



# 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](mailto: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](mailto: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](http://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:

<b>Regular Meetings</b>	<b>Special Meetings</b>	<b>Work/Study Sessions</b>
<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: