



TO: Historic Advisory Board
FROM: Alexandra Cramer, Planner/Project Manager
DATE: May 13, 2024
SUBJECT: Staff Report

STAFF REPORT

1. Training:

- a. Additional Trainings for HAB?

2. Discuss Work Plan

- a. The HAB has volunteered for assignments within the Work Plan.
- b. Funding opportunities for property owners to make historic façade improvements
- c. Additional items the HAB would like to modify/add

3. Discuss the Chapter 6 Design Standards and Guidelines

- a. The revisions and comments from the HAB were implemented into the design standards and guidelines.
- b. Staff forwarded the document over to the Town's legal counsel for review.
- c. Staff and some members of the HAB visited the City of Brighton on November 30th to gain insight into their historic district and design standards and guidelines.
- d. Staff has created a survey for distribution to the property owners within the proposed historic district to gain insight into their perspectives on elements to regulate within the design standards and guidelines.
- e. Staff and HAB members have distributed the surveys and they are due back by April 5th. We will have a workshop at the beginning of May's meeting to discuss the results and next steps.

4. Oral History Collection

- a. The HAB's oral history collection is underway. Contact Bob if you have individuals interested in being interviewed.

5. Historic Advisory Board Website

- a. Staff met with Munibit to discuss the website design and timeline for its creation.
- b. Staff meets with Munibit on Friday, May 10th to go over the beta website.

6. Local Historical Register

- a. The title searches for the eight (8) properties on the local historical register and the seven (7) historic properties have been received from Elbert County Abstract.

7. Local Historical Register Plaques



- a. Confirmation has been received from all eight (8) properties on the local historic register to move forward with getting a plaque made for their property.
- b. The plaques have been received.
- c. Staff has put together an plaque installation agreement for the property owners to agree to. Staff will be in contact with those property owners over the next few weeks.

8. Façade Grant Program

- a. The Town has launched the Façade Grant Program and will start accepting applications from 6/1/24 to 6/30/24.
- b. The HAB will be reviewing applications and giving comment to applicants at their 6/3/24 meeting.
- c. The HAB may need to schedule a special meeting later in June to review applications that come in after the 6/3/24 meeting.

9. Historic Walk and Talk

- a. This year's Walk and Talk event is scheduled for September 28th.
- b. The mugs and t-shirts to commemorate the event have been received.
- c. The event will be held at the Gesin Lot and catered by the American Legion.

10. Main Street Networking Event

- a. This year's networking event is **scheduled for May 16th at 6pm.**
- b. The event will be held at Elizabeth Brewing Company and catered by the American Legion.

11. HAB & BOT Joint Workshops

- a. Tentative Workshop Schedule:
 - i. ~~COMPLETED 02/13/2024 – 5:00pm~~
 - ii. ~~COMPLETED 04/23/2024 – 6:00-6:30pm~~
 - iii. 07/23/2024 – 6:00-6:30pm
 - iv. 09/24/2024 – 6:00-7:00pm

2024 HAB Proposed Budget											
Category	Category	Task	Start Date	Completion Date	Status	HAB Volunteer(s)	Grant Awards	Expenditures	Remaining Budget	Allocated	
Training	Training	Saving Places Conference	Feb-24	Feb-24	Completed	All	\$ 1,000.00	\$ 877.90	\$ 2,922.10	\$ 3,800.00	
		CLG Training	Ongoing	Ongoing		All				\$ 200.00	
		Town Visit (Revisit for 2025)	TBD	TBD		TBD				\$ -	
	Planning	Annual work plan and budget planning	Oct-24	Dec-24		All					
		Maintain a Historic Preservation Plan for program	Ongoing	Ongoing							
Operational/Administrative	Operational/Administrative	Maintain copies of historic context studies and inventory reports	Ongoing	Ongoing		Staff				\$ 1,000.00	
		Election of Chair and Vice Chair	Jan-24	Jan-24	Completed	All					
		Establish designated meeting posting place	Jan-24	Jan-24	Completed	All					
		CLG Annual Report	Oct-24	Nov-24		Staff					
		CLG Audit (every 5 years)	Jan-28	Dec-28		Staff					
		Submit meeting minutes to History Colorado	Ongoing	Ongoing		Staff					
		Quarterly reports to the Board of Trustees	Ongoing	Ongoing		All					
		Maintain promotional materials on program	TBD	TBD		Lynn				\$ 1,800.00	
		Main Street and HAB Networking Event	May-24	May-24						\$ 500.00	
		Flyers	TBD	TBD		Lynn				\$ 1,500.00	
			Projects	Building Plaques/Storyboards	Dec-23	Feb-24		Staff			
Serve as consultant for Section 106 reviews	Ongoing	Ongoing			Aimee, Audra						
Review and recommendation of historic alterations/designations	Ongoing	Ongoing			All						
Historic Preservation Education/Media Articles	Ongoing	Ongoing			John, Bob				\$ 200.00		
Local Historic Registered Properties - Consultation	Ongoing	Ongoing			Aimee, Audra		\$ 14.82	\$ 1,485.18	\$ 1,500.00		
Historic Preservation Design Guidelines Update	Feb-24	Dec-24			Aimee, Dennis						
Historic District Creation	Feb-24	Dec-24			John, Dennis						
Oral History Collection	Nov-23	Ongoing			Bob, Lynn, Audra		\$ 588.00	\$ 6,512.00	\$ 7,100.00		
Property Title Research	Ongoing	Ongoing			Bob, Lynn, Jacque		\$ 400.00	\$ -	\$ 400.00		
Audio and Visual Self Guided Tour	TBD	TBD								-	
Intensive Surveys	TBD	TBD								-	
Events	Events	Historic Walk & Talk	July-24	Sept-24		Bob, Jacque, Audra				\$ 5,000.00	
		Misc. Commemoration								\$ 3,000.00	
		TOTALS					\$ 1,000.00	\$ 1,880.72	\$ 17,119.28	\$ 18,000.00	