



# MANITOU SPRINGS HISTORIC PRESERVATION COMMISSION Draft Minutes

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>

April 2, 2025

5:30 PM

## I. CALL TO ORDER

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

**PRESENT:** Chair Laura Kindseth  
Commissioner Joy Porter

Commissioner Ann Nichols

Commissioner Matthew Murphy

**ABSENT:** Vice Chair Matt Rose

**STAFF:** Planner II Erin Ringsred  
Planner I Zachary Davison

**GUESTS:** City Attorney Jeff Parker

Commissioner Nichols and Commissioner Porter have been reappointed and confirmed by City Council. Commissioner Doug Edmundson has resigned from the commission for the period of his service

## II. APPROVAL OF MINUTES

### ITEM 1: March 5, 2025 Meeting Minutes

#### MOTION:

Commissioner Matthew Murphy made a motion to approve March 5, 2025 minutes as presented

#### SECOND:

The motion was seconded by Commissioner Ann Nichols.

#### VOTE:

Motion was carried 4-0

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

No public comment

### **IV. NOTICE OF COUNCIL ACTION**

No notice of new Council Action

### **V. UNFINISHED BUSINESS**

No Unfinished Business

### **VI. NEW BUSINESS**

#### **ITEM 2: MCAC 2502 - 56 Park Avenue - Exterior Alterations**

Planner Davison presented the staff report for 56 Park Avenue

Commissioner Porter asks for clarification on if the parking lot or the retaining wall are being reviewed under MCAC 2502

Planner Davison clarified that wall is the portion under Historic Preservation Commissioner Review

Commissioner Porter asked if the wall and parking lot expansion would be up to the fence.

Planner Davison said that is correct.

Commissioner Porter asked about the height of the wall.

Planner Ringsred clarified that the approval the MCAC is seeking tonight is for the materiality of the wall as this will influence the engineering in the grading and erosion control permit. The Grading and Erosion Control Permit is where the height of the wall and grading will be finalized.

Commissioner Porter asked for clarification if any trees will be removed.

Planner Davison confirmed no tree removal is anticipated for the wall installation.

The Applicant is called forward. Eli Morgan is currently residing at 41 Lincoln Avenue, Manitou Springs, and is speaking in regards to 56 Park Avenue.

Commissioner Porter asked the applicant for clarification on the wall height.

Applicant Morgan clarified that the retaining wall would technically be 10'6" from the top of the asphalt. Applicant Morgan acknowledged this might be a problem with code and mentioned they were prepared to add a planter to reduce the visible height to under 10 feet, although they preferred not to.

Chair Kindseth asked why the wall is 10'6"

Applicant Morgan explained that the 10'6" height was due to the existing grade and the desire to have a usable landscaped area and space for maintenance at the top without creating a hazardous situation in the future.

Chair Kindseth asked for clarification regarding the color of the wall.

Applicant Morgan clarified that while the concrete starts out gray, the intention is to stain it to look like the stained concrete used in other projects in Manitou Springs, referencing a specific example on Main Street, aiming for a color that blends in with the town's aesthetic.

Chair Kindseth opened the hearing for Public Comment

Hearing none, Chair Kindseth closed public comment

Commissioner Porter expressed concern regarding the wall height.

Planner Ringsred clarified that the MCAC would approve the wall location and material and not wall height or its compliance with the grading and erosion control requirements.

Commissioner Porter asked if just the stone was being reviewed.

Planner Ringsred clarified that the material proposed was concrete that would be stained to match aesthetic as depicted in the mock-up example.

Commissioner Nichols commented that she felt this application would be a good addition

**MOTION:**

Commissioner Nichols moved to approve MCAC 2502 as presented.

**SECOND:**

The motion was seconded by Commissioner Porter.

**VOTE:**

The motion carried (4-0).

**ITEM 3: MCAC 2503 - 528 Canon Ave - Exterior Alterations**

Planner Davison presented the staff report for 528 Avenue

Commissioner Porter asked for clarification on whether the divided lights in the proposed windows are inside the glass as they appear in the provided picture or on the outside, like the original windows.

Planner Davison deferred the question to the Applicant

Applicant Luke Townsend with Renewal by Anderson representing the owners of 528 Canon Ave, clarified that the dividers are in between the two panes of glass.

Commissioner Porter asked if the existing windows had dividers on the inside or outside.

