



**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](http://www.newcastlecolorado.org)

## **Agenda**

**New Castle Historic Preservation Commission**  
**Monday, October 20, 2025, 6:30 PM**

**[Zoom URL: https://us02web.zoom.us/j/7096588400](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 Consideration**

**A. Historic Map Presentation with Councilor Grady Hazelton**

**B. Update on Videography Project**

**Public Hearing**

**C. Consider Resolution HP 2025-2, A Resolution of the New Castle Historic Preservation Commission Approving the Historical Landmark Designation of Highland Cemetery 1009 Clubhouse Drive.**

**D. Consider Approval of September 15, 2025  
Commissioner Comments**

**Adjourn**



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

**Planning & Code Administration  
Department**  
**Phone:** (970) 984-2311  
**Fax:** (970) 984-2716

**Staff Report**  
**New Castle Town Council**  
**Consideration of a Historical Designation for Highland Cemetery at 1009  
Clubhouse Dr., New Castle, CO 81647.**

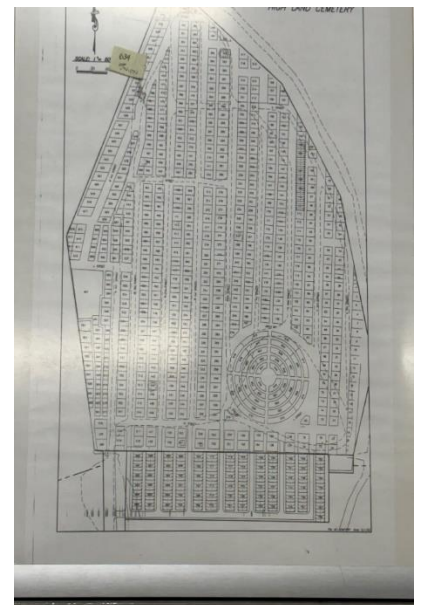
Report Date: 08/01/2025

**Project Information**

**Property Owner/Applicant:** Town of New Castle, Historic Preservation Commission  
**Owner's Mailing Address** 450 W. Main St. P.O. Box 90, New Castle, Co 81647  
**Property Address:** 1009 Clubhouse Dr. New Castle, CO 81647  
**Current Use:** Cemetery  
**Municipal Code Reference:** Chapter 15.44 (Articles 1-5)  
**Size of Lot:** 10.512 Acres  
**Street Frontage:** Clubhouse Dr.  
**Existing Zoning:** Cemetery  
**Surrounding Zoning:** R/L, Open Space/Public

**I The Application**

The Town of New Castle Town Council gave the town permission to historically designate Highland Cemetery located at 1009 Clubhouse Dr as a Historical landmark. The purpose of landmark designations are to enhance the town's local historic resources by protecting and preserving the town's architectural, historic, and cultural heritage as embodied at these sites. Landmark designations may also serve to provide added property value and/or potential tax credits for the property owner. Therefore, on July 21, 2025, the HPC adopted an order to schedule a public hearing for August 19, 2025, pursuant to section 15.44.180 of the municipal code (MC) to consider the current request. The applicant, town staff, the public and staff have been invited to attend the hearing in order to express their opinions on the proposed designation. The HPC shall act officially on the application within twenty-five (25) working days after the close of the hearing.



**Map of Highland Cemetery**

## **II History and Visual Features**

Highland Cemetery sits at the end of Clubhouse Drive overlooking the Town of New Castle with one of the best views of the Grand Hogback and surrounding area. It is 10.51 acres bordered by Lakota Links Golf Course, Club House Drive and undeveloped Lakota Golf Properties. The town of New Castle began burying townspeople in Highland Cemetery in 1889, the same year the town was incorporated.

