



## AGENDA

### Historic Preservation Commission Meeting

Tuesday, December 05, 2023

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/88430651880>

**Zoom Call-In Information:** 1 651 372 8299 or 1 301 715 8592 **Webinar ID:** 884 3065 1880

**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. October 17, 2023
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.

[A.](#) Ordinance TBD - Series 2023 Amending Chapter 19, Article 5 of the Minturn Municipal Code

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

[A.](#) 2022 Historic Preservation Plan Update

## **10. STAFF REPORTS**

[A.](#) 2023 Annual Report for CLGs

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

## **12. FUTURE AGENDA ITEMS**

## **13. ADJOURN**



**Historic Preservation Commission (HPC) Official Minutes  
Tuesday, October 17, 2023 5:30 PM  
Minturn Town Hall / 302 Pine St Minturn, CO**

The agenda is subject to change, include the addition of items 24 hours in advance or the deletion of items at any time. The order and times of agenda items listed are approximate. This agenda 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/85446135241>

Zoom Call-In Information: **1 651 372 8299 or 1 301 715 8592 Webinar ID: 854 4613 5241**

Please note: all virtual participants are muted. In order to be called upon and 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 I, prior to the meeting and will be included as part of the record.

**1. CALL TO ORDER – 5:30 PM**

Historic Preservation Commission Chair Ken Halliday called the meeting to order at 5:30 p.m.

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

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

**3. APPROVAL OF MINUTES**

3.1 September 19, 2023

Motion by Kenneth H., second by Kelly T., to approve the minutes of September 19, 2023 as presented. Motion passed 5-0.

**4. APPROVAL OF AGENDA *Opportunity for amendment or deletions to the agenda.***

Motion by Ken H., second by Kenneth H., to approve the agenda of October 17, 2023 as presented. Motion passed 5-0.

**5. DECLARATION OF CONFLICTS OF INTEREST**

No conflicts of interest

**6. PUBLIC COMMENT *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.*
9. **DISCUSSION / DIRECTION ITEMS**

9.1 Incentives – Manitou Springs and Pueblo

Madison H. introduced the topic going through the incentives that Pueblo, Manitou Springs, and Steamboat Springs have.

Kelly T. pointed out that it might not be that much of a burden if only a couple of structures had reduced taxes.

- Larry S. said that due to TABOR he doesn't think it's a good idea.

Kenneth H. thinks this is a great document to keep in our reference when dealing with Planning Commission and Town Council as recreation increases and other things increase tax revenue. Some of the items crossed out might not work now, but they could work down the road.

Kelly T. said that parking regulation incentives might be an option.

- Kenneth H. pointed out that Manitou Springs has a community parking solution.

Larry S. pointed out that the Town was built before we were a Town so we have our challenges cut out for us to help create incentives to promote what we are looking for and balance that with what Planning Commission and Town Council are doing towards the community plan. Curious about outreach that Pueblo has done to connect with the community.

Kenneth H. suggested a biannual community discussion to workshop possibilities.

- Tracy A. suggested piggybacking off the Council's open hours.

Kelly T. pointed out that the Saloon is using being a historic building as a marketing strategy.

Larry S. would like to have a discussion with Planning Commission about variances.

- Tracy A. said that she disagrees with variances for new construction but for historic properties it makes sense.
- Kelly T. is in favor of anything that doesn't encourage people to bulldoze their houses.



Ken H. would like to direct staff to draft an ordinance with all of the items in the memo plus potential parking incentives.

Kenneth H. would like to discuss what the parking incentives would look like.

Madison H. explained current parking requirements and the non-conformities section and that putting into words parking variances might be difficult at this time.

Discussion ensued.

Direction to staff was to draft an ordinance with incentives that allows for variances based off of historic preservation as an incentive.

## **10. STAFF REPORTS**

### 10.1 Annual Report

As part of being a CLG there is a requirement that an annual report be submitted. That is currently being worked on and will be submitted in a couple of weeks.

### 10.2 Grant

The window for the grant cycle has opened up to apply for a grant for a historic survey of the Town. Staff is currently working on that grant application. It is due in January.

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

Discussed Thanksgiving and Christmas meetings.

Tracy A. would like to build a marketing plan after the incentive package.

Kelly T. got to see a show at the historic Tabor theater in Leadville.

## **12. FUTURE AGENDA ITEMS**

### 12.1 Ordinance for incentives

### 12.2 Update on Historic Plan

## **13. ADJOURN**

Motion by Kenneth H., second by Kelly T., to adjourn the regular meeting of October 17, 2023 at 6:47 p.m. Motion passed 5-0.

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Ken Halliday, Commission Chair

ATTEST:

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Michelle Metteer, Town Manager



To: Historic Preservation Commission (“HPC”)  
From: Madison Harris  
Date: December 1, 2023  
RE: Ordinance TBD - Series 2023 Amending Chapter 19, Article 5 of the MMC

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**INTRODUCTION:**

Staff was directed to draft an ordinance that mirrored Manitou Springs section of code with feasible incentives that the Town could implement.

**ANALYSIS:**

Staff took the Historic Preservation Commission’s input and direction to draft an ordinance that lays out the currently feasible incentives that the Town could implement, acknowledging that in the future, there could be other items added to the list. Staff addressed side setback relief, the support of building code requirements being amended as long as no safety is being affected, and the support of federal and state income tax credits.

**STRATEGIC PLAN ALIGNMENT:**

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

**PRACTICE FAIR, TRANSPARENT AND COMMUNICATIVE LOCAL GOVERNMENT**

THE TOWN WILL SEEK TO MAKE INFORMED, DATA-BASED DECISIONS WITH A STANDARD OF “DOING IT RIGHT.” WITH AN HONEST APPROACH TO ALL ASPECTS OF LOCAL GOVERNMENT AND A FOCUS ON THE PUBLIC PROCESS, THE TOWN COUNCIL AND STAFF ARE COMMITTED TO SERVING MINTURN WITH THE HONESTY AND INTEGRITY EXPECTED OF A SMALL-TOWN GOVERNMENT.

**SUSTAIN AND INVEST IN THE THINGS THAT DEFINE MINTURN AS A PROUD, STURDY MOUNTAIN TOWN TO “KEEP MINTURN MINTURN”**

Minturn strongly values its full-time residents and welcomes diversity.

**RECOMMENDED ACTION OR PROPOSED MOTION:**

Approve Ordinance TBD - Series 2023 Amending Chapter 19, Article 5 of the MMC

**ATTACHMENTS:**

- Ordinance TBD - Series 2023 Amending Chapter 19, Article 5 of the MMC

TOWN OF MINTURN, COLORADO  
ORDINANCE NO. – SERIES 2023

AN ORDINANCE OF THE TOWN OF MINTURN,  
COLORADO AMENDING CHAPTER 19, ARTICLE 5 OF THE  
MINTURN MUNICIPAL CODE

**WHEREAS**, the Town of Minturn (“Town”) is a Colorado home rule municipality organized pursuant to Article XX of the Colorado Constitution and with the authority of the Town of Minturn Home Rule Charter for which the Minturn Town Council (“Town Council”) is authorized to act; and

**WHEREAS**, the Town Council has adopted Chapter 19 Historic Preservation; and

**WHEREAS**, the Town of Minturn 2023-2025 Strategic Plan (hereinafter the “Strategic Plan”) seeks to “foster the authentic small town character that is Minturn,” and to “Lead Minturn to long-term viability while preserving its unique character and genuine mountain town community,” through specific strategic plan goals and policies;

**WHEREAS**, the Strategic Plan contains four key strategies for implementation including “Practice fair, transparent and communicative local government,” “Long-term stewardship of the natural beauty and health of Minturn’s environment,” “Sustain and invest in the things that define Minturn as a proud, sturdy mountain town to “Keep Minturn, Minturn,” and “Advance decisions/projects/initiatives that expand future opportunity and viability for Minturn;” and

**WHEREAS**, on December 5, 2023, the Minturn Historic Preservation Commission considered this ordinance and recommended approval; and

**WHEREAS**, on December 20, 2023, the Minturn Town Council approved this ordinance on first reading; and

**WHEREAS**, the Minturn Historic Preservation Commission and Town Council have determined that the text amendments to Chapter 19 of the Minturn Municipal Code as provided herein are necessary and proper.

NOW THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF MINTURN, COLORADO:

SECTION 1. The foregoing recitals are incorporated herein as if set forth in full.

SECTION 2. Chapter 19 of the Minturn Municipal Code is hereby amended to read as follows, with additions shown in double underlined text and language to be deleted shown as ~~strike through~~ text. Sections of Chapter 19 which are not expressly described in this Ordinance are deemed to continue to be in full effect without change.

**ARTICLE 5 – Alterations to Listed Properties and Historic Districts**

\* \* \*

**Sec. 19-5-50. – Historic Preservation incentives**

The purpose of this section is to provide incentives to encourage and support the preservation, maintenance and appropriate rehabilitation of property and structures designated to be historically significant with the Town. The incentives outlined in this section may be available to property designated to be historically significant within the Town’s boundaries.

- 1) The following incentives and assistance may be granted by the Historic Preservation Commission when associated with a request for Certificate of Appropriateness approval:
  - a) Side setback relief of two feet, not to allow structures to be less than six feet apart per the adopted 2021 International Fire Code, for new construction or alterations to an existing building.
  - b) Issuance of a letter of support by the Planning Department for waiver or amendment of building code requirements not affecting the safety of a building. The letter may be issued when application of the building code would detrimentally impact the historic and architectural integrity of a contributing resource in the Town.
  - c) Economic and Regulatory Incentives
    - i) In order to induce owners of eligible resources to consider proposing their property for listing on the Local Register, the Town may offer the owner of an Historic Resource, Local Landmark, or Contributing Property:
      - (1) Federal and state income tax credits as provided by law, with reviews conducted by the Historic Preservation Commission by virtue of the Town’s certification as a Certified Local Government.

\* \* \*

INTRODUCED, READ BY TITLE, APPROVED ON THE FIRST READING AND ORDERED PUBLISHED BY TITLE ONLY AND POSTED IN FULL ON THE OFFICIAL TOWN WEBSITE THE \_\_ DAY OF \_\_\_\_\_ 2023. A PUBLIC HEARING ON THIS ORDINANCE SHALL BE HELD AT THE REGULAR MEETING OF THE TOWN COUNCIL OF THE TOWN OF MINTURN, COLORADO ON THE \_\_DAY OF \_\_\_\_\_ 2023 AT 5:30 p.m. AT THE MINTURN TOWN HALL 302 PINE STREET, MINTURN COLORADO 81645.

TOWN OF MINTURN, COLORADO

\_\_\_\_\_  
Earle Bidez, Mayor

ATTEST:

By: \_\_\_\_\_  
Jay Brunvand, Town Clerk

THE TOWN OF MINTURN, COLORADO, ORDAINS THIS ORDINANCE ENACTED ON SECOND READING AND ORDERED PUBLISHED BY TITLE ONLY AND POSTED IN FULL ON THE OFFICIAL TOWN WEBSITE THIS \_\_ DAY OF \_\_\_\_\_ 2023.

