



TOWN OF ELIZABETH

COMMUNITY DEVELOPMENT DEPARTMENT

TO: Historic Advisory Board

FROM: Zach Higgins, AICP Community Development Director
Alexandra Cramer, Planner/Project Manager

DATE: December 2nd, 2024

SUBJECT: Discussion and Possible Action Regarding 2025 Proposed Budget and Work Plan

SUMMARY

Staff has provided an updated proposed budget spreadsheet for FY 2025 following our recent visioning workshops. The Board of Trustees have allocated a preliminary budget of \$16,000 for the HAB with an additional \$5,000 specifically for the Historic Walk and Talk event, totaling \$21,000.

The workplan has been organized to reflect the HAB's priorities and discussions from the visioning workshops. The attached spreadsheet details project timelines, success measures, and proposed budget allocations for each initiative. This spreadsheet is intended to be utilized as a template for this discussion.

STAFF RECOMMENDATION

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

ATTACHMENTS

2025 Proposed 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		Need to discuss date		25 participants	\$5,000.00
		Junior Oral History Program	Ongoing	Start program in Q2		3 student participants/interviews completed	
	Maintain active online engagement and resource sharing through website and social media	Maintain/update website	Ongoing			Updated monthly	
		Launch "Get to Know HAB" campaign	Feb-25			5 posts, 50 engagements	
	Launch "Preservation Myths" campaign	Oct-25			5 posts, 50 engagements		
		Create accessible resources to inform the public about local historical assets	Create a local historic landmark brochure	July-25			
	Establish partnerships with local organizations		Ongoing	Need to decide on organizations		Two joint activities completed	
	Preservation Initiatives	Establish supportive relationships and resources to encourage historic property preservation	Create a welcome packet for new owners	April-25			
Develop grant program for permitting on local register prop.			Ongoing	Need to discuss on launch date		Creation and implementation	
Document and preserve Elizabeth's history through community stories and memories		Continue oral history collection program	Ongoing			5 interviews completed	
		Develop oral history program packet	May-25			Creation and implementation	
		Host memory/sense community workshop	Ongoing	Need to discuss date		1 workshop held, 10 attendees	
Research and document Elizabeth's historic properties to build foundation for preservation initiatives		Continue deed research	Ongoing			5 properties completed	
		Create standardized research template	Jan-25			Creation and implementation	
		Create designation benefits handout	Mar-25			Created and distributed to all eligible property owners	
Strengthen local preservation through register nominations and district planning		Develop tax credit/financial incentives guide	Mar-25			owners	
		Create FAQ sheet addressing common concerns	May-25			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			150 attendees	\$5,000.00
		Misc. Commemoration	As needed				