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Town of New Castle Administration Department
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Agenda

New Castle Historic Preservation Commission Regular Meeting August 17, 2015, 6:30 pm, Town Hall

Call to Order
Roll Call
Conflicts of Interest

- 1. Review Minutes from Previous Meetings**
July 20, 2015

Items for Consideration

- 2. Discuss possible grant application for 303 W. Main St**
- 3. Discuss historical survey of residential buildings**

Citizen Comments on Items NOT on Agenda

- 4. Commission Comments**
- 5. Set Next Meeting**

Adjournment

1 **New Castle Historic Preservation Commission**
2 **Monday, July 20, 2015, 6:30 p.m., Town Hall**

3
4 **Call to order**

5 Commission Chair Virginia Erickson called the meeting to order at 6:30 p.m.

6
7 **Roll Call**

8 Present Chair Erickson
9 Vice Chair Borgard
10 Commissioner Rippy
11 Commissioner Blaylock
12
13 Absent Commissioner Breslin

14
15 Also present at the meeting were Administrative Assistant Ryan Muse, Town
16 Planner Tim Cain, and Assistant Town Attorney Haley Carmer.

17
18 **Conflicts of Interest**

19 There were no conflicts of interest.

20
21 **Review Minutes from Previous Meeting**

22 **MOTION: Vice Chair Borgard made a motion to approve the minutes as**
23 **amended. Commissioner Blaylock seconded the motion and it passed**
24 **unanimously.**

25
26 **Discussion: Ordinances NO. 2001-5 and NO. 98-6**

27 Town Planner Tim Cain began by stating that in 1998, when the Historic
28 Preservation Commission was established, a process was created for alterations of
29 structures in the C-1 district, otherwise known as the historic district. The
30 alterations includes any building whether or not it required a permit. Chapter 15
31 states that alterations must go before the HPC for approval and if there is an
32 appeal, it goes to the Town Council. However, Chapter 17 states that alterations in
33 the C-1 district must get approval from the Town Planner and if there is an appeal it
34 goes to the Board of Zoning Adjustments. Assistant Town Attorney Haley Carmer
35 clarified that the C-1 district is not a designated historic district, rather it is a
36 historic district because it is zoned as C-1, meaning it has the goal of furthering the
37 historic aspects of downtown. Because of this, the only regulations that apply to the
38 district are the C-1 zoning regulations. Attorney Carmer stated that this does not
39 apply for buildings designated as historic but rather the district as a whole. This
40 means that historic regulations are imposed on a structure by structure basis. The
41 conflict arises because zoning has one procedure and the HPC has another.
42 Attorney Carmer stated that these conflicting regulations need to be fixed and a
43 possible option to clarify the conflicting ordinances is for the HPC to recommend to
44 Council that the C-1 district become designated as a historic district. If this were to
45 happen, it would nullify the conflict between the current C-1 zoning and the historic
46 district. Another possible way to amend this conflict would be to make specific
47 provisions to the ordinances.

1 Planner Cain stated that if C-1 were designated a historic district, any remodel or
2 alteration, on any structure located in the C-1 district, whether historic or not,
3 would be subject to either a plan review or an HPC review. Planner Cain
4 recommend giving the town planner the option to make the decision on a specific
5 project while also having the option to bring it to HPC for recommendation. Planner
6 Cain pointed out that requiring approval for all structural changes would mean that
7 it would take a significant amount of time for even the most mundane changes.
8 However, if approval is in the discretion of the town planner, it would be
9 substantially faster.

10 Vice Chair Borgard stated that, originally, the C-1 district was not made a
11 designated historic district because the Town of New Castle wanted to give property
12 owners the ability to decide whether or not they wanted their building to be
13 designated as historical and accept the regulations that come with that.

14 Commissioner Rippy stated that these owners were also given the option to have
15 their buildings become a historic structure because the Town did not want to force
16 the building owners into the strict regulations that would come from joining a
17 registry.

18 Commissioner Borgard wanted clarification on what the differences were on design
19 standards with the current C-1 district and the historic designated C-1 district.

20 Planner Cain stated that they are very similar. Chair Erickson wanted clarification
21 on whether demolition and interior changes were included in the current C-1
22 district. Planner Cain stated that an owner must go to HPC before a demolition of
23 historic structures but there were no restrictions on interior changes. Planner Cain
24 also brought up the issue of new technology, such as solar, and how that would
25 affect the historical nature of the district, especially if the C-1 district was made a
26 designated historic district.

