



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>

June 4, 2025

5:30 PM

- I. **CALL TO ORDER**
- II. **APPROVAL OF MINUTES**
- III. **PUBLIC COMMENT ON NON-AGENDA ITEMS**
- IV. **NOTICE OF COUNCIL ACTION**
- V. **UNFINISHED BUSINESS**
- VI. **NEW BUSINESS**
 1. MCAC 2505 - 0 High Street - New Residential
- VII. **OTHER BUSINESS**
 2. Hiawatha Gardens - Project Manager Update
 3. Chapter 17 - Code Update Discussion
- 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.



Title: MCAC 2505 - 0 High Street - New Residential

From:

To: Historic Preservation Commission

Address of Proposal:

Applicant:

June 4, 2025

Proposal:

Rolf Jacobson requests a Material Change of Appearance Certification to construct a new single-family residence on an undeveloped lot.

Zone District:

General Residential (GR)

Historic Subdistrict:

Midland

Background and Existing Conditions:

The subject property is currently undeveloped. The surrounding area consists of a mix of duplexes, apartments, and single-family homes. It is located directly across from the Historic Community Congregation Church of Manitou Springs. The streetscape is moderately vegetated, contributing to a lack of visibility in both the western and eastern approaches.

The proposed development includes:

- 728 sq ft of living space
- 968 sq ft total building footprint
- Two bedrooms and two bathrooms
- Natural materials including vertical plywood siding and batten detailing
- A rooftop deck
- Four off-street parking spaces located along the property frontage
- A building height of 17 feet 4 inches (from grade to top of the rooftop deck railing)

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:

Applicable Guidelines: Chapter 5 - Guidelines for NEW RESIDENTIAL Construction

Table 1: Adjacent Structures Information

Address	Lot Area	Footprint	Entryway Dir.	Setback	Notes
601 High St.	7125 sq ft.	985 sq ft.	Street Facing	27 ft.	Singe level; no garage
604 High St.	6517 sq ft.	1902 sq ft.	Street Facing	22 ft.	Two stories; no garage
605 High St.	6050 sq ft.	2098 sq ft.	West Facing	31 ft.	Two stories; no garage
606 High St.	4503 sq ft.	1610 sq ft.	Street Facing	15 ft.	Two stories; rear garage
607 High St.	7275 sq ft.	4294 sq ft.	Street Facing	5 ft.	Three stories; no garage

Table 2: Proposed Structure Information

Proposed Structure					
Address	Lot Area	Footprint	Entryway Dir.	Setback	Notes
0 High St.	5604 sq ft.	968 sq ft.	East and West Facing	28 ft.	Singe level; no garage

Building Alignment

5.1 New building shall match the alignment of adjacent existing structures.

The proposed home will sit back approximately 28 feet from the front property line. This setback is greater than some nearby homes. The increased setback accommodates off-street parking along the property’s frontage. 612 High Street located immediately adjacent to the property has a front setback of approximately 47 feet.

Building Orientation

5.2 The relationship of the front entrance to the street shall be similar to other structures within the neighborhood.

The new home will feature two entry points. One entry is located on the west side of the structure with an open deck and exterior stair to the rooftop deck. The deck on the west face is significantly larger than the staircase and landing on the east side of the structure. The second point of entry is on the east side of the structure access by a small staircase and stair landing. Neither entry has a roof element combined with a raised deck or platform to create a tradition front porch character found on adjacent properties in the Midland Historic District. There will not be an entry point or windows on the south street facing facade.

Building Height

5.3 New buildings shall be similar in height to adjacent structures.

The residential structures is proposed as a single-story with a rooftop deck totaling 17’4” from finished grade to the top of the roof railing. Most structures on this section of high street are two stories tall. The Design Guidelines identify the following features that characterize size of



structures in the Subdistrict: moderately scaled residences and Bungalows and cottages.

Mass and Scale

5.4 The Mass and scale of a new building shall be similar to existing historic structures located in the historic subdistrict.

The proposed home's massing is somewhat smaller than adjacent buildings.

5.5 Cascading of multi-family residential developments is prohibited. The design of individual units shall not be repeated.

Not applicable.

Building Materials

5.6 New buildings should employ materials and finishes that complement existing historic resources contained in the subdistrict.

The application indicates:

- T-11 Plywood siding
- Vertical Batons
- Left Slide, Vinyl Windows
- Double Entry Door
- Asphalt Composition Shingles

Adjacent properties do not display a dominant architectural style. Materials on nearby properties vary and include: stucco, lapped wood or composite siding, vinyl siding, mixed stone and fiber cement panel.

The Historic District Guidelines define the Midland Subdistrict as being characterized by bungalows and cottages, wood frame construction, unique detailing and cut stone walls.

Roof Form

5.7 Integrate roof forms that are similar to those forms seen in historic structures within the historic subdistrict where the new construction is proposed.

The home will feature a flat roof with simple pitched elements and a rooftop deck. Flat roof structures and low pitched roof structures can be found in the area.

Roof Materials

5.8 Roof materials shall appear in scale and texture to those materials used on historic structures.

- Dark tone asphalt shingles will be used for pitched areas
- A lighter material will surface the rooftop deck.

This approach is generally consistent with surrounding properties, although the rooftop deck introduces a modern element not common on neighboring homes.



Porches

5.9 Locate porches on the front façade of a new structure to maintain the historic orientation of the front entrance of the building toward the street.

A small deck is planned on the eastern façade. A larger deck is featured on the western façade.

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 0 High Street, 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 0 High Street, 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 0 High Street, 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 0 High Street, to July 2, 2025, for further consideration.



