



Historic Advisory Board Regular Meeting

Monday, February 9, 2026 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 December 8, 2025, Meeting

New Business

2. Discussion and possible action on election of 2026 Chair, Vice Chair and Historian
3. Discussion and possible action on Resolution 26R01, a Resolution Establishing a Designated Public Place for the Posting of Meeting Notices Pursuant to C.R.S § 24-6-402(2)(c) – Michelle Oeser

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, December 8, 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, December 8, 2025, at 4:31PM by Chair Dennis Rodriguez.

Roll Call

Present:

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

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 of the November 03, 2025, Meeting

Motion by Member Mitchell, seconded by Vice Chair Hallett, to approve the Consent Agenda.

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

Voting No: None

Motion Passed Unanimously (5-0)

New Business

2. Discussion and possible action on the 2026 Meeting Schedule

Ms. Cramer gave a Staff Report.

Motion by Member Lehman, seconded by Member Mitchell, to approve the 2026 Meeting Schedule.

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

Voting No: None

Motion Passed Unanimously (5-0)

3. Discussion and possible action on the 2026 Workplan and Budget

Ms. Cramer gave a Staff report. Discussion followed.

Motion by Member Mitchell, seconded by Vice Chair Hallett, to approve the 2026 Workplan and Budget with the addition to continue the preservation initiative.

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

Voting No: None

Motion Passed Unanimously (5-0)

Staff Report

4. Staff Report

- Planner/Project Manager Alexandra Cramer:
 - Members should have received confirmations for the Saving Places Conference.
 - Will be a panelist at the Certified Local Governments' presentation.
 - The Board's shirts have been ordered and will arrive in January.
 - The on-boarding packets will be ready in January.
 - Asked for direction from the Board regarding ideas on how to fill the open Board seats. Discussion followed.
 - Member Hallett asked how to get in touch with Historian Rasmussen. Discussion followed.

Board Reports

- Member Jacque Hallett:
 - Discussed a gentleman who may be interested in joining the Board, as well as the potential for an oral history for Member Mitchell.

- Gave a report on the status of her property history research. Discussion followed.

Adjournment

Motion by Member Mitchell, seconded by Vice Chair Hallett, to adjourn the meeting at 5:08PM.

Voting Yes: Chair Rodriguez, Vice Chair Hallett, 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: Alexandra Cramer, Planner/Project Manager
DATE: February 9th, 2026
SUBJECT: Discussion and Possible Action Regarding Election of Chair, Vice Chair and Historian

SUMMARY

Per HAB bylaws, the board must elect a Chair, Vice Chair, and Historian annually by the first meeting of the calendar year. The Chair conducts meetings, works with staff on agendas, and advocates for board initiatives with the Board of Trustees and community. The Vice Chair serves in the Chair's absence and supports board leadership. The Historian leads efforts in researching, documenting, and maintaining historical records for HAB projects and preservation initiatives.

STAFF RECOMMENDATION

Staff recommends that the Historic Advisory Board nominate and elect a Chair, Vice Chair and Historian for 2026.



TOWN OF ELIZABETH

MICHELLE OESER TOWN CLERK

TO: Historic Advisory Board Ritter
FROM: Town Clerk
DATE: February 9, 2026
SUBJECT: Resolution 26R08

SUMMARY

It is required by the Colorado Open Meeting Law that at the first Board meeting of the year a Resolution is passed to designate a public posting place for meeting notices.

The Town's posting place is outside the Town Hall on the information board and the Town's website.

STAFF RECOMMENDATION

Staff recommends approval of Resolution 26R08 designating the required posting place for meeting notices a Resolution Establishing a Designated Public Place for the posting of meeting notices pursuant to C.R.S. § 24-6-402(2)(c).

ATTACHMENT

Resolution 26R08

RESOLUTION 26R08

A RESOLUTION ESTABLISHING A DESIGNATED PUBLIC PLACE FOR THE POSTING OF MEETING NOTICES PURSUANT TO C.R.S. § 24-6-402(2)(c)

WHEREAS, C.R.S. § 24-6-402(2)(c) requires the Town to annually designate the public place for posting notices to comply with the Colorado Open Meetings Law, C.R.S. § 24-6-401, *et seq.* (the "Open Meetings Law");

WHEREAS, consistent with House Bill 19-1087, the Town hereby desires to post notice of the Town's public meetings not only in physical locations, but also on the Town's website as the Town's official online presence to the greatest extent practicable; and

WHEREAS, the notice must have specific agenda information, posted no less than twenty-four (24) hours prior to the meeting, must be accessible at no charge to the public, must be searchable by type of meeting, date of meeting, time of meeting and agenda contents, shall link to any social media accounts of the local public body, shall provide the address of the website to the Department of Local Affairs, and shall designate a public place within the boundaries of the local public body at which it may post a notice no less than twenty-hours (24) hours prior to a meeting if it is unable to post a notice online in exigent or emergency circumstances such as a power outage or interruption in internet service that prevents the public from accessing the notice online.

NOW THEREFORE BE IT RESOLVED BY THE MAIN STREET BOARD OF DIRECTORS OF THE TOWN OF ELIZABETH, COLORADO AS FOLLOWS:

Section 1. Designation. The Main Street Board of Directors of the Town of Elizabeth, in compliance with C.R.S. § 24-6-402(2)(c) of the Open Meetings Law, hereby designates the Town website at www.townofelizabeth.org as the official place for posting notices. The Town may additionally post notices at Town Hall, located at 151 South Banner Street, and any Town social media accounts. If there is a known power outage, known interruption of internet service, or an emergency meeting, the Town may post a physical notice at the public entrance of the Town Hall located at 151 South Banner Street.

PASSED, APPROVED, and ADOPTED this ____ day of _____, 2026, by the Historic Advisory Board of the Town of Elizabeth, Colorado, on first and final reading, by a vote of _____ for and _____ against.

Dennis Rodriguez, President

ATTEST

Michelle M. Oeser, Town Clerk



TO: Historic Advisory Board
FROM: Alexandra Cramer, AICP, Planner/Project Manager
DATE: February 9, 2026
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).
 - i. All those that are interested have been registered.
 - ii. What sessions is everyone looking forward to?

2. Oral History Collection

- a. Recent posted oral history received great feedback on social media.
- b. 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. Town History Lesson Book

- a. Staff received copies of Otero County's lesson book that they created for their local elementary students and will be distributing it to the HAB to get ideas on how to move forward with our own.

6. Preservation Myths Campaign

- a. Gayle sent staff some great information to get started on preservation myths.
- b. Staff is looking at scheduling these posts through the springtime and ending in May (preservation month). Ideally we will have a document that can be posted on our website with all these "myths" combined.

7. 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. Received confirmation from Wendy Finch to draw the Section House.
- d. Received confirmation from the school district to attend their library hours.
 - i. Friday, March 6 and Friday, March 13



Running Creek Elementary would like HAB members to come on Friday, March 6 and Friday March 13. This would work well to meet with three classes each morning and catch all six grade levels.

ii. Week of March 2

Singing Hills Elementary is having guest readers and would like to have HAB join. I will confirm a specific date/time.

iii. Handouts only Deliver to school week of March 2

Legacy Academy cannot accommodate an in-person presentation, although they are happy to handout the coloring sheets in a Friday folder giving K-5 students an opportunity to participate on their own.

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.