TOWN OF MINTURN, COLORADO

\_\_\_\_\_  
Earle Bidez, Mayor

ATTEST:

By: \_\_\_\_\_  
Jay Brunvand, Town Clerk



To: Historic Preservation Commission (“HPC”)  
From: Madison Harris  
Date: December 1, 2023  
Agenda Item: Historic Preservation Plan Review

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**INTRODUCTION:**

At the October 17, 2023 meeting the HPC asked for an update on our implementation of the 2022 Historic Preservation Plan. That update is below.

**ANALYSIS:**

Goal 1: Create a foundational toolbox for the execution of Minturn’s Historic Preservation Program

Objective 1.1: Establish the application process for Historic District and Landmark Designation, Design Review, and Demolition with clearly defined supplemental materials for supporting applicants.

**Response:** Application forms are available to the public on the Historic Preservation page of the Town website. Staff has reviewed online and print materials of other Certified Local Government communities in Colorado to facilitate the best practices when creating Minturn’s materials. Staff has also created a flow chart to assist an applicant through the various steps of the application process for Historic Landmark and District, Alterations, Relocations, and Demolitions which also lives on the website. This goal is complete.

Objective 1.2: Build upon the education of Minturn’s Historic Preservation Commission and staff to better enable the promotion and execution of Minturn’s Historic Preservation Program.

**Response:** Staff believes that education is a continuous process. As the Town processes more applications, and staff and HPC familiarize themselves with the guidelines available through resources such as History Colorado, we will continue to build on the foundation that we are working with.

Objective 1.3: Clearly define the roles and responsibilities of the Historic Preservation Commission, staff, contributing third-party organizations, and the public.

**Response:** We rely on Chapter 19 of the Minturn Municipal Code as well as adopted plans like the Historic Preservation Plan and Council’s Strategic Plan to help inform us of this. This goal is completed.

Objective 1.4: Become a Certified Local Government

**Response:** We have been designated as a Certified Local Government as of February 28, 2023. This goal is completed.

Goal 2: Promote public awareness of Minturn’s Historic Preservation Program

Objective 2.1 Collaborate with third-party organizations to celebrate Minturn’s history.

**Response:** No update.

Objective 2.2 Promote the benefits of Minturn’s Historic Preservation Program through resource development.

**Response:** Staff has worked with the HPC and with History Colorado to better understand resources available through the State of Colorado offices to promote Minturn’s Historic Preservation Program. This goal is ongoing.

Objective 2.3 Expand public awareness and outreach to all citizens, property owners, businesses & visitors.

**Response:** In the monthly newsletters, the Town gives updates to designations and what the HPC is accomplishing, as well as sending out eblasts when applications come in to alter structures that are over 75 years old. This goal is ongoing.

Objective 2.4 Build revenue streams to support Minturn’s Historic Preservation efforts.

**Response:** No update.

Goal 3: Collaborate with property owners for the voluntary participation in Minturn’s Historic Preservation Program

Objective 3.1 Proactively communicate the benefits of Minturn’s Historic Preservation Program with local property owners.

**Response:** As people enquire with the Planning Department about developing their property, staff is careful to ensure that the property owner is aware (if the structure is over 75 years old or has some potential significance) of Chapter 19 and any benefits and impacts Historic Preservation may have on their property. This goal is ongoing.

Objective 3.2 Educate and promote Minturn Municipal Code, Chapter 19, Article 6 which encourages the relocation of structures over demolition.

**Response:** The Meyer’s Barn which was recently designated is currently in line to be the first to take advantage of this section of code promoting relocation over demolition.

Objective 3.3 Actively identify town-owned structures and landmarks for the nomination of historical structures.

**Response:** The first historic landmark nomination and designation within the Town was the Town’s iconic water tank that sits above the 100 Block.

**COMMUNITY INPUT:** Ongoing

**BUDGET / STAFF IMPACT:** TBD

**STRATEGIC PLAN ALIGNMENT:**

PRACTICE FAIR, TRANSPARENT AND COMMUNICATIVE LOCAL GOVERNMENT  
SUSTAIN AND INVEST IN THE THINGS THAT DEFINE MINTURN AS A PROUD,  
STURDY MOUNTAIN TOWN TO “KEEP MINTURN MINTURN”

**ATTACHMENTS:**

- 2022 Historic Preservation Plan



# Town of Minturn Historic Preservation Plan

Adopted December 7, 2022



# Acknowledgements



Roundhouse Crash , 1913

## TOWN COUNCIL

Earle Bidez, Mayor  
Terry Armistead, Mayor Pro Tem  
George Brodin  
Lynn Feiger  
Gusty Kanakis  
Kate Schifani  
Tom Sullivan

## HISTORIC PRESERVATION COMMISSION

Ken Halliday, Chair  
Larry Stone, Vice Chair  
Tracy Andersen  
Kenneth Howell  
Kelly Toon

## HISTORIC PRESERVATION KICKOFF COMMITTEE

Shelley Bellm  
Heather Faircloth  
Ken Halliday  
Amanda Krost  
Liz McCabe  
Amanda Mire  
Susan Mitchell  
Susan Morrison  
Bill Pierce  
Jim Sebben  
Jena Skinner  
Greg Sparhawk  
Jane Rohr  
Kelly Toon  
Darell Wegert  
Steven Witsil  
Laura Wolf

## CONSULTANTS

Terry Gorrell, Holland & Hart  
Michael Sawyer, Karp Neu Hanlon

## TOWN STAFF

Michelle Metteer, Town Manager  
Madison Harris, Planner I

## SPECIAL THANKS TO

Dr. Lindsey Flewelling,  
History Colorado  
Matthew Mickelson, Eagle Valley  
Library District  
Kathy Heicher, Eagle County  
Historical Society

## IMAGE & SKETCH CREDITS

- All images courtesy of the Eagle County Historical Society, Eagle Valley Library District
- All sketches provided courtesy Beth Levine of Beth Levine Architects, Inc.



# Introduction

## Intent of Historic Preservation in Minturn

*"...to create a reasonable balance between private property rights and the public interest in preserving the Town's unique historic character through the nomination of Buildings, Structures, Sites, Objects, and Historic Districts for preservation."*

- MMC Sec. 19-1-30

1900  
Minturn Store  
→



## Reasons for Creating the Plan

Minturn’s Historic Preservation policy is detailed in Chapter 19 of Minturn’s Municipal Code. The purpose of this chapter is to enhance the Town of Minturn’s local resources and to promote historic preservation through the following efforts:

- The protection and preservation of the Town's architecture, culture, and heritage as embodied in Historic Properties and Historic Districts by appropriate regulations and incentives
- The stabilization of historic neighborhoods
- The establishment of the Town's Historic Register listing Historic Properties and Historic Districts
- The cultivation of civic pride in the art, architecture, and accomplishments of the past
- The encouragement of continued private ownership and utilization of such Historic Properties or Historic Districts now so owned and used
- The promotion of thoughtful community planning and design
- The provision of educational opportunities to increase public appreciation of the Town's unique heritage.

## How to Use the Plan

Minturn’s Historic Preservation Plan is a guide for taking steps toward strengthening Minturn’s heritage through a focused set of initiatives which will result in the fostering of the intent and the execution of the above-cited purposes. This Plan is not a regulatory document, but rather an education tool for promoting and fostering all aspects of historic preservation in Minturn.

This Plan is divided into the following sections: **Introduction, Historic Preservation Process & Timeline, History and The Plan**

# Historic Preservation Process & Timeline





# Minturn's History

Just two miles south of I-70, and only 10 minutes from Vail and Beaver Creek, Minturn, Colorado is the historical gem of the Vail Valley area. A funky old railroad town developed in the late 1800s, Minturn's quaint shops and old Colorado architecture offer a peek at the past while the town bustles with contemporary business activity and attractions.

Unlike their neighbors at Vail and Beaver Creek, Minturn's oldest families settled at the confluence of Gore Creek and the Eagle River in the late 1800s. Some created homesteads and farmed the land, while others mined silver, gold, lead and zinc in the mountains high above town. With the arrival of the Denver & Rio Grande Western Railroad in 1887, Minturn quickly developed into a booming crossroads for transportation and industry. By the turn of the century, a growing population of mining and railroad workers and their families raised the demands for business and services in town. In response, Minturn was incorporated on November 15, 1904.

Minturn has adapted to several major changes in the local economy over the decades, including the development of Vail and Beaver Creek ski resorts, the closing of the Gilman mine, and the abandonment of rail lines through Minturn. Despite this transformation from the Old West to the new, Minturn maintains its distinctive character, architecture, and quality of life.



# Minturn's History

Minturn's Historic Preservation program celebrates community heritage, with a focus on landmarks, structures, locations, and significant events over 75 years old.

- 1836 Robert Bowne Minturn born in New York
- 1849 Ute and Arapahoe conflict on Battle Mountain
- 1879 Town of Clinton, now called Gilman, forms
- 1881 Talamage family builds first house in Minturn
- 1882 George G. Booco builds cabin near the depot
- 1885 Road from Leadville, Red Cliff and Gilman reaches Minturn
- 1886 Town of Clinton renamed Gilman, after Henry Gilman, superintendent of Iron Mask Mine
- 1886 Six-stall roundhouse built
- 1886 First Depot constructed
- 1887 Kingston Townsite appears on the railroad map
- 1887 Booco's Station replaces Kingston Townsite on railroad maps
- 1887 Denver & Rio Grande Western Railroad arrives in Minturn, renamed for Robert B. Minturn, a shipping millionaire responsible for raising the money to bring the rails west
- 1889 Robert Bowne Minturn dies
- 1890 Minturn population is approximately 191
- 1891 First store opened in Minturn by Pierce and Richmond called the Minturn Mercantile . Second depot constructed
- 1891-92 Minturn Messenger newspaper published by F.H. Davis and T.D. Peirce
- 1892 First school is built at 225 Pine Street; Miss Phifield is teacher for all grades
- 1892 Great fire destroys several downtown buildings
- 1892-93 Eagle Eye newspaper published by George and David Fownes
- 1899 Record snows block trains from running; coldest recorded winter n town history
- 1900 Minturn population rises to 428 residents
- 1901 W.H. Luby opens The Saloon
- 1904 George G. Booco donates large parcel of land to the town
- 1904 September 5 - Updated school opens at 243 Boulder Street, fifty students attend classes with Miss Secil Taylor and Miss Annabelle Herron
- 1904 October 29 - Frank Steacy elected mayor; six trustees elected in first town election
- 1904 November 15 - First town council meets; Minturn incorporated; Salaries per month set as follows: for Marshall at \$30, clerk for \$10, treasurer for \$5, town attorney for \$40
- 1905 Holy Cross National Forest established with headquarters in Red Cliff
- 1908 Shopmen for the D&RG Railroad strike
- 1909 Squires Hotel built

1892



First School  
225 Pine St.



