

New Castle, Colorado
Historic Preservation Commission Meeting
Monday, November 15, 2021, 6:30 PM

Call to Order

Commission Chair Mari Riddile called the meeting to order at 6:37 p.m.

Pledge of Allegiance

Roll Call

Present	Chair Riddile
	Commissioner Hazelton
	Commissioner Sass
	Commissioner Fletcher

Also present at the meeting were Town Administrator David Reynolds, Administrative Assistant Remi Bordelon as well as guest speakers: Dr. Lauren Roper of New Castle Dental and Lindsey Flewelling, History Colorado's Certified Local Government (CLG) Coordinator.

Meeting Notice

Admin. Asst. Bordelon verified that the office gave notice of the meeting in accordance with Resolution TC 2020-1.

Conflicts of Interest

There were no conflicts of interest.

Citizen Comments on Items NOT on the Agenda

There were no citizen comments.

Agenda Changes

There were no changes to the agenda.

Items for Consideration

Discussion: Summary of Council Response on November 2, 2021

Commission Chair Riddile told the commission that HPC's requests for museum office supplies and improvements were received favorably and approved by the town council. She reminded the commission that the electric work was an unknown cost at that time, but she had spoken with the Historic Society about the approved requests. Chair Riddile also mentioned that former Commissioner Copeland had volunteered to assist the Historic Society with computer application tutorials once the office supplies and computer were purchased.

Guest Speaker: Dr. Roper, Personal Experience Regarding Historic Preservation

Dr. Lauren Roper of New Castle Dental spoke to the commission sharing her experience owning the dental office next door to Town Hall which she purchased in 2016. She shared that a major incentive in purchasing the historic designated property were the tax credits that provided a 30% building cost return to alleviate other costs with opening a dental

practice. She clarified that she had applied for the state tax credit program, not the national tax credit program.

Dr. Roper reminisced of a previous meeting where she had applied to HPC to install windows in her building to provide better lighting which was approved. She also spoke of another modification to restore and preserve the original brick of the building (instructed to do so without brick sealer) which was covered by thick plaster within the interior of the property. She commented on the combined elements of the new windows and the uncovered brick of which provided an aesthetic form of historical integrity that was then incorporated into the design of the dental office. In addition, Dr. Roper commented on the property's back staircase that was changed from interior to exterior access in an effort to provide more internal office space.

Dr. Roper explained that she applied for the state tax credit for the qualified expenditures once construction was finished. She emphasized that it was a complex process as she needed to have an accountant sign off on the application, and it required a report outlining the history of the building and a list of completed work and any future scope of work. Dr. Roper said it took a year, but the application was approved, and she was awarded 30% of the construction costs to be used over ten years as tax credits. She said a broker then contacted her about selling her credits and the representative of History Colorado, who was working with Dr. Roper at the time, validated the interested broker. She agreed to sell at ninety-one cents to the dollar.

Dr. Roper asked the commission if there were any questions. Chair Riddle inquired about Ambleside and their discussion with Dr. Roper regarding historic designation and tax credits since they had not been designated. Dr. Roper responded that she tried to explain the differences of local designation versus state designation to them in regard to tax credits clarifying that national tax credits might be more in-depth.

CLG Coordinator Flewelling clarified that in order to get the federal tax credit, one needs to be on the national register. She emphasized the benefits of being a certified local government (CLG) using the example of local designations eligible for state tax credits but only for CLGs. In regard to Ambleside, she mentioned that long term leases of multi-years may also qualify for tax credits within the CLG program and designations.

Dr. Roper mentioned that she may consider a future renovation to the upstairs unit of her building and apply for tax credits again. CLG Coordinator Flewelling commented that a new 5% rural bonus for tax credits was established in 2020. Also, she said, there was a 5% disaster bonus for an area declared as a disaster within the past 5 years. She clarified the bonuses were not to be used in tandem with one another, amounting to a maximum tax credit of 35% for New Castle.

