



AGENDA
Historic Preservation Commission Meeting
Tuesday, April 15, 2025
Town Hall / Council Chambers - 302 Pine St Minturn, CO

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

MEETING ACCESS INFORMATION AND PUBLIC PARTICIPATION:

This will be an in-person meeting with access for the public to attend in person or via the Zoom link included. Zoom Link: <https://us02web.zoom.us/j/87186370363>

Zoom Call-In Information: 1 651 372 8299 or 1 301 715 8592 **Webinar ID:** 871 8637 0363

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.](#) March 17, 2025
5. **DECLARATION OF CONFLICTS OF INTEREST**
6. **PUBLIC COMMENTS**

Citizens are invited to comment on any item not on the regular Agenda subject to a public hearing. Please limit your comments to five (5) minutes per person unless arrangements have been made

for a presentation with the HPC Secretary. Those who are speaking are requested to state their name and address for the record.

7. SPECIAL PRESENTATIONS

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

8. BUSINESS ITEMS

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

9. DISCUSSION / DIRECTION ITEMS

[A.](#) Frequently Asked Questions Fact Sheet

[B.](#) Incentives

[C.](#) Events to Promote Historically Designated Sites

[D.](#) Historic Resource Survey

10. STAFF REPORTS

11. HISTORIC PRESERVATION COMMISSION COMMENTS

12. FUTURE AGENDA ITEMS

13. ADJOURN



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

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MEETING ACCESS INFORMATION AND PUBLIC PARTICIPATION:

This will be an in-person meeting with access for the public to attend in person or via the Zoom link included. Zoom Link: <https://us02web.zoom.us/j/83717251235>

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

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

- 1. CALL TO ORDER - 5:30 PM**
HPC Vice Chair Robert Creasy called the meeting to order at 5:33 p.m.
- 2. ROLL CALL AND PLEDGE OF ALLEGIANCE**
Members present: HPC Chair Ken Halliday, HPC Vice Chair Robert Creasy, and HPC Members Tracy Andersen, and Lynn Teach.
Staff Member Present: Planner II Madison Harris.
Note: Kelly Toon is excused absent.
- 3. APPROVAL OF REGULAR AGENDA**
Opportunity for amendment or deletions to the agenda.
Motion by Lynn T., second by Ken H., to approve the agenda as presented. Motion passed 4-0.
Note: Kelly T. is excused absent.
- 4. APPROVAL OF MINUTES**
 - A. January 21, 2025**
Motion by Ken H., second by Lynn T., to approve the minutes of January 21, 2025 as presented. Motion passed 4-0.
Note: Kelly T. is excused absent.

5. DECLARATION OF CONFLICTS OF INTEREST

No conflicts of interest.

6. PUBLIC COMMENTS

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

No public comment.

7. SPECIAL PRESENTATIONS

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

8. BUSINESS ITEMS

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

9. DISCUSSION / DIRECTION ITEMS

A. Frequently Asked Questions Fact Sheet

Madison H. introduced the agenda item and went through the questions provided by the HPC and the answers provided by staff.

Lynn T. pointed out an editing issue on a question “some” vs “someone”.

Direction given was to:

- Add a blurb at the beginning about why this is important
- List the eligibility criteria under the first question on page 1 of the memo
- Combine questions 2 and 3 on page 1 of the memo
- Add verbiage about the Town’s plaques and the assistance of creating a narrative under question 4 on page 1 of the memo
- Come questions 1, 2, and 3 on page 2 of the memo
- Amend question 5 on page 2 of the memo to better specify who makes the final decision on historic designations.
- Combine question 6 on page 2 of the memo with question 4 on page 1 of the memo in regards to funding and tax credits
- Remove question 7 on page 2 of the memo
- Combine question 8 on page 2 of the memo with question 1 on page 1 of the memo in regards to how to get certainty on whether or not the property will be designated
- Change the wording of question 9 on page 2 of the memo in regards to the historic resource survey
- Combine question 1 on page 3 of the memo with question 1 on page 1 of the memo in regards to how to find information to figure out if your property qualifies to be historically designated
- Combine question 4 on page 3 of the memo with question 5 on page 2 of the memo in regards to public and owner input on the designation
- Remove questions 5, 6, and 8 on page 3 of the memo
- Remove question 1 on page 4 of the memo
- Tighten the wording of question 2 on page 4 of the memo
- Remove question 3 on page 4 of the memo
- Direct people just to the link to the code section rather than copying it out for question 5 on page 5 of the memo
- Remove question 2 on page 5 of the memo