# Minturn's History (continued)

Minturn's Historic Preservation program celebrates community heritage, with a focus on landmarks, structures, locations and significant events over 75 years old.

- 1912 Empire Zinc Company consolidates private mining claims to form the Eagle Mine at Gilman  
100-foot Turntable installed in railyard to turn larger engines
- 1913 Water lines laid from Cross Creek into town  
St. Patrick's Parish is built  
Rio Grande Engine crashes through Roundhouse
- 1915 Y.M.C.A., now known as the International Trade Center, dedicated  
Empire Zinc Division of the New Jersey Zinc Co. buys Eagle Mine at Gilman
- 1917 Minturn United Presbyterian Church opens at Toledo and Main Street with 21 members  
Sidewalks laid along Main Street
- 1920s Isabell and Nelson homesteads make Minturn the lettuce capital of the United States
- 1922 Pipefitters and mechanics strike against the D&RG Railroad until October 1924
- 1924 August 7 - Minturn wired with electricity, courtesy of Public Service of Colorado  
State's experimental farm grand opening
- 1926 April 6 - State proposes Hwy. 24 through Minturn; town trustees oppose proposed path  
Cemetery bridge replaced  
Sunday amusements (such as movies and dancing) prohibited by Ordinance
- 1927 July - First organized pilgrimage to Mt. of the Holy Cross
- 1928 June - New 120-foot Turntable built to accommodate 3600-series engines
- 1930s Refrigerated rail cars eliminate need for ice house in Minturn
- 1933 Rod and Gun Club leases what is now known as Bolt's Lake for public fishing, swimming, and tennis
- 1936 Katherine Mack elected first female mayor of Minturn; Nelly Young elected first female council member
- 1936 U.S. Highway 24 completed over Battle Mountain Cosma Serna moves Rock Creek settlers to Taylor Street in Minturn
- 1938-42 Minturn Booster newspaper published every Friday by Roy Simpson
- 1940 Gondolas packed with ore run loose along the tracks, all the way to Edwards. Red Cliff Bridge built over Belden Canyon. Highway 24 completed through Minturn (connecting the town to the east over Tennessee Pass.)
- 1941 Cinder block school at 302 Pine Street built.  
Water tank on Nelson Avenue hillside built.  
Holy Cross National Forest headquarters moved to Minturn
- 1942 Camp Hale constructed as a temporary training camp for 10th Mountain Division
- 1943 Bill Burnett, Minturn historian and author of *The Eagle on Battle Mountain at Gilman, Colorado And My Life As I Remember* and *Minturn, a Memoir*, drafted into World War II

1928  
New Turntable



# The Plan

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The Purpose and Intent statements of Minturn’s Historic Preservation policy have been translated into the following goals, objectives, and action items. These goals, objectives, and action items will guide historic preservation efforts in Minturn for the next 2-3 years.

The Town of Minturn 2009 Community Plan identifies the town’s history as one of the four core values when creating the Community Vision. Additionally, the 2022 Community Survey results cited Historic Preservation as a Town of Minturn Attribute for Critical Areas of Focus. These guiding documents have helped to reinforce the importance of the creation of the Minturn Historic Preservation Plan.

## Minturn Post Office



1940's



# The Plan

## Goals, objectives, and action items



# Goal #1

**Create a foundational toolbox for the execution of Minturn’s Historic Preservation Program.**

- Objective 1.1** Establish the application process for Historic District and Landmark Designation, Design Review, and Demolition with clearly defined supplemental materials for supporting applicants.
- Objective 1.2** Build upon the education of Minturn’s Historic Preservation Commission and staff to better enable the promotion and execution of Minturn’s Historic Preservation Program.
- Objective 1.3** Clearly define the roles and responsibilities of the Historic Preservation Commission, staff, contributing third-party organizations, and the public.
- Objective 1.4** Become a Certified Local Government

Action Item	Contributing Party
Review online and print materials of other Certified Local Government communities in Colorado to facilitate the best practices when creating Minturn’s materials.	Staff
Create a flow chart to assist an applicant through the various steps of the application process for Historic Landmark and District, Alterations, Relocations, and Demolitions.	Staff
Encourage the participation by both the HPC and staff for webinars and online and in-person classes to further the knowledge base of those implementing the Program.	Staff, HPC
Develop historic contexts to cover important historical themes and time periods in Minturn’s development.	Staff, HPC
With the support of grants, seek to execute a town-wide Cultural Resource Survey.	3rd Party
Complete the preliminary steps and apply to become a Certified Local Government.	Staff, HPC, 3rd Party
Create both print and online materials defining the roles and responsibilities for the staff, HPC, public, and third party organizations.	Staff

# The Plan

## Goals, objectives, and action items



## Goal #2

Promote public awareness of Minturn’s Historic Preservation Program.

- Objective 2.1** Collaborate with third-party organizations to celebrate Minturn’s history.
- Objective 2.2** Promote the benefits of Minturn’s Historic Preservation Program through resource development.
- Objective 2.3** Expand public awareness and outreach to all citizens, property owners, businesses & visitors.
- Objective 2.4** Build revenue streams to support Minturn’s Historic Preservation efforts.

Action Item	Contributing Party
Work with the Eagle Valley Historical Society to bring more awareness of Minturn heritage to the Town and greater Eagle County community.	Staff 3rd Party
Connect with History Colorado to better understand resources available through the State of Colorado offices to promote Minturn’s Historic Preservation Program.	Staff 3rd Party
Partner with History Colorado for resource materials which will help demonstrate the value and benefits of historic designations in the local community (web and print materials), and promote the Historic Register, Designation criteria, and incentives being designated provides such as grant funding.	Staff HPC 3rd Party
Implement a Historic Preservation Plaque program that accompanies all historic designations and follows the Minturn Historic Register.	Staff HPC
Establish a Minturn Heritage Month and utilize this effort to promote all aspects of Minturn’s history.	Staff HPC
Facilitate a working group comprised of staff, HPC, 3rd party consultants and citizens to determine effective revenue streams for the promotion of historic preservation.	Staff, HPC 3rd Party
Establish a monument/kiosk...something to utilize as the beginnings of a historic museum for the promotion and education of Minturn’s heritage.	Staff 3rd Party

# The Plan

## Goals, objectives, and action items



# Goal #3

**Collaborate with property owners for the voluntary participation in Minturn’s Historic Preservation Program.**

- Objective 3.1** Proactively communicate the benefits of Minturn’s Historic Preservation Program with local property owners.
- Objective 3.2** Educate and promote Minturn Municipal Code, Chapter 19, Article 6 which encourages the relocation of structures over demolition.
- Objective 3.3** Actively identify town-owned structures and landmarks for the nomination of historical structures.

Action Item	Contributing Party
Create a campaign of educational and promotional materials for use as tools when communicating with local property owners about the benefits of the Historic Preservation Program.	Staff HPC
Facilitate the identification of town-owned parcels of land for the utilization of relocating historic structures which may otherwise be demolished, with the understanding that all other avenues have been exhausted before relocation is an option.	Staff HPC
Create a mechanism by which property owners can receive financial support for the relocation of structures.	Staff , HPC 3rd Party
Inventory town-owned properties/structures for consideration of historic designation.	Staff, HPC
Begin the process (immediately) of a phased approach for the implementation of historic design guidelines for nominated structures	Staff, HPC, 3rd Party and Public
Determine Minturn Municipal Code recommendations to Council for leveraging historic designations over non-conforming structure guidelines (historic variance guidelines)	Staff, HPC, 3rd Party and Public

# Town of Minturn Historic Preservation Plan



105 Williams Street *Pat Jensen*



155 Main Street *Pat Jensen*



171 Main Street *Pat Jensen*

**Minturn Planning Department**  
Minturn Town Center  
301 Boulder St. #309  
Minturn, CO 81645  
970-827-5645  
[planner1@minturn.org](mailto:planner1@minturn.org)  
[www.minturn.org](http://www.minturn.org)



**Historic Preservation Commission**  
Chair – Ken Halliday  
Vice Chair – Larry Stone  
Tracy Andersen  
Kenneth Howell  
Kelly Toon

**Memorandum**

Date: December 1, 2023  
To: Minturn Historic Preservation Commission  
From: Madison Harris, Planner I  
Re: Historic Preservation Update

**2023 Annual Report**

One of the obligations of being a Certified Local Government (CLG) is completing an Annual Report every year that summarizes all accomplishments and changes within the historic preservation realm within the last year. In our case it was for the span of March to October as we have only been a CLG since February 28, 2023. Part of the report is providing the minutes we take, examples of the public notices that are put out, and the rules the Commission operates under. This report has been reviewed and approved by History Colorado.

**Attachments:**

- Annual Report



# History Colorado

## Colorado Certified Local Government 2023 Annual Report

Federal Fiscal Year 2023: October 1, 2022 – September 30, 2023

**Due Date: November 1, 2023**

Please save this file in the original PDF format, DO NOT PRINT AND SCAN.  
Submit via email to [lindsey.flewelling@state.co.us](mailto:lindsey.flewelling@state.co.us)

Name of CLG: Town of Minturn

Name of Commission/Board: Town of Minturn Historic Preservation Commission

Contact Name: Madison Harris

Contact Title: Planner 1

Contact Phone: 970-445-2429

Contact Email: [planner1@minturn.org](mailto:planner1@minturn.org)

Contact Address: 302 Pine Street OR PO Box 309

City: Minturn

State: CO

Zip: 81645

Website for your historic preservation program:

Provide a list of all local government staff members with duties assigned to your local preservation program and their job titles. Then, list the percentage of their job duties that are related to historic preservation and check each staff member that meets the [Secretary of the Interior’s Professional Qualifications Standards](#). Please include any consultants contracted to perform designation, design, or tax credit reviews on a regular basis.

Name	Title	Percent	SOI Qualified
Madison Harris	Planner 1	10%	<input type="checkbox"/>
Michelle Metteer	Town Manager	10%	<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

1) In Federal Fiscal Year 2023, were any of the following newly developed or revised (check all that apply):

- Preservation Ordinance (including Amendments)
- By-Laws or Administrative Rules
- Preservation Plan
- Survey Plan
- Design Guidelines

Commission/Board

2) Provide a list of all current Commission/Board Members. Check any Commission/Board Members newly appointed in Federal Fiscal Year 2023 and attach their resumes and/or applications. Also, check all Commission/Board Members that are professionals in preservation-related disciplines and list their profession beside their names.

Preservation-related disciplines include: history, architecture, landscape architecture, architectural history, prehistoric or historic archaeology, planning, American studies, American civilization, cultural geography, cultural anthropology, or related disciplines such as building trades, real estate, or law.

