



MANITOU SPRINGS HISTORIC PRESERVATION COMMISSION REGULAR MEETING AGENDA

All upcoming HPC meetings are scheduled to be hybrid,
Zoom (remote) or in-person at Memorial Hall.

In Person: Memorial Hall
606 Manitou Avenue
Manitou Springs, CO 80829

Remote: A link is provided on the City's Official Website at
<https://www.manitouspringsgov.com/544/All-Boards-and-Commissions>

May 7, 2025

5:30 PM

- I. **CALL TO ORDER**
- II. **APPROVAL OF MINUTES**
 1. April 2, 2025 Regular Meeting Minutes
- III. **PUBLIC COMMENT ON NON-AGENDA ITEMS**
- IV. **NOTICE OF COUNCIL ACTION**
- V. **UNFINISHED BUSINESS**
 2. MCAC 2503 - 528 Canon Avenue - Exterior Alterations
- VI. **NEW BUSINESS**
 3. MCAC 2504 - 606 Manitou Avenue - Exterior and Interior Alterations
- VII. **OTHER BUSINESS**
- VIII. **ADJOURNMENT**

Commissioners:

Laura Kindseth, Chair (03/31/2027)
Matthew Rose, Vice Chair (03/31/2028)
Matthew Murphy (03/31/2028)
Ann Nichols (03/31/2029)
Joy Porter(3/31/2029)
Tammila Wright, Alternate Member (03/31/2028)

Staff and Liaisons:

Michelle Whetherhult, City Council Liaison
Fred Rollenhagen, Planning Director
Chelsea Royston, Senior Planner
Erin Ringsred, Planner and Landscape Architect II
Zachary Davison, Planner I

2 regular and 2 alternate positions available

The City of Manitou Springs does not discriminate on the basis of disability in the admission to, access to, or operations of programs, services or activities. Reasonable accommodation will be provided to ensure equal access to all. Individuals who would like to request auxiliary aids or services should contact the ADA Coordinator at (719) 685-5481 or jfryer@manitouspringsco.gov. You may also contact the City Clerk's Office at cityclerk@manitouspringsco.gov or (719) 685-2554. Please provide a minimum of 3-5 days advance notice.

Interested citizens are invited to serve on any of the City's Boards or Commissions. Please contact the City Clerk's Office for more information or visit our website at: www.manitouspringsgov.com.



MANITOU SPRINGS HISTORIC PRESERVATION COMMISSION Draft Minutes

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April 2, 2025

5:30 PM

I. CALL TO ORDER

A Regular Meeting of the Manitou Springs Historic Preservation Commission was held at Manitou Springs Memorial Hall, 606 Manitou Avenue. Chair Laura Kindseth called the meeting to order at 5:30 PM and declared a quorum present.

PRESENT: Chair Laura Kindseth
Commissioner Joy Porter

Commissioner Ann Nichols

Commissioner Matthew Murphy

ABSENT: Vice Chair Matt Rose

STAFF: Planner II Erin Ringsred
Planner I Zachary Davison

GUESTS: City Attorney Jeff Parker

Commissioner Nichols and Commissioner Porter have been reappointed and confirmed by City Council. Commissioner Doug Edmundson has resigned from the commission for the period of his service

II. APPROVAL OF MINUTES

ITEM 1: March 5, 2025 Meeting Minutes

MOTION:

Commissioner Matthew Murphy made a motion to approve March 5, 2025 minutes as presented

SECOND:

The motion was seconded by Commissioner Ann Nichols.

VOTE:

Motion was carried 4-0

III. PUBLIC COMMENT ON NON-AGENDA ITEMS

No public comment

IV. NOTICE OF COUNCIL ACTION

No notice of new Council Action

V. UNFINISHED BUSINESS

No Unfinished Business

VI. NEW BUSINESS

ITEM 2: MCAC 2502 - 56 Park Avenue - Exterior Alterations

Planner Davison presented the staff report for 56 Park Avenue

Commissioner Porter asks for clarification on if the parking lot or the retaining wall are being reviewed under MCAC 2502

Planner Davison clarified that wall is the portion under Historic Preservation Commissioner Review

Commissioner Porter asked if the wall and parking lot expansion would be up to the fence.

Planner Davison said that is correct.

Commissioner Porter asked about the height of the wall.

Planner Ringsred clarified that the approval the MCAC is seeking tonight is for the materiality of the wall as this will influence the engineering in the grading and erosion control permit. The Grading and Erosion Control Permit is where the height of the wall and grading will be finalized.

Commissioner Porter asked for clarification if any trees will be removed.

Planner Davison confirmed no tree removal is anticipated for the wall installation.

The Applicant is called forward. Eli Morgan is currently residing at 41 Lincoln Avenue, Manitou Springs, and is speaking in regards to 56 Park Avenue.

Commissioner Porter asked the applicant for clarification on the wall height.

Applicant Morgan clarified that the retaining wall would technically be 10'6" from the top of the asphalt. Applicant Morgan acknowledged this might be a problem with code and mentioned they were prepared to add a planter to reduce the visible height to under 10 feet, although they preferred not to.

Chair Kindseth asked why the wall is 10'6"

Applicant Morgan explained that the 10'6" height was due to the existing grade and the desire to have a usable landscaped area and space for maintenance at the top without creating a hazardous situation in the future.

Chair Kindseth asked for clarification regarding the color of the wall.

Applicant Morgan clarified that while the concrete starts out gray, the intention is to stain it to look like the stained concrete used in other projects in Manitou Springs, referencing a specific example on Main Street, aiming for a color that blends in with the town's aesthetic.

