



# 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>

October 1, 2025

5:30 PM

**A. CALL TO ORDER**

**B. APPROVAL OF MINUTES**

1. HPC Minutes 09.03.2025

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

**D. NOTICE OF COUNCIL ACTION**

**E. UNFINISHED BUSINESS**

**F. NEW BUSINESS**

1. MCAC 2512 - 606 Manitou Avenue (Exterior Alterations, City Hall Office and Kitchen Windows)
2. MCAC 2513 - Hiawatha Gardens (Exterior and Interior Alterations)

**G. OTHER BUSINESS**

1. social media posts from HPC

**H. ADJOURNMENT**

**Commissioners:**

Laura Kindseth, Chair (03/31/2027)  
Matthew Rose, Vice Chair (03/31/2028)  
Erin Handlin (03/31/2029)  
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 II

*1 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](mailto:jfryer@manitouspringsco.gov).

You may also contact the City Clerk's Office at [cityclerk@manitouspringsco.gov](mailto: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](http://www.manitouspringsgov.com).



**CITY OF MANITOU SPRINGS  
HISTORIC PRESERVATION COMMISSION**  
Regular Meeting Minutes  
Hybrid Meeting via Zoom and at Memorial Hall  
September 3, 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

**COMMISSIONERS ABSENT FOR ROLL CALL:**

Commissioner Erin Handlin  
Alternate Commissioner Tammila Wright

**STAFF PRESENT:**

Planning Director Fredrick Rollenhagen  
Senior Planner Chelsea Royston  
Planner II Zachary Davison

**GUESTS PRESENT:**

City Attorney Representative Katherine Vera

**B. APPROVAL OF MINUTES**

1. HPC Minutes – 05/7/2025

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

2. HPC Minutes – 08/6/2025

Vice Chair Rose moved to approve the minutes as presented. The motion was seconded by Commissioner Murphy. The motion was carried (5-0).

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

There was no public comment.

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

Planner Royston shared that the Hiawatha Gardens project was brought back to the City Council for an update on August 12, 2025 and staff were directed to proceed.

### **E. UNFINISHED BUSINESS**

There was no unfinished business.

### **F. NEW BUSINESS**

#### **1. MCAC 2507 – 720 Manitou Avenue (Exterior Alterations, Siding, and Stairs)**

Planner Royston gave a presentation regarding Material Change of Appearance Certification (MCAC) 2507. It was explained that the owner is seeking an MCAC to replace exterior siding on the north and west facades and to reconstruct an exterior staircase. The work would be a continuation of improvements completed under MCAC 2209 in 2022. The current siding is wood, and would be replaced with cement fiber horizontal lap siding, with no impact to the stone foundation on the north facade. The existing wooden stairs and landing would be replaced with wood framing and composite treads. The new siding would match the siding that was installed in 2022 on the other sides of the building.

Commissioner Murphy confirmed that the proposed siding changes would match the siding on the east façade that was approved in 2022.

Vice Chair Rose asked about the color matching the previous façade and it was explained that color is not under the purview of the HPC.

Applicant Glenn Brook explained that the color would match the eastern façade. It was confirmed that the reveal on the east side would match the west side.

Commissioner Murphy moved to approve MCAC 2507 at 720 Manitou Avenue, based upon the findings that the request meets the review criteria for granting an MCAC, as set forth in City Code Section 17.04.050.B.5 as presented. The motion was seconded by Commissioner Nichols. The motion was carried (5-0).

#### **2. MCAC 2508 – 310 Michigan Ave (Exterior Alterations, Deck rebuild)**

Planner Royston gave a presentation on MCAC 2508. It was explained that the existing wooden deck, which is on the south façade of the structure would be replaced with steel framing and railing, along with composite decking and treads. The current deck was

added in the 1970s and it is not part of the original historic structure. It was shared that the applicant would be willing to accept the condition of using pressure treated wood for the railing, framing, and decking, if necessary, but they would like to use more modern materials for long term resilience. Planner Royston explained that she does not feel strong about using wood, but provided the option so that the applicant will not have to come back if they have to change the design to wood for approval.

There was a discussion on whether the deck would be visible from the road. Planner Royston claimed that the railing was not very visible from the road. Chair Kindseth stated that she thought it would be visible.

Applicant Hector Payan from Footprint Decks explained that the steel railing would match the neighbors on both sides of the home.

Homeowner James O'Hara noted that the steel railing would help with fire mitigation, and that the deck would fit in with other neighbors. It was explained that the pergola would be removed and that the retaining wall below the deck would be untouched by the project. The homeowner expressed his hope that he would be able to use metal over wood.

A next-door neighbor of the applicants, Mike Loew of 312 Michigan Avenue expressed his support for using the composite material for the deck and added that the deck would barely be visible from the street.

Commissioner Nichols gave her opinion that the criteria for evaluating the visibility of the deck should be confined to the front of the house, and that she was in support of using metal materials to mitigate the fire risk.

Commissioner Porter expressed support for the metal material.

Commissioner Murphy emphasized the importance of using fire resistant materials.

Commissioner Murphy moved to approve MCAC 2508 at 310 Michigan Avenue with the metal material for the deck, based upon the findings that the request meets the review criteria for granting an MCAC, as set forth in City Code Section 17.04.050.B.5. The motion was seconded by Vice Chair Rose. The motion was carried (5-0).

Commissioner Porter moved to move item F3, MCAC 2509 to the last item under Section F, New Business. The motion was seconded by Commissioner Murphy. The motion was carried (5-0).

#### 4. MCAC 2510 – 106 Deer Path Avenue (Exterior Alterations, Windows)

Planner Davison gave a presentation on MCAC 2510 and explained that the request was to replace 12 wood double hung sash windows with new vinyl sash windows of the same configuration. The new windows would maintain existing openings, size, scale, and placement. The window replacement process would also address necessary repairs and corrections to the deteriorating framing. It was explained that most of the windows would not be visible in the right of way, and that surrounding properties have

vinyl windows more visible from the street. The degraded condition of the windows was noted. Planner Davison confirmed that the exterior appearance of the new windows would be very similar to the existing windows. It was also noted that the windows would be installed from the inside, would be double-paned, and that the existing screens would remain.

Applicant Susan Bruner confirmed that the screen on the exterior of the window would remain, maintaining the same visual appearance on the outside, other than the window trim which would change from red to white.

Vice Chair Rose moved to approve MCAC 2510 at 106 Deer Path Avenue, based upon the findings that the request meets the review criteria for granting an MCAC, as set forth in City Code Section 17.04.050.B.5. The motion was seconded by Commissioner Nichols. The motion was carried (5-0).

5. MCAC 2511 – 190 Chelton Road (Exterior Alterations, Windows, Reface Foundation)

Planner Royston gave a presentation on MCAC 2511. It was explained that the owner was looking to reface a portion of the stone foundation and to replace four aluminum framed windows with wood windows. The project was presented to be for the purposes of stabilizing an aging foundation while matching the original exterior of the foundation with clad in stone and mortar, including the chimney. The windows would be replaced with wave patterned wood trim to match the original and 3 of the windows would be enlarged vertically from 24 inches to 32 inches. The 2 windows near the driveway would be expanded and the one on the northern façade would remain the same. Planner Royston noted that several of the Historic District Guidelines pertaining to preservation, alterations and additions would apply to the project.

Owner Nancy Briley shared that the current windows have issues, including drafts. She explained that her intent was to align with the log cabin façade on the neighboring home to complement each other. She stated that the taller windows would create more visual depth, as well as match the next-door cabin and added that they would have decorative divided lights on the interior of the window. The window on the north façade will not be expanded because it is north facing. The material for the windows would be wood with exterior cladding to protect against weather. The owner presented an email from Charles Smith, founder of the Log Cabin District, citing his support for the project.

Commissioner Porter inquired whether enlarging the windows would change the way the log cabin looked, and if the HPC had approved similar changes in the past, as well as whether the divided lights on the inside would be consistent. Chair Kindseth supported that the goal was to make it look more in line with the Log Cabin Historic District.

Commissioner Nichols moved to approve MCAC 2511 at 190 Chelton Road, based upon the findings that the request meets the review criteria for granting an MCAC, as

set forth in City Code Section 17.04.050.B.5. The motion was seconded by Commissioner Murphy. The motion was carried (5-0).

3. MCAC 2509 – 606 Manitou Avenue (Exterior Alterations, City Hall Windows)

Planner Davison gave a presentation on MCAC 2509 and noted that the project is represented by Snyder Electric for the City of Manitou Springs. The request was explained to be related to windows consisting on the east façade and northeast façade, 10 windows in Memorial Hall, one in the records closet and four in two offices. The project would also include any repairs necessary relating to installation or removal such as, relocating light switches and outlet conduits in the kitchen, and addressing any interior cosmetic issues.

There was a brief discussion about lighting in the records room, office, and kitchen, during which Planner Davison confirmed the lighting would no longer be divided lights.

Planner Royston explained that the project is part of a larger energy efficiency project and that the energy savings would potentially pay for the project itself.

Applicant Rob Livingston from Schneider Electric noted that the proposed darker color for the vinyl windows closely matches what currently exists.

Planner Davison explained that the project connects with the Heating Ventilation and Air Conditioning (HVAC) project that Schneider Electric is implementing in City Hall and the window replacement would be the final portion of the HVAC energy efficiency upgrade.

A discussion ensued about the proposed windows, during which it was explained that cost was the main factor for not considering divided light windows, and that some of the windows have storm windows, but they had not been evaluated for repairs.

Planner Royston noted that window upgrades for energy efficiency are a standard component in this type of project and that the work is being phased so the city can fund it incrementally.

Vice Chair Rose emphasized the importance of searching for alternatives.

Chair Kindseth agreed with the Vice Chair and added that restoration of the storm windows should be evaluated.

Planner Royston suggested that some windows could be approved, while others not.

Applicant Livingston commented that the Memorial Hall windows replacement would not be necessary, but the offices are more urgent because of comfort issues.

Commissioner Nichols expressed interest in replacing the 10 windows in Memorial Hall and leaving the divided light windows out for further analysis.

Commissioner Porter voiced discomfort with replacing the divided light windows because of their visibility, and concern for losing the historic look of the building.

Vice Chair Rose agreed with concerns about replacing the divided light windows and suggested using the funds for improving the character of the Memorial Hall windows instead.

Planner Davison provided alternative motion language which allowed the number of windows to be reduced in the case of budget restrictions or specifications of the HPC.

Planner Royston further stated that partial approval language could be put together rather than tabling the project, and that tabling might not help the project.

Commissioner Porter voiced that her job was not to worry about the budget, but rather the historic preservation goals of the HPC.

Vice Chair Rose stated that he hoped the applicant would come back with alternatives for the windows to improve the character and provide more options.

Commissioner Nichols suggested that the 10 windows in Memorial Hall should be approved, and that the city explore ways to retain the divided light windows, while meeting the energy efficiency goal. She added that the Memorial Hall windows are not visible from the right of way, and that they have more latitude in terms of design.

Planner Davison commented on the Secretary of Interior's standards and noted that windows that are not original to the property can become integral to a building.

Director Rollenhagen clarified that the motion should be contained within one single motion rather than multiple.

Commissioner Nichols moved to approve MCAC 2509 at 606 Manitou Avenue with conditions that only the 10 windows in Memorial Hall be replaced, and that the city investigate further opportunities for retaining the four divided light windows, based upon the findings that the request meets the review criteria for granting an MCAC, as set forth in City Code Section 17.04.050.B.5. The motion was seconded by Vice Chair Rose. The motion was carried (5-0).

## **G. OTHER BUSINESS**

Director Rollenhagen explained that there is no funding for the Title 17 revisions. He shared that he is searching for grant opportunities.

The possibility of using social media and working with the Manitou Springs Public Information Officer (PIO) to promote historic preservation initiatives was discussed. Planner Royston stated that ideas for social media should be emailed to her by September 22, 2025.

## **H. ADJOURNMENT**

With no further business, Chair Kindseth adjourned the meeting at 7:35 PM.

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**Title:** MCAC 2512 - 606 Manitou Avenue (Exterior Alterations, City Hall Office and Kitchen Windows)

**From:** Zach Davison - Planner

**To:** Historic Preservation Commission

**Address of Proposal:** 606 Manitou Avenue

**Applicant:** Schneider Electric, Applicant, on behalf of The City of Manitou Springs

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October 1, 2025

**Proposal:**

Schneider Electric, on behalf of the City of Manitou Springs, requests a Material Change of Appearance Certification to perform the following alterations:

Exterior Alterations:

- Replace nine (9) windows
  - Replace three (3) windows, on the east façade (kitchen).
  - Replace (1) windows, on the northeast façade (kitchen storage),
  - Replace five (5) windows on the north façade
    - (one (1) in the records closet, and;
    - four (4) in two offices
- Conduct any necessary repairs discovered after window removal.
- Conduct necessary repairs resulting from window installation.

Interior Alterations:

- Conduct necessary repairs before final window installation
- Touch up and repair any interior cosmetic issues resulting from installation.

The applicant has also presented a restoration option that would involve window removal, frame and muntin rehabilitation, and glass replacement.

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

**Zone District:**

Public Facilities (PF)

**Historic Subdistrict:**

Commercial Core

**Background and Existing Conditions:**

This application is submitted in conjunction with the previously approved MCAC 2504 (HVAC and energy efficiency upgrades) and MCAC 2509 (Memorial Hall Windows). The original



request for MCAC 2509 included the proposed scope of work for MCAC 2512 (current request), however, it received partial approval with the conditions that only the 10 windows in Memorial Hall be replaced, and that the city investigate further opportunities for retaining the four divided light windows.

The nine (9) remaining windows are either top-hung inward or bottom-hung inward, wood-framed, multi-light sash units. Each sash contains six (6) glass panes separated by narrow muntins. A thin wood spandrel lines the bottom of each window.

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 Secretary of the Interior's Standards for Rehabilitation were used to evaluate this project. Location plays a key role in evaluating window replacement. The Standards explain that "[r]eplacement windows on primary, street-facing or any highly visible elevations...must match the historic windows in all their details and in material (wood for wood and metal for metal)." On secondary elevations with limited visibility, more flexibility is permitted, and the Standards note that alterations only need to "match the historic windows in size, configuration and general characteristics, though finer details may not need to be duplicated, and substitute materials may be considered."

The following Secretary of the Interior's Standards for Rehabilitation apply:

#### **2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.**

Some of the windows may be historic; however, their contribution to the overall character of the building is reduced due to their location and visibility. Windows on the north façade and the northeast kitchen storage façade are not highly visible from public rights-of-way, and therefore do not substantially define the character of City Hall. By contrast, the three kitchen windows on the east façade are located on a primary, street-facing elevation. Although their visibility is somewhat limited, their placement along a primary right-of-way subjects them to increased consideration under the Secretary of the Interior's Standards for the Treatment of Historic Properties.

#### **4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.**

The age of the windows or the originality to the building is unknown. Despite this, the windows have likely acquired significance and thus could be considered character-defining features. While age



alone is not sufficient to make this determination, the duration of a feature's existence is relevant if it spans a recognized historic period, such as the pre-1930 period of significance outlined in the City of Manitou Springs Historic District Design Guidelines.

Other factors that may be considered include:

1. Architectural or design value
2. Integrity and contribution to the building's character
3. Cultural or social associations.

As such, the windows may fall within the scope of Standard 4 and warrant consideration in the review of this alteration.

**9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.**

The proposed window replacements on secondary elevations, including the office and records room windows on the north façade and the kitchen storage window on the northeast façade, will not negatively impact the historic character of City Hall. These windows do not substantially contribute to a highly visible façade, and the replacements are compatible in size, scale, and configuration. As stated earlier in this report, secondary elevations are evaluated for consistency in size, configuration, and general characteristics. The newly proposed windows will retain these qualities.

In contrast, the three kitchen windows on the east façade are located on a primary right-of-way and are relatively visible.

