



AGENDA
Historic Preservation Commission Meeting
Tuesday, March 19, 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/83586630878>

Zoom Call-In Information: 1 651 372 8299 or 1 301 715 8592 **Webinar ID:** 835 8663 0878

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.](#) February 27, 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.

[A.](#) Ordinance 04 - Series 2024 An Ordinance Amending Chapter 19 of the Historic Preservation Code to allow for Noticing of Demolition Prior to Permitting.

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 5:30PM
Tuesday, February 27, 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:** 896 1546 7021

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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 5:35 p.m.
- 2. ROLL CALL AND PLEDGE OF ALLEGIANCE**
Those present at the meeting: HPC Chair Ken Halliday, and HPC Members Kelly Toon and Kenneth J. Howell.
Staff Member present: Planner I Madison Harris
Note: Tracy Andersen and Larry Stone are excused absent.
- 3. APPROVAL OF REGULAR AGENDA**
Opportunity for amendment or deletions to the agenda.
Motion by Kenneth H., second by Kelly T. to approve the agenda as presented. Motion passed 3-0.
Note: Tracy A. and Larry S. are excused absent.
- 4. APPROVAL OF MINUTES**
 - A. January 16, 2024**

Motion by Kelly T., second by Ken H. to approve the minutes of January 16, 2024 as presented. Motion passed 3-0.

Note: Tracy A. and Larry S. are excused absent.

5. DECLARATION OF CONFLICTS OF INTEREST

No conflicts of interest.

6. PUBLIC COMMENTS

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Burke Harrington, 532 A Taylor.

Been trying to go through the HPC process for a demo permit for 2 properties. Looking for direction on which way to go. Once a demo permit is filed, there is a two week time where a sign is put up on the property as a period for nomination. The Town will not accept demo permit applications without being completed, but to complete the demo permit application which triggers the HPC two week stay period, the utilities need to be disconnected for both properties, one of which is occupied. Would like to be able to trigger the two weeks before filing any permit application.

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9. DISCUSSION / DIRECTION ITEMS

A. Historic Plaque Program

Ken H. likes the suggested language except for the Ordinance part. Prefers a more rounded look. Suggests the Minturn Water Tank as a “heritage” logo.

Kenneth H. agrees with Ken H. about the rounded form, and likes the language. Should be simple, and can get more ornate over time. Would like to keep it under \$400.

Kelly T. thought the square ones all look like signs that you are used to seeing that would blend in. Oval signs would set it different from any thing else posted. Likes the third one in the packet with the big bold date so that you can read it from far away. Likes the idea of modeling the sign after the water tower. Asked if there was a typeface option.

10. STAFF REPORTS

11. HISTORIC PRESERVATION COMMISSION COMMENTS

12. FUTURE AGENDA ITEMS

13. ADJOURN

Meeting adjourned due to lack of quorum at 6:00 p.m.



To: Historic Preservation Commission (“HPC”)
From: Madison Harris
Date: March 14, 2024
Agenda Item: Ordinance 04 - Series 2024 Amending Chapter 19 of the Historic Preservation Code to allow for Noticing of Demolition Prior to Permitting

REQUEST:

Review Ordinance 04 - Series 2024 Amending Chapter 19 of the Historic Preservation Code to allow for Noticing of Demolition Prior to Permitting.

INTRODUCTION:

At the February 27, 2024 Historic Preservation Commission Meeting, a member of the public commented that the current process for alteration, relocation, and demolition of non-designated properties over 75 years of age had some flaws that hadn’t previously been exposed. In response to that, staff has drafted an amendment to Chapter 19, Article 9 which addresses that section.

ANALYSIS:

The way the Town Code is currently written, it doesn’t contemplate partial permit applications, it just says “permit application” which means the whole complete application needs to be submitted to the Town before Section 19-9-10 is triggered and the two week stay notifying people that an application for alteration, relocation, or demolition has been submitted starts. The described flaw hasn’t been exposed up until now as most times this section comes into play it’s been for minor building permits (ex. A re-roof) that don’t need a lot of information for submission of the application so it hasn’t been an undue hardship for people to make a complete application. Where this flaw has been exposed is that the complete demolition application requires proof that water, sewer, gas, electric, etc. have all been disconnected, as well as an asbestos report and a permit from CDPHE to mitigate any asbestos. If an applicant submits a complete demolition permit application, triggers the two week stay, and gets nominated and then designated, then that house has been sitting there without power which could negatively impact this now Historically Designated property.