Chair Kindseth opened the hearing for Public Comment

Hearing none, Chair Kindseth closed public comment

Commissioner Porter expressed concern regarding the wall height.

Planner Ringsred clarified that the MCAC would approve the wall location and material and not wall height or its compliance with the grading and erosion control requirements.

Commissioner Porter asked if just the stone was being reviewed.

Planner Ringsred clarified that the material proposed was concrete that would be stained to match aesthetic as depicted in the mock-up example.

Commissioner Nichols commented that she felt this application would be a good addition

MOTION:

Commissioner Nichols moved to approve MCAC 2502 as presented.

SECOND:

The motion was seconded by Commissioner Porter.

VOTE:

The motion carried (4-0).

ITEM 3: MCAC 2503 - 528 Canon Ave - Exterior Alterations

Planner Davison presented the staff report for 528 Avenue

Commissioner Porter asked for clarification on whether the divided lights in the proposed windows are inside the glass as they appear in the provided picture or on the outside, like the original windows.

Planner Davison deferred the question to the Applicant

Applicant Luke Townsend with Renewal by Anderson representing the owners of 528 Canon Ave, clarified that the dividers are in between the two panes of glass.

Commissioner Porter asked if the existing windows had dividers on the inside or outside.

Applicant Townsend clarified that the existing windows have dividers on the interior and exterior of the window.

Chair Kindseth asked if the applicants were in the audience

Applicant Townsend clarified he was representing Ann Edinger and Sandra Disney who

own the property at 528 Canon Ave.

Commissioner Porter asked if the sizes of the windows would change.

Applicant Townsend stated the size would remain the same the material is what is changing.

Chair Kindseth asked for clarification regarding the original window material

Applicant Townsend stated that the existing windows are single-pane wood windows.

Chair Kindseth asked if these windows appeared to original to the house.

Applicant Townsend stated that yes, they appeared to be and they had exterior storm windows

Chair Kindseth stated that the existing windows appeared to be in good condition

Applicant Townsend stated the old single-pane wood windows were drafty and energy inefficient and the owners are seeking to improve their comfort.

Chair Kindseth asked if the draftiness could be addressed with other methods than full replacement.

Applicant Townsend stated that single pane glass will always have draftiness issues and this is a long term solution.

Chair Kindseth suggested that the original old-growth wood windows might be more energy-efficient than new manufactured products and advocated for their evaluation by a historic restoration specialist.

Applicant Townsend highlighted the energy efficiency benefits of the proposed Fibrex wood composite windows with double-paned glass and argon gas.

Commissioner Porter clarified that the wood frames are not deteriorating.

Applicant Townsend stated that they would be keeping all of the wood trim but the frame is what is being replaced.

Chair Kindseth stated that the Secretary of the Interior's standards prioritizes repairing original building features over replacing them and suggested the windows be evaluated by a historic preservation specialist.

Applicant Townsend was not sure the state of the wood window frames. And would need to defer to the applicant regarding securing a historic preservation evaluation.

Chair Kindseth stated that this cabin construction is unique and would be compromised if the original windows are not restored.

Commissioner Nichols stated that unless the windows are so deteriorated they cannot be preserved, we recommend repair instead of replacement. We usually recommend that energy efficiency in original windows can often be improved with storm windows, which the property already has. They stated that they would prefer a conversation with the

owner regarding the appropriate path. They stated that the dividers would be required to be external if full replacement ends up being the final path.

Chair Kindseth pointed out that the sample window shown was a 4 over 4 design, while the existing windows are 6 over 6.

Applicant Townsend confirmed that the new windows are custom-made and the grid pattern could be adjusted to match the original. They also confirmed they could do external dividers to maintain a historic appearance.

MOTION:

Commissioner Nichols moved to continue MCAC 2503 at 528 Canon Avenue to May 7, 2025 pending additional discussion with the owner on the condition of the windows.

SECOND:

The motion was seconded by Commissioner Porter.

VOTE:

The motion carried (4-0).

ITEM 4: 7 Elk Path - Vicky Bunsen Doucette Memorial Mini-Grant

Commissioner Murphy recuses himself from this item

Planner Davison presented the staff report for MGA 2502 for 7 Elk Path

Holly Murphy Applicant resides at 7 Elk Path introduced herself for the record. They stated they are excited for the improvements to their home.

Chair Kindseth clarified that it was only paint being repaired everything else is in good condition.

Applicant Murphy stated that was correct.

MOTION:

Commissioner Nichols moved to approve MGA 2502 as submitted

SECOND:

The motion was seconded by Commissioner Porter.

VOTE:

The motion carried (3-0 with one recusal)

VII. OTHER BUSINESS

ITEM 5: Historic Preservation Awards

Commissioner Murphy re-entered the public meeting.

The committee went through a list of potential award recipients, checking if the projects qualify and if the work is completed.

128 Pawnee Avenue (New Roof): The commissioner determined that this property had

received an award the previous year.

109 South Path (New Siding and Wrapped Columns): The Commission approved this property to receive an award.

39 Delaware (Moving a Door): The Commission deemed this property ineligible for an award at this time.

121 Pawnee Ave: The Commission deemed this property ineligible for an award at this time.

39 Burns (New Windows): The Commission approved this property to receive an award.

325 Spring Street (New House): This property reportedly received an award last year.

141 Capitol Hill: The Commission deemed this property ineligible for an award at this time.

124 Fairview Avenue: The Commission deemed this property ineligible for an award at this time.

801 Shoshone (Improvements): The improvements were completed before Historic Preservation Commission (HPC) approval, making it ineligible.