Manitou Springs Land Use & Development Code

DEVELOPMENT COVER SHEET

The main component of any application is demonstration of compliance with the LUDC. Applicants are expected to review the specific submittal checklists and standards, found at www.manitouspringsgov.com.

Return completed applications to:
606 Manitou Avenue
Manitou Springs, CO 80829
Phone (719) 685-4398

APPLICATION INFORMATION

Project Information

Project Name High Street
Physical Address High Street
Lot, Subdivision _____
Tax Schedule Number (TSN) _____
Pre-Application Conference Number (if applicable) _____

Property Owner

Name Rolf Jacobson Phone 719-287-1701
Email rolf.h.jacobson@gmail.com ZIP 80829
Mailing Address 631 Manitou Ave, Manitou Springs, CO 80829

Agent/Applicant

Name John Lancaster Phone 719-505-0174
Email john@Castlandproductions.com ZIP _____
Mailing Address 12295 Oracle Blvd. Suite #100 lds.Springs, CO 80921

Designate Primary Contact

Property Owner Agent/Applicant

Application Package

- Application Fee.** Fees are cumulative. Applications for multiple types of permits, or for multiple permits of the same type, require multiple fees. See City Fee Schedule for list of application fees.
- Electronic Submittal.** A complete digital file of the application with attachments/plans sent to planningdept@manitouspringsco.gov.
- Hard Copy Submittal.** A complete printed file of the application with attachments/plans.
- Corporations and Partnerships.** If the owner is a partnership or corporation, proof that the owner can sign on behalf of the partnership or corporation.
- Response to Submittal Checklist.** All applications require response to applicable review standards, as outlined on the submittal checklists for each application type. If a pre-application conference is held, submittal checklists will be provided at the conference. If no pre-application conference is required, see the website for the applicable checklists.

For Office Use Only
Action Number: _____ Fee Paid: _____



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.

[Handwritten Signature]
Applicant's Signature

4/28/25
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.

[Handwritten Signature]
Property Owner's Signature

4/28/25
Date

Address of the Project: The 600 Block of High Street.

Owner: Rolf Jacobson, 631 Manitou Ave, Manitou Springs, CO 80829, 719-287-1701, rolf.h.jacobson@gmail.com

Contractor: John Lancaster, Castland Cottages, Colorado Springs, CO 80920, 719-505-0174, John@castlandproductions.com

Existing property is an underutilized, flat lot that is being used for parking.

This building will be a single family, affordable house built with no variances in current building codes. The finished home will have 2 bedrooms and 2 baths with a total 728 Square feet of living space. The design is to provide a high-quality luxury look that improves the neighborhood. The building will sit on only 968 Square Feet which is only 17.2% of the total 5604 lot size. This smart design offers an extremely small footprint with the smallest impact on the surrounding buildings. The exterior look will provide a huge update on the current blighted state. The design is using the best highest quality finishes that are commonly used in similar settings. Only high-quality natural materials will be used without the vinyl fake look that would not fit into Manitou's Natural Beauty.