Name	New Member	Preservation Professional	Discipline(s)
Ken Halliday	<input type="checkbox"/>	<input type="checkbox"/>	Development
Larry Stone	<input type="checkbox"/>	<input type="checkbox"/>	Business Owner
Kelly Toon	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Architecture
Kenneth J. Howell	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Planning
Tracy Andersen	<input type="checkbox"/>	<input type="checkbox"/>	Education
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	

3) If 40% of the current Commission/Board is not comprised of preservation-related professionals, please describe your efforts to recruit.

40% of our board is comprised of preservation-related professionals.

4) How does the Commission/Board seek additional expertise in the fields of architecture, architectural history or archaeology when needed?

We reach out to History Colorado for any recommendations of where to look and/or what to look for.

- 5) Do the members of the Commission/Board represent the general ethnic diversity of the community?  
 Partially, about 79% of Minturn's population is white and about 18% of Minturn's population is Hispanic or Latino according to the ACS Demographic and Housing Estimates from 2021, and to my knowledge, all of our Commission members are white.
- 6) List the **SHPO-approved** educational/training sessions attended by Commission/Board Members in Federal Fiscal Year 2023. Please list name of session or conference (list conference, not individual sessions when a conference was attended) and the name(s) of Commission/Board Member that attended.

We have only been a CLG for 8 months so far and are still getting our feet underneath us so training sessions have not been attended yet.

- 7) What is your Commission/Board's regular meeting schedule? (i.e. First Thursday of every other month at 6pm)  
 Third Tuesday of the month at 5:30 pm

8) Please list the number of meetings and dates held in Federal Fiscal Year 2023:

<b>Regular Meetings</b>	<b>Special Meetings</b>	<b>Work/Study Sessions</b>
<u>Total Number</u>	<u>Total Number</u>	<u>Total Number</u>
10	0	0
<u>Dates</u>	<u>Dates</u>	<u>Dates</u>
10/18/2022 11/8/2022 12/16/2022 1/24/2023 2/21/2023 Became a CLG 02/28/23 3/21/2023 7/6/2023 7/18/2023 8/15/2023 9/19/2023		



Historic Contexts & Surveys

9) List any **Historic Context Studies** completed in Federal Fiscal Year 2023.  
None

10) List any **Cultural/Historic Resource Surveys** completed in Federal Fiscal Year 2023.  
None

11) How many resources were **inventoried** in Federal Fiscal Year 2023? 1

Inventoried means any buildings, structures, objects, or sites for which the Commission/Board obtained information not previously held. This information may come from newly surveyed properties or properties nominated that had not been surveyed. Inventoried properties can be either eligible or non-eligible for listing.

Designations

12) How many contributing resources (buildings, structures, objects, sites) are **locally designated** in total? This count includes **all** listings since the Commission/Board was originally formed. For Districts, count all contributing buildings, structures and sites individually. 3

13) How many contributing resources (buildings, structures, objects, sites) were **locally designated** in Federal Fiscal Year 2023? For Districts, count all contributing buildings, structures and sites individually. 3

Please list. For Districts, list name with number of contributing resources in parenthesis.

- Minturn Historic Water Tank (1)
- The Saloon (1)
- Meyer's Barn (1)

Project Review

- 14) How many design review applications were considered by the Commission/Board for **designated** resources in Federal Fiscal Year 2023?
- a. Total Reviewed 1
  - b. Review by Full Commission 1
  - c. Review by Design Review Subcommittee Only 0
  - d. Reviewed by Staff Only 0
- 15) How many design review applications were considered by the Commission/Board for **non-designated** resources in Federal Fiscal Year 2023?
- a. Total Reviewed 0
  - b. Review by Full Commission 0
  - c. Review by Design Review Subcommittee Only 0
  - d. Reviewed by Staff Only 0
- 16) If reviewed separately, how many demolition reviews were conducted by the Commission/Board or Staff in Federal Fiscal Year 2023? 0
- 17) Did your County/Municipality comment or participate in any **Section 106 Reviews** as a consulting party in Federal Fiscal Year 2023? No

If yes, list name of project or property and the Federal Agency initiating the review.  
N/A

Preservation Incentives

18) Does your County/Municipality have any local incentives programs for preservation or for the benefit of historic properties? Please check all that apply.

- Tax incentive program
- Government-funded loan program
- Government-funded grant program
- Zoning variances/Use Allowances
- Acquisition of historic properties through purchase or donation
- Preservation Awards
- Plaques
- Other (Please describe) We are currently in the process of evaluating codifying zoning variances, but nothing official has happened yet.

19) Did your Board/Commission develop, sponsor, or participate in any **public outreach, education, or interpretive events/meetings/tours/materials** in Federal Fiscal Year 2023? Yes

If yes, please describe.

They directed staff to source materials from History Colorado that could then be handed out to the public as educational materials for what incentives you can receive for work done on a historically designated structure.

20) What CLG accomplishment/achievement/event in Federal Fiscal Year 2023 makes the Commission/Board most proud?  
That we were designated as a CLG February 28, 2023.

21) Describe any problems – operational, political or financial – encountered by the CLG in Federal Fiscal Year 2023.  
We have very limited funds, and so planning Historical Resource Survey(s) has had to wait for the next grant cycle.

22) Describe any planned/projected Commission/Board activities for Federal Fiscal Year 2024.  
A Historical Resource Survey and potentially creating and adopting design guidelines.

Attachment Checklist

All documents listed below are **required** for a complete report unless listed as “if applicable” or “if adopted.” Providing a link to an online document, if downloadable, may be substituted for actual attachment of a document when available. Please include all documents as **separate attachments**.

- All meeting minutes for Federal Fiscal Year 2023 (unless previously submitted)
- List of **all** locally designated properties (from inception of local listing)
- Resumes or applications for commission/board members appointed in FY23 (if applicable)
- Sample of Public Notice announcing commission/board Meeting
- Sample advertisement for new commission/board members
- Current preservation ordinance and amendments (if adopted during FY23)
- Current by-laws or administrative rules for the commission/board (if adopted during FY23)
- Current Preservation Plan or preservation chapter in Comprehensive Plan (if adopted during FY23)
- Current Survey Plan (if adopted during FY23)
- Historic Context Studies completed in Federal Fiscal Year 2023 or date submitted to SHPO (if applicable)
- Cultural/Historic Resource Surveys completed in Federal Fiscal Year 2023 or date submitted to SHPO (if applicable)

Please provide links to any online documents or additional details:

Meeting minutes: Attached

List of all locally designated properties: Minturn Water Tank, Minturn Saloon - 146 N Main St., and Meyer's Barn - 25 Harrison Ave.

Application(s) for HPC member appointed in 2023: Attached

Sample of Public Notice: Attached:

Sample advertisement: Attached

Current preservation ordinance:

[https://library.municode.com/co/minturn/codes/charter\\_and\\_municipal\\_code?nodeId=MUNICIPAL\\_CODE\\_CH19HIP](https://library.municode.com/co/minturn/codes/charter_and_municipal_code?nodeId=MUNICIPAL_CODE_CH19HIP)  
R

Current administrative rules: Attached

Historic Preservation Plan:

[https://www.minturn.org/sites/g/files/vyhlf3486/f/pages/2022\\_historic\\_preservation\\_plan\\_final\\_112322.pdf](https://www.minturn.org/sites/g/files/vyhlf3486/f/pages/2022_historic_preservation_plan_final_112322.pdf)

Current Survey Plan: We do not have a survey plan

Historic Context Studies: N/A

Cultural/Historic Resource Surveys: N/A



**Historic Preservation Commission (HPC) Official Minutes  
Tuesday March 21, 2023 5:30 PM  
Minturn Town Hall / 302 Pine St Minturn, CO**

The agenda is subject to change, include the addition of items 24 hours in advance or the deletion of items at any time. The order and times of agenda items listed are approximate. This agenda 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/82656354907>

Zoom Call-In Information: **1 651 372 8299 or 1 301 715 8592 Webinar ID: 826 5635 4907**

Please note: all virtual participants are muted. In order to be called upon and 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 I, 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 pm.

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

Those present at roll call: HPC Chair Ken Halliday, HPC Vice Chair Larry Stone, and HPC members Kenneth J. Howell, Tracy Andersen, and Kelly Toon.

**3. APPROVAL OF MINUTES**

3.1 February 21, 2023

Motion by Kelly T., second by Ken H., to approve the minutes of February 21, 2023 as presented. Motion passed 5-0.

**4. APPROVAL OF AGENDA *Opportunity for amendment or deletions to the agenda.***

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

**5. DECLARATION OF CONFLICTS OF INTEREST**

No conflicts of interest.

**6. PUBLIC COMMENT *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.*
- 9. **DISCUSSION / DIRECTION ITEMS**

9.1 25 Harrison Avenue – Meyer’s Barn

**INTRODUCTION:**

At the February 21, 2023 meeting the Historic Preservation Commission (“HPC”) asked for a discussion on the Meyers Barn at 25 Harrison Avenue. That request from HPC Member Kelly Toon is below. The town has received permission from the property owner Loren Bendele to have this discussion at a public meeting.

**REQUEST:**

“I would like to add to the HPC meeting on March 21, 2023 a discussion about the Myers barn at 25 Harrison St. Minturn Colorado the current owner is Lauren Bendele and he is in a text giving me permission to speak for him and discussing the Myers horse barn, the building being donated to the town and hopefully move to little beach park to be used however, the town sees fit whether it be a concession stand, history, Museum, or storage maybe all the above. I’ve also talked with Geri Myers the previous owner. She believes the barn was there when their family bought the house in 1893 and was used as a horse barn. Jerry is trying to get me some information in Photos about it but it’s taking times because they’re very old Ralph Myers was three years old when moved to that property and he’s now 88 he remembers it being used and riding horses in and out of that barn.” - Email from Kelly Toon dated 3/16/2023

**ANALYSIS:**

According to the Eagle County Assessor’s Site there is no build date given for the barn as the Assessor does not show it as a structure within its summary. Should any designation for this structure take place, alternative methods of determining the age will need to be used. Another consideration is, even with the willingness of the owner to “donate” this structure to the Town, the soundness of the structure needs to be determined to ensure that it would survive any potential move to a different location.

Typically, for this form of conversation to take place, the property owner would have submitted an application for demolition or relocation. Neither of those actions have taken place to date. Additionally, from the email dated 3/16/2022 and submitted by Kelly Toon, the implication is that the town will assume the costs of relocating the aforementioned

structure. This would be setting precedent and the town council would need to approve of such a request given something else would need to be eliminated from the general fund budget to cover this cost.

Finally, staff will seek direction from the HPC regarding future discussion requests and processes that should be followed.

Kelly T. said that the previous owners had been there about 80 years. This barn was a horse barn. It is 17x27', the only thing updated is a new roof. The current property owner would like to do a garage addition to his house and relocate the barn. The barn would be a multifunctional building and could possibly go to Little Beach Park for concessions or storage. Kelly T. proposed that the property owner donate it to the Town. Will likely need to be dismantled piece by piece and reassembled on a foundation. The property owner is willing to donate a couple thousand dollars as well. The property owner is hesitant to designate the building as historic, and would probably need a variance to accomplish what he wants with his property.

