



Historic Advisory Board Regular Meeting

Monday, July 7, 2025 at 4:30 PM

Town Hall, 151 S. Banner Street

Call to Order

Roll Call

Public Comment

This is a meeting of the Historic Advisory Board held in public. We welcome you here and thank you for your time and concerns. When you are recognized, please stand and state your name and address to the Board. Your comments will be limited to 3 minutes. The Historic Advisory Board 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. If a response from Staff is requested, the Chair will direct Staff to have a response at the next regularly scheduled Board meeting.

Agenda Changes

Consent Agenda

1. Minutes from the Regular Meeting of June 2, 2025

New Business

2. Discussion on 2025 Historic Walk and Talk

Staff Report

3. Staff Report

Board Reports

Adjournment

Action may be taken on any and all items listed on the agenda.

Accommodations for disabilities may be made upon request.



Historic Advisory Board Regular Meeting

Monday, June 2, 2025 at 4:30 PM

Town Hall, 151 S. Banner Street

Call to Order

The Regular Meeting of the Elizabeth Historic Advisory Board was called to order on Monday, June 2, 2025, at 4:33 PM by Chair Dennis Rodriguez.

Roll Call

Present:

Chair Dennis Rodriguez

Vice Chair Jacque Hallett

Historian Bob Rasmussen

Board Member Lynn Mitchell

Board Member Gayle Gartner

Board Member Jeff Lehman

Absent:

Board Member John Quest

There was a quorum to do business.

Also in Attendance: Planner/Project Manager Alexandra Cramer, Permit Technician Dianna Hiatt, and Deputy Town Clerk Harmony Malakowski.

Public Comment

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There was no Public Comment.

Agenda Changes

No changes from Administration.

No changes from the Board.

Agenda set.

Consent Agenda

1. Minutes from the Regular Meeting of May 5, 2025

Motion by Historian Rasmussen, seconded by Board Member Mitchell, to Approve the Consent Agenda.

Voting Yes: Chair Rodriguez, Vice Chair Hallett, Historian Rasmussen, Board Member Mitchell, Board Member Gartner, Board Member Lehman

Voting No: None

Motion Passed Unanimously (6-0)

New Business

2. Discussion on Historic Building Coloring Contest Awards

Ms. Cramer provided a Staff Report.

Direction was provided to Staff regarding the Coloring Contest Awards.

Member Rasmussen asked a question regarding the construction at Running Creek Park. Discussion regarding Friday Night Markets followed.

3. Discussion on Collaboration Opportunities with the Elbert County Historical Society and Museum

Ms. Cramer provided a Staff report.

Discussion and direction provided to Staff regarding the next steps for collaboration with the Elbert County Historical Society and Museum.

Staff Report

4. Staff Report

- Planner/Project Manager Alexandra Cramer:
 - Updates regarding HAB website.
 - PROST Master Plan.
 - Stampede Booth.
 - Joint Workshop with the Board of Trustees probably occurring in September. Discussion followed.
 - Discussion regarding Budget season.
 - Discussion regarding a Trustee attending a Saving Places conference.

Board Reports

- Member Hallett had a question regarding the budget.
- Member Lehman provided compliments to Member Gardner for her presentation at the Legion on Memorial Day.
- Member Hallett finished another historic report.
- Member Gardner provided an update regarding her research of pioneer family biographies.

- Member Hallett had a question about creating our own historic library. Discussion followed.
- Member Hallett asked for clarification regarding the mapping program on the website.

Adjournment

Motion by Board Member Mitchell, seconded by Vice Chair Hallett, to Adjourn the Adjournment at 5:58 PM.
Voting Yes: Chair Rodriguez, Vice Chair Hallett, Historian Rasmussen, Board Member Mitchell, Board Member Gartner, Board Member Lehman
Voting No: None

Motion Passed (6-0)

Town Clerk Michelle Oeser

Chair Dennis Rodriguez



TOWN OF ELIZABETH

COMMUNITY DEVELOPMENT DEPARTMENT

To: Historic Advisory Board
From: Alex Cramer, AICP, Planner/Project Manager
Date: July 7th, 2025
Subject: Discussion on 2025 Historic Walk and Talk

Summary

The 2025 Historic Walk and Talk is scheduled for Saturday, September 27th. The following arrangements have been confirmed:

- Tent, tables, and chairs rental secured
- American Legion catering contracted
- Elizabeth Centennial posters secured for distribution

This year marks the Town's 135th birthday, and staff recommends celebrating this milestone as the event's central theme. We are seeking the Historic Advisory Board's input and creative ideas to ensure another successful and engaging community event.

Staff Recommendation

Staff recommends the Historic Advisory Board consider and discuss:

- Potential activities or presentations that highlight the Town's 135-year history
- Ideas for incorporating the 135th anniversary theme throughout the event
- Suggestions for special displays, speakers, or interactive elements
- Marketing strategies to promote the event

Budget Considerations

The Historic Walk and Talk has an allocated budget of \$5,000:

- Equipment rentals (tent, tables, chairs): approximately \$3,300
- Catering costs: approximately \$500
- Remaining budget for programming and promotional materials: \$1,200

Attachments

N/A



TO: Historic Advisory Board
FROM: Alexandra Cramer, AICP, Planner/Project Manager
DATE: July 7, 2025
SUBJECT: Staff Report

STAFF REPORT

- 1. Training:**
 - a. Additional Trainings for HAB?
- 2. Oral History Collection**
 - a. Bob, Lynn and Dianna have been doing a great job consistently scheduling and interviewing willing participants.
 - b. The latest oral history received nearly 250+ engagements on Facebook!
- 3. Historic Advisory Board Website**
 - a. The website is actively being promoted on social media.
 - b. The “Get to Know” information has been added to the website.
 - c. Coloring Contest info has been added.
- 4. Local Historical Register**
 - a. An additional 10 title searches have been purchased with Elbert County Abstract. This makes a total of 24 properties the HAB has title searches for.
- 5. Local Historical Register Plaques**
 - a. Six out of the eight plaques have been installed.
- 6. The Historic Building Coloring Contest**
 - a. The HAB awarded the winners at the June 13th Friday Night Market.
 - b. Pictures of the winners and other participants’ submissions have been posted on the website.
- 7. 2025 Historic Walk and Talk**
 - a. The HAB is beginning to discuss this year’s walk and talk event at their July 7th meeting.
 - b. This year marks the Town’s 135th birthday.
- 8. Elbert County Historical Society and Museum Tour**
 - a. Staff reached out to Joe Martell to schedule a time for the HAB to visit this summer. Once the museum’s July 4th event is over, we will have a date scheduled.
 - b. Be sure to check out their Fourth of July event if you are interested!
- 9. Partnership with Library District**
 - a. Staff reached out to the Elizabeth Library on a potential partnership for a town history/records section and is waiting to hear back.
- 10. HAB & BOT Joint Workshops**
 - a. Tuesday, October 14th – 6:30-7:00PM