Applicant Townsend clarified that the existing windows have dividers on the interior and exterior of the window.

Chair Kindseth asked if the applicants were in the audience

Applicant Townsend clarified he was representing Ann Edinger and Sandra Disney who

own the property at 528 Canon Ave.

Commissioner Porter asked if the sizes of the windows would change.

Applicant Townsend stated the size would remain the same the material is what is changing.

Chair Kindseth asked for clarification regarding the original window material

Applicant Townsend stated that the existing windows are single-pane wood windows.

Chair Kindseth asked if these windows appeared to original to the house.

Applicant Townsend stated that yes, they appeared to be and they had exterior storm windows

Chair Kindseth stated that the existing windows appeared to be in good condition

Applicant Townsend stated the old single-pane wood windows were drafty and energy inefficient and the owners are seeking to improve their comfort.

Chair Kindseth asked if the draftiness could be addressed with other methods than full replacement.

Applicant Townsend stated that single pane glass will always have draftiness issues and this is a long term solution.

Chair Kindseth suggested that the original old-growth wood windows might be more energy-efficient than new manufactured products and advocated for their evaluation by a historic restoration specialist.

Applicant Townsend highlighted the energy efficiency benefits of the proposed Fibrex wood composite windows with double-paned glass and argon gas.

Commissioner Porter clarified that the wood frames are not deteriorating.

Applicant Townsend stated that they would be keeping all of the wood trim but the frame is what is being replaced.

Chair Kindseth stated that the Secretary of the Interior's standards prioritizes repairing original building features over replacing them and suggested the windows be evaluated by a historic preservation specialist.

Applicant Townsend was not sure the state of the wood window frames. And would need to defer to the applicant regarding securing a historic preservation evaluation.

Chair Kindseth stated that this cabin construction is unique and would be compromised if the original windows are not restored.

Commissioner Nichols stated that unless the windows are so deteriorated they cannot be preserved, we recommend repair instead of replacement. We usually recommend that energy efficiency in original windows can often be improved with storm windows, which the property already has. They stated that they would prefer a conversation with the

owner regarding the appropriate path. They stated that the dividers would be required to be external if full replacement ends up being the final path.

Chair Kindseth pointed out that the sample window shown was a 4 over 4 design, while the existing windows are 6 over 6.

Applicant Townsend confirmed that the new windows are custom-made and the grid pattern could be adjusted to match the original. They also confirmed they could do external dividers to maintain a historic appearance.

**MOTION:**

Commissioner Nichols moved to continue MCAC 2503 at 528 Canon Avenue to May 7, 2025 pending additional discussion with the owner on the condition of the windows.

**SECOND:**

The motion was seconded by Commissioner Porter.

**VOTE:**

The motion carried (4-0).

**ITEM 4: 7 Elk Path - Vicky Bunsen Doucette Memorial Mini-Grant**

Commissioner Murphy recuses himself from this item

Planner Davison presented the staff report for MGA 2502 for 7 Elk Path

Holly Murphy Applicant resides at 7 Elk Path introduced herself for the record. They stated they are excited for the improvements to their home.

Chair Kindseth clarified that it was only paint being repaired everything else is in good condition.

Applicant Murphy stated that was correct.

**MOTION:**

Commissioner Nichols moved to approve MGA 2502 as submitted

**SECOND:**

The motion was seconded by Commissioner Porter.

**VOTE:**

The motion carried (3-0 with one recusal)

**VII. OTHER BUSINESS**

**ITEM 5: Historic Preservation Awards**

Commissioner Murphy re-entered the public meeting.

The committee went through a list of potential award recipients, checking if the projects qualify and if the work is completed.

**128 Pawnee Avenue (New Roof):** The commissioner determined that this property had

received an award the previous year.

**109 South Path (New Siding and Wrapped Columns):** The Commission approved this property to receive an award.

**39 Delaware (Moving a Door):** The Commission deemed this property ineligible for an award at this time.

**121 Pawnee Ave:** The Commission deemed this property ineligible for an award at this time.

**39 Burns (New Windows):** The Commission approved this property to receive an award.

**325 Spring Street (New House):** This property reportedly received an award last year.

**141 Capitol Hill:** The Commission deemed this property ineligible for an award at this time.

**124 Fairview Avenue:** The Commission deemed this property ineligible for an award at this time.

**801 Shoshone (Improvements):** The improvements were completed before Historic Preservation Commission (HPC) approval, making it ineligible.