Tracy A. would like to clarify what the age of the barn is.

- Kelly T. said that it has been there since at least 1940s.
- Tracy A. asked what the property owner's timeline is.
- Kelly T. said that the property owner isn't in a big rush, but since it is a haven for racoons, he would like to have something happen with it.
- Larry S. said that finding out if there is an imminent date that would be helpful.
- Tracy A. asked what the cost differential is between demolishing the building vs. moving it.
- Kelly T. said it is cheaper to demolish.
- Tracy A. asked where at Little Beach this would best fit.
- Kelly T. said at the Upper Little Beach where it is flat would be best. Moving it piece by piece would be easiest rather than moving it whole.
- Discussion ensued.

Kenneth H. is in full support of getting this to Council and seeing what their feelings are about preserving this structure. This is a way to showcase Historical Preservation. Community outreach can be a big cornerstone of this.

Ken H. asked if it would be possible to meet with the Town Manager, Kelly T., and Woody Woodruff about how to possibly get around the demo>nomination>designation process.

- Michelle M. asked if they were trying to bypass the public process identified.
- Ken H. said that was not his intent.
- Michelle M. said that it would be beneficial to have the property owner involved. It is important to recognize that the community could determine that the building is best where it is. Any costs incurred should be born by the property owner, and not the public.

Kelly T. asked if it would be easier to do something with this building if it was designated.

Larry S. said that if it does come before them then they can discuss options and recommend it to the Town Council. More discussion needs to happen, and this could be a rallying point.

Kelly T. said that in its current location, most people don't see the building or know it exists and the public can't use it, but if it was out in the public space then the whole Town could use it.

Larry S. asked Ken H. to put together a preliminary report on what the options are.

Ken H. said that he would work with getting money through the Minturn Community Fund.

Tracy A. asked if the barn would work as a concession stand and whether there would be a lot of modifications.

- Ken H. said that it would and there wouldn't need to be a lot of modifications. There are other things to consider such as no water over there.
- Tracy A. said that this should not be a burden on the public to bear the cost of this.
- Larry S. said that a big question is how Council feels about this.

Larry S. said that we need to let the property owner know about the parameters about demo permits and that the property owner needs to be involved in these discussions.

Ken H. asked until the next meeting

Lynn Teach, 253 Pine Street.

Asked if there were grants available to help with this.

Kelly T. said that he isn't sure where the plans are for the building

Michelle M. said that there currently isn't funding allocated, but there could be funding in the Little Beach Escrow, but would need direction from Council

## 9.2 Historic Preservation Impacts

### **INTRODUCTION:**

On March 5, 2023 Historic Preservation Commission ("HPC") Vice Chair Larry Stone requested that a discussion be had at the March 21, 2023 meeting regarding economic growth and stability. That request from HPC Vice Chair Larry Stone is below.

### **REQUEST:**

"I want to address our board at the next meeting.  
Perhaps under HPC Members to address the committee.

I may need a reminder.



To the question;

"How could the HPC disrupt economic growth and stability for a "viable" future?"

An answer;

In a real-life situation. A local business owner expressed to me that she wants to grow her business here in town. She explained that she needs to expand or move. There is a property that could work for her. But, she is "afraid" to put an offer in to buy the available commercial property because of the potential of the "historic" structure stopping her from altering it or making it bigger so that she can fulfill her business dreams. "What is allowed? ...what can I do with it?" and "What can I not do with the property?", she asked in an exhaustive and fearful way. She went on, "...there is no way of knowing!", she exclaimed, then she states, "...it's expensive, and it is risky...". I sincerely felt for her. I pleaded that she pursue her dreams and have faith that the town wants to support her. She rolled her eyes.

Think about that, please. This is a local. She operates a very frequented and loved business that brings a great deal of soul and tax dollars to our town. Her concern is about how would the HPC impact a very important decision. She is afraid.

My thoughts;

There is always a consequence to action and two sides to every equation, mathematical, social, and in governance.

I believe it is imperative that we establish some sort of guidelines as soon as possible.

Our choices are already impacting our community.” - Email from Larry Stone dated 3/5/2023

**ANALYSIS:**

Currently we rely on the processes laid out in Chapter 19 of the Minturn Municipal Code, and the Secretary of the Interior's Standards for the Treatment of Historic Properties, including the Standards for Rehabilitation when it comes to alterations to Historic properties and what can be done to them.

Larry S. said that we need to have guidelines and viability limitations to the size of a structure.

Kenneth H. thinks we are getting a little ahead. He feels like he needs to represent the Town and the Council. Should look at Louisville and Buena Vista, and the towns that have embraced this and how the towns have uplifted themselves. This process is meant to determine...[6:17]

Ken H. said that until the HPC gets some experience and a track record, he understands the hesitance. Referencing the rehabilitation standards from the Secretary of the Interior, there is flexibility built in there.

Kelly T. said that are not trying to preserve everything, but we are a creative Town. Need

Kenneth H. said that there are some good resources from the National Parks Service.

Tracy A. said that the onus is on the buyers to do their research. The goal of historic preservation isn't necessarily to foster more business, but it isn't to inhibit either. There is a balance to walk.

Larry S. said that there are factors for viability. Need to keep the community informed about the parameters.

Kelly T. pointed out that we have very small properties here, and if there is a need for large warehouse space then go somewhere else in the valley. There are multiple examples of additions that work with the historic factor.

Kenneth H. said that the more people that are interested in bringing these structures up to viability, and people coming up with more creative solutions.

Michelle M. said that we need to rely on a certain level of personal responsibility when it comes to doing due diligence before buying a property.

Lynn Teach, 253 Pine Street

Suggested that when people talk to commissioners about questions that those people should be directed to staff.

## **10. STAFF REPORTS**

### 10.1 987 Main Street

The property owner of 987 Main Street recently applied for a Design Review Board review of alterations to the exterior of the commercial building.

The structure was originally built in 1938, thus surpassing the 75 year threshold and triggering the requirement of posting a sign on the property detailing that an application for alteration has been submitted, and that the structure is eligible for nomination to be designated as a historic property.

The sign was posted on March 3, 2023 so any nomination must be applied for by March 17, 2023 at 5:00 pm otherwise it will be understood that the desire is not to designate this property or structure as historic and the property owner can commence with the regular application process for Design Board Review.

### 10.2 541 Main Street

The property owner of 541 Main Street recently applied for a building permit to re-roof the building.

The structure was originally built in 1938, thus surpassing the 75 year threshold and triggering the requirement of posting a sign on the property detailing that an application for alteration has been submitted, and that the structure is eligible for nomination to be designated as a historic property.

The sign was posted on March 15, 2023 so any nomination must be applied for by March 28, 2023 at 5:00 pm otherwise it will be understood that the desire is not to designate this property or structure as historic and the property owner can commence with the regular application process.

### 10.3 Certified Local Government

Michelle M. gave an update. We will be seeking grant funding for a research survey.

## 11. HISTORIC PRESERVATION COMMISSION COMMENTS

Larry S. would like to apologize for sending out an email to the whole of HPC.

## 12. FUTURE AGENDA ITEMS

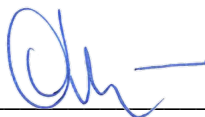
- 12.1 Meyer's Barn – Next Meeting
- 12.2 Eagle County Historical Society - TBD

## 13. ADJOURN

Motion by Ken H., second by Kelly T., to adjourn the HPC meeting of March 21, 2023 at 6:44 pm. Motion passed 5-0.

  
\_\_\_\_\_  
Ken Halliday, HPC Chair

ATTEST:

  
\_\_\_\_\_  
Michelle Metteer, Town Manager



**Historic Preservation Commission (HPC) Official Minutes**

**Thursday, July 6, 2023 5:30 PM**

**Minturn Town Hall / 302 Pine St Minturn, CO**

The agenda is subject to change, include the addition of items 24 hours in advance or the deletion of items at any time. The order and times of agenda items listed are approximate. This agenda 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/82438657404>

Zoom Call-In Information: **1 651 372 8299 or 1 301 715 8592 Webinar ID: 824 3865 7404**

Please note: all virtual participants are muted. In order to be called upon and 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 I, 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 pm.

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

Those present at roll call: HPC Chair Ken Halliday, HPC Vice Chair Larry Stone, and HPC members Kenneth J. Howell, Tracy Andersen, and Kelly Toon.  
Staff Members Present: Planner I Madison Harris

**3. APPROVAL OF MINUTES**

3.1 March 21, 2023

Motion by Kenneth H., second by Kelly T., to approve the minutes of March 21, 2023 as presented. Motion passed 5-0.

**4. APPROVAL OF AGENDA *Opportunity for amendment or deletions to the agenda.***

Motion by Larry S., second by Kenneth H., to approve the agenda of July 6, 2023 as presented. Motion passed 5-0.

**5. DECLARATION OF CONFLICTS OF INTEREST**

Kelly T. and Ken H. are applicants on Agenda item 8.1 and will be recusing themselves.

6. **PUBLIC COMMENT** *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.*

8.1 25 Harrison Avenue – Meyer’s Barn Nomination for Landmark Designation  
*Note: Ken H. and Kelly T. recused themselves.*

Ken Halliday, 811 Main Street, Applicant

The property owner has agreed to this, and has approved a preliminary budget that he will pay for.

Kenneth H. is looking to put pressure on the Town Council to put money and resources towards historic preservation.

- Mr. Halliday said that staff made it clear that there are no funds available, but will help with equipment. However he and Woody Woodruff are on the Community Fund and are looking to fundraise through that entity. The goal is to get approvals this year and move it next year. The current vision is move the building to the top of the paved asphalt path at Little Beach Park.

Tracy A. asked what the purpose of the building would be.

- Kelly Toon, 531 Main Street, Applicant, said that when they go to Council they will be asking for community input on what the building should be used as. His personal thought is to have the barn restored and have it be used in photographs with the cliffs in the background. A possible use is for concession stands and storage for PA equipment, as well as have historic photos inside.

Mr. Halliday said that there is an option for electricity and water to be added to the building.

Larry S. said that the fundraising is one of the most important elements. Asked if they had thought to use the restaurants and retail to promote the need for funds. Might want to set up a Venmo account to let people donate on the spot.

Tracy A. said that each restaurant might be able to donate something to the barn.

Public comment  
Lynn Teach, 253 Pine Street.  
Clarified if there are any grants available.

Madison H. read into the record public comment that had been received prior to the meeting. These emails have been included as an appendix to these minutes.

Public comment closed.

Tracy A. asked if there was any preliminary budget.  
• Mr. Halliday said that the move is \$4-7000, but other than that they do not know.

Kenneth H. is excited to see what the public's input on this is.

Mr. Toon said that this would be a huge benefit and attraction to Little Beach Park that we currently don't have.