Town Administrator David Reynolds asked if the tax credits were applied to both interior and exterior renovations to which Dr. Roper confirmed it was applied to both. She clarified that real estate costs and equipment did not apply but the actual construction costs to the building were qualified expenditures. Administrator Reynolds asked if the tax credit application for the new project Dr. Roper mentioned would be completed before or after work took place. CLG Coordinator Flewelling said that it was best to plan ahead, providing before, during and after pictures with documentation. She clarified past work was ok for

designated residential applications as long as the work started within the previous 24 months and work finished after part 1 of 2 of the tax credit application process. She mentioned Joe Saldibar as a good contact for tax credit questions with History Colorado given his long history in that department.

Guest Speaker: Lindsey Flewelling of History Colorado

Lindsey Flewelling was introduced by Chair Riddile as the new Certified Local Government (CLG) Coordinator for History Colorado beginning in September 2021. She gave a brief overview of the background of the Certified Local Government program and the role the Historic Preservation Commissions play in local preservation efforts.

CLG Coordinator Flewelling remarked that the mid-twentieth century was the peak for historic preservation with many urban downtown areas being demolished without protections. This culminated the National Historic Preservation Act of 1966 creating the structures for modern historic preservation within the United States. She noted that this act set up a formal process for federal, state, and local levels of historic preservation with a federal policy and a shared state and local level policy. She went on to highlight the National Park Service being the federal agency responsible for managing preservation programs along with established state historic preservation offices to carry out various responsibilities on behalf of the federal government. She identified History Colorado as Colorado’s State Historic Preservation Office (SHPO) also know as the Office of Archeology and Historic Preservation.

She continued by sharing the establishment of the Certified Local Government (CLG) program with the 1980 Amendment of the National Historic Preservation Act. She identified CLGs as a group of cities, towns and counties who have passed their own preservation legislation with preservation ordinances and are certified by the National Park Service. With a total of 2,000 CLGs around the country, she summarized that approximately 150 Colorado communities had preservation ordinances with 67 of them certified by the federal government.

CLG Coordinator Flewelling further explained the benefits of a CLG and why a local government would want to be part of the program. She highlighted the main incentive, the CLG Grant Program, funded by the National Park Service and distributed to each state to be used by the CLG program. She noted that in Colorado those funds were matched by the State Historical Fund allowing for zero match grants up to \$25,000. Funds could be used for preservation planning, surveys, historic context, writing design guidelines, writing landmark nominations, and public outreach/education programs. She noted CLG grants helped fund administrative projects that supported the CLG certification requirements whereas the State Historical Fund helped support non-CLG projects such as physical construction. She also shared additional funding options in the form of educational scholarship programs in support of conferences or other training opportunities.

CLG Coordinator Flewelling summarized the eligibility for state tax credits as another benefit with the CLG program where New Castle residential and commercial tax credits were worth up to 35% of a rehabilitation project’s qualified expenditures. In addition, she shared that nationally registered commercial properties can apply for the federal tax credit of 20% along with the state tax credit of 35% simultaneously, all of which were administered through History Colorado. Another CLG program benefit she shared was

access to Compass, History Colorado's Cultural Resource Database along with webinars and trainings provided by History Colorado. She reminded the commission that by being a CLG, they are given a formal role in the national register review process allowing them to assist in what would be recognized as important on a national level within the local community.

CLG Coordinator Flewelling then addressed what the responsibilities were for a certified local government to maintain their status and keep their benefits. The list was as follows:

1. Enforce local preservation ordinance outlining proceed and design review.
2. Establish and maintain a commission of at least 5 members with 40% having professional preservation experience (if possible). Commissions must meet at least 4 times a year.
3. Provide adequate public participation such as public comments during meetings, public hearings, and outreach opportunities during preservation projects.
4. Send meeting minutes to the State Historic Preservation Office.
5. Maintain a system of survey and inventory with a regular plan to survey.
6. Review and comment on any national register nominations on a local level.
7. Comment on federal undertakings if there is a historical impact (Section 106), paid for and licensed by the federal government such as cell towers or highways.
8. Attend State Historic Preservation Office (SHPO) approved training including webinars at least once a year by one commission member.
9. Submit an annual report to History Colorado as well as an evaluation every 4 years.

