



## Agenda

### Historic Preservation Commission Regular Meeting | 5:30 PM

Tuesday, August 19, 2025

Town Hall / Council Chambers - 302 Pine St Minturn, CO

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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](http://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/83160113228>

**Zoom Call-In Information:** 1 651 372 8299 or 1 301 715 8592 **Webinar ID:** 831 6011 3228

**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 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**
2. **Roll Call and Pledge of Allegiance**
3. **Approval of Regular Agenda**  
Opportunity for amendment or deletions to the agenda.
4. **Approval of Minutes**
  - A. May 20, 2025
5. **Declaration of Conflicts of Interest**
6. **Public Comments**
7. **Special Presentations**  
Presentations are limited to 5 minutes. Invited presentations are limited to 10 minutes if prior arrangements are made with the Town Clerk.
8. **Business Items**  
Items and/or Public Hearings listed under Business Items may be old or new and may require review or action by the Council.

- A. Appointing of Historic Preservation Commission Chair
- B. Appointing of Historic Preservation Commission Vice Chair
- C. Ordinance TBD - Series 2025 Amending Chapter 19, Article 5 to Add the Secretary of Interior's Design Guidelines as a Review Standard

**9. Discussion / Direction Items**

**10. Staff Reports**

**11. Historic Preservation Commission Comments**

**12. Future Agenda Items**

**13. Adjourn**



**OFFICIAL MINUTES**  
**Historic Preservation Commission Meeting**  
**Tuesday, May 20, 2025**  
**Town Hall / Council Chambers - 302 Pine St Minturn, CO**

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**Zoom Call-In Information:** 1 651 372 8299 or 1 301 715 8592 **Webinar ID:** 863 9469 1564

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**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**

Kelly Toon called the meeting to order at 5:34 p.m.

**2. ROLL CALL AND PLEDGE OF ALLEGIANCE**

Members present: HPC Members Tracy Andersen, Kelly Toon, and Lynn Teach.

Staff Member Present: Planner II Madison Harris.

*Note: HPC Chair Ken Halliday and HPC Vice Chair Robert Creasy are excused absent.*

**3. APPROVAL OF REGULAR AGENDA**

Opportunity for amendment or deletions to the agenda.

Motion by Lynn T., second by Kelly T., to approve the agenda as presented. Motion passed 3-0.

*Note: Ken H. and Robert C. are excused absent.*

**4. APPROVAL OF MINUTES**

**A. April 15, 2025**

Motion by Lynn T., second by Kelly T., to approve the minutes of April 15, 2025 as presented.

Motion passed 3-0.

*Note: Ken H. and Robert C. are 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. Historical Resource Survey - Update from Ron Sladek**

Ron Sladek, Tatanka

Has spent a number of days in Town and taken a look at 96 properties so far. Got down to about Meek Ave, but due to snow accumulation had to take a break. There's about six houses on the west side of Pine St and about 25 south of Meek Ave that he needs to get to. On top of editing the photos, organizing, he is also cross checking with the Assessor's Site. In a few weeks he'll start writing the reconnaissance report which should be done in the next couple months. Requested that Madison H. get a list from the county of properties built 1950-1959 which will give another decade to work with and plan forward accordingly.

*Note: Robert Creasy arrived 5:43 p.m.*

Mr. Sladek is planning to be up here in the next couple of weeks.

Tracy A. appreciates the forward thinking.

Mr. Sladek would like to hold off on recommendations until he gets to the writing stage.

**B. Events to Promote Historically Designated Sites**

Lynn T. recommended that people try and read "The History of Belden, Colorado". She will be checking with the Eagle County Historical Society to see if the author is doing any talks. There will be a pop-up in Red Cliff this summer as well as two in Fulford. They have a history of doing cemetery tours and have had a booth at the Christmas market where they dressed up and pretended to be residents of Minturn from the old days. Wants to connect their events with the Town's website. They did an antique roadshow where people would bring their antiques to a booth and give the history of it. Posed an antique treasure hunt for children. Lauren Golber has several different talks on the railroad. Would like to have a self-walk packet. Would like to promote Red Cliff's museum if we can get ahold of their hours.

Tracy A. suggested a table top display at one of the summer concerts. Capitalize on events already taking place and have a crowd to get the word out.

Kelly T. is supportive of a cemetery tour coming back to Minturn again. Would like to record the older people who have stories.

- Robert C. said that if we submit those stories to NPR then those get archived with the Library of Congress.

**10. STAFF REPORTS**

**11. HISTORIC PRESERVATION COMMISSION COMMENTS**

**12. FUTURE AGENDA ITEMS**

a. **Tracy A. will be out of the country**

**13. ADJOURN**

Motion by Lynn T., second by Kelly T., to adjourn the regular meeting of May 20, 2025 at 6:28 p.m. Motion passed 4-0.

*Note: Ken H. is excused absent.*

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Ken Halliday, Commission Chair

ATTEST:

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Jay Brunvand, Town Clerk

**Minturn Planning Department**  
Minturn Town Center  
301 Boulder St. #309  
Minturn, CO 81645  
970-827-5645  
[planner1@minturn.org](mailto:planner1@minturn.org)  
[www.minturn.org](http://www.minturn.org)



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

## **Memorandum**

Date: August 14, 2025  
To: Minturn Historic Preservation Commission  
From: Madison Harris, Planner I  
Re: Appointment of HPC Chair and Vice Chair

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As part of the establishment of the Historic Preservation Commission, Sec. 19-2-40. – *Officers* requires the election of a Chair

*“HPC shall, by majority vote, elect one (1) of its members to serve as chairperson to preside over HPC's meetings and one (1) member to serve as the vice-chairperson. The members so designated shall serve in these capacities for terms of one (1) year. A Town employee appointed by the Town Manager pursuant to Section 19-2-50 shall serve as Secretary of the HPC.”*

Staff requests that the HPC elect Chair and Vice Chair to run meetings and who can duly address all powers and duties required of the HPC.

*Sec. 19-2-80. – Powers and duties.*

The HPC:

- (1) May conduct surveys and create inventories of properties and areas for the purpose of defining those of historic significance.
- (2) Shall review and determine qualifications of buildings, structures, objects, sites, and historic districts nominated for designation and recommend that the Town Council designate by ordinance such buildings, structures, objects, sites, or historic districts qualifying for such designation.
- (3) Shall recommend to the Town Council the establishment of construction and design guidelines, consistent with the Secretary of the Interior's Standards for the Treatment of Historic Properties, for the review of proposals to alter, relocate, or demolish historic properties.

(4) Shall review and make recommendations on any application for alteration, relocation, or demolition of a historic property or historic district or planning and design for a project that may affect the character or integrity of the historic property or historic district.

(5) May participate in review of National Register of Historic Places nominations.

(6) May advise and assist owners on physical and financial aspects of preservation, rehabilitation, restoration, and reconstruction, including nomination to the Town's Historic Register, the Colorado State Register of Historic Properties, and the National Register of Historic Places.

(7) May develop and assist in public education programs on history, archaeology, and historic preservation.

(8) Shall advise the Town Council on matters related to preserving the historic character and substance of the Town and recommend easements, covenants, licenses, and other methods which will implement the completion of the purposes of this Chapter.

(9) Shall participate in federal Section 106 Review under the National Historic Preservation Act of 1966 as requested by Town Council or staff.

(10) May actively pursue financial assistance for preservation-related programs.

(11) Shall draft and recommend for adoption by the Town Council such by-laws, operating policies and other rules of procedure for HPC, as HPC may deem appropriate.

There are no pre-qualifications that the Chair and Vice Chair need to have, such as number of years sitting on the HPC. This appointment is a vote by the HPC members.