The cemetery was private property in 1896, and was owned by Mrs. Teresa Schuessler. Mrs. Schuessler wanted to run the cemetery and be compensated by the town, but settled with the town purchasing the cemetery on June 13, 1897 for \$200. Interestingly, Mrs. Teresa Schuessler was the mother-in-law of infamous New Castle mine owner, PC Coryell. The earliest burial of record was in 1889. Among the earliest burials were Civil War Veterans who settled in New Castle after the Civil War to work in the coal mines. The Cemetery on the hogback ridge is laid out in formal blocks with ten north/south roads and four east/west roads. Many Veterans are buried in Old Soldier's Circle that features a red concrete 5-point star and the insignias of the five branches of the military. There is a United States Flag in the center of the star. The town's traditions honor Veterans and their families on Memorial Day. There are wives and children of veterans who can be found here.



**Old Soldier's Circle**

Historical features of the cemetery include:

- Iron sign built by Barney Fuienwider who owned the town's steel and blacksmith shop.
- Rustic landscaping of native plants and natural features.
- Potter's field where dozens of casualties are interred from the Vulcan Coal Mine explosions.
- Gravel walkways with street signs.
- Grave enclosures and monuments represented overtime and a variety of historical styles.
- Monuments and large family lots made from granite, marble, wood, metal, and concrete.
- Multiple statues and monuments for children long since forgotten.
- Historical grave markers placed by Woodsman of the World fraternal organization.



**Original Cemetery Sign**

A second sign was added to Highland cemetery at the new entrance when the Lakota Ranch development began. Newer features of the cemetery include,

- A new sign added at the new entrance by the caretaker's shed.
- Caretaker's shed
- Informational Kiosk



**Newer Highland Cemetery Sign**

The current caretaker, Mike Miller, is the formal caretaker in Highland Cemetery's existence. Mike has created grave markers for those who could not afford them. Mr. Miller has maintained the integrity of the cemetery, and coordinates surveys and openings of the plots for burials. Prior to Mr.

Miller, Council members were responsible for the upkeep of the Cemetery site. The landscape is maintained twice a year by the town's Parks department, before the annual Memorial Day flag ceremony in the Cemetery. Families are permitted to decorate the graves as they like, but are asked not to light candles, or plant vegetation that may not survive in the arid climate.

### **III Historic Significance**

- Highland Cemetery was founded in 1888.
- The first person interred in Highland Cemetery was John Battista Garbolino. John was an Italian immigrant who worked in the coal mines near New Castle.
- Among the people resting at Highland Cemetery are pioneers of New Castle and the surrounding areas.
- Highland Cemetery holds remains of many people who helped shape New Castle and the surrounding ranches.
- Highland cemetery keeps 177 miners from the Coryell, Vulcan, Keystone, B&M and Consolidated Mines who were killed in three separate explosions. They represent an important part of the early development and growth of New Castle.
- Civil War Veterans and families.
- Highland Cemetery is the resting place for immigrant families who immigrated here to find opportunities and land.
- Highland Cemetery is a resting place for many people who died before their times from Typhoid Fever, Spanish Flu and Tuberculosis.



**First Recorded Burial**

### **IV Historical People in Highland Cemetery**

**James Nesbit Adams:** Served in the Civil War and his name appears as J.N. Adams on the Pennsylvania State Monument in Gettysburg. James moved to New Castle after the war for health reasons but only lived here for 4 years before his death. He is buried in the Old Soldiers Circle along with his daughter Hattie.

**Jasper Ward** was the first settler in New Castle in 1883 after leaving Carbonate on the Flat Tops because of the harsh winters. Jasper and Ute Chief Colorow visited frequently. The Colorow trail is named after him.

