



AGENDA
Historic Preservation Commission Meeting
Monday, March 17, 2025
Town Hall / Council Chambers - 302 Pine St Minturn, CO

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.

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/83717251235>

Zoom Call-In Information: 1 651 372 8299 or 1 301 715 8592 **Webinar ID:** 837 1725 1235

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**
- 2. ROLL CALL AND PLEDGE OF ALLEGIANCE**
- 3. APPROVAL OF REGULAR AGENDA**
Opportunity for amendment or deletions to the agenda.
- 4. APPROVAL OF MINUTES**
[A.](#) January 21, 2025
- 5. DECLARATION OF 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.

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.](#) Frequently Asked Questions Fact Sheet

10. STAFF REPORTS

11. HISTORIC PRESERVATION COMMISSION COMMENTS

12. FUTURE AGENDA ITEMS

13. ADJOURN



OFFICIAL MINUTES
Historic Preservation Commission Meeting
Tuesday, January 21, 2025
Town Hall / Council Chambers - 302 Pine St Minturn, CO

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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/82246177084>

Zoom Call-In Information: 1 651 372 8299 or 1 301 715 8592 **Webinar ID:** 822 4617 7084

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 5:30 p.m.

2. ROLL CALL AND PLEDGE OF ALLEGIANCE

Members present: HPC Chair Ken Halliday and HPC Members Kelly Toon and Lynn Teach.
Staff Member Present: Planner I Madison Harris.

Note: HPC Vice Chair Robert Creasy and HPC Member Tracy Andersen are excused absent.

3. APPROVAL OF REGULAR AGENDA

Opportunity for amendment or deletions to the agenda.

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

Note: Robert C. and Tracy A. are excused absent.

4. APPROVAL OF MINUTES

A. December 17, 2024

Motion by Kelly T., second by Lynn T., to approve the minutes of December 17, 2024 as presented. Motion passed 3-0.

Note: Robert C. and Tracy A. 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.

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.

A. Historic Resource Survey - Ron Sladek, Tatanka Historical Associates Inc.

Mr. Sladek gave an update on the work done.

Note: Tracy A. joined the meeting at 5:35 p.m.

Mr. Sladek said he had gotten a lot of photography done and notes. He had made it to the 400 Block by the time he had to head back to Denver. He'll likely be here every 4-6 weeks and more often once we hit spring/summer.

Kelly T. asked how many more trips are likely.

Mr. Sladek estimated 6 trips more.

Ken H. asked about the criteria that this will be evaluated against.

Mr. Sladek explained the seven criteria and that it's a preponderance.

1. Location. The place where the property was constructed or the place where the historic event occurred.
2. Design. The combination of elements that create the form, plan, space, structure, and style of a property.
3. Setting. The physical environment of a property.
4. Materials. The physical elements that were combined or deposited during a particular period of time and in a particular pattern or configuration to form a property.
5. Workmanship. The physical evidence of the crafts of a particular culture or people during any given period in history or prehistory.
6. Feeling. A property's expression of the aesthetic or historic sense of a particular period of time.
7. Association. The direct link between an important historic event or person and a property.

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

10. STAFF REPORTS

11. HISTORIC PRESERVATION COMMISSION COMMENTS

Kelly T. said that Eagle is now providing an 8.5 x 11 sheet of paper within the window of their historic structures with QR codes that took you to a page with information on the historic nature of the property.

12. FUTURE AGENDA ITEMS

13. ADJOURN

Motion by Lynn T., second by Kelly T., to adjourn the regular meeting of January 21, 2025 at 6:14 p.m. Motion passed 4-0.

Ken Halliday, Commission Chair

ATTEST:

Jay Brunvand, Town Clerk



To: Historic Preservation Commission
From: Madison Harris
Date: March 14, 2025
RE: Frequently Asked Questions Fact Sheet

INTRODUCTION:

Per the request of HPC Chair Ken Halliday, members of the HPC submitted to staff a list of potential questions to be included on a Frequently Asked Questions sheet/page on the website. Staff requests that the questions and answers provided be reviewed and approved prior to having them live on the Town's website.

ANALYSIS:

How can I determine if a house I want to buy is going to be designated as historic before I buy it?

