



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>

November 5, 2025

5:30 PM

A. CALL TO ORDER

B. APPROVAL OF MINUTES

1. HPC Minutes 10.01.2025

C. PUBLIC COMMENT ON NON-AGENDA ITEMS

D. NOTICE OF COUNCIL ACTION

E. UNFINISHED BUSINESS

F. NEW BUSINESS

1. MCAC 2514 – 106 Canon Avenue (Exterior Alterations)
2. MCAC 2515 - 50 Grand Avenue (Exterior Alterations)
3. MCAC 2516 - 915 Midland Avenue (Exterior Alterations)

G. OTHER BUSINESS

1. Effective Meetings Presentation - City Clerk
2. Realtor Education - Chair Kindseth
3. Update on Social Media Posting Process

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. You may also contact the City Clerk's Office at 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.



**CITY OF MANITOU SPRINGS
HISTORIC PRESERVATION COMMISSION**
Regular Meeting Minutes
Hybrid Meeting via Zoom and at Memorial Hall
October 1, 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. Vice Chair Rose 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 Erin Handlin
Commissioner Matthew Murphy
Commissioner Ann Nichols
Commissioner Joy Porter

COMMISSIONERS ABSENT FOR ROLL CALL:

Alternate Commissioner Tammila Wright

STAFF PRESENT:

Planning Director Frederick Rollenhagen
Senior Planner Chelsea Royston
Planner I Zachary Davison
Project Manager Erin Ringsred

GUESTS PRESENT:

City Attorney Representative Katherine Vera

B. APPROVAL OF MINUTES

1. HPC Minutes 09.03.2025

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

C. PUBLIC COMMENT ON NON-AGENDA ITEMS

There was no public comment.

D. NOTICE OF COUNCIL ACTION

There was no notice of council action.

E. UNFINISHED BUSINESS

There was no unfinished business.

F. NEW BUSINESS

1. MCAC 2512 - 606 Manitou Avenue (Exterior Alterations, City Hall Office and Kitchen Windows)

Planner Davison gave a presentation regarding Material Change of Appearance Certification (MCAC) 2512, which was a continuation of MCAC 2509 from the previous meeting and had been partially approved. MCAC 2512 proposed replacing multiple windows, including three in the kitchen one in the kitchen storage, one in the records closet, and four in two offices. The MCAC would allow for any necessary repairs for any interior cosmetic issues resulting from installation. The proposed windows would match aesthetically, and it was noted that other colors could be considered. It was confirmed that MCAC 2512 was in line with the Secretary of Interior (SOI) Standards.

Commissioner Handlin asked about the condition of the current windows. Director Rollenhagen explained that the goal of the project is to increase energy efficiency within City Hall. Commissioner Handlin noted that the 10 windows already approved are in Memorial Hall.

Chair Kindseth asked why grids were being proposed for the kitchen windows rather than the existing divided lights when it was discussed that they were not appropriate. Planner Davison explained that they were not discussed as inappropriate, but they were a main point of discussion.

Applicants Kate Sipla and Rob Livingston with Schneider Electric reported on the assessed condition of the windows in City Hall. Applicant Sipla explained that the windows with wooden frames, located in the offices, kitchen, and records room have all deteriorated significantly, to the point where restoration is most likely not possible. Rebuilding the wood windows would cost twice as much as replacing them with vinyl, which offers greater longevity, while maintaining the historic look and aligning with the building's existing color scheme. Applicant Livingston noted that they contacted a restoration specialist, but the cost would be too high and there is a risk the restoration could fail or not be feasible at all.

Commissioner Murphy asked how the window insert would be installed. It was explained that it would be placed between the panes of glass and would not be removable.

Chair Kindseth asked why exterior grids weren't being used. It was explained by the applicant that grids between the glass would stay cleaner and avoid deterioration. The current windows open and close, and the new windows would also be operable.

Chair Kindseth inquired if there was an option to leave the windows unchanged. The applicants explained that it would negatively impact the city's wider energy efficiency plan, particularly regarding air conditioning and weather tightness.

There was a discussion about storm windows being installed instead of new windows. The applicant explained that this had not been investigated, and that it could take away from the historic look.

A discussion ensued about the process the Police Station followed to get their historic windows upgraded to vinyl due to safety concerns. Planner Royston encouraged that the decision stay within the bounds of what is proposed.

Commissioner Nichols stated that the commission guidelines suggest rehabilitating or preserving the existing windows to maintain the current look. She added that the windows should be retained unless the applicant can prove economic hardship. It was claimed that the commission's authority likely extends only to replacing the office windows, as the kitchen windows are too visible to allow their removal.

Commissioner Handlin voiced that she didn't see the vinyl windows as an upgrade, and that wood storm windows would be better for energy efficiency.

Vice Chair Rose noted that this decision could set a precedent, and that the community must be held to the same standards as city buildings.

Chair Kindseth suggested that the windows should be rehabilitated or looked at by a specialist.

Don Goede, co-owner of Sun Water Spa at 103 Cliff Road, stated that wood windows can last 15 to 30 years, aluminum windows 20 to 30 and fiberglass or vinyl are very resilient options for the region that work well.

City Administrator Denise Howell inquired whether the windows in the police station were historic, and it was confirmed that they were. She noted that the proposed windows have similar issues as seen with the police station, where HPC approved the replacement of wood windows with vinyl.

Chair Kindseth stated that the police station windows, unlike the kitchen windows, were not very visible and not in a public space.

Planner Royston clarified that the police station windows were not original to the building, and were in sensitive, secure areas. Additionally, the windows were not on a primary façade which contributed to the reasoning for their approval.

City Administrator Howell added that no one could work in the offices in the winter because of the window quality, and that they must be approved to provide workspace.

Planner Davison cited the SOI historic standards in regard to the limited visibility of the rear elevation windows from the public right of way in regards to the office and kitchen windows.

Commissioner Nichols restated her opinion that the kitchen windows should not be replaced and expressed that she would be comfortable replacing the office windows.

Commissioner Nichols motioned to deny change to the divided light windows in the kitchen and approve replacement of the windows in the private offices. Vice Chair Rose seconded the motion. The motion carried unanimously (6-0).