173 Chelton (Carport): The Commission deemed this property ineligible for an award at this time.

140/144 Ruxton Avenue: The Commission deemed this property ineligible for an award at this time.

701 Prospect (Adding Second Story): The Commission approved this property to receive an award

515 High Street (Exterior Improvements) The Commission deemed this property ineligible for an award at this time.

514 El Paso Boulevard (New Top Windows): The Commission approved this property to receive an award

0/174 Chelton (Two New Houses): The Commission deemed this property ineligible for an award at this time.

3 Oklahoma Road (Front Picture Window): The Commission approved this property to receive an award

917 Midland (Deck Railing): The Commission approved this property to receive an award

117 Deer Path (Garage with Dirt Above): The Commission deemed this property ineligible for an award at this time.

40 Grand Avenue: The Commission deemed this property ineligible for an award at this time.

128 Ruxton: The Commission deemed this property ineligible for an award at this time.

324 Spring Street: The Commission deemed this property ineligible for an award at this time.

325 Spring Street: This property received an award in 2024

140/144 Ruxton: The Commission deemed this property ineligible for an award at this time.

46 Waltham: The Commission deemed this property ineligible for an award at this time.

118 Manitou Terrace: The Commission approved this property to receive an award

515 High: Not complete.

803 Shoshone (Windows with Exterior Grids): The Commission approved this property to receive an award

2 Garnet (Garage): The Commission approved this property to receive an award

305 Pine Ridge Avenue: The Commission deemed this property ineligible for an award at this time.

540 Ruxton Avenue (Hydro Plant): The Commission approved this property to receive an award

915/917 Osage (New Stairway): The Commission deemed this property ineligible for an award at this time.

There's a discussion about whether to include city projects like the police station, library, and administrative buildings for their interior improvements, as they have turned out well and contribute to the historic areas. The consensus leans towards including them to highlight the city's contributions. More information will be gathered on the specific city projects and their MCAC numbers.

Chair Kindseth and Planner Ringsred would follow up with PPLD about potentially hosting the awards ceremony in the evening at the Manitou Springs Library.

Chair Kindseth stated that a bid for food and beverages came in around \$1,000. This seems to align with last year's spending.

The commission decided to proceed with the usual artist for the upcoming ceremony due to the time constraints of organizing a new process. However, they agreed to start the conversation about involving CRANE for future ceremonies and requested an introduction to Audrey, CRANE's contact person.

Planner Ringsred stated they had the contact information for the previous artist and a budget for the artwork.

More frames for the awards need to be purchased. There is no cost associated with this

yet. Staff would handle ordering the frames

Chair Kindseth stated that Lyn Harwood from the Bulletin reached out with the price list for advertising but stated that they would not charge full price. They will also be doing an article for the event.

They are estimating around 25 people if at least two representatives from each project attend. Considering the treasure hunt drawing, they should probably plan for around 50 attendees.

Planner Ringsred stated that the invitations were a collaboration last year. The commission handled the graphics and language, while staff handled addressing using their mailing lists. The commission needs to write the content for the invitation once the location is finalized. It's crucial to finalize the location. Contacting PPLD to work this out is important. Memorial Hall and the outdoor pavilion were mentioned as potential backup options.

ITEM 6: Architectural Scavenger Hunt

A draft of the treasure hunt layout is available. The deadline for photo submissions was today. Some photos are still being formatted. Aiming to have all photos in by the end of the week.

The text for the treasure hunt seems acceptable, with minor corrections needed, such as changing "downtown Manitou Springs" to "in the City of Manitou Springs in historic districts."

The prize will consist of multiple smaller gift certificates from downtown merchants, which is considered more engaging and supportive of local businesses. Connections to local businesses for prize donations are welcome.

Once all photos are received by Matt, he will work with the graphic artist at the newspaper to ensure the artwork fits the half-page ad. The first ad will include the story, and the second ad will be a repeat.

VIII. ADJOURNMENT

The meeting was adjourned at 6:38 PM.

Commissioners:

Laura Kindseth, Chair (03/31/2027)
Matthew Rose, Vice Chair (03/31/2028)
Matthew Murphy (03/31/2028)
Ann Nichols (03/31/2029)
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2 regular and 2 alternate positions available

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Title: MCAC 2503 - 528 Canon Avenue - Exterior Alterations
From: Zach Davison - Planner
To: Historic Preservation Commission
Address of Proposal: 528 Canon Ave – 7405209062
Applicant: Luke Townsend, Applicant

May 7, 2025

Proposal:

Luke Townsend, applicant, requests a Material Change of Appearance Certification to perform the following exterior alterations:

- Replace wood and vinyl windows with Fibrex wood-composite windows, matching original size and layout.

This subject property is considered a contributing resource to the Agate Hill Historic Sub-District.

Zone District:

General Residential (GR)

Historic Subdistrict:

Agate Hill

Background and Existing Conditions:

This application was previously heard at the April 2, 2025 meeting. The application has not been changed but at the request of HPC was continued to May 7th so that the property owners could attend and discuss their application with the commissioners present.

The subject property is a one-story structure built in 1905, measuring 1,377 square feet, and known historically as the “Linger Longer Lodge.” The building has an L-shaped footprint measuring approximately 34’-2” by 24’-4”, featuring a gable-on-hip roof with asphalt composition shingles and a Manitou greenstone foundation. Log siding is visible on the north and west elevations. Walls display panels of logs arranged concentrically, with vertical log wainscoting above and below. The north elevation includes two windows: a 1/1 single-hung window with a 2x1 divided lites and a single fixed window. The west elevation has a 1/1 single-hung window with 2x1 divided lites.

