



## Agenda

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

Tuesday, September 9, 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/81589991808>

**Zoom Call-In Information:** 1 651 372 8299 or 1 301 715 8592 **Webinar ID:** 851 8999 1808

**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 Minutes**
  - A. August 19, 2025
4. **Approval of Regular Agenda**

Opportunity for amendment or deletions to the agenda.
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.

  - A. Commissioner Training
  - B. Historic Resource Survey Update - Ron Sladek

**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.

**9. Discussion / Direction Items**

**10. Staff Reports**

**11. Historic Preservation Commission Comments**

**12. Future Agenda Items**

A. Ideas to Encourage Historic Preservation in Minturn

B. Landmark Discussion about Non-Building Designations

C. Professional Display about the Town's Inventory

**13. Adjourn**



**Official Minutes**  
**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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**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

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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**

Ken Halliday called the meeting to order at 5:30 p.m.

**2. Roll Call and Pledge of Allegiance**

Members present: HPC Members Tracy Andersen, Dan Brown, Robert Creasy, Ken Halliday, Lynn Teach, and Kelly Toon.

Staff Member Present: Planner II Madison Harris.

*Note: Tammy Ramsey is excused absent.*

**3. Approval of Regular Agenda**

Opportunity for amendment or deletions to the agenda.

Motion by Robert C., second by Kelly T., to approve the agenda as presented. Motion passed 5-0.

*Note: Dan B. is a non-voting advisory member.*

**4. Approval of Minutes**

**A. May 20, 2025**

Motion by Lynn T., second by Tracy A., to approve the minutes of May 20, 2025 as presented. Motion passed 5-0.

*Note: Dan B. is a non-voting advisory member.*

**5. Declaration of Conflicts of Interest**

No conflicts of interest.

**6. Public Comments**

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 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**

Motion by Lynn T., second by Tracy A., to appoint Ken Halliday to Historic Preservation Commission Chair. Motion passed 5-0.

*Note: Dan B. is a non-voting advisory member.*

**B. Appointing of Historic Preservation Commission Vice Chair**

Motion by Lynn T., second by Tracy A., to appoint Robert Creasy to Historic Preservation Commission Vice Chair. Motion passed 5-0.

*Note: Dan B. is a non-voting advisory member.*

**C. Ordinance TBD - Series 2025 Amending Chapter 19, Article 5 to Add the Secretary of Interior's Design Guidelines as a Review Standard**

Madison H. introduced the agenda item. 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. 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.

Robert C. asked if this would be more burdensome.

Lynn T. said that she thought the concern was the time it took.

Ken H. concerned that this is adding back in a level of review that we had gotten rid of. Doesn't want to be super prescriptive.

Kelly T. worried that needing to upgrade windows or roofs will run afoul of this.

- Madison H. pointed out that the threshold for what constitutes an alteration is not proposing to be changed.

Dan B. is not accustomed to working outside of the Sec. of Int. Guidelines, but this can be a burden on small communities.

Tracy A. asked if these Guidelines can change at the federal level.

- Yes, these can be amended just like any policy document.

Public comment opened.

No public comment.

Public comment closed.

Motion by Robert C., second by Lynn T., to forward a recommendation of approval to the Town Council of Ordinance TBD - Series 2025 Amending Chapter 19, Article 5 to Add the Secretary of Interior's Design Guidelines as a Review Standard. Motion passed 5-0.

*Note: Dan B. is a non-voting advisory member.*

## **9. Discussion / Direction Items**

### **10. Staff Reports**

Madison H. gave an update on the Historic Resource Survey. She also polled the HPC to see if they could move their September meeting to September 9<sup>th</sup> instead of the 16<sup>th</sup>.

### **11. Historic Preservation Commission Comments**

Lynn T. talked about Malcom Osbourne's book about the Belden Mine. Described a mine that she visited in northern Illinois.

Dan B. introduced himself and the rest of the HPC introduced themselves to him.

### **12. Future Agenda Items**

Ken H. would like to add in one of the upcoming meetings a discussion about ideas to encourage historic preservation in Minturn.

Kelly T. asked to have a landmark discussion about non-building designations.

Tracy A. would like to have a professional display about our inventory.

**13. Adjourn**

Motion by Lynn T., second by Kelly T., to adjourn the regular meeting of August 19, 2025 at 6:39 p.m. Motion passed 5-0.

*Note: Dan B. is a non-voting advisory member.*

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Ken Halliday, Commission Chair

ATTEST:

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Jay Brunvand, Town Clerk

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

## **Memorandum**

Date: September 5, 2025  
To: Minturn Historic Preservation Commission  
From: Madison Harris, Planner II  
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.



To: Historic Preservation Commission (“HPC”)  
From: Madison Harris, Planner II  
Date: September 5, 2025  
RE: Historic Resource Survey Update - Ron Sladek

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**INTRODUCTION:**

Mr. Ron Sladek provided an update that he is continuing to draft the reconnaissance report, and while it won't be completed in time for this packet, he would like to provide a draft to go over at the meeting. At the meeting we can also discuss options for the intensive-level survey for which he has some recommendations.

**STRATEGIC PLAN ALIGNMENT:**

The review of the Historic Preservation Resource Survey process and progress aligns with the following key values:

- Transparency
- Collaboration
- Resourcefulness