**Merrit Vandeventer** was the first Mayor and Postmaster of New Castle.

**Ellen Ganley** was the first bride married in New Castle. She was also a midwife in the town.

**Josephine Rolletto** was an Italian immigrant Can-Can dancer who grew flowers on New Castle's main Street.

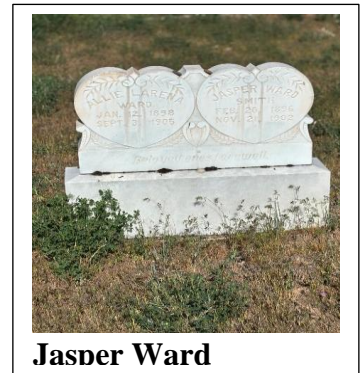
**Bert Gregori** was an Italian immigrant who served on town council and owned several businesses and a restaurant. Mr. Gregori a representative for other immigrants and held events where families could celebrate their Italian heritage. Mr. Gregori began a successful restaurant in New Castle and eventually moved to Glenwood Springs. That restaurant still exists today.

**Paul Morley** was young child who went missing during hunting and camping trip with his family in Rio Blanco County. Paul wandered away from camp and was believed to be taken by Native Americans. The fate of this lost boy was a mystery until forty-seven years later when a child's shoe was found four miles down the river with skeletal remains of a child's foot. Based on the style of shoe, the child was identified as Paul Morely. Paul's family had written to the town with an account of the memory forty-seven years later.

**William Griffith and John Rennix:** Billy Griffith was a former Town Marshal, a popular baseball player and a saloon owner who was convicted in court of assault, unfairly he believed. On November 10, he accosted Frank Sample on Main Street, one of the people who had testified against him. Town Marshal, John Rennix, stepped in and Griffith shot the marshal in the stomach. Rennix was able to get off a couple of shots before collapsing, and he managed to wound Griffith. Griffith ran up to the second floor of the Trimble Building. William Davis and Town Councilor Hugh Miller had rushed to Marshall Rennix to try to help him. Griffith started firing from a second-floor window, and hit Davis in the head, killing him. A posse of forty men arrived from Glenwood Springs and fired into the building. No one, however, dared to enter the building until Griffith's girlfriend, Lelia McMichael, volunteered to look in. Lelia discovered that Griffith had turned his gun on himself and shot himself in the head. Marshal Rennix died the next day at the sanitarium in Glenwood Springs. Griffith, Rennix and Davis are all buried in Highland Cemetery. John Rennix was laid to rest next to his wife, Lieuvernina, who died 9 years before.

**Katherine Senor** was a beloved English teacher at New Castle School Rifle High School and Riverside Middle School. Kathryn Senor Elementary School is named after her. She is resting in Highland Cemetery.

Several generations of families are in Highland Cemetery and have living descendants living and thriving in New Castle to this day. There are so many family names to mention.



**Jasper Ward**

### **V Criteria for Designation**

Highland Cemetery has long been *identified* as a historic property in New Castle. According to MC 15.44.160 a property may be identified as a historic property if it possesses (or potentially possesses) any of the following qualities or characteristics:

- A. Has existed for at least fifty (50) years prior to the date of identification;
- B. Is associated with events that have made a significant contribution to the broad pattern of the town's history;
- C. Is associated with the lives of persons significant in the town's past;
- D. It embodies the distinctive characteristics of a type, period, or method of construction, is the work of a master builder, or possesses high artistic value;
- E. It has yielded, or may be likely to yield, information important in prehistory or history;
- F. It exemplifies the cultural, economic, social, or historic heritage of the town;
- G. Has relationship to other distinctive areas that are eligible for preservation according to a plan based on a historic, cultural, or architectural motif;
- H. Unique location or singular physical characteristic representing an established and familiar visual feature of a neighborhood, community, or the town.

Highland Cemetery meets the approval criteria, now Council will consider whether to elevate this recognition to *designation* status. Pursuant to MC Section 15.44.050, a site, landmark, or district may be designated for preservation if it meets one or more of the following criteria.