At the southwest corner, a Porch under the hipped roof has log columns and original log railing with diagonal balusters. The main entry door is located in the porch’s northeast corner. A brick chimney is at the eastern end of the roof ridge. The southwest corner is a gabled wing clad in wood shingles, containing four 1/1 single-hung windows with 2x1 divided lites. Additionally,



two appendages exist on the east elevation—one at the southern end with shingle siding and another at the north end serving as an enclosed porch with log siding and vertical beaded board

Public Involvement:

The application was noticed via postcards to properties within 300 feet of the property boundaries, in the newspaper and via a poster posted on site. No comments have been received as of the publication of this report.

Findings and Review Criteria:

The following guidelines are applicable to this project:

Chapter 4: Guidelines for Preservation, Alterations and Additions to Contributing Residential Structures

Guideline 4.3 Historic windows, window materials, scale and their arrangement and location on a building façade shall be preserved, especially any façade visible from the street.

The windows are currently a mix of wood and vinyl, with most having storm windows installed to increase insulation. These windows will be replaced with 1/1 double-hung windows. The current window color is white, with forest green storm windows. The new windows will be constructed from Fibrex, a wood-composite material. The exterior color of the new windows will be forest green, matching the predominant existing external color, while the interior will remain white. The windows are custom-manufactured specifically for this installation, ensuring there will be change in window size, scale, or arrangement. Trim will remain unchanged.

Staff Recommendation:

Should the Historic Preservation Commission find it appropriate to grant MCAC 2503, staff does not recommend any conditions.

Motion Language Options:

Approve the Material Change of Appearance Certification at 528 Canon Avenue, based upon the findings that the request meets the review criteria for granting a Material Change of Appearance Certification as set forth in City Code Section 17.04.050.B.5.

Approve the Material Change of Appearance Certification at 528 Canon Avenue, based upon the findings that the request meeting the review criteria for granting a Material Change of Appearance Certification, as set forth in City Code Section 17.04.050.B.5, with conditions as follows...

Deny the Material Change of Appearance Certification at 528 Canon Avenue, based upon the



findings that the request does not meet the review criteria for granting a Material Change of Appearance Certification, as set forth in City Code Section 17.04.050.B.5.

Postpone the Material Change of Appearance Certification at 528 Canon Avenue, to June 4, 2025, for further consideration.



APPLICATION TYPE

Physical Development Permits

- Concept Plan
- Minor Site Plan
- Minor Development Plan
- Major Development Plan
- Hillside Development Plan
- Sign Permit
- Grading Permit
- Material Change of Appearance

Use Permits

- Conditional Use Permit
- Short-term Rental Permit
- Long-term Occupancy Permit
- Wireless Facility Permit
- Temporary Use Permit – Minor
- Temporary Use Permit- Major

Subdivisions

- Minor Subdivision
- Major Subdivision
- Preliminary Plat
- Final Plat
- Boundary Adjustment
- Revised Final Plat
- Waiver of Replat
- Easement Vacation
- Rights-of-Way Vacation

Relief from the LUDC

- Waiver
- Variance

Amendments

- LUDC Amendment
- Minor Modification
- Rezoning

Applicant's Statement

I understand the procedures that apply to my request and acknowledge an incomplete application shall not be processed or scheduled for public hearing until such time as it is complete. City acceptance of the application, fee, and any accompanying materials does not constitute completeness. I further agree to reimburse the City for technical and professional consultant expenses that may be incurred during the review of my request. Failure to reimburse the City for invoiced expenses constitutes an incomplete application. I understand and acknowledge the use or action for which approval is requested is not allowed unless the permit is granted. I understand a pre-application appointment is required a minimum of 10 workdays prior to submission deadline.

 Applicant's Signature

3/17/25

 Date

Owner's Statement

I have read and agree to the above statements. In addition, if I am not the applicant for this request, I further give the above designated applicant permission to make the request on my behalf.

 Property Owner's Signature

 Date

Property Info

Name: Sandra Disney and Ann Edinger

Address: 528 Canon Ave, Manitou Springs, CO 80829

Phone: (719)351-7903

Email: manitoid@gmail.com

Contractor Info

Name: Renewal by Andersen, Luke Townsend

Address: 1401 West Bayaud Avenue, Unit 7, Denver, Colorado 80223

Phone: (719)306-1411

Email: ltownsend@renewalcolorado.com

To Whom it May Concern,

The property owners have elected to replace their windows to be more energy efficient and improve comfort. They have elected to choose Renewal by Andersen due to our Fibrex (wood composite) material, low-e glass, and argon insulated windows. The windows will have a Forest Green exterior with grids in-between the glass to keep the same aesthetic with immensely improved comfort and energy efficiency. The project is a full replacement process including manufacturing, installation, and disposal of the old windows.

Thank you for your consideration.