**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:**

**MCAC 2512 – Material Change of Appearance Certification**

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 November 5, 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

\_\_\_\_\_  
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

## 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:

Schneider Electric – 4775 Walnut Street, Suite 230, Boulder, CO 80301

(303) 468-0405

City Glass – 414 West Colorado Avenue, Colorado Springs, CO 80905

(719) 634-2891

### Description of Existing Improvements to the Property:

Historic window retrofit (x9)

### Scope of Project & Visual Impact on Surroundings:

Option #1 – Hire wood window restoration company to remove (9) windows, remove the glass in each and restore wood frame and muttons to bring window to original look and operational ability. City Glass will install new glass in coordination with the wood preservation contractor.

If Option #1 is cost prohibitive see Option #2 below:

Option #2 – Hire City Glass to remove and install new vinyl windows custom made to fit the openings as-is. Product to be Simonton DayLightMax Collection Premium Vinyl Windows. New windows will have added Colonial Grille Patterns to match existing look and will have additional color options.

\*\*Contractor recommends keeping Tan to match the entirety of the back wall for consistency.

### Proposal Description:

1. Complete window replacement or restoration review and coordination with the Historical Society.
2. Supply complete project schedule in Microsoft schedule.
3. Remove windows and rehab framing / sills as needed.
4. Install new or existing windows per industry standards, level, caulk and weather seal as required.
5. Repair any interior or exterior surfaces to match original look.
6. Walk with owner / contractor to ensure proper installation and operation is achieved and prepare for sign-off and completion.

Window type and Grille:



**SINGLE SLIDER**

Single Sliders have one operable sash that glides horizontally to the left or right for increased ventilation.



**COLONIAL**

Iconic style of Colonial, Cape Cod, Farmhouse or Victorian homes in multiple lite patterns.

Colors:

**VINYL INTERIOR & EXTERIOR COLORS**

Virtually maintenance-free beauty and durability with the color molded throughout the vinyl profile.



White



Tan

**LAMINATE INTERIOR & EXTERIOR COLORS**

High-performance laminate resists UV fading and scratches, with long-lasting durability against extreme temperatures and weather.



Bronze

Bronze Laminate Interior or White Vinyl Interior

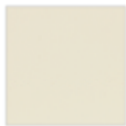


Black

Black Laminate Interior or White Vinyl Interior

**CUSTOM EXTERIOR COLORS**

Add curb appeal with a heat-reflective color coating that resists fading and heat build-up. Interior available in white or tan vinyl.



Cream



Silver



Tan



Driftwood



Pine



Brick



Chocolate



Espresso



Bronze

Tan Vinyl Interior

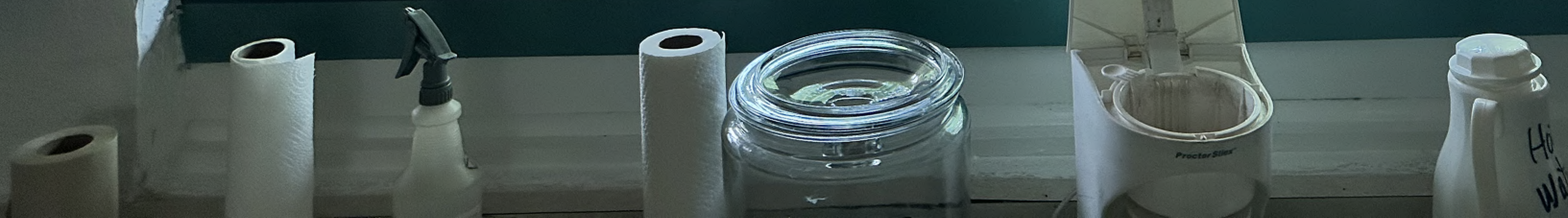
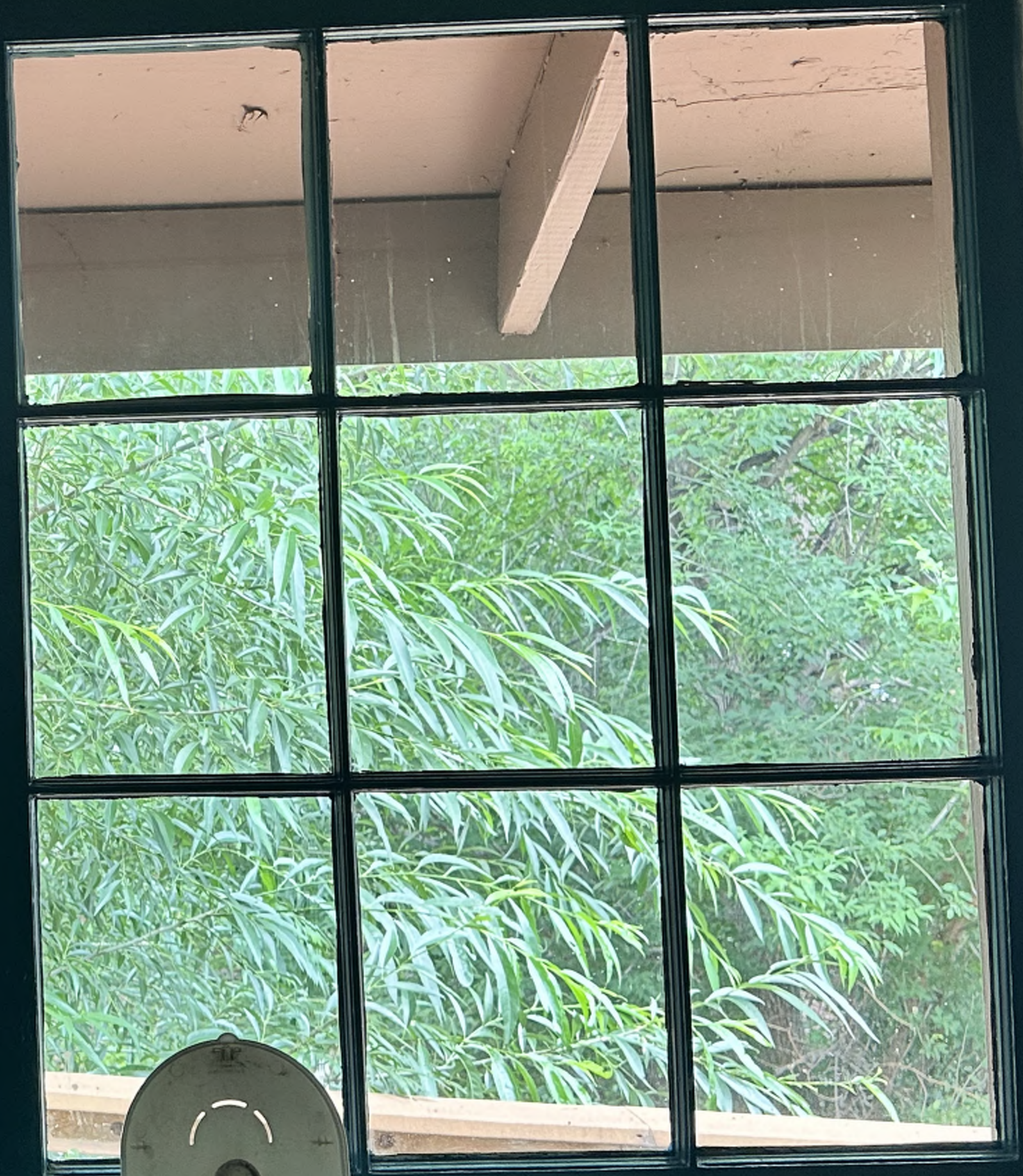


Black

Tan Vinyl Interior







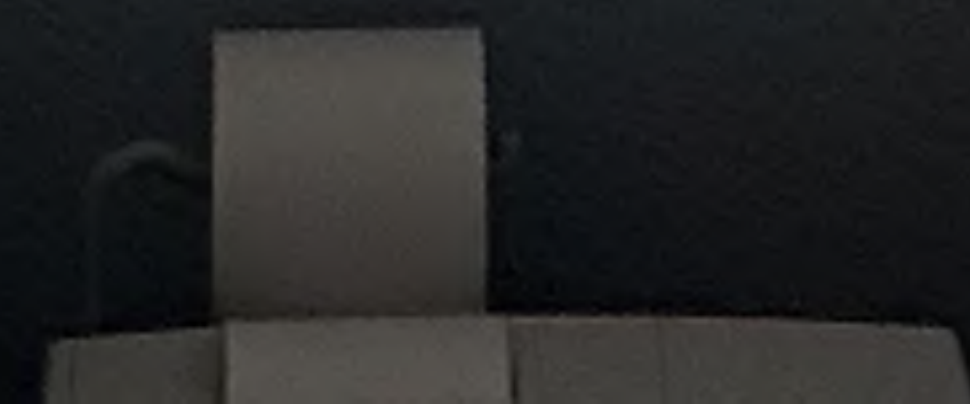




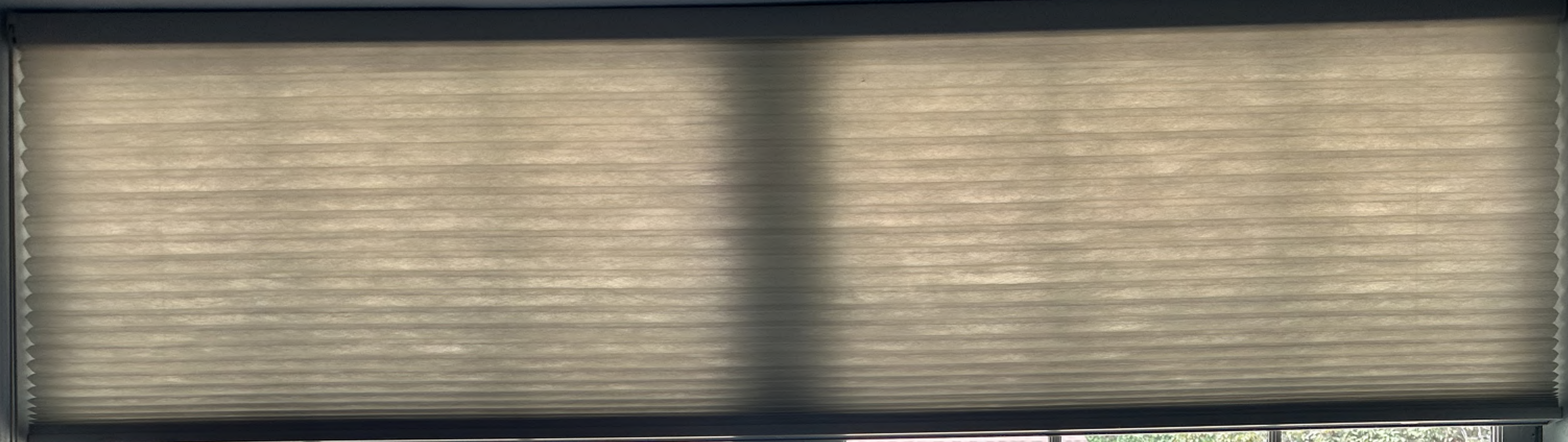




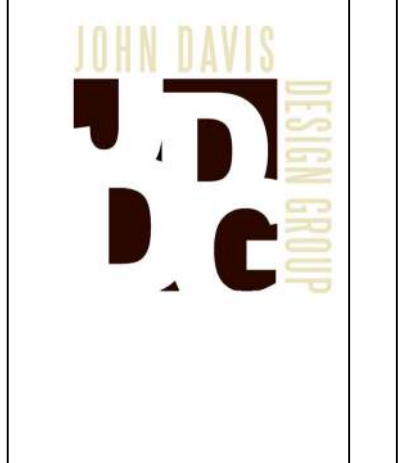












JOHN DAVIS  
DESIGN GROUP

ARCHITECTS  
INTERIORS  
PLANNERS

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SUITE 100  
COLORADO SPRINGS,  
COLORADO 80907  
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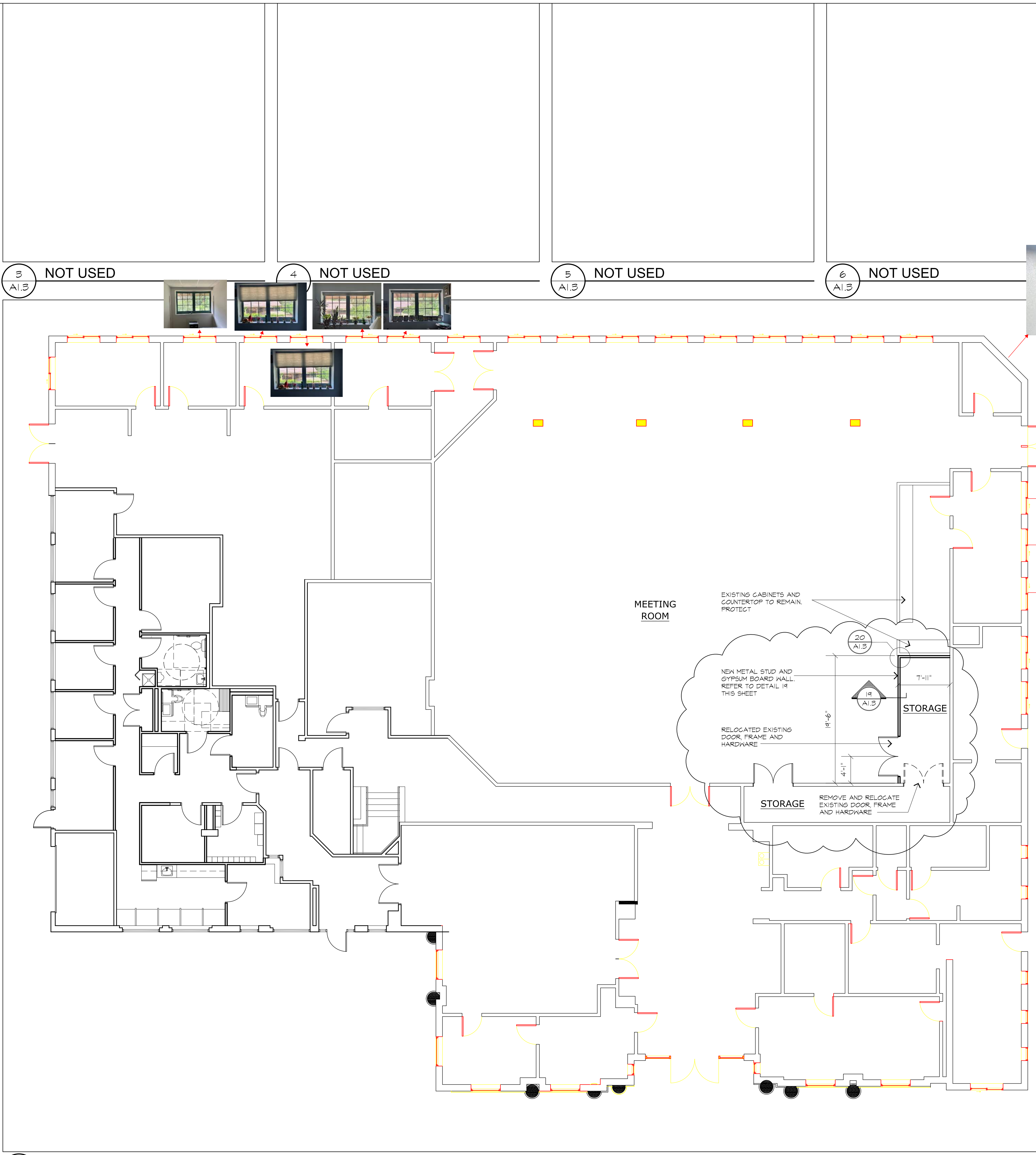


REMODELED FLOOR PLAN  
INTERIOR REMODEL FOR:  
**MANITOU SPRINGS  
POLICE DEPARTMENT**  
606 MANITOU AVENUE  
MANITOU SPRINGS, COLORADO 80829

