



Town of New Castle
450 W. Main Street
PO Box 90
New Castle, CO 81647

Administration Department
Phone: (970) 984-2311
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www.newcastlecolorado.org

Agenda
New Castle Historic Preservation Commission
Regular Meeting
Monday, June 19, 2023, 6:30 PM

Full packets of HPC meetings are available online by visiting
<https://www.newcastlecolorado.org/meetings>
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<https://us02web.zoom.us/j/7096588400>
Meeting ID: 709 658 8400



If you prefer to telephone in, please call: 1-346-248-7799
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-

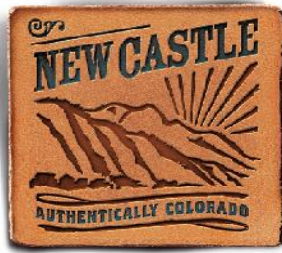
Agenda Changes

Items For Consideration

- A. Discussion of Historic District of Main Street**
- B. Commission Report of Museum Electric Improvements**
- C. Consider Approval of May 15, 2023 Minutes**

Commissioner Comments

Adjourn



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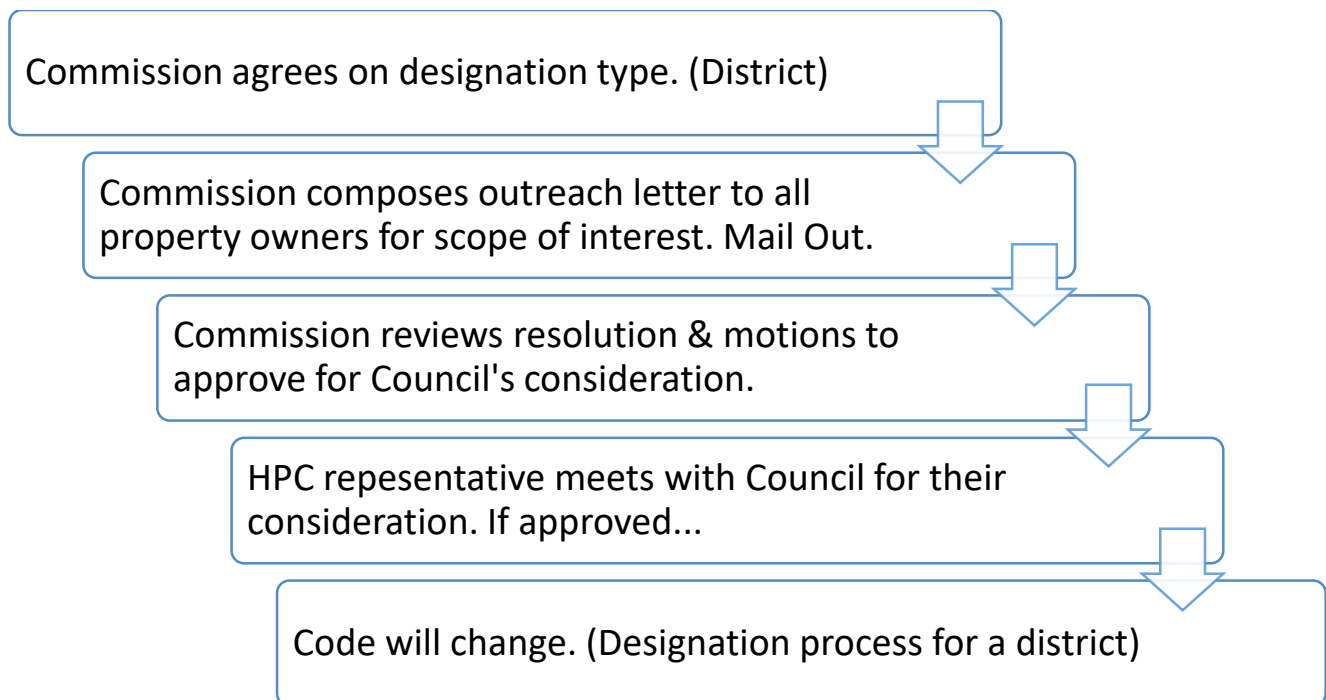
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Memorandum

To: Historic Preservation Commission
From: Remi Bordelon
Re: Discussion of Historic District of Main Street
Date: **June 19, 2023**

Purpose:

The purpose of this agenda item is for the commission to review the process of code changes and historic designations for future targets. The commission has expressed interest in pursuing a historic district of Main Street. The process would be as follows:



1 **New Castle, Colorado**
2 **Historic Preservation Commission Meeting**
3 **Monday, May 15, 2023, 6:30 PM**

4 **Call to Order**

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

7 **Pledge of Allegiance**
8

9 **Roll Call**

10 Present Chair Mari Riddile
11 Commissioner Richard Parks
12 Commissioner Ruth Fletcher
13 Commissioner Richard Fletcher
14 Alternate Commissioner Tom Fuller
15 Absent Commissioner Brandy Copeland
16

17 Also present at the meeting was History Colorado Preservation Planner Lindsey Flewelling
18 and Deputy Town Clerk Remi Bordelon.
19

20 **Meeting Notice**

21 Deputy Clerk Bordelon verified that her office gave notice of the meeting in accordance
22 with Resolution TC 2020-1.
23

24 **Conflicts of Interest**

25 There were no conflicts of interest.
26

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

28 There were no citizen comments.
29

30 **Agenda Changes**

31 Deputy Clerk Bordelon asked the commission to consider removing Item D from the
32 agenda due to the absence of Commissioner Copeland. Chair Riddile made a motion to
33 strike Item D from the agenda. Commissioner Ruth Fletcher seconded the motion and it
34 passed unanimously.
35