Luke Townsend

Project Consultant





LINGER LONGER LODGE
NO VACANCY





102 Living

Acclaim™ Double-Hung (DG) - 28.00W x 45.00H



EXTERIOR

360°

INTERIOR



TILT TO CLEAN



102 Living

Acclaim™ Double-Hung (DG) - 28.00W x 45.00H



EXTERIOR

360°

INTERIOR

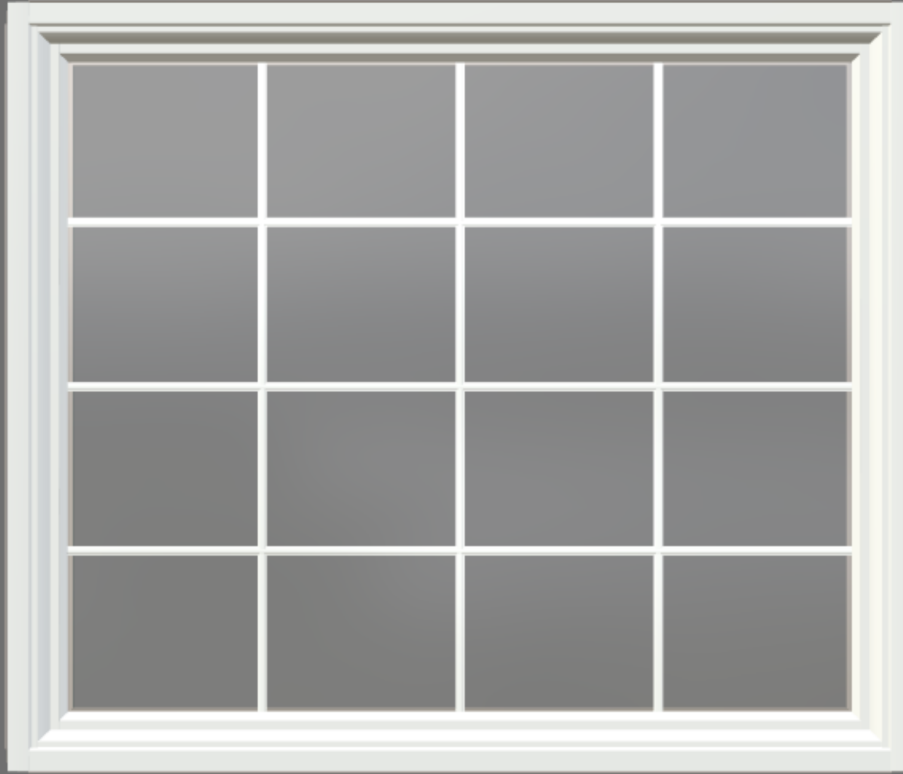
TILT TO CLEAN





103 Living

Acclaim™ Picture - 53.00W x 45.00H



EXTERIOR

360°

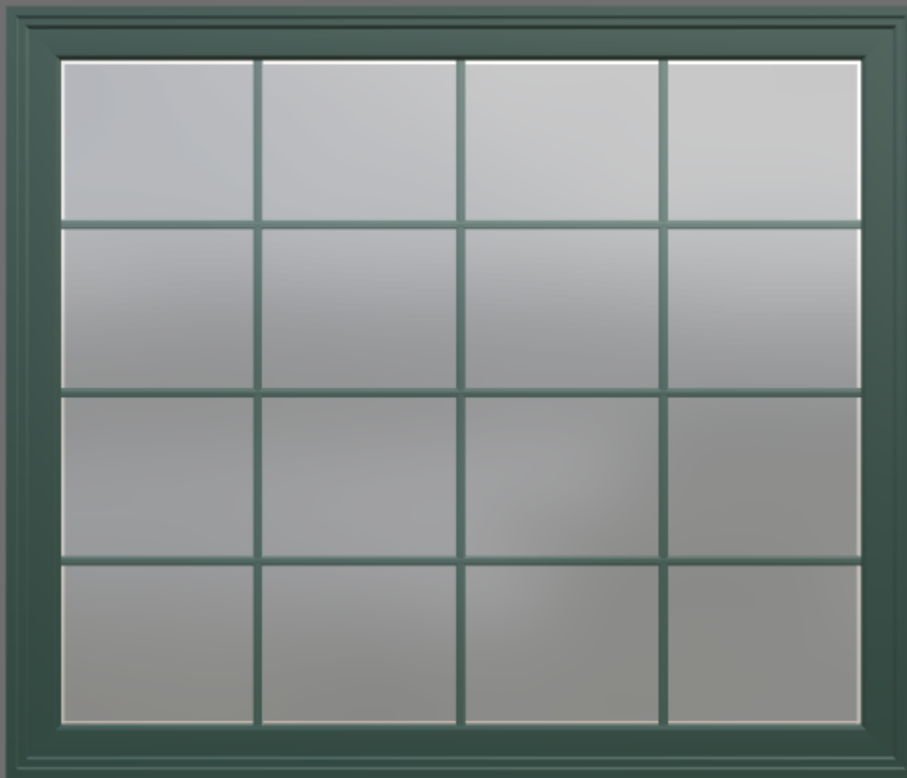
INTERIOR





103 Living

Acclaim™ Picture - 53.00W x 45.00H



EXTERIOR

360°

INTERIOR





104 Living

Acclaim™ Double-Hung (DG) - 28.00W x 45.00H



TILT
TO CLEAN



104 Living

Acclaim™ Double-Hung (DG) - 28.00W x 45.00H



TILT
TO CLEAN



105 Futon Room

Acclaim™ Double-Hung (DG) - 27.00W x 46.00H



TILT
TO CLEAN



105 Futon Room

Acclaim™ Double-Hung (DG) - 27.00W x 46.00H



TILT
TO CLEAN



106 Futon Room

Acclaim™ Double-Hung (DG) - 27.00W x 46.00H



TILT
TO CLEAN



106 Futon Room

Acclaim™ Double-Hung (DG) - 27.00W x 46.00H



TILT
TO CLEAN



107 Garage

Acclaim™ Gliding - Double - 58.00W x 40.00H



EXTERIOR

360°

INTERIOR





107 Garage

Acclaim™ Gliding - Double - 58.00W x 40.00H



EXTERIOR

360°

INTERIOR

CHECKLIST FOR APPLICABILITY
City of Manitou Springs Historic District Design Guidelines

Project Name and/or Address 528 Canon Ave Date 3-17-25

STEP 1: Identify an approach for your project (see page 1.7 of the Historic Design Guidelines)

STEP 2: Complete the following Checklist

- **Is the Guideline applicable? If yes, is your project in compliance with the Guideline? If your project is not in compliance, please indicate why not and describe your alternative strategy for fulfilling the intent of the Guideline.**

Photographs and supplemental information are encouraged. Please use a separate piece of paper if you need additional space.