PROJECT NO.	202301
DATE	JUNE 6, 2023
DRAWN BY	JRD
CHECKED	JRD
APPROVED	JRD

REVISED  
OWNER ADDED NEW  
STORAGE ROOM  
MARCH 4, 2024

SHEET  
**A1.3**



1 NOT USED  
A1.3

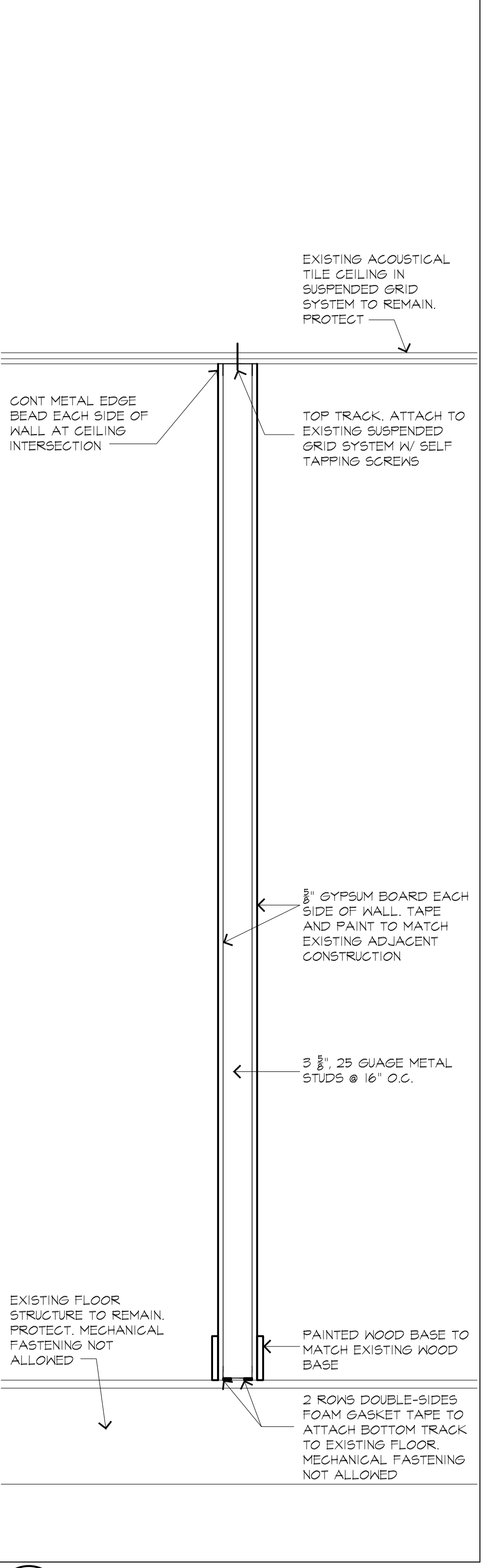
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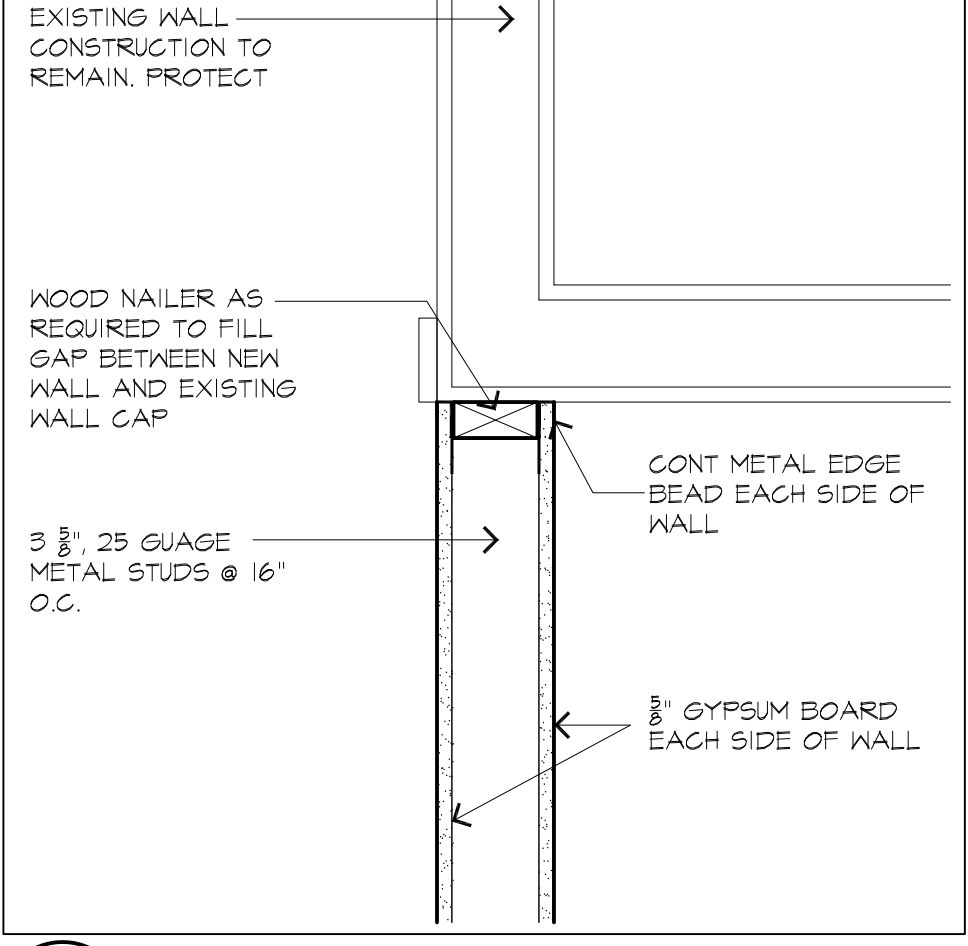
6 NOT USED  
A1.3



19 WALL SECTION  
A1.3 SCALE: 1/8"=1'-0"

8 NOT USED  
A1.3

14 NOT USED  
A1.3



20 NEW TO EXISTING WALL DETAIL  
A1.3 SCALE: 1/2"=1'-0"

21 REMODELED FLOOR PLAN  
A1.3 SCALE: 1/8"=1'-0"



# HISTORIC PRESERVATION CODE CHAPTER 17.04.050 MATERIAL CHANGE OF APPEARANCE CERTIFICATION (MCAC) EXTERIOR REMODEL / NEW CONSTRUCTION SUBMITTAL INSTRUCTIONS and CHECKLIST

This checklist is not designed to be a substitute for the Historic Preservation Regulations. Applicants are expected to review the details of the Regulations; copies can be purchased in the Planning office, or accessed online at: [www.manitouspringsgov.com](http://www.manitouspringsgov.com)

***A pre-application conference shall be scheduled with Planning Staff a minimum of 14 working days prior to application submittal in order for the Applicant to become acquainted with the submittal requirements and the Historic Design Guidelines. The following information needs to be provided at the pre-submittal meeting:***

- 1) ***Conceptual site layout***
- 2) ***Conceptual building exterior elevations including exterior materials.***

By **4:30 p.m. on the published submittal date** the following information, as specified in the Manitou Springs Historic Preservation Regulations, shall be submitted electronically to [planning@comsgov.com](mailto:planning@comsgov.com).

- ✓
1. A completed **Development Review Application** form with nonrefundable application fee.
  2. A **letter of explanation** containing the following information:
    - Property address
    - Name, address, phone number, email of owner
    - Name, address, phone number, email of developer or contractor (if other than the owner)
    - Name, address, phone number, email of architect or designer (if commissioned)
    - Description of any existing improvements on the property
    - A statement describing the scope of the project, the design intentions, and a comment on the project's visual impact on its surroundings
    - Detailed description of the proposal
    - Description of the proposed type of all exterior materials
    - **Evidence of mailed notification** (PS Form 3817 proof of mailing) include a copy of the notice sent to neighbors within 200 feet of the subject property lines (not including rights-of-way) which notifies adjacent owners of the nature of the request, the meeting date/time/location for which consideration is proposed, and directs questions or comments to the Planning Department (719-685-4398).
  3. **Photographs** of the existing property and its relationship to the surrounding area.
  4. Site Plan per Planning Commission requirements (see Chapter 18.72.030 Site plan requirements)
    - Existing and proposed floor plan layouts
    - Elevation drawings and details
  5. Completed **Checklist for Applicability**.
  6. Applications for properties in the Downtown Zone shall submit elevations and samples of the proposed exterior color(s)
  7. Applications for properties in the Downtown Zone may also be required to submit additional information or documentation such as a photo simulation, massing model, streetscape elevation, streetscape or building perspective and extended site plan incorporating the existing Resources surrounding the proposed construction, which demonstrates its overall compatibility in relation to siting, scale, height and massing
  8. Other information as requested by the Planning staff and/or the Historic Preservation Commission

**CHECKLIST FOR APPLICABILITY**  
**City of Manitou Springs Historic District Design Guidelines**

**Project Name and/or Address** City Hall HVAC Remodel: 606 Manitou Ave., Manitou Springs, CO 80829 **Date** 09/18/2025

**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		
<b>Chapter 1: Introduction</b> (Includes Philosophy, How to Use the Design Guidelines and the Submittal Process)								
<b>Chapter 2: Historic Context</b> (Includes information about the Historic Subdistricts on pages 2.7-2.60 and Architectural Styles on pages 2.61-2.72)								
<b>Chapter 3: Guidelines for SUSTAINABLE Building Strategies</b>								
3.1	3.6	Solar Panels and Photovoltaic Cells		X				
3.2	3.6	Satellite Dish Antennas		X				
<b>Chapter 4: Guidelines for Preservation, Alterations and Additions to CONTRIBUTING RESIDENTIAL Structures</b>								
4.1	4.1	Architectural Character		X				
4.2	4.2	Building Alignment		X				
4.3	4.2	Building Orientation		X				
4.4	4.2	Building Height		X				
4.5	4.4	Mass & Scale		X				

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

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

Guideline	Page	Category	Applicable?		Compliant?		Why Not?	Alternative Strategy
			Yes	No	Yes	No		
<b>Chapter 6: Guidelines for Additions and Alterations to NON-CONTRIBUTING Structures</b>								
6.1	6.1	Building Orientation		x				
6.2	6.2	Mass & Scale		x				
6.3	6.2	Building Materials		x				
6.4	6.2	Roof Form		x				
6.5	6.3	Architectural Details		x				
<b>Chapter 7: Guidelines for NEW Construction in the COMMERCIAL CORE (see also pages 2.53-2.55 and Chapter 10)</b>								
7.1	7.3	Franchise Architecture		x				
7.2	7.3	Building Alignment		x				
7.3	7.4	Building Orientation		x				
7.4	7.4	Mass & Scale		x				
7.5	7.5	Building Form		x				
7.6	7.5	Roof Form		x				

Guideline	Page	Category	Applicable?		Compliant?		Why Not?	Alternative Strategy
			Yes	No	Yes	No		
7.7	7.6	Storefronts		x				
7.8	7.7	Storefronts		x				
7.9	7.7	Storefronts		x				
7.10	7.8	Architectural Details		x				
7.11	7.9	Architectural Details		x				
7.12	7.10	Architectural Details		x				
7.13	7.11	Materials		x				
7.14	7.11	Materials		x				
7.15	7.11	Materials		x				
7.16	7.12	Awnings		x				
7.17	7.13	Nonconforming Commercial Buildings		x				

Guideline	Page	Category	Applicable?		Compliant?		Why Not?	Alternative Strategy
			Yes	No	Yes	No		
<b>Chapter 8: Guidelines for New Construction and Additions in Selected SUBDISTRICTS</b>								
8.1	8.2	Architectural Details of Historic Structures		X				
8.2	8.3	Architectural Details of Historic Structures		X				
8.3	8.4	Architectural Details of Historic Structures		X				
8.4	8.5	Franchise Architecture		X				
8.5	8.5	Nonconforming Commercial Buildings		X				
<b>LOG CABIN SUBDISTRICT</b> (see also pages 2.33-2.35, 10.6-10.7, and 10.9-10.10)								
8.6	8.7	Building Form		X				
8.7	8.7	Primary Entrances and Porches		X				
8.8	8.7	Garages		X				
8.9	8.7	Garages		X				
8.10	8.8	Building Materials		X				

Guideline	Page	Category	Applicable?		Compliant?		Why Not?	Alternative Strategy
			Yes	No	Yes	No		
<b>EL COLORADO LODGE SUBDISTRICT</b> (See also pages 2.21-2.23)								
8.11	8.8	Building Alignment		X				
8.12	8.9	Building Orientation		X				
8.13	8.9	Mass & Scale		X				
8.14	8.9	Building Form		X				
8.15	8.10	Roof Form		X				
8.16	8.10	Materials		X				
8.17	8.10	Materials		X				
8.18	8.10	Materials		X				
<b>VILLAS SUBDISTRICT – Page 8.11</b> (See also pages 2.49-2.51 and Chapters 3, 4, 5, 6, 9, 10 and/or 11 as applicable)								
<b>CLIFF DWELLINGS SUBDISTRICT</b> (See also pages 2.17-2.19)								
8.19	8.12	Building Alignment		X				

Guideline	Page	Category	Applicable?		Compliant?		Why Not?	Alternative Strategy
			Yes	No	Yes	No		
8.20	8.12	Building Orientation		X				
8.21	8.12	Mass & Scale		X				
8.22	8.13	Building Form		X				
8.23	8.13	Roof Form		X				
8.24	8.14	Materials		X				
8.25	8.14	Materials		X				
8.26	8.14	Materials		X				

**WEST MANITOU SUBDISTRICT – Pages 8.14-8.15** (See also pages 2.57-2.59 and Chapters 3, 4, 5, 6, 8, 9, 10 and/or 11 as applicable)

**Chapter 9: Guidelines for SECONDARY Structures**

9.1	9.1	Secondary Structures		X				
9.2	9.1	Secondary Structures		X				
9.3	9.1	Garages		X				
9.4	9.3	Carports Shade Structures		X				

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

Guideline	Page	Category	Applicable?		Compliant?		Why Not?	Alternative Strategy
			Yes	No	Yes	No		
10.10	10.11	Security		X				
10.11	10.12	Integral Color: Roofing, Natural Stone, Grout, Concrete		X				
n/a	10.12	Painting and Surface Treatments		X				
n/a	10.13	Historic District Color Palette		X				
<b>Chapter 11: Guidelines for Building RELOCATION</b>								
11.1	11.1	Building Relocation		X				
11.2	11.1	Building Relocation		X				
11.3	11.1	Building Relocation		X				
<b>APPENDIX A: Secretary of the Interior: Standards for Treatment of Historic Properties</b>								
<b>APPENDIX B: Technical Maintenance and Preservation Information</b>								
<b>APPENDIX C: Tax Credits and Other Incentives for Historic Preservation</b>								
<b>APPENDIX D: Glossary of Terms</b>								



**Title:** MCAC 2513 - Hiawatha Gardens (Exterior and Interior Alterations)  
**From:** Chelsea Royston, AICP, Senior Planner  
**To:** Historic Preservation Commission  
**Address of Proposal:** 10 Old Man's Trail and 487 El Paso Boulevard  
**Applicant:** City of Manitou Springs, Owner

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October 1, 2025

**Proposal:**

The City of Manitou Springs proposes significant alterations to the site, to include:

- interior and exterior alterations to the historic Hiawatha Gardens pavilion
- new construction of a separate structure for public restrooms
- site improvements.

**Zone District:**

The site is currently zoned Commercial (C) Zone District. City Council will hear the application and first reading of a proposed ordinance to rezone the property to Public Facilities (PF) Zone District on October 7, 2025.

**Historic Subdistrict:**

Commercial Core Historic Subdistrict

**Background and Existing Conditions:**

Hiawatha Gardens was purchased by the City of Manitou Springs in 2016. In 2016, the property consisted of a parking lot and a large structure with multiple additions. An evaluation and assessment of the structure was conducted by Echo Architects on behalf of the City of Manitou Springs in 2016. As a result of this evaluation, partial demolition of the structure was completed in 2021, removing all later additions and leaving only the original dance hall structure. Due to safety and stability concerns, the pavilion was secured after the demolition and has not been accessible to the public.

The original site structure contained a clubhouse and dance pavilion constructed in 1897. After a fire in 1920, only the dance pavilion remained, and it was enlarged and enclosed to become Hiawatha Gardens in 1921. The spaces supported by the queen rod trusses are believed to denote the footprint of the original open air pavilion.

