



Historic Advisory Board Regular Meeting

Monday, June 2, 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 May 5, 2025

New Business

2. Discussion on Historic Building Coloring Contest Awards
3. Discussion on Collaboration Opportunities with the Elbert County Historical Society and Museum

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 – RECORD OF PROCEEDINGS

May 5, 2025

CALL TO ORDER

The Regular Meeting of the Historic Advisory Board was called to order on Monday, May 5, 2025, at 4:33 PM by Chair Dennis Rodriguez.

ROLL CALL

Present were Chair Dennis Rodriguez, Vice Chair Jacque Hallet, Historian Bob Rasmussen, and Board Members John Quest (arrived 4:41), Lynn Mitchell, Gayle Gardner, and Jeff Lehman. There was a quorum for conducting business.

Also present were Planner/Project Manager Alexandra Cramer and Town Clerk Michelle Oeser.

PUBLIC COMMENT

There was no public comment.

AGENDA CHANGES

No agenda changes from Staff.

No agenda changes by the Board.

Agenda set.

CONSENT AGENDA

1. Minutes of the Regular Meeting of February 3, 2025

Motion by Historian Rasmussen, seconded by Member Mitchell, to approve the Consent Agenda as presented.

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

NEW BUSINESS

2. Discussion and Possible Action on Prize Selection for Historic Building Coloring Contest
Ms. Cramer provided a Staff report.

Motion by Member Mitchell, seconded by Vice Chair Hallet, to spend \$250.00 on prizes for the Historic Building Coloring Contest.

Discussion was brought to the board.

Member Gardner moved to amend the motion to spend \$500.00.

Motion to spend \$500.00 on prizes for the Historic Coloring Contest.

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



TOWN OF ELIZABETH

HISTORIC ADVISORY BOARD

3. Discussion and Possible Action on Stampede Booth & Promotional Items
Ms. Cramer provided a Staff report. Board discussion followed.

STAFF REPORT

- Planner/Project Manager Cramer:
 - Discussion on the Historic Advisory Board summer event promotions.
 - Update on oral histories.
 - Discussion on the Historic Advisory Board's website.
 - Update on the PROST plan.
 - Discussion on the Historic Advisory Board's coloring contest.
 - Discussion on the upcoming Networking Event.
 - Discussion on a combined meeting with the Board of Trustees.

BOARD REPORTS

Member Quest discussed Member Gardner's research qualifications.

ADJOURNMENT

Motion by Ms. Mitchell, seconded by Vice Chair Hallett, to adjourn the meeting at 5:57 PM. The vote of those Board Members present was unanimously in favor. Motion carried.

Chair Dennis Rodriguez

Town Clerk Michelle Oeser



TOWN OF ELIZABETH

COMMUNITY DEVELOPMENT DEPARTMENT

To: Historic Advisory Board
From: Alex Cramer, Planner/Project Manager
Date: June 2, 2025
Subject: Discussion on Historic Building Coloring Contest Awards

Summary

We have received 14 entries for the coloring contest. The age groups range from Kindergarten to Third Grade. Staff is looking for final direction on how many/what kind of awards are to be given.

Staff Recommendation

Staff recommends the HAB award an entry from each grade, totaling 4 winners.

Budget Considerations

The 2025 Workplan and Budget allocates \$5,000 for Outreach and Education initiatives. No funds have been specifically earmarked for this contest yet. Staff estimates prizes would cost between \$15-50 per winner, depending on prize selection and number of winners chosen.

Attachments

N/A



TOWN OF ELIZABETH

COMMUNITY DEVELOPMENT DEPARTMENT

To: Historic Advisory Board
From: Alex Cramer, Planner/Project Manager
Date: June 2, 2025
Subject: Discussion on Collaboration Opportunities with Elbert County Historical Society and Museum

Summary

The Elbert County Historical Society and Museum has opened for the 2025 season. Staff proposes establishing a collaborative relationship between the HAB and the museum's board of directors through two initiatives:

1. **Museum Visit:** HAB members would visit the museum during summer 2025 to tour the facility and meet with museum board members.
2. **Community Meeting:** HAB would host museum board members at either Town Hall or Main Street (EBC?) for informal networking and discussion of potential partnership opportunities.

Staff seeks HAB direction on preferred summer dates for both activities.

Staff Recommendation

Staff recommends the HAB pursue both collaboration opportunities to establish a partnership and explore potential joint historic preservation initiatives.

Budget Considerations

There is approximately \$5,000 in the Community Outreach and Education budget and \$7,500 in the Preservation Initiatives budget that can fund a dinner of some kind.

Attachments

N/A



TO: Historic Advisory Board
FROM: Alexandra Cramer, Planner/Project Manager
DATE: June 2, 2025
SUBJECT: Staff Report

STAFF REPORT

1. Training:

- a. Additional Trainings for HAB?

2. Oral History Collection

- a. The HAB's oral history collection is underway. Contact Bob if you have individuals interested in being interviewed.
- b. Staff and Town interns are working on categorizing and editing the Lucy Hoffhines' oral history interviews.
- c. Bob and Lynn have completed another oral history interview with Norm and Kay Ullom.
- d. Evelyn Malakowski, Main Street Intern, has wrapped up condensing three audio clips from one of Lucy Hoffhines' tapes. These we'll be up on the website and social media in the coming weeks.
- e. Bob and Lynn have already completed seven (7) oral histories this year! These are being posted every Thursday.

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.

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. PROST Master Plan

- a. The Town has partnered with Elizabeth Park and Recreation District and Elizabeth School District on a Park, Recreation, Open Space, and Trails Master Plan.
- b. A community survey has been launched. Please check the master plan website or town website to take it by February 28th.
- c. The PROST team held a community workshop on April 16th.
- d. The Master Plan process is in its final stage and should be wrapped up by the end of May.

7. The Historic Building Coloring Contest



- a. Coloring sheets were distributed to the K-5 programs at Running Creek, Singing Hills Elementary and Legacy Academy.
- b. Submissions are due by May 23rd at Town Hall or Elizabeth Library. All submissions will be displayed at Elizabeth Library.
- c. Community voting will take place from May 27th-June 6th, with winners announced on June 13th.
- d. 14 entries have been submitted.

8. Stampede Booth

- a. Stickers and brochures have been received and are ready for the booth.
- b. Parking passes/directions will be emailed out to those that have signed up for the booth.
- c. If you have not signed up for a timeslot, and would like to do so, please let Staff know asap.

9. HAB & BOT Joint Workshops

- a. TBD—sometime this summer. Any preferences?