- Reword question 3 on page 5 of the memo

10. STAFF REPORTS

11. HISTORIC PRESERVATION COMMISSION COMMENTS

No HPC comments.

12. FUTURE AGENDA ITEMS

- a. Historic Resource Survey Update
- b. Incentives
- c. Identifying 10 properties
- d. Events to promote historically designated sites

13. ADJOURN

Motion by Lynn T., second by Ken H., to adjourn the regular meeting of March 17, 2025 at 6:46 p.m. Motion passed 4-0.

Note: Kelly T. is excused absent.

Ken Halliday, Commission Chair

ATTEST:

Jay Brunvand, Town Clerk



To: Historic Preservation Commission
From: Madison Harris
Date: April 11, 2025
RE: Frequently Asked Questions Fact Sheet

UPDATE:

At the March 17, 2025 meeting, the HPC reviewed the submitted questions and answers and gave feedback to combine, eliminate, or amend many of them. Those amendments are below.

INTRODUCTION:

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

ANALYSIS:

The intention of Historic Preservation is 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.

The purpose of Historic Preservation is to enhance the Town of Minturn's local resources and to promote the public health, safety and welfare through:

- 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, and
- The provision of educational opportunities to increase public appreciation of the Town's unique heritage

How can I determine if my house is eligible for historic designation?

Properties or historic districts shall be at least seventy-five (75) years old and meet one (1) or more of the following criteria in order to be considered for designation:

1. Association with events that have made a significant contribution to history;
 - a. Is a site of a historic event that had an effect upon society; or

- b. Exemplifies cultural, political, economic, or ethnic heritage of the Town.
- 2. Connection with persons significant in history.
- 3. Distinctive characteristics of a type, period, method of construction, or artisan:
 - a. Exemplifies specific elements of an architectural style or period;
 - b. Is an example of the work of an architect or builder who is recognized for expertise nationally, state-wide, regionally, or locally;
 - c. Demonstrates superior craftsmanship or high artistic value;
 - d. Represents a style that is particular to the Town;
 - e. Represents an innovation in construction, materials, or design; or
 - f. Represents a built environment of a group of people in an era of history.
- 4. Geographic importance:
 - a. Enhances the sense of identity of the Town or community; or
 - b. Is an established and familiar natural setting or visual feature of the Town or community.
- 5. Possibility to yield important information related to prehistory or history:
 - a. Addresses research questions or fills recognized data gaps;
 - b. Embodies construction, development, or design adaptations; or
 - c. Informs on the development of engineering systems.

A property or historic district may be exempted from the age standard if the Town Council finds it to be exceptionally important in other criteria.

The Eagle County Assessor's Site (found [here](#)) should have the Actual Date Built to determine if the structure is over 75 years old.

The historic designation process has to be initiated and resolved for any certainty.

If my house is nominated for Historic Preservation, how long does it take to determine if it will be designated as well as what aspects of the structure must be preserved?

The process can take up to four months depending on when an application is submitted and when the nomination is determined complete. As part of the designation hearings, the HPC will forward their recommendations on the aspects that should be preserved, and Council will make the determination at the same time as the designation.

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

At the local level, the Town will provide a plaque detailing the build date and location of the historically designated property. The Town can also assist the property owner in creating a narrative that could be placed on a separate informational plaque and/or on the Town's website.

