

New Castle, Colorado
Historic Preservation Commission Meeting
Monday, February 13, 2023, 6:30 PM

Call to Order

Commission Chair Mari Riddile called the meeting to order at 6:30 p.m.

Pledge of Allegiance

Roll Call

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| Present | Chair Mari Riddile Commissioner Richard Parks Commissioner Brandy Copeland Commissioner Ruth Fletcher Commissioner Richard Fletcher Alternate Commissioner Tom Fuller |
| Absent | (none) |

Also present at the meeting was Deputy Town Clerk Remi Bordelon.

Meeting Notice

Deputy Clerk Bordelon verified that her 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

Consider \$2,500 of the HPC General Fund be Applied to Museum Facility Improvements

Chair Riddile confirmed the commission received two quotes for the electric work for the museum and one additional quote was pending. She said Electrician Jim Wirt had quoted \$5,000 but did not include the lighting or a formal inspection. She said the second quote came from Always on Electric for \$8,600 and included the lighting cost. Chair Riddile said she spoke with Town Administrator Dave Reynolds who confirmed the best course of action would be to request the funds from the Capital Improvement Committee to complete the work in 2023 as it was originally budgeted and planned for 2022. She asked what was the total for the general fund. Deputy Clerk Bordelon confirmed Council approved six thousand for HPC's general fund. Deputy Clerk Bordelon said the six thousand was planned by the commission to be split between general funds and the commission's videography project. Chair Riddile noted that there would be money left over to use towards HPC conferences and training opportunities.

Commissioner Parks asked what the general fund normally finances and Chair Riddile answered that designations usually came out of the general fund, but for 2023 there was

a separate funding category to support designations. Commissioner Ruth Fletcher asked if the Jolly's Foundation intended to donate to the Historic Society and if that donation could be used for electric work. Chair Riddile said she would contact Brett Jolly and ask. Deputy Clerk Bordelon clarified that the museum was a town facility and the suggestion from Town Administer David Reynolds was to budget museum facility work through the town's budget. Deputy Clerk Bordelon said donations to the Historic Society could be used for other opportunities. Chair Riddile confirmed and said the money needed to come from the town since the museum was a town building.

MOTION: Chair Riddile made a motion to approve \$2,500 of the HPC General Fund be Applied to Museum Facility Improvements. Commissioner Ruth Fletcher seconded the motion and it passed unanimously.

Commission Discussion of Designation Process and Formation of Outreach Letter to Property Owners

Chair Riddile shared with the commission a number of private property owners who had expressed interest in applying for historic designation. The commission considered who to prioritize and who to outreach to. Commissioner Ruth Fletcher said it would make sense to prioritize those who wanted to be designated and who have reached out to the commission. Alternate Commissioner Fuller identified the criteria the commission should consider based on his professional experience. He identified the following four criteria: association, significance, architecturally significant and potential for further research such as prehistoric. Deputy Clerk Bordelon said the designation criteria can be found in the town's municipal code. Chair Riddile noted that Planner Paul Smith presented the staff reports and the applicant was responsible for providing the building's history. Chair Riddile proposed to gauge the scope of interest of property owners by reaching out to them, directly asking if they want to be designated before sending letters discussing historic designation. Deputy Clerk Bordelon quickly summarized the designation process for the commission. The commission discussed the contents of the outreach letter:

This letter is intended to notify you that your property may be eligible for historic designation based on town criteria. The Historic Preservation Commission would like to invite you to attend a regularly scheduled meeting in order to share information with you regarding designation criteria and gauge your interest. Please contact the Deputy Town Clerk, Remi Bordelon, to schedule an agenda meeting date with the Historic Preservation Commission by calling (970) 984-2311. Regularly scheduled meetings are held the third Monday of each month at 6:30 p.m. Should you have any questions or concerns please contact the chair of the Historic Preservation Commission, Mary Riddile at (970) 948-0061 or by email at maririddile@gmail.com.

The commission agreed to send the letter to property owners who have expressed interest in historic designations and to explain to them the timeline to process a designation.

Consider Approval of January 9, 2023 Minutes

MOTION: Commissioner Ruth Fletcher made a motion to approve the minutes of January 9, 2023. Commissioner Parks seconded the motion and it passed unanimously.

Commissioner Comments

There were no commissioner comments.

Adjourn

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

The meeting adjourned at 7:07 p.m.

Respectfully submitted,



Commission Chair
Mari Riddile



Deputy Town Clerk
Remi Bordelon