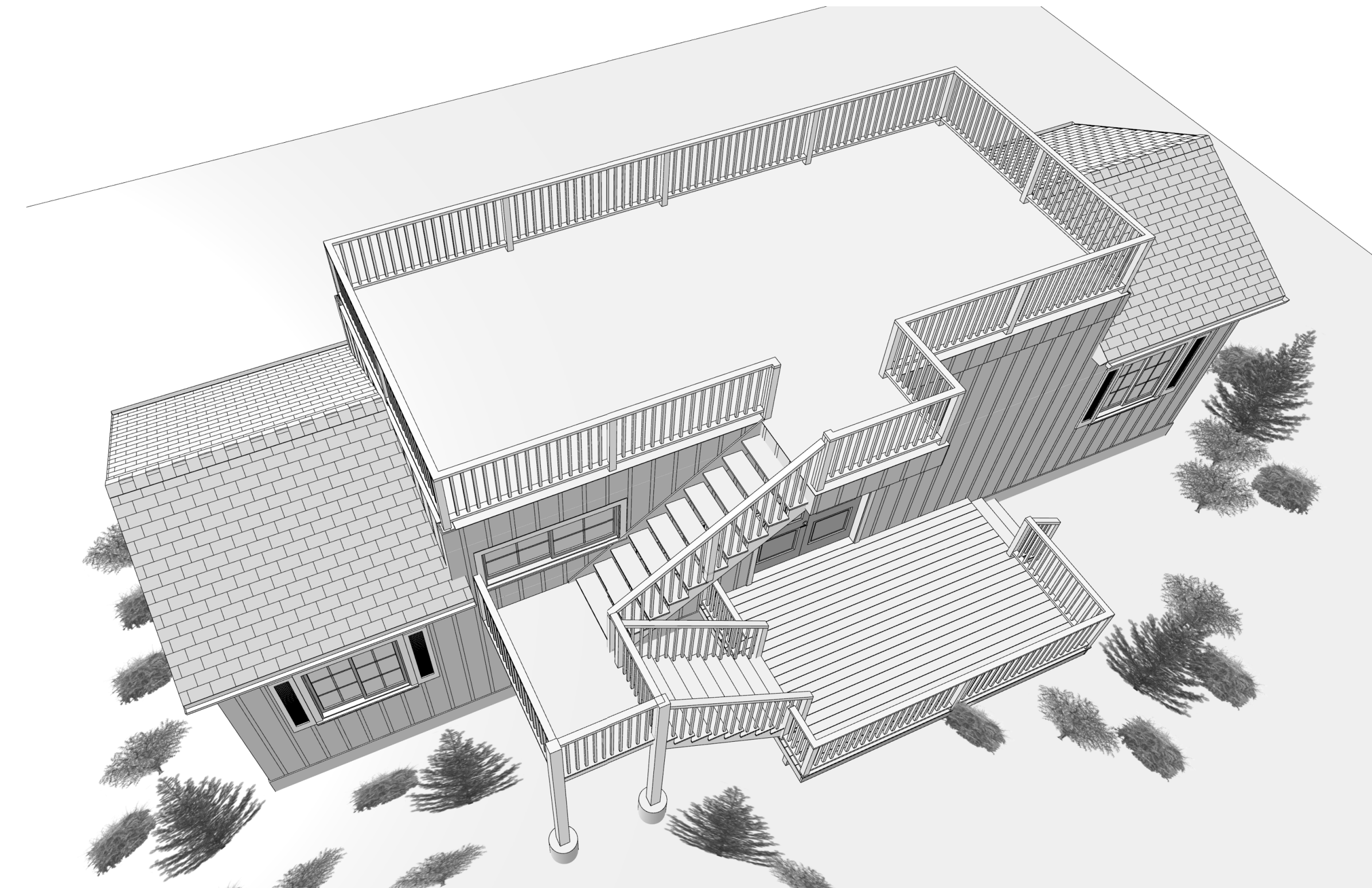






Jacobson High St. Cottage

___ High Street
Manitou Springs, CO 80829



NO.	DESCRIPTION	BY	DATE

SHEET TITLE: **COVER SHEET**

PROJECT DESCRIPTION:
Jacobson High St. Cottage
Roif H. Jacobson
___ High Street
Manitou Springs, CO 80829

DRAWINGS PROVIDED BY:
All Things Architecture
756 Forest View Way
Monument, CO 80132
(858) 583-1979 Richard Rutstein

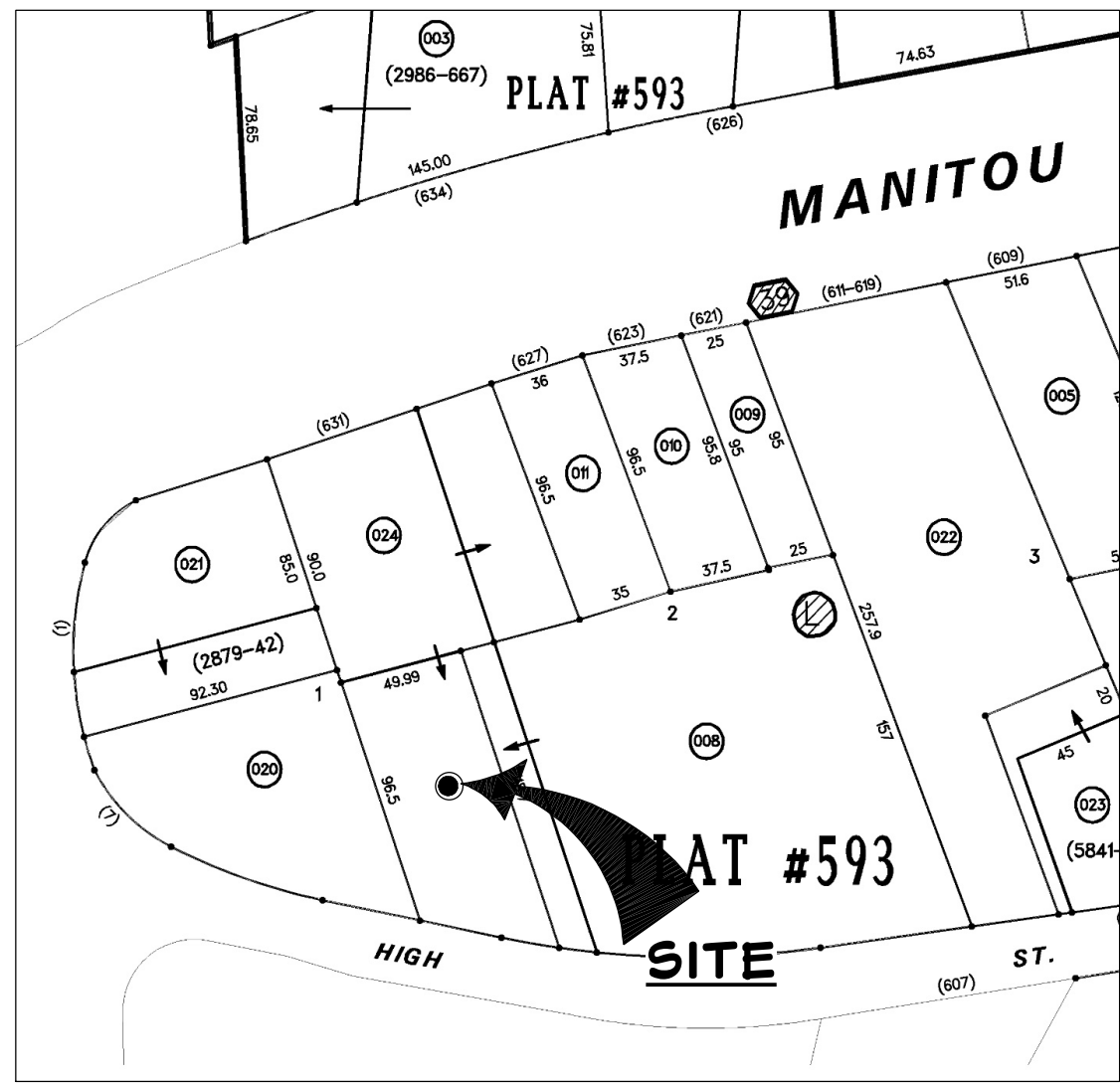
DATE:
1/13/25

SHEET:

A-1
1 OF 5

Jacobson High St. Cottage

__ High Street
Manitou Springs, CO 80829



VICINITY MAP

CLIENT INFORMATION

OWNER:

Rolf H. Jacobson
__ High Street
Manitou Springs, CO 80829
PHONE:
EMAIL:

LEGAL DESCRIPTION:

THAT PART OF LOT 1 BLK L MANITOU SPRINGS AS FOLS, COM AT NE COR OF LOT 2 IN SD BLK, SONLY ALG SELY R/W LN OF MANITOU AVE 140.7 FT, TH ANG L 87<25' SELY 40.0 FT FOR POB, TH CONT SELY ON SAME COURSE 96.5 FT TO NLY LN OF HIGH ST, RUN SELY ALG SD ST AN ARC DIST OF 55.05 FT, ANG L 114<22' NONLY 118.7 FT, TH ANG L 90< SONLY 49.99 FT TO POB., MANITOU SPRINGS, COUNTY OF EL PASO, STATE OF COLORADO

ACT.# 740 543 9026
PLAT: R00593
ZONE: GR

OCCUPANCY: R3/U

AREA TABULATIONS:

LOT AREA: 5,604 S.F.
TOTAL COVERED AREA = 968 S.F. OR 17.2%

EXISTING: VACANT LOT

PROPOSED IMPROVEMENTS

NEW ADU LIVING AREA: 128 S.F.
ROOF DECK AREA: 458 S.F.
GROUND DECK AREA: 240 S.F.

PROJECT DATA:

EXISTING USAGE: VACANT LOT
PROPOSED USAGE: SINGLE FAMILY RESIDENCE

CONSTRUCTION TYPE:

VB
FIRE SPRINKLER: NO

CONSULTANTS

DRAFTING:

All Things Architecture
756 FOREST VIEW WAY
MONUMENT, CO 80132
PHONE: (858) 583-1979
EMAIL: RRUTSTEIN@GMAIL.COM

CONTRACTOR:

CASTLAND PRODUCTIONS
12295 ORACLE BLVD, SUITE 100
COLORADO SPRINGS, CO 80921
PHONE: (719) 494-0200
EMAIL: INFO@CASTLAND COTTAGES.COM

SCOPE OF WORK:

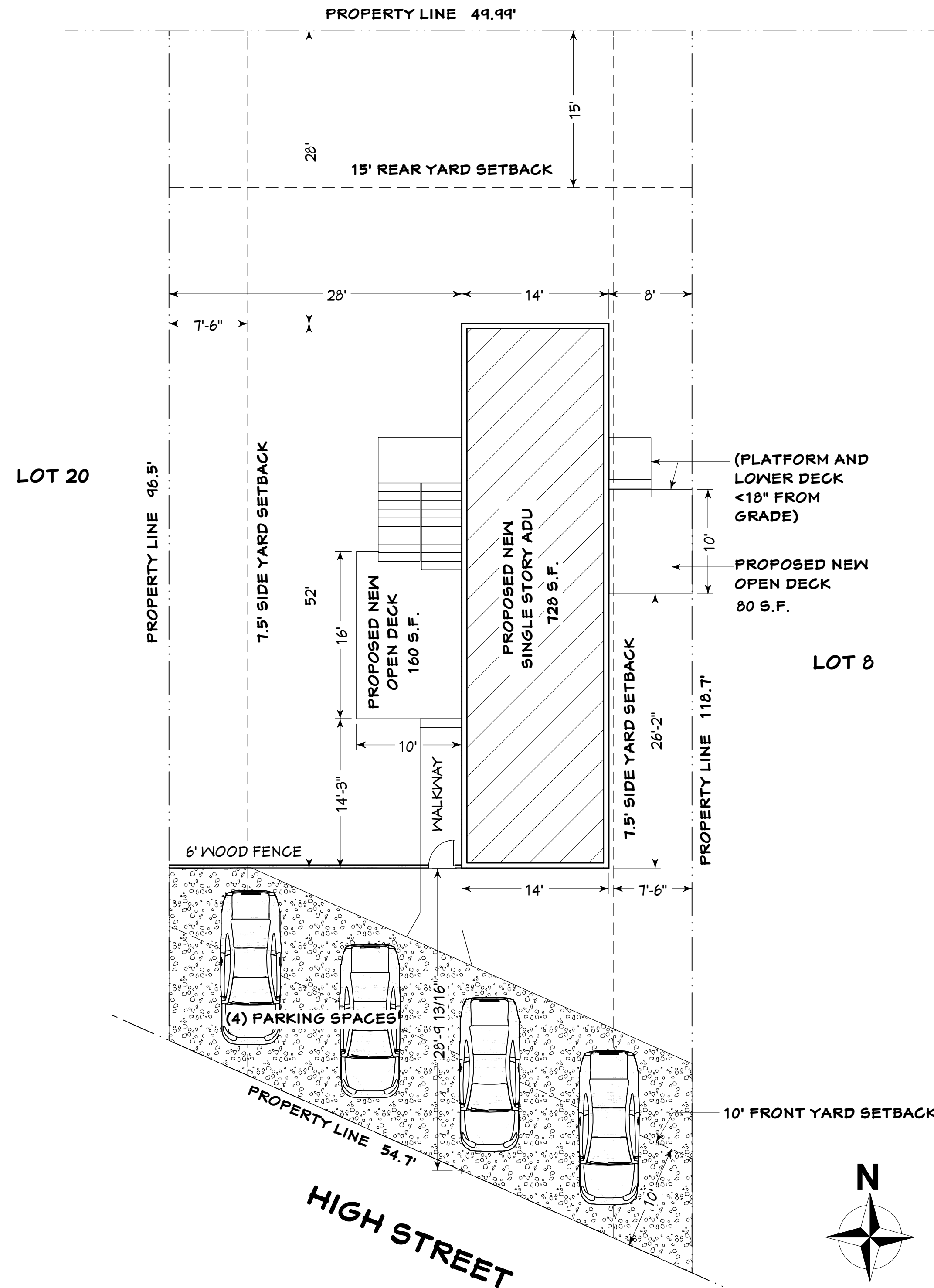
1. NEW TWO BEDROOM, ONE BATH SINGLE FAMILY RESIDENCE
2. NEW OPEN DECK AT GROUND LEVEL
3. NEW ROOF TOP DECK