- A. **Historical Importance.** The site, landmark or district has character, interest or value as part of the development, heritage or cultural characteristics of the town, state or nation; is the site of a historic event with an effect upon society; is identified with a person or group of persons who had some influence on society; or exemplifies the cultural, political, economic, social or historic heritage of the community.
- B. **Architectural Importance.** The site, landmark or district portrays the environment of a group of people in an era of history characterized by a distinctive architectural scale; embodies those distinguishing characteristics of an architectural-type specimen; is the work of an architect or master builder whose individual work has influenced the development of the town or contains elements of architectural design, detail, materials or craftsmanship which represent a significant innovation.
- C. **Geographic Importance.** The site, landmark or district, because of being part of or related to a square, park or other distinctive area (i.e., river crossings), should be developed or preserved according to a plan based on a historic, cultural or architectural motif or due to its unique location or singular physical characteristics, represents an established and familiar visual feature of the neighborhood, community or town.
- D. **Inclusion in National Register of Historic Places.** Inclusion of any property within the town in the National Register of Historic Places as provided in the National Historic Preservation Act of 1966 shall be construed as local historic site designation, and subject to the same protections as any local historic site.

### **VI Staff Comment**

From the discussion above, there is strong evidence that Highland Cemetery has been a vital aspect

of New Castle's heritage. **Historically**, Highland Cemetery is the final resting place for people who shaped New Castle. Highland Cemetery continues to inter family and friends from multiple generations. The artistry of the gravestones reflects the passage of time, showcasing styles from the early pioneer and Victorian eras to the present day. Highland Cemetery's gravestones are rich in symbolism. They include marble carvings of lambs which often mark the graves of children, representing innocence and sacrifice. Tree stump tombstones symbolize lives cut too short and are often significant to Woodsmen of the World. Several headstones also feature the I.O.O.F. emblem, representing the Independent Order of Odd Fellows, which connect to historic buildings on Main St.

This general significance aside, the Council must still consider whether the request for designation conforms to the approval criteria.

Another important consideration if approved, specifically for an owner of a landmark designation, is HPC's ongoing level of involvement with the cemetery. Once a property is designated, the HPC will review all future changes to the exterior for conformance to the historical design standards of the C-1 zone district per *MU 17.40*. Town code requires that:

Any person desiring to remove, demolish or change the exterior appearance or the exterior architectural features of improvements on real property designated as a historic site, landmark or district or desiring to change the land surface of any such real property, shall submit to the historic preservation commission an application for approval and a specific statement of the work proposed, together with such details as the commission may require. (15.44.300(B))

Town Council should be settled on the HPC's role with the historical landmark moving forward.

### **VII Staff Recommendation:**

The staff recommends the following conditions be considered by the Commission in their deliberations to approve the application.

1. Pursuant to 15.44.360, nothing shall be construed to prohibit the accomplishment of any work on any historic site, landmark or district which will neither change the exterior appearance (including color and materials) nor the exterior architectural features of improvements or structures, nor the character or appearance of the land itself and which is considered necessary as a part of normal maintenance and repair.
2. In the event that commissioners or staff observe unapproved modifications, the applicant or owner may be summoned before the HPC in a public meeting to show cause why the landmark designation should not be revoked, suspended, or additional conditions imposed. Such show-cause meeting shall be open to the public and the Applicant or owner may present testimony or offer other evidence on its behalf.
3. The applicant shall comply with all applicable building, residential, electrical and municipal code requirements including all sign code regulations.
4. All representations of the applicant in written and verbal presentations submitted to the Town or made at public meetings before the Historic Preservation Commission shall be considered part of the building permit application and binding on the applicant.

Staff agree that Highland Cemetery has met approval Criteria A because it was founded in 1888. Staff believe that approval criteria B and C have been met because many of the town's historical people are interred there. Approval criteria D is met with the artistic and cultural value through the memorial markers placed there. Highland Cemetery exemplifies the historic significance of the town as well as having a singular characteristic representing an established and physical feature of the community.