There are several state and federal programs that could provide tax credits or grants for help with upkeep and/or renovation for the historic structure. Please see [this](#) page on History Colorado's website for more information.

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

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

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

The Town of Minturn’s Design Guidelines apply to any property in Town for any exterior alteration. If a property owner would like to take advantage of any State or Federal help, the Secretary of the Interior’s Design Standards for the Treatment of Historic Properties will likely apply as well. The Historic Preservation Commission reviews for the Certificate of Appropriateness in regards to the primary facade or architectural details that HPC and Council prioritize during the designation hearings and the Planning Commission reviews the Design Review Board application.

Does HPC have any input in interior design?

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

Who makes the final decision on nomination applications and does the property owner have to agree with it?

During the public hearing process, the public and the property owner should give their opinions to the HPC and the Town Council. The boards will then take that into consideration when making their decisions. The HPC will make a recommendation to the Town Council, and Council makes the final decision.

What is the purpose of the historic resource survey, and how will the results be helpful?

The Historic Resource Survey is being accomplished through a grant from History Colorado which is surveying all of the Old Town Character Area (100-700 Blocks). The goal of this project is to provide base information on all properties within the survey area and in-depth information on ten properties that can hopefully be used in the future for any nomination/designation proceedings.

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

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

Who is allowed to nominate my house for Historical Designation?

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

1. By a member of HPC
2. By a member of Town Council; and/or

3. By non-owners of the property or properties to be designated, in which case the applicant must be a resident or owner of property in the Town, or have a place of business in the Town.

Will it increase my taxes to be designated Historical?

Historical designation alone should not increase your property taxes.

Would the general public be able to walk my property if it is identified as Historical?

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

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

Yes, the designation runs with the land.

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

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

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

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

If I want to find out more, where can I go?

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

STRATEGIC PLAN ALIGNMENT:

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

- Transparency
- Collaboration
- Resourcefulness



To: Historic Preservation Commission (“HPC”)
From: Madison Harris
Date: April 11, 2025
RE: Incentives

INTRODUCTION:

At the March 17, 2025 meeting, HPC members requested that the topic of incentives be added to the agenda to discuss.

ANALYSIS:

Staff encourages the members of the HPC to brainstorm ideas to encourage flexibility and/or add incentives to the code to discuss and vet at the April 15, 2025 HPC meeting.

STRATEGIC PLAN ALIGNMENT:

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

- Transparency
- Collaboration
- Resourcefulness



To: Historic Preservation Commission (“HPC”)
From: Madison Harris
Date: April 11, 2025
RE: Events to Promote Historically Designated Sites

INTRODUCTION:

At the March 17, 2025 meeting, HPC members requested that the topic of events to promote historically designated sites be added to the agenda to discuss.

ANALYSIS:

Staff encourages the members of the HPC to brainstorm ideas to discuss and vet events to promote historically designated sites at the April 15, 2025 HPC meeting.

STRATEGIC PLAN ALIGNMENT:

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

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- Collaboration
- Resourcefulness



To: Historic Preservation Commission (“HPC”)
From: Madison Harris
Date: April 11, 2025
RE: Historic Resource Survey - Update and Discussion about Potential Properties to
have the Intensive Level Survey Done

INTRODUCTION:

Mr. Ron Sladek provided an update that about 70% of the field reconnaissance has been completed. He will be back in Minturn in mid-April to finish, and then he’ll start talking about priorities for the intensive-level work.

Staff recognizes that at the last meeting HPC members wanted to have on the agenda the discussion about the properties for the intensive level work. Staff suggests coming up with a list that will then be informed and finalized by additional input from the public as well as the results of the reconnaissance done by Mr. Sladek.

STRATEGIC PLAN ALIGNMENT:

The review of the Historic Preservation Resource Survey process and progress aligns with the following key values:

- Transparency
- Collaboration
- Resourcefulness