



**OFFICIAL MINUTES**  
**Historic Preservation Commission Meeting 5:30PM**  
**Tuesday, February 27, 2024**  
**Town Hall / Council Chambers - 302 Pine St Minturn, CO**

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The agenda is subject to change, including the addition of items 24 hours in advance or the deletion of items at any time. The order of agenda items listed are approximate.  
This agenda and meetings can be viewed at [www.minturn.org](http://www.minturn.org).

**MEETING ACCESS INFORMATION AND PUBLIC PARTICIPATION:**

This will be an in-person meeting with access for the public to attend in person or via the Zoom link included. Zoom Link: <https://us02web.zoom.us/j/89615467021>

**Zoom Call-In Information:** 1 651 372 8299 or 1 301 715 8592 **Webinar ID:** 896 1546 7021

**Please note:** All virtual participants are muted. In order to be called upon an unmuted, you will need to use the “raise hand” feature in the Zoom platform. When it’s your turn to speak, the moderator will unmute your line and you will have five (5) minutes for public comment.

**Public Comments:** If you are unable to attend, public comments regarding any items on the agenda can be submitted to Madison Harris, Planner 1, prior to the meeting and will be included as part of the record.

**1. CALL TO ORDER - 5:30 PM**

HPC Chair Ken Halliday called the meeting to order at 5:35 p.m.

**2. ROLL CALL AND PLEDGE OF ALLEGIANCE**

Those present at the meeting: HPC Chair Ken Halliday, and HPC Members Kelly Toon and Kenneth J. Howell.

Staff Member present: Planner I Madison Harris

*Note: Tracy Andersen and Larry Stone are excused absent.*

**3. APPROVAL OF REGULAR AGENDA**

Opportunity for amendment or deletions to the agenda.

Motion by Kenneth H., second by Kelly T. to approve the agenda as presented. Motion passed 3-0.

*Note: Tracy A. and Larry S. are excused absent.*

#### **4. APPROVAL OF MINUTES**

##### **A. January 16, 2024**

Motion by Kelly T., second by Ken H. to approve the minutes of January 16, 2024 as presented. Motion passed 3-0.

*Note: Tracy A. and Larry S. are excused absent.*

#### **5. DECLARATION OF CONFLICTS OF INTEREST**

No conflicts of interest.

#### **6. PUBLIC COMMENTS**

Citizens are invited to comment on any item not on the regular Agenda subject to a public hearing. Please limit your comments to five (5) minutes per person unless arrangements have been made for a presentation with the HPC Secretary. Those who are speaking are requested to state their name and address for the record.

Burke Harrington, 532 A Taylor.

Been trying to go through the HPC process for a demo permit for 2 properties. Looking for direction on which way to go. Once a demo permit is filed, there is a two week time where a sign is put up on the property as a period for nomination. The Town will not accept demo permit applications without being completed, but to complete the demo permit application which triggers the HPC two week stay period, the utilities need to be disconnected for both properties, one of which is occupied. Would like to be able to trigger the two weeks before filing any permit application.

#### **7. SPECIAL PRESENTATIONS**

Presentations are limited to 5 minutes. Invited presentations are limited to 10 minutes if prior arrangements are made with the HPC Secretary.

#### **8. BUSINESS ITEMS**

Items and/or Public Hearings are listed under Business may be old or new and may require review or action by the HPC.

#### **9. DISCUSSION / DIRECTION ITEMS**

##### **A. Historic Plaque Program**

Ken H. likes the suggested language except for the Ordinance part. Prefers a more rounded look. Suggests the Minturn Water Tank as a "heritage" logo.

Kenneth H. agrees with Ken H. about the rounded form, and likes the language. Should be simple, and can get more ornate over time. Would like to keep it under \$400.

Kelly T. thought the square ones all look like signs that you are used to seeing that would blend in. Oval signs would set it different from any thing else posted. Likes the third one in the packet with the big bold date so that you can read it from far away. Likes the idea of modeling the sign after the water tower. Asked if there was a typeface option.

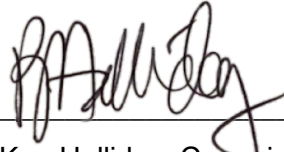
#### **10. STAFF REPORTS**

#### **11. HISTORIC PRESERVATION COMMISSION COMMENTS**

#### **12. FUTURE AGENDA ITEMS**

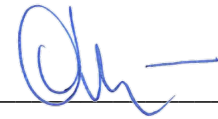
**13. ADJOURN**

Meeting adjourned due to lack of quorum at 6:00 p.m.

A handwritten signature in black ink, appearing to read "Ken Halliday", written over a horizontal line.

Ken Halliday, Commission Chair

ATTEST:

A handwritten signature in blue ink, appearing to read "Michelle Metteer", written over a horizontal line.

Michelle Metteer, Town Manager