



TOWN OF ELIZABETH

COMMUNITY DEVELOPMENT DEPARTMENT

TO: Historic Advisory Board
FROM: Alexandra Cramer, Planner/Project Manager
DATE: January 6th, 2025
SUBJECT: Discussion and Possible Action Regarding 2025 Work Plan

SUMMARY

Staff has made several adjustments to the 2025 Workplan based on the discussions from the last meeting. Staff would like to review these updates with the board.

STAFF RECOMMENDATION

Staff recommends that the Historic Advisory Board provide action on the 2025 budget and workplan.

ATTACHMENTS

Proposed 2025 HAB Workplan and Budget

Town of Elizabeth Historic Advisory Board Workplan & Budget							
Priority	Goal	Projects	Timing	Status	Lead, Support	Success Measures	Budget (\$16,000)
Required CLG Activities	Maintain CLG compliance and fulfill all program requirements	Election of Chair & Vice Chair	Jan-25		Staff	Completed by January deadline	
		Establish designated meeting posting place	Jan-25		Staff	Designated and documented annually	
		CLG Annual Report	Oct-25		Staff	Submitted on time with all requirements met	
		CLG Annual Review	Every 5 years		Staff	All documentation complete and approved	
Board Development & Operations	Maintain effective board function through continued education and structured operations	Saving Places Conference	Jan-25	Colorado Springs 1/29-2/1	Staff, HAB	Half of HAB attending/reporting back	\$3,000.00
		CLG Training	As needed		Staff, HAB	1 training completed	
		Create comprehensive onboarding packet	Feb-25		Staff, HAB	Created and implemented, feedback from new members	
		Implement project assignment check-ins	Feb-25		Staff, HAB	Monthly completion rate, project progress tracking	
Community Outreach & Education	Develop youth interest in local history through educational partnerships and interactive programs	Coloring contest	May-25	Launch in May, announce winners in Jun	Dennis, Lynn	25 participants	\$5,000.00
		Junior Oral History Program	Ongoing	Reach out to County 4H program		3 student participants/interviews completed	
	Maintain active online engagement and resource sharing through website and social media	Maintain/update website	Ongoing		Staff	Updated monthly	
		Launch "Get to Know HAB" campaign	Feb-25		Staff, HAB	5 posts, 50 engagements	
		Launch "Preservation Myths" campaign	Oct-25		Dennis, Staff	5 posts, 50 engagements	
	Create accessible resources to inform the public about local historical assets	Create a local historic landmark brochure	July-25		Staff	Created and 100 distributions	
		Develop a resource library	Ongoing		Bob, Staff	Catalogue and organize 10 resources by end of year	
		Establish partnership Elbert County Museum	Ongoing		Bob, Staff	Establish working relationship with museum resulting in access to 10+ historical photographs with clear usage agreements	
Preservation Initiatives	Establish supportive relationships and resources to encourage historic property preservation	Create a welcome packet for new owners	April-25		Staff, John, Dennis, Jacque	Distributed to property owners, receive feedback	\$8,000.00
		Continue oral history collection program	Ongoing		Bob, Lynn	5 interviews completed	
	Document and preserve Elizabeth's history through community stories and memories	Develop oral history program packet	May-25		Staff, Bob, Lynn	Creation and implementation	
		Continue deed research	Ongoing		Bob, Lynn, Jacque	5 properties completed	
	Research and document Elizabeth's historic properties to build foundation for preservation initiatives	Create standardized research template	Jan-25		Staff, Bob	Creation and implementation	
		Strengthen local preservation through register nominations and district planning	Create designation benefits handout	Mar-25		John, Staff	
	Develop tax credit/financial incentives guide		Mar-25		Staff	Created and distributed to all local registered property owners	
	Create FAQ sheet addressing common concerns		May-25		John, Dennis, Staff	Created and posted on website	
Events	Engage the community in Elizabeth's history through interactive events and meaningful recognition programs	Historic Walk & Talk	Sept-25		Staff	150 attendees	\$5,000.00
		Misc. Commemoration	As needed				