Historical landmark designation may bring visitors to Highland Cemetery that may not have stopped otherwise. It is a landing spot for people seeking historical information as well as the location of family members in Highland Cemetery. Highland Cemetery may bring tourists specifically interested in historic cemeteries, if designated.

## Photos from Highland Cemetery



**Paul Morley's Grave, his shoe and foot were found 47 years after he went missing.**



**Child's Grave 1913**



**Grave Marker Made by Mike Miller**



**Teacher Whom KSE is Named After**



**Woodsmen of the World Tombstone**



**Caretaker's Shed**



**Graves of Billy Griffith and Marshal John Rennix, Participants in a Shootout that Left 3 Dead**

Clerk's Office  
 Michelle Huster, HPC Clerk  
 (970) 984-2311  
 Email: mhuster@newcastlecolorado.org



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

### HISTORICAL DESIGNATION APPLICATION

Note: All land use applications must be filed with the Town Clerk. Please consult the Town Planner for codes specific to the Land Development Application. All application materials are subject to the Colorado Open Records Act (CORA), C.R.S. §24-72-201 to 207.

<b>Applicant:</b> New Castle Historical Preservation Commission	
<b>Address:</b> 450 W Main Street, New Castle Co 81647	<b>Phone:</b> <b>E-mail:</b> maririddile@gmail.com
<b>Property Owner:</b> Town of New Castle	
<b>Address:</b> 450 W Main Street, New Castle Co 81647	<b>Phone:</b> <b>E-mail:</b> mhuster@newcastlecolorado.org
<b>Contact Person:</b> Mari Riddile	
<b>Address:</b> 450 W Main Street, New Castle Co 81647	<b>Phone:</b> <b>E-mail:</b> maririddil'e@gmail.com
<b>Property Location/Address:</b> 1009 Clubhouse Drive, New Castle, Co. 81647	
<b>Legal Description:</b> Section 29 Township 5 Range 90 PT SENW. ALSO A TR OF LAND CONT. 1.07AC +/- AS DESC IN BK 1211 PG 613. ALSO A TR OF LAND CONT 2.452 AC +/- AS DESC IN 1425/192.	<b>Acres:</b> 10.512
<b>Existing Zone (e.g., Residential R-1, Commercial C-1):</b> None-Cemetery	<b>Existing Land Use:</b> Cemetery

#### TYPE(S) OF LAND USE(S) REQUESTED

- |  |   |
|--|---|
| <input type="checkbox"/> Pre-Annexation Agreement<br><input type="checkbox"/> Annexation<br><input type="checkbox"/> Subdivision (including Minor and Major Subdivisions, Lot Splits, Sketch Plans, Subdivision Preliminary Plans, Subdivision Final Plans, & Condominiumizations)<br><input type="checkbox"/> Amended Plat<br><input type="checkbox"/> Planned Unit Development (including PUD Sketch Plans, Preliminary PUD Development Plans, PUD Master Plans and Final PUD Development Plans)<br><input type="checkbox"/> Master Plan Amendment | <input type="checkbox"/> Conditional Use Permit or Special Review Use Permit<br><input checked="" type="checkbox"/> Historical Designation<br><input type="checkbox"/> Site Specific Development Plan/Vested Rights<br><input type="checkbox"/> Variance<br><input type="checkbox"/> Zoning<br><input type="checkbox"/> Zoning Amendment<br><input type="checkbox"/> Re-zoning<br><input type="checkbox"/> Watershed Permit<br><input type="checkbox"/> |
|--|---|

Applicant Signature	Date
---------------------	------



## AGREEMENT TO PAY CONSULTING AND ADMINISTRATIVE COSTS

Pursuant to municipal code section 16.08.070, for any land use application, the applicant shall pay all costs incurred by the town for the preparation of plats, plans, other required data and documents, recording fees, publication costs, legal and engineering review and advice, planning review and advice, inspections and all other out-of-pocket costs incurred by the town in connection with the land use application. In the case of withdrawal or denial of a land use application, the applicant shall be responsible for all costs actually incurred by the town in connection with such application regardless of the state of the review process at which the application is withdrawn or denied.