DISCLAIMER

To the best of my knowledge these plans are drawn to comply with owner's and/ or builder's specifications and any changes made on them after prints are made will be done at the owner's and / or builder's expense and responsibility. The contractor shall verify all dimensions and enclosed drawing. ALL THINGS ARCHITECTURE, (AKA, RICHARD RUTSTEIN), is not liable for errors once construction has begun. While every effort has been made in the preparation of this plan to avoid mistakes, the maker can not guarantee against human error. The contractor of the job must check all dimensions and other details prior to construction and be solely responsible thereafter.

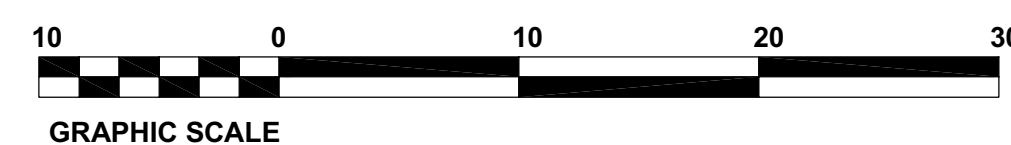
CODE SUMMARY

APPLICABLE BUILDING CODES
2023 PIKES PEAK REGIONAL BUILDING CODE (PPRBC)
2021 INTERNATIONAL RESIDENTIAL CODE (IRC)
2023 NATIONAL ELECTRICAL CODE (NEC)
2021 INTERNATIONAL FIRE CODE AND AMENDMENTS AS ADOPTED BY THE FIRE AUTHORITY



SITE PLAN

SCALE: 1/8" = 1'-0"



DRAWING LIST:

SHEET # A-	TITLE
1	COVER SHEET
2	TITLE SHEET - PROJECT INFORMATION
3	PLANS AND BUILDING SECTIONS
4	EXTERIOR ELEVATIONS
5	PERSPECTIVE RENDERINGS



NO.	DESCRIPTION	BY	DATE

SHEET TITLE:
TITLE SHEET - PROJECT INFORMATION

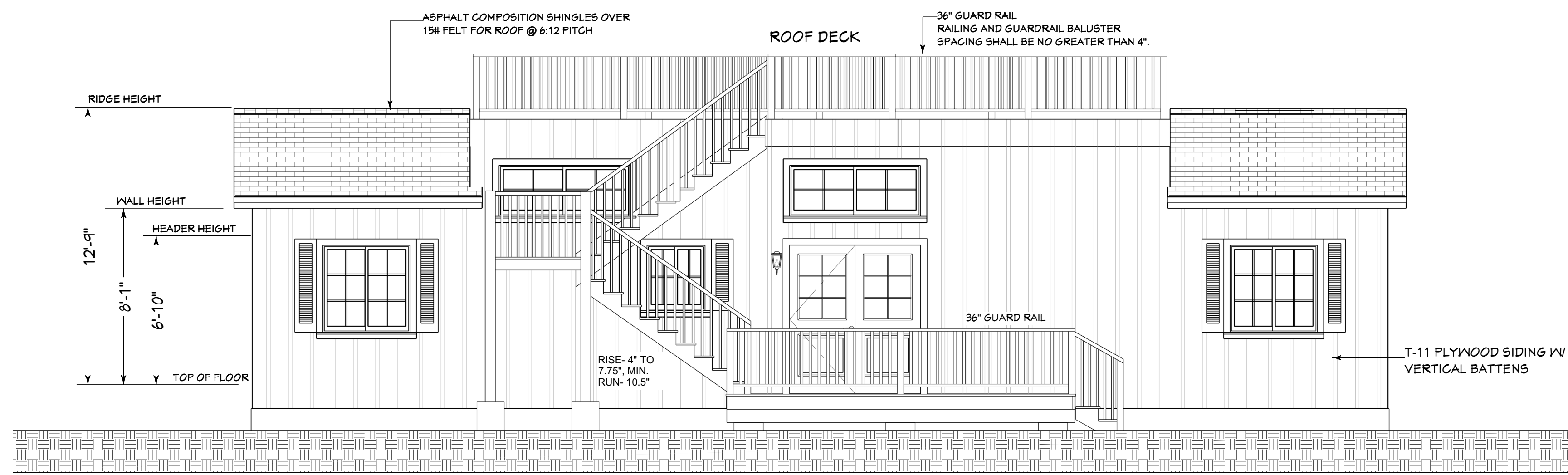
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Rolf H. Jacobson
__ High Street
Manitou Springs, CO 80829