Tracy A. thanked Mr. Toon and Mr. Halliday for their work  
Motion by Tracy A., second by Kenneth H., to forward a recommendation of approval to the Town Council of the Designation of the Meyer's Barn as a Historic Structure without conditions. Motion passed 3-0.

*Note: Ken H. and Kelly T. unrecused themselves.*

**9. DISCUSSION / DIRECTION ITEMS**

**10. STAFF REPORTS**

**11. HISTORIC PRESERVATION COMMISSION COMMENTS**

Tracy A. asked if we wanted to start working on a sales pitch to let Land Owners the benefit of designating their property.

Kenneth H. said that this is a good idea, but the flow chart might be something to promote first.

Ken H. said that we need to explore grants more. At some point the Town will need to invest in this, we need to find avenues of financial support for historic buildings. Asked staff to look into a package of incentives and present an idea at the next meeting. Also wanted to ask Dr. Flewelling what the HPC should expect from the Town. Do other small towns have a budget for this? Would like to know what they don't know.

Kenneth H. said that as we look to the next budget cycle, what do we need to present to Council to allocate funds for things like a plaque program. What does Council want to invest in?

Kelly T. would like to look into incentives other than monetary such as variances.

- Kenneth H. said that variances allow things to get done. Want to figure out how to make this more open to people.


Ken H. is interested in what Gypsum is doing with their TIF. Maybe that is something that can flow through the HPC.

**12. FUTURE AGENDA ITEMS**

- 12.1 Budget Cycle
- 12.2 Historic Variances
- 12.3 What should HPC expect from the Town in terms of collaboration
- 12.4 Package of incentives for property owners

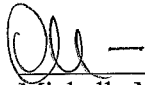
**13. ADJOURN**

Motion by Kenneth H., second by Kelly T., to adjourn the HPC meeting of July 6, 2023 at 6:28 pm. Motion passed 5-0.



\_\_\_\_\_  
Ken Halliday, HPC Chair

ATTEST:



\_\_\_\_\_  
Michelle Metteer, Town Manager

**Madison Harris**

---

**From:** Kenneth Schapiro <ken@condorcapital.com>  
**Sent:** Wednesday, July 5, 2023 3:26 PM  
**To:** Madison Harris  
**Subject:** 25 Harrison ave

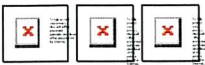
Dear historic commission

I am a neighbor of this structure. My house is located at 424 eagle river st one house away. This structure is in need of repair and falling apart. Ralph Meyer, the prior owner, used to keep his horses in it back in the day and really only kept it to preserve the ability to have an Adu on his property. The historic commissions purpose is to preserve structures which are in more public spaces like the 100 block and which are part of the fabric of our town. Given the state of disrepair and its location I see no need to preserve this. However if the town moved this to little beach park and preserved it there it would make more sense. Most notably in its current state it is an eyesore and a potential place which could be used on eagle river st for snow storage. If you want to talk with me personally please contact me on my cell at 732 991 8414.

**Ken Schapiro, CFA®**  
Chief Executive Officer



1973 Washington Valley Road, Suite 1  
Martinsville, NJ 08836  
Phone: (732) 356-7323  
Fax: (732) 356-5875  
Email: ken@condorcapital.com  
<https://www.condorcapital.com/>



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*Please remember to contact Condor Capital Management, in writing, if there are any changes in your personal/financial situation or investment objectives for the purpose of reviewing/evaluating/revising our previous recommendations and/or services, or if you want to impose, add, or modify any reasonable restrictions to our investment advisory services, or if you wish to direct that Condor Capital Management effect any specific transactions for your account. **Please be advised that there can be no assurance that any email request will be reviewed and/or acted upon on the day it is received-please be guided accordingly.** A copy of our current written disclosure statement discussing our advisory services and fees continues to remain available for your review upon request.*



**Madison Harris**

---

**From:** BYRON ALICE WALKER <byronalice@msn.com>  
**Sent:** Saturday, July 1, 2023 11:48 AM  
**To:** Madison Harris  
**Subject:** Meyer's Barn

I am in favor of this designation. Byron



## Historic Preservation Commission (HPC) Official Minutes

Tuesday, July 18, 2023 5:30 PM

Minturn Town Hall / 302 Pine St Minturn, CO

The agenda is subject to change, include the addition of items 24 hours in advance or the deletion of items at any time. The order and times of agenda items listed are approximate. This agenda 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/85913666904>

Zoom Call-In Information: **1 651 372 8299 or 1 301 715 8592 Webinar ID: 859 1366 6904**

Please note: all virtual participants are muted. In order to be called upon and 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 I, 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 pm.

#### **2. ROLL CALL & PLEDGE OF ALLEGIANCE**

Those present at roll call: HPC Chair Ken Halliday and HPC members Kenneth J. Howell, Tracy Andersen, and Kelly Toon.

Staff Member Present: Planner I Madison Harris

*Note: Larry Stone was excused absent.*

#### **3. APPROVAL OF MINUTES**

3.1 July 6, 2023

Motion by Kenneth H., second by Kelly T., to approve the minutes of July 6, 2023 as presented. Motion passed 4-0.

*Note: Larry S. is excused absent.*

#### **4. APPROVAL OF AGENDA** *Opportunity for amendment or deletions to the agenda.*

Ken H. requested the addition of Agenda item 9.2 to discuss Resolution 04 – 2023 which established procedures to govern the actions of commissions in the general conduct of business.

Motion by Tracy A., second by Kelly T., to approve the agenda as amended. Motion passed 4-0.

*Note: Larry S. is excused absent.*

**5. DECLARATION OF CONFLICTS OF INTEREST**

No conflicts of interest.

- 6. PUBLIC COMMENT** *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.*

**9. DISCUSSION / DIRECTION ITEMS**

9.1 Incentive Packages and Collaboration

Kelly T. said that Frisco is moving some old structures around with no information board. However Frisco is active in Historic Preservation and suggested staff contact them.

Ken H. asked about whether or not the incentives talked about would be applicable to Minturn.

- Madison H. believed so.

Kenneth H. said that there is fear around the properties that over 75 years old. Would like to see what the level of openness is to flexible variances. Would like to see a community discussion.

- Ken H. said that the other incentive to look at is tax incentives.

Ken H. is interested in any kind of incentives, but is particularly interested in variances, grants, budget allocations, and tax incentives.

The HPC invited the tax credits and incentives specialist to speak at the next meeting.

9.2 Res. 04-2023 Procedures to Govern the Actions of Commissions in the General Conduct of Business

Ken H. introduced the topic. As the commission has held meetings over the past year, there are certain things that he would like staff to speak to in the way that meetings are conducted to better follow the approved resolution.

Madison H. laid out the specifics of Section IV Rules of Speaking of the resolution concerning how to handle presentations. Staff is supposed to give their presentation first, then the applicant will give their presentation, then public comment is heard, then

questions and discussion can happen with the HPC. It is important that we adhere to the regulations that we have adopted so that we can present a clean record. Madison H. also discussed commission comments: “any Commission member may place before the Commission matters which are not included in the formal agenda. This item is generally limited to responses to citizen participation, sharing of information, and requests for advice concerning matters pending before other bodies. No decision may be made based on a Commission Comment.” Commission comments is not the place for a back and forth discussion, and instead should be a place to bring up a topic, and if the Commission would like to talk further on this topic, that can be scheduled on a future agenda.

Tracy A. is concerned with Larry S. not getting this information as he is not in attendance tonight.

Kenneth H. said that it comes down to practice, and considering all avenues of potential scenarios.

**10. STAFF REPORTS**

**10.1 1710 Main Street**

The property owner of 1710 Main Street recently applied to reroof the structure.

The structure was originally built in 1938, thus surpassing the 75 year threshold and triggering the requirement of posting a sign on the property detailing that an application for alteration has been submitted, and that the structure is eligible for nomination to be designated as a historic property.

The sign was posted on July 10, 2023 so any nomination must be applied for by July 24, 2023 at 5:00 pm otherwise it will be understood that the desire is not to designate this property or structure as historic and the property owner can commence with the regular application process.

**11. HISTORIC PRESERVATION COMMISSION COMMENTS**

Ken H. said that they are continuing work on the Relocation Plan for the Meyer’s Barn.

Kelly T. said that the Meyer’s Barn nomination is going to Council tomorrow night.

Tracy A. offered to help with the research into the incentives in the jurisdictions that Dr. Flewelling listed.

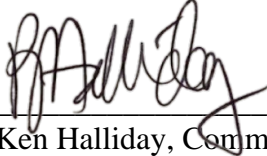
**12. FUTURE AGENDA ITEMS**

- 12.1 Tax credit specialist – Next Meeting
- 12.2 Incentive packages – TBD

**13. ADJOURN**

Motion by Kenneth H., second by Kelly T. to adjourn the regular meeting of July 18, 2023 at 6:09 pm. Motion passed 4-0.

*Note: Larry S. is excused absent.*



\_\_\_\_\_  
Ken Halliday, Commission Chair

ATTEST:



\_\_\_\_\_  
Michelle Metteer, Town Manager



**Historic Preservation Commission (HPC) Official Minutes  
Tuesday, August 15, 2023 5:30 PM  
Minturn Town Hall / 302 Pine St Minturn, CO**

The agenda is subject to change, include the addition of items 24 hours in advance or the deletion of items at any time. The order and times of agenda items listed are approximate. This agenda 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/85605903633>

Zoom Call-In Information: **1 651 372 8299 or 1 301 715 8592 Webinar ID: 856 0590 3633**

Please note: all virtual participants are muted. In order to be called upon and 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 I, prior to the meeting and will be included as part of the record.

**1. CALL TO ORDER – 5:30 PM**

Historic Preservation Commission Chair Ken Halliday called the meeting to order at 5:33 p.m.

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

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

Staff Member Present: Planner I Madison Harris

*Note: HPC Vice Chair Larry Stone is excused absent.*

**3. APPROVAL OF MINUTES**

3.1 July 18, 2023

Motion by Kelly T., second by Tracy A., to approve the minutes of July 18, 2023 as presented. Motion passed 4-0.

*Note: Larry S. is excused absent.*

**4. APPROVAL OF AGENDA Opportunity for amendment or deletions to the agenda.**

Motion by Kelly T., second by Tracy A., to approve the agenda as presented. Motion passed 4-0.

*Note: Larry S. is excused absent.*

**5. DECLARATION OF CONFLICTS OF INTEREST**

No conflicts of interest.

**6. PUBLIC COMMENT** *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**

9.1 Tax Credits and Incentives – History Colorado, Sara Kappel

Sara Kappel, State Incentives and Tax Credits, gave a presentation which is attached to these minutes as an appendix.

Ken H. described what he, Kelly T. and a member of the public are working to accomplish with moving a recently designated structure to Little Beach Park which will need a foundation which is has not historically had.

- Ms. Kappel did not know if this would qualify for the tax credits and said that more conversations would need to take place with additional State Historical Fund (SHF) staff, but restoring things that have been lost could qualify. A non-profit organization is the one who will need to apply for the work to be done as well as the tax credits.