Guideline	Page	Category	Applicable?		Compliant?		Why Not?	Alternative Strategy
			Yes	No	Yes	No		
Chapter 1: Introduction (Includes Philosophy, How to Use the Design Guidelines and the Submittal Process)								
Chapter 2: Historic Context (Includes information about the Historic Subdistricts on pages 2.7-2.60 and Architectural Styles on pages 2.61-2.72)								
Chapter 3: Guidelines for SUSTAINABLE Building Strategies								
3.1	3.6	Solar Panels and Photovoltaic Cells						
3.2	3.6	Satellite Dish Antennas						
Chapter 4: Guidelines for Preservation, Alterations and Additions to CONTRIBUTING RESIDENTIAL Structures								
4.1	4.1	Architectural Character						
4.2	4.2	Building Alignment						
4.3	4.2	Building Orientation						
4.4	4.2	Building Height						
4.5	4.4	Mass & Scale						

Guideline	Page	Category	Applicable?		Compliant?		Why Not?	Alternative Strategy
			Yes	No	Yes	No		
4.6	4.4	Roof Form						
4.7	4.5	Roof Materials						
4.8	4.6	Chimneys						
4.9	4.6	Dormers						
4.10	4.7	Skylights						
4.11	4.7	Porches						
4.12	4.8	Porch Material						
4.13	4.9	Windows	X			X	- updating to wood composite frames	
4.14	4.10	Doors						
4.15	4.11	Architectural Details						
4.16	4.12	Foundation Ornamentation & Details						
4.17	4.12	Foundation Ornamentation & Details						



Title: MCAC 2504 - 606 Manitou Avenue - Exterior and Interior Alterations

From: Zach Davison - Planner

To: Historic Preservation Commission

Address of Proposal: 606 Manitou Avenue

Applicant: The City of Manitou Springs

May 7, 2025

Proposal:

The City of Manitou Springs requests a Material Change of Appearance Certification to perform the following alterations:

Exterior, east side of building:

- Installation of 20-ton Mitsubishi VRF HVAC system on newly poured concrete pad.
- Installation of perimeter fence to screen and enclose the HVAC system.

Interior (Memorial Hall):

- Removal of existing Reznor unit gas heaters
- Installation of five (5) 4-ton Mitsubishi ceiling cassette units.
- Installation of new Energy Recovery Ventilation (ERC) system in the attic space.
- Roof penetrations to accommodate exhaust and outside air intake.
- Installation of CO2 sensors.

This subject property is considered a CONTRIBUTING resource to the Commercial Core Historic Sub-District.

Zone District:

Public Facilities (PF)

Historic Subdistrict:

Commercial Core

Background and Existing Conditions:

Memorial Hall currently contains two outdated Reznor gas heaters. These units have become inefficient, resulting in rising operation costs and significant noise disruption during meetings and events. The proposed HVAC upgrade will improve energy efficiency, reduce operating



costs, and enhance interior comfort.

This property is a publicly owned facility and therefore is subject to review for interior and exterior improvements by the Historic Preservation Commission.

Public Involvement:

The application was noticed via postcards to properties within 300 feet of the property boundaries, in the newspaper and via a poster posted on site. No comments have been received as of the publication of this report.

Findings and Review Criteria:

The following guidelines are applicable to this project:

Chapter 10: Site Improvements for Residential and Commercial Properties.

Guideline 10.6 Mechanical equipment and services areas shall not be a dominant component along the street edge.

The proposed HVAC system will be located on the east side of the building, which is naturally screened from Manitou Avenue by existing trees, shrubs, and dense vegetation. This landscaping provides substantial year-round coverage, limiting visibility from the primary public right-of-way.

While the unit may be partially visible from the adjacent parking area along El Paso Boulevard—particularly in winter when vegetation thins—this visibility will be mitigated by the installation of a full-height perimeter fence designed to enclose and screen the equipment. The fence will reduce visual prominence and ensure the mechanical system does not become a dominant feature within the streetscape.

Staff Recommendation:

Should the Historic Preservation Commission find it appropriate to approve the Material Change of Appearance Certification, staff do not recommend any conditions.

Motion Language Options:

Approve the Material Change of Appearance Certification at 606 Manitou Avenue, based upon the findings that the request meets the review criteria for granting a Material Change of Appearance Certification as set forth in City Code Section 17.04.050.B.5.

Approve the Material Change of Appearance Certification at 606 Manitou Avenue, based upon the findings that the request meeting the review criteria for granting a Material Change of Appearance Certification, as set forth in City Code Section 17.04.050.B.5, with conditions as



follows...

Deny the Material Change of Appearance Certification at 606 Manitou Avenue, based upon the findings that the request does not meet the review criteria for granting a Material Change of Appearance Certification, as set forth in City Code Section 17.04.050.B.5.

Postpone the Material Change of Appearance Certification at 606 Manitou Avenue, to June 4, 2025, for further consideration.

