



**CITY OF MANITOU SPRINGS
HISTORIC PRESERVATION COMMISSION**
Regular Meeting Minutes
Hybrid Meeting via Zoom and at Memorial Hall
June 4, 2025

I. CALL TO ORDER

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

COMMISSIONERS PRESENT FOR ROLL CALL:

Chair Laura Kindseth
Vice Chair Matthew Rose
Commissioner Ann Nichols

COMMISSIONERS ABSENT FOR ROLL CALL:

Commissioner Matthew Murphy
Commissioner Joy Porter
Alternate Commissioner Tammila Wright (arrived at 6:00 PM)

STAFF PRESENT:

Planning Director Frederick Rollenhagen
Planner Zachary Davison
Planner and Project Manager Erin Ringsred

GUESTS PRESENT:

City Attorney Jeff Parker

II. APPROVAL OF MINUTES

No meeting minutes were reviewed or approved.

III. PUBLIC COMMENT ON NON-AGENDA ITEMS

There was no public comment.

IV. NOTICE OF COUNCIL ACTION

Planning Director Rollenhagen explained that the City Council approved it on first reading of the new stormwater regulations and announced that the second reading will be in two weeks.

V. UNFINISHED BUSINESS

There was no Unfinished Business.

VI. NEW BUSINESS

1. MCAC 2505 – 0 High Street - New Residential

Planner Davison presented the staff report for Material Change of Appearance Certification (MCAC) 2505 at 0 High Street.

Planner Ringsred clarified that new construction must comply with Historic District Design Guidelines, and Chapter 17 of the city code.

There was a brief discussion about how to evaluate the comments of neighboring properties, during which Planner Ringsred explained that HPC must evaluate if the aesthetics of the construction match Historic District Design Guidelines.

There was a brief discussion regarding who is responsible for overseeing tree removal, in which Planner Davison noted that trees need to be replaced upon removal, according to the city and Commissioner Nichols clarified that the responsibility belongs to the City Planning Commission (CPC) or city staff, not HPC.

Applicant Rolf Jacobson stated that the proposed design was believed to be compatible with the Historic District Design Guidelines and its intent. The applicant explained that the home is not attempting to match a historic building but rather trying to bring a simple aesthetic to an infill situation.

Vice Chair Rose commented that the proposed home felt like it would contrast with the surrounding neighborhood.

Applicant Jacobson compared the new construction to the nearby apartment homes with a flat roof and emphasized the physical separation between adjacent structures.

There was a brief discussion about the lack of windows facing the street, to which Applicant Jacobson clarified that windows could be added and noted that the lot is long lengthwise.

Note for the Record – Alternate Commissioner Wright arrived at 6:00 PM.

Planner Ringsred presented 3D renderings and explained the direction that the house will be facing.

Applicant indicated that the lot would be underbuilt as proposed and that no variances were requested. The applicant expressed the belief that the structure will improve the appearance of High Street.

Commissioner Nichols commented on the compatibility of the building within the historic district. Additionally, Commissioner Nichols stated that the Midland subdistrict is an eclectic subdistrict and that HPC does not aim to create faux historic structures.

Alternate Commissioner Wright stated the purpose of the requirement for window on the street facing façade in the Design Guidelines is to help break up the masses.

Applicant Jacobson noted that windows can be added.

Vice Chair Rose expressed support for adding a window to the end facing the street and for actions that would soften and warm the home to the neighborhood.

There was a brief discussion about the intended color of the home, to which Applicant Jacobson stated that the color is undecided, but that careful consideration will be given. The applicant noted an intent to utilize asphalt shingles.

Chair Kindseth expressed appreciation for the home's smaller size and that it would not impede on trees. Chair Kindseth shared concerns about the street presence, noting the lack of windows on the street-facing façade, and that the entry does not face the street, as is typical. Additionally, the chair stated that the shotgun style construction is not compatible with Midland and raised concerns about the appearance of the parking spaces on the front of the lot.

Applicant Jacobson commented that there will be four to six parking spaces and explained that the front door will be centered because of the way the bedrooms and the lot are laid out.

Vice Chair Rose stated that he believes the proposed construction is a good use of the lot and reiterated his concern about the home fitting with the neighborhood.

