



**CITY OF MANITOU SPRINGS  
HISTORIC PRESERVATION COMMISSION**  
Regular Meeting Minutes  
Hybrid Meeting via Zoom and at Memorial Hall  
August 6, 2025

**A. 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 Matthew Murphy  
Commissioner Ann Nichols  
Commissioner Joy Porter  
Commissioner Erin Handlin

**COMMISSIONERS ABSENT FOR ROLL CALL:**

Alternate Commissioner Tammila Wright

**STAFF PRESENT:**

Senior Planner Chelsea Royston  
Deputy City Clerk Kristen Dukoi  
Project Manager Erin Ringsred

**B. APPROVAL OF MINUTES**

1. June 4, 2025
2. July 2, 2025

Commissioner Nichols moved to approve the minutes as presented. Commissioner Nichols seconded the motion. The motion was carried (5-0).

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

There was no public comment.

#### **D. NOTICE OF COUNCIL ACTION**

There was no notice of council action.

#### **E. UNFINISHED BUSINESS**

There was no unfinished business.

#### **F. NEW BUSINESS**

There was no new business.

#### **G. OTHER BUSINESS**

##### 1. Board and Commission Training

Clerk Dukoi presented a training on Colorado Sunshine Law, more specifically Open Meetings Law under C.R.S. 24.6.401 to 24.6.402. She explained that three or more members of any local public body where any public business is discussed must be open to the public. The various types of meetings were defined, including when public notice and minutes are required. She clarified that executive sessions are held during regular or special meetings. Best practices for meetings and emails were recommended, along with a review of what circumstances trigger Open Meetings Law.

A short quiz was given to the commission on Open Meetings Law.

Clerk Dukoi also presented on the Colorado Open Records Act (CORA) under C.R.S. 24.72.201 et. seq. and city processes. The law states that all public records shall be open for inspection by any person at reasonable times. The term public records was defined and shown to include correspondence of elected officials and appointed members. She shared that CORA allows the City Clerk to create rules for protection of records and prevention of interference of the regular duties of the clerk's office. The City of Manitou Springs public records policy was defined to make all records available unless the records are protected by law and it was noted that the full policy is on the city's website. Clerk Dukoi gave a brief overview on how to make a records request and the policies around responding to requests. The commission was informed that correspondence over text and email about public matters falls under CORA law.

##### 2. Hiawatha Gardens Scope of HPC Review

Planner Royston presented a summary of applicable code requirements and the review process for the Hiawatha Gardens project. An overview of the Municipal review process was given to clarify the steps specific to the project. The Municipal Review Entitlements were outlined, which define the roles of relevant staff and commissions to the project in terms of final approval, recommendations, and preliminary review. Planner Royston clarified that Hiawatha Gardens is currently zoned as commercial, but it is anticipated

that it will be rezoned to public facilities. A breakdown was provided of what each reviewing body regulates, including City Staff, HPC, the City Planning Commission (CPC), the City Council, and the Pikes Peak Regional Building Department (PPRBD). Building regulations were addressed, including what falls within and outside of the scope of HPC. The project was defined as a rehabilitation of Hiawatha Gardens and site improvement areas on the property were shown.

Project Manager Ringsred shared why some terms in the scope of review were not in the purview of HPC.

There was a discussion about removing the flooring in the open-air pavilion, during which Project Manager Ringsred explained that the change to the flooring is more due to practical implications of having being in a flood plain, than rehabilitation. It was clarified that the proposed floor would be concrete, though the design and color are unknown. Project Manger Ringsred stated that she did not know what percentage of the flooring was ruined by water, but she did know that not all of it could be salvaged. She also confirmed that the flooring has not been removed.

There was a brief discussion about historic photos or documents of the pavilion to which Project Manager Ringsred referred to the Hiawatha Gardens project webpage on the city's website.

### 3. 717 Duclou Avenue – Administrative Demolition (Retroactive 2023)

Planner Royston explained that city staff was approached by a citizen about an illegal demolition of a cottage on the site of the Bonnie Castle. She added that the project was approved by PPRBD, but it was not routed to Manitou Springs. The owners indicated that previous staff told them they could demolish the structure since it was not the historic structure on the site. She noted that the owners have been working to comply, and that it would have been in staff's purview to implement a 10-year building permit moratorium. Planner Royston explained that the sentence would be too drastic as the main structure needed support. After further research it was found that the demolished structure was not a contributing factor to the site, nor was it original. Staff then approved the administrative demolition of the structure.

Commissioner Porter asked why PPRBD did not inform the city of the demolition.

Planner Royston stated that she did not know why the city was not informed, but that she would follow up. It was clarified that the matter was brought up to provide a clean slate for the owners before a Material Change of Appearance (MCAC) for the property is proposed.

## **H. ADJOURNMENT**

Chair Kindseth moved to adjourn the meeting. The motion was seconded by Commissioner Porter. The motion was carried (5-0).  
The meeting adjourned at 6:43 PM.

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