There is little guarantee that a structure will not be designated, unless it is taken through the designation process and the nomination receives a denial. That is any option for any property owner to take advantage of, to submit a nomination while making clear that they do not want to be designated, they would just like an answer one way or another for the sake of certainty. The nomination would then be taken through the regular process for Council to ultimately make the decision.

If my house is nominated for HP, how long does it take to determine if it will be designated?

The process can take up to four months depending on when an application is submitted and when the nomination is determined complete.

If it is designated, how long does it take to determine what aspects of the house must be preserved?

As part of the designation hearings, HPC will forward their recommendations, and Council will make the determination at the same time as the designation.

What benefit does a homeowner gain from their house being designated as historic?

There are several state and federal programs that could provide tax credits or grants for help with upkeep and/or renovation for the historic structure.

If a properly noticed/posted house is not nominated for HP, how long does that "non-nomination" continue with the property?

Except for in the case of demolition, once the property has duly gone through the fourteen (14) day posting period in response to an application for alteration of a non-designated property that is older than 75 years, and is not nominated, that property will not have to go through that posting period again for five (5) years.

If historic, what design criteria applies and who approves design?

The Town of Minturn's Design Guidelines apply to any property in Town for any exterior alteration. If a property owner would like to take advantage of any State or Federal help, the Secretary of the Interior's Design Standards for the Treatment of Historic Properties will likely apply as well. The Historic Preservation Commission reviews for the Certificate of Appropriateness and the Planning Commission reviews the Design Review Board application.

Do I have to comply with any state or federal historic design guidelines?

Only if the property owner would like to take advantage of State and/or Federal help.

What aspects of design does HPC have approval over?

The HPC has approval over what happens to the primary facade or architectural details that HPC and Council prioritize during the designation hearings.

Does HPC have any input in interior design?

No, the HPC does not have any input on the interior of a structure.

Does HPC approve or recommend?

In the case of designation as a historical structure, HPC recommends and Council makes the final decision. For Certificates of Appropriateness on alternation, relocation, or demolition of listed properties, the HPC makes a decision, and Council has the opportunity to call up that decision.

Is there funding or tax credits I can get?

Yes, please see [this](#) page on History Colorado's website for more information.

Can historic designation ever be reversed?

Yes, Sec. 19-4-90 of the Minturn Municipal Code states "If a historic property or historic district has been altered to a degree that it no longer retains its eligibility criteria, the owner, an HPC member, or Town Council person may apply to HPC for a revocation of the designation. The revocation application shall be administered by the Planning Department, HPC, and Town Council in the same manner as a proposed amendment of designation."

Can I find out if my home is considered historic without triggering a possible designation?

No, the only guarantee provided is if the structure is taken through the designation process and the nomination receives a denial. That is any option for any property owner to take advantage of, to submit a nomination while making clear that they do not want to be designated, they would just like an answer one way or another for the sake of certainty. The nomination would then be taken through the regular process for Council to ultimately make the decision.

What is the historic survey I hear about and how will the results be helpful?

The Historic Resource Survey is being accomplished through a grant from History Colorado which is surveying all of the Old Town Character Area (100-700 Blocks). The goal of this project is to provide base information on all properties within the survey area and in-depth information

on ten properties that can hopefully be used in the future for any nomination/designation proceedings.

Where can I find the necessary criteria to know if my house qualifies to be Historical?

[Sec. 19-3-20](#) of the Minturn Municipal Code has all of the Eligibility Criteria and the Eagle County Assessor's Site (found [here](#)) should have the Actual Date Built to determine if the structure is over 75 years old.

Where can I find the forms to apply and is there some to ask questions of?

All forms can be found on the Historic Preservation [page](#) of the Town's website. The Planning Department is available to answer any questions.

Who is allowed to nominate my house for Historical Designation?

An application for nomination may be made by the owner or owners of the property or by two or more of the following:

1. By a member of HPC
2. By a member of Town Council; and/or
3. By non-owners of the property or properties to be designated, in which case the applicant must be a resident or owner of property in the Town, or have a place of business in the Town.

Do I have to agree with the Historical Designation?

A property owner does not have to agree with the Historical Designation.

