



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

Administration Department
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Agenda

New Castle Historic Preservation Commission
Monday, September 15, 2025, 6:30 PM

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[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. Consider Paint Colors for Historically Designated Mattivi Building at 298 W. Main St.**
- B. Consider HPC Sponsorship of Down Valley Brewing for State Designation**
- C. Consider Dates and Details for Down Valley Brewing Designation Plaque Celebration**
- D. Approval of CLG Audit**
- E. Approval of August 18, 2025, Minutes**

Commissioner Comments

Adjourn

Commissioner Narrative Questions

About: Each year HPC completes an “audit” to have access to History Colorado resources like Lindsey Flewelling. They ask commissioners to answer the following questions for Administrative Assistant Huster to include in the audit.

1. What CLG accomplishment/achievement/event in Federal Fiscal Year 2025 makes the Commission/Board most proud?
2. Describe any problems – operational, political or financial – encountered by the CLG Federal Fiscal Year 2025.
3. Describe any planned/projected Commission/Board activities for Federal Fiscal Year 2026.



History Colorado

Colorado Certified Local Government 2025 Annual Report

Federal Fiscal Year 2025: October 1, 2024 – September 30, 2025

Due Date: November 3, 2025

Please save this file in the original PDF format, DO NOT PRINT AND SCAN.
Submit via email to lindsey.flewelling@state.co.us

Name of CLG: Town of New Castle

Name of Commission/Board: Historic Preservation Commission

Contact Name: Michelle Huster

Contact Title: Professional Assistant to the Town Clerk

Contact Phone: 970-984-2311

Contact Email: mhuster@newcastlecolorado.org

Contact Address: 450 W. Main St. P.O. Box 90

City: New Castle

State: CO

Zip: 81647

Website for your historic preservation program: newcastlecolorado.org

Provide a list of all local government staff members with duties assigned to your local preservation program and their job titles. Then, list the percentage of their job duties that are related to historic preservation and check each staff member that meets the [Secretary of the Interior’s Professional Qualifications Standards](#). Please include any consultants contracted to perform designation, design, or tax credit reviews on a regular basis.

Name	Title	Percent	SOI Qualified
Michelle Huster	Professional Assistant	5	<input type="checkbox"/>
Paul Smith	Building and Planning Administrator	95	<input checked="" type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

An accurately completed annual report is a CLG requirement

Preservation Planning & Operational Documents

1) In Federal Fiscal Year 2025, were any of the following newly developed or revised (check all that apply):

- Preservation Ordinance (including Amendments)
- By-Laws or Administrative Rules
- Preservation Plan
- Survey Plan
- Design Guidelines

Commission/Board

2) Provide a list of all current Commission/Board Members. Check any Commission/Board Members newly appointed in Federal Fiscal Year 2025 and attach their resumes and/or applications. Also, check all Commission/Board Members that are professionals in preservation-related disciplines and list their profession beside their names.

Preservation-related disciplines include: history, architecture, landscape architecture, architectural history, prehistoric or historic archaeology, planning, American studies, American civilization, cultural geography, cultural anthropology, or related disciplines such as building trades, real estate, or law.

Name	New Member	Preservation Professional	Discipline(s)
Mari Riddle	<input type="checkbox"/>	<input type="checkbox"/>	Commission Chair (Appointed)
Ruth Fletcher	<input type="checkbox"/>	<input type="checkbox"/>	Commission Vice Chair (Appoi
Richard Fletcher	<input type="checkbox"/>	<input type="checkbox"/>	Commissioner (Appointed)
Grady Hazelton	<input type="checkbox"/>	<input type="checkbox"/>	Commissioner (Council Rep)
Brandy Copeland	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Commissioner (Council Rep)
Richard Parks	<input type="checkbox"/>	<input type="checkbox"/>	Commissioner (P & Z Rep)
Tom Fuller	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Alternate (Appointed 3/2022)
	<input type="checkbox"/>	<input type="checkbox"/>	

3) If 40% of the current Commission/Board is not comprised of preservation-related professionals, please describe your efforts to recruit.

The Town of New Castle is comprised of an estimated population of 5,000 people. Being a smaller municipality, it is difficult to find people to join the commission let alone meeting the professional qualifications as a whole. Our focus is to find a recruit members who's intent is to better our community and preserve our history. When we are in need of new members we notice and advertise on our website, public boards and newsletters. HPC's alternate is a professional historic preservationist with the Forest Service and one of the commissioners has years of experience with the State Parks Service.