To secure payment of costs incurred by the town, the owner of the land proposed for development (and the applicant, if different) shall be required to sign the following agreement:

*By signing below, the applicant and property owner hereby agree to reimburse the Town the actual costs to the Town for engineering, planning, surveying, legal services, and all other costs incurred by the Town in connection with the review and approval of the land use application. I also agree to reimburse the Town for the cost of making any correction or additions to the master copy of the official Town map and for any fees for recording any plats and accompanying documents with the County Clerk and Recorder of Garfield County. I agree that interest shall be imposed at the rate of 1.5% per month on all balances not paid within thirty (30) days of a statement. In the event the Town pursues collection of any amounts due and unpaid, the Town shall be entitled to collect attorney's fees and costs. In addition to all other remedies allowable by law, I agree that in the event any amounts remain due and unpaid for sixty (60) days the Town shall have the power and authority to certify such amounts, plus a ten percent penalty, to Garfield County to be imposed as a tax lien against the real property subject to the development application.*

SO AGREED this 21st day of JULY, 20  .

Historic Preservation Commission  
Applicant (Print Name)

970-984-2311  
Telephone Number

marilyn@newcastlecolorado.org  
Email

Town of New Castle  
Property Owner

Town Clerk  
Relationship of Owner to Applicant

maririddile  
Signature of Applicant

450 W. Main St, New Castle, CO 81647  
Mailing Address of Applicant

maririddile@gmail.com  
Email Address of Applicant

Marilyn Riddile  
Signature of Property Owner

Po Box 90 New Castle, CO 81647  
Owner Mailing Address

Type of application: Historic Designation

Property description: Highland Cemetery  
Revised 3/2021

**TOWN OF NEW CASTLE, COLORADO**  
**RESOLUTION NO. HPC 2025-2**

A RESOLUTION OF THE NEW CASTLE HISTORIC PRESERVATION COMMISSION  
APPROVING THE HISTORICAL LANDMARK DESIGNATION OF THE HIGHLAND  
CEMETARY

WHEREAS, Chapter 15.44 of the New Castle Municipal Code (“Code”) establishes the powers and duties of the New Castle Historic Preservation Commission (“Commission”), including the review and designation of property as a historical landmark; and

WHEREAS, the Town of New Castle (“Landowner”) owns certain real property located at 10009 Clubhouse Drive in New Castle, as legally described on Exhibit A, also known as Assessor Parcel No. 212329200015 (the “Property”), which is the site of the Highland Cemetery; and

WHEREAS, the Property possesses one or more of the characteristics outlined in Section 15.44.160 of the Code and, therefore, has been identified as potentially worthy of designation; and

WHEREAS, Landowner requested approval of a historical landmark designation for the Property, and in accordance with Section 15.44.180 of the Code, the Commission adopted an order to schedule a hearing on the question of designation; and

WHEREAS, in preparation for the designation hearing, Town of New Castle staff prepared a report outlining the Property’s history and design, including a recommendation for consideration by the Commission; and

WHEREAS, the Commission held a duly noticed public hearing on October 20, 2025, and based on staff’s recommendation, public comment, and other evidence presented at the hearing, the Commission desires to designate the Property as a historic landmark as provided herein.

NOW, THEREFORE, BE IT RESOLVED BY THE NEW CASTLE HISTORIC PRESERVATION COMMISSION AS FOLLOWS:

1. Recitals. The foregoing recitals are incorporated by reference herein as findings and determinations of the Commission.

2. Criteria for Designation Met. The Commission hereby finds that the Property meets one or more of the following criteria as required by Section 15.44.050 of the Code:

A. Historical Importance. The Property has character, interest or value as part of the development, heritage, or cultural characteristics of the town, state or nation; is the site of a historic event with an effect upon society; is identified with a person or group of persons who had some influence on society; or exemplifies the cultural, political, economic, social or historic heritage of the community.