What repairs to my home am I able to make outside and inside?

Any repairs to the inside of a structure are outside of the purview of the HPC. The building department should be contacted to see if a building permit is necessary. When affecting the exterior of a designated structure, as long as the primary facade(s) and less than 50% of the exterior architectural features are not touched then the HPC is not involved, just the Planning Commission acting as the Design Review Board. If a primary facade or more than 50% of the exterior architectural features are affected then a Certificate of Appropriateness is needed from the HPC.

Would I have to change anything about my house from how it currently looks?

General maintenance as required by [Sec. 19-11-10](#) is required, but the look of the structure does not need to change.

Will it increase my taxes to be designated Historical?

To the best of staff's knowledge it does not increase taxes to be designated Historical.

Will Historical designation devalue my house?

Historical designation should not devalue the structure.

If I have land available and I can abide by the Building Code can I build a detached ADU?

As long as an Accessory Dwelling Unit is allowed in that zone district and all zoning dimensional limitations can be adhered to, yes an ADU can be erected on the property.

Would it be necessary for any reason for the public to walk my property if it is identified as Historical?

No, your private property is still your private property. Any designated structure may be put on a walking tour map, but members of the public participating in a walking tour should stay on property that is publicly accessible i.e. the road or sidewalk.

Am I able to add on to my current home? Where and how much?

Yes, a designated structure can be added on to per the Town of Minturn Design Guidelines. When affecting the exterior of a designated structure, as long as the primary facade(s) and less than 50% of the exterior architectural features are not touched then the HPC is not involved, just the Planning Commission acting as the Design Review Board. If a primary facade or more than 50% of the exterior architectural features are affected then a Certificate of Appropriateness is needed from the HPC.

If I were to sell my home will the Historical designation remain with it?

Yes, the designation runs with the land.

Would my responsibility to maintain my home change in any way?

There is general maintenance required of historically designated structures per [Sec. 19-11-10](#).

- (a) The Town Council intends to preserve from deliberate or inadvertent neglect the exterior portions of historic properties and the exterior portions of contributing and non-contributing properties within historic districts, including all interior portions thereof whose maintenance is necessary to prevent deterioration of any exterior portion. No owner of any historic property or of any contributing or non-contributing property within a historic district shall fail to prevent significant deterioration of the exterior of the building, structure, object, or special feature beyond the condition of such historic property or of such contributing or non-contributing property within a historic district on the effective date of the designating ordinance.
- (b) No owner of any historic property or of any contributing or non-contributing property within a historic district shall fail to comply with all applicable provisions of this Chapter and other ordinances of the Town regulating property maintenance.
- (c) Before the Town files a complaint in municipal court for failure to maintain a historic property or a contributing or non-contributing property within a historic district, the Town shall notify the owner of the need to repair, maintain or restore such property; and shall give the owner a reasonable time to perform such work.
- (d) Should the condition of a historic property or of a contributing or non-contributing property within a historic district require immediate repair or stabilization to mitigate unsafe or dangerous conditions and after notification, the owner has not undertaken such repair or stabilization, the Town may take such action and bill all expenses to the

owner. Should the owner not remit such payment to the Town, after ninety (90) days, the Town may record a notice with the Eagle County Clerk and Recorder of a lien against the historic property in violation. The lien created hereby shall be prior to all other liens, regardless of their dates of recordation, except liens for general taxes and prior special assessments.

Does being a Historical home cost me any financial responsibility to the Town?

Other than the general maintenance required, no there is no financial responsibility to the Town.

Will this affect my insurance?

The local designation should not affect the insurance, however if a property owner wants to pursue state or federal designation, they should talk to their insurance provider.

Is there something about my house that has special importance to the History of this Town?

The Eagle Valley Library and the Eagle County Historical Society have wonderful resources for finding out more about your property and whether there might be any significance. In addition, by the end of 2025, if your structure is within the Old Town Character Area, the completed Historic Resource Survey should have at least some base information for a property owner to use.

STRATEGIC PLAN ALIGNMENT:

The comprehensive review of the Town’s Historic Preservation processes aligns with the following key values:

- Transparency
- Collaboration
- Resourcefulness