2. MCAC 2513 - Hiawatha Gardens (Exterior and Interior Alterations)

Planner Royston presented on the proposed improvements to Hiawatha Gardens. She shared that the City of Manitou Springs proposed significant alterations to the site, including interior and exterior alterations to the historic pavilion, new construction of a separate structure for public restrooms, and general site improvements. Building regulations follow SOI standards and city guidelines. It was noted that the main building would be converted to an open-air pavilion. Other improvements included gutters, downspouts, structural columns, and a steel roof frame. Asphalt shingles would be used for the roofing, and Manitou Red would be used for the concrete columns. The restroom facility would integrate with the historic portion of the site, with materials reflecting other buildings throughout the commercial district.

Commissioner Nichols questioned if Manitou Red was the correct color to use for the concrete columns due to the positioning of the existing wood posts.

Planner Royston clarified that staff is not sure if the rafter tails are decorative or not.

Project Manager Ringsred and Applicant Byron Zik with Davis Partnership Architects presented updates to the Hiawatha Gardens project. Project Manager Ringsred shared that a correction was made to the plans, which includes an exterior light fixture attached to the structure. The proposed fixture is not faux historic and aligns with existing lights on site. The difference between the uplighting inside the structure and the downlighting outside was explained. The use of concrete columns is intended to reinforce the building against flood and wind, while preserving the original kickers. Applicant Zik suggested removing the exposed rafter tails because they are not structural, are deteriorated, and would interfere with the gutter. A steel ring is planned to be installed around the structure to provide more integrity against wind and flooding. Project Manager Ringsred shared that the new design received support from Historic Colorado.

Commissioner Nichols expressed support for the project and applauded its historic preservation along with new properties.

Commissioner Nichols moved to approve MCAC 2513 as proposed. Commissioner Handlin seconded the motion. The motion passed unanimously (6-0).

G. OTHER BUSINESS

1. Social Media Posts from HPC

Planner Royston shared topics that staff intended to post on social media. She explained that posts should correspond with articles in the new city newsletter.

Planner Rollenhagen stated that the newsletter is the best way to distribute HPC information. Planner Rollenhagen clarified that utilizing social media alongside the newsletter will provide short and long form information for the public.

H. ADJOURNMENT

Vice Chair Rose adjourned the meeting at 7:18 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.



Title: MCAC 2514 – 106 Canon Avenue (Exterior Alterations)
From: Zach Davison - Planner
To: Historic Preservation Commission
Address of Proposal: 106 Canon Avenue
Applicant: Steve Bourgeois

November 5, 2025

Proposal:

Steve Bourgeois, property owner, requests a Material Change of Appearance Certification to perform the following alterations:

Exterior Alterations:

- Replace a wooden pedestrian bridge that was destroyed during the 2013 flood.
- Re-establish prior existing basement access on the north elevation, which includes repairing a door and two windows that were sealed behind cinder blocks following the flood.
- Install a metal railing to replace the temporary and prohibited chain link fence with a metal railing.

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

Zone District:

Downtown

Historic Subdistrict:

Commercial Core

Background and Existing Conditions:

The subject structure, located at 102-106 Canon Avenue, was constructed in 1882. Historically known as the L. Smith and Co. building, the two-story structure originally served as a Grocery/Residential property. Currently, the building houses the Commonwheel Artists Co-op storefront and is also used for residential apartments. As of the 1991 Historic Building Inventory, the overall condition of the structure was rated as “GOOD”, having undergone only “MINOR” alterations. The primary alteration noted in the record is that the exterior brick and stone have been painted.

While the architectural description refers to a "square footprint", the accompanying site plan drawing on Page 2 displays an irregular footprint with a portion jutting out toward the rear/north of the property, which is known to be the section cantilevered over Fountain Creek. This inventory does not explicitly describe this rear addition, nor does it mention a basement or



sublevel. This omission is likely due to the inventory's architectural and historical focus on the visible streetscape. Although the historical conditions of the area are fully unknown, contemporary evidence, including recent photographs, indicates that a door and one window were historically present on that portion of the property.

The current condition of the building's sublevel and the rear portion is defined by significant damage resulting from the 2013 Manitou Springs floods. This major natural disaster caused the creek to overflow, leading to water and debris entering the basement. The severity of the event resulted in the destruction of the exterior access point, including an existing basement window. In the immediate aftermath, to secure the structure against further flooding and mitigate safety risks, the damaged entrance was subsequently bricked over with cinderblocks, fully sealing the openings. Additionally, the small bridge that once provided exterior access to this area (known to have been present as late as 2011) was either destroyed or removed during the flood or subsequent remediation and has never been replaced.

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 following guidelines are applicable to this project:

Chapter 7: Guidelines for New Construction in the Commercial Core and Chapter 10: Guidelines for Site Improvement for Residential and Commercial Properties.

7.12 Replacement of missing or deteriorated details shall be based on original feature

While the extent to which the rear basement existed in the building's original 1882 capacity remains historically undocumented, the proposal addresses the need for remediation following a documented disaster. The replacement of the wooden pedestrian bridge and the reopening of the sealed basement door and window seek to reestablish these features as they were known to exist immediately prior to their destruction or severe damage by the 2013 flood. This approach allows the replacement details to be based on the most recent documented appearance of this access area (pre-2013).

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

The reconstruction efforts will utilize photographic and physical evidence to inform material choices. The bridge will be rebuilt in wood, matching its known appearance from 2011. The existing door, which survived behind the cinder blocks, will be restored and reused, thereby maintaining an original feature and its materials. The window, which was destroyed by the flood, necessitates full replacement. The proposed material composition for this replacement will be wood, finished in a Manitou red color aluminum cladding to align with the current painted finish of the main building.

7.14 Additions to the existing building should employ materials and finishes that maintain



the scale and character of the original structure.

The proposed work, which involves the reestablishment of a bridge and an existing access point, is considered the restoration of missing features rather than a new volumetric addition. As such, the project maintains the existing scale and character of the building's footprint, ensuring the repaired components employ materials and finishes that are compatible with the historic structure, as detailed in Section 7.13.

Please note that while the proposal includes the installation of a railing along the creek edge, this element is specifically intended as a means to bring this access area up to contemporary safety expectations and building codes. Although the design of the railing still requires the approval of the board to ensure compliance with Guideline 7.14, the installation of a railing is one of necessity for safety.

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.

