



To: Historic Preservation Commission (“HPC”)  
From: Madison Harris  
Date: May 17, 2024  
Agenda Item: Ordinance TBD - Series 2024 Amending Chapter 19 of the Historic Preservation Code to allow for More Posting Places and to Extend the Limitations on Proposed Designations

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**REQUEST:**

Review Ordinance TBD - Series 2024 Amending Chapter 19 of the Historic Preservation Code to allow for More Posting Places and to Extend the Limitations on Proposed Designations.

**INTRODUCTION:**

Based on comments from Council, as well as examining staff’s own process, staff has drafted an ordinance that addresses primarily two items: 1) extending the reconsideration of a proposed designation once denied from 1 year to 5 years, and 2) adding additional posting places like the website and posting boxes as places to alert people so that the process can be more transparent to the public.

**ANALYSIS:**

The way the Town Code is currently written, once a nomination application is denied, then unless a substantially different application is submitted, no one can nominate that property for one year. Staff has no criteria with which to evaluate whether or not an application is “substantially” different, and also believes that once a nomination is denied, that denial should be valid for a longer time. As such, staff has added a section to encourage people to submit all materials they have once a nomination has been submitted, so that the HPC will be able to evaluate the nomination with all supplemental materials. If the nomination is denied then the property cannot be nominated for five years.

Staff has also adjusted the posting places in Article 9 to allow for the posting boxes and Town website, as well as added the clause that if no one nominates the property during the initial fourteen day waiting period, then no one can nominate the property for the next five years.

**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:**

- Ordinance TBD - Series 2024 Amending Chapter 19 of the Historic Preservation Code to to allow for More Posting Places and to Extend the Limitations on Proposed Designations