



TOWN OF ELIZABETH

HISTORIC ADVISORY BOARD

HISTORIC ADVISORY BOARD – RECORD OF PROCEEDINGS

December 2, 2024

CALL TO ORDER

The Regular Meeting of the Historic Advisory Board was called to order on Monday, December 2, 2024, at 5:03 PM by Chair John Quest.

ROLL CALL

Present were Chair John Quest, Vice Chair Aimee Woodall, Historian Bob Rasmussen, and Board Members Jacque Hallett, Lynn Mitchell, and Dennis Rodriguez. There was a quorum to conduct business.

Also present were Community Development Director Zach Higgins, Planner/Project Manager Alexandra Cramer, Planning Technician Dianna Hiatt, and Deputy Town Clerk Harmony Malakowski.

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 November 4, 2024

Motion by Ms. Mitchell, seconded by Mr. Rodriguez, to approve the Consent Agenda as presented.

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

NEW BUSINESS

2. Discussion regarding Façade Grant Proposals

Ms. Cramer provided a Staff report. Three applicants presented their applications and proposals for the Façade Grant. Discussion followed.

3. Discussion and possible action on proposed 2025 Budget and Workplan

Ms. Cramer provided a Staff report.



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Motion by Mr. Rodriguez, seconded by Ms. Mitchell, to accept the proposed 2025 Budget and Workplan as presented.

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

4. Discussion and possible action on the 2025 Meeting Schedule.

Motion by Ms. Mitchell, seconded by Historian Rasmussen, to accept the 2025 Meeting Schedule as presented.

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

5. Recognition of Aimee Woodall's Service

Staff presented Vice President Woodall a plaque in recognition of her service.

Chair Quest asked a question regarding open seats on the Board. Discussion followed.

STAFF REPORT

- Planner/Project Manager Cramer provided updates regarding:
 - The PROST Community Meeting to be held at Elizabeth High School on December 11, 2024, from 5pm to 8pm.
 - The joint workshop scheduled with the Board of Trustees on December 10, 2024, has been canceled.
 - Reminder regarding upcoming Chair and Vice Chair elections.

BOARD REPORTS

- Ms. Hallett provided an update regarding her work on property history research.
- Historian Rasmussen also provided an update on his property history projects.
- Historian Rasmussen had a question regarding the student interns' progress on the history tapes.
- Planning Technician Hiatt provided an update on her social media posts regarding Town history and the interest that it generates in the community.
- Chair Quest mentioned that he would like to have a list of all the properties that have been researched and are complete.

ADJOURNMENT

Motion by Historian Rasmussen, seconded by Ms. Hallett, to adjourn the meeting at 6:36 PM. The vote of those Board Members present was unanimously in favor. Motion carried.

Chair John Quest

Town Clerk Michelle Oeser