This MCAC proposes a strategy to reopen the pavilion to the public once again as an open-air pavilion, provide public restrooms and reconstruct the parking lot in compliance with the land use development code standards adopted by the City. The design intent is to stabilize the structure and incorporate modern structural and safety codes. The site is encumbered by the floodplain, which has informed the proposed use and design of the site. The floodplain



encumbrance necessitated the return to an open-air pavilion, flooring and foundation replacement and enforcement.

During the August 6, 2025 meeting of the Manitou Springs Historic Preservation Commission, the Planning Department clarified code requirements, processes, and required approvals for this project. That presentation included specific identification of the scope of authority of the Historic Preservation Commission. Section 17.04.050 of the Manitou Springs Municipal Code designates review authority to the HPC under the following circumstances as related to the proposed project:

- a. any new construction [in a historic preservation district]
  - staff's interpretation is that this applies to the exterior of the new restroom structure.
- b. any restoration, rehabilitation, alteration, addition, or change in the exterior size, configuration, fenestration, or other permanent physical feature.
  - staff's interpretation is that this is specific to the proposed alterations to the exterior of the historic dance hall structure.
- c. any change to major interior architectural features of a publicly-owned resource
  - staff's interpretation is that this applies only to the interior of the existing historic structure and does not apply to interior finishes of the proposed restroom facility.

**Public Involvement:**

The application was noticed in accordance with Section 17.04.100 Public Notice. No comments were received prior to the publication of this staff report.

The Manitou Springs City Planning Commission heard applications for a Major Subdivision, Rezoning, and partial Right of Way Vacation on September 3, 2025, and forwarded recommendations of approval to City Council. The CPC will hear the associated Major Development Plan application on October 8, 2025. City Council will hear the applications on October 7, 2025 and October 21, 2025. All public hearings for these applications were noticed in the newspaper, posted on site, postcards were sent to property owners within 300 feet of the property boundaries, noticed at City Hall, and posted on the City website.

**Findings and Review Criteria:**

The Hiawatha Gardens historic dance hall structure was designated as a contributing structure when the site was re-included in the historic district boundaries in 2022. The Secretary of the Interior's Standards for the Treatment of Historic Properties provides guidance for the rehabilitation of contributing commercial buildings. These guidelines provide very specific recommendations for cleaning, repairing, and in some instances, replacing, historic materials. These recommendations are integrated into the construction documents for the historic dance hall. Several items within the scope of work are identified specifically in the SOI Guidelines for



rehabilitation:

### **Structural Systems**

"Correcting structural deficiencies needed to accommodate a new use in a manner that preserves the structural system and individual character-defining features. "

The Queen Rod Trusses are a distinctive structural feature that is intended to be preserved and potentially emphasized through removing the paint and adding strategic lighting. Gutters and downspouts are also proposed to be added to the building in order to help direct water away from sensitive structural members. While the temporary, recently installed, exterior walls are proposed to be removed to return the building to an open-air pavilion, structural reinforcements are also proposed. The proposed structural improvements install a steel frame tucked under the existing roofline. Concrete columns with below grade foundations will be utilized to reinforce and strengthen existing wood posts.

### **Resilience to Natural Hazards**

"Undertaking work to prevent or minimize the loss, damage, or destruction of the historic property while retaining and preserving significant features and the overall historic character of the building, its site, and setting"

The proposal shows the removal and salvage of the wooden flooring in Hiawatha and replacement with a concrete foundation and floor. This change is proposed due to code requirements relating to the floodplain and structural requirements. The roof structure and siting of the historic building will be preserved through this design.

Manitou Springs Historic District Design Guidelines: Chapter 7: Guidelines for New Construction in the Commercial Core Subdistrict

The following guidelines are applicable to the proposed restroom building.

#### **7.2 Align a new building to match the alignment of adjacent structures to maintain visual continuity along the street edge.**

The proposed restroom building has been designed to align with the north facade of the historic dance hall, and the space between the two buildings will function as a pedestrian plaza with emergency vehicular access available.

#### **7.3 The front façade of a new building or commercial building undergoing renovation shall orient toward the street or primary pedestrian thoroughfare.**

The proposed restroom building will have activation along all four frontages as it is accessible by pedestrians from each side.

#### **7.4 The height and width of a building shall be similar to existing historic structures in the Commercial Core.**

The proposed restroom building is accessory to the historic dance hall, and therefore has been designed to appear subservient in scale. It will utilize a similar roof pitch and materials to be visually compatible.

#### **7.7 Infill and redevelopment in the Commercial Core shall contribute to the pedestrian friendly environment by providing an active, engaging and visually interesting street edge.**



The restroom building cannot offer visual interest via windows as many commercial buildings do, since that would not be compatible with the proposed use. However, the building will offer pedestrian-focused environments on all four facades.

**7.11 Architectural details combine to establish distinct character and shall be preserved, whenever feasible. Damaged and/or missing detailing shall be replaced and shall match the original detailing.**

The proposed soffit detail and removal of existing rafter tails is being proposed by the project team due to the deterioration of this element as well as the architectural analysis of historical photos that these do not appear to be part of the original features of the dance hall pavilion and will not be preserved.

**7.12 Replacement of missing or deteriorated details shall be based on original features.**

The proposed soffit detail does not include replacement of deteriorated rafter tails as they are not believed to be an original feature of the dance hall as determined by the architectural analysis.

**7.13 To the extent feasible, maintain original materials, textures and finishes on the existing buildings.**

The proposed materials palette maintains original materials to the extent possible. Proposing restoration of wood elements and a replacement of like for like of the roof materials.

**7.15 Infill and redevelopment projects in the Commercial Core shall be constructed of materials that appear similar to those of existing contributing structures and establish a sense of visual continuity.**

The primary building facade materials are stucco and stone with asphalt shingle roofing. The exterior doors on the restroom building will be painted metal security doors.

Manitou Springs Historic District Design Guidelines: Chapter 10: Site Improvements for Residential and Commercial Properties

**10.1 Preserve all existing stone walls, bridges, and stairs**

The existing limestone stairs on the site are not historic. They are proposed to be removed to facilitate increased ADA accessibility.

**10.2 In areas of steep topography, incorporate traditional entry features such as retaining walls, bridges and stairs into the site plan.**

These features are proposed near the north side of the proposed restroom building, and south of the existing historic dance hall.

**10.3 New retaining walls, bridges and stairs shall match the appearance and alignment of existing and/or adjacent walls, as well as the character, quality and appearance of other retaining walls, bridges and stairs in the Historic District.**

The project proposes retaining walls constructed of integral colored concrete in Manitou Red. Two retaining walls along Fountain Creek will be constructed with a stone veneer that is designed to blend with historic stone wall aesthetics.

**10.5 Parking area and surface parking lots shall be screened from view.**



The redesigned parking lot is designed to take advantage of the existing earthen berm, and site landscaping will be added in accordance with the Land Use and Development Plan.

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

The proposed trash enclosure is located in the southeast corner of the parking lot and will be screened in accordance with the Land Use and Development Code.

**10.7 Infill and redevelopment projects shall maintain the tradition of contributing to the ambience of downtown by including site elements and enhancements that complement the streetscape and associated public spaces in the Historic Core.**

The area to the west of the historic dance hall is proposed to be a pedestrian plaza with seating and landscaping.

**10.9 Exterior light fixtures shall be similar in character and intensity to those used traditionally on the exterior of contributing commercial or residential buildings.**

Lighting for the historic dance hall pavilion is proposed to be located on top of the existing Queen Rod trusses, which would create diffused lighting under the pavilion cover and the intent is fixtures would be camouflaged to not draw undue attention to themselves. The exterior pedestrian lighting is proposed to be full cut off bollards so that it minimizes light pollution. The parking lot lighting is proposed to meet safety standards and lighting restrictions outlined in the Land Use and Development Code. Fixture type EW1 is proposed to be attached to the exterior of the historic structure on the support posts and have been selected to not draw undue attention to itself or create a faux historic.

**10.10 Security features shall not be discerned as a primary component to the front building façade during day, evening or night hours.**

Metal Grates are not being proposed on the facade. Security cameras are being proposed on the property but are not being proposed on the primary building facade.

**Staff Recommendation:**

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

**Motion Language Options:**

MCAC 2513 - Material Change of Appearance Certification

Approve The Material Change Of Appearance Certification At 10 Old Man’s Trail And 487 El Paso Boulevard, 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, as presented.

Approve The Material Change Of Appearance Certification At 10 Old Man’s Trail And 487 El Paso Boulevard, 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 10 Old Man's Trail And 487 El Paso Boulevard, 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 10 Old Man's Trail And 487 El Paso Boulevard To November 5, 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](http://www.manitouspringsgov.com).

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

## APPLICATION INFORMATION

### Project Information

Project Name Hiawatha Gardens Phase 1 and 2  
Physical Address 10 Old Man's Trail / 487 El Paso Blvd.  
Lot, Subdivision Parcel 7405426002 / Parcel 7405426001  
Tax Schedule Number (TSN) \_\_\_\_\_  
Pre-Application Conference Number (if applicable) not provided; pre-app mtg held 6/3/25

### Property Owner

Name City Of Manitou Springs Phone \_\_\_\_\_  
Email \_\_\_\_\_ ZIP \_\_\_\_\_  
Mailing Address 606 Manitou Ave, Manitou Springs, CO 80829

### Agent/Applicant

Name Justin DiPietro Phone 303-861-8555  
Email justin.dipietro@davispartnership.com ZIP 80205  
Mailing Address 2901 Blake Street, Suite 100, Denver, CO 80205-2849

### 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](mailto: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.

\_\_\_\_\_  
Applicant's Signature

9/4/2025  
\_\_\_\_\_  
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



## Hiawatha Gardens MCAC – Letter of Explanation

### Property Owner

City of Manitou Springs  
606 Manitou Ave  
Manitou Springs CO 80829  
eringsred@manitouspringsco.gov  
719-685-5481

### Consultant

Justin DiPietro  
2901 Blake Street, Suite 100  
Denver, CO 80205-2849  
[Justin.dipietro@davispartnership.com](mailto:Justin.dipietro@davispartnership.com)  
303-861-8555

### Overall

Hiawatha Gardens was purchased by the City of Manitou Springs in 2016. In 2016 the property consisted of a parking lot and a large structure with multiple additions. An evaluation and assessment of the structure was conducted by Echo Architects on behalf of the City of Manitou Springs in 2016. As a result of this evaluation partial demolition of the structure was completed removing all later additions and leaving only the original dance hall structure.

The original site structure contained a clubhouse and dance pavilion constructed in 1897. After a fire in 1920 only the dance pavilion remained, and it was enlarged to become Hiawatha Gardens in 1921. Due to safety and stability concerns the pavilion was secured after the demolition and has not been accessible to the public.

This MCAC proposes a strategy to reopen the pavilion to the public once again as an open air pavilion, provide public restrooms and reconstruct the parking lot in compliance with the land use development code standards adopted by the City.

### Historic Pavilion

#### Interior

Due to the structure's location within the floodplain, it has been recommended to return the dance hall to its original use as an open-air pavilion. The proposal shows the removal and salvage of the wooden flooring in Hiawatha and replacement with a concrete foundation and floor. This change is proposed due to code requirements relating to the floodplain and structural requirements. Without these changes, the building would not meet existing safety standards and codes and cannot be occupied. As much as possible, the project intends to salvage the existing stone foundations for use in the plaza or landscape.

If funding allows, it is the project's intent to remove the paint from the Queen Rod Trusses and repaint the ceiling in order to provide greater visual emphasis on the Queen Rod Trusses.

Lighting is proposed to be located on top of the bottom beam of the Queen Rod Trusses. This location is proposed to provide uplighting that emphasizes the historic Queen Rod Trusses and not adding visual



clutter to the ceiling views of the historic structure. The light fixtures would disappear completely except for the lighting they would provide for ambiance and safety.

### Exterior

The existing structure of the pavilion must be reinforced to meet structural loads for wind and potential hydrostatic pressure calculated by its location in the floodplain. The design team explored multiple alternatives for structural reinforcement to minimize the visual impact of structural reinforcement on the historic structure. The proposed structural improvements install a steel frame tucked under the existing roofline. Concrete columns with below grade foundations will be utilized to reinforce and strengthen existing wood posts. The concrete is proposed as integral color concrete in accordance with Manitou Springs concrete color standards. The concrete columns will stop short of the wood kickers that are utilized to support the Queen Rod Trusses. Light fixtures are proposed on the exterior of the existing columns and have been selected to not compete with the historic elements of the pavilion and will not communicate a faux historic aesthetic and are minimal in size.

The roof is proposed to be replaced with like for like materials replacing the asphalt shingles with new asphalt shingles. Gutters are proposed to be added to the perimeter of the structure.

A railing will be installed on the south side of the pavilion for safety purposes due to the drop off between the finished floor of the pavilion and edge of the creek.

## Restroom

### Exterior

The new restroom is proposed north of the historic pavilion and has been oriented to align with the pavilion's building footprint and will utilize a similar roof pitch in order to maintain compatibility. The new restroom is modest in scale and subservient to the historic structure in size and height. The materials on the façade have been proposed to be visually compatible with the buildings' context utilizing stucco and stone as the primary building façade materials and an asphalt roof. The doors on the restroom are painted metal with metal framing consistent with the proposed use as a public restroom.

## Site Improvements

The existing parking lot is made up of asphalt and gravel in a state of disrepair. The proposed improvements seek to bring the parking lot up to current standards as outlined by the land use development code and provide a more welcoming and comfortable user experience.

Located on the southwest edge of the site along fountain creek is Old Mans Trail Bridge and retaining walls. The proposed improvements do not impact the bridge and would make repairs as needed the existing retaining walls along the creek. The retaining walls are not visible within the project boundaries.

The existing stairs on the site are not historic and are made of limestone with wooden railings. They will be removed as part of the proposed improvements. The project seeks to increase ADA accessibility as part of site improvements and has eliminated the existing stairs and proposes two other locations for stairs in combination with ramps in order to provide an equitable access experience for all users.

The project proposes retaining walls constructed of integral colored concrete in Manitou Red and two retaining walls along the creek will be constructed with a stone veneer that will blend with historic stone wall aesthetics.



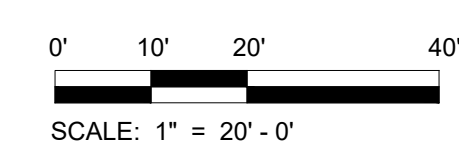
The project does not propose any new curb cuts and will utilize existing curb cut locations. A planting buffer is proposed along the perimeter of the property in accordance with the Land Use Development Code's requirements for depth, plant materials and screening.

