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

Memorandum

Date: August 16, 2024
To: Minturn Historic Preservation Commission
From: Madison Harris, Planner I
Re: Appointment of HPC Chair and Vice Chair

As part of the establishment of the Historic Preservation Commission, Sec. 19-2-40. – *Officers* requires the election of a Chair

“HPC shall, by majority vote, elect one (1) of its members to serve as chairperson to preside over HPC's meetings and one (1) member to serve as the vice-chairperson. The members so designated shall serve in these capacities for terms of one (1) year. A Town employee appointed by the Town Manager pursuant to Section 19-2-50 shall serve as Secretary of the HPC.”

Staff requests that the HPC elect Chair and Vice Chair to run meetings and who can duly address all powers and duties required of the HPC.

Sec. 19-2-80. – Powers and duties.

The HPC:

- (1) May conduct surveys and create inventories of properties and areas for the purpose of defining those of historic significance.
- (2) Shall review and determine qualifications of buildings, structures, objects, sites, and historic districts nominated for designation and recommend that the Town Council designate by ordinance such buildings, structures, objects, sites, or historic districts qualifying for such designation.
- (3) Shall recommend to the Town Council the establishment of construction and design guidelines, consistent with the Secretary of the Interior's Standards for the Treatment of Historic Properties, for the review of proposals to alter, relocate, or demolish historic properties.

(4) Shall review and make recommendations on any application for alteration, relocation, or demolition of a historic property or historic district or planning and design for a project that may affect the character or integrity of the historic property or historic district.

(5) May participate in review of National Register of Historic Places nominations.

(6) May advise and assist owners on physical and financial aspects of preservation, rehabilitation, restoration, and reconstruction, including nomination to the Town's Historic Register, the Colorado State Register of Historic Properties, and the National Register of Historic Places.

(7) May develop and assist in public education programs on history, archaeology, and historic preservation.

(8) Shall advise the Town Council on matters related to preserving the historic character and substance of the Town and recommend easements, covenants, licenses, and other methods which will implement the completion of the purposes of this Chapter.

(9) Shall participate in federal Section 106 Review under the National Historic Preservation Act of 1966 as requested by Town Council or staff.

(10) May actively pursue financial assistance for preservation-related programs.

(11) Shall draft and recommend for adoption by the Town Council such by-laws, operating policies and other rules of procedure for HPC, as HPC may deem appropriate.

There are no pre-qualifications that the Chair and Vice Chair need to have, such as number of years sitting on the HPC. This appointment is a vote by the HPC members.