



AGENDA
Historic Preservation Commission Meeting
Tuesday, September 17, 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/82058258618>

Zoom Call-In Information: 1 651 372 8299 or 1 301 715 8592 **Webinar ID:** 820 5825 8618

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.](#) August 20, 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.](#) Flexibility

10. STAFF REPORTS

[A.](#) Planning Department Update

11. HISTORIC PRESERVATION COMMISSION COMMENTS

12. FUTURE AGENDA ITEMS

13. ADJOURN



OFFICIAL MINUTES
Historic Preservation Commission Meeting
Tuesday, August 20, 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/87500996983>

Zoom Call-In Information: 1 651 372 8299 or 1 301 715 8592 **Webinar ID:** 875 0099 6983

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

Ken Halliday called the meeting to order at 5:30 p.m.

2. ROLL CALL AND PLEDGE OF ALLEGIANCE

Members present: HPC Chair Ken Halliday and HPC Members Robert Creasy, Lynn Teach, and Kelly Toon.

Staff members present: Town Manager Michelle Metteer and Planner I Madison Harris.

Note: Tracy Andersen is excused absent.

3. APPROVAL OF REGULAR AGENDA

Opportunity for amendment or deletions to the agenda.

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

Note: Tracy A. is excused absent.

4. APPROVAL OF MINUTES

A. July 16, 2024

Motion by Kelly T., second by Ken H., to approve the minutes of July 16, 2024 as presented.

Motion passed 4-0.

Note: Tracy A. 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.

A. Appointment of HPC Chair

Motion by Lynn T., second by Robert C., to appoint Ken Halliday as the HPC Chair. Motion passed 4-0.

Note: Tracy A. is excused absent.

B. Appointment of HPC Vice Chair

Motion by Lynn T., second by Kelly T., to appoint Robert Creasy as the HPC Vice Chair. Motion passed 4-0.

Note: Tracy A. is excused absent.

C. Ordinance TBD - Series 2024 An Ordinance Amending Chapter 16 - Zoning and Chapter 19 - Historic Preservation of the MMC

Madison H. introduced the agenda item. At the June 5, 2024 meeting Council discussed balancing historic preservation, economic feasibility, and the utilization of property, particularly in the Town's downtown, commercial generating area. In response to this a work session was scheduled at the July 17, 2024 meeting. During the work session staff brought forth nine different ideas for Council to discuss and give direction on. Staff was directed to bring back an ordinance addressing Options 1-7:

- Option 1: Eliminate the requirement for two sets of design review guidelines
 - Ken H. asked who would be the determining board
 - Robert H. asked if there needed to be clarity on who makes the decision
 - Lynn T. asked if we have historic design guidelines. We need to keep the front façade that faces the main street.
- Option 2: Eliminating potentially redundant approval requirements
 - Madison H. gave an example of an application of he proposed definition of alteration.
 - Robert C. said that it should be based on visual prominence
 - Ken H. said it should also be based on pedestrian views
 - Kelly T. clarified public views
 - Designated facades are automatically reviewed by HPC and non-designated facades have to hit the 50% threshold
 - Kelly T. asked if a re-roof on a non-designated structure would need to go through the process.

- Madison H. does not believe it does because it is unlikely to be more than 50% of the surface area of the structure
 - Kelly T. provided an example to help with the alteration visual example
- Option 3: Allow for historically designated structures in the downtown corridor to have the immediate ability to function as short term rentals on all floors
 - Kelly T. asked if they have to provide parking
 - Robert C. asked if there is a time limit on this
 - Lynn T. asked if we should change the intent statement for the 100 Block (Sec. 16-6-35b)
 - Ken said that we should double check the powers and duties section of Chapter 19
- Option 4: Encourage historic preservation reinvestment as part of the Downtown Development Authority Operations Plan
- Option 5: Require a minimum of two nominators for a structure to be nominated for historic designation
 - Robert C. suggested that we change the notification timeline to 10 business
- Option 6: Create a process whereby property owners can determine if their structure would be historically designated without necessarily “supporting” such a designation
- Option 7: Allow residential in the Downtown Character Area on the back 50% ground floor of historically designated commercial buildings to create live/work opportunities
 - Ken H. suggested 50% of the ground floor area
 - Robert C. added 50% of the proposed ground floor area
 - Michelle M. pointed out that we aren’t currently proposing a price-cap deed-restriction on these units
 - Robert C. said that this is a balance between affordable housing and historic preservation. This is supposed to be a significant benefit to historic preservation owners