# HIAWATHA GARDENS HISTORIC PRESERVATION COMMISSION SUBMITTAL

10 OLD MANS TRAIL  
MANITOU SPRINGS, 80829



LEGEND	
---	LIMIT OF WORK
[Pattern]	CONCRETE PAVING
[Pattern]	3" DEPTH SHREDDED WOOD MULCH
[Pattern]	NATIVE SEED
[Pattern]	RAIN GARDEN SEED
[Pattern]	EXISTING CONCRETE TO REMAIN, PROTECT IN PLACE
[Pattern]	ASPHALT
[Pattern]	TURF
[Pattern]	CRUSHER FINES
[Pattern]	RIP RAP
PA	PLANTER AREA
[Symbol]	TREE TO BE TRANSPLANTED IN LOCATION



OWNER  
CITY OF MANITOU SPRINGS  
2501 BLAKE STREET  
MANITOU SPRINGS, CO 80829  
719.437.6501

ARCHITECT  
DAVIS PARTNERSHIP ARCHITECTS  
2501 BLAKE STREET  
DENVER, CO 80205

LANDSCAPE ARCHITECTS  
DAVIS PARTNERSHIP ARCHITECTS  
2501 BLAKE STREET  
DENVER, CO 80205  
303.861.8555

CIVIL ENGINEER  
DAVIS PARTNERSHIP ARCHITECTS  
2501 BLAKE STREET  
DENVER, CO 80205



**DAVIS  
PARTNERSHIP  
ARCHITECTS**

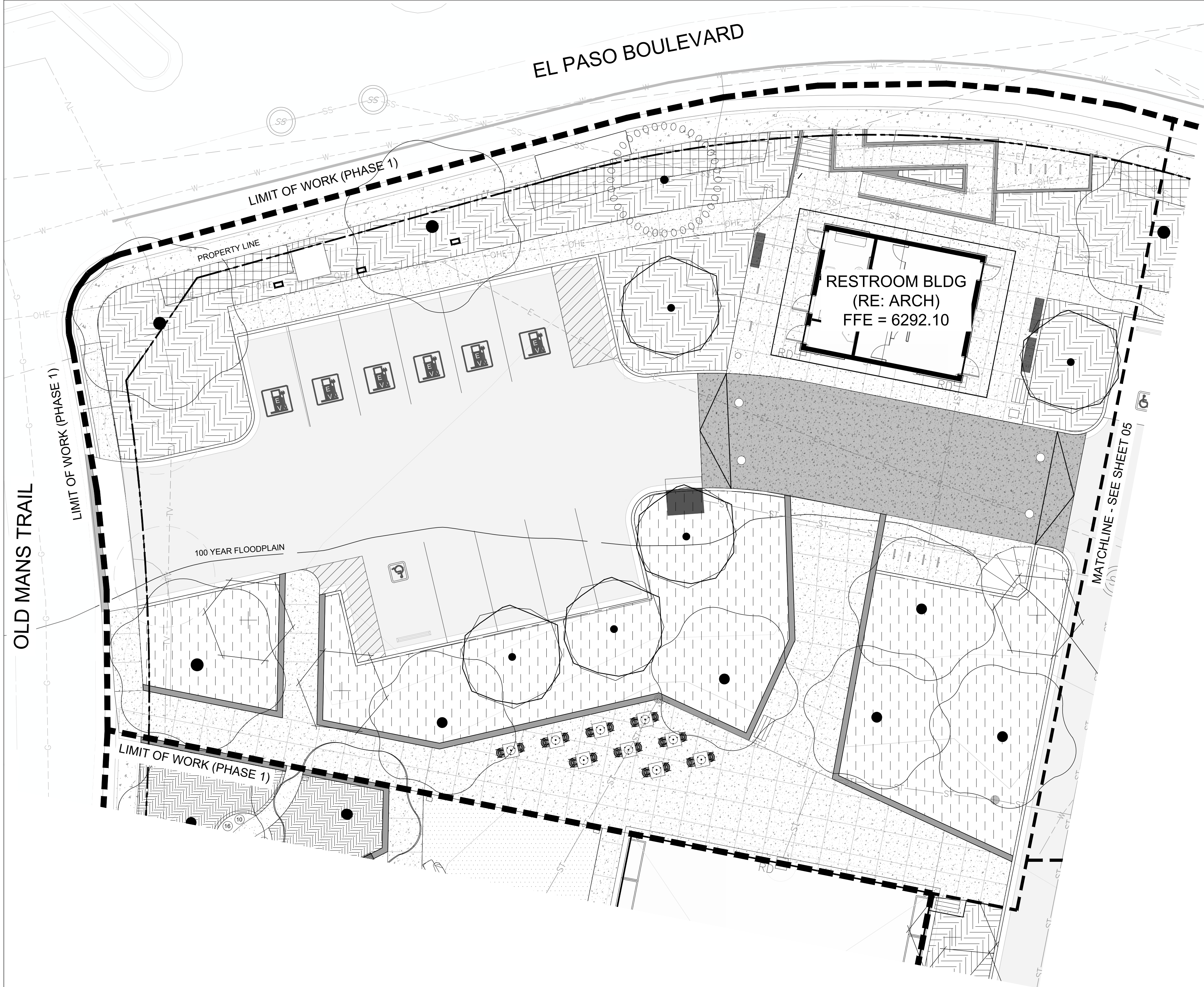
SHEET NUMBER:

**01**

**OVERALL SITE PLAN (PHASES 1 & 2)**

# HIAWATHA GARDENS HISTORIC PRESERVATION COMMISSION SUBMITTAL

10 OLD MANS TRAIL  
MANITOU SPRINGS, 80829



## LEGEND

	<b>SHADE TREE: W-M</b> Aesculus hippocastanum / European Horsechestnut Platanus x acerifolia 'Bloodgood' / Bloodgood London Plane Tree Quercus bicolor / Swamp White Oak	<b>SIZE</b> 2" Cal. 2" Cal. 2" Cal.	<b>USE</b>  WL-VH
--	---	--	-------------------------

	<b>PARKING LOT TREE: W-M</b> Acer rubrum 'Frank Jr.' / Redpointe® Maple Aesculus glabra / Ohio Buckeye Tiia cordata / Littleleaf Linden	<b>SIZE</b> 2" Cal. 2" Cal. 2" Cal.	<b>USE</b> WL-H WL-H WL-H
--	--	--	------------------------------------

	<b>ORNAMENTAL TREE: W-M</b> Acer grandidentatum / Bigtooth Maple Amelanchier x grandiflora 'Autumn Brilliance' / Autumn Brilliance Apple Serviceberry Cercis canadensis / Eastern Redbud Multi-trunk	<b>SIZE</b> 1.5" Cal. 1.5" Cal. 1.5" Cal.	<b>USE</b> WL-H WL-H WL-L
--	--	--	------------------------------------

	<b>EXISTING TREE TO TRANSPLANT</b>		
--	------------------------------------	--	--

	<b>ORNAMENTAL PLANTING: W-M</b> Amorpha canescens / Leadplant Aquilegia caerulea / Rocky Mountain Columbine Asclepias speciosa / Showy Milkweed Asclepias tuberosa / Butterfly Milkweed Bouteloua gracilis / Blue Grama Grass Campanula rotundifolia / Harebell Carex appalachica / Appalachian Sedge Caryopteris x clandonensis / Bluebeard Chrysothamnus nauseosus / Dwarf Blue Rabbitbrush Cleome serrulata / Rocky Mountain Beeplant Erigeron formosissimus P022S / Rambler Mountain Fleabane Geum triflorum / Prairie Smoke Liatris punctata / Dotted Blazing Star Monarda fistulosa / Beebalm Penstemon eatonii / Firecracker Penstemon Penstemon strictus / Rocky Mountain Penstemon Perovskia atriplicifolia 'Little Spire' / Little Spire Russian Sage Potentilla fruticosa 'Red Ace' / Red Ace Bush Cinquefoil Pulsatilla patens ludoviciana / American Pasqueflower Rhus aromatica / Fragrant Sumac Rudbeckia hirta / Black-eyed Susan Sporobolus heterolepis / Prairie Dropseed	<b>SIZE</b> 5 gal. 1 gal. 1 gal. 1 gal. 5 gal. 1 gal. 5 gal. 5 gal. 5 gal. 1 gal. 1 gal. 1 gal. 1 gal. 1 gal. 1 gal. 1 gal. 5 gal. 5 gal. 1 gal. 5 gal. 1 gal. 1 gal. 1 gal.	<b>USE</b>  E M M WL-H M WL-M L L L E M/L M E M L E/M/L E WL-H M 1 gal.
--	---	---	--

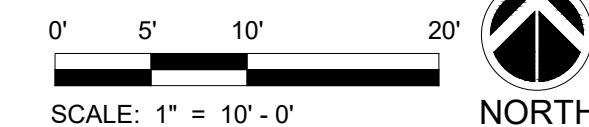
	<b>NATIVE SEED: W-X</b> WESTERN NATIVE SEED - HIGH PLAINS/FOOTHILLS MEADOW MIX		
--	---	--	--

	<b>PARKING LOT: W-X</b> Andropogon scoparius / Little Bluestem Bouteloua gracilis 'Blonde Ambition' / Blonde Ambition Blue Grama Prunus besseyi 'P011S' / Pawnee Buttes® Sand Cherry Rhus aromatica / Fragrant Sumac Sporobolus heterolepis / Prairie Dropseed	<b>SIZE</b> 5 gal. 5 gal. 5 gal. 5 gal. 5 gal.	<b>USE</b>  WL-H WL-H 5 gal.
--	---	---	--

	<b>TURF</b> FOUR WAY BLUEGRASS BLEND (1 PART DROUGHT, 1 PART AGGRESSIVE, 1 PART DENSE)		
--	---	--	--

	<b>EXISTING PLANTING TO REMAIN</b>		
--	------------------------------------	--	--

<b>WATER USE:</b> W-X: XERIC W-L: LOW W-M: MESIC	<b>WILDLIFE VALUE:</b> WL-L: LOW WL-M: MEDIUM WL-H: HIGH WL-VH: VERY HIGH	<b>POLLINATOR BLOOM SEASON:</b> E: EARLY-SEASON M: MID-SEASON L: LATE SEASON ML: MID AND LATE-SEASON
---	---	--



**OWNER**  
CITY OF MANITOU SPRINGS  
808 MANITOU AVENUE  
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719.433.6501

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**GENERAL CONTRACTOR**  
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991 S KINGSTON CT  
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724.024.0990

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DAVIS PARTNERSHIP ARCHITECTS  
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**CIVIL ENGINEER**  
MARK MARTIN ENGINEERS  
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LAKESIDE, CO 80120  
720.544.5348

**ELECTRICAL ENGINEER**  
AS DESIGN  
1601 FINCH STREET  
DENVER, CO 80202  
303.526.3279

**DAVIS  
PARTNERSHIP  
ARCHITECTS**

**LANDSCAPE PLAN (PH. 1)**

SHEET NUMBER:  
**02**

# HIAWATHA GARDENS HISTORIC PRESERVATION COMMISSION SUBMITTAL

10 OLD MANS TRAIL  
MANITOU SPRINGS, 80829



## LEGEND

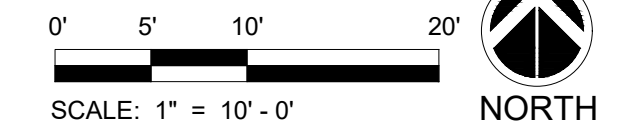
	<b>SHADE TREE: W-M</b> Aesculus hippocastanum / European Horsechestnut Platanus x acerifolia 'Bloodgood' / Bloodgood London Plane Tree Quercus bicolor / Swamp White Oak	<b>SIZE</b> 2" Cal. 2" Cal. 2" Cal.	<b>USE</b>  WL-VH
--	---	--	-------------------------

	<b>ORNAMENTAL TREE: W-M</b> Acer grandidentatum / Bigtooth Maple Amelanchier x grandiflora 'Autumn Brilliance' / Autumn Brilliance Apple Serviceberry Cercis canadensis / Eastern Redbud Multi-trunk	1.5" Cal. 1.5" Cal. 1.5" Cal.	WL-H WL-L
--	--	-------------------------------------	--------------

	<b>ORNAMENTAL PLANTING: W-M</b>	<b>SIZE</b>	<b>USE</b>
	Amorpha canescens / Leadplant	5 gal.	
	Aquilegia caerulea / Rocky Mountain Columbine	1 gal.	E
	Asclepias speciosa / Showy Milkweed	1 gal.	M
	Asclepias tuberosa / Butterfly Milkweed	1 gal.	M
	Bouteloua gracilis / Blue Grama Grass	5 gal.	WL-H
	Campanula rotundifolia / Harebell	1 gal.	M
	Carex appalachica / Appalachian Sedge	5 gal.	WL-M
	Caryopteris x clandonensis / Bluebeard	5 gal.	L
	Chrysothamnus nauseosus nauseosus / Dwarf Blue Rabbitbrush	5 gal.	L
	Cleome serrulata / Rocky Mountain Beeplant	1 gal.	L
	Erigeron formosissimus P022S / Rambler Mountain Fleabane	1 gal.	
	Geum triflorum / Prairie Smoke	1 gal.	E
	Liatris punctata / Dotted Blazing Star	1 gal.	M/L
	Monarda fistulosa / Beebalm	1 gal.	M
	Penstemon eatonii / Firecracker Penstemon	1 gal.	E
	Penstemon strictus / Rocky Mountain Penstemon	1 gal.	M
	Perovskia atriplicifolia 'Little Spire' / Little Spire Russian Sage	5 gal.	L
	Potentilla fruticosa 'Red Ace' / Red Ace Bush Cinquefoil	5 gal.	E/M/L
	Pulsatilla patens ludoviciana / American Pasqueflower	1 gal.	E
	Rhus aromatica / Fragrant Sumac	5 gal.	WL-H
	Rudbeckia hirta / Black-eyed Susan	1 gal.	M
	Sporobolus heterolepis / Prairie Dropseed	1 gal.	

	<b>TURF</b> FOUR WAY BLUEGRASS BLEND (1 PART DROUGHT, 1 PART AGGRESSIVE, 1 PART DENSE)
--	---

<b>WATER USE:</b>	<b>WILDLIFE VALUE:</b>	<b>POLLINATOR BLOOM SEASON:</b>
W-X: XERIC	WL-L: LOW	E: EARLY-SEASON
W-L: LOW	WL-M: MEDIUM	M: MID-SEASON
W-M: MESIC	WL-H: HIGH	L: LATE SEASON
	WL-VH: VERY HIGH	M/L: MID AND LATE-SEASON



**OWNER**  
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MANITOU SPRINGS, CO 80829  
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**GENERAL CONTRACTOR**  
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CENTENNIAL, CO 80112  
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DAVIS PARTNERSHIP ARCHITECTS  
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MANITOU SPRINGS ENGINEERS  
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LAKESIDE, CO 80120  
720.544.5348

