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## Agenda

### **New Castle Historic Preservation Commission Special Meeting Monday, March 23, 2026, 6:30 PM**

Virtual Meetings are subject to internet and technical capabilities.

To join by computer, smart phone or tablet:

<https://us02web.zoom.us/j/7096588400>

If you prefer to telephone in:

Please call: 1-346-248-7799

Meeting ID: 709 658 8400

Follow the prompts as directed. Be sure to set your phone to mute until called on

**Call to Order**

**Pledge of Allegiance**

**Roll Call**

**Meeting Notice**

**Conflicts of Interest**

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

-Comments are limited to three minutes-

**Agenda Changes**

**Items For Consideratio** [HYPERLINK "appISc59f8820595d46b38ab68ce72ef558e2"n](#)

**A. Consider Completing Grant Applications for Historical Survey**

**B. Discuss Highland Cemetery Designation Celebration**

**C. Approval of February 23, 2026, Minutes**

**D. Update of Videography Project**

**Commissioner Comments**

**Staff Report**

**Adjourn**

**New Castle, Colorado**  
**Historic Preservation Commission Meeting**  
**Monday, February 23, 2026, 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**

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

Also present at the meeting were Professional Assistant Michelle Huster, and members of the public.

**Meeting Notice**

Professional Assistant Michelle Huster verified that her office gave notice of the meeting in accordance with Resolution TC 2026-1.

**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 agenda changes

**Items for Consideration**

**Consider Wording for Highland Cemetery Historical Plaque** The commissioners discussed whether to use "established" versus "circa" on the historic designation plaque for Highland Cemetery and determined that 1889 represents when the first body was interred at Highland Cemetery. They agreed to maintain consistency with other town plaques while adapting the format for the cemetery's unique nature as a non-building historic site.

**MOTION: Chair Riddile made a motion to approve the wording Highland Cemetery Established 1889 instead of the word "circa". Commissioner Ruth Fletcher seconded the motion, and it passed unanimously.**

**Consider Location of Highland Cemetery's Plaque**

Professional Assistant Huster said a few locations had been suggested, including the miner's memorial, original Highland Cemetery sign, or building a new memorial specifically for the plaque. Assistant Huster said Mike Miller and Grady Hazelton suggested

mounting the plaque to the original Highland Cemetery sign near the entrance, as that represents the historic establishment point of the cemetery.

Commissioner Fletcher noted that Grady had indicated there was only one appropriate place for the plaque - on the historic sign. The commission agreed this location made the most sense historically and practically.

**MOTION: Commissioner Fletcher made a motion to approve mounting the Historical plaque on the original Highland Cemetery sign. 20, 2025. Chair Riddile seconded the motion, and it passed unanimously.**

**Consider Plaque Designation Celebration at Highland Cemetery**

The commission discussed timing for the designation celebration, commissioner Ruth Fletcher said Historic Preservation Month. Commissioners said that Memorial Day would be particularly appropriate given the cemetery flag raising ceremony that takes place annually. Commissioner Parks mentioned being on vacation during part of May, and the commission determined that Memorial Day, May 25th, would be the ideal date for the ceremony.

**MOTION: Chair Riddile made a motion to hold the historic designation celebration of Highland Cemetery on Memorial Day, May 25, 2026. Commissioner Ruth Fletcher seconded the motion, and it passed unanimously.**

**Consider Approval of February 23, 2026, Minutes.**

Chair Riddile made a motion to approve February 23, 2026, minutes.

**MOTION: Chair Riddile made a motion to approve the minutes from February 23, 2026. Commissioner Ruth Fletcher seconded the motion, and it passed unanimously.**

**Commissioner Comments:**

Commissioner Parks provided a report on a GIS (Geographic Information Systems) and historic preservation from a webinar he attended in January. The webinar featured participants from across the nation using GIS databases for various historic preservation applications. Commissioner Parks suggested several potential grant applications for Highland Cemetery, including an interactive cemetery map allowing visitors to locate graves, access historical information, and a access comprehensive database of the downtown historic survey information that could be formatted for public access. Commissioner Parks said a QR code would be installed at locations like River Plaza that would allow visitors to access historic information about buildings, former residents, and significant events. Commissioner Parks said completing another survey would be a good place to start and suggested using Grady Hazelton's historical maps from 1888.

Chair Riddle said the commission needed to plan the year's events and will need to elect the chairperson at the April 20, 2026, meeting. Chair Riddle suggested contacting the videographer contact to do another interview and follow up on the last interview. Chair Riddle suggested hosting another open house because two homeowners have approached her about historical designation. Chair Riddle suggested having information about historical designation at the Highland Cemetery ceremony.

**Adjourn**

**MOTION: Mayor A. Riddile made a motion to adjourn.**

The meeting adjourned at 6:55 p.m.

Respectfully submitted,

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Mari Riddile, Chair

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Professional Assistant to the Town Clerk  
Michelle Huster

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