



# History Colorado

## Colorado Certified Local Government 2023 Annual Report

Federal Fiscal Year 2023: October 1, 2022 – September 30, 2023

**Due Date: November 1, 2023**

Please save this file in the original PDF format, DO NOT PRINT AND SCAN.  
Submit via email to [lindsey.flewelling@state.co.us](mailto:lindsey.flewelling@state.co.us)

Name of CLG: Town of Minturn

Name of Commission/Board: Town of Minturn Historic Preservation Commission

Contact Name: Madison Harris

Contact Title: Planner 1

Contact Phone: 970-445-2429

Contact Email: [planner1@minturn.org](mailto:planner1@minturn.org)

Contact Address: 302 Pine Street OR PO Box 309

City: Minturn

State: CO

Zip: 81645

Website for your historic preservation program:

Provide a list of all local government staff members with duties assigned to your local preservation program and their job titles. Then, list the percentage of their job duties that are related to historic preservation and check each staff member that meets the [Secretary of the Interior’s Professional Qualifications Standards](#). Please include any consultants contracted to perform designation, design, or tax credit reviews on a regular basis.

Name	Title	Percent	SOI Qualified
Madison Harris	Planner 1	10%	<input type="checkbox"/>
Michelle Metteer	Town Manager	10%	<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

An accurately completed annual report is a CLG requirement

Preservation Planning & Operational Documents

1) In Federal Fiscal Year 2023, were any of the following newly developed or revised (check all that apply):

- Preservation Ordinance (including Amendments)
- By-Laws or Administrative Rules
- Preservation Plan
- Survey Plan
- Design Guidelines

Commission/Board

2) Provide a list of all current Commission/Board Members. Check any Commission/Board Members newly appointed in Federal Fiscal Year 2023 and attach their resumes and/or applications. Also, check all Commission/Board Members that are professionals in preservation-related disciplines and list their profession beside their names.

Preservation-related disciplines include: history, architecture, landscape architecture, architectural history, prehistoric or historic archaeology, planning, American studies, American civilization, cultural geography, cultural anthropology, or related disciplines such as building trades, real estate, or law.

Name	New Member	Preservation Professional	Discipline(s)
Ken Halliday	<input type="checkbox"/>	<input type="checkbox"/>	Development
Larry Stone	<input type="checkbox"/>	<input type="checkbox"/>	Business Owner
Kelly Toon	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Architecture
Kenneth J. Howell	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Planning
Tracy Andersen	<input type="checkbox"/>	<input type="checkbox"/>	Education
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	

3) If 40% of the current Commission/Board is not comprised of preservation-related professionals, please describe your efforts to recruit.

40% of our board is comprised of preservation-related professionals.

4) How does the Commission/Board seek additional expertise in the fields of architecture, architectural history or archaeology when needed?

We reach out to History Colorado for any recommendations of where to look and/or what to look for.

- 5) Do the members of the Commission/Board represent the general ethnic diversity of the community?  
Partially, about 79% of Minturn's population is white and about 18% of Minturn's population is Hispanic or Latino according to the ACS Demographic and Housing Estimates from 2021, and to my knowledge, all of our Commission members are white.
- 6) List the [SHPO-approved](#) educational/training sessions attended by Commission/Board Members in Federal Fiscal Year 2023. Please list name of session or conference (list conference, not individual sessions when a conference was attended) and the name(s) of Commission/Board Member that attended.

We have only been a CLG for 8 months so far and are still getting our feet underneath us so training sessions have not been attended yet.

- 7) What is your Commission/Board's regular meeting schedule? (i.e. First Thursday of every other month at 6pm)  
Third Tuesday of the month at 5:30 pm

- 8) Please list the number of meetings and dates held in Federal Fiscal Year 2023:

<b>Regular Meetings</b>	<b>Special Meetings</b>	<b>Work/Study Sessions</b>
<u>Total Number</u>	<u>Total Number</u>	<u>Total Number</u>
10	0	0
<u>Dates</u>	<u>Dates</u>	<u>Dates</u>
10/18/2022 11/8/2022 12/16/2022 1/24/2023 2/21/2023 Became a CLG 02/28/23 3/21/2023 7/6/2023 7/18/2023 8/15/2023 9/19/2023		

Historic Contexts & Surveys

9) List any **Historic Context Studies** completed in Federal Fiscal Year 2023.

None

10) List any **Cultural/Historic Resource Surveys** completed in Federal Fiscal Year 2023.

None

11) How many resources were **inventoried** in Federal Fiscal Year 2023? 1

Inventoried means any buildings, structures, objects, or sites for which the Commission/Board obtained information not previously held. This information may come from newly surveyed properties or properties nominated that had not been surveyed. Inventoried properties can be either eligible or non-eligible for listing.