While the district guidelines often favor stone for structures like bridges, the design approach for this project prioritizes historical authenticity to the specific property. The new bridge will align itself with the documented historical nature of the previous wooden pedestrian structure, matching its appearance and alignment, which serves the intent of the guideline by restoring a contributing element of the property's immediate context.

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 2514 – Material Change of Appearance Certification

Approve the Material Change of Appearance Certification at 106 Canon 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 106 Canon 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 106 Canon 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 106 Canon Avenue, to December 3, 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 Signature

Date

Property Address: 106 Canon Ave – Creekside (Lover’s Lane)

Owner: Steve Bourgeois (ARMM-Manitou LLC)

4320 Three Graces Dr.

Colorado Springs CO. 80904

719-963-9930

Armm-manitou@outlook.com

Existing 106 Canon Improvements: Part of the Smith Block (Commonwheel and Lunieva storefronts) built in 1880s. Rear Creekside elevation lost a bridge and, door and windows in the covered breezeway in the 2013 flood. Previous building owner chose to close door and window openings with cinder block as opposed to repairing/replacing.

Scope of the project: Replace what was lost in the 2013 flood and improve flood protection. This includes the red bridge, the windows and door accessing the 106 Canon Basement. The design intentions are to simply restore functionality with nearly identical historical elements and materials that were lost.

Project Detail: Replace red bridge with replica built with rough cut cedar. Plans already reviewed by Pikes Peak Regional Building Department Floodplain department and permit has been issued. Picture of original bridge attached. Replace two windows and door restoring access to the 106 Canon basement. Original door is being restored and windows are solid wood, double hung in same style as originals with painted aluminum cladding on the exterior. Door and windows will be dark red and are barely visible from Lover’s Lane. Extend existing/original rough-cut horizontal cedar braces alongside creek providing flood protection. Remove chain link fencing and replace with black iron metal fencing to secure breezeway.



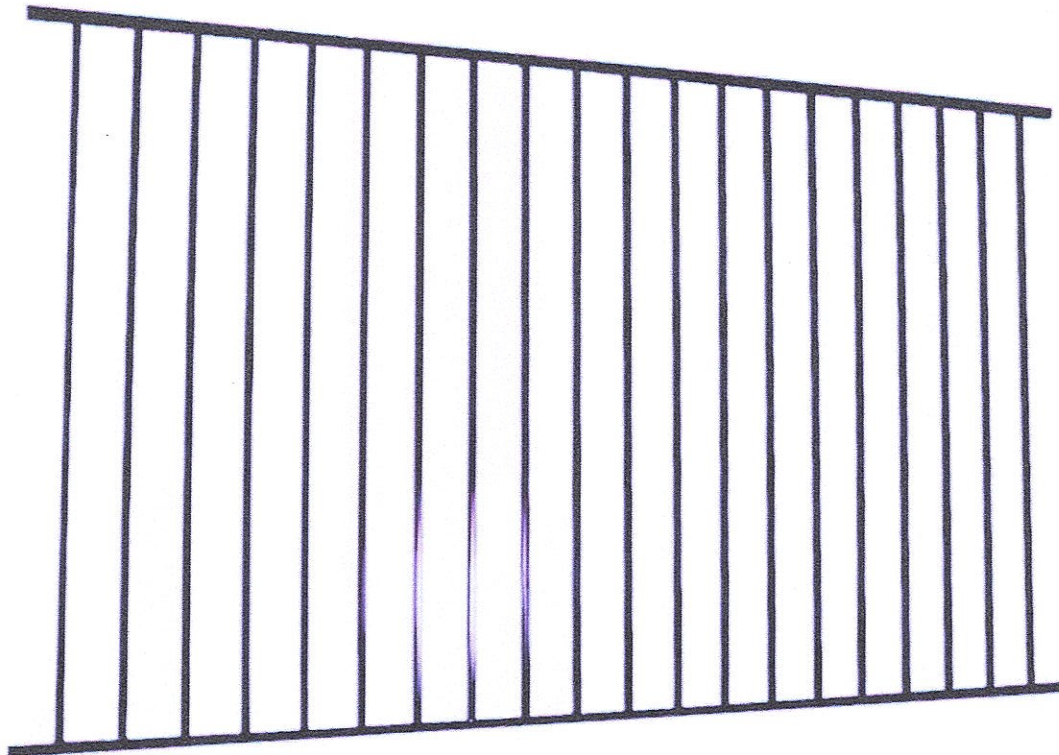


Door and window openings sealed with
cinder block to be removed.





Jeldwren wood windows w/ red exterior
aluminum cladding



4'





CHECKLIST FOR APPLICABILITY
City of Manitou Springs Historic District Design Guidelines

Project Name and/or Address 106 Cañon Ave Flood Repairs Date 10/16/25

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

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

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

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

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

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

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

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

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

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

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

COLORADO HISTORICAL SOCIETY
Office of Archaeology and Historic Preservation
 1300 Broadway, Denver, Colorado 80203
HISTORIC BUILDING INVENTORY RECORD

NOT FOR FIELD USE
<input type="checkbox"/> ELIGIBLE
<input type="checkbox"/> DET. NOT ELIGIBLE
<input type="checkbox"/> NOMINATED
<input type="checkbox"/> CERTIFIED REHAB
DATE _____