CLG Coordinator Flewelling then expanded on the town's last evaluation in 2019 and addressed the concerns from her predecessor regarding the lack of town surveys and survey plans for New Castle. She emphasized that surveys were the beginning of the preservation process as it lets the commission know what they have. She further explained that surveys were the ongoing process of locating and describing buildings, sites, structures, and districts of potential local, state or national importance. They evaluate the significance and the resource's eligibility for local, state or national registration and identified potential historic districts as well as monitoring over time the integrity of said resource. She summarized that a survey would explain why a property was important, what the resource's history was; it will identify the importance or significance of that resource on a local, state or national level; it will evaluate the condition of the property as well as changes over time for historical integrity. She clarified survey significance and integrity are the two factors that determine eligibility for listing on a local, state or national register with protections for that resource solely administered by a local designation and local ordinance.

Aside from surveys, other elements of local preservation and designation that CLG Coordinator Flewelling listed were: design review, incentives, advocacy and public education all of which shape the local preservation program and determined what happened in that community. She explained her roles as the History Colorado CLG Coordinator which were to help administer the certified local government program from the state and federal point of view and to assist municipalities with any resources for preservation issues, proactive outreach or needed trainings. Chair Riddile mentioned the available trainings hosted online and inquired about funding for seminars and future training opportunities. CLG Coordinator Flewelling reminded the commission of her hosted webinars in addition to funding for available trainings through their educational scholarship program.

CLG Coordinator Flewelling concluded by asking the commission if there were any questions. Commissioner Hazelton inquired about incentives for buyers who purchase a property with no rehabilitation plans or need for construction work. An example he provided was the Livery property recently purchased. CLG Coordinator Flewelling responded that the State Historical Fund provides some acquisition costs along with low interest loan opportunities through the Colorado Historical Foundation. She added if the commission wanted to protect certain areas of historical significance without intended designation, they would need to approve a historic district that did not require 100% owner consent to join the district with an amended ordinance.

Administrator Reynolds asked about the possibility of combining federal and local designation tax credit applications. CLG Coordinator Flewelling confirmed that a commercial, income-based property that was both locally and federally designated could apply for both the 35% local state tax credit and the 20% federal tax credit for qualified rehabilitation expenditures for the same project. Administrator Reynolds asked how a property owner would apply for federal designation to be listed on the National Register in order to qualify for federal tax credits. CLG Coordinator Flewelling advised to have the property owner contact History Colorado's National Register staff.

Commissioner Sass asked if a property owner could bypass local designation and apply for state or federal designation. CLG Coordinator Flewelling confirmed it was possible; however, the commission would still need to comment on that type of designation. She explained that in order to provide design review and protections of that property a local designation would need to be approved.

Administrator Reynolds asked if there was a minimum required amount of rehabilitation work for property owners to qualify for tax credits. CLG Coordinator Flewelling responded that the property must have a certificate of occupancy in order to get a tax credit along with a low minimum dollar amount to spend on rehabilitation, residential being \$5,000. Commissioner Sass inquired about how determination was made on time period and originality of a property when dating a building's historical integrity. CLG Coordinator Flewelling explained that the Secretary of Interior's Standards were used for different treatments such as restoration which involved identifying a specific year to date from. Another treatment she described was rehabilitation involving the improvement of the building's condition with a range of time marked as historic.

Reminder: FY22 Subgrant Application for Historic Town Survey

Admin. Asst. Bordelon said that she had compiled the commission's comments in the final draft of the FY22 Subgrant Application to History Colorado and asked that the commission review the draft. During the review, Chair Riddile asked the commission to respond to Admin. Asst. Bordelon by the end of the month, November 2021, for any additions or changes. She said that the grant application will be submitted to History Colorado in early December. Admin. Asst. Bordelon reminded the commission there was an opportunity to have specialists from History Colorado review and provide feedback of the application before the final submission was due in January, and she encouraged the commissioners to provide their feedback.

