



OFFICIAL MINUTES
Historic Preservation Commission Meeting
Monday, March 17, 2025
Town Hall / Council Chambers - 302 Pine St Minturn, CO

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.

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/83717251235>

Zoom Call-In Information: 1 651 372 8299 or 1 301 715 8592 **Webinar ID:** 837 1725 1235

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

HPC Vice Chair Robert Creasy called the meeting to order at 5:33 p.m.

2. ROLL CALL AND PLEDGE OF ALLEGIANCE

Members present: HPC Chair Ken Halliday, HPC Vice Chair Robert Creasy, and HPC Members Tracy Andersen, and Lynn Teach.

Staff Member Present: Planner II Madison Harris.

Note: Kelly Toon is excused absent.

3. APPROVAL OF REGULAR AGENDA

Opportunity for amendment or deletions to the agenda.

Motion by Lynn T., second by Ken H., to approve the agenda as presented. Motion passed 4-0.

Note: Kelly T. is excused absent.

4. APPROVAL OF MINUTES

A. January 21, 2025

Motion by Ken H., second by Lynn T., to approve the minutes of January 21, 2025 as presented. Motion passed 4-0.

Note: Kelly T. is excused absent.

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.

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. Frequently Asked Questions Fact Sheet

Madison H. introduced the agenda item and went through the questions provided by the HPC and the answers provided by staff.

Lynn T. pointed out an editing issue on a question “some” vs “someone”.

Direction given was to:

- Add a blurb at the beginning about why this is important
- List the eligibility criteria under the first question on page 1 of the memo
- Combine questions 2 and 3 on page 1 of the memo
- Add verbiage about the Town’s plaques and the assistance of creating a narrative under question 4 on page 1 of the memo
- Come questions 1, 2, and 3 on page 2 of the memo
- Amend question 5 on page 2 of the memo to better specify who makes the final decision on historic designations.
- Combine question 6 on page 2 of the memo with question 4 on page 1 of the memo in regards to funding and tax credits
- Remove question 7 on page 2 of the memo
- Combine question 8 on page 2 of the memo with question 1 on page 1 of the memo in regards to how to get certainty on whether or not the property will be designated
- Change the wording of question 9 on page 2 of the memo in regards to the historic resource survey
- Combine question 1 on page 3 of the memo with question 1 on page 1 of the memo in regards to how to find information to figure out if your property qualifies to be historically designated
- Combine question 4 on page 3 of the memo with question 5 on page 2 of the memo in regards to public and owner input on the designation
- Remove questions 5, 6, and 8 on page 3 of the memo
- Remove question 1 on page 4 of the memo
- Tighten the wording of question 2 on page 4 of the memo
- Remove question 3 on page 4 of the memo
- Direct people just to the link to the code section rather than copying it out for question 5 on page 5 of the memo
- Remove question 2 on page 5 of the memo

- Reword question 3 on page 5 of the memo

10. STAFF REPORTS

11. HISTORIC PRESERVATION COMMISSION COMMENTS

No HPC comments.

12. FUTURE AGENDA ITEMS

- a. Historic Resource Survey Update
- b. Incentives
- c. Identifying 10 properties
- d. Events to promote historically designated sites

13. ADJOURN

Motion by Lynn T., second by Ken H., to adjourn the regular meeting of March 17, 2025 at 6:46 p.m. Motion passed 4-0.

Note: Kelly T. is excused absent.

Ken Halliday, Commission Chair

ATTEST:

Jay Brunvand, Town Clerk