B. Geographic Importance. The Property, because of being part of or related to a square, park or other distinctive area (i.e., river crossings), should be developed or preserved according to a plan based on a historic, cultural or architectural motif or due to its unique location or singular physical characteristics, represents an established and familiar visual feature of the neighborhood, community or town.

3. Designation of Property as Historic Landmark. Based on the findings described in Section 2 of this Resolution, the Commission hereby designates the Property as a historic landmark, with the characteristics and features of the Property that are to be preserved being described in Exhibit B. By virtue of this designation, the Property shall be subject to the provisions of Chapter 15.44 of the Code, as the same may be amended or recodified from time to time.

4. Conditions of Designation. The designation of the Property as a historic landmark is subject to the following conditions:

- A. Pursuant to 15.44.360, nothing shall be construed to prohibit the accomplishment of any work on the Property which will neither change the exterior appearance (including color and materials) nor the exterior architectural features of improvements or structures, nor the character or appearance of the land itself and which is considered necessary as a part of normal maintenance and repair.
- B. In the event that commissioners or staff observe unapproved modifications of the characteristics and features of the Property that are to be preserved, the Landowner or any subsequent owner of the Property may be summoned before the Commission in a public meeting to show cause why the landmark designation should not be revoked, suspended, or additional conditions imposed. Such show-cause meeting shall be open to the public and the Applicant or owner may present testimony or offer other evidence on its behalf.
- C. The Landowner shall comply with all applicable building and municipal code requirements, including all sign code regulations, with respect to any future work on the Property.
- D. All representations of the Landowner in written and verbal presentations submitted to the Town or made at public meetings or hearings before the Commission shall be considered part of the building permit application and binding on the Landowner.

THIS RESOLUTION HPC 2025-2 was adopted by the New Castle Historic Preservation Commission by a vote of \_\_\_ to \_\_\_ on the 20th day of October, 2025.

TOWN OF NEW CASTLE, COLORADO,  
HISTORIC PRESERVATION COMMISSION

By: \_\_\_\_\_  
Mari Riddile, Chair

ATTEST:

---

Mindy Andis, Town Clerk

EXHIBIT A  
Legal Description

## EXHIBIT B

Those characteristics and features of the Property designated by the New Castle Historical Preservation Commission as a historic landmark pursuant to this Resolution HPC 2025-2 include:

- Original Highland Cemetery sign
- Gravestones and monuments & enclosures
- Gravel walkways with street signs

1 **New Castle, Colorado**  
2 **Historic Preservation Commission Meeting**  
3 **Monday, September 15, 2025, 6:30 PM**

4 **Call to Order**

5 Commission Chair Mari Riddile called the meeting to order at 6:31 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  
15  
16 Absent Commissioner Brandy Copeland  
17 Alternate Commissioner Tom Fuller  
18

19  
20 **Meeting Notice**

21 Professional Assistant to the Town Clerk, Michelle Huster verified that her office gave  
22 notice of the meeting in accordance with Resolution TC 2024-1.  
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  
32 **Items for Consideration**

33  
34 **Consider Paint Colors for Historically Designated Mattivi Building at 298 W. Main St.**

35  
36 Edgar Cuc, the owner of the historically designated Mattivi building at 298 W. Main Street  
37 asked the Historic Designation Commission to approve paint color. Professional Assistant  
38 to the Town Clerk Michelle Huster explained that historically, the building had white walls  
39 with red trim. The owners proposed changing to beige walls with black trim and showed  
40 the commissioners sample colors painted on a board. Professional Assistant Huster said  
41 according to the town code, any building historically designated needed to have any color  
42 changes approved by HPC.

