



**HISTORIC ADVISORY BOARD – RECORD OF PROCEEDINGS
MARCH 4, 2024**

CALL TO ORDER

The Regular Meeting of the Historic Advisory Board was called to order on Monday, March 4, 2024, at 4:31 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, Dennis Rodriguez, and Lynn Mitchell. There was a quorum to conduct business.

Also present were Community Development Director Zach Higgins, Planner/Project Manager Alexandra Cramer, Town Clerk Michelle Oeser, 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 January 8, 2024

Motion by Historian Rasmussen, seconded by Vice Chair Woodall, to approve the Consent Agenda as presented.

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

NEW BUSINESS

2. Discussion and Possible Action Regarding Munibit's Proposal



Motion by Member Mitchell, seconded by Historian Rasmussen, to approve Munibit's website creation proposal.

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

3. Discussion and Possible Action Regarding the Reallocation of Funds for Land Records

Motion by Chair Woodall, seconded by Member Rodriguez, to approve moving \$400.00 in allocated funds from the Saving Places budget line to the Property and Title Research budget line.

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

4. Discussion Regarding Plaque Installation

Ms. Cramer provided a Staff report. The Board provided direction to Staff on next steps for the process to install plaques.

5. Discussion Regarding Plan of Action for the Historic District Design Guidelines Survey

Ms. Cramer provided a Staff report. Board discussion followed. The Board provided direction to Staff.

6. Discussion Regarding the Historic Walk and Talk

Ms. Cramer provided a Staff report. Discussion followed. The Board provided direction to Staff on what they would like to see for the Walk and Talk this year.

STAFF REPORTS

- Planner / Project Manager Alex Cramer
 - Ms. Cramer discussed items in the provided Staff report.
 - Ms. Cramer let the Board know that videos on the Saving Places Conference are available to watch.

BOARD REPORTS

- Member Lynn Mitchell
 - Ms. Mitchell discussed the meeting that she and Mr. Rasmussen had with a group of local seniors about the Oral History project.



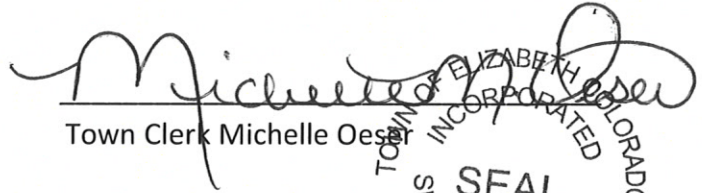
TOWN OF ELIZABETH

ADJOURNMENT

Motion by Vice Chair Woodall, seconded by Member Mitchell, to adjourn the meeting at 6:05 PM. The vote of those Board Members present was unanimously in favor. Motion carried.



Chair John Quest



Town Clerk Michelle Oester