PROJECT NAME Manitou Springs Commercial Area		COUNTY El Paso	CITY Manitou Springs	STATE ID NO. 5EP530.201 TEMPORARY NO. 102.CA
CURRENT BUILDING NAME Commonwheel			OWNER Barbara Reeves Bakst and R.W. and T.R. Reeves P.O. Box 146 Manitou Springs, CO 80829	
ADDRESS 102 - 106 Canon Avenue Manitou Springs, CO 80829 7405348005			TOWNSHIP 14S RANGE 67W SECTION 05 NE 1/4, SW 1/4	
HISTORIC NAME L. Smith and Co.			USGS QUAD NAME Manitou Springs, Colorado YEAR 1961 7.5	
DISTRICT NAME Manitou Springs Historic District MRA			ADDITION Manitou Springs YEAR 1874	
			BLOCK C LOT(S) Part of 29	
FILM ROLL # MS-14 FILM ROLL #	NEGATIVE # 24 NEGATIVE #	NEGATIVE LOCATION City of Manitou Springs Planning BY: Andrews & Anderson		DATE OF CONSTRUCTION ESTIMATE 1882 ACTUAL SOURCE The Manitou Item
				USE PRESENT Artist Co-op/Residential HISTORIC Grocery/Residential
				CONDITION EXCELLENT FAIR X GOOD DETERIORATING
				EXTENT OF ALTERATIONS MINOR X MODERATE MAJOR DESCRIBE Brick and stone painted
				ORIGINAL SITE X MOVED DATE(S) OF MOVE:
				NATIONAL REGISTER ELIGIBILITY INDIVIDUAL YES NO X LISTED
				DISTRICT POTENTIAL YES X CONTRIBUTING X NO NONCONTRIBUTING
				LOCAL LANDMARK DESIGNATION NAME DATE
STYLE 19th Century Commercial		STORIES 2		
MATERIALS Brick, rusticated stone, wood trim		SQUARE FOOTAGE 5800		
ARCHITECTURAL DESCRIPTION 2 story, square footprint, Italianate commercial/residential building w/main corner entry to southeast; 1st floor glass storefront w/ rusticated stone piers and base; wood cornice w/large dentils; rusticated stone quoins break front facade into 2 sections, frame corner entry; brick 2nd story has 4 - 1/1 windows in west bay, 5 - 1/1's in east, stone sills/lintels; wood trim at (cont.)				ASSOCIATED BUILDINGS YES NO X TYPE
ADDITIONAL PAGES YES				IF INVENTORIED, LIST ID #

ARCHITECT Unknown

SOURCE

ORIGINAL OWNER

Leander Smith

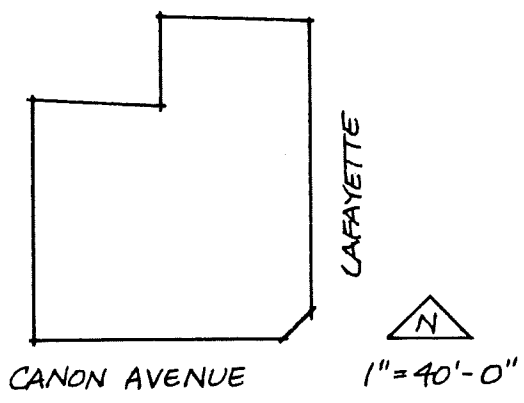
SOURCE Manitou Item. 1882

BUILDER/CONTRACTOR

Charles Cross

SOURCE Manitou Item. 1882

THEME(S) 19th Century Urban Growth/Railroad/Health Resort



CONSTRUCTION HISTORY (description, names, date, etc. relating to major additions or alterations to original structure)
 The Manitou Item - May 27, 1882 - "Charles Cross will soon have a splendid storeroom, all new, ready to be occupied by L. Smith and Co."

CONTINUED? NO

HISTORICAL BACKGROUND (important persons and events associated with this structure)
 The Manitou Item - May 27, 1882 - "L. Smith and Co. will be in their new store next Monday." The Manitou Item - June 3, 1882 - L. Smith and Co. are moving into their new store this week." Information from the current owner: The last owner to operate in the building as a grocery were the Boyds (see attached). Other operators include: Raymond Hilligoss, and A.M. Wilson. Wilson was the first City Manager of Colorado Springs. (Jean Garrity)

CONTINUED? NO

SIGNIFICANCE (check appropriate categories and briefly justify below)

ARCHITECTURAL SIGNIFICANCE:

HISTORICAL SIGNIFICANCE:

REPRESENTS WORK OF A MASTER

POSSESSES HIGH ARTISTIC VALUES

X REPRESENTS A TYPE, PERIOD, OR METHOD OF CONSTRUCTION

ASSOCIATED WITH SIGNIFICANT PERSONS

ASSOCIATED WITH SIGNIFICANT EVENTS OR PATTERNS

X CONTRIBUTES TO AN HISTORIC DISTRICT

STATEMENT OF SIGNIFICANCE

This building's architecture compliments that of 10 Canon and its extensive use of stone and brick is representative of many of the buildings in this area from this era.

CONTINUED? NO

REFERENCES (be specific)

El Paso County Assessor Records; Sanborn Insurance Maps, 1886-1900; The Manitou Item, May 27, 1882 and June 3, 1882; Current owner statement based on oral history by Guy Boyd; Commentary by Jean Garrity

CONTINUED? NO

SURVEYED BY Sarah Tresouthick

AFFILIATION Manitou Springs Historic Preservation Commission

DATE 07/01/91

CONTINUATION SHEET

TEMP. NO. 102.CA

ARCHITECTURAL DESCRIPTION (cont.)

intermediate cornice; west section has 2 display windows with transom bays and center entry bay transom; east section has 2nd floor entry bay and 3 display window bays, all under transoms; 2 pediment trim pieces flank cornices at corner entry.









Title: MCAC 2515 - 50 Grand Avenue (Exterior Alterations)
From: Zach Davison - Planner
To: Historic Preservation Commission
Address of Proposal: 50 Grand Avenue
Applicant: Scott Doughman

November 5, 2025

Proposal:

Scott Doughman of Window Nation, on behalf of property owner Jane Tunis, requests a Material Change of Appearance Certification to perform the following alterations:

Exterior Alterations:

- Remove and replace six windows on the sides and rear of the primary structure with argon gas filled vinyl windows.

The composition of the six windows is as follows:

- Five comprised of aluminum.
- One comprised of wood.

There will be no change to window dimensionality or any alteration to the trim or any exterior elements beyond the window itself.

This subject property is considered a CONTRIBUTING resource to the Agate Hill Historic Sub-District.

Zone District:

General Residential (GR)

Historic Subdistrict:

Agate Hill

Background and Existing Conditions:

The subject structure, historically known as St. Andrews Parsonage, was constructed in 1886 by builder W.L. Cook for St. Andrew's Episcopal Church. Originally a two-story wood-framed residence with an attach, the house served as the church's parsonage and was among the earliest homes built on Grand Avenue. It has since undergone substantial alteration, most notably a major renovation around 1920 that removed the upper story, applied a stucco finish, and introduced new window configurations and roof dormers. The house is now a one-story, irregular-plan residence with a side-gabled asphalt roof and stuccoed exterior, set into a steeply sloped lot with sandstone retaining wall. A later attached garage constructed of Manitou



greenstone occupies the southwest corner of the property and supports a flat roof deck with metal railing (approved through MCAC 2215).

Historically, the house is significant for its association with the early development of Manitou Springs and several prominent local figures. It first served clergy of St. Andrew's Episcopal Church, including Reverends A.W. Arundel and J.C.S Weills. Around 1900, it became the residence and medical office of Dr. Basil B. Creighton, a well-known physician and civic leader who promoted Manitou Springs as a health resort. By 1904, Edward E. Nichols Jr., then mayor of Manitou Springs and co-owner of the Cliff House Hotel, occupied the home. Although much of its original architectural character has been lost, it retains strong associative significance with key historical figures and Manitou's early urban development. Its evolution, from religious residence to civic home, reflects broader community growth patterns during the resort boom of the late 19th and early 20th centuries.

The current fenestration configuration primarily reflects the substantial c. 1920 renovation. The South, street facing elevation features two stucco-clad gabled dormers, each containing a single double-hung window with divided lites in the upper sash, centered above the enclosed porch and the main window grouping. The main floor of the south elevation consists of an enclosed porch (housing the primary entry door) and a grouping of three windows, with the enclosed porch featuring tall narrow windows with divided lites. The East elevation contains various double-hung windows with divided lites within the two projecting gabled wings. The West elevation includes a side entry door and a mix of double-hung windows. The rear or North elevation is characterized by two first-floor sliding-glass doors flanking two double-hung windows, with the upper portion featuring two pairs of casement windows located high below the roof eave. The current application focuses on replacing six existing windows, specifically: four low-profile aluminum units (the two pairs of casement windows) on the North elevation; one high, second-level aluminum window on the East elevation; and one ground-level wood composition window on the West elevation (visible from Grand Avenue).

The 2001 inventory report describes the types of existing windows but omits information on their material composition. Staff believes the aluminum-framed windows currently present are not original to the c. 1920 renovation. Aluminum was not typically used in residential window construction during the 1920s, and its use was further constrained during the World War II years of the 1940s, when federal wartime restrictions limited nonessential metal production.

Aluminum windows become common later in the 20th century. Furthermore, the existing aluminum window units appear consistent with early applications of the Secretary of the Interior's Standards for Rehabilitation (formalized in 1977), or with preservation approaches that became common as those Standards gained influence in late 1970s and early 1980s. This suggests the aluminum windows were likely installed during that period, placing them well outside the established period of significance for the structure.

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 following guidelines are applicable to this project:

Chapter 4: Guidelines for Preservation, Alterations, and Additions to Contributing Residential Structures.

4.1 An addition or alteration to an historic building shall ensure that the original architectural character and style of the structure is maintained and the addition is subordinate in appearance to the original building.

The alteration of five of the six windows (the aluminum units) does not diminish the structure's existing architectural character, as Staff analysis suggests these windows are non-original to the c. 1920 renovation. However, the replacement of the single wood composition window on the west elevation constitutes an alteration to fenestration associated with the period of significance and therefore represents a change to the building's historic character.

4.5 Maintain the historic characteristics of human scale in relation to size and proportion of an alteration or addition.

The proposed change will not alter the building's form, massing, or dimension proportions. Replacement of existing windows will maintain the established size, scale, and spacing of openings, thereby preserving the structure's historic human scale and relationship to its facades.

4.13 Historic windows, window materials, scale and their arrangement and location on a building façade shall be preserved, especially any façade visible from the street.

The majority of the existing windows proposed for replacement are non-historic aluminum units likely installed in the late 1970s or early 1980s, well after the structures period of significance. Their replacement with new, appropriately detailed units will not compromise historical integrity. However, the single wood composition window on the west elevation appears to reflect the 1920s fenestration pattern and materials. The window currently features a Colonial-style divide-lite configuration with mutins in both the upper and lower sashes. The proposed replacement seeks to better align this opening with the front façade windows, which display a Craftsman-style configuration characterized by divided lites limited to the upper sash only.

4.15 Architectural details, such as trim, 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 scope does not affect distinctive trim, molding, decorative detailing.

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 2515 – Material Change of Appearance Certification

Approve the Material Change of Appearance Certification at 50 Grand 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 50 Grand 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 50 Grand 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 50 Grand Avenue, to December 3, 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.

Scott Douglas
Applicant’s Signature

10/13/2025
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.

Jane A. Turnis
Property Owner’s Signature

10/15/2025
Date



WINDOWS SIDING DOORS

Date: 10/20/2025

Good Morning Zachary,

We have applied for a Historical approval to replace six (6) windows:

50 Grand Avenue, Manitou Spring, CO 80829.

Jane Turnis

(719) 659-5821

jturnis@msn.com

Window Nation LLC

860-952-4112 or 984-379-6702

windownation@gopermits.org

No architect on this project

No other improvements will be made by our company.

We will be removing and replacing 6 windows, with no structural changes to the surrounding property.

The material that will be used to replace the existing window will Vinyl style Olympic closely matching the existing windows.

Thank you,

A handwritten signature in dark ink, appearing to read 'David Friesorger', written over a light blue horizontal line.

Window Nation LLC.