4) How does the Commission/Board seek additional expertise in the fields of architecture, architectural history or archaeology when needed?

Please see answer #3.

5) Do the members of the Commission/Board represent the general ethnic diversity of the community?

Yes

6) List the **SHPO-approved** educational/training sessions attended by Commission/Board Members in Federal Fiscal Year 2025. Please list name of session or conference (list conference, not individual sessions when a conference was attended) and the name(s) of Commission/Board Member that attended.

Richard Parks, Main Street and CLG Webinar
 Mari Riddile, State Historical Fund Webinar

7) What is your Commission/Board’s regular meeting schedule? (Day and Time - i.e. First Thursday of the month at 6pm)

Third Monday of every month.

8) Please list the number of meetings and dates held in Federal Fiscal Year 2025:

Regular Meetings	Special Meetings	Work/Study Sessions
<u>Total Number</u>	<u>Total Number</u>	<u>Total Number</u>
7	1	1
<u>Dates</u> October 21, 2024 November 18, 2024 March 17, 2025 April 21, 2025 May 19, 2025 July 21, 2025 August 18, 2025	<u>Dates</u> June 23, 2025	<u>Dates</u> October 21, 2024

Historic Contexts & Surveys

9) List any **Historic Context Studies** completed in Federal Fiscal Year 2025.

0

10) List any **Cultural/Historic Resource Surveys** completed in Federal Fiscal Year 2025.

0

11) How many resources were **inventoried** in Federal Fiscal Year 2025? 1

Inventoried means any buildings, structures, objects, or sites for which the Commission/Board obtained information not previously held. This information may come from newly surveyed properties or properties nominated that had not been surveyed. Inventoried properties can be either eligible or non-eligible for listing.

Designations

12) How many contributing resources (buildings, structures, objects, sites) are **locally designated** in total? This count includes **all** listings since the Commission/Board was originally formed. For Districts, count all contributing buildings, structures and sites individually. 13

13) How many contributing resources (buildings, structures, objects, sites) were **locally designated** in Federal Fiscal Year 2025? For Districts, count contributing buildings, structures and sites individually. 1

Please list newly designated properties. For Districts, list name with number of contributing resources in parenthesis.
Texaco Building at 589 W. Main St. New Castle, CO 81647

Project Review

- 14) How many design review applications were considered by the Commission/Board for **designated** resources in Federal Fiscal Year 2025?
- a. Total Reviewed 0
 - b. Review by Full Commission 0
 - c. Review by Design Review Subcommittee Only 0
 - d. Reviewed by Staff Only 0
- 15) How many design review applications were considered by the Commission/Board for **non-designated** resources in Federal Fiscal Year 2025?
- a. Total Reviewed 0
 - b. Review by Full Commission 0
 - c. Review by Design Review Subcommittee Only 0
 - d. Reviewed by Staff Only 0
- 16) If reviewed separately, how many demolition reviews were conducted by the Commission/Board or Staff in Federal Fiscal Year 2025? 0
- 17) Did your County/Municipality comment or participate in any **Section 106 Reviews** as a consulting party in Federal Fiscal Year 2025? No
- If yes, list name of project or property and the Federal Agency initiating the review.

Preservation Incentives

- 18) Does your County/Municipality have any local incentives programs for preservation or for the benefit of historic properties? Please check all that apply.
- Tax incentive program
 - Government-funded loan program
 - Government-funded grant program
 - Zoning variances/Use Allowances
 - Acquisition of historic properties through purchase or donation
 - Preservation Awards
 - Plaques
 - Other (Please describe)

Narrative Questions

19) Did your Board/Commission develop, sponsor, or participate in any **public outreach, education, or interpretive events/meetings/tours/materials** in Federal Fiscal Year 2025? No

If yes, please describe.

20) What CLG accomplishment/achievement/event in Federal Fiscal Year 2025 makes the Commission/Board most proud?

21) Describe any problems – operational, political or financial – encountered by the CLG in Federal Fiscal Year 2025.

22) Describe any planned/projected Commission/Board activities for Federal Fiscal Year 2026.

Attachment Checklist

All documents listed below are **required** for a complete report unless listed as “if applicable” or “if adopted.” Providing a link to an online document, if downloadable, may be substituted for actual attachment of a document when available. Please include all documents as **separate attachments**.