2. Letter of Explanation

Property Address:

City of Manitou Springs City Hall, 606 Manitou Ave., Manitou Springs, CO 80829

Owner Information:

City of Manitou Springs, 606 Manitou Ave., Manitou Springs, CO 80829
(719) 685-5481

Contractor Information:

General Contractor:

Schneider Electric, 1650 W Crosby Rd, Carrollton, TX
(970) 786-9104 rob.livingston@se.com

Mechanical:

Tolin Mechanical, 1110 G. Elkton Dr., Colorado Springs, CO 80907
(719) 260-6565 abessey@tolin.com

Engineer Information:

Schendt Engineering, 5145 Centennial Blvd. Suite 200, Colorado Springs, CO 80919
(719) 637-8850 cackerman@secengr.com

Scope Summary

The current heating setup at Memorial Hall consists of two Reznor unit heaters that have been serving the space for a number of years. Over time, these units have become increasingly inefficient, leading to a rise in operational costs and the noise generated by the Reznor heaters during operation has become a significant concern, as it disrupts the quiet enjoyment of the hall and is particularly intrusive during events that require a more subdued atmosphere. The lack of a cooling function in the existing heaters further limits the hall's versatility, rendering it less comfortable and appealing during the warmer months. Recognizing these limitations, there is a proposal to replace the outdated heaters with a new, dedicated HVAC system. This modern system will not only rectify the issues of inefficiency and noise but will also provide comprehensive climate control with both heating and cooling capabilities. The upgrade to a more reliable and efficient HVAC system is expected to transform Memorial Hall into a comfortable space suitable for a wide array of events year-round, thereby enhancing its rental potential and enabling the City to generate additional revenue from this valuable community asset.

Scope of Work

Description of Existing Improvements to the Property:

Electrical upgrades, interior renovations for Police department, and HVAC additions

Scope of Project & Visual Impact on Surroundings:

Adding HVAC to service the Memorial Hall that currently only has heating available and makes the space unusable during summer months. On the East side of the building, under the tree and near the ramp, we will be adding a concrete pad with a new HVAC unit and fencing to hide the unit. There will also be an additional electrical panel added on the Northwest side of the building near the other electrical panels. All other work to be interior.

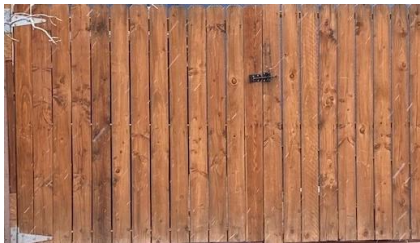
Proposal Description:

1. Complete mechanical and electrical engineering with plan review and coordination with the Historical Society
2. Supply complete project schedule in Microsoft schedule
3. Cover existing floor to protect during construction

4. Remove sections of ceiling tiles as needed for installation of ceiling cassettes
5. Disconnect and remove from site as per EPA standards qty. (2) existing unit heater and all associated appurtenances
 - a. Supply and install qty. (2) new ceiling tiles affected by demolished flue piping
 - b. Cap existing flue at roof level
6. Pour new concrete pad for new condensing unit on the East side of the building underneath tree next to existing ramp
7. Supply and install new fencing around unit
 - a. Fencing to be approved by Historical Society
8. Supply and install new 20 Ton Mitsubishi VRF System
 - a. Mitsubishi Model# TURVH240
9. Supply and install qty. (5) new 4 Ton Mitsubishi ceiling cassettes inside existing ceiling grid
10. Supply and install new Smart thermostat to control VRF system
11. Supply and install new Energy Recovery Ventilation system within existing attic space next to existing platform for serviceability
12. Supply and install new exhaust and outside air intake to each new ERV
13. Utilize roofing contractor to assist with penetrations for exhaust and O.A. intake and seal weather tight upon completion
14. Supply and install CO2 sensor to operate ERV system as needed when building is occupied
15. Supply and install refrigerant piping with hide a line from condensing unit to ceiling cassettes
16. Supply and install condensate piping from ceiling cassettes to nearest code approved disposal location
17. Start up and test to ensure proper operation
18. Provide engraved plastic label with unit tag, designation, panel, and circuit
19. Repair, patch, and refinish walls, and floors affected during construction
20. Complete new electrical feed for new HVAC equipment
21. Complete test and balance and provide reports upon completion

Proposed Type of Exterior Materials:

Concrete pad and fencing around new HVAC equipment



Proposed Fencing



HVAC Unit

TOTAL SCOPE

606 Manitou Ave., Manitou Springs, CO 80829



NORTHWEST CORNER OF BUILDING

EAST SIDE OF BUILDING



NORTHEAST CORNER OF BUILDING: ADD NEW ELECTRICAL PANEL



Location for additional disconnecting means.