To: Historic Preservation Commission  
From: Madison Harris  
Date: August 14, 2025  
Agenda Item: Ordinance TBD - Series 2025 An Ordinance Amending Chapter 19 – Historic Preservation of the MMC to Add the Secretary of Interior’s Guidelines as a Review Standard

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**REQUEST:**

Review and make a recommendation to the Town Council to approve, approve with modifications, or deny Ordinance TBD - Series 2025 An Ordinance Amending Chapter 19 - Historic Preservation of the MMC to Add the Secretary of Interior’s Guidelines as a Review Standard.

**INTRODUCTION:**

Last year there were amendments to Chapter 19 that staff has since discovered have some unintended consequences, so this ordinance is being presented in efforts to correct the oversight.

**ANALYSIS:**

At the June 5, 2024 meeting Council discussed balancing historic preservation, economic feasibility, and the utilization of property, particularly in the Town’s downtown, commercial generating area. In response to this a work session was scheduled at the July 17, 2024 meeting.

During the work session staff brought forth nine different ideas for Council to discuss and give direction on. Staff was directed to bring back an ordinance addressing Options 1-7:

1. Option 1: Eliminate the requirement for two sets of design review guidelines
2. Option 2: Eliminating potentially redundant approval requirements
3. Option 3: Allow for historically designated structures in the downtown corridor to have the immediate ability to functions as short term rentals on all floors
4. Option 4: Encourage historic preservation reinvestment as part of the Downtown Development Authority Operations Plan
5. Option 5: Require a minimum of two nominators for a structure to be nominated for historic designation
6. Option 6: Create a process whereby property owners can determine if their structure would be historically designated without necessarily “supporting” such a designation
7. Option 7: Allow residential in the Downtown Character Area on the back 50% ground floor of historically designated commercial buildings to create live/work opportunities

All of this ended up being addressed in Ordinance 20 - Series 2024 which was passed September 2024. Unfortunately, since then staff has discovered that as a Certified Local Government the Town is required to have “Standards, criteria, and procedures for review of

alterations, demolitions, or new construction. They must be consistent with the Secretary of the Interior’s Standards and Guidelines for Archaeology and Historic Preservation.” - Colorado CLG Handbook pg. 4.

As such, staff is presenting an ordinance for review to add back in the Secretary of Interior’s Standards and Guidelines in Article 5 where it was previously located. Staff is presenting this ordinance to the HPC to receive feedback and a recommendation before bringing it to Council for final decision.

**COMMUNITY INPUT:**

Ongoing.

**BUDGET / STAFF IMPACT: TBD**

**STRATEGIC PLAN ALIGNMENT:**

The HPC’s review and recommendation to the Town Council of the Ordinance aligns with the following key strategies:

- Integrity
- Transparency
- Collaboration

**ATTACHMENTS:**

- Ordinance TBD - Series 2025 An Ordinance Amending Chapter 19 – Historic Preservation of the MMC to Add the Secretary of Interior’s Guidelines as a Review Standard.

TOWN OF MINTURN, COLORADO  
ORDINANCE NO. TBD – SERIES 2025

AN ORDINANCE OF THE TOWN OF MINTURN, COLORADO  
AMENDING CHAPTER 19, ARTICLE 5 OF THE MINTURN  
MUNICIPAL CODE ADDING THE SECRETARY OF INTERIOR’S  
DESIGN GUIDELINES AS A REVIEW STANDARD

**WHEREAS**, the Town of Minturn (“Town”) is a Colorado home rule municipality organized pursuant to Article XX of the Colorado Constitution and with the authority of the Town of Minturn Home Rule Charter for which the Minturn Town Council (“Town Council”) is authorized to act; and

**WHEREAS**, the Town of Minturn 2025-2027 Strategic Plan (hereinafter the “Strategic Plan”) values “Integrity, Transparency, Collaboration, [and] Resourcefulness” through specific strategic plan goals and policies;

**WHEREAS**, the Strategic Plan contains five key priorities for implementation, including “Manage Growth”; and

**WHEREAS**, the Town Council has adopted Chapter 19 Historic Preservation, Minturn Municipal Code (“MMC”); and

**WHEREAS**, Sec. 19-1-30. – Intent, MMC, states that the “intention of this Chapter is to create a reasonable balance between private property rights and the public interest in preserving the Town's unique historic character through the nomination of buildings, structures, sites, objects, and historic districts for preservation;” and

**WHEREAS**, Sec. 19-2-10. – Creation, MMC, states that “There is hereby established a Historic Preservation Commission, which shall be appointed by the Town Council, and hereinafter referred to as the (“HPC”).