DRAWINGS PROVIDED BY:
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Monument, CO 80132
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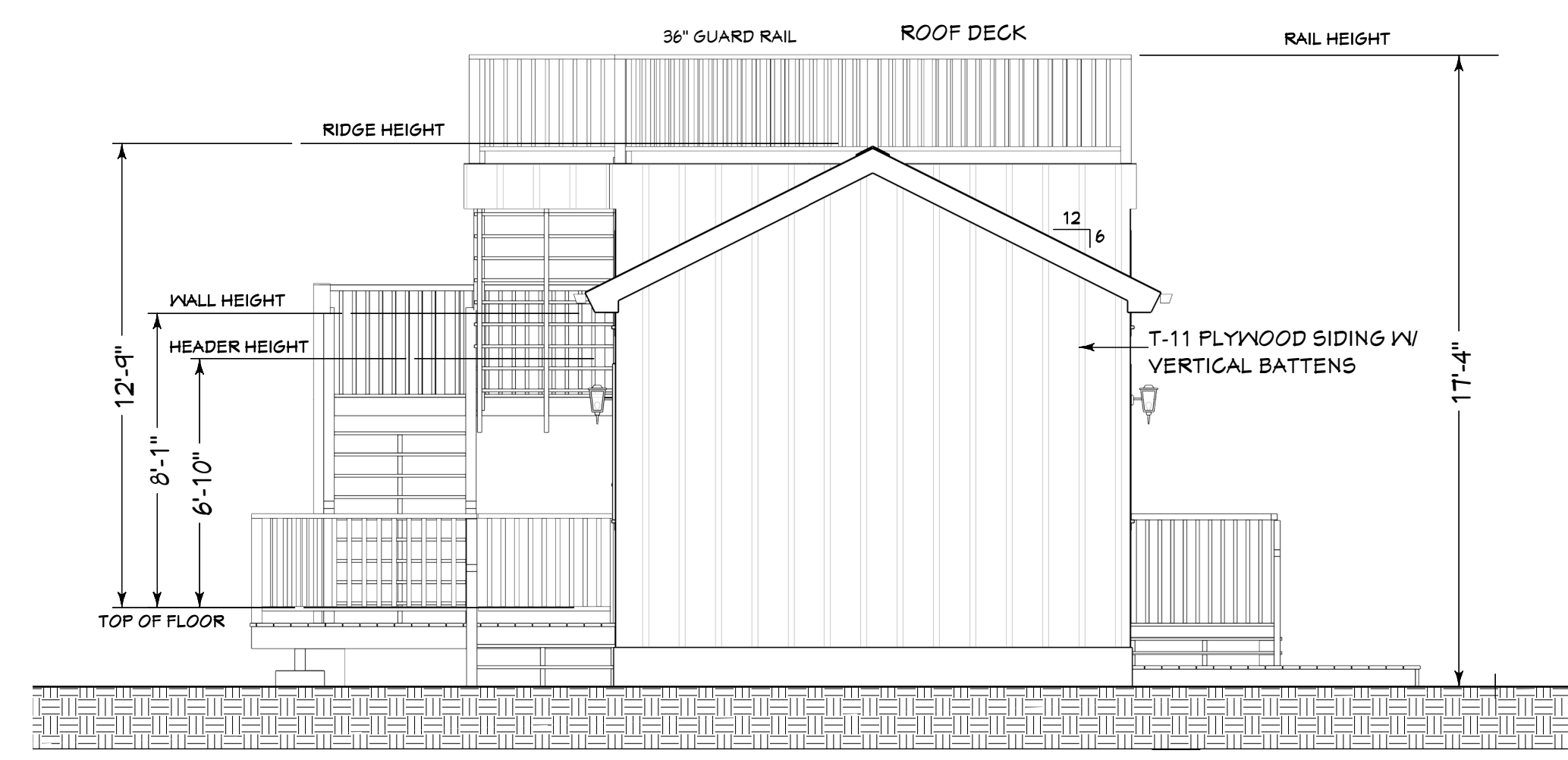
DATE:
1/13/25