- All** meeting minutes for Federal Fiscal Year 2025 (unless previously submitted)
- List of **all** locally designated properties (from inception of local listing)
- Resumes or applications for commission/board members appointed in FY25 (if applicable)
- Sample of Public Notice announcing commission/board meeting
- Sample advertisement for new commission/board members
- Current preservation ordinance and amendments (if adopted during FY25)
- Current by-laws or administrative rules for the commission/board (if adopted during FY25)
- Current Preservation Plan or preservation chapter in Comprehensive Plan (if adopted during FY25)
- Current Survey Plan (if adopted during FY25)
- Historic Context Studies completed in FY2025 or date submitted to SHPO (if applicable)
- Cultural/Historic Resource Surveys completed in FY2025 or date submitted to SHPO (if applicable)

Please provide links to any online documents or additional details:

1 **New Castle, Colorado**
2 **Historic Preservation Commission Meeting**
3 **Monday, August 18, 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 Commissioner Brandy Copeland
15 Alternate Commissioner Tom Fuller
16

17 Absent
18

19 **Meeting Notice**

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

23 **Conflicts of Interest**

24 There were no conflicts of interest.
25

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

27 There were no citizen comments.
28

29 **Agenda Changes**
30

31 **Items for Consideration**
32

33 **Consider Presentation of Down Valley Brewing Historic Designation Plaque**

34 Chair Riddile expressed concern about the Down Valley Brewing historic designation
35 plaque presentation because Down Valley Brewery had not painted the box as part of the
36 designation condition. Administrator David Reynolds said the presentation of the plaque
37 should spotlight the work of the Historic Preservation Commission and offer the brewery a
38 chance to host an open house, and once the condition is met. The commission discussed
39 the issue, and Commissioner Richard Fletcher and Commissioner Parks volunteered to
40 remind the brewery owners of Down Valley Brewery of the agreement and ask them about
41 dates for the ceremony.
42

43 Administrator Reynolds suggested the commission honor the Brewery with a celebration.
44

45 **Discussion of Public Hearing for Highland Cemetery**

46 Chair Riddile said that the town attorney Haley Carmer had advised the request to
47 designate Highland Cemetery from the Town Council rather than Historic Preservation
48 Commission (HPC). Administrator Reynolds said the Town Council would be the applicant
49 instead of the HPC. The process would involve the Town Council directing staff to fill out
50 the application, which would then be brought to the HPC for review and approval.

51 The commission discussed the implications of this change, including the need to re-notice
52 the public hearing and the potential timeline for the process. They noted that if the Town
53 Council approved moving forward with the application at their meeting the following night,
54 staff would prepare the application and bring it back to the HPC for their normal approval
55 steps. The commission also discussed the financial aspects, noting that as they would no
56 longer be the applicant, they would not have to pay for attorney fees or the purchase of
57 the file. Chair Riddile and other members plan to attend the Town Council meeting the
58 following night to present the importance of the cemetery designation and answer any
59 questions.

60
61 Chair Riddile said the commission would like to decide what the wording of the
62 designation plaques moving forward. Professional assistant Huster said she chose the
63 wording for the Texaco plaque and did not consider another name.

64
65 Chair Riddile asked Professional Assistant Michelle Huster who pays for the designation
66 plaques. Professional Assistant Huster said, per Clerk Mindy Andis, when HPC solicits a
67 prospective owner, HPC pays for the plaque. Professional Assistant Huster said whenever
68 an owner approaches the town for a designation, then the owner pays for the plaque.
69 Chair Riddile said HPC put this in their budget, and they should pay for the plaques.
70 Professional Huster asked the Commission for a motion.

71
72 **MOTION: Chair Riddile motioned for HPC to approved to pay for designation**
73 **plaques moving forward. Commissioner Ruth Fletcher seconded the motion,**
74 **Commissioner Copeland voted no, the motion passed.**

75 **MOTION: Chair Riddile made a motion to approve the minutes from July 21,**
76 **2025. Commissioner Parks seconded the motion, and it passed unanimously.**

77
78 **Adjourn**

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

81 The meeting adjourned at 6:53 p.m.

82 Respectfully submitted,

83

84

85

86

87 Professional Assistant to the Town Clerk

88 Michelle Huster

Mari Riddile, Chair