David Friesorger

Measure Technician

Joe Maes

Order: PR1573485 : Turnis, Jane Windows

Project Number: PRJ498371

Market: Colorado Springs, CO

Homeowner

Jane Turnis

50 Grand Avenue

Manitou Springs, CO 80829

Phone: (719) 659-5821

Email: jturnis@msn.com



Window



Window

Measure Technician

Joe Maes

Order: PR1573485 : Turnis, Jane Windows

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Homeowner

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Window



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Window



Window

Measure Technician

Joe Maes

Order: PR1573485 : Turnis, Jane Windows

Project Number: PRJ498371

Market: Colorado Springs, CO

Homeowner

Jane Turnis

50 Grand Avenue

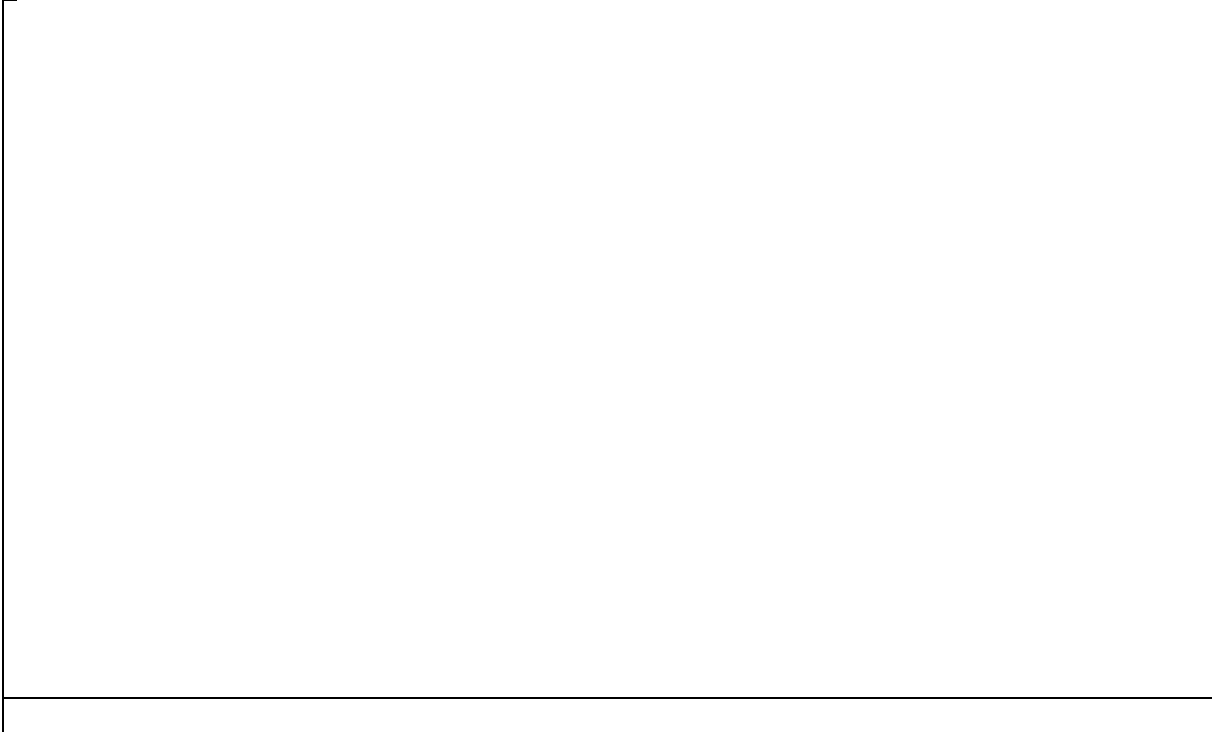
Manitou Springs, CO 80829

Phone: (719) 659-5821

Email: jturnis@msn.com



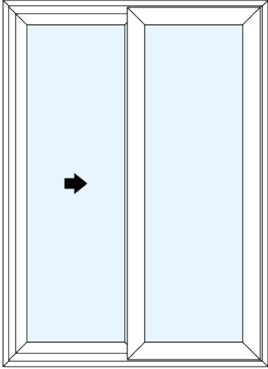
Elevation (Front)



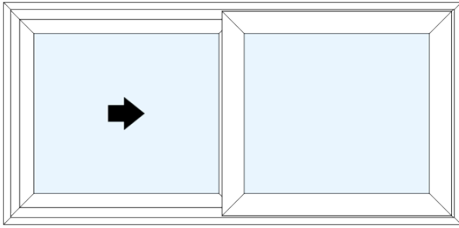
Quote Name:	PRJ498371 TURNIS	Quote Number:	SQPIFF005041_1
Customer:	Window Nation LLC	Created Date:	7/14/2025
Payment Terms:		Modified Date:	7/14/2025
Sales Representative:	Judy Owens Mobile: jowens@windownation.com	PO Number:	PRJ498371 TURNIS
Weighted Average:	U-Factor: .28, SHGC: .26, VT: 0.5	Total Windows:	6
Comments:		Total Doors:	
		Total Sq Ft:	54.00
		Total Perim Ft:	78
		Est. Delivery:	_____

For warranty information please visit www.milgard.com/warranty/

Billing Information		Shipping Information	
Name:	Window Nation LLC	Name:	Window Nation - Colorado Springs PV
Address:	8110 Maple Lawn Blvd Ste 300 Fulton, MD 20759-2694	Address:	1849 S Murray Blvd Colorado Springs, CO 80916-4517
Phone:		Phone:	
Fax:		Fax:	
Email:		Email:	

Line:	1	Location:	MUSIC RM
Quantity:	1	V400 Tuscany, 8140T, HV, No Fin (Block Frame), Ext White / Int White, U-Factor: .28, SHGC: .27, VT: .51	
		Argon Gas Filled	
		Tariff	
			
		Model = Half Vent Size = Net Frame: 34" x 47" Handing = XO Energy Star Zone(s) = None Glass = 1/8" SunCoat (Low-E) over 1/8" Clear with Black Foam Spacer Glazing = 7/8" OA Dual Glaze with Argon Hardware = SmartTouch Lock Other Options = Glass Breakage Warranty Screen = Standard with Fiberglass Mesh Ratings = STC: 29, OITC: 24, PG: LC-PG40 Clear Opening = W 14 1/16" x H 43 9/16" Sq. Ft. 4.25 Calculations = Unit Area (Sq. Ft.): 11, Unit Perimeter (nominal in lineal ft): 14' Other Ratings = CPD: MIL-A-267-11392-00001	
		Viewed From Exterior	
		Customer Approval: _____	

Line: 2 **Location:** DEN
Quantity: 2 V400 Tuscany, 8140T, HV, No Fin (Block Frame), Ext White / Int White, U-Factor: .28, SHGC: .27, VT: .51
Argon Gas Filled
Tariff