SHEET:
A-2

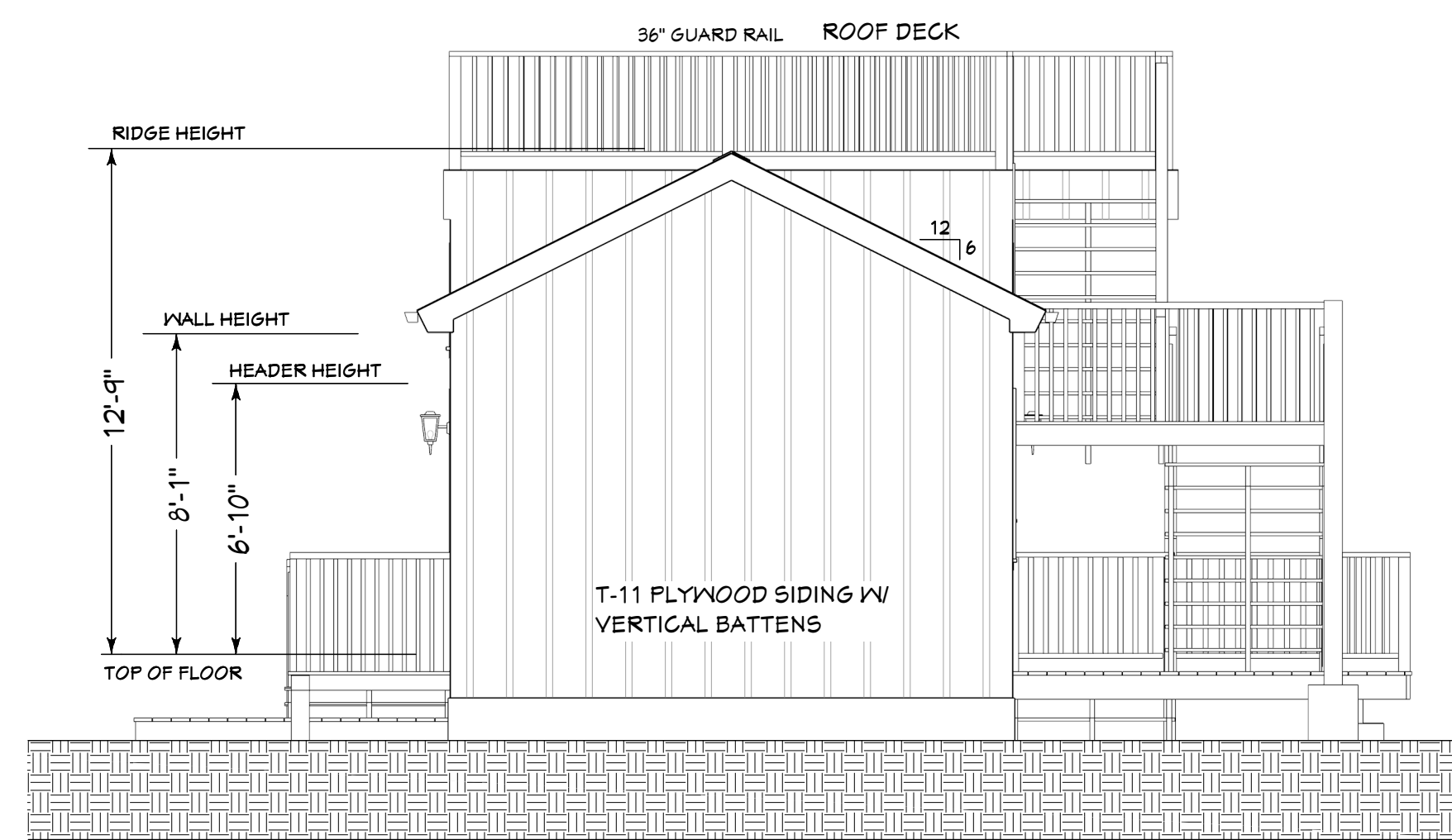
2 OF 5



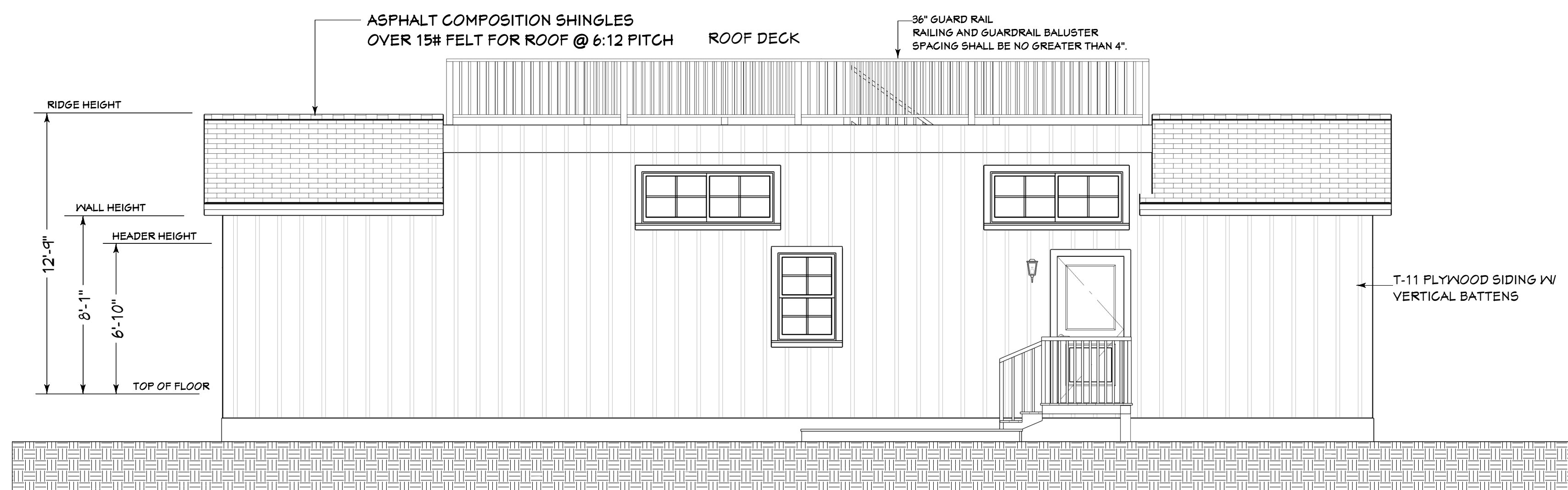
FRONT ELEVATION
SCALE: 1/4" = 1'0"



RIGHT SIDE ELEVATION
SCALE: 1/4" = 1'0"



LEFT SIDE ELEVATION
SCALE: 1/4" = 1'0"



REAR ELEVATION
SCALE: 1/4" = 1'0"