Existing Panel RB1

EAST SIDE OF BUILDING: ADD HVAC UNIT WITH FENCE SURROUND

Dimension of New Fencing Around Condensing Unit: 10' x 15' x 7' Tall





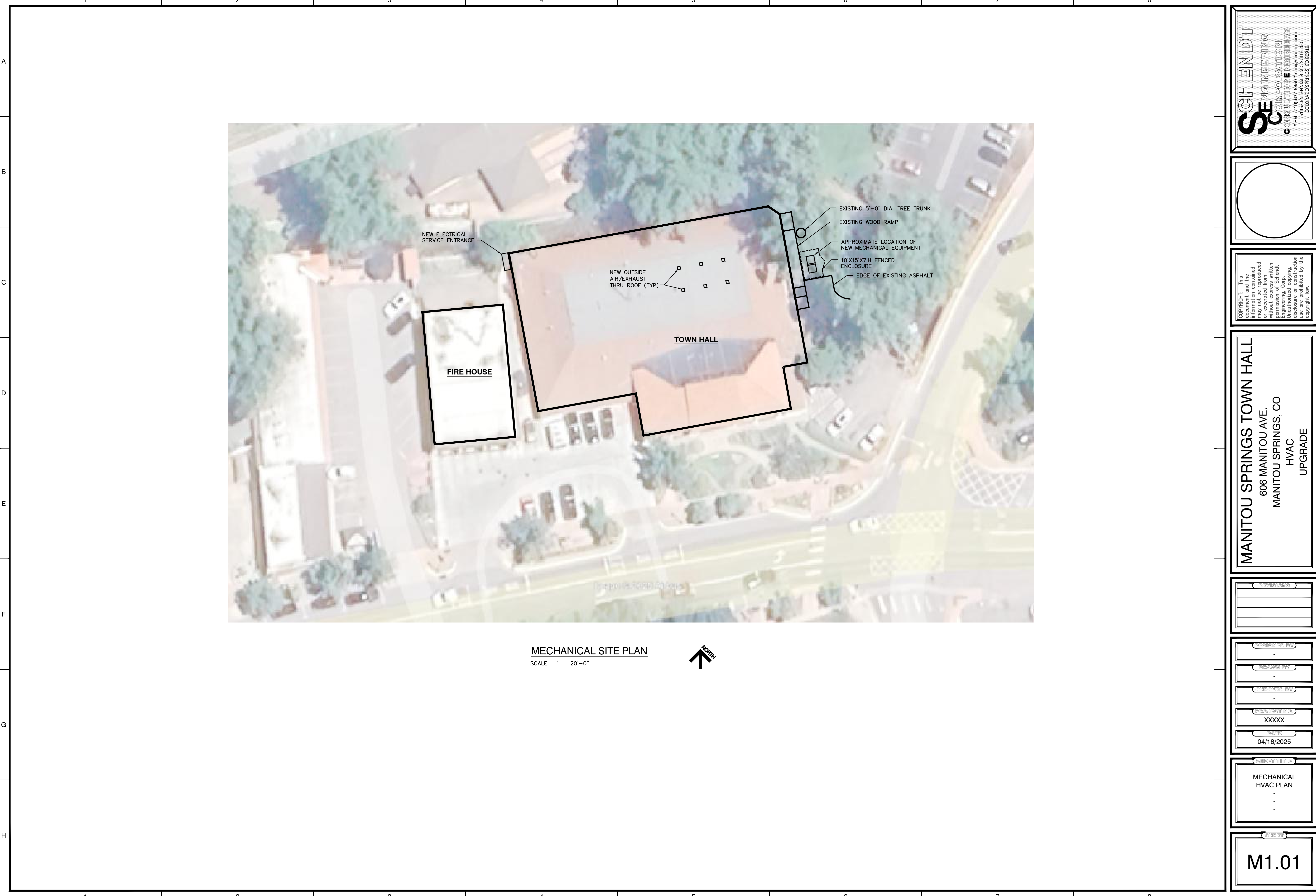
FENCING SAMPLE



HVAC UNIT



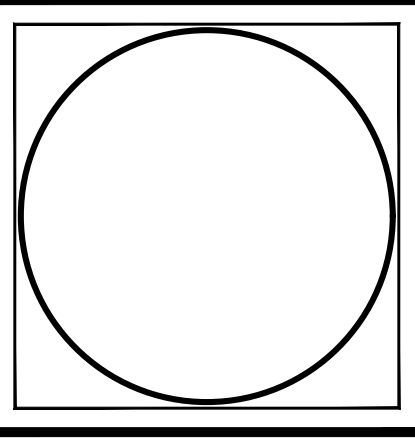
HVAC UNIT DIMENSIONS: 8' x 5' x 6' Tall



MECHANICAL SITE PLAN
SCALE: 1 = 20'-0"



SCHENDT
SE ENGINEERING
SC CORPORATION
CONSULTING ENGINEERS
5600 CHERRY CREEK BLVD. SUITE 200
COLORADO SPRINGS, CO 80913
• PH: (719) 687-8850 • SEC@SCHENDT.COM



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MANITOU SPRINGS TOWN HALL
606 MANITOU AVE.
MANITOU SPRINGS, CO
HVAC
UPGRADE

DESIGNED BY

DRAWN BY

CHECKED BY

PROJECT NO.
XXXXX

DATE
04/18/2025

SHEET TITLE

MECHANICAL
HVAC PLAN
.

SHEET

M1.01

Guideline	Page	Category	Applicable?		Compliant?		Why Not?	Alternative Strategy
			Yes	No	Yes	No		
Chapter 10: Guidelines for SITE IMPROVEMENTS for Residential and Commercial Properties								
10.1	10.2	Stone Retaining Walls, Bridges & Stairs						
10.2	10.2	Stone Retaining Walls, Bridges & Stairs						
10.3	10.3	Stone Retaining Walls, Bridges & Stairs						
n/a	10.3	Site Drainage						
10.4	10.4	Automobile Access & Parking						
10.5	10.5	Automobile Access & Parking						
10.6	10.5	Mechanical Equipment & Service Areas	X			X		
n/a	10.6	Fencing	X			X		
10.7	10.8	Streetscape						
n/a	10.9	Vegetation						
10.8	10.10	Lighting						
10.9	10.11	Lighting						

Historical Preservation Code Chapter 17.04.050

MCAC Application

Response to Checklist 6, 7 & 8

6. Not applicable for this project.

7. Not applicable for this project.

8. Discussions with the City Hall personnel have concluded that the Polaris vehicles will be moved, and space will be given for the condenser unit.