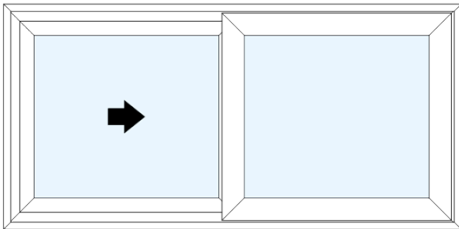


Model = Half Vent
Size = Net Frame: 46 3/8" x 22 1/2"
Handing = XO
Energy Star Zone(s) = None
Glass = 1/8" SunCoat (Low-E) over 1/8" Clear with Black Foam Spacer
Glazing = 7/8" OA Dual Glaze with Argon
Hardware = SmartTouch Lock
Other Options = Glass Breakage Warranty
Screen = Standard with Fiberglass Mesh
Ratings = STC: 29, OITC: 24, PG: LC-PG40
Clear Opening = W 20 1/4" x H 19 1/16" Sq. Ft. 2.68
Calculations = Unit Area (Sq. Ft.): 7, Unit Perimeter (nominal in lineal ft): 12'
Other Ratings = CPD: MIL-A-267-11392-00001

Viewed From Exterior

Customer Approval: _____

Line: 3 **Location:** DEN
Quantity: 1 V400 Tuscany, 8140T, HV, No Fin (Block Frame), Ext White / Int White, U-Factor: .28, SHGC: .27, VT: .51
Argon Gas Filled
Tariff

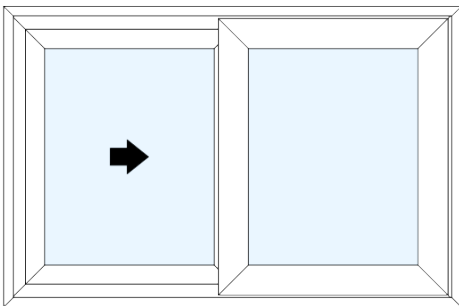


Model = Half Vent
Size = Net Frame: 46" x 22 5/8"
Handing = XO
Energy Star Zone(s) = None
Glass = 1/8" SunCoat (Low-E) over 1/8" Clear with Black Foam Spacer
Glazing = 7/8" OA Dual Glaze with Argon
Hardware = SmartTouch Lock
Other Options = Glass Breakage Warranty
Screen = Standard with Fiberglass Mesh
Ratings = STC: 29, OITC: 24, PG: LC-PG40
Clear Opening = W 20 1/16" x H 19 3/16" Sq. Ft. 2.67
Calculations = Unit Area (Sq. Ft.): 7, Unit Perimeter (nominal in lineal ft): 12'
Other Ratings = CPD: MIL-A-267-11392-00001

Viewed From Exterior

Customer Approval: _____

Line: 4 **Location:** DEN
Quantity: 1 V400 Tuscany, 8140T, HV, No Fin (Block Frame), Ext White / Int White, U-Factor: .28, SHGC: .27, VT: .51
Argon Gas Filled
Tariff

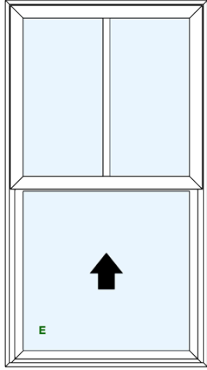


Model = Half Vent
Size = Net Frame: 34 1/4" x 22 1/2"
Handing = XO
Energy Star Zone(s) = None
Glass = 1/8" SunCoat (Low-E) over 1/8" Clear with Black Foam Spacer
Glazing = 7/8" OA Dual Glaze with Argon
Hardware = SmartTouch Lock
Other Options = Glass Breakage Warranty
Screen = Standard with Fiberglass Mesh
Ratings = STC: 29, OITC: 24, PG: LC-PG40
Clear Opening = W 14 3/16" x H 19 1/16" Sq. Ft. 1.88
Calculations = Unit Area (Sq. Ft.): 6, Unit Perimeter (nominal in lineal ft): 10'
Other Ratings = CPD: MIL-A-267-11392-00001

Viewed From Exterior

Customer Approval: _____

Line: 5 **Location:** OWNERS RM
Quantity: 1 V400 Tuscany, 8240T, SH, No Fin (Block Frame), Ext White / Int White, U-Factor: .29, SHGC: .25, VT: .46
Sculptured, Ext White / Int White, Colonial Top Only 2W1H
Argon Gas Filled
Tariff



Viewed From Exterior

Model = Single Hung
Size = Net Frame: 35 3/4" x 64 3/4"
Dimensions = Sash Height: One Half
Energy Star Zone(s) = None
Glass = 1/8" SunCoat (Low-E) over 1/8" Clear with Black Foam Spacer
Glazing = 7/8" OA Dual Glaze with Argon
Grids = Sculptured, Ext White / Int White, Colonial Top Only 2W1H
Hardware = SmartTouch Lock
Other Options = Glass Breakage Warranty
Screen = Standard with Fiberglass Mesh
Ratings = STC: 30, OITC: 24, PG: LC-PG40
Clear Opening = W 32 5/16" x H 28 1/2" Sq. Ft. 6.4, Egress: Yes
Calculations = Unit Area (Sq. Ft.): 16, Unit Perimeter (nominal in lineal ft): 18'
Other Ratings = CPD: MIL-A-268-11288-00002

Customer Approval: _____



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

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 planningdept@manitouspringsco.gov

- 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
- 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 Turnis - 50 Grand Avenue Manitou Springs, CO 80829 Date 10/13/25

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

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

Guideline	Page	Category	Applicable?		Compliant?		Why Not?	Alternative Strategy
			Yes	No	Yes	No		
4.18	4.13	Materials	x			x		
4.19	4.13	Materials	x			x		

Chapter 5: Guidelines for NEW RESIDENTIAL Construction

5.1	5.2	Building Alignment		x		x		
5.2	5.3	Building Orientation		x		x		
5.3	5.3	Building Height		x		x		
5.4	5.4	Mass & Scale		x		x		
5.5	5.4	Mass & Scale		x		x		
5.6	5.5	Building Materials		x		x		
5.7	5.5	Roof Form		x		x		
5.8	5.6	Roof Materials		x		x		
5.9	5.6	Porches		x		x		

Guideline	Page	Category	Applicable?		Compliant?		Why Not?	Alternative Strategy
			Yes	No	Yes	No		
Chapter 6: Guidelines for Additions and Alterations to NON-CONTRIBUTING Structures								
6.1	6.1	Building Orientation		X		X		
6.2	6.2	Mass & Scale		X		X		
6.3	6.2	Building Materials		X		X		
6.4	6.2	Roof Form		X		X		
6.5	6.3	Architectural Details		X		X		
Chapter 7: Guidelines for NEW Construction in the COMMERCIAL CORE (see also pages 2.53-2.55 and Chapter 10)								
7.1	7.3	Franchise Architecture		X		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		X		
7.6	7.5	Roof Form		X		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		X		
7.9	7.7	Storefronts		X		X		
7.10	7.8	Architectural Details		X		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		X		
7.17	7.13	Nonconforming Commercial Buildings		X		X		

