



To: Historic Preservation Commission (“HPC”)
From: Madison Harris
Date: July 12, 2024
Agenda Item: Historic Preservation Process

REQUEST:

Discuss the Historic Preservation Process in preparation for the joint session with Council.

INTRODUCTION:

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.

ANALYSIS:

In the attached flowchart each color is a different process requiring a different application form. In the example of an exterior remodel request, there are up to six different processes that could be gone through:

- Newly approved “pre-permit” to kick off the two week stay (Chapter 19, Article 9)
- Nomination process (Chapter 19, Article 4)
- Certificate of Appropriateness process (Chapter 19, Article 5)
- Exemption process (Chapter 19, Article 8)
- DRB process (Chapter 16)
- Building Permit process (Chapter 18)

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.

COMMUNITY INPUT: Ongoing

BUDGET / STAFF IMPACT: TBD

STRATEGIC PLAN ALIGNMENT:

PRACTICE FAIR, TRANSPARENT AND COMMUNICATIVE LOCAL GOVERNMENT
SUSTAIN AND INVEST IN THE THINGS THAT DEFINE MINTURN AS A PROUD,
STURDY MOUNTAIN TOWN TO “KEEP MINTURN MINTURN”

ATTACHMENTS:

- Flowchart with deadlines