43 Commissioner Richard Fletcher said the color choices Mr. Cuc brought in looked good,  
44 Commissioner Ruth Fletcher said the colors were classy. The commission reviewed the  
45 colors and said it was an improvement from the red and white.  
46

47 **Motion: Chair Riddile made a motion to approve new paint colors for the Mattivi**  
48 **building at 298 W. Main St. Commissioner Parks seconded the motion and it**  
49 **passed unanimously.**  
50

1 **Consider HPC Sponsorship of Down Valley Brewing for State Historical Fund**  
2 **Grants**

3 Haley Williams from Down Valley Brewing requested for the town to sponsorship for a  
4 grant application from the state historic fund. She explained that as a private business  
5 owner, she needed a municipality to apply on their behalf. Ms. Williams said that she  
6 would be seeking a non-competitive grant under \$10,000, which would require a 50%  
7 match from her business. If approved, the grant money would be filtered through the  
8 town to Down Valley Brewing.

9 Commissioner Ruth Fletcher asked if Down Valley Brewing was looking for financial  
10 support and Ms. Williams said they were not. Chair Riddile and other commissioners  
11 expressed support for the application, noting that Ms. Ms. Williams said she will complete  
12 the necessary paperwork herself, with the town simply serving as the required  
13 governmental entity for the application.

14  
15 **Motion: Commissioner Richard Fletcher made a motion to support Down Valley**  
16 **Brewery's application for sponsorship for the State Historical Fund. Vice Chair**  
17 **Ruth Fletcher seconded the motion, and it passed unanimously.**

18  
19 **Consider Dates and Details for Down Valley Brewing Designation Plaque**  
20 **Celebration**

21 HPC wanted to plan a ceremony at 589 W. Main Street that congratulated Down Valley  
22 Brewing and the Texaco building on the recent historic designation..

23 The commission agreed on September 30, 2025, at 5:00 PM. Professional Assistant Huster  
24 said she spoke with Katherine Tomanac from Post Independent about writing an article.  
25 Professional Assistant Huster suggested having the article published before the celebration  
26 to boost attendance.

27  
28 Chair Riddile asked Professional Assistant Huster to inform Town Council about the event,  
29 add it to the town's events calendar, and include it in the e-newsletter.

30 **Motion: Chair Ruth Fletcher made a motion to approve the date and details for**  
31 **the Down Valley Brewing designation plaque celebration. Commissioner Ruth**  
32 **Fletcher seconded the motion, and it passed unanimously.**

33  
34 **Consider Approval of CLG Audit**

35 Professional Assistant Huster presented the CLG (Certified Local Government) audit report  
36 incomplete, so commissioners had input. Professional Assistant Huster said she needed  
37 commissioners' responses on three specific questions related to accomplishments,  
38 problems, and planned activities.

39 Commissioner Parks said the accomplishment he was most proud of was the designation  
40 of the Texaco Building at 589 W. Main Steet. The commission was also excited over the  
41 videography project that was shown during Founders Day in February of 2025.

42 Commissioner Ruth Fletcher said the biggest challenge for the commission was getting  
43 town residents to see the potential benefits of historic designation.

1 The commission said they were looking forward to continuing the videography project with  
2 aging town residents. Commissioner Parks suggested reapplying for a historic main street  
3 designation by downsizing the area to include those already designated then working  
4 outward to more addresses. They were looking forward to celebrating the plaque  
5 designation at 589 W. Main St.

6 **Motion: Vice Chair Ruth Fletcher made a motion to approve the CLG audit report.**  
7 **Commissioner Richard Fletcher seconded, and the motion passed unanimously.**

8 **MOTION: Chair Riddile made a motion to approve the minutes from August 18,**  
9 **2025. Commissioner Parks seconded the motion, and it passed unanimously.**

10

11 **Adjourn**

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

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15 The meeting adjourned at 7:15 p.m.

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23 Respectfully submitted,

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Professional Assistant to the Town Clerk  
Michelle Huster

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Mari Riddile, Chair