



## Historic Advisory Board Regular Meeting

Monday, December 8, 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 of the November 03, 2025, Meeting

### New Business

2. Discussion and possible action on the 2026 Meeting Schedule
3. Discussion and possible action on the 2026 Workplan and Budget

### Staff Report

4. 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, November 3, 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, November 3, 2025, at 4:34 PM by Chair Dennis Rodriguez.

### Roll Call

#### Present:

Chair Dennis Rodriguez  
Vice Chair Jacque Hallett  
Member Lynn Mitchell  
Member Jeff Lehman  
Member Gayle Gardner

#### Absent:

Historian Bob Rasmussen

There was a quorum to do business.

#### Also in Attendance:

Planner/Project Manager Alexandra Cramer  
Planning Technician Dianna Hiatt  
Assistant Town Clerk Allison Ritter

### 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 July 7, 2025**

Motion by Member Mitchell, seconded by Vice Chair Hallett, to approve the Minutes from the Regular Meeting of July 7, 2025.

Voting Yes: Chair Rodriguez, Vice Chair Hallett, Member Mitchell, Member Lehman, Member Gardner

Voting No: None

Motion Passed Unanimously (5-0)

## **New Business**

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

Ms. Cramer provided a Staff report.

Motion by Member Gardner, seconded by Member Mitchell, to approve the Request to Change December 2025 Meeting Date from the 1st to the 8th.

Voting Yes: Chair Rodriguez, Vice Chair Hallett, Member Mitchell, Member Lehman, Member Gardner

Voting No: None

Motion Passed Unanimously (5-0)

## **Staff Report**

### **3. Staff Report**

- Planner/Project Manager Alexandra Cramer:
  - Discussion on Saving Places conference.
  - Member Mitchell asked about doing a Rooted in Place submission. Discussion followed.
  - Ms. Cramer let the Board know that the owners of the Pomegranate House picked up their plaque.
  - Ms. Cramer is working on an on-boarding packet for current and future board members.
  - Discussion on possible new HAB attire.

## **Board Reports**

### **4. Board Report**

- Chair Dennis Rodriguez:
  - Asked how the report to the Board of Trustees went. Discussion followed.

## **Adjournment**

Motion by Member Mitchell, seconded by Member Gardner, to adjourn the Adjournment.

Voting Yes: Chair Rodriguez, Vice Chair Hallett, Member Mitchell, Member Lehman, Member Gardner

Voting No: None

Motion Passed Unanimously (5-0)

**Workshop**

**5. 2026 Workplan Workshop**

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Town Clerk Michelle Oeser

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Chair Dennis Rodriguez



# TOWN OF ELIZABETH

COMMUNITY DEVELOPMENT DEPARTMENT

**To:** Historic Advisory Board  
**From:** Alex Cramer, AICP, Planner/Project Manager  
**Date:** December 8<sup>th</sup>, 2025  
**Subject:** Discussion and Possible Action Regarding 2026 Meeting Schedule

## Summary

Please review the proposed Historic Advisory Board 2026 Meeting Schedule. All meetings are to take place on Mondays at 4:30pm in the Town Hall board room.

January 12th, 2026

February 9th, 2026

March 9th, 2026

April 13th, 2026

May 11th, 2026

June 8th, 2026

July 13th, 2026

August 10th, 2026

September 14th, 2026

October 12th, 2026

November 9th, 2026

December 14th, 2026

## Staff Recommendation

Staff recommends that the Historic Advisory Board approve or approve with revisions the Historic Advisory Board 2026 Meeting Schedule.



## **TOWN OF ELIZABETH**

COMMUNITY DEVELOPMENT DEPARTMENT

**TO:** Historic Advisory Board  
**FROM:** Alexandra Cramer, AICP, Planner/Project Manager  
**DATE:** December 8<sup>th</sup>, 2025  
**SUBJECT:** Discussion and Possible Action Regarding 2026 Work Plan

### **SUMMARY**

Based on discussions from the November workshop, staff has prepared the 2026 Workplan and Budget for the Historic Advisory Board's review and consideration.

### **STAFF RECOMMENDATION**

Staff recommends that the Historic Advisory Board provide action on the 2026 Workplan and Budget.