Kelly T. said that people are often intimidated by grant applications so wanted to know the extent experience needed to apply for these grants.

- Ms. Kappel said that the tax credit applications can be filled out by the everyday person, the main proponent is a work plan. For the SHF grant, it takes more work, but examples of successful applications are provided to see what other people have done.

*Note: Kenneth H. left the meeting at 7:15 p.m.*

**10. STAFF REPORTS**

10.1 Historic Preservation Commission Appointment

Ms. Tracy Andersen’s seat on the commission was up on July 31, 2023. She reapplied to fill that seat and was appointed by the Town Council via Resolution 20 - Series 2023 to the Historic Preservation Commission for a three year term. Congratulations Ms. Andersen!

**11. HISTORIC PRESERVATION COMMISSION COMMENTS**

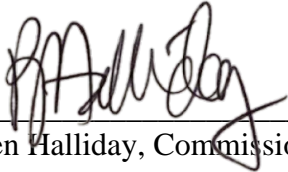
Tracy A. said it might behoove one of the HPC to stand up at an event like the Hometown Throwdown to talk about Historic Preservation.

**12. FUTURE AGENDA ITEMS**

**13. ADJOURN**

Motion by Tracy A., second by Kelly T., to adjourn the regular meeting of August 15, 2023 at 7:31 p.m. Motion passed 3-0.

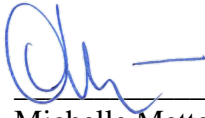
*Note: Larry S. and Kenneth H. are excused absent.*



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Ken Halliday, Commission Chair

ATTEST:



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Michelle Metteer, Town Manager





**Historic Preservation Commission (HPC) Official Minutes  
Tuesday, September 19, 2023 5:30 PM  
Minturn Town Hall / 302 Pine St Minturn, CO**

The agenda is subject to change, include the addition of items 24 hours in advance or the deletion of items at any time. The order and times of agenda items listed are approximate. This agenda 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/84972315264>

Zoom Call-In Information: **1 651 372 8299 or 1 301 715 8592 Webinar ID: 849 7231 5264**

Please note: all virtual participants are muted. In order to be called upon and 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 I, prior to the meeting and will be included as part of the record.

**1. CALL TO ORDER – 5:30 PM**

Historic Preservation Commission Chair Ken Halliday called the meeting to order at 5:33 p.m.

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

Those present at the meeting: HPC Chair Ken Halliday and HPC Member Tracy Andersen, Kenneth J. Howell, Larry Stone, and Kelly Toon.

**3. APPROVAL OF MINUTES**

3.1 August 15, 2023

Motion by Kelly T., second by Ken H., to approve the minutes of August 15, 2023 as presented. Motion passed 5-0.

**4. APPROVAL OF AGENDA *Opportunity for amendment or deletions to the agenda.***

Motion by Kenneth H., second by Larry S., to approve the agenda as presented. Motion passed 5-0.

**5. DECLARATION OF CONFLICTS OF INTEREST**

No conflicts of interest.

6. **PUBLIC COMMENT** *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.*

7.1 Eagle County Historical Society – Kathy Heicher

ECHS is a non-profit that was established in the early 1980s. Operate on about 20k a year. Operate a history museum and work with the library district to maintain an archive. Have a physical archive in the Eagle library. Have 8000 photos online. Have a railroad caboose that is part of their museum, and the reason they acquired it is to tell the history of Minturn.

Larry S. asked if that caboose could come to Minturn.

- Ms. Heicher said that it was an ordeal to get that to Eagle, but contacting the Rio Grande might get one for Minturn.

Ms. Heicher continued her presentation. The museum is only open in the summer as there is no heat in the building. They have done a cemetery tour in Minturn. The majority of the workers are volunteers. Has worked with Avon's Historic Preservation Commission. It's important to protect the old buildings, as it is the character of the Town.

Ken H. asked if there were any resources for moving structures.

- Ms. Heicher recommended calling the Town of Basalt as they have moved a barn to their park and repurposed it.

Kelly T. asked if there was contact with Aspen's Historical Society.

- Ms. Heicher said they do work with them and other regional partners. Have put together a traveling exhibit of the Ute Native Tribe that is still going around.

Kenneth H. asked if we could partner with ECHS to spread the word about Minturn's Historic Preservation.

- Ms. Heicher said that is something they can help with. Also pointed out that the Library District has a full time Historic Librarian who is a great resource.

Tracy A. asked if Ms. Heicher had any books to recommend.

- Ms. Heicher said that Early Days on the Eagle is one of the most comprehensive histories of the Eagle Valley. Would like to update the book with photos.

Tracy A. asked if Ms. Heicher had a vision for Minturn.

- Ms. Heicher said that she would love the buildings on Main Street to be maintained where they are. It would be nice to honor the Booco family, the first

settlers.

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**

9.1 Tax Credits and Incentives

Madison H. introduced the topic. While the three jurisdictions exhibited in the memo (Manitou Springs, Steamboat Springs, and Pueblo) all have multiple incentives, Minturn can only focus on the ones that will not require monetary funds at this time.

Larry S. recommended that we look more into Breckenridge as they have more structures, as well as looking into how well these incentives have been utilized.

Kenneth H. said that listing the non-financial incentives on paper and discussing that at Council would be a goal so that we can get Council's viewpoints.

Kelly T. would like to see something where more stringent regulations can be loosened as an incentive, especially since it is more expensive to build everything to the 2021 Building Codes now.

- Madison H. pointed out that Manitou Springs has an incentive where a letter of support can be issued for waiver or amendment of building code requirements as long as safety is not compromised.

Discussion ensued.

Public comment opened.

Lynn Teach, 253 Pine St.

Would like to know where Pueblo got their info to make their statement that no properties have had lowered property values. It might be good to contact the people who worked on the hotel in Leadville for the Historic Plaque

Direction given was for Madison H to strip down the list to those items that would not financially impact the Town such as rebates and contact Manitou Springs about their implementation of their incentives section of code.

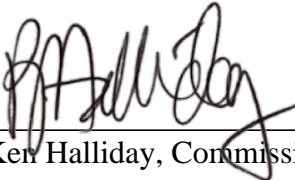
10. **STAFF REPORTS**

11. **HISTORIC PRESERVATION COMMISSION COMMENTS**

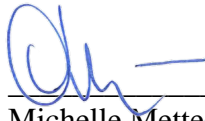
12. **FUTURE AGENDA ITEMS**

**13. ADJOURN**

Motion by Kenneth H., second by Kelly T., to adjourn the regular meeting of September 19, 2023 at 6:54 p.m. Motion passed 5-0.

  
\_\_\_\_\_  
Ken Halliday, Commission Chair

ATTEST:

  
\_\_\_\_\_  
Michelle Metteer, Town Manager

1016 Mountain Drive  
Minturn, Co 81645  
(303) 543-8738  
[tracyandersen@comcast.net](mailto:tracyandersen@comcast.net)  
July 12, 2023

Dear Madison,

I am submitting this letter of interest for the open position on the Historic Preservation Commission.

I am grateful for the previous appointment to the Historic Preservation Commission. I have enjoyed being a part of the planning, creation, logistics, and execution of the plan that is now in place which guides how buildings will be preserved in perpetuity.

I feel that while a lot has been accomplished, there is more to do, specifically in the realm of funding. As such, I would like to help identify ways to help pay for historic preservation. I would also like to delineate all the benefits of preservation for residents interested in designating their properties.

As a Minturn resident since 2005, I am always thinking about the future of the town. My background is diverse. I have been a high school teacher for 20 years. I taught sciences (Chemistry, Environmental Science, Biology, Anatomy/Physiology, Geology) for most of that time. Currently, I am on the ESS (Exceptional Student Services) team at Battle Mountain High School. Prior to teaching, I was a Program Manager with The Nature Conservancy for eight years, mostly in my home state of New Jersey. I have an undergraduate degree in biology (Smith College) and a masters degree in Environmental Management (Yale University).

I enjoy being involved in my community and being on the HPC has been rewarding. It has acquainted me with the workings of small town government. I am also on the Board of my HOA in South Minturn. Essentially, I like being part of teams that aim to make life a bit better for all parties.

Thank you for your time and consideration of this request.

*Tracy*

Tracy Andersen

**Madison Harris**

---

**From:** cmsmailer@civicplus.com on behalf of Minturn CO <cmsmailer@civicplus.com>  
**Sent:** Friday, October 13, 2023 1:43 PM  
**To:** Madison Harris  
**Subject:** Historic Preservation Commission Meeting October 17, 2023

## Historic Preservation Commission Meeting October 17, 2023

### In Person and Online via Zoom

Item(s) on the agenda to be discussed:

**Approval of Minutes**

- 1. September 19, 2023

**Discussion / Direction Items**

- 1. Incentives - Manitou Springs and Pueblo

[Read more](#)

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The Town of Minturn is seeking letters of interest for an open seat on the Historic Preservation Commission (HPC). Interested parties are required to submit letters of interest by 5:00PM, Thursday, July 27, 2023. Letters should be submitted at the Minturn town hall on Wednesday, July 26, 2023. Applicants should attend the meeting on Wednesday, July 26, 2023, at the town hall for a brief interview process. The HPC meets the third Tuesday of the month. HPC is composed of five voting members who have demonstrated interest in, competence with, or knowledge of the Town's history and/or historic preservation. At least 3 of the voting members shall be full time Residents, Property or business Owners, or designated representatives of Property or business Owners within the Town of Minturn. At least 2 of the voting members shall be professionals or shall have extensive expertise in a preservation-related discipline, including but not limited to History, Architecture, Landscape Architecture, American History, American Civilization, Construction, Mechanical Trades, Cultural Geography, Cultural Anthropology, Environmental Expertise, Planning, or Archeology.

*Section 10, Item A.*

**PUBLISHED IN THE VAIL DAILY ON SATURDAY, JULY 1, 2023, MONDAY, JULY 10, 2023, FRIDAY, JULY 21, 2023 AND WEDNESDAY, JULY 26, 2023.**



TOWN OF MINTURN, COLORADO  
RESOLUTION NO. 4 - SERIES 2023

A RESOLUTION ESTABLISHING PROCEDURES TO GOVERN ACTIONS OF COMMISSIONS FOR THE TOWN OF MINTURN IN THE GENERAL CONDUCT OF BUSINESS AND TO SERVE AS A REFERENCE IN SETTLING PARLIAMENTARY DISPUTES.

WHEREAS, the Home Rule Charter for the Town of Minturn provides at Section 4.8 that the Town Council shall determine the rules of procedure governing meetings; and

WHEREAS, by Resolution No. 35, Series 2022 the Town Council established Procedures to govern actions of the Town Council in the general conduct of business and as a reference in settling parliamentary disputes; and

WHEREAS, there exist within the Town government duly established commissions that make decisions and recommendations to the Town Council on their respective areas of expertise; and

WHEREAS, Town Council wishes to adopt a similar resolution on the appropriate conduct of Commission members; and

WHEREAS, the Town Council has determined that it is in the best interest of the Commissions of the Town of Minturn to have established procedures for the general conduct of its business and to serve as a reference to settle parliamentary disputes.

