



**OFFICIAL MINUTES**  
**Historic Preservation Commission Meeting**  
**Tuesday, July 16, 2024**  
**Town Hall / Council Chambers - 302 Pine St Minturn, CO**

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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](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/83613560035>

**Zoom Call-In Information:** 1 651 372 8299 or 1 301 715 8592 **Webinar ID:** 836 1356 0035

**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, HPC Vice Chair Larry Stone, and HPC Members Tracy Andersen, Kenneth J. Howell, and Kelly Toon.  
Staff members present: Planner I Madison Harris

**3. APPROVAL OF MINUTES**

**A. June 18, 2024**

Ken H. would like to clarify that they were not trying to condition the denial on salvaging materials.

Motion by Larry S., second by Kelly T., to approve the minutes of June 18, 2024 as amended.  
Motion passed 5-0.

**4. APPROVAL OF REGULAR AGENDA**

Opportunity for amendment or deletions to the agenda.

Motion by Larry S., second by Kelly T., to approve the agenda as presented. Motion passed 5-0.

**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.

**A. 25 Harrison Avenue - Meyer's Barn – Update**

Ken H. gave an update on the Meyer's Barn. Next month they will come with application to move to Little Beach. It's been looked at by a number of people. It's extremely expensive to move as a whole and so will be turned into a community project to disassemble and move. This is in line with the Little Beach Master Plan to use as the "New Concessions Facility"

**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. Historic Preservation Process**

Madison H. introduced the topic. At the April 16, 2024 Historic Preservation Commission Meeting, there was a request to staff to create flyers to handout or show the public about the Historic Preservation process for education purposes. Staff put together a flowchart of how the difference processes within Chapter 19 relate to each other. At their May 21, 2024 meeting the HPC asked staff to assign best case and worst case scenarios to this entire process. Staff went through and assigned a "best case" and "worst case" set of dates, taking the longest "route" possible. In assigning these dates, staff had to make assumptions such as application dates for the next type of application, as well as that the applications received were complete and ready for public review in the form they were submitted. Staff chose to start the timeline in the last week of February/first week of March, as that is when people often start making inquiries/applications to change their property in order to get ready for building season in May/June. In the "best case" scenario, starting February 26, 2024 and going through all six applications above, building permit was reached August 2024. In the "worst case" scenario, starting February 26, 2024 and going through all six applications above, building permit was reached October 2024. Going through the flow chart the "best case" scenario starts with the nomination being submitted early on in the two week stay process which allowed it to be put on the HPC meeting in March. The "worst case" scenario has the nomination being submitted on the last day in the two week stay process, and thus the public hearing being pushed to the HPC meeting in April. Approved nominations made it through Council April 3, 2024 and May 1, 2024 respectively. For the Certificate of Appropriateness application segment, in the "best case" scenario the application is submitted the day after structure is officially designated after two readings at Council. In the "worst" the application is submitted a week later. (Please note that these are assumptions that staff is making, as we have no way of knowing how much an applicant will have prepared or how long it will take them to submit.) Getting through the Certificate of Appropriateness process puts the "best case" scenario at April 17, 2024, and the "worst case" at June 5, 2024. (Please note that as staff is exhibiting the longest "route"

possible, the Certificate of Appropriateness application results in a denial.) For the Exemption application segment, staff gave each scenario a week to submit the Exemption application. If the Exemption is approved the “best case” scenario is June 5, 2024 and the “worst case” is July 17, 2024. At this point if the Exemption is approved, the Applicant is free to go on to DRB and Building Permit, ending up at August 2024 and October 2024 respectively. Staff would like to reiterate that based on the assumptions made by staff, in a real world example, if applications are not complete and necessitate a back and forth, and/or are not submitted in the extremely optimistic timeline presented in the flowchart, it is likely that two-three months (or more) could be added to both timelines. As HPC and the Town Council are having a joint discussion on July 17, 2024 to discuss Historic Preservation and ways to potentially streamline the process, staff thought it opportune to bring this back for review and any questions before the joint meeting.

Kelly T. pointed out that on one end if someone wants to get rid of a building there’s good and bad associated with it and how lengthy this process is.

Larry S. asked what our Town Attorney thinks about “takings” of someone’s structure being designated without their permission. Would like to bring up at the joint work session how much weight we should give to the property owner’s wants.

Kenneth H. said the basis by which the Council decides how far they want to take the notion of historic preservation. You would be hard pressed to argue that you were out money when this applies to the whole town. In favor of streamlining.

## **10. STAFF REPORTS**

### **A. Staff Update Memo**

#### **491 Main Street**

The property owner of 491 Main St. in Minturn recently applied to demolish the structure.

The structure was originally built in 1939, thus surpassing the 75 year threshold and triggering the requirement of posting a sign on the property detailing that an application for demolition has been submitted, and that the structure is eligible for nomination to be designated as a historic property.

The sign posting was completed on June 28, 2024 with no nominations.

#### **856 Main Street**

The property owner of 856 Main St. in Minturn recently applied to demolish the structure.

The structure was originally built in 1937, thus surpassing the 75 year threshold and triggering the requirement of posting a sign on the property detailing that an application for demolition has been submitted, and that the structure is eligible for nomination to be designated as a historic property.

The sign posting was completed on June 27, 2024 with no nominations.

#### **Historic Resource Survey RFP**

Staff requests a volunteer from the HPC to participate in interviewing applicants for the RFP for the Historic Resource Survey. Interviews are likely to take place July 30-31.

Kelly T. volunteered. Ken H. will be a backup.

**11. HISTORIC PRESERVATION COMMISSION COMMENTS**

Kenneth H. will not be applying for another term, but thanked everyone for the opportunity to learn and grow. He will not be available for tomorrow's work session.

Ken H. thanked Kenneth H. and Larry S. for their time served on the HPC.

**12. FUTURE AGENDA ITEMS**

**13. ADJOURN**

Motion by Larry S., second by Kenneth H., to adjourn the regular meeting of July 16, 2024 at 6:16 p.m. Motion passed 5-0.

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Ken Halliday, Commission Chair

ATTEST:

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Michelle Metteer, Town Manager