



**OFFICIAL MINUTES**  
**Historic Preservation Commission Meeting**  
**Tuesday, May 21, 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/81831914682>

**Zoom Call-In Information:** 1 651 372 8299 or 1 301 715 8592 **Webinar ID:** 818 3191 4682

**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**

Kenneth Halliday called the meeting to order at 5:30 p.m.

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

Members present: HPC Chair Ken Halliday, HPC Vice Chair Larry Stone, and HPC Members Tracy Andersen and Kelly Toon.

Staff members present: Planner I Madison Harris

*Note: Kenneth J. Howell is excused absent.*

*Note: Kenneth H. joined the meeting at 5:34 p.m.*

**3. APPROVAL OF REGULAR AGENDA**

Opportunity for amendment or deletions to the agenda.

Motion by Tracy A., second by Kelly T., to approve the agenda as presented. Motion passed 5-0.

**4. APPROVAL OF MINUTES**

**A. April 16, 2024**

Motion by Tracy A., second by Kenneth H., to approve the minutes of April 16, 2024 as presented. Motion passed 5-0.

**5. DECLARATION OF CONFLICTS OF INTEREST**

Tracy A. has a conflict of interest for item 8A.

**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.

**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. 478 Eagle River Street - Nomination Application - Request for Continuance**

*Note: Tracy A. recused herself.*

Madison H. submitted the request for continuance to June 18, 2024 on behalf of the property owner due to his and his fiancée's impending nuptials.

David Ford, 478 Eagle River Street, Property Owner

They would like to focus on the two of them and their wedding and so asks that this be continued to the June 18, 2024 hearing.

Kelly T. knows that the building is rustic and Mike, a previous owner was an artist.

Kenneth H. said that since there isn't any public opposition to this continuance, he is in support of this.

Motion by Larry S., second by Kelly T., to continue the hearing to June 18, 2024. Motion passed 4-0.

*Note: Tracy A. unrecused herself.*

**B. Ordinance TBD - Series 2024 Amending Chapter 19 of the Historic Preservation Code to allow for More Posting Places and to Extend the Limitations on Proposed Designations**

Madison H. introduced the topic. Based on comments from Council, as well as examining staff's own process, staff has drafted an ordinance that addresses primarily two items: 1) extending the reconsideration of a proposed designation once denied from 1 year to 5 years, and 2) adding additional posting places like the website and posting boxes as places to alert people so that the process can be more transparent to the public. The way the Town Code is currently written, once a nomination application is denied, then unless a substantially different application is submitted, no one can nominate that property for one year. Staff has no criteria with which to evaluate whether or not an application is "substantially" different, and also believes that once a nomination is denied, that denial should be valid for a longer time. As such, staff has added a section to encourage people to submit all materials they have once a nomination has been submitted, so that the HPC will be able to evaluate the nomination with all supplemental materials. If the nomination is denied then the property cannot be nominated for five years. Staff has also adjusted the posting places in Article 9 to allow for the posting boxes and Town website, as well as added the clause that if no one nominates the property during the initial fourteen day waiting period, then no one can nominate the property for the next five years.

Tracy A. asked if this was being reviewed by the Town Attorney.

- Madison H. said that it is currently under review.

Larry S. thinks this is an astute move and thanked staff.

Ken H. clarified how the two week period is applied.

*Note: Kenneth H. left at 5:54 p.m.*

Public Comment opened

David Ford, 478 Eagle River

Clarified that if something is denied how long do they have.

Lynn Teach, 253 Pine Street'

Questions the length of time and thinks it's too long. Thinks it should be a year or two less.

Public comment closed.

Larry S. has concern around the language of "getting this thing rolling". Has concerns around members of the HPC and Town staff making nominations.

Public comment reopened.

Lynn Teach, 253 Pine Street

75% of community survey respondents like what the Town is doing for historic preservation.

Public comment closed.

Tracy A. said that just because there wasn't a rush of nominations when Chapter 19 was implemented, that doesn't mean that the government can't nominate. We went to all this trouble to design this code, so we should be able to implement this.

Kelly T. in favor of streamlining the process and is in favor of the postings being more visible.

Ken H. said that the clarity to the property owner is great and the increase in public postings.

Motion by Ken H., second by Larry S., to forward a recommendation of approval of Ordinance TBD - Series 2024 Amending Chapter 19 of the Historic Preservation Code to allow for More Posting Places and to Extend the Limitations on Proposed Designations. Motion passed 4-0.

*Note: Kenneth H. is excused absent.*

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

### **A. Historic Preservation Process**

Madison H. introduced the topic.

Ken H. would like to streamline the process. Thinks we should reach out to Dr. Flewelling.

Larry S. pointed out that if something isn't nominated it's a pretty simple process. Likes the current process that allows the public to make a decision to nominate.

Kelly T. in favor of streamlining especially for things like minor alterations, but would need to define what that means. In favor of the theory, but not sure how to categorize it.

Larry S. believes that the DRB is perfectly capable of handling this. We know that we are looking for structures that fit in Minturn, even if they are new. Doesn't know that we need to have overkill for this.

Tracy A. said that in regards to this commission is that they took an oath to protect the properties that add to the historic character of the town. Is aware that there will be an incredible amount of change in the future.

Ken H. pointed out that he, Kelly T., and Woody Woodruff had nominated

Public comment opened.

David Ford, 478 Eagle River St  
Clarified how long this process would take.

Lynn Teach, 253 Pine Street  
Agrees with Tracy A. and that anyone in Town can submit applications.  
Public comment closed.

Ken H. said that at the last meeting there was discussion about tightening relations between HPC and Council. Would like to get feedback.

- Madison H. said that she can work with Michelle on this.

Kelly T. said that it might be beneficial to have a "best case scenario" of timeline on the flowchart.

Ken H. would like to still look at creating a pamphlet for the public with a "typical process".

Tracy A. agrees with Ken H. She is not a proponent of red tape, but if things are too easy then they can be lost more easily. Some of these decisions are important.

Larry S. would like to instead have a range on flowchart instead of best case scenario. Considering we are two years into this, and there's a new Council, would like to check in with the direction of the new Council. Since he is not reapplying for a new term, would like to express that he appreciates his fellow members, however he has made no bones about being opposed to Historic Preservation and needs to be true to himself.

Direction given was to reach out to Dr. Flewelling and to help Ken H. facilitate discussion with Council.

## **10. STAFF REPORTS**

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

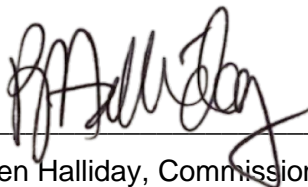
Larry S. said that it is important to have that feedback from Council.

## **12. FUTURE AGENDA ITEMS**

## **13. ADJOURN**

Motion by Kelly T., second by Tracy A., to adjourn the regular meeting of May 21, 2024 at 6:46 p.m. Motion passed 4-0.

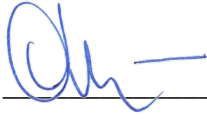
*Note: Kenneth H. is excused absent.*



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Ken Halliday, Commission Chair

ATTEST:

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

Michelle Metteer, Town Manager