**ELECTRICAL ENGINEER**  
AS DESIGN  
1610 FRISCO STREET  
DENVER, CO 80202  
303.536.3379



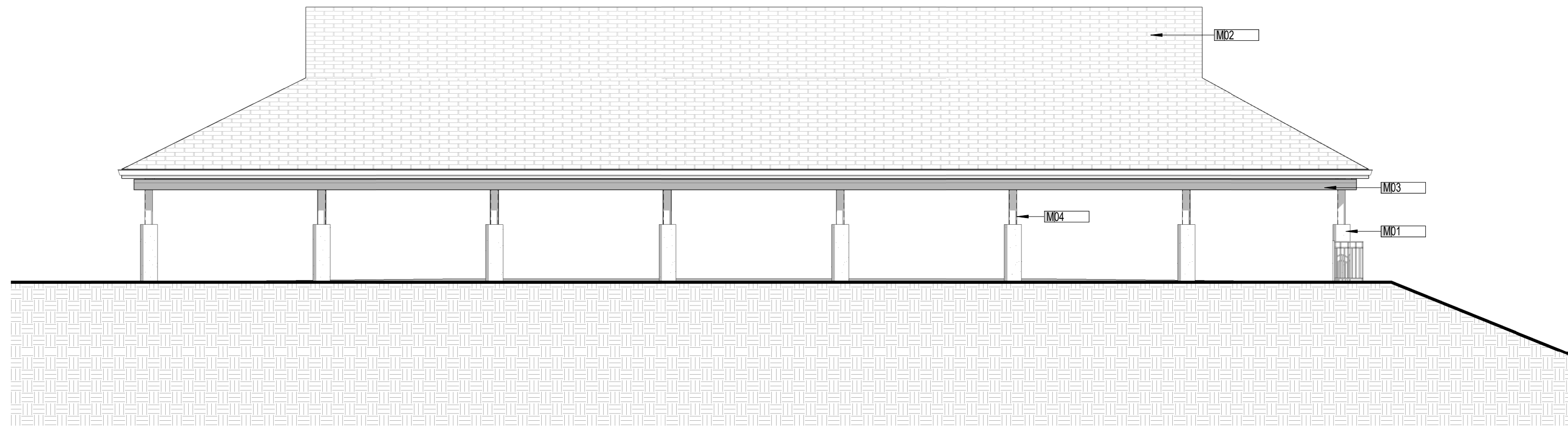
**LANDSCAPE PLAN (PH. 2)**

SHEET NUMBER:  
**03**

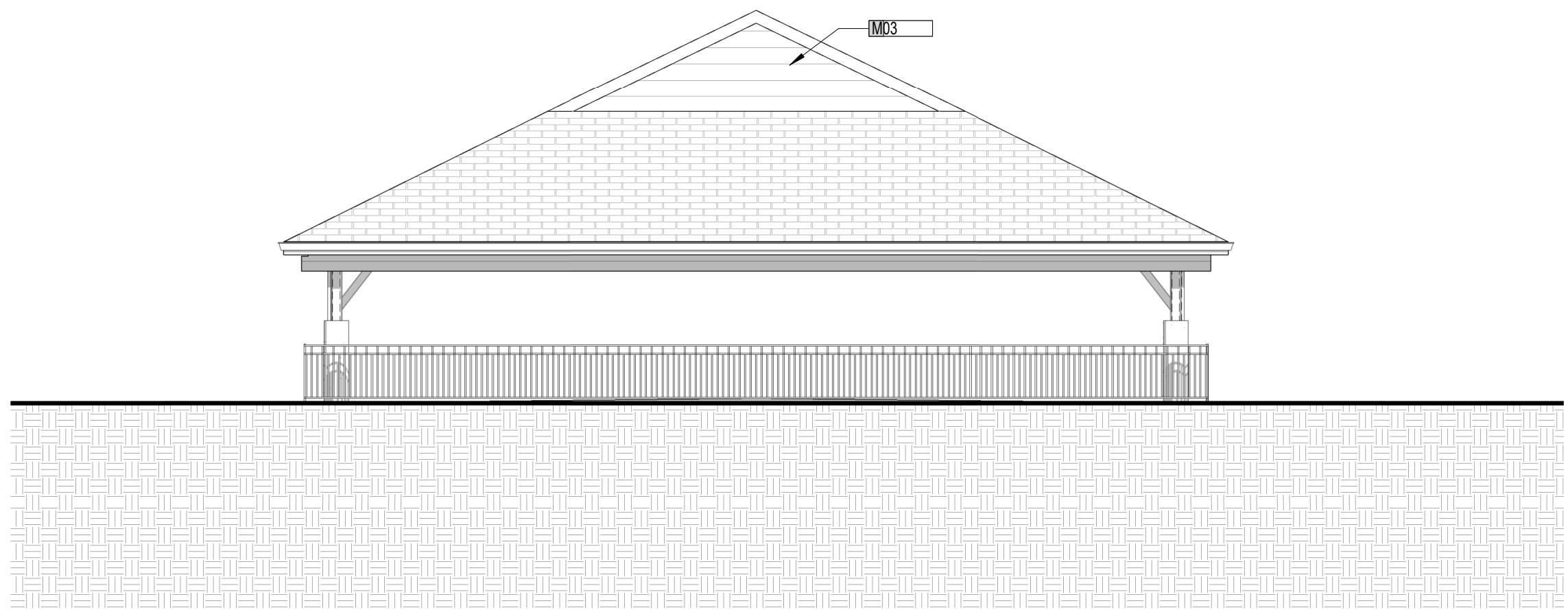
# HIAWATHA GARDENS HISTORIC PRESERVATION COMMISSION SUBMITTAL

10 OLD MANS TRAIL  
MANITOU SPRINGS, 80829

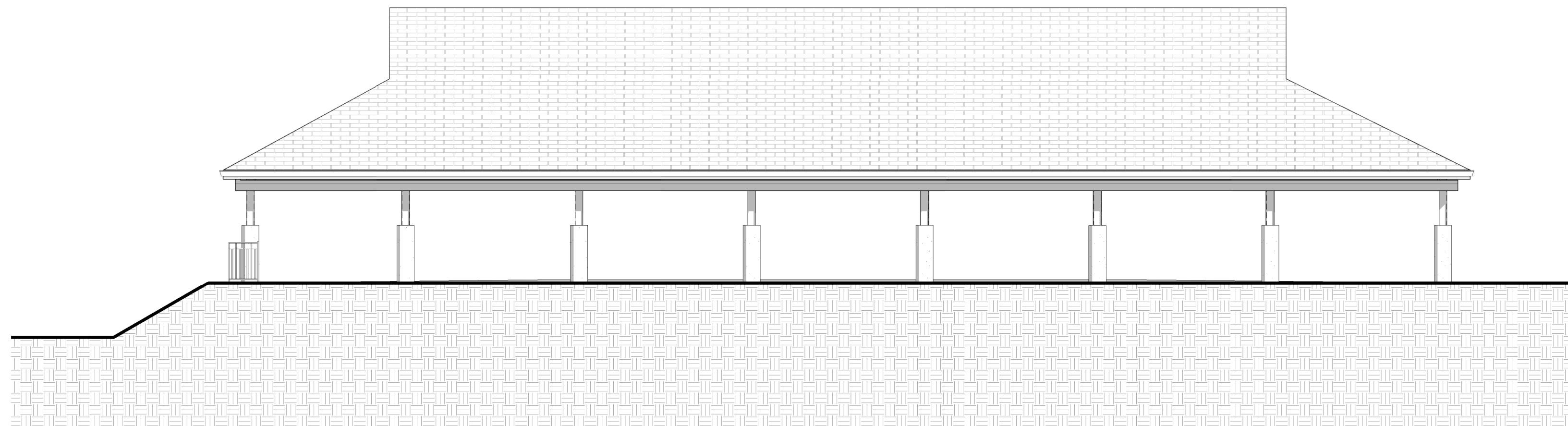
EXISTING CONDITIONS



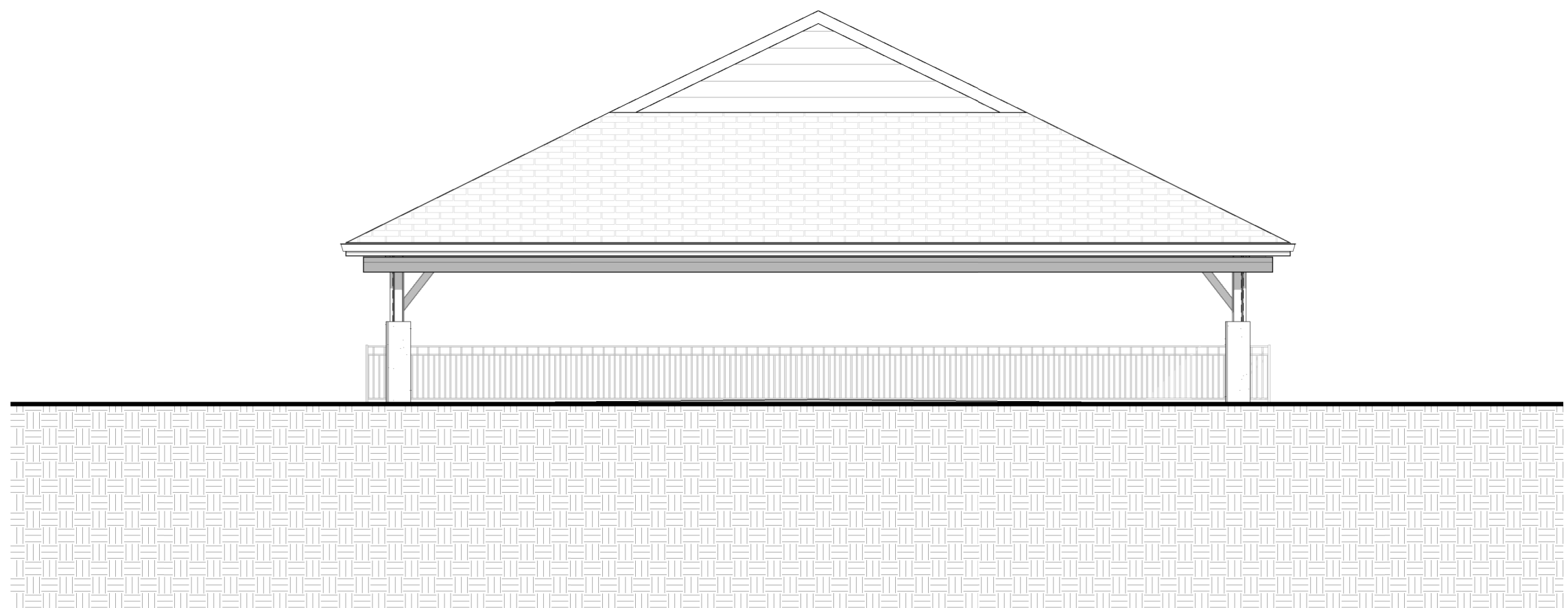
4 PAVILION - WEST ELEVATION  
1/8" = 1'-0"



3 PAVILION - SOUTH ELEVATION  
1/8" = 1'-0"



1 PAVILION - EAST ELEVATION  
1/8" = 1'-0"



2 PAVILION - NORTH ELEVATION  
1/8" = 1'-0"

KEYNOTE LEGEND (PER SHEET)	
M01	INTEGRAL RED CONCRETE
M02	SHINGLES
M03	WOOD SIDING
M04	EXISTING QUEEN TRUSSES, WOOD COLUMNS & KICKERS TO BE SANDED AND STAINED.



OWNER  
CITY OF MANITOU SPRINGS  
600 MANITOU AVENUE  
MANITOU SPRINGS, CO 80829  
719.683.6901

ARCHITECT  
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DENVER, CO 80202  
303.861.8500

LANDSCAPE ARCHITECT  
DAVIS PARTNERSHIP ARCHITECTS  
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DENVER, CO 80202  
303.861.8500

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12400 W. COLFAX AVENUE  
LAFAYETTE, CO 80120  
720.344.5246

GENERAL CONTRACTOR  
FRANKEN PITMAN CONSTRUCTION  
5902 S. WASHINGTON CT  
CENTENNIAL, CO 80112  
720.754.0000

ELECTRICAL ENGINEER  
A.E. JENSEN  
1825 THURSTON STREET  
DENVER, CO 80202  
303.926.2079



**DAVIS  
PARTNERSHIP  
ARCHITECTS**

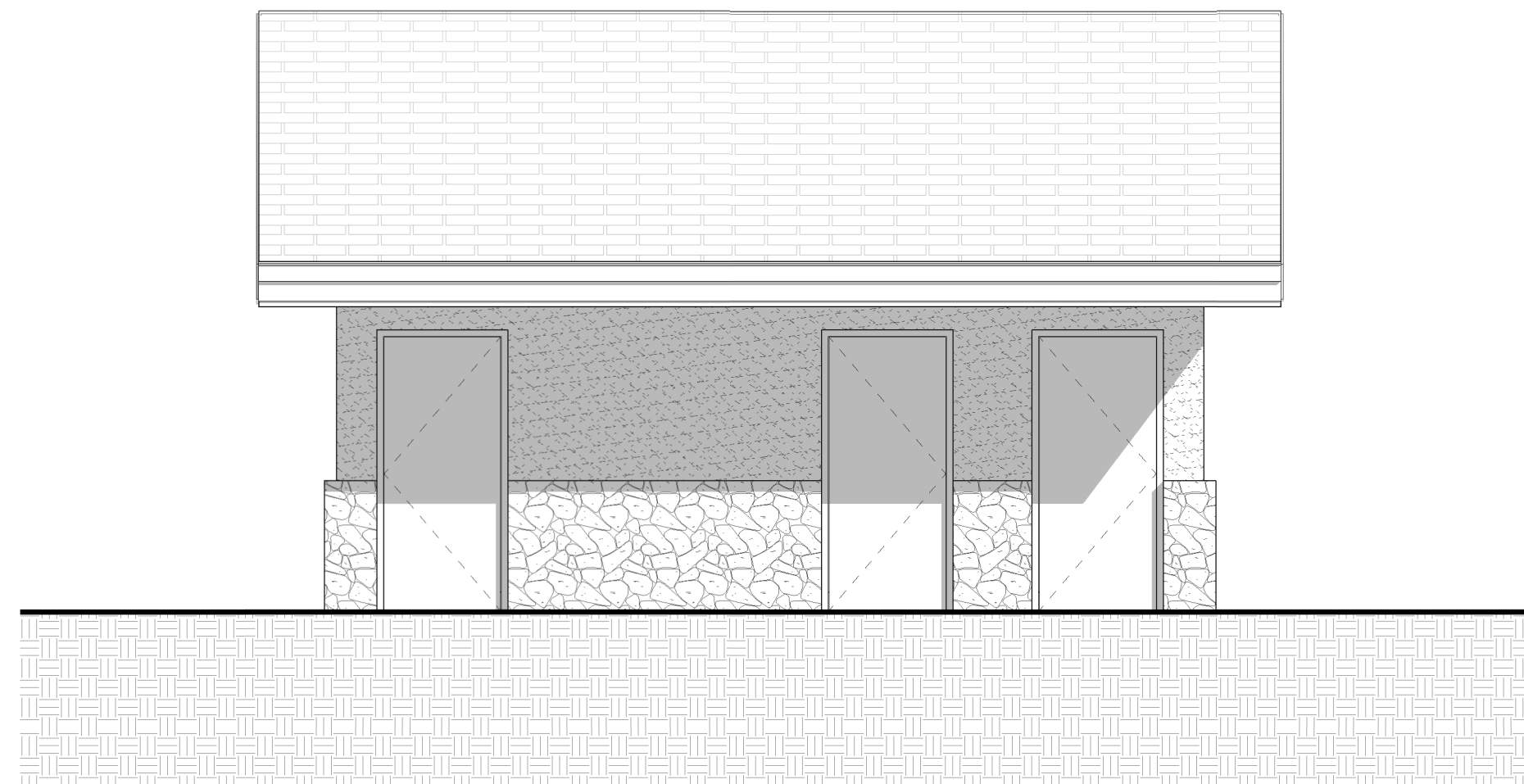
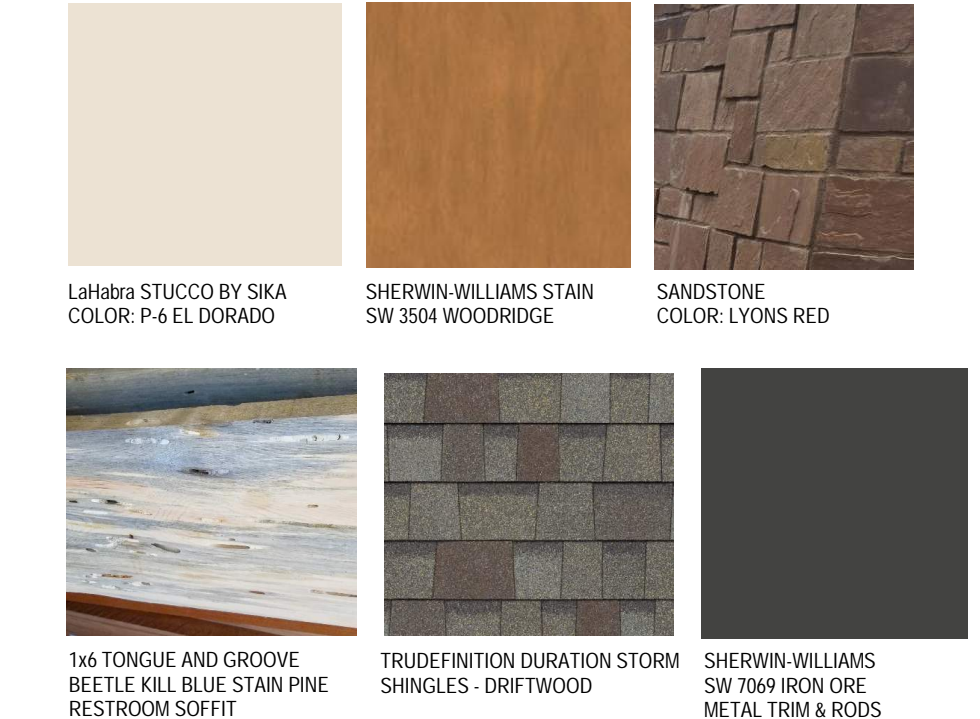
SHEET NUMBER:  
**04**