**173 Chelton (Carport):** The Commission deemed this property ineligible for an award at this time.

**140/144 Ruxton Avenue:** The Commission deemed this property ineligible for an award at this time.

**701 Prospect (Adding Second Story):** The Commission approved this property to receive an award

**515 High Street (Exterior Improvements)** The Commission deemed this property ineligible for an award at this time.

**514 El Paso Boulevard (New Top Windows):** The Commission approved this property to receive an award

**0/174 Chelton (Two New Houses):** The Commission deemed this property ineligible for an award at this time.

**3 Oklahoma Road (Front Picture Window):** The Commission approved this property to receive an award

**917 Midland (Deck Railing):** The Commission approved this property to receive an award

**117 Deer Path (Garage with Dirt Above):** The Commission deemed this property ineligible for an award at this time.

**40 Grand Avenue:** The Commission deemed this property ineligible for an award at this time.

**128 Ruxton:** The Commission deemed this property ineligible for an award at this time.

**324 Spring Street:** The Commission deemed this property ineligible for an award at this time.

**325 Spring Street:** This property received an award in 2024

**140/144 Ruxton:** The Commission deemed this property ineligible for an award at this time.

**46 Waltham:** The Commission deemed this property ineligible for an award at this time.

**118 Manitou Terrace:** The Commission approved this property to receive an award

**515 High:** Not complete.

**803 Shoshone (Windows with Exterior Grids):** The Commission approved this property to receive an award

**2 Garnet (Garage):** The Commission approved this property to receive an award

**305 Pine Ridge Avenue:** The Commission deemed this property ineligible for an award at this time.

**540 Ruxton Avenue (Hydro Plant):** The Commission approved this property to receive an award

**915/917 Osage (New Stairway):** The Commission deemed this property ineligible for an award at this time.

There's a discussion about whether to include city projects like the police station, library, and administrative buildings for their interior improvements, as they have turned out well and contribute to the historic areas. The consensus leans towards including them to highlight the city's contributions. More information will be gathered on the specific city projects and their MCAC numbers.

Chair Kindseth and Planner Ringsred would follow up with PPLD about potentially hosting the awards ceremony in the evening at the Manitou Springs Library.

Chair Kindseth stated that a bid for food and beverages came in around \$1,000. This seems to align with last year's spending.

The commission decided to proceed with the usual artist for the upcoming ceremony due to the time constraints of organizing a new process. However, they agreed to start the conversation about involving CRANE for future ceremonies and requested an introduction to Audrey, CRANE's contact person.

Planner Ringsred stated they had the contact information for the previous artist and a budget for the artwork.

More frames for the awards need to be purchased. There is no cost associated with this

yet. Staff would handle ordering the frames

Chair Kindseth stated that Lyn Harwood from the Bulletin reached out with the price list for advertising but stated that they would not charge full price. They will also be doing an article for the event.

They are estimating around 25 people if at least two representatives from each project attend. Considering the treasure hunt drawing, they should probably plan for around 50 attendees.

Planner Ringsred stated that the invitations were a collaboration last year. The commission handled the graphics and language, while staff handled addressing using their mailing lists. The commission needs to write the content for the invitation once the location is finalized. It's crucial to finalize the location. Contacting PPLD to work this out is important. Memorial Hall and the outdoor pavilion were mentioned as potential backup options.

## **ITEM 6: Architectural Scavenger Hunt**

A draft of the treasure hunt layout is available. The deadline for photo submissions was today. Some photos are still being formatted. Aiming to have all photos in by the end of the week.

The text for the treasure hunt seems acceptable, with minor corrections needed, such as changing "downtown Manitou Springs" to "in the City of Manitou Springs in historic districts."

The prize will consist of multiple smaller gift certificates from downtown merchants, which is considered more engaging and supportive of local businesses. Connections to local businesses for prize donations are welcome.

Once all photos are received by Matt, he will work with the graphic artist at the newspaper to ensure the artwork fits the half-page ad. The first ad will include the story, and the second ad will be a repeat.

## **VIII. ADJOURNMENT**

The meeting was adjourned at 6:38 PM.

### **Commissioners:**

Laura Kindseth, Chair (03/31/2027)  
Matthew Rose, Vice Chair (03/31/2028)  
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, Plann

*2 regular and 2 alternate positions available*

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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).