NOW THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF MINTURN, COLORADO:

**Section 1.** The foregoing recitals are incorporated herein as if set forth in full.

**Section 2.** Adoption of Policy.

**CONDUCT OF COMMISSION MEETINGS**

The Town Council hereby adopts the following procedures for conduct of business at Commission Meetings. For the purposes of this policy, “Commission” shall mean a board or commission duly constituted under Article 7 of the Town’s Home Rule Charter. This procedure shall govern the conduct of all Commission Meetings, however, in handling routine business, the Commission may, by general consent, use a more informal procedure than that set forth in this procedure.

I. **Code of Conduct.** Commission Members shall follow this code of conduct to ensure safe, orderly, and professional atmosphere during all business conducted by the Town. Violation of this code of conduct may result in censure by the Town Council.

- A. Commission Members shall at all times conduct themselves in a professional manner. Member comments shall be constructive and not be attacks on the Public, Staff, or other Commission Members. Members shall respect the floor, not interrupt, and follow reasonable and appropriate direction of the presiding officer during meetings.
- B. All communications with staff, the Town Attorney, and Town consultants shall be coordinated with the Town Administrator.
- C. Any meeting requested by a Commission Member with subordinate staff related to Town business shall be arranged through the Town Administrator.

II. **Presiding Officer.** The Chair is responsible for conducting meetings in an orderly and democratic manner and assuring that minority opinion may be expressed and that the majority is allowed to rule. At the same time, the Chair retains all of the prerogatives of a duly appointed commission member; the Chair may make and second motions and take part in discussions and must vote on all matters not involving the Chair’s personal financial interest or the Chair’s official conduct.

III. **Agenda.**

A. Items are placed on the agenda by the staff in consultation with the Chair. The order and priority of agenda items are determined in part by the processing of relevant applications and staff recommendations.

- B. The general order of the agenda shall be generally as follows:
  - 1. Call to order by the Chair.
  - 2. Determination of quorum. Roll Call and Pledge of Allegiance.
  - 3. Approval of the minutes of preceding meetings.
  - 4. Approval of regular agenda. This provides opportunity to amend the agenda. No items may be added to the regular agenda that require public notice under the Code or the laws of the State of Colorado.
  - 5. Declaration of Conflicts of Interest. Opportunity for Commission members to declare any known conflicts of interest pursuant to Charter Section 4.9 and Code Chapter 2 Article 4.
  - 6. Public Comment (5 minute limit per person, on a first come first served basis).

Citizen participation is a time set aside for citizens to address the Commission concerning Commission related business not otherwise on the agenda. The Commission reviews citizen participation and assures that an appropriate response is given if the Commission determines that a response is required. Such review is usually immediately following the citizen participation. Staff and Commission responses are discouraged at the meeting, except for referral to the staff for further analysis and reports and ultimate Commission decisions on a future agenda. Chair may ask Commission if direction shall be given to staff.

- 7. Special Presentations. Government officials, community organizations, and similar interests may be invited to present on topics relevant to the Commission. These presentations are limited to 5 minutes unless prior arrangements are made with the relevant staff and approved by a majority of Commission.
- 8. Consideration of action items. Expected substantial public comment items pertaining to Commission actions are generally placed first on the agenda, but critical short items or items of extreme public interest may be placed first when deemed appropriate by staff and by the Chair.
- 9. Discussion/Direction. Commission may discuss items where staff is requesting direction that does not require a majority vote of the Commission.
- 10. Reports from Town Staff.
- 11. Commission Comments. At this point, any Commission member may place before the Commission matters which are not included in the formal agenda. This item is generally limited to responses to citizen participation, sharing of information, and requests for advice concerning matters pending before other bodies. No decision may be made based on a Commission Comment.

Matters requiring a formal Commission vote are normally placed on the agenda through the regular agenda review process, rather than dealt with under this item.

- 12. Concluding statement by Chair;
- 13. Future agenda items.
- 14. Adjournment. The Commission’s goal is that all meetings be adjourned by 10:30 p.m. An agenda check will be conducted at or about 10:00 p.m. Generally, absent a deadline which the Commission cannot affect, no new substantial item will be addressed after 10:30 p.m. unless two-thirds of the Commission members in attendance at that time agree. All Commission meetings shall be adjourned at or before 11:00 p.m. unless two-thirds of the Commission members in attendance, by motion duly adopted, extend that deadline. Items not completed prior to adjournment will be continued to a date certain.

IV. **Rules of Speaking.**

- A. To obtain the floor, a Commission member or staff member addresses the Chair.
- B. To assign the floor, the Chair recognizes by calling out the person's name. Only one person may have the floor at a time. A person shall not speak while another has the floor. The Chair generally next recognizes the person who first asks for the floor after it has been relinquished.
- C. During citizen participation or public hearings, members of the public are recognized by the Chair. No person, other than staff, applicant, or invited presenter shall make a presentation (not including Council questions) longer than 5 minutes, unless given permission by majority direction of the Commission to extend the time limit.
- D. All Commission members, staff members and members of the public shall direct their remarks to the Commission action that they are requesting. Speakers engaging in personal attacks shall be gavelled out of order by the Chair. The staff and the Chair will attempt to focus discussion of agenda items in accordance with the materials which should contain a proposed outline of decisions.
- E. Staff presentations shall occur first and not be subject to any time limitations.
- F. Applicant presentations in a quasi-judicial proceeding shall occur after Staff presentation and shall not exceed 15 minutes unless provided for by majority vote of the Commission. Additional support from applicant's positions may come from additional witnesses during public comment.
- G. Commission Members will generally not speak during staff and applicant presentations. Commission Members may ask questions of the Staff and the Applicant after their presentations.
- H. The Chair shall open the public comment of the public hearing. Speakers shall not exceed 5 minutes each. All comments shall be directed to the Chair. Commission Members shall not engage directly with members of the public except to request clarification from members of the public.
  - 1. Permission may be granted by the Commission for members of the public to pool their time if the Commission determines that time can be saved and issues better addressed in order to facilitate public participation in Commission decision making. Speakers who desire to pool their time will not be granted the full pooled total, but a portion determined by the Commission in light of the complexity of the issues to be addressed and the projected time saved from the pooling. All persons wishing to pool their time must be present at the meeting in order for the Commission to recognize pooled time. No pooled time presentation will be permitted to exceed 20 minutes total.

- I. After public comment is closed, the Applicant shall have the opportunity to respond to points made during the public comment and shall not exceed 15 minutes.
  - J. After the Applicant, Staff, and Public Comment are finished, Commission Members shall have the opportunity to present questions to the Applicant and Staff. Questioning shall be rotated so that to the extent practicable, a different Commission member goes first on each agenda item. Each Commission Member shall have 5 minutes during each turn.
  - K. Commission members shall not debate matters prior to a motion being presented on the matter under consideration. The Chair may intervene to avoid extended debate prior a motion being presented. Commission members may also request intervention by making a point of order.
  - L. Tabling or continuing motions are generally discussed before they are made, in order to allow for a reasonable amount of Commission discussion prior to making a nondebatable motion.
  - M. The Chair may intervene in Commission debate in order to determine whether Commission wishes to postpone Commission action if more information or staff work appears warranted to facilitate a Commission decision.
- V. **Procedure in Handling Motions.**
- A. A Commission member, after obtaining the floor, makes a motion. (If long or involved, the motions should be in writing). The Commission member may state reasons briefly before making the motion; but may argue the motion only after it has been seconded.
  - B. Another Commission member seconds the motion. All motions require a second, to indicate that more than one member is interested in discussing the question. The person seconding the motion does not, however, have to favor the motion in order to second it, and may both speak and vote against it. If there is no second the Chair shall not recognize the motion.
  - C. The Chair states the motion and asks for discussion.
  - D. General debate and discussion follow, if desired. Each Commission Member shall have 5 minutes in which to make their remarks. The Commission Member who made the motion may not speak again until Commission Members who wish to be heard had the opportunity to speak. Commission Members, the Town Administrator, or the Town Attorney, when wishing to speak, follow the rules of speaking outlined above. Remarks should be addressed to the Chair.

- E. The Chair restates the motion and puts the question. Negative as well as affirmative votes are taken. In the case of a tie vote, the motion is lost.
- F. The Chair announces the result. The motion is not completed until the result is announced.

**VI. Voting.**

Voting ultimately decides all questions. A roll-call vote shall be taken upon the approval of all action items (i.e. proposed text amendments, resolutions, quasi-judicial proceedings). For other matters the Commission may use any one of the following methods of voting.

- A. Voice Vote: All in favor say “AYE”, and all opposed say “NO”. If the Chair is in doubt of the result of a voice vote the Chair may call for a roll call vote. If any Commission member is in doubt of the result of a voice vote, the Commission member may obtain a roll call vote by calling for it (without the need to be recognized by the Chair).
- B. Roll Call: The Chair (or Clerk at the Chair’s request) calls the roll of the Commission members and each member presents votes “aye” or “no” as each name is called.

**VII. Research and Study Sessions.**

- A. Information/Research Requests. Requests for information or for a briefing should be directed to the lead staff member assigned to the Commission, who shall direct the request to the appropriate staff member or the Town Attorney. A single commission member may request the appropriate lead staff member to provide available information or to answer any question concerning an agenda item. A majority vote of Commission members is required to assign a matter for research by staff, an attorney, or consultant.
- B. Work Sessions. Material for work sessions generally will be made available to the Commission and the public at least twenty-four hours before the date of the work session. Notice will be given as for other Commission meetings. Work Sessions are open to the public. Testimony of persons other than staff or invited guests is not permitted. The Commission will give direction to staff at work sessions for the presentation of action items at future regular Commission meetings. Summaries of work sessions are placed on the Commission agenda for approval, including the direction given, any remaining issues, and any staff reaction or proposed plan in response to the work session.

**VIII. Parliamentary Procedure.**

Except as otherwise provided herein, all matters of procedure are governed by Bob’s Rules of Order, Simplified Parliamentary Rules of Order for Colorado Local Governments


(2020), as amended.

IX. **Executive Sessions.**

All executive sessions shall comply with the provisions of the Colorado Open Meetings Law. Additionally, Commission Members shall each have the floor during an executive session for 5 minutes before the Chair calls on the next Member for comment. The time that a Commission Member may have the floor during an executive session may be enlarged by majority vote of the Commission.

INTRODUCED, READ, APPROVED AND ADOPTED this 4th day of January, 2023.

TOWN OF MINTURN

By:   
\_\_\_\_\_  
Earle Bidez, Mayor

ATTEST:

  
\_\_\_\_\_  
Jay Brunvand, Town Clerk