NO.	DESCRIPTION	BY	DATE

EXTERIOR ELEVATIONS

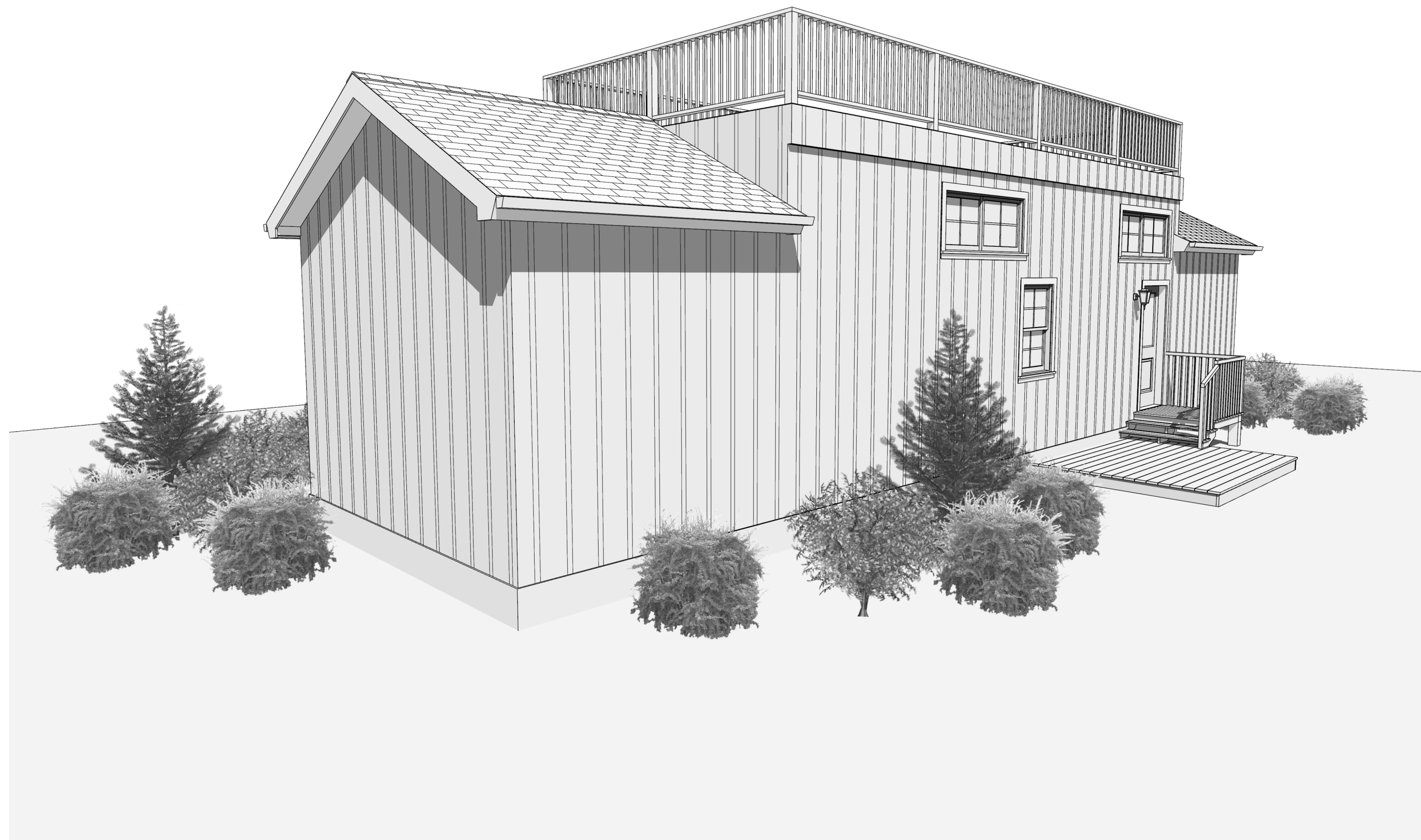
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1/13/25

SHEET:

A-4
4 OF 5



NO.	DESCRIPTION	BY	DATE

SHEET TITLE:
**PERSPECTIVE
 RENDERINGS**

PROJECT DESCRIPTION:
Jacobson High St. Cottage
 Roif H. Jacobson
 — High Street
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 1/13/25

SHEET:
A-5
 5 OF 5

Guideline	Page	Category	Applicable?		Compliant?		Why Not?	Alternative Strategy
			Yes	No	Yes	No		
4.18	4.13	Materials						
4.19	4.13	Materials						
Chapter 5: Guidelines for NEW RESIDENTIAL Construction								
5.1	5.2	Building Alignment	X					
5.2	5.3	Building Orientation	X			X		
5.3	5.3	Building Height	X		X			
5.4	5.4	Mass & Scale	X		X			
5.5	5.4	Mass & Scale	X		X			
5.6	5.5	Building Materials	X					
5.7	5.5	Roof Form	X			X		
5.8	5.6	Roof Materials	X			X		
5.9	5.6	Porches	X			X		

Items Identified for Title 17 review by the Historic Preservation Commission

1. Demolition Permit section review/economic hardship
2. Require/assure that property is in compliance with neighborhood services
3. Definitions Review
4. Include penalty/fine for work before permit is issued
 - a. Fee schedule
5. Demolition application and guidelines/what is considered contributing
6. Remove citizen (participation) plans/reports. Take out public review
7. Signage; how do we assure consistent review in all historic districts?
8. Compliance issues; Example: if bldg permit is not required for windows, how do we get them to come in for an MCAC?
9. Allow for fire mitigation and energy efficiency upgrades as long as they are "in like": include a list of permitted materials in Code?
10. Assure land use is consistent (?)
11. Other administrative items....