 Invoice

American Legion 2022 Invoice



catalog.cpartyrentals.com

Rented from
 5005 IRONTON STREET 303-781-1111 Phone
 DENVER, CO 80239

Customer #: 19322
 TOWN OF ELIZABETH
 P.O. BOX 159
 ELIZABETH, CO 80107 Phone 303-646-4166

Status: Reservation

Contract #: 55527-1
 Event Date: Sat 9/30/2023 9:00AM
 Billed Thru: Sat 9/30/2023
 Job Loc: E Kiowa Ave and Main St ; ELIZABETH
 Ordered By: Alex
 Operator: Kayli DePaco
 Job Descr: Special event

Event Designer: KAYLI DEPACO kdepaco@cpartyrentals.com

Delivery Fri 9/29/2023 8:00AM - 5:00PM

Pickup Sun 10/ 1/2023 8:00AM - 5:00PM

Vacant Lot
 E Kiowa Ave and Main St
 ELIZABETH, CO 80107

Vacant Lot
 E Kiowa Ave and Main St
 ELIZABETH, CO 80107

- Confirm on site contact and phone number
- Confirm delivery/pickup dates & timing
 (3-hour windows between 8am-5pm for standard delivery)*additional fees may apply
- Confirm specific delivery instructions for the driver

PLEASE GATHER AND STACK ALL COLORADO PARTY RENTALS EQUIPMENT INTO THE SAME FASHION AS IT WAS DELIVERED (items will not be searched for around the property)

CLIENT RESPONSIBLE FOR PROTECTION OF RENTALS IN INCLEMENT WEATHER AND WILL BE CHARGED FOR ANY DAMAGE

- *This does not include setup or tear down of the items*
- *Shake linens free of debris and place in purple linen bags*
- *Wipe plates/utensils free of food and debris and place back in crates*

RENTAL ITEM REQUIREMENTS:

- Plates, Flatware and Napkins are rented in quantities of 10 (rounded up)
- Chargers are rented in quantities of 5 (rounded up)
- All Glassware is rented by full crate quantities (varies by type of glass)

Qty	Items Rented	Each		Price
1	30' X 50' WHITE FRAME TENT THE CUSTOMER IS RESPONSIBLE FOR: --CLEARLY MARKING ALL UNDERGROUND UTILITIES --VACATING THE TENT IF SEVERE WEATHER OCCURS --CLEARING THE INSTALLATION AREA OBJECTS	\$1,650.00		\$1,650.00
12	Approved Staking Of Tent(s) ***** THE CUSTOMER IS RESPONSIBLE FOR LOCATING AND MARKING ALL UNDERGROUND UTILITIES PRIOR TO DELIVERY OF THE TENT(S) THE CUSTOMER APPROVES THAT STAKING IS OK AND ASSUMES ALL LIABILITY AND DAMAGE CAUSED BY STAKING. UTILITY MARKING SERVICE PHONE NUMBER IS 1-800-922-1987	\$0.00		\$0.00
10	8' BANQUET TABLE Additional fee applies for CPR to set/strike	\$14.00		\$140.00
100	WHITE BASIC FOLDING CHAIR Additional fee applies for CPR to set/strike	\$3.00		\$300.00
10	FOREST 90"X156" BOX CLOTH	\$30.50		\$305.00
1	FIRE/PERMIT PACKAGE	\$300.00		\$300.00

Qty	Items Rented	Each	Price
2	EXIT LIGHTS	\$25.00	\$50.00
2	NO SMOKING SIGN	\$12.00	\$24.00
2	FIRE EXTINGUISHER	\$30.00	\$60.00

Qty	Items Sold	Each	Price
1	ELIZABETH	\$335.00	\$335.00

To cancel call 30 days prior to event

Rental Contract

This agreement contract between Colorado Party Rentals and client executing this contract is subject to the terms and conditions set forth in this contract. By signing below client acknowledges that they have read and understand the terms and conditions and consents to them and will be personally responsible for payment.

I certify that I have read and agree to all terms of this contract.

Rental:	\$2,829.00
Damage Waiver:	\$70.32
Delivery Charge:	\$335.00
Subtotal:	\$3,234.32
Total:	\$3,234.32
Paid:	\$0.00
Amount Due:	\$3,234.32

Signature: _____

TOWN OF ELIZABETH

INVOICE

To:
Town of Elizabeth
151 S. Banner St.
Elizabeth, CO 80107

From:
American Legion Post 82
P.O. Box 865
Elizabeth, CO 80107

EVENT: Historic Walk

Qty	Item	Cost Each	Total Cost
50	Meals	3.00	\$150.00

Total Due: \$150.00

Thank you for the support to the American Legion.

Town of Elizabeth - General Fund

VENDOR: 35 AMERICAN LEGION

10/07/2022

Check No: 10264

10264

<u>INVOICE #</u>	<u>INV DATE</u>	<u>DESCRIPTION</u>	<u>INV AMOUNT</u>
100722-01	10/05/2022	Lunches for Historic Walk and Talk	500.00

TOTAL AMOUNT 500.00



TO: Historic Advisory Board
FROM: Alexandra Cramer, Planner/Project Manager
DATE: March 4th, 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.
- 4. Oral History Collection**
 - a. The HAB’s oral history collection is underway. Contact Bob if you have individuals interested in being interviewed.
- 5. 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.
- 6. 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.
- 7. 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.
- 8. Main Street Networking Event**
 - a. This year’s networking event is scheduled for May 16th at 6pm.



- b. The event will be held at Elizabeth Brewing Company and catered by the American Legion.

9. HAB & BOT Joint Workshops

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