



**CITY OF MANITOU SPRINGS  
HISTORIC PRESERVATION COMMISSION**  
Regular Meeting Minutes  
Hybrid Meeting via Zoom and at Memorial Hall  
May 7, 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  
Commissioner Matthew Murphy  
Commissioner Ann Nichols

**COMMISSIONERS ABSENT FOR ROLL CALL:**

Vice Chair Matthew Rose  
Commissioner Joy Porter  
Alternate Commissioner Tammila Wright

**STAFF PRESENT:**

Planning Director Frederick Rollenhagen  
Planner Zachary Davison  
Planner Erin Ringsred

**II. APPROVAL OF MINUTES**

1. April 2, 2025 Regular Meeting Minutes

Commissioner Nichols moved to approve the minutes as presented. Commissioner Murphy seconded the motion. The motion was carried (3-0).

**III. PUBLIC COMMENT ON NON-AGENDA ITEMS**

There was no public comment.

**IV. NOTICE OF COUNCIL ACTION**

Planner Ringsred announced the approval of the Hiawatha Garden contracts.

## **V. UNFINISHED BUSINESS**

### **2. MCAC 2503 – 528 Canyon Avenue – Exterior Alterations**

Planner Davison noted that during the last meeting it was recommended that the applicants return with more information on the condition of their existing windows. The purpose of the Material Change of Appearance Certification (MCAC) is to replace the wood and vinyl windows with Fibrex wood composite windows, matching the original design and layout. Existing conditions were shown, including storm windows on the exterior of the house, and original windows underneath. Planner Davison presented the proposed windows which were green on the outside and white on the inside matching the original color scheme.

There was a brief discussion about whether the existing storm windows would be staying on the house, to which Planner Ringsred stated that her understanding was that the new windows would eliminate need for the storm windows.

Sandy Disney and Ann Edinger residents of 528 Canon Avenue.

Chair Kindseth asked if there was any change on the condition of the windows since the last meeting

Sandy Disney, owner of 528 Canon Avenue, explained that the windows are thin and that the storm windows are not as efficient as the newer windows. The owner added that the price was increased because of the required grid design, and that was a factor in deciding whether to replace the windows or not. It was stated that efficiency was their goal.

Chair Kindseth recommended that they seek a window restoration specialist to cover the condition of the windows and stated that the old growth wood would be just as energy efficient as the fiberglass.

There was a brief discussion about window restoration specialists, during which Planner Ringsred advised that staff do not make company recommendations.

Chair Kindseth suggested that a list of every known window restoration specialist could be provided.

Planner Ringsred recommended that because of the lack of information provided, the application should be denied, and a new application could be provided at another time. Planner Ringsred confirmed that a list of window restoration specialists can be prepared.

Chair Kindseth moved to deny MCAC 2503 at 528 Canon Avenue, based upon the findings that the request does not meet the review criteria for granting a MCAC, as set forth in City Code Section 17.04.050(B)(5). The motion was seconded by Commissioner Murphy. The motion was carried (3-0).

## **VI. NEW BUSINESS**

### **3. MCAC 2504 - 606 Manitou Avenue – Exterior and Interior Alterations**

Planner Davison presented MCAC 2504 and explained that the request is for an installation of a concrete pad, perimeter fencing, air ducts, removal of gas heaters, installation of ceiling cassette units, installation of energy recovery ventilation, VRF system installation, roof penetrations and installation of CO2 sensors. It was noted that the address is in the commercial core subdistrict and is zoned public facilities. The existing conditions were reviewed, including Heating, Ventilation, and Air Conditioning (HVAC) locations, electrical panels, along with a site mockup for the new HVAC units.

There was a brief discussion about whether the HVAC would be completely enclosed, in which Planner Davison confirmed that it would not be visible.

Kate Sipla, Program Manager with Schneider Electric, the contractor representing the applicant, the City of Manitou Springs, explained that this project was part of a larger project with the city. It was added that the energy efficiency project has City Council support. Program Manager Sipla stated that adding heating and cooling to 606 Manitou Avenue would add to the resilience of the building.

Rob Livingston, Construction Services Manager with Schneider Electric, confirmed that the new HVAC system will not be more visible than the current system.

There was further discussion about the visibility of the new HVAC system, during which Project Manager Sipla confirmed that the HVAC units would be located next to a ramp on the property and Construction Services Manager Livingston confirmed that the units would be surrounded by railing but would not be covered.

Chair Kindseth moved to approve MCAC 2503 at 606 Manitou Avenue, based upon the findings that the request meets the review criteria for granting a MCAC as set forth in City Code Section 17.04.050(B)(5). The motion was seconded by Commissioner Murphy. The motion was carried (3-0).

## **VII. OTHER BUSINESS**

Planner Ringsred shared that HPC award invitations were sent out and that they are in the process of inviting additional city representatives and other groups that are part of city applications. Planner Ringsred clarified that 10 invitations were sent out and provided the option to bring guests. She added that the City Council, the Police Department, and the Mineral Springs Foundation are being invited. Planner Ringsred confirmed that the deadline to confirm attendance by May 25, 2025.

Chair Kindseth stated that she was pleased with the Architectural Treasures Hunt contest entry form.

Director Rollenhagen shared that the City Council approved Plan Manitou 2.0.

## **VIII. ADJOURNMENT**

Chair Kindseth moved to adjourn the meeting. The motion was seconded by Commissioner Porter. The motion was carried (3-0).  
The meeting adjourned at 6:02 PM.

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