**BUILDING ELEVATIONS**

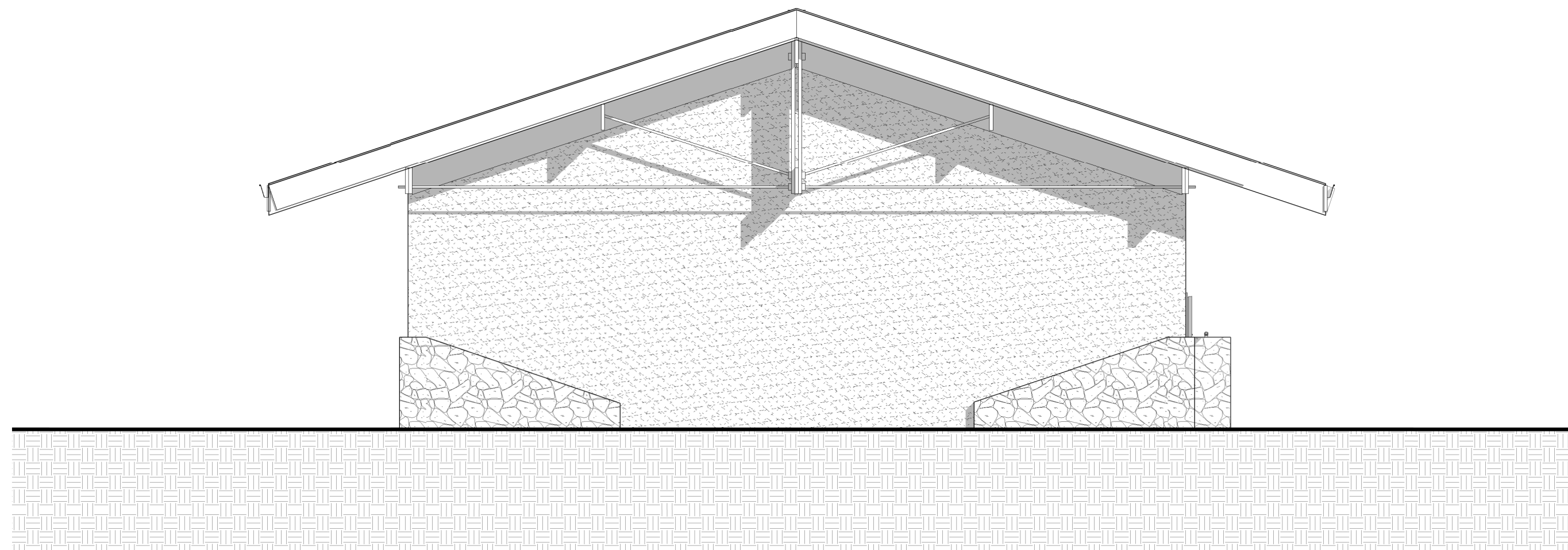
# HIAWATHA GARDENS HISTORIC PRESERVATION COMMISSION SUBMITTAL

10 OLD MANS TRAIL  
MANITOU SPRINGS, 80829

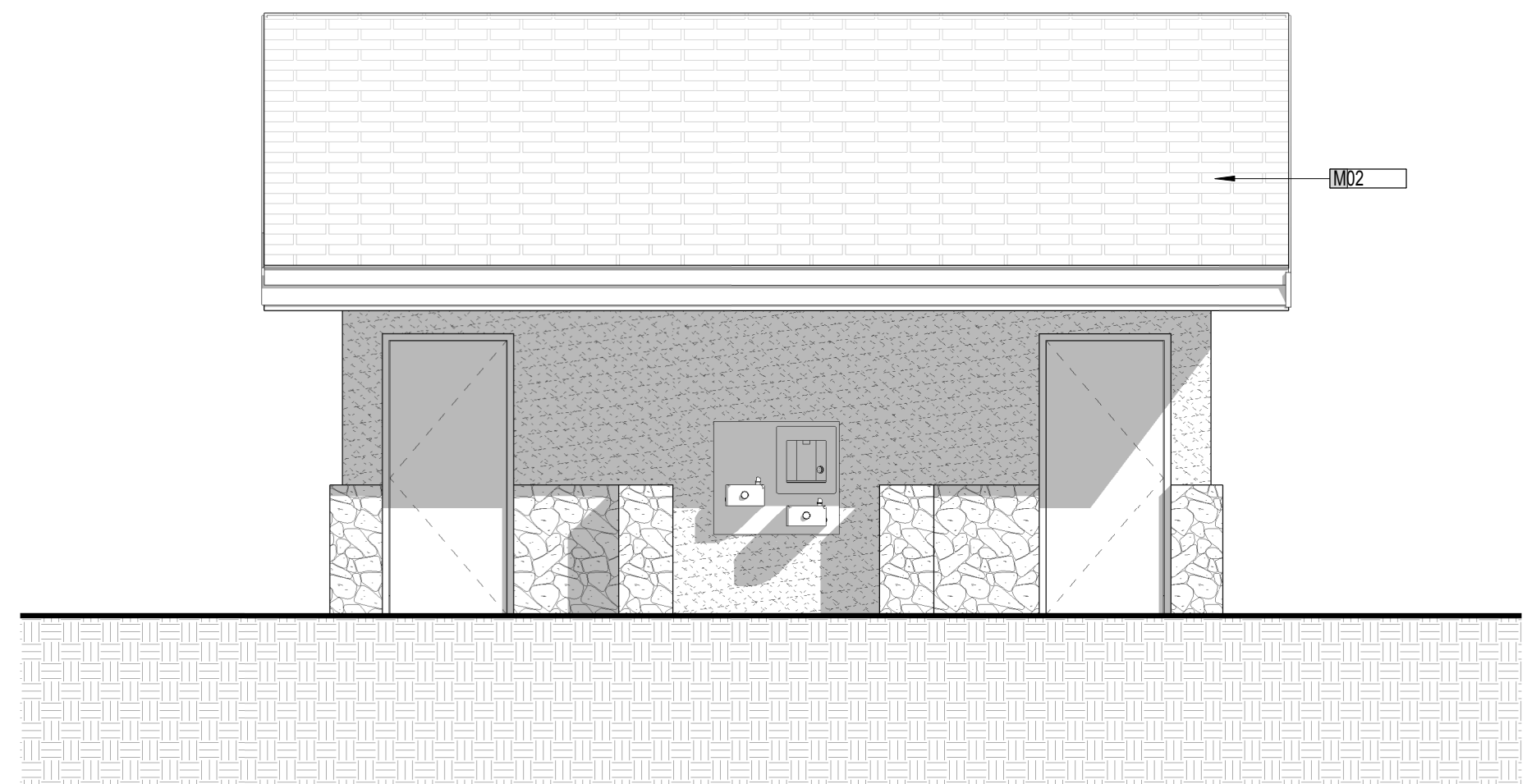
RESTROOM MATERIAL TAGS	
M02	SHINGLES
M06	STONE
M07	STUCCO
M08	LUMBER TO BE STAINED
M09	METAL RODS TO BE PAINTED



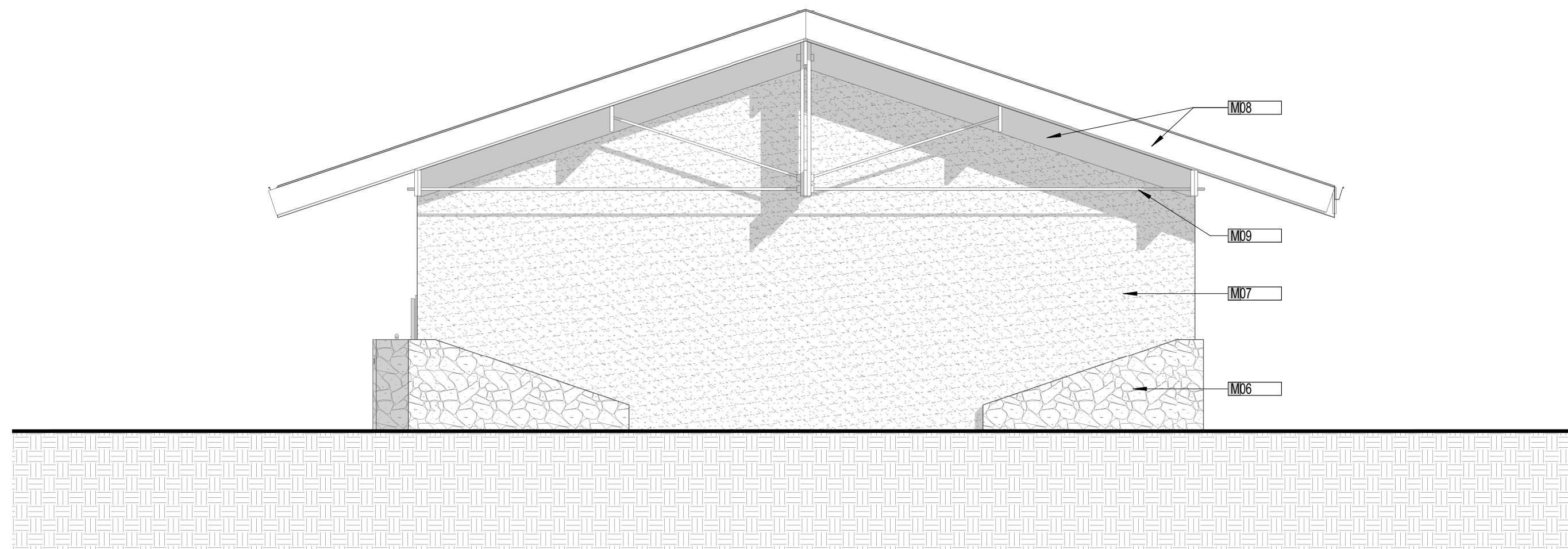
4 RESTROOM - WEST ELEVATION  
1/4" = 1'-0"



3 RESTROOM - SOUTH ELEVATION  
1/4" = 1'-0"



1 RESTROOM - EAST ELEVATION  
1/4" = 1'-0"



2 RESTROOM - NORTH ELEVATION  
1/4" = 1'-0"

OWNER:  
CITY OF MANITOU SPRINGS  
600 MANITOU AVENUE  
MANITOU SPRINGS, CO 80829  
719.583.6901

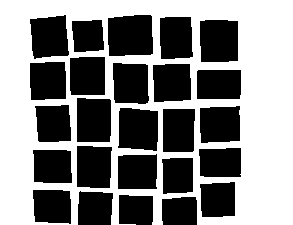
ARCHITECT:  
DAVIS PARTNERSHIP ARCHITECTS  
2001 BLAKE STREET  
DENVER, CO 80202  
303.861.8200

GENERAL CONTRACTOR:  
FRANKEN PITMAN CONSTRUCTION  
590 S KINGSTON CT  
CENTENNIAL, CO 80112  
303.426.0000

LANDSCAPE ARCHITECT:  
DAVIS PARTNERSHIP ARCHITECTS  
2001 BLAKE STREET  
DENVER, CO 80202  
303.861.8200

CIVIL ENGINEER:  
MANITOU SPRINGS ENGINEERS  
12400 W COLFAX AVENUE  
LAFAYETTE, CO 80120  
703.544.5246

ELECTRICAL ENGINEER:  
ALEDSON  
1605 W. 17TH STREET  
DENVER, CO 80202  
303.296.2079



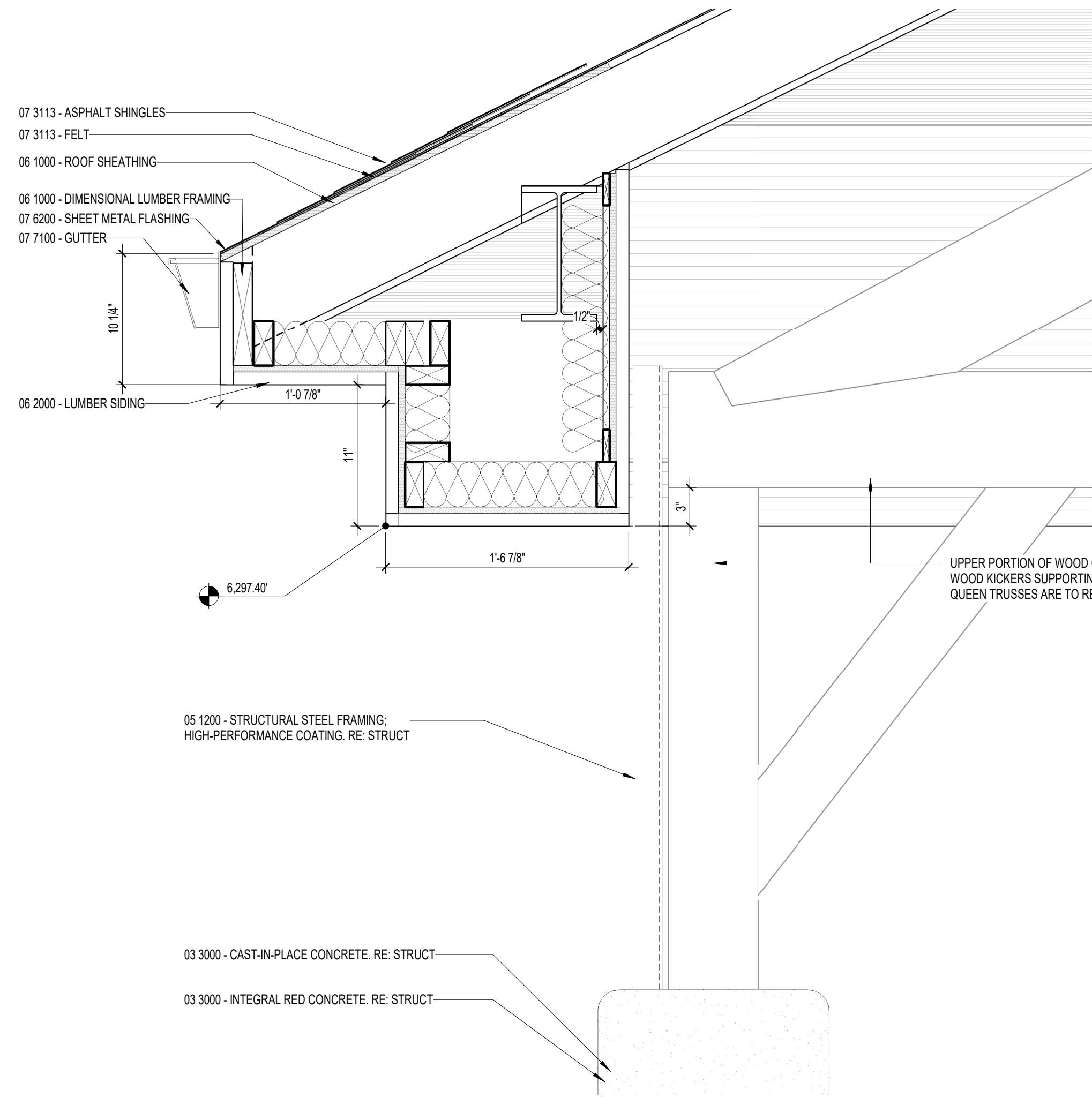
**DAVIS  
PARTNERSHIP  
ARCHITECTS**

**BUILDING ELEVATIONS**

SHEET NUMBER:  
**05**

# HIAWATHA GARDENS HISTORIC PRESERVATION COMMISSION SUBMITTAL

10 OLD MANS TRAIL  
MANITOU SPRINGS, 80829



SECTION - PAVILION SOFFIT WEST-EAST - TYPICAL  
1 1/2" = 1'-0"

### ESSENTIALS VEVE™- ENCAPSULATED (03) STATIC WHITE

24VDC Linear Fixtures - Corner & Surface

5 YEAR WARRANTY

INFORMATION REQUIRED FOR LIGHTING SCHEDULE

PRODUCT	WATTS/FT	OCT	RATED	EFFICIENCY	LENS
VV3SW	1.5 3.0 4.0 5.0 1.5HE 3.0HE 6.0HE	15W/ft 30W/ft 40W/ft 50W/ft 15W/ft HE 30W/ft HE 60W/ft HE	24 27 30 35 40	2400K 2700K 3000K 3500K 4000K	ENC IP67 STD Standard CL Clear TL Translucent

