



**OFFICIAL MINUTES**  
**Historic Preservation Commission Meeting**  
**Tuesday, March 19, 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/83586630878>

**Zoom Call-In Information:** 1 651 372 8299 or 1 301 715 8592 **Webinar ID:** 835 8663 0878

**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 5:36 p.m.

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

Members present: HPC Chair Ken Halliday and HPC Members Tracy Andersen, Kelly Toon, and Kenneth J. Howell.

Staff member present: Planner I Madison Harris

*Note: Larry Stone is 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 4-0.

*Note: Larry S. is excused absent.*

**4. APPROVAL OF MINUTES**

**A. February 27, 2024**

Motion by Kelly T., second by Kenneth H., to approve the minutes of February 27, 2024 as presented. Motion passed 4-0.

*Note: Larry S. was 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.

No public comment.

**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.

- A.** Ordinance 04 - Series 2024 An Ordinance Amending Chapter 19 of the Historic Preservation Code to allow for Noticing of Demolition Prior to Permitting.  
Madison H. introduced the topic. At the February 27, 2024 Historic Preservation Commission Meeting, a member of the public commented that the current process for alteration, relocation, and demolition of non-designated properties over 75 years of age had some flaws that hadn't previously been exposed. In response to that, staff has drafted an amendment to Chapter 19, Article 9 which addresses that section. The way the Town Code is currently written, it doesn't contemplate partial permit applications, it just says "permit application" which means the whole complete application needs to be submitted to the Town before Section 19-9-10 is triggered and the two week stay notifying people that an application for alteration, relocation, or demolition has been submitted starts. The described flaw hasn't been exposed up until now as most times this section comes into play it's been for minor building permits (ex. A re-roof) that don't need a lot of information for submission of the application so it hasn't been an undue hardship for people to make a complete application. Where this flaw has been exposed is that the complete demolition application requires proof that water, sewer, gas, electric, etc. have all been disconnected, as well as an asbestos report and a permit from CDPHE to mitigate any asbestos. If an applicant submits a complete demolition permit application, triggers the two week stay, and gets nominated and then designated, then that house has been sitting there without power which could negatively impact this now Historically Designated property. As a response to this, staff has attached a draft ordinance that is being presented to HPC on March 19th and Council March 20th. Due to input from Dr. Lindsey Flewelling, staff has taken inspiration from Boulder, but fashioned a more streamlined process. This ordinance is intended to create a separate permit form that people can apply for describing what they are doing and kick-starting that two week stay without having to provide a complete application for demolition or other permit forms such as Design Review Board.

Kenneth H. doesn't think making demolition easier is the goal of historic preservation. Would like to encourage people to save their properties.

Kelly T. appreciates that we got public feedback on the process and setting something up that helps the public before potential applicants spend a lot of money and time.

Public comment opened.  
Lynn Teach, 253 Pine Street.  
Has concerns about the visibility of the signs in the winter.  
Public comment closed.

Kelly T. believes that the location of the sign should be approved by the Town staff. Section (a)(4) should be updated to read that the posting placement of the sign be approved by staff.

Motion by Kelly T., second by Tracy A., to recommend approval of Ordinance 04 - Series 2024 An Ordinance Amending Chapter 19 of the Historic Preservation Code to allow for Noticing of Demolition Prior to Permitting to the Town Council with the change that the posting placement of the sign be approved by staff. Motion passed 4-0.

*Note: Larry S. is excused absent.*

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

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

Tracy A. likes the lesser expensive ones and would prefer simple but readable. It is not necessary to have a ton of verbiage.

Kelly T. agrees with keeping less verbiage: Minturn Historic Site, date and name of the project. Used to the oval (gallop house) first or last one.

Kenneth H. would like to advertise that we are offering these plaques.

Ken H. would like to have press on the first couple of plaques.

Kenneth H. would like to have the option of people spending more in order to tell the story especially from a commercial standpoint.

Public comment opened.

Lynn Teach, 253 Pine Street

Likes the idea of putting up the water tank sign in the round area between Magustos and the Minturn Country Club.

Public comment closed.

## **10. STAFF REPORTS**

Madison H. gave an update on the Historic Survey Grant. We have received approval for the grant, but have not received funding yet.

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

The appointment terms were clarified.

Madison H. stated for the record that Larry Stone had submitted comments earlier that are below.

“Hi Madison,

If I am unable to attend the HPC meeting via zoom tomorrow, I wanted my thoughts to be expressed in my absence.

This new property for sale on the 100 block presents both opportunities and questions that could help or hinder the goals of the seller, buyer, and our town to develop and maintain economic viability.

In line with some of the questions and comments from the previous HPC meeting regarding information needed by property owners and their contractors, how do we as a board, staff, and community advise or suggest to a property seller and a prospective buyer what “we want” with the sometimes conflicting goals of economic viability and preservation of historic properties?

I believe it is as much our responsibility to help usher in private investments while also supporting the desire for preservation.



Continuing, when I look at the property at 151 Main Street, it seems the cost of the property has forbid economic activity.

Furthermore, an empty building is more harmful than its quaint appearance and revealing hard truths to community stewardship.



I, for one member of this board, sees preservation as much of a hindrance to economic viability than encouragement.

Therefore, I challenge my fellow members to consider how we can be responsible stewards of historic preservation while supporting the town's goals of economic viability.

I look forward to finding solutions to this dilemma.

Thank you,

Larry”

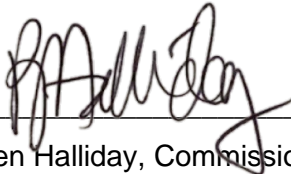
**12. FUTURE AGENDA ITEMS**

- a. Future designations

**13. ADJOURN**

Motion by Kenneth H., second by Tracy A., to adjourn the regular meeting of March 19, 2024 at 6:37 p.m. Motion passed 4-0.

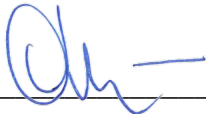
*Note: Larry S. is excused absent.*



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Ken Halliday, Commission Chair

ATTEST:



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Michelle Metteer, Town Manager