Staff is presenting this ordinance to the HPC to receive feedback and a recommendation before bringing it to the Planning Commission for their recommendation and Council for final decision. Several of these options, should they be implemented, should provide additional flexibility and stability to individual property owners within the 100 Block and throughout the rest of Town.

Ken H. and Robert C. asked if there could be a reduction in setbacks added to this ordinance as an incentive.

- Lynn T. has concerns with allowing some buildings to move forward
- Robert C. suggested: 0’ front setback, 3’ side setback, 10’ rear setback in the 100 Block
- Madison H. suggested that instead it be a 5’ reduction of the front setbacks in the 100 Block.
- Robert C. suggested that we pass this ordinance and give Council a suggestion to look into reducing setbacks and parking requirements.

Motion by Robert C., second by Lynn T., to recommend approval to the Town Council of Ordinance TBD – Series 2024 An Ordinance Amending Chapter 16 - Zoning and Chapter 19 - Historic Preservation of the MMC as amended and to offer to Town Council that HPC is interested in exploring promoting historic preservation by making it economically feasible such as setbacks and other options. Motion passed 4-0.

Note: Tracy A. is excused absent.

9. DISCUSSION / DIRECTION ITEMS

10. STAFF REPORTS

11. HISTORIC PRESERVATION COMMISSION COMMENTS
No HPC comments.

12. FUTURE AGENDA ITEMS

13. ADJOURN
Motion by Lynn T., second by Kelly T., to adjourn the regular meeting of August 20, 2024 at 7:29 p.m. Motion passed 4-0.
Note: Tracy A. is excused absent.

Ken Halliday, Commission Chair

ATTEST:

Michelle Metteer, Town Manager



To: Historic Preservation Commission (“HPC”)
From: Madison Harris
Date: September 13, 2024
RE: Flexibility

INTRODUCTION:

As part of Council’s review of Ordinance 20 - Series 2024 amending Chapter 16 - Zoning and Chapter 19 - Historic Preservation, Council directed the HPC to vet additional options to encourage flexibility and economic sustainability for owners of historic properties.

ANALYSIS:

Staff encourages the members of the HPC brainstorm ideas to encourage flexibility to discuss and vet at the September 17, 2024 HPC meeting.

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.

Minturn Planning Department
 Minturn Town Center
 301 Boulder St. #309
 Minturn, CO 81645
 970-827-5645
planner1@minturn.org
www.minturn.org



Historic Preservation Commission
 Chair – Ken Halliday
 Vice Chair – Robert Creasy
 Tracy Andersen
 Lynn Teach
 Kelly Toon

Memorandum

Date: September 13, 2024
 To: Minturn Historic Preservation Commission
 From: Madison Harris, Planner I
 Re: Historic Preservation Update

Ordinance 20 - Series 2024

Ord. 20 - 2024 amending Chapter 16 - Zoning and Chapter 19 - Historic Preservation was reviewed by the Planning Commission at their August 28, 2024 meeting. They recommended to Council to remove Option 3: Allow for historically designated structures in the downtown corridor to have the immediate ability to function as short term rentals on all floors, as they believed it did not meet with the goals of the 2023 Imagine Minturn Community Plan for the 100 Block.

The Town Council reviewed the ordinance on first reading at their September 3, 2024 meeting and voted to pass the ordinance on first reading with Option 3 reinstated to ensure flexibility for owners of historic property. As a reminder Ordinance 20 - Series 2024 addresses the following:

1. Option 1: Eliminate the requirement for two sets of design review guidelines
2. Option 2: Eliminating potentially redundant approval requirements
3. Option 3: Allow for historically designated structures in the downtown corridor to have the immediate ability to function as short term rentals on all floors
4. Option 4: Encourage historic preservation reinvestment as part of the Downtown Development Authority Operations Plan
5. Option 5: Require a minimum of two nominators for a structure to be nominated for historic designation
6. Option 6: Create a process whereby property owners can determine if their structure would be historically designated without necessarily “supporting” such a designation
7. Option 7: Allow residential in the Downtown Character Area on the back 50% ground floor of historically designated commercial buildings to create live/work opportunities

As part of Council’s review they also gave direction to the HPC to discuss other incentive options.