Sample Part Number: VV3SW-3.0-30-ENC-STD-TL-P1-BW-SW-STD-STD-6K-CL3-SST-6T-48"-E

PRODUCT	WATTS/FT	OCT	RATED	EFFICIENCY	LENS
VV3SW	1.5 3.0 4.0 5.0 1.5HE 3.0HE 6.0HE	15W/ft 30W/ft 40W/ft 50W/ft 15W/ft HE 30W/ft HE 60W/ft HE	24 27 30 35 40	2400K 2700K 3000K 3500K 4000K	ENC IP67 STD Standard CL Clear TL Translucent

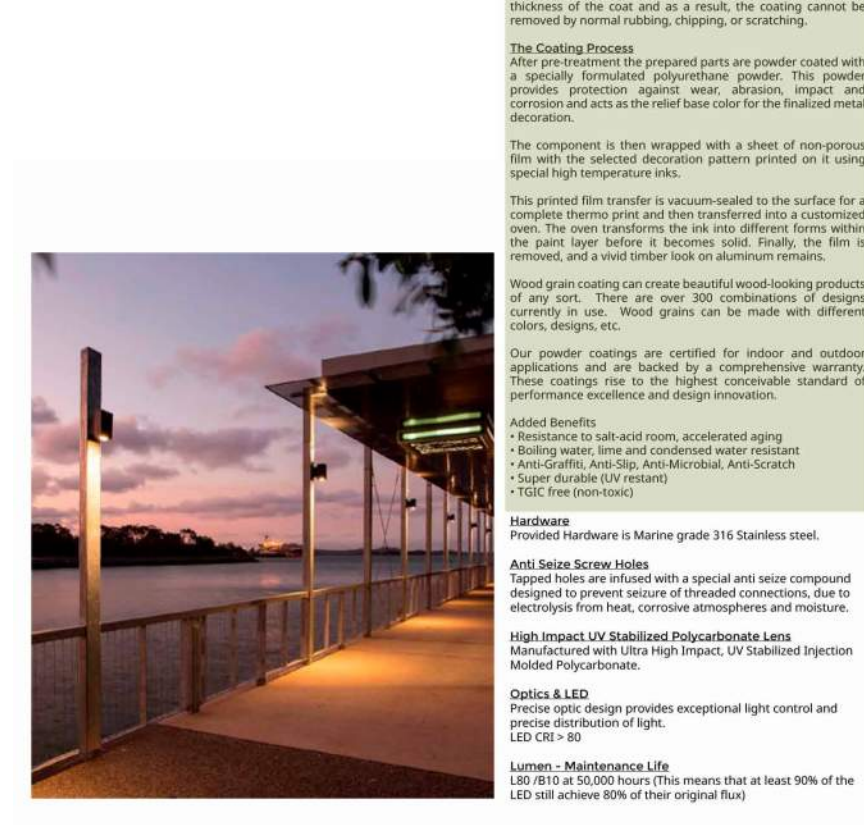
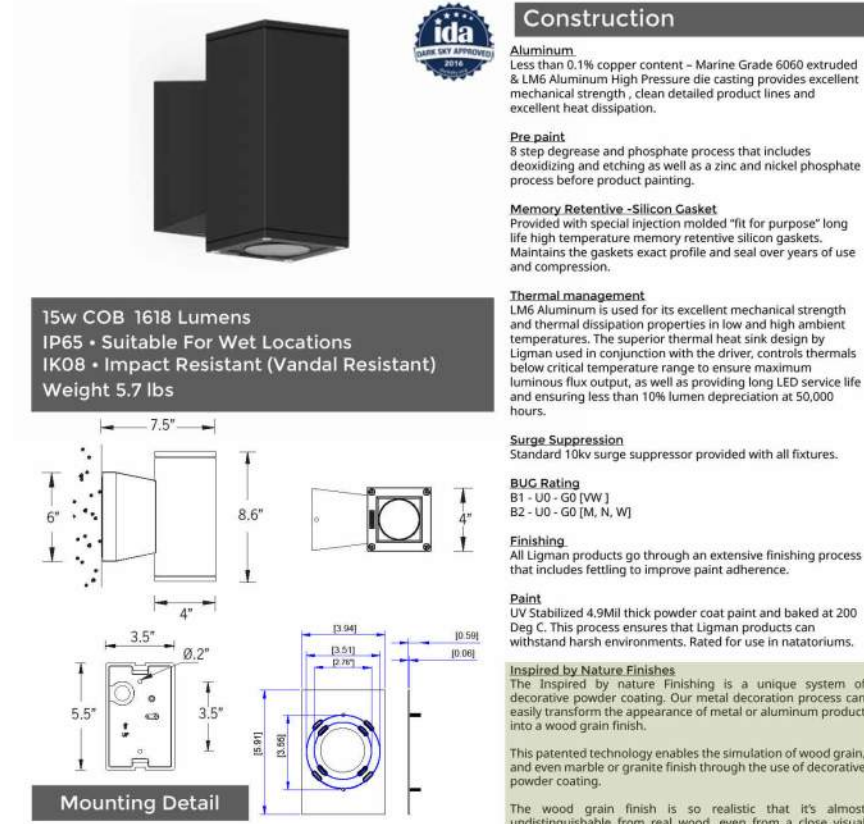
7 WIRE INPUT/OUTPUT  
8 CONNECTOR/WIRE IN  
9 CONNECTOR/WIRE OUT  
10 INPUT END CAP  
11 OUTPUT END CAP  
12 WIRE COLOR  
13 WIRE TYPE  
14 MOUNTING  
15 FINISH  
16 LENGTH (IN)  
17 EXACT/OPTIMAL

5 year warranty | Field modifications void warranty | Data subject to change, all data has +/- 5% tolerance | Compatible for use with QTL power supplies | Florida Fish and Wildlife Conservation Commission (FWC) listed Strips, Red and Amber (R/O) rated | Patent # D799,056.5

© 2025 QTL. All rights reserved 1155 Hill St, Milford, CT 06460 | 203-367-8777 | sales@qtl.com | www.qtl.com

EL1

### UJE-30371 Jet 32 Square Surface



EW1

### LIGMAN LIGHTING USA

Cylindrical or rectangular form surface wall-mounted downlight. High performance, high output and numerous options ensure Jet can be configured for any application.

Wall luminaires with a selection of Beams and wattages - (Narrow, Medium, Wide and Very Wide Beams.)  
Jet offers a variety of beam spread options that facilitates wider spacing and even light distribution between light fixtures.

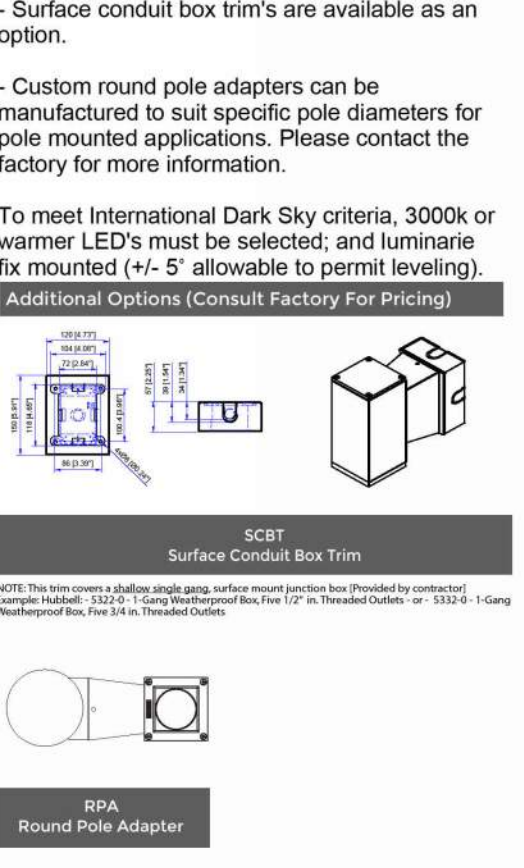
The up/down light variations can be manufactured to use 2 different beam spreads for the up and down optics.

- Mounting plate for (3" and 4") Junction-Box is provided with the fixture as standard.
- Surface conduit box trim's are available as an option.
- Custom round pole adapters can be manufactured to suit specific pole diameters for pole mounted applications. Please contact the factory for more information.

To meet International Dark Sky criteria, 3000k or warmer LED's must be selected; and luminaire fix mounted (+/- 5' allowable to permit leveling).

Additional Options (Consult Factory For Pricing)

- SBT Surface Conduit Box Trim
- RPA Round Pole Adapter



## PAVILION DETAILS & LIGHTING



OWNER  
CITY OF MANITOU SPRINGS  
605 MANITOU AVENUE  
MANITOU SPRINGS, CO 80829  
719.583.6661

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303.881.8500

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MANITOU SPRINGS ENGINEERS  
12400 W. COLFAX AVENUE  
LAFAYETTE, CO 80120  
720.544.5246

ELECTRICAL ENGINEERS  
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CENTRAL CO 81112  
703.704.0000

GENERAL CONTRACTOR  
FRANKEN PITTMAN CONSTRUCTION  
590 S. KINGSTON CT  
CENTRAL CO 81112  
703.704.0000

DESIGN  
RE: PAVILION  
DENVER, CO 80202  
303.296.2279

SHEET NUMBER:  
**06**

**CHECKLIST FOR APPLICABILITY**

**City of Manitou Springs Historic District Design Guidelines**

Project Name and/or Address Hiawatha Gardens - 10 Old Mans Trail Date 9/4/2025

**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		
<b>Chapter 1: Introduction</b> (Includes Philosophy, How to Use the Design Guidelines and the Submittal Process)								
<b>Chapter 2: Historic Context</b> (Includes information about the Historic Subdistricts on pages 2.7-2.60 and Architectural Styles on pages 2.61-2.72)								
<b>Chapter 3: Guidelines for SUSTAINABLE Building Strategies</b>								
3.1	3.6	Solar Panels and Photovoltaic Cells		X				
3.2	3.6	Satellite Dish Antennas		X				
<b>Chapter 4: Guidelines for Preservation, Alterations and Additions to CONTRIBUTING RESIDENTIAL Structures</b>								
4.1	4.1	Architectural Character		X				
4.2	4.2	Building Alignment		X				
4.3	4.2	Building Orientation		X				
4.4	4.2	Building Height		X				
4.5	4.4	Mass & Scale		X				

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

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

Guideline	Page	Category	Applicable?		Compliant?		Why Not?	Alternative Strategy
			Yes	No	Yes	No		
<b>Chapter 6: Guidelines for Additions and Alterations to NON-CONTRIBUTING Structures</b>								
6.1	6.1	Building Orientation		X				
6.2	6.2	Mass & Scale		X				
6.3	6.2	Building Materials		X				
6.4	6.2	Roof Form		X				
6.5	6.3	Architectural Details		X				
<b>Chapter 7: Guidelines for NEW Construction in the COMMERCIAL CORE (see also pages 2.53-2.55 and Chapter 10)</b>								
7.1	7.3	Franchise Architecture		X				
7.2	7.3	Building Alignment	X		X			
7.3	7.4	Building Orientation	X		X			
7.4	7.4	Mass & Scale	X		X			
7.5	7.5	Building Form		X				
7.6	7.5	Roof Form		X				

Guideline	Page	Category	Applicable?		Compliant?		Why Not?	Alternative Strategy
			Yes	No	Yes	No		
7.7	7.6	Storefronts	X		X			
7.8	7.7	Storefronts		X				
7.9	7.7	Storefronts		X				
7.10	7.8	Architectural Details		X				
7.11	7.9	Architectural Details	X		X			
7.12	7.10	Architectural Details	X		X			
7.13	7.11	Materials	X		X			
7.14	7.11	Materials	X		X			
7.15	7.11	Materials	X		X			
7.16	7.12	Awnings		X				
7.17	7.13	Nonconforming Commercial Buildings		X				

Guideline	Page	Category	Applicable?		Compliant?		Why Not?	Alternative Strategy
			Yes	No	Yes	No		
<b>Chapter 8: Guidelines for New Construction and Additions in Selected SUBDISTRICTS</b>								
8.1	8.2	Architectural Details of Historic Structures		X				
8.2	8.3	Architectural Details of Historic Structures		X				
8.3	8.4	Architectural Details of Historic Structures		X				
8.4	8.5	Franchise Architecture		X				
8.5	8.5	Nonconforming Commercial Buildings		X				
<b>LOG CABIN SUBDISTRICT</b> (see also pages 2.33-2.35, 10.6-10.7, and 10.9-10.10)								
8.6	8.7	Building Form		X				
8.7	8.7	Primary Entrances and Porches		X				
8.8	8.7	Garages		X				
8.9	8.7	Garages		X				
8.10	8.8	Building Materials		X				

Guideline	Page	Category	Applicable?		Compliant?		Why Not?	Alternative Strategy
			Yes	No	Yes	No		
<b>EL COLORADO LODGE SUBDISTRICT</b> (See also pages 2.21-2.23)								
8.11	8.8	Building Alignment		X				
8.12	8.9	Building Orientation		X				
8.13	8.9	Mass & Scale		X				
8.14	8.9	Building Form		X				
8.15	8.10	Roof Form		X				
8.16	8.10	Materials		X				
8.17	8.10	Materials		X				
8.18	8.10	Materials		X				
<b>VILLAS SUBDISTRICT – Page 8.11</b> (See also pages 2.49-2.51 and Chapters 3, 4, 5, 6, 9, 10 and/or 11 as applicable)								
<b>CLIFF DWELLINGS SUBDISTRICT</b> (See also pages 2.17-2.19)								
8.19	8.12	Building Alignment		X				

Guideline	Page	Category	Applicable?		Compliant?		Why Not?	Alternative Strategy
			Yes	No	Yes	No		
8.20	8.12	Building Orientation		X				
8.21	8.12	Mass & Scale		X				
8.22	8.13	Building Form		X				
8.23	8.13	Roof Form		X				
8.24	8.14	Materials		X				
8.25	8.14	Materials		X				
8.26	8.14	Materials		X				

**WEST MANITOU SUBDISTRICT – Pages 8.14-8.15** (See also pages 2.57-2.59 and Chapters 3, 4, 5, 6, 8, 9, 10 and/or 11 as applicable)

**Chapter 9: Guidelines for SECONDARY Structures**

9.1	9.1	Secondary Structures		X				
9.2	9.1	Secondary Structures		X				
9.3	9.1	Garages		X				
9.4	9.3	Carports Shade Structures		X				

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

Guideline	Page	Category	Applicable?		Compliant?		Why Not?	Alternative Strategy
			Yes	No	Yes	No		
10.10	10.11	Security		X				
10.11	10.12	Integral Color: Roofing, Natural Stone, Grout, Concrete	X		X			
n/a	10.12	Painting and Surface Treatments		X	X			
n/a	10.13	Historic District Color Palette		X	X			
<b>Chapter 11: Guidelines for Building RELOCATION</b>								
11.1	11.1	Building Relocation		X				
11.2	11.1	Building Relocation		X				
11.3	11.1	Building Relocation		X				
<b>APPENDIX A: Secretary of the Interior: Standards for Treatment of Historic Properties</b>								
<b>APPENDIX B: Technical Maintenance and Preservation Information</b>								
<b>APPENDIX C: Tax Credits and Other Incentives for Historic Preservation</b>								
<b>APPENDIX D: Glossary of Terms</b>								



**Title:** social media posts from HPC  
**From:**  
**To:** Historic Preservation Commission  
**Address of Proposal:**  
**Applicant:**

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October 1, 2025

**Proposal:**

1. A brief statement that restoring rather than replacing historic old growth wood windows is beneficial and include National Park Service Preservation Brief 9: The Repair of Historic Wooden Windows, <https://www.nps.gov/orgs/1739/upload/preservation-brief-09-wood-windows.pdf>
2. Promote Vicky Bunsen Doucette Grants, post photo of a project completed with assistance from grant funding
3. During National Preservation month of May only—promote preservation related activities
4. need for permits/approvals for all window replacements in the historic district
5. availability of state and federal tax credits for appropriate renovations of historic structures in the historic district

**Zone District:**

**Historic Subdistrict:**

**Background and Existing Conditions:**

**Public Involvement:**

**Findings and Review Criteria:**



**Staff Recommendation:**

**Motion Language Options:**