### **ATTACHMENTS**

Proposed 2026 HAB Workplan and Budget

| Town of Elizabeth Historic Advisory Board Workplan & Budget |  |  |  |         |                     |                  |              |
|---|--|--|--|---------|---------------------|------------------|--------------|
| Priority  | Goal   | Projects   | Timing                                   | Status  | Lead, Support       | Budget (\$7,000) | Expenditures |
| Required CLG Activities                                     | Maintain CLG compliance and fulfill all program requirements   | Election of Chair & Vice Chair   | Jan-26                                   |         | Staff               |                  |              |
|   |  | Establish designated meeting posting place                                       | Jan-26                                   |         | Staff               |                  |              |
|   |  | CLG Annual Report  | Oct-26                                   |         | Staff               |                  |              |
|   |  | CLG Annual Review  | Every 5 years                            |         | Staff               |                  |              |
| Board Development & Operations                              | Maintain effective board function through continued education and structured operations                    | Saving Places Conference   | Feb-26                                   |         | Staff, HAB          | \$2,000.00       |              |
|   |  | CLG Training   | As needed                                |         | Staff, HAB          |                  |              |
|   |  | Create and maintain onboarding packet  | Jan-26                                   |         | Staff, HAB          |                  |              |
|   |  | Host a meeting procedure lesson  | Feb-26                                   |         | Staff, Gayle        |                  |              |
| Community Outreach & Education                              | Develop youth interest in local history through educational partnerships and interactive programs          | Coloring contest   | Apr-26                                   |         | Dennis, Lynn, Staff | \$3,000.00       |              |
|   |  | Develop Town history lesson plan/workbook  | Ongoing                                  |         | Lynn, Gayle         |                  |              |
|   | Maintain active online engagement and resource sharing through website and social media                    | Maintain/update website  | Ongoing                                  |         | Staff               |                  |              |
|   |  | Launch "Preservation Myths" campaign   | Jan-26                                   |         | Staff, Dennis       |                  |              |
|   | Create accessible resources to inform the public about local historical assets                             | Create a local historic landmark brochure  | Mar-26                                   |         | Staff, Jeff         |                  |              |
|   |  | Develop a resource library   | Ongoing                                  |         | Staff               |                  |              |
| Establish partnership Elbert County Museum                  | Ongoing  |  | Staff, HAB                               |         |                     |                  |              |
| Preservation Initiatives                                    | Establish supportive relationships and resources to encourage historic property preservation               | Create a welcome packet for new owners   | Jan-26                                   |         | Staff, HAB          | \$2,000.00       |              |
|   |  | Document and preserve Elizabeth's history through community stories and memories | Continue oral history collection program | Ongoing |                     |                  |              |
|   | Research and document Elizabeth's historic properties to build foundation for preservation initiatives     | Develop oral history program packet  | Ongoing                                  |         | Staff, Lynn         |                  |              |
|   |  | Continue deed research   | Ongoing                                  |         | Jacque              |                  |              |
|   |  | Create standardized research template  | Apr-26                                   |         | Staff, Jacque       |                  |              |
|   | Strengthen local preservation through register nominations and district planning                           | Create designation benefits handout  | Jan-26                                   |         | Staff, Dennis       |                  |              |
|   |  | Develop tax credit/financial incentives guide                                    | Jan-26                                   |         | Staff, HAB          |                  |              |
| Create FAQ sheet addressing common concerns                 | Feb-26   |  | Staff, Dennis                            |         |                     |                  |              |
| <b>Total:</b>   |  |  |  |         |                     | \$7,000.00       | \$0.00       |
| Events  | Engage the community in Elizabeth's history through interactive events and meaningful recognition programs | Historic Walk & Talk   | Sept-26                                  |         | Staff               | \$4,000.00       |              |
|   |  | Misc. Commemoration  | As needed                                |         |                     |                  |              |



**TO:** Historic Advisory Board  
**FROM:** Alexandra Cramer, AICP, Planner/Project Manager  
**DATE:** December 8, 2025  
**SUBJECT:** Staff Report

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### **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).
  - i. All those that are interested have been registered.

#### **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 13<sup>th</sup> 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 ordering HAB attire that will be ready by January 2026.