



AGENDA

Historic Preservation Commission Meeting 5:30PM

Tuesday, February 27, 2024

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/89615467021>

Zoom Call-In Information: 1 651 372 8299 or 1 301 715 8592 **Webinar ID:** 896 1546 7021

Please note: All virtual participants are muted. In order to be called upon an unmuted, you will need to use the “raise hand” feature in the Zoom platform. When it’s your turn to speak, the moderator will unmute your line and you will have five (5) minutes for public comment.

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

1. **CALL TO ORDER - 5:30 PM**
2. **ROLL CALL AND PLEDGE OF ALLEGIANCE**
3. **APPROVAL OF REGULAR AGENDA**

Opportunity for amendment or deletions to the agenda.

4. **APPROVAL OF MINUTES**
 - A. January 16, 2024
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.](#) Historic Plaque Program

10. STAFF REPORTS

11. HISTORIC PRESERVATION COMMISSION COMMENTS

12. FUTURE AGENDA ITEMS

13. ADJOURN



OFFICIAL MINUTES
Historic Preservation Commission Meeting
Tuesday, January 16, 2024
Town Hall / Council Chambers - 302 Pine St Minturn, CO

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MEETING ACCESS INFORMATION AND PUBLIC PARTICIPATION:

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Zoom Call-In Information: 1 651 372 8299 or 1 301 715 8592 **Webinar ID:** 876 2780 7650

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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 Chair Ken Halliday called the meeting to order at 5:32 pm

2. ROLL CALL AND PLEDGE OF ALLEGIANCE

Those present at the meeting: HPC Chair Ken Halliday and HPC Members Kelly Toon and Larry Stone.

Staff Member present: Planner I Madison Harris

Note: Tracy Andersen and Kenneth J. Howell are excused absent.

3. APPROVAL OF REGULAR AGENDA

Opportunity for amendment or deletions to the agenda.

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

Note: Tracy A. and Kenneth H. are excused absent.

4. APPROVAL OF MINUTES

A. December 6, 2023

Motion by Larry S., second by Kelly T., to approve the minutes of December 6, 2023 as presented. Motion passed 3-0.

Note: Tracy A. and Kenneth H. are excused absent.

5. DECLARATION OF CONFLICTS OF INTEREST

No conflicts of interest.

Note: Tracy Andersen arrived at 5:35 p.m.

6. PUBLIC COMMENTS

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

No public comment.

7. SPECIAL PRESENTATIONS

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

A. Feedback from Gemini Gardens - Lynn Teach

Lynn Teach, 253 Pine Street.

Read the quote on the first page. Gave a presentation on copies of excerpts from her guest book that she had asked patrons of her store to write in what they love about Minturn. The only negative comment is that we need an ice cream store. Have an opportunity to build on the historic tourism to enhance the town.

Note: Kenneth J. Howell joined at 5:39 p.m. via zoom.

Ken H. thinks these things need to be memorialized.

Kelly T. is always curious why people move here when it isn't the easiest place to move to, but people seek us out as we have a different vibe than the rest of the valley.

Kenneth H. thanked Ms. Teach for pulling things together. Economic viability is the heart and breadth of Minturn.

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

Madison H. introduced the ordinance and the changes.

Larry S. asked who the letter of support goes to.

- Madison H. said to the building inspector.

Public comment opened.

Lynn Teach, 253 Pine Street.

Questions whether this should be vetted a little more. This closely follows the Manitou Springs, but she would like a definition for "new construction" and "alteration". Has concerns about fire evacuation, but likes the front and rear setbacks. Thinks Articles 5 and 6 should be added to the Council packet for context.

Note: Kenneth H. left the meeting at 5:58 p.m.

Ken H. asked about the applicability of this ordinance.

Larry S. asked how this would work with the non-conformities section.
Madison H. gave her understanding.

Ms. Teach suggested that we add a term for “new addition”.

- Madison H. suggested removing the word “new”.

Public comment closed.

Ken H. asked for input on vetting this ordinance.

- Larry S. suggested getting Scot Hunn involved.
- Madison H. said that the Planning Director and the Town Attorney can take a look at this.

Larry S. said that the Council can vet this instead.

Kelly T. wants to make it easier for people to maintain their property.

Ken H. would like to treat this as phase 1 of incentives.

Larry S. would like to move this forward.

Motion by Larry S., second by Kelly T., to approve this with the caveat that this be vetted by the building inspector, Scot Hunn, and Town Attorney and if there are substantive comments this comes back to them for review. Motion passed 4-0.

Note: Kenneth H. is excused absent.

9. DISCUSSION / DIRECTION ITEMS

10. STAFF REPORTS

- a. A grant through History Colorado has been submitted to allow for surveying of sections of Town

11. HISTORIC PRESERVATION COMMISSION COMMENTS

No comments

12. FUTURE AGENDA ITEMS

- A. Historic Plaques

13. ADJOURN

Motion by Larry S., second by Kelly T., to adjourn the regular meeting of January 16, 2024 at 6:36 p.m. Motion passed 4-0.

Note: Kenneth H. is excused absent.

Ken Halliday, Commission Chair

ATTEST:

Michelle Metteer, Town Manager



To: Historic Preservation Commission (“HPC”)
From: Madison Harris
Date: February 22, 2024
Agenda Item: Historic Plaque Program

INTRODUCTION:

At the January 16, 2024 Historic Preservation Commission Meeting, the HPC requested that there be a discussion about historic plaques at the next HPC Meeting.

REQUEST:

Review the attached plaque examples and pick one to move forward on. All proposed design options can be customized to some extent. For example, the shine / matte, borders, etc, can all be changed / customized.

ANALYSIS:

Staff has done research of different plaque examples which are attached to this memo. There are a number of different designs to choose from, but it was a priority for staff that we choose ones that appear the most “Minturn” and not just a standard square or rectangular plaque. The inscription would likely say something similar to “This property has been placed on the Minturn Historic Register via Ord ___ - Series ____ by the Minturn Historic Preservation Commission”.

Staff would like input on the wording and design of the plaque, with the understanding that this will be the plaque used for every property to create uniformity throughout.

COMMUNITY INPUT: Ongoing

BUDGET / STAFF IMPACT: \$500-800 per plaque, depending on size chosen and character count / design. The plaque can be just text, or could also include the Town Seal. Including the seal would increase the cost.

It is recommended to use Erie Landmark Company (<https://www.erialandmark.com/>), as the Town already has a relationship with them (they have been doing our memorial bench plaques, and they are reasonably priced compared to some other vendors). Please see attached for “rough” pricing estimates.

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”

Erie Landmark “Rough” Estimates (the exact pricing will depend on the extent of the customization).

Custom Bronze plaques:

10” x 7” = \$258.00 plus shipping; character allowance 140.

11” x 8” = \$355.00 plus shipping; character allowance 176.

12” x 10” = \$483.00 plus shipping; character allowance 240.

12” x 12” = \$580.00 plus shipping; character allowance 288.

15” x 10” = \$604.00 plus shipping; character allowance 300.

15” x 12” = \$726.00 plus shipping; character allowance 360.

A character is each individual letter, number, or punctuation.



