



**HISTORIC ADVISORY BOARD – RECORD OF PROCEEDINGS
JANUARY 8, 2024**

CALL TO ORDER

The Regular Meeting of the Historic Advisory Board was called to order on Monday, January 8, 2024, at 4:32 PM by Chair John Quest.

ROLL CALL

Present were Chair John Quest, Vice Chair Aimee Woodall, Historian Bob Rasmussen, and Board Members Audra Kirk, Jacque Hallett, and Lynn Mitchell. Member Dennis Rodriguez was not present. There was a quorum to conduct business.

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

AGENDA CHANGES

There were no changes to the agenda as presented.

UNSCHEDULED PUBLIC COMMENT

There was no unscheduled Public Comment.

CONSENT AGENDA

1. Minutes of the regular meeting of December 12, 2023
2. Minutes of the regular meeting of July 17, 2023

Motion by Vice Chair Woodall, seconded by Ms. Mitchell, to approve the Consent Agenda as presented.

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



NEW BUSINESS

3. Discussion and possible action regarding Historic Advisory Board Resolution 24-01, a Resolution Establishing a Designated Public Place for the Posting of Meeting Notices Pursuant to C.R.S. 24-6-402(2)(c)

Motion by Vice Chair Woodall, seconded by Historian Rasmussen, to approve Historic Advisory Board Resolution 24-01, a Resolution Establishing a Designated Public Place for the Posting of Meeting Notices Pursuant to C.R.S. 24-6-402(2)(c).

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

4. Discussion and possible action regarding Officer Elections

Motion by Member Kirk, seconded by Member Mitchell, to appoint John Quest as Chair, Aimee Woodall as Vice Chair, and Mr. Rasmussen as Historian for 2024.

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

5. Discussion regarding Website Demos

Ms. Cramer initiated meetings with company representatives from Munibit and Granicus. Discussion followed.

6. Discussion regarding the plan of action for the creation of the Historic District and update to Design Guidelines and Standards

Ms. Cramer provided a staff report. The Board provided direction to staff on next steps for the creation of the Historic District and Design Guidelines.

STAFF REPORTS

- Ms. Cramer discussed items in the provided staff report.

BOARD REPORTS

- Ms. Hallett wanted clarification on job assignments. Ms. Cramer will add the work plan to the next meeting to clarify and discuss job assignments.

ADJOURNMENT

Motion by Historian Rasmussen, seconded by Ms. Mitchell, to adjourn the meeting at 6:36 PM.

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



TOWN OF ELIZABETH

John Quest

Chair John Quest

Michelle M. Oeser

Town Clerk Michelle Oeser