27 Commissioner Rippy stated that he is in favor of designating C-1 as a historic
28 district for the purpose of creating equality and consistency among all properties
29 and structures. Vice Chair Borgard estimated that most of the changes that would
30 come before the HPC would be paint colors and he felt that HPC should have
31 approval on the paint colors for the C-1 district.

32
33 **MOTION: Commissioner Rippy made a motion for the HPC to show its**
34 **support to designate the C-1 district as a historic designated district. Vice**
35 **Chair Borgard seconded the motion and it passed unanimously.**
36

37 Attorney Carmer stated that it is now Council's decision on whether or not to
38 proceed with this motion. However, Attorney Carmer reminded the HPC that in
39 order to create a historic district, they are required to obtain permission from all of
40 the property owners within the proposed district. Commissioner Rippy stated that
41 changing the C-1 district to a historic district would make it more difficult to sell a
42 property and less enticing to buy one. Vice Chair Borgard and Planner Cain listed
43 multiple properties that they predicted could be up for sale in the near future. Due
44 to the possible economic downfalls that would negatively affect downtown, the
45 commission requested to withdraw the previous motion to show support to

1 designate the C-1 district a historic district.

2

3 **Motion: Commissioner Rippy made a motion to withdraw the previous**
4 **motion. Vice Chair Borgard seconded the motion and it passed**
5 **unanimously.**

6

7 Vice Chair Borgard stated that he would like to find a way for the HPC to review
8 paint colors. Attorney Carmer stated that additional design standards could be
9 added to the current C-1 district.

10

11 **MOTION: Commissioner Rippy made a motion to recommend provisions to**
12 **the C-1 ordinance that include: HPC will become a referring commission for**
13 **matters involving the C-1 district; and that paint colors in the C-1 district**
14 **will need approval from the HPC. Chair Erickson seconded the motion and**
15 **it passed unanimously.**

16

17 **Discussion: Historical Survey of Residential Buildings**

18 Administrative Assistant Ryan Muse reminded the commission that most grant
19 deadlines for a historic survey are in October. Commissioner Rippy questioned
20 whether there were enough houses to move forward and suggests that the HPC
21 contact the owners of older houses. Commissioner Rippy volunteered to research
22 who the owners are of the older residential buildings in town. 1:08

23

24 **Citizen Comments on Items NOT on Agenda**

25 There were no citizen comments.

26

27 **Commission Comments**

28 There were no commission comments.

29

30 **Set Next Meeting**

31 **MOTION: Vice Chair Borgard made a motion that the next meeting take**
32 **place on August 17, 2015. The motion was seconded by Chair Erickson and**
33 **it passed unanimously.**

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35 The meeting adjourned at 7:45 p.m.

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Town of New Castle
Historic Preservation Commission

Commission Chair Virginia Erickson

ATTEST:

Ryan Muse, Administrative Assistant

DRAFT



Town of New Castle **Planning and Code**
450 W. Main Street **Administration Department**
PO Box 90 **Phone:** (970) 984-2311
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Memo

To: Historic Preservation Commission
From: Ryan Muse
Date: August 14, 2015
RE: Residential Survey

The following are steps that need to be followed in order to complete our residential survey-

1. Identify historic properties potentially worthy of designation
2. Make sure the property meets one of the criteria required for designation
3. Contact the owners of the properties desired for designation, detailing the reasons why their property is desired, and attempt to garnish written consent
 - i. If the commission is unable to contact the owner, there are additional steps that may be followed
4. Vote to adopt an order scheduling a public hearing
5. Follow the appropriate steps to hold such hearing
6. Within 25 days, the Commission will act upon each request for designation with the option to approve or deny any such request
7. Transmit the Commission's findings, conclusion, and written resolution to the Council within 15 days
8. Within 15 days of the Council's resolution, the town clerk will enter such resolution to the appropriate agencies
9. Within 10 days of entering the resolution, the town clerk/administrator shall send final notification to the owner of the designated property
10. As provided by Council, the Commission may obtain the assistance of experts.

For the purpose of having properties listed in the state or national historic registry, the first thing that needs to be done is to decide between the Comprehensive Reconnaissance survey and the Selective Intensive survey. The biggest difference is the amount of research and the detail of the designated properties. The Comprehensive survey is much less detailed and is much cheaper. The Selective survey is very detailed and more expensive.

Most of the grant deadlines are on October 1st and April 1st. There are also many different types of grants from matching funds to pay in full.

For detailed information on any of these topics, you may refer to the packets I have previously provided and if you need another copy I would be happy to send that to you.