Admin. Asst. Bordelon said that History Colorado had provided a list of consultants who provide historic surveys for municipalities. Of the seven she reached out to, three

responded with cost estimates and feedback on project descriptions and survey options, which was necessary in order to complete the cost estimate portion of the grant application. She said the consensus of the consultants were to complete general reconnaissance surveys since the town's last survey was completed in 1996.

Admin. Asst. Bordelon continued with the review of the application packet content, specifically covering the project description and sequence timeline with the commission. The project description was as follows:

1. Contact consulting companies referred by History Colorado for scope of work and cost estimates to understand grant application request amount.
2. Complete FY22 Subgrant Application with included cost estimates, resumes and identified properties to survey before December 10, 2021, for History Colorado review and guidance of application completeness.
3. Of the three consulting teams in communication with their cost estimates, review with the HPC Commission for final selection and hire (January 2022).
4. Outreach for community volunteer support to engage public members in historic preservation and educational opportunities.
5. In late June of 2022 the survey will be conducted with the help of the town as well as community volunteers. The survey would be of general reconnaissance. A historian will be sent to the town to complete the survey via the consulting team. The total number of potential historic sites to be surveyed are 11 previously designated properties along with roughly 53 properties on Main Street.
6. Results will be reviewed by the consulting team with the commission during public meetings to further engage the community. Other potential communications will be discussed by the commission in sharing the results of the survey with the town. Results will be shared with History Colorado as well.
7. Outreach to property owners will be the final step in an effort to designate potential properties as historic, based on the results of the survey.

She also mentioned the new state law identifying eligibility of historic designation for buildings older than 50 years with historical significance. She provided the commission with a list of all Main Street property addresses and years built for each in addition to the eleven properties already designated.

Commissioner Hazelton inquired about the depth of the survey since it was only Main Street. He also asked about the opportunity for future surveys since the last survey was 23 years ago. Admin. Asst. Bordelon explained that the grant opportunity to complete town surveys was available each year. She clarified that the town could plan for phased surveys of specific areas with the current application for Main Street being step one. Commissioner Hazelton identified the potential for historic findings along the side streets of Main such as 7th Street and in the Coryell Addition and suggested those properties be included with the next survey phase in the coming years. Chair Riddle offered the option of replacing some of Main Street's properties with side street buildings in the current survey, however Commissioner Hazelton clarified his concern was in regard to the length of time between town surveys. He said with grant opportunities each year, he didn't see that being an issue and Main Street being step one could provide the commission with lessons learned for future planned surveys.

Admin. Asst. Bordelon also mentioned the prospects of more intensive surveys in the future for specific buildings or areas of the town. She verified with CLG Coordinator

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Flewelling that with the high cost of intensive surveys, the commission could separate those projects and apply for multiple grants to decipher between general reconnaissance work versus more detailed and time-consuming surveys in the future.

Chair Riddile again reminded the commission to respond to Admin. Asst. Bordelon by the end of the month for any additions or changes to the grant application.

Consider Approval of October 18, 2021, Minutes

MOTION: Commissioner Sass made a motion to approve the October 18, 2021, minutes. Commissioner Fletcher seconded the motion and it passed unanimously.

Commission Comments

Chair Riddile told the commission that Commissioner Steve Rippey had resigned from the commission in an effort to reduce his schedule. She commented that Commissioner Rippey served for many years and his resignation was accepted with a big thank you for his service. Chair Riddile verified the vacant position was already posted.

MOTION: Chair Riddile made a motion to adjourn. Commissioner Fletcher seconded the motion and it passed unanimously with those present.

The meeting adjourned at 7:43 p.m.

Respectfully submitted,



Commission Chair Mari Riddile



Administrative Assistant
Remi Bordelon