Designations

12) How many contributing resources (buildings, structures, objects, sites) are **locally designated** in total? This count includes **all** listings since the Commission/Board was originally formed. For Districts, count all contributing buildings, structures and sites individually. 3

13) How many contributing resources (buildings, structures, objects, sites) were **locally designated** in Federal Fiscal Year 2023? For Districts, count all contributing buildings, structures and sites individually. 3

Please list. For Districts, list name with number of contributing resources in parenthesis.

Minturn Historic Water Tank (1)

The Saloon (1)

Meyer's Barn (1)

Project Review

- 14) How many design review applications were considered by the Commission/Board for **designated** resources in Federal Fiscal Year 2023?
- a. Total Reviewed 1
  - b. Review by Full Commission 1
  - c. Review by Design Review Subcommittee Only 0
  - d. Reviewed by Staff Only 0
- 15) How many design review applications were considered by the Commission/Board for **non-designated** resources in Federal Fiscal Year 2023?
- a. Total Reviewed 0
  - b. Review by Full Commission 0
  - c. Review by Design Review Subcommittee Only 0
  - d. Reviewed by Staff Only 0
- 16) If reviewed separately, how many demolition reviews were conducted by the Commission/Board or Staff in Federal Fiscal Year 2023? 0
- 17) Did your County/Municipality comment or participate in any **Section 106 Reviews** as a consulting party in Federal Fiscal Year 2023? No

If yes, list name of project or property and the Federal Agency initiating the review.

N/A

Preservation Incentives

- 18) Does your County/Municipality have any local incentives programs for preservation or for the benefit of historic properties? Please check all that apply.

- Tax incentive program
- Government-funded loan program
- Government-funded grant program
- Zoning variances/Use Allowances
- Acquisition of historic properties through purchase or donation
- Preservation Awards
- Plaques
- Other (Please describe) We are currently in the process of evaluating codifying zoning variances, but nothing official has happened yet.

Narrative Questions

19) Did your Board/Commission develop, sponsor, or participate in any **public outreach, education, or interpretive events/meetings/tours/materials** in Federal Fiscal Year 2023? Yes

If yes, please describe.

They directed staff to source materials from History Colorado that could then be handed out to the public as educational materials for what incentives you can receive for work done on a historically designated structure.

20) What CLG accomplishment/achievement/event in Federal Fiscal Year 2023 makes the Commission/Board most proud?  
That we were designated as a CLG February 28, 2023.

21) Describe any problems – operational, political or financial – encountered by the CLG in Federal Fiscal Year 2023.  
We have very limited funds, and so planning Historical Resource Survey(s) has had to wait for the next grant cycle.

22) Describe any planned/projected Commission/Board activities for Federal Fiscal Year 2024.  
A Historical Resource Survey and potentially creating and adopting design guidelines.

### Attachment Checklist

All documents listed below are **required** for a complete report unless listed as “if applicable” or “if adopted.” Providing a link to an online document, if downloadable, may be substituted for actual attachment of a document when available. Please include all documents as **separate attachments**.

- All meeting minutes for Federal Fiscal Year 2023 (unless previously submitted)
- List of **all** locally designated properties (from inception of local listing)
- Resumes or applications for commission/board members appointed in FY23 (if applicable)
- Sample of Public Notice announcing commission/board Meeting
- Sample advertisement for new commission/board members
- Current preservation ordinance and amendments (if adopted during FY23)
- Current by-laws or administrative rules for the commission/board (if adopted during FY23)
- Current Preservation Plan or preservation chapter in Comprehensive Plan (if adopted during FY23)
- Current Survey Plan (if adopted during FY23)
- Historic Context Studies completed in Federal Fiscal Year 2023 or date submitted to SHPO (if applicable)
- Cultural/Historic Resource Surveys completed in Federal Fiscal Year 2023 or date submitted to SHPO (if applicable)

Please provide links to any online documents or additional details:

Meeting minutes: Attached

List of all locally designated properties: Minturn Water Tank, Minturn Saloon - 146 N Main St., and Meyer's Barn - 25 Harrison Ave.

Application(s) for HPC member appointed in 2023: Attached

Sample of Public Notice: Attached:

Sample advertisement: Attached

Current preservation ordinance:

[https://library.municode.com/co/minturn/codes/charter\\_and\\_municipal\\_code?nodeId=MUNICIPAL\\_CODE\\_CH19HIP](https://library.municode.com/co/minturn/codes/charter_and_municipal_code?nodeId=MUNICIPAL_CODE_CH19HIP)  
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Current administrative rules: Attached

Historic Preservation Plan:

[https://www.minturn.org/sites/g/files/vyhlf3486/f/pages/2022\\_historic\\_preservation\\_plan\\_final\\_112322.pdf](https://www.minturn.org/sites/g/files/vyhlf3486/f/pages/2022_historic_preservation_plan_final_112322.pdf)

Current Survey Plan: We do not have a survey plan

Historic Context Studies: N/A

Cultural/Historic Resource Surveys: N/A