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

## **Memorandum**

Date: October 11, 2024  
To: Minturn Historic Preservation Commission  
From: Madison Harris, Planner I  
Re: Historic Preservation Commissioner Training

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The Historic Preservation Commission often handles applications or topics of a quasi-judicial matter. Thus, whenever there are new people on the Commission, staff considers it best practice to go over the statutes and rules that the Board has to abide by. The presentation and training will likely cover, including but not limited to, the role of the HPC, an introduction to the quasi-judicial role, best practices for quasi-judicial hearings, and tips for good deliberation. This is to set the foundation for the new Commissioners' terms and give a refresher course to the Commissioners that are only part-way through their terms.