

**New Castle, Colorado**  
**Historic Preservation Commission Meeting**  
**Monday, August 18, 2025, 6:30 PM**

**Call to Order**

Commission Chair Mari Riddile called the meeting to order at 6:31 p.m.

**Pledge of Allegiance**

**Roll Call**

Present            Chair Mari Riddile  
                         Commissioner Richard Parks  
                         Commissioner Ruth Fletcher  
                         Commissioner Richard Fletcher  
                         Commissioner Brandy Copeland  
                         Alternate Commissioner Tom Fuller

Absent

**Meeting Notice**

Professional Assistant to the Town Clerk, Michelle Huster verified that her office gave notice of the meeting in accordance with Resolution TC 2024-1.

**Conflicts of Interest**

There were no conflicts of interest.

**Citizen Comments on Items NOT on the Agenda**

There were no citizen comments.

**Agenda Changes**

**Items for Consideration**

**Consider Presentation of Down Valley Brewing Historic Designation Plaque**

Chair Riddile expressed concern about the Down Valley Brewing historic designation plaque presentation because Down Valley Brewery had not painted the box as part of the designation condition. Administrator David Reynolds said the presentation of the plaque should spotlight the work of the Historic Preservation Commission and offer the brewery a chance to host an open house. The commission discussed the issue, and Commissioner Richard Fletcher and Commissioner Parks volunteered to remind the brewery owners of Down Valley Brewery of the agreement and ask them about dates for the ceremony.

**Discussion of Public Hearing for Highland Cemetery**

Chair Riddile said that the town attorney Haley Carmer had advised the request to designate Highland Cemetery from the Town Council rather than Historic Preservation Commission (HPC). Administrator Reynolds said the Town Council would be the applicant instead of the HPC. Administrator Reynolds said the process would involve the Town Council directing staff to fill out the application, which would then be brought to the HPC for review and approval. The commission discussed the implications of this change, including the need to re-notice the public hearing and the potential timeline for the process. They noted that if the Town Council approved moving forward with the application at their meeting the following night, staff would prepare the application and

bring it back to the HPC for their normal approval steps. The commission also discussed the financial aspects, noting that as they would no longer be the applicant, they would not have to pay for attorney fees or the purchase of the plaque. Chair Riddile and other members plan to attend the Town Council meeting the following night to present the importance of the cemetery designation and answer any questions.

Chair Riddile said the commission would like to choose the wording of the designation plaques moving forward.

Chair Riddile asked Professional Assistant Michelle Huster who pays for the designation plaques. Professional Assistant Huster said, per Clerk Mindy Andis, when HPC solicits a prospective owner, HPC pays for the plaque. Professional Assistant Huster said whenever an owner approaches the town for a designation, then the owner pays for the plaque. Chair Riddile said HPC put this in their budget, and they should pay for the plaques. Professional Huster asked the Commission for a motion.

**MOTION: Chair Riddile motioned for HPC to approved to pay for designation plaques moving forward. Commissioner Ruth Fletcher seconded the motion, Commissioner Copeland voted no, the motion passed.**

**MOTION: Chair Riddile made a motion to approve the minutes from July 21, 2025. Commissioner Parks seconded the motion, and it passed unanimously.**

**Adjourn**

**MOTION: Chair Riddile made a motion to adjourn. Commissioner Parks seconded the motion, and it passed unanimously.**

The meeting adjourned at 6:53 p.m.

Respectfully submitted,

*Michelle Huster*  
Professional Assistant to the Town Clerk  
Michelle Huster



*Mari Riddile*

Mari Riddile, Chair