Historic Plaques

Staff has been working with the Erie Landmark Company to put together a historic plaque. Taking in the feedback that the Historic Preservation Commission provided on wording, shape, and preliminary design, attached is the final draft of the proposed historic preservation plaque. As the Town's logo colors are blue and gold, staff chose to go with the Royal Blue background color shown in the attached document.

Please note that the wording at the top will change with each plaque, as it is the location identifier of where a historically designated structure/object/site is or was.

JOB #59010 – 10” X 8” OVAL PLAQUE

Section 10, ItemA.

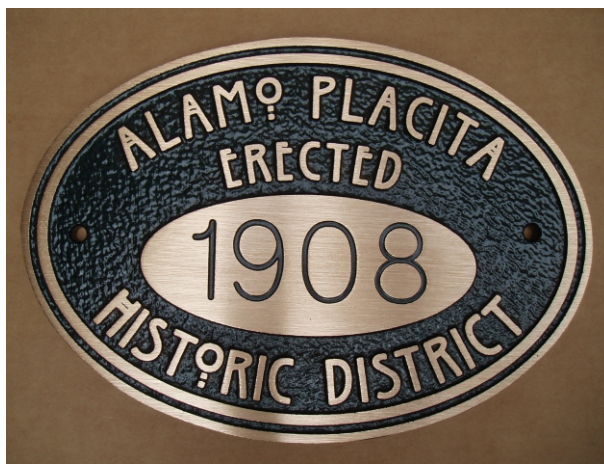
APPROVAL & DATE:

LAYOUT #2





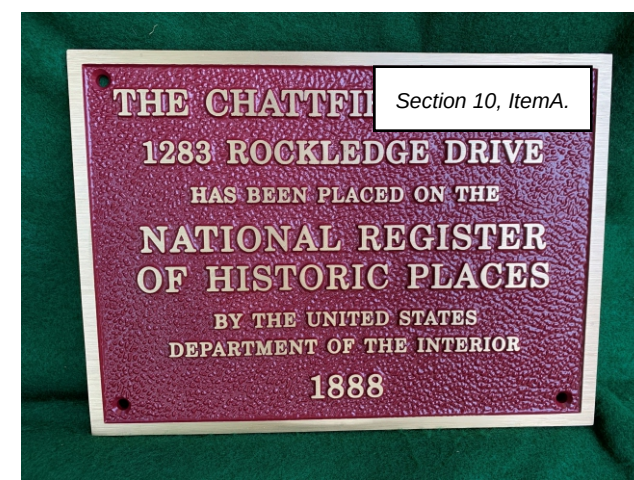
BROWN



BLACK



HUNTER
GREEN



CARNIVAL
RED



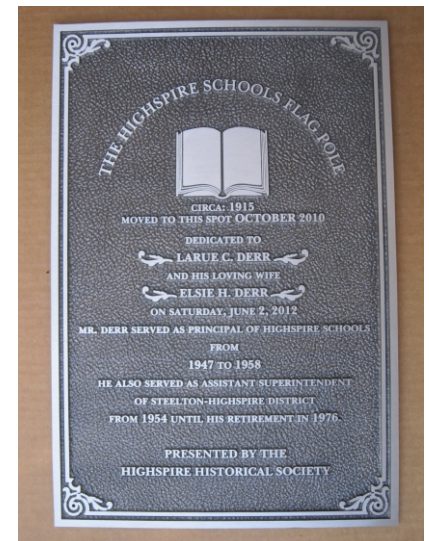
NATURAL
NO
CLEAR



ROYAL BLUE



NATURAL
WITH
CLEAR



PEWTER
(ALUMINUM ONLY)

