



**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 Cheltenham 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 Cheltenham 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.

If you need this document in an alternative format, such as large print, accessible PDF, or Braille, please contact the City Clerk's Office at cityclerk@manitouspringsco.gov or (719) 685-2554.