36 **Items for Consideration**
37

38 **Commission Discussion of Historic District Designation**

39 Chair Riddile shared with History Colorado Preservation Planner Lindsey Flewelling the
40 commission's interest in pursuing a historic district. Preservation Planner Flewelling said a
41 district includes more properties with a common theme of their time era than individual
42 designations. She referred to the Main Street survey that reported 12 properties were
43 eligible for individual designations whereas a district designation included 16 properties.
44 She said all properties that contributed to a historic district designation would be eligible
45 for state commercial and residential tax credit incentives. Since New Castle was in the
46 category of 'rural community' the tax credits could be up to 35%. Preservation Planner
47 Flewelling clarified that contributing properties of a historic district designation receive the
48 same incentives as an individual designation.
49

50 Preservation Planner Flewelling shared that the national registry requires 50% of property
51 owners cannot object to the designation for it to be approved. She spoke of the difference

52 between actively opposing versus requiring consent from all property owners. She told the
53 commission that the current code for New Castle requires 100% consent from property
54 owners for all designations including district designations. Commissioner Ruth Fletcher
55 asked if the town could designate with only 50% actively opposed from property owners.
56 Chair Riddile clarified that the commission would need to request a code change from
57 Council to adopt a 50% actively opposed designation approval process.
58

59 Deputy Clerk Bordelon asked Preservation Planner Flewelling if contributing properties of a
60 district would be required to go through the process of a design review with the
61 commission, similar to an individual designation. Preservation Planner Flewelling
62 confirmed that any contributing property had to meet the same requirements as an
63 individual designation including a design review prior to any external modifications.
64 Properties that are non-contributing (do not meet the standards for historic designation)
65 do not receive tax credit incentives and are not required to complete a design review with
66 the commission. Deputy Clerk Bordelon asked what the process would be if the
67 commission wanted to expand a district boundary in the future. Preservation Planner
68 Flewelling said the commission would amend the district the same way it was created with
69 the designation process outlined in the town's code. She said if the two areas are different
70 in their timelines, then they could be separate districts designated with different timelines.
71

72 Commissioner Ruth Fletcher asked if there was any reason not to designate a district.
73 Preservation Planner Flewelling remarked that it depends on the community and how
74 much interest there would be to do a district designation. She said designating a district
75 creates an easy way for many property owners to gain incentives at the same time.
76 Commissioner Parks asked if the best course of action would be to send out a poll to
77 gauge community interest. Preservation Planner Flewelling confirmed that would be a
78 good direction. She suggested the commission use the finalized survey as an outreach
79 tool to get property owners excited about the history of their properties and promoted a
80 historic district. She said the outreach for a historic district would need to be sent to all
81 properties within the district boundary, not just contributing properties. Commissioner
82 Parks asked if there was any benefit for a property owner to also be designated
83 individually if they were in a historic district and Preservation Planner Flewelling said there
84 were no additional incentives.
85

86 Deputy Clerk Bordelon asked Preservation Planner Flewelling what the process would be if
87 a property owner who had been designated requested to void such designation. Her
88 response was that the property owner would have to meet with the commission and go
89 through the same process as getting designated. She said the commission would evaluate
90 the property's historical significance, which may not change much over time unless with
91 modifications. She noted that a property owner cannot simply pull out of a designation
92 once approved.
93

94 **Consider Approval of Historic Preservation Commission Code Change**

95 Chair Riddile proposed the commission consider requesting a code change from Council
96 regarding the requirement of a historic district needing 100% consent from all property
97 owners to approve the designation. Chair Riddile suggested the code instead require 50%
98 of actively opposed property owners to deny a historic district consideration. The
99 commission unanimously agreed to request a code change from Council regarding historic
100 district requirements. Deputy Clerk Bordelon clarified that the commission will need a
101 resolution to request approval from Council, and a representative of the commission
102 would present that in a Council meeting. Deputy Clerk Bordelon said she would ask staff
103 about the process and report back to the commission in the June meeting.

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Commission Update of Historic Designation Outreach to the 3 Chosen High Priority Evaluated Properties

Chair Riddile said the district designation was not guaranteed. Commissioner Ruth Fletcher said if the district did not pass then the commission could pursue the three identified properties for individual designations. Chair Riddile requested that the prepared letters be sent out as a test to see if those specific three property owners would be interested in a historic designation.

~~**Commission Update Regarding Museum Electric Work**~~

Item D stricken from the agenda.

Commissioner Report of Tax Credit Webinar

Chair Riddile asked if the webinar Commissioner Parks attended counted towards the commission's required educational training for the year. Preservation Planner Flewelling confirmed that it was earned credit for the commission. Commissioner Parks reviewed the webinar slides with the commission. He emphasized the importance of property owners taking pictures for proof of progress and completion. He spoke of a property owner's ability to sell their tax credits.

Consider Approval of April 17, 2023 Minutes

MOTION: Chair Riddile made a motion to approve the minutes of April 17, 2023. Commissioner Ruth Fletcher seconded the motion and it passed unanimously.

Commissioner Comments

There were no commissioner comments.

Adjourn

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

The meeting adjourned at 7:12 p.m.

Respectfully submitted,

Commission Chair
Mari Riddile

Deputy Town Clerk
Remi Bordelon