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

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

Guideline	Page	Category	Applicable?		Compliant?		Why Not?	Alternative Strategy
			Yes	No	Yes	No		
8.20	8.12	Building Orientation		X		X		
8.21	8.12	Mass & Scale		X		X		
8.22	8.13	Building Form		X		X		
8.23	8.13	Roof Form		X		X		
8.24	8.14	Materials		X		X		
8.25	8.14	Materials		X		X		
8.26	8.14	Materials		X		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		X		
9.2	9.1	Secondary Structures		X		X		
9.3	9.1	Garages		X		X		
9.4	9.3	Carports Shade Structures		X		X		

Guideline	Page	Category	Applicable?		Compliant?		Why Not?	Alternative Strategy
			Yes	No	Yes	No		
Chapter 10: Guidelines for SITE IMPROVEMENTS for Residential and Commercial Properties								
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		X		
10.4	10.4	Automobile Access & Parking		X		X		
10.5	10.5	Automobile Access & Parking		X		X		
10.6	10.5	Mechanical Equipment & Service Areas		X		X		
n/a	10.6	Fencing		X		X		
10.7	10.8	Streetscape		X		X		
n/a	10.9	Vegetation		X		X		
10.8	10.10	Lighting		X		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		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		
Chapter 11: Guidelines for Building RELOCATION								
11.1	11.1	Building Relocation		X		X		
11.2	11.1	Building Relocation		X		X		
11.3	11.1	Building Relocation		X		X		
APPENDIX A: Secretary of the Interior: Standards for Treatment of Historic Properties								
APPENDIX B: Technical Maintenance and Preservation Information								
APPENDIX C: Tax Credits and Other Incentives for Historic Preservation								
APPENDIX D: Glossary of Terms								

COLORADO CULTURAL RESOURCE SURVEY

Architectural Inventory Form

Official eligibility determination
(OAHP use only)

Date _____ Initials _____
____ Determined Eligible- NR
____ Determined Not Eligible- NR
____ Determined Eligible- SR
____ Determined Not Eligible- SR
____ Need Data
____ Contributes to eligible NR District
____ Noncontributing to eligible NR District

I. IDENTIFICATION

1. Resource number: 5EP4064
2. Temporary resource number: Grand.50
3. County: El Paso
4. City: Manitou Springs
5. Historic building name: St. Andrew's Parsonage
6. Current building name: Unknown
7. Building address: 50 Grand Avenue; 80829
8. Owner name and address: Warren L. Epstein & Jane A. Turnis; 50 Grand Avenue; Manitou Springs, CO 80829

II. GEOGRAPHIC INFORMATION

9. P.M. 6th Township T14S Range R67W
SW ¼ of SE ¼ of SW ¼ of NW ¼ of section 05
10. UTM reference
Zone 13; 506972mE 4301363mN
11. USGS quad name: Manitou Springs Quadrangle
Year: 1994 Map scale: 7.5' X 15' _____ Attach photo copy of appropriate map section.
12. Lot(s): 14 Block: 3
Addition: Hulbert's Resub of Lot 36 Block A Manitou Year of Addition: 1885
13. Boundary Description and Justification:
The boundary description for 50 Grand Avenue is Lot 14 in Block 3 of Hulbert's Resubdivision of Lot 36 in Block A of the original plat of Manitou. This boundary includes the building and its immediately adjacent grounds that have been historically associated with 50 Grand Avenue.

III. Architectural Description

14. Building plan (footprint, shape): Irregular Plan
15. Dimensions in feet: Length 30'-4" x Width 30'-0"
with an addition on the north side that measures approximately 19'-9" long x 32'-2" wide.
16. Number of stories: One & One and one-half (northeast wing)

Resource Number: 5EP4064

Temporary Resource Number: Grand.50

17. Primary external wall material(s) (enter no more than two): Stucco & Sandstone

18. Roof configuration: (enter no more than one): Side Gabled Roof

19. Primary external roof material (enter no more than one): Asphalt Composition Roof

20. Special features (enter all that apply): Dormer; Porch; Chimney; Attached Garage; Fence

21. General architectural description:

This one-story building with side-gabled roof is absent of architectural features that can associate it with a particular style and has been dramatically modified since first constructed in 1886. One feature still speaks to the building's previous design: the small section of spindled frieze at the ceiling of the front entry porch. The south elevation now consists of a recessed entry balanced by an enclosed porch on the west side and a grouping of three windows centered in the wall on the east side. The entry door is located on the east wall of the enclosed porch, which consists of tall narrow windows with divided lites; a door in the south wall of the porch allows access to the rooftop deck on the adjoining garage. Two dormers with gabled roofs, containing a single double-hung window with divided lites in the upper sash, are centered above the enclosed porch on the west side and the three windows on the east side. The dormers are clad in stucco, like the exterior walls of the house. The east elevation consists of two gabled wings that extend out beyond the primary gable of the house; their ridges are lower in elevation and the wing at the northeast corner of the house has a roof slope on the north side of its gable that is nearly flat. Both wings contain double-hung windows with divided lites. There are also casement windows in the northeast wing on the north wall, directly below the eave, which provide natural light and ventilation for the second floor. The north elevation features two sliding-glass doors at the east and west sides of the first floor wall. Two double-hung windows are located between the doors. The east end of the south elevation is higher, due to the flatter roof on the gabled northwest wing; two pairs of casement windows are located high on this wall below the roof eave. A dormer with shed roof and no windows is located on the north side of the primary gabled roof; a brick chimney and plumbing vents penetrate through the dormer's roof. The west elevation contains a side entry door and double-hung window north of the offset in the wall. A window is located in the southern portion of the west elevation.

22. Architectural style/building type: No Style

23. Landscaping or special setting features:

A Manitou greenstone retaining wall is located along Grand Avenue and small shrubs have been planted next to the wall. A series of sandstone steps provide access to the front yard, located on the east side of the garage. The south yard consists mostly of a grass lawn with foundation plantings along the eastern side of the house's south elevation. A mature evergreