



To: Historic Preservation Commission (“HPC”)
From: Madison Harris
Date: May 17, 2024
Agenda Item: Historic Preservation Process

REQUEST:

Discuss the Historic Preservation Process and how to make that an easy to consume flyer.

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 has put together a flowchart of how the difference processes within Chapter 19 relate to each other to get input from the HPC on how best to showcase this information.

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 would like to discuss with the HPC reviewing the entire process to see where it can be made streamlined before producing a flyer, as the current process might be slightly confusing to people who aren’t used to dealing with this.

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