There was a general discussion about parking, during which Applicant Jacobson stated that the addition of a driveway would limit parking on the site and confirmed that a minimum of two parking spaces would be necessary based on anticipated building occupancy.

There was a discussion about the deck in the proposed plans, to which Vice Chair Rose clarified that the east deck would not be installed and Applicant Jacobson confirmed that steps and a path would be used to access the door. This approach avoids the need for a variance.

Chair Kindseth stated the importance of street presence in the neighborhood.

Applicant Jacobson offered to change the roof type to metal for improved street appeal and reiterated a willingness to add windows.

Commissioner Nichols reminded the commission to focus on compatibility in the neighborhood. Commissioner Nichols agreed with adding a window and expressed no concern about the parking situation.

Chair Kindseth opened the hearing for public comment at 6:28 PM.

Erin Handlin, 7 Waltham Avenue, inquired about the siding material of the home and the garage construction. Support was expressed for additional parking.

Planner Davison clarified that the siding is wood and plywood and noted that species of wood were not specified. Planner Davison stated that most homes along the street do not have garages.

Elizabeth Helland, 7 Pawnee Avenue, expressed concern about the parking situation and the impact on the retaining wall at 7 Pawnee Avenue.

Due to no more public comment, Chair Kindseth closed the public comment portion of the hearing at 6:35 PM.

Planner Ringsred clarified that parking is regulated by Title 18, including where it is located and dimensions. Additionally, the Street Department would be required to review the curb cut request. HPC would regulate material of the parking areas.

There was a brief discussion about lighting requirements, specifically with regards to light pollution, in which Planner Davison stated that dark sky compliance is reviewed in the minor site plan. There was a discussion about requiring windows on the street facing façade of the home, during which Planner Davison explained that the window size preferred would be similar to the one located on the elevation labeled “front elevation” on the far right side of the illustration. Planner Ringsred clarified that the window was four divisions across and three divisions vertically with trim and shutters.

Commissioner Nichols moved to approve MCAC 2505 as presented with conditions of adding a window to the south side of the bedroom to match the window on the west side of the bedroom with the divided lights, shutters and trim described by Planner Ringsred. The motion was seconded by Commissioner Wright. The motion carried (4-0).

VII. OTHER BUSINESS

2. Hiawatha Gardens - Project Manager Update

Project Manager Ringsred shared updates for the Hiawatha Gardens project. The purpose of the project is to provide short-term parking and mobility options for the downtown shopping district and to reduce traffic congestion. The base level of service includes five women’s and five men’s restrooms. The historic trusses and columns would be maintained. Bike infrastructure would be provided, as well as a plaza for community gathering and EV chargers with an estimated 105 to 135 parking spaces. The construction is expected to occur in phases. The project is currently in the

schematic design phase and will be brought back to the commission when the design has progressed further.

There was a discussion about whether the dance hall would be partially demolished, in which Project Manager Ringsred clarified that the walls and wood flooring will be removed. Furthermore, Project Manager Ringsred referred to 140-144 Ruxton as an analogous situation that required a partial demolition, and confirmed that grants will be pursued.

There was a brief discussion about the open design of the structure, during which Project Manager Ringsred explained that the decision was made by the City Council due to the buildings location in the flood plain and estimated costs associated with the previous enclosed design.

Project Manager Ringsred stated that structural requirements for the open-air pavilion would be confirmed with the structural engineer.

There was a discussion about reuse of the pavilion flooring. Project Manager Ringsred noted that no commitments could be made but requested commissioners send ideas individually, preferably within the context of the Hiawatha Gardens project.

Vice Chair Rose expressed support for utilizing the flooring on property.

There was a discussion about restroom structure design options. The general consensus was that the commission preferred option one.

Commissioner Nichols supported the use of stucco for the restroom structure material.

3. Chapter 17 - Code Update Discussion

Planning Director Rollenhagen explained that the packet materials provided contained previous ideas for revision and noted that discussion could occur during the meeting or be postponed for discussion during a future meeting.

There was a discussion about consulting historic preservation specialists during ordinance review. Planning Director Rollenhagen explained that budget limitations may restrict the use of outside consultants, but that state-level resources could be explored.

Commissioner Nichols noted that outside input could be helpful.

Chair Kindseth agreed that outside input would be useful for the ordinance review.

VIII. ADJOURNMENT

Chair Kindseth adjourned the meeting at 7:15 PM.

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