



## **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.

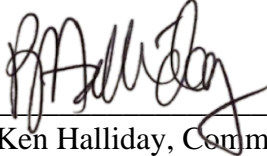
## **12. FUTURE AGENDA ITEMS**

- 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.*



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Ken Halliday, Commission Chair

ATTEST:



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Michelle Metteer, Town Manager