As a response to this, staff has attached a draft ordinance that is being presented to HPC on March 19th and Council March 20th. Due to input from Dr. Lindsey Flewelling, staff has taken inspiration from Boulder, but fashioned a more streamlined process. This ordinance is intended to create a separate permit form that people can apply for describing what they are doing and kick-starting that two week stay without having to provide a complete application for demolition or other permit forms such as Design Review Board. Also attached is the form that Boulder uses that staff anticipates amending and making our own as referenced in the ordinance.

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:

- Ordinance 04 - Series 2024 Amending Chapter 19 of the Historic Preservation Code to allow for Noticing of Demolition Prior to Permitting
- Boulder’s Permit Form



Historic Preservation Demolition Review Application

► **REQUIRED MATERIALS FOR ALL APPLICATIONS**

- Signed application
- Site Plan (please show the footprint of the building(s), streets and alleys). Provide as PDF.
- Current photographs of each side of the building, including the view from the street. Provide as PDF.
- Side by side elevations of existing/proposed changes - Partial demolitions only. Provide as PDF.

► **TO SUBMIT YOUR HISTORIC PRESERVATION DEMOLITION APPLICATION**

- Email application to PDSskipatrip@bouldercolorado.gov. Put *Historic Preservation* in the subject line.
- Review fee will be invoiced to email address listed below. Log into Customer Self Service Portal (CSS) to pay.
- Questions? Reference the Demo Review FAQs or contact 303-441-1994 or historic@bouldercolorado.gov
- Si necesita ayuda para traducir esta información al español, llame al 303-441-1905.

► **APPLICANT CONTACT INFORMATION**

| | | | | |
|---------|--------|---------------|-------|-----|
| Name | Phone# | Email Address | | |
| Address | | City | State | Zip |

► **OWNER CONTACT INFORMATION**

SAME AS APPLICANT

| | | | | |
|---------|--------|---------------|-------|-----|
| Name | Phone# | Email Address | | |
| Address | | City | State | Zip |

Signature of Owner or Authorized Agent: _____ Date: _____

► **PROJECT INFORMATION**

| | | |
|---|--|--|
| Project Address: | Number of Buildings proposed for demolition: | |
| <p>Building Type and Date of Construction - Review is required for buildings over 50 years old (check all that apply)</p> <p><input type="checkbox"/> Pre-1940 primary building (estimated date of construction: _____)</p> <p><input type="checkbox"/> Post-1940 primary building (estimated date of construction: _____)</p> <p><input type="checkbox"/> Accessory building(s) over 50 years old (estimated date of construction: _____)</p> | | <p>Scope of Work - Review is required when one or more of the following is proposed (check all that apply):</p> <p><input type="checkbox"/> Full Demolition</p> <p><input type="checkbox"/> On-Site Relocation</p> <p><input type="checkbox"/> Off-Site Relocation</p> <p><input type="checkbox"/> Removal of more than 50% of the roof</p> <p><input type="checkbox"/> Removal of more than 50% of the exterior walls</p> <p><input type="checkbox"/> Removal of any portion of a street-facing wall</p> <p><input type="checkbox"/> Replacement of siding on a street-facing wall</p> <p><input type="checkbox"/> Construction in front of a street-facing wall</p> |

TOWN OF MINTURN, COLORADO
ORDINANCE NO. 04 – SERIES 2024

AN ORDINANCE OF THE TOWN OF MINTURN,
COLORADO AMENDING CHAPTER 19, ARTICLE 9 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 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, the Town Council has adopted Chapter 19 Historic Preservation, Minturn Municipal Code (“MMC”); and

WHEREAS, Sec. 19-1-30. – Intent, MMC, states that the “intention of this Chapter 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;” and

WHEREAS, Sec. 19-2-10. – Creation, MMC, states that “There is hereby established a Historic Preservation Commission, which shall be appointed by the Town Council, and hereinafter referred to as the (“HPC”).

