

**New Castle, Colorado**  
**Historic Preservation Commission Meeting**  
**Monday, July 21, 2025, 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	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 Agreement to Pay Consultant Fees and Administrative Costs for Highland Cemetery Designation**

Chair Riddile explained that she initially had concerns from the last meeting about the cost for the Highland Cemetery designation, believing it would strain the budget.

Commissioner Ruth Fletcher said designation expenses were already included in HPC's budget. Chair Riddile said her initial decision to hold back on the agreement had postponed the presentation to Town Council. The Commission discussed that they had previously budgeted for two designations this year, with the Highland Cemetery being one of them.

**Consider Affidavit of Public Notice**

The Commission discussed the rules for public notices regarding the Highland Cemetery designation. Professional Assistant Huster explained certified letters are required to be mailed to property owners within one hundred feet of the cemetery at least 15 days before the August 19th Town Council meeting. Commissioner Parks said he will mail the certified Public Hearing Notices.

**Discussion of presentation for Highland Cemetery Designation on August 19, 2025, Town Council Meeting**

Chair Riddile confirmed she would attend the public hearing with Town Council on August 19, 2025, and Commissioner Copeland indicated she would try to attend.

**MOTION: Commissioner Copeland motioned to proceed with the Highland Cemetery designation presentation at the Town Council meeting on August 19, 2025. The motion was seconded by Commissioner Richard Fletcher and passed unanimously.**

#### **1. Discussion of Historic Main Street Webinar**

Commissioner Parks reported on his attendance at a Historic Main Street webinar. He explained the distinction between Certified Local Governments (CLGs) like New Castle and designated Main Street communities. While the town does not currently qualify for all Main Street benefits since it does not have a dedicated Main Street, there are still resources available that could help with projects like repurpose buildings for different uses. Commissioner Parks said that the former school building was already being converted into office spaces, with three of the eight planned spaces already spoken for.

Commissioner Parks also noted other resources available to the town regardless of Main Street designation status, including:

- The International Existing Building Code, which the town has already adopted and is more lenient for historic structures, not requiring special training for contractors working on historic buildings and support for dealing with blighted properties.

The Commission discussed revisiting the Main Street designation after the first of the year. Chair Riddile expressed interest in having more property owners learn about the benefits of historic designation. Commissioner Copeland said they might consider focusing primarily on business properties rather than including residential properties, which had faced opposition in previous attempts. They discussed identifying specific properties to approach individually and the value of having a successful designation like Down Valley Brewing to highlight the benefits.

#### **Consider Approval of June 23, 2025, Minutes**

**MOTION: Chair Riddile made a motion to approve the minutes from June 23, 2025. Commissioner Ruth Fletcher 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 6:52 p.m.

Respectfully submitted,

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Mari Riddile, Chair

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Professional Assistant to the Town Clerk  
Michelle Huster