

Posted: _____



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

Administration Department
Phone: (970) 984-2311
Fax: (970) 984-2716
www.newcastlecolorado.org

Agenda
New Castle Historic Preservation Commission
Regular Meeting
Monday, October 18, 2021, 6:30 PM

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: Museum Workshop and Budget Request to Council**
- B. Follow-Up Discussion: Historic Preservation Alternate(s) and Request to Council**
- C. Discussion: Certified Local Government Subgrant Application FY22**
- D. Reminder: Commission Social Gathering in November with Lindsey Flewelling**
- E. Consider Approval of September 20, 2021 Minutes**

Commissioner Comments

Adjourn



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

Administration Department
Phone: (970) 984-2311
Fax: (970) 984-2716
www.newcastlecolorado.org

Memorandum

To: Historic Preservation Commission
From: Remi Bordelon
Re: Agenda Item: Certified Local Government Subgrant Application FY22
Date: 10-18-21

Purpose:

The purpose of this agenda item is to provide the handout of the subgrant application for 2022 from History Colorado in the effort to support the funding needed for a town survey of general recognizance. Each commissioner will have a copy of the application to review and provide their comments before the next meeting, November 15, 2021 for a final draft submittal.

The application inquires about:

- priority of the project/survey
- participants and roles identification
- scope of work and timeline
- benefits of the project

1 **New Castle, Colorado**
2 **Historic Preservation Commission Meeting**
3 **Monday, September 20, 2021, 6:30 PM**
4

5 **Call to Order**

6 Commission Chair Mari Riddile called the meeting to order at 6:30 p.m.
7

8 **Pledge of Allegiance**
9

10 **Roll Call**

11 Present Chair Riddile
12 Commissioner Rippy
13 Commissioner Sass
14
15 Absent Commissioner Copeland
16 Commissioner Fletcher
17

18 Also present at the meeting was Administrative Assistant Remi Bordelon.
19

20 **Meeting Notice**

21 Admin. Asst. Bordelon verified that the 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 There were no changes to the agenda.
32

33 **Items for Consideration**

34 **Review: Historic Preservation Commission Resource Binders**

35 Admin. Asst. Bordelon shared with the commission the newly compiled HPC binders to be
36 used as a commission resource for designations, Certified Local Government
37 requirements, municipal code reference, meeting protocols and annual meeting
38 information. She specified true historic designated properties from the binder list *Eligible*

39 *Properties for Historic Designation* and clarified those not designated on that list are
40 eligible from the 1996 New Castle Historic Structures Survey. The exact contents reviewed
41 were as follows: Historic Structures Survey Report of 1996, 2021-2022 HPC Meetings
42 Calendar, Commission QuickSheet & Meeting Dialogue, June Memorandum of HPC
43 Training List, CLG Historic Colorado Events (via Zoom), New Castle Municipal Code:
44 Historic Preservation, Eligible Properties for Historic Designation List, Preserving Your
45 Community's Heritage, Colorado Certified Local Government Handbook, Town Maps.

46 **Discussion: Option for an Alternate (purpose, how many alternates needed,**
47 **selection & rotation rules, circumstances to use an alternate)**

48 Chair Riddile opened the discussion by addressing the need for an alternate and the
49 benefit of keeping a quorum in the event of a missing member. Commissioner Sass and
50 Commissioner Rippey both agreed to the value of an alternate and Commissioner Sass
51 further mentioned Planning and Zoning Commission's already established use of an
52 alternate.

53 Chair Riddile suggested the option of having two alternates versus the use of one with a
54 selection option of tossing a coin during the absence of a commission member.
55 Commissioner Sass suggested the use of an alternate for cases of recusal as well as
56 member absence and used Planning and Zoning as an example. Chair Riddile agreed and
57 clarified an alternate would be present for the entire meeting.

58 With two members absent from the meeting, Chair Riddile noted she would like to follow
59 up the discussion with them in a future meeting to hear from the whole commission.

60 **Discussion: Museum Workshop in October 5:30pm (list of needs from the**
61 **Historic Society to present to Council for 2022 Budget)**

62 Originally scheduled for September, Chair Riddile emphasized the importance of the whole
63 commission being available for the museum workshop and thus explained the
64 rescheduling for October. Chair Riddile noted the needs of Joe and Loraine McNeal of the
65 Historic Society such as: a computer, printer, label maker, heat, running water, storage,
66 etc. She stated the benefits of seeing those needs in person and meeting with the Historic
67 Society in October.

68 A list of needs will be provided to the commission and shared with Council for the 2022
69 Budget. Chair Riddile reminded the commission that HPC's annual budget was low and
70 there will probably be more to add for the request submitted to Council.

71 Commissioner Rippey highlighted the need for brick masonry in the main office space of the
72 museum to which Chair Riddile reiterated a discussion between Jeff Simonson and David
73 Reynolds clarifying the structure of the bricks will not worsen within 10 years.
74 Commissioner Rippey specified that the work needed would be minimal and low cost by
75 simply replacing the powdered bricks instead of the entire wall and was interested in
76 having Forest Keith as an available contractor. If available, Chair Riddile requested
77 Commissioner Rippey to share that information with the commission during the October
78 workshop.

79

80 **Discussion: Upcoming (potential) Guests in November – Historic Designated**
81 **Property Owner and Lindsey Flewelling from the Colorado State Historic**
82 **Preservation Office**

83 Admin. Asst. Bordelon shared with the commission upcoming guests planned for the
84 November 15, 2021 meeting. She stated the first planned guest was a resident that would
85 be sharing their experience as a historically designated property owner. The second
86 planned guest would be the newly appointed Historic Planner of History Colorado, Lindsey
87 Flewelling.

88 **Review: June Minutes for Approval**

89 **June 21, 2021 Minutes**

90 **MOTION: Chair Riddile motioned to approve the minutes. Commissioner Sass**
91 **seconded the motion and it passed unanimously with those present.**
92

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

95

96 The meeting adjourned at 6:50 p.m.

97

98 Respectfully submitted,

99

100

Commission Chair Mari Riddile

101

102

103

Administrative Assistant to the Town Clerk

104

Remi Bordelon

105