**WHEREAS**, the HPC recognizes that Chapter 19 does not adequately provide design standards for existing and new property owners; and

**WHEREAS**, the HPC believes that adding language to provide more design related standards to provide better direction and to ensure compliance with state/federal regulations and certification requirements will promote the intent of Chapter 19 by creating a reasonable balance between private property rights and the public interest; and

**WHEREAS**, at their regularly scheduled meeting of August 19, 2025, the HPC considered this ordinance and recommended approval; and

**WHEREAS**, at their regularly scheduled meeting on September 3, 2025, the Minturn Town Council approved this ordinance on first reading; and

**WHEREAS**, the HPC and Town Council have determined that the text amendments to Chapter 19 of the Minturn Municipal Code as provided herein are necessary and proper.

NOW THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF MINTURN, COLORADO:

SECTION 1. The foregoing recitals are incorporated herein as if set forth in full.

SECTION 2. Chapter 19 of the Minturn Municipal Code is hereby amended to read as follows, with additions shown in double underlined text and language to be deleted shown as ~~strike through~~ text. Sections of Chapter 19 which are not expressly described in this Ordinance are deemed to continue to be in full effect without change.

\* \* \*

**CHAPTER 19 – Historic Preservation**

\* \* \*

**ARTICLE 5 – Alterations to Listed Properties and Historic Districts**

\* \* \*

**Sec. 19-5-30. – Review criteria.**

- (a) Compliance with any Historic Preservation Design Guidelines adopted by the Town Council for historic properties and/or contributing properties within historic districts.
- (b) Compliance with the Secretary of the Interior's Standards for the Treatment of Historic Properties, including the Standards for Rehabilitation and with Appendix B – Minturn Design Standards and Guidelines as long as the alterations are keeping with the general character of the historic property. If there is conflict between the two standards, the Secretary of Interior's Standards for the Treatment of Historic Properties, including the Standards for Rehabilitation shall take precedent.

\* \* \*

INTRODUCED, READ BY TITLE, APPROVED ON THE FIRST READING AND ORDERED PUBLISHED BY TITLE ONLY AND POSTED IN FULL ON THE OFFICIAL TOWN WEBSITE THE 3<sup>rd</sup> DAY OF SEPTEMBER, 2025. A PUBLIC HEARING ON THIS ORDINANCE SHALL BE HELD AT THE REGULAR MEETING OF THE TOWN COUNCIL OF THE TOWN OF MINTURN, COLORADO ON THE 17<sup>th</sup> DAY OF SEPTEMBER, 2025 AT 5:30 p.m. AT THE MINTURN TOWN HALL 302 PINE STREET, MINTURN COLORADO 81645.

TOWN OF MINTURN, COLORADO

\_\_\_\_\_  
Earle Bidez, Mayor

ATTEST:

By: \_\_\_\_\_  
Jay Brunvand, Town Clerk

THE TOWN OF MINTURN, COLORADO, ORDAINS THIS ORDINANCE ENACTED ON SECOND READING AND ORDERED PUBLISHED BY TITLE ONLY AND POSTED IN FULL ON THE OFFICIAL TOWN WEBSITE THIS 17<sup>th</sup> DAY OF SEPTEMBER, 2025.

TOWN OF MINTURN, COLORADO

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Earle Bidez, Mayor

ATTEST:

By: \_\_\_\_\_  
Jay Brunvand, Town Clerk