WHEREAS, the HPC recognizes that Chapter 19 does not adequately address the process of alteration, relocation, or demolition for non-designated properties over 75 years old; and

WHEREAS, the HPC believes that adding language to create a streamlined process to permit review of applications for certain alterations, relocation, and/or demolitions for non-designated properties over 75 years old will promote the intent of Chapter 19 by creating a reasonable balance between private property rights and the public interest; and

WHEREAS, on at their regularly scheduled meeting of March 19, 2024, the HPC considered this ordinance and recommended approval; and

WHEREAS, at their regularly scheduled meeting on March 20, 2024, the Minturn Town Council approved this ordinance on first reading; and

WHEREAS, the HPC 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 9 – Alteration, Relocation, or Demolition of Non-Designated Properties Greater than Seventy-Five Years Old

* * *

Sec. 19-9-10. – Requirements.

- (a) Any permit application for alteration, relocation, or demolition of a property that is not designated as a historic property and that is greater than seventy-five (75) years old shall be subject to the following requirements:
 - (1) No person shall alter, relocate, or demolish any building which is over seventy-five (75) years old without first applying to the Town for a permit under this section, receiving the permit and conducting the alteration, relocation or demolition of the building before the permit expires. The application and permit shall be in addition to any application or permit required by other sections of this Code, and shall be on a form provided by the Town. The Town Administrator may combine the application and permit with any other form at the Town Administrator’s discretion.
 - (2) The application shall contain a statement of the effective age of the improvements on the property and their actual age as set forth in the County Assessor's records for the property. The actual age of the improvements shall be controlling for determining the applicability of this Article. The application shall also contain a detailed description of any alteration, relocation, or demolition being applied for. The Planning Department may require the applicant to provide information about the building, including, without limitation, the date of original construction, significant events and occupants, architectural features and a description of the building through photographs, plans and maps.
 - (3) A copy of the application shall be forwarded to HPC by the Town staff member acting as the Secretary.

- (4) Prior to the issuance of ~~a~~ the permit, the applicant shall be required by this Section to post a sign on the property that is furnished by the Planning Department. The sign shall state that an application for alteration, relocation, or demolition has been submitted to the Town for the property and that the application is subject to this Article. The sign shall further state that the property may be eligible for nomination to be designated as a historic property under Chapter 19 of this Code, and that any qualified person desiring to submit an application for nomination of the property to be designated as a historic property must do so in accordance with the provisions of Chapter 19. The exact wording of the sign shall be determined by the Planning Department.
 - (5) The property shall be posted with the sign furnished by the Planning Department for a period of at least fourteen (14) days. The applicant shall be responsible for posting the property in accordance with Section 16-21-610(6).
 - (6) Prior to issuance of the permit, the applicant must provide to the Planning Department a sworn certification of posting as provided in Section 16-21-610(e). The permit shall not be issued until at least five (5) days after such certification is provided to the Planning Department.
 - (7) If an application for nomination of the property for designation as a historic property under this Chapter is submitted before issuance of the permit, then the permit shall not be issued until the application is finally determined in accordance with this Chapter. If the property is designated as a historic property, then the permit shall be processed as required for the alteration, relocation, or demolition of a historic property under this Chapter. If the property is not designated as a historic property, then the permitting shall proceed in accordance with this Code.
- (b) Permit applications for work on the interior of a property, minor repair as determined by the Building Official, and/or replacement of materials in-kind are exempt from this requirement.
 - (c) This Article shall not apply to mobile homes.
 - (d) Any approval pursuant to this Article shall expire one hundred eighty days after such approval is made if the applicant has failed to procure the permit, or if the work authorized by such permit has not commenced.

* * *

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 _____ 2024. 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 _____ 2024 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 _____ 2024.

TOWN OF MINTURN, COLORADO

Earle Bidez, Mayor

ATTEST:

By: _____
Jay Brunvand, Town Clerk



To: Historic Preservation Commission (“HPC”)
From: Madison Harris
Date: March 14, 2024
Agenda Item: Historic Plaque Program

UPDATE:

At the February 27, 2024 Historic Preservation Commission Meeting, the HPC discussed several different plaque styles as well as input on the verbiage on the plaque. The direction given was to pursue a plaque style that is reminiscent of the Historic Minturn Water Tank or at least a more rounded form. The verbiage was overall approved except for a request to remove the section that mentions which ordinance approves the historic designation. Attached please find narrowed examples that take direction from the discussion.

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.erielandmark.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:

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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.





