



Historic Advisory Board Regular Meeting

Monday, November 3, 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 July 7, 2025

New Business

2. Request to Change December 2025 Meeting Date and Discussion of 2026 Meeting Schedule

Staff Report

3. Staff Report

Board Reports

4. Board Report

Adjournment

Workshop

5. 2026 Workplan Workshop

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

Accommodations for disabilities may be made upon request.

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Accommodations for disabilities may be made upon request.



Historic Advisory Board Regular Meeting

Monday, July 7, 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, July 7, 2025, at 4:33 pm by Vice Chair Jacque Hallett.

Roll Call

Present:

Vice Chair Jacque Hallett
Historian Bob Rasmussen
Member Lynn Mitchell
Member Jeff Lehman
Member Gayle Gardner

Absent:

Chair Dennis Rodriguez

There was a quorum to do business.

Also in Attendance:

Planner/Project Manager Alexandra Cramer
Town Clerk Michelle Oeser

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 June 2, 2025

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

Voting Yes: Vice Chair Hallett, Historian Rasmussen, Member Mitchell, Member Lehman, Member Gardner

Voting No: None

Motion Passed Unanimously (5-0)

New Business

2. Discussion on 2025 Historic Walk and Talk

Alexandra provided a report. Discussion followed.

Staff Report

- Alexandra Cramer:
 - Oral History update.
 - Thanked the Board for attending the Coloring Contest Award Night.
 - Discussion on an Elbert County Museum Tour.
 - Discussion on a partnership with the Pines and Plains Library.
 - The Board of Trustees and Historic Advisory Board Workshop is scheduled for October 14, 2025.
 - John Quest submitted his resignation.

3. Staff Report

Board Reports

Member Gardner discussed the historic news project she is currently working on.

Adjournment

Motion by Member Mitchell, seconded by Member Lehman, to Adjourn the meeting at 5:44 pm.

Voting Yes: Vice Chair Hallett, Historian Rasmussen, Member Mitchell, Member Lehman, Member Gardner

Voting No: None

Motion Passed Unanimously (5-0)

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: November 3rd, 2025
Subject: Request to Change December 2025 Meeting Date and Discussion of 2026 Meeting Schedule

Summary

Staff is requesting the Historic Advisory Board (HAB) formally approve changing the December 2025 meeting date from December 1st to December 8th. Additionally, staff seeks the Board's direction regarding a proposed change to the 2026 meeting schedule, moving regular meetings from the first Monday to the second Monday of each month, while maintaining the current 4:30 PM meeting time.

Staff Recommendation

Staff recommends the Historic Advisory Board:

- **Approve the change of the December 2025 meeting date from December 1, 2025 to December 8, 2025**
- Provide direction on whether to move 2026 meeting dates to the second Monday of each month at 4:30 PM

Attachments

N/A



TO: Historic Advisory Board
FROM: Alexandra Cramer, AICP, Planner/Project Manager
DATE: November 3, 2025
SUBJECT: Staff Report

STAFF REPORT

1. Training:

- a. Additional Trainings for HAB?
- b. 2026 Saving Places Conference will take February 11th-13th, 2026 at the DoubleTree by Hilton in Denver (3203 Quebec St, Denver, CO 80207). Please let staff know if you are interested in attending.

2. Oral History Collection

- a. Lynn and Jeff completed their first oral history interview together over a month ago. Staff is still actively working on scheduling interviews for more participants.

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. Seven out of the eight plaques have been installed.
- b. The Pomegranate House recently picked up their plaque.

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.
- c. The HAB should start thinking about the time of year they would like to hold the contest in 2026. Also, what building they would like to do next.

7. 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.

8. HAB Onboarding Packets

- a. Staff is working on creating an onboarding packet for new HAB members. A draft of the packet will be circulated for review in the coming weeks.

9. HAB Attire

- a. Staff is working on getting quotes together for HAB shirts.