



Historic Preservation Commission (HPC) Agenda
Tuesday October 18, 2022 4:00 PM
Minturn Town Hall / 302 Pine St Minturn, CO

The agenda is subject to change, include the addition of items 24 hours in advance or the deletion of items at any time. The order and times of agenda items listed are approximate. This agenda can be viewed at 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/84742887053>
Zoom Call-In Information: **1 651 372 8299 or 1 301 715 8592 Webinar ID: 847 4288 7053**

Please note: all virtual participants are muted. In order to be called upon and 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 (5) 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 I, prior to the meeting and will be included as part of the record.

1. **CALL TO ORDER – 4:00 PM**
2. **ROLL CALL & PLEDGE OF ALLEGIANCE**
3. **APPROVAL OF AGENDA** *Opportunity for amendment or deletions to the agenda.*
4. **DECLARATION OF CONFLICTS OF INTEREST**
5. **APPROVAL OF MINUTES**
5.1 September 27, 2022
6. **PUBLIC COMMENT** *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.*
7. **HPC COMMENTS**
8. **FUTURE AGENDA ITEMS**
9. **ADJOURN**
10. **WORK SESSION**
10.1 Draft Historic Preservation Plan



**Historic Preservation Commission (HPC) Agenda
Tuesday September 27, 2022 5:30 PM
Minturn Town Hall / Upstairs Conference Room
302 Pine St Minturn, CO**

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MEETING ACCESS INFORMATION AND PUBLIC PARTICIPATION

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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 I, prior to the meeting and will be included as part of the record.

1. CALL TO ORDER – 5:30 PM

HPC Chair Ken Halliday called the meeting to order at 5:30 pm.

2. ROLL CALL & PLEDGE OF ALLEGIANCE

Those present at roll call: HPC Chair Ken Halliday, and HPC members Tracy Andersen, Kenneth J. Howell, and Kelly Toon.

Staff Member Present: Town Manager Michelle Metteer

Note: Vice Chair Larry Stone is excused absent.

3. APPROVAL OF AGENDA *Opportunity for amendment or deletions to the agenda.*

Motion by Kenneth H., second by Kelly T., to approve the agenda as presented. Motion passed 4-0.

Note: Vice Chair Larry Stone is excused absent.

4. DECLARATION OF CONFLICTS OF INTEREST

No conflicts of interest.

5. APPROVAL OF MINUTES

5.1 September 13, 2022

Ken H. requested that the minutes be made clear concerning the list that Kelly T. gave. Motion by Tracy A., second by Ken H., to approve the minutes of September 13, 2022 as amended. Motion passed 4-0.

Note: Vice Chair Larry Stone is excused absent.

6. **PUBLIC COMMENT** *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.*
No special presentations.
8. **HPC COMMENTS**
Kelly T. talked to Diana Scherr with the Community Fund about joining them as a non-profit and that seems feasible so he will be attending their next meeting.
9. **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.*
10. **DISCUSSION / DIRECTION ITEMS**

10.1 Tutorial with Dr. Lindsey Flewelling

Dr. Flewelling gave a presentation that is attached as an appendix to these minutes. She explained State Historical Fund Grants and tax credits for Certified Local Governments (CLG) plus the benefits and requirements of being a CLG. She emphasized the importance of actionable goals.

Discussion ensued.

Direction given was to start drafting a Historic Preservation Plan in house.

10.2 Discussion Points for Joint Meeting with Council on October 5 – Review Memo

Michelle M. presented the draft memo that was included in the packet.

Kenneth H. requested adding the potential of applying to be a CLG to the list of topics to discuss. Also potentially adding a discussion about allocating funds from the 2023 budget for grant matching funds.

Ken H. requested adding the survey to the action items.

Direction given was to add the CLG opportunity, adjust the discussion about the budget for 2023 possibly allocating funds for grant matching, and touch on the survey.

11. STAFF REPORTS

11.1 None

12. FUTURE AGENDA ITEMS

12.1 Joint Meeting with Town Council on October 5

13. ADJOURN

Motion by Kenneth H., second by Kelly T., to adjourn the HPC meeting of September 27, 2022 at 7:25 pm. Motion passed 4-0.

Note: Vice Chair Larry Stone is excused absent.

Ken Halliday, HPC Chair

ATTEST:

Michelle Metteer, Town Manager



Preservation Plans For Local Governments

Lindsey Flewelling
Preservation Planner & Certified Local Government (CLG) Coordinator

What is a Preservation Plan?

- Sets short and long-term goals
- Outlines actions to accomplish goals
- Serves as basis for local support
- Legitimizes commission activities
- Involves the public and elected officials
- Strengthens grant applications
- Is proactive, not reactive



Why Do We Need a Plan?

- Identify and articulate community preservation goals
- Inform and educate property owners
- Provide clarity about your historic preservation program
- Avoid conflict between competing public interests
- Strengthen political understanding and support

Who Will Write It?

- Consultant
 - SHF/CLG Grant
 - Local Funding
- Staff
 - Capacity
 - Integration into other planning efforts
- Commission/Volunteers
 - Time commitment
 - Government support



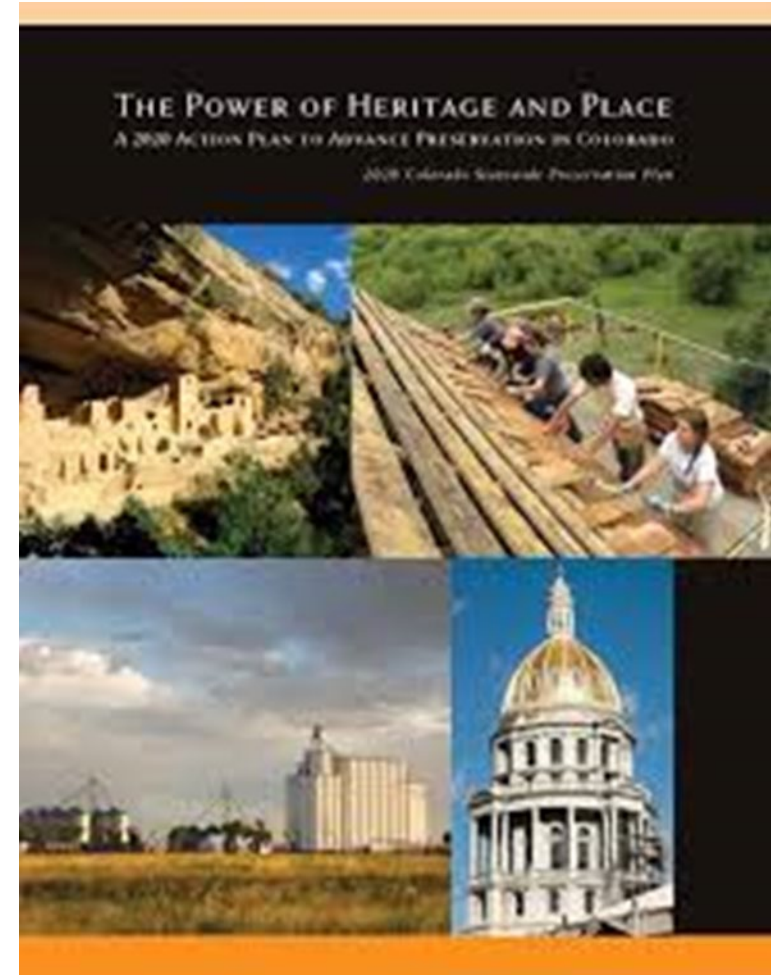
10 Steps to a Preservation Plan

1. Gather initial information
2. Develop a mission statement
3. Identify participants
4. Organize the process
5. Define the parts of the plan
6. Set timeframe
7. Form goals and tasks
8. Format the plan
9. Gather public comments
10. Officially adopt



1. Gather initial information

- Colorado's Statewide Preservation Plan
- State and federal regulations
- Local ordinance
- Commission history
- Past accomplishments
- Stakeholders



2. Develop a Mission Statement

- Why does the commission exist?
- Who does the commission serve?
- What is the purpose of the commission?
- What are the primary goals of the commission?
- What are the commission's legal responsibilities?

“The Wamsutter Historic Preservation Commission was established to support and encourage the preservation of historic resources for the benefit of the community’s residents by carrying out the responsibilities set out in local, state, and federal regulations and policies, and developing and implementing local historic preservation programs.”

3. Identify Participants

Who?

- Elected Officials
- Staff
- Historical societies
- Museum boards
- Chambers of commerce
- Property owners
- Real estate agents
- Preservation professionals
- Opposed parties

Provide them with:

- Understanding of their role and time commitment
- Program purpose
- Mission statement
- Summary materials
- Original data

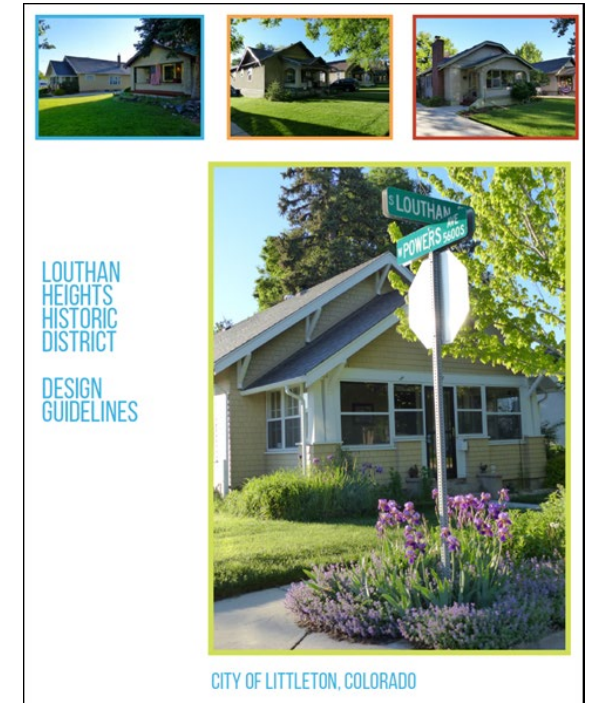
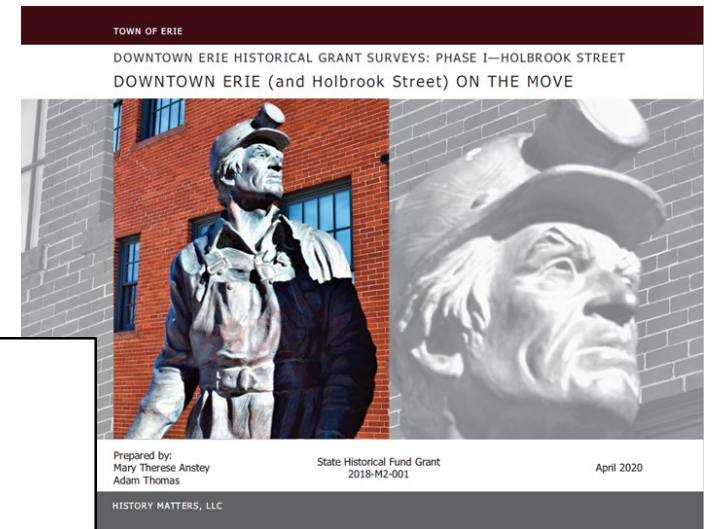
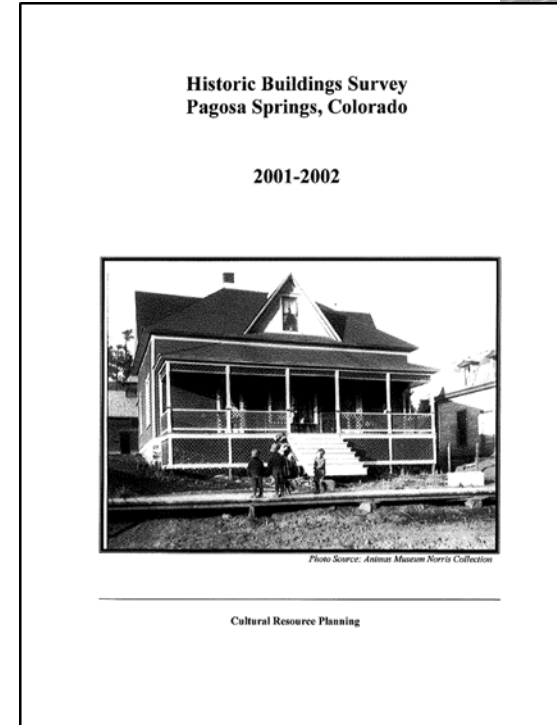
4. Organize the Process

- Brainstorm with large group
- Assign small groups to each section
- Select a writer
- Large group work sessions
- Coordinate with local planning efforts
- Set meetings to discuss only the plan



5. Define the parts of the plan

- Survey and Inventory
- Historic contexts
- Public education
- Meeting legal requirements
- Economic issues
- Funding
- Other relevant sections



6. Set timeframe

- Short range
- Long range
- One, three, and five year goals
- Flexibility
- Revise regularly



7. Form goals and tasks

GOAL: To prepare a complete inventory of all historic resources in the community

ONE YEAR TASKS

- Identify historic themes illustrated by the community's historic resources.
- Gather information on previously surveyed resources.
- Divide the community into survey areas.
- Conduct windshield surveys of each survey area.
- Create a prioritized list of survey areas.

THREE YEAR TASKS

- Conduct a reconnaissance survey of five survey areas.
- Identify two survey areas for intensive-level survey.
- Hire a consultant to intensively survey two survey areas.
- Hold a public meeting to share findings of surveys.
- Review prioritized list of surveys areas and adjust as needed.

FIVE YEAR TASKS

- Conduct reconnaissance survey of all remaining survey areas
- Identify remaining survey areas for intensive-level survey
- Hire a consultant to intensively survey two survey areas
- Hold a public meeting to share findings
- Review all survey data

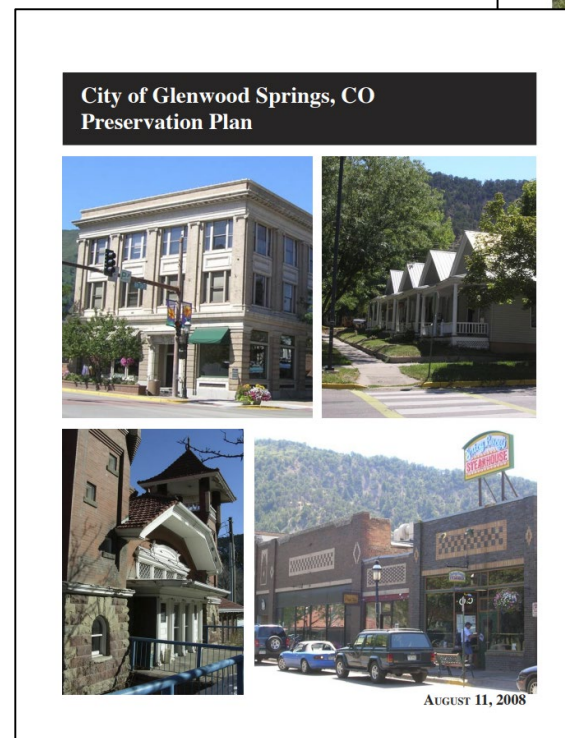
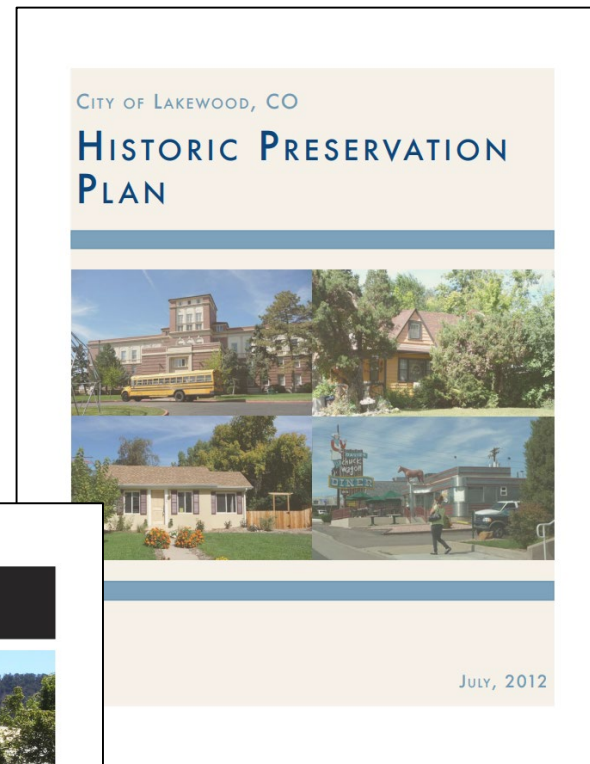
Considerations

- Set target completion dates
- Identify responsible parties
- Identify necessary resources
- Consider all ideas
- Don't overcommit
- Don't include everything
- Consider long-term effects
- Relate all goals to your mission statement



8. Format the plan

- Choose a format that's right for your commission
- Consider including:
 - Introduction
 - Names of stakeholders/participants
 - How to get more information
 - Implementation matrix
 - Relevant appendices
 - Plan for updates



9. Gather public comments

- Keep constituents updated on the plan
- Notify the public via media
- Post the draft plan online
- Announce meetings in advance
- Incorporate public input when possible
- Let SHPO know if you need any support!



10. Officially Adopt

- Commission votes
- Governing body votes
- Publish



Updating the Plan

- Evaluate progress annually
- Update the plan every 5-10 years
- Remember goals will change
- Publicize your progress

Resources

<https://www.historycolorado.org/certified-local-governments>

Lindsey Flewelling, Preservation Planner
lindsey.flewelling@state.co.us
303 866 4681



To: Historic Preservation Commission (“HPC”)
From: Michelle Metteer
Date: October 18, 2022
Agenda Item: Historic Preservation Plan Work Session

REQUEST:

Draft a Historic Preservation Plan.

INTRODUCTION:

Over the past couple of meetings, the HPC has discussed creating a Historic Preservation Plan for the Town of Minturn. When Dr. Lindsey Flewelling with History Colorado attended the September 27, 2022 meeting, she expounded on the benefits of having a plan and the goals it can help the HPC and the Town achieve.

This meeting will essentially be a work session dedicated to drafting a Historic Preservation Plan. As evidenced by the attached examples, a Historic Preservation Plan does not have to be a very long document, but instead something that sets goals to achieve that the HPC and staff can follow and strive to accomplish.

ANALYSIS:

A Historic Preservation Plan is one of the first steps to becoming a Certified Local Government (CLG) should that be the route the HPC and Town Council decide to move towards. On a more general scale, having a plan with clearly defined goals helps achieve transparency that the public can rely on.

COMMUNITY INPUT:

Ongoing

BUDGET / STAFF IMPACT:

N/A

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”

RECOMMENDED ACTION OR PROPOSED MOTION:

Draft a Historic Preservation Plan

ATTACHMENTS:

- Examples of Preservation Plans
- [State of Colorado 2020 Preservation Plan Summary](#)
- [Certified Local Government Program Overview](#)

5. Preservation Plan

Lamar

5. A copy of the local preservation plan, if extant, or a statement of describing the local preservation plan.

The City of Lamar Historic Preservation Authority Board will

- 1. Develop and adopt a preservation plan to strengthen the integration of historic preservation into the broader public policy and land use planning and decision-making arenas at the federal, state, tribal, and local levels; increase the opportunities for broad-based and diverse public participation in planning for historic and cultural resources; expand knowledge and skills in historic preservation planning; ensure the protection of Lamar's significant historic, architectural and environmental resources; and make review processes clear, predictable, and objective.*
- 2. Conduct a historic context study of Lamar. The Advisory Board will utilize and expand the Hoehn Cultural Resource Survey completed in 2012.*
- 3. Seek designation of a Main Street Historic District. The Resource Survey identified a Main Street historic district that the Advisory Board will implement.*
- 4. Design a downtown historical walking tour & brochure. City of Lamar is a Colorado Main Street Community called Lamar Partnership Inc. (LPI). The Historic*

Preservation Advisory Board is working closely with LPI to create a walking tour of historical downtown Lamar.

- 5. Research, design & install interpretive signage downtown. The Advisory Board is working closely with LPI on interpretive signage to compliment the historical walking tour.*
- 6. Oversight of rehabilitation of city-owned historic, architectural and environmental resources.*

Buena Vista

5)

1. Prepare a historic context study on the development of Buena Vista.
 2. Survey the Main Street Commercial District.
 3. Using completed Survey, propose and promote a Main Street Historic District
 4. Survey residential neighborhoods.
 5. Using completed Survey, encourage homeowners to individually list designated properties.
 6. Develop interpretive signage for the Main Street Historic District.
-

Starkville



Historic Preservation Statement Town of Starkville Historic Preservation Board

The Town of Starkville contains a few buildings (see attached list) that have historical importance to the Town of Starkville however there has not been a process in place for local designation until the potential of a Certified Local Government designation. The members of the Town of Starkville Historic Preservation Board have determined that the initial plan for historic preservation will focus on the identification of potentially eligible sites or properties, designing application forms, identifying local historical research or documentation to support designation process and the education of the public, property owners and the community on the attributes of an historical preservation.

Activities:

1. Identification of eligible sites in the Town of Starkville.
2. Obtain guidance on and financial assistance for conducting a new survey to establish inventory and to update existing information.

Local designation application forms:

1. Define information and forms necessary for the application for consideration of historical designation. Information and applications will correlate to state and federal requirements so the process will not have to be replicated multiple times if additional designations are sought.

Identification of resources to support historical designation or research:

1. Inventory files and materials available through Las Animas County and the State of Colorado.
2. Newspaper archives.
3. Local government documentation, County Clerk & Recorder, City Building Inspector, City Clerk.
4. Build a library of research materials to support research on architectural styles and construction.

Education:

1. Utilize historic preservation expertise and materials for seminars on historic preservation attributes.
 2. Identify property owners of eligible properties and inform them of opportunities and the process for historical designation.
-

Northglenn

Historic Preservation Activities Prior to CLG Application:

The Thede Farmhouse was added to the National Register of Historic Places and the State Register of Historic Properties in 1998. The farmhouse is commonly referred to as the Stonehocker House. It sits at the center of Stonehocker Park on the eastern edge of the city boundary.

The Commission's main priority has been working to restore the Thede House as a museum and cultural center, showing the history of homesteading in Colorado. Every year the Commission hosts an ice cream social at Stonhocker to promote the history and heritage of the site. The event typically draws 1,500-3,000 visitors.

Future projects/plans/studies moving forward:

The Commission is interested in pursuing further research in identifying specific properties that may be eligible for consideration as well as several subdivisions that are representative the communities character and period architecture. The Commission is also seeking to create an a set of design guidelines and a community engagement program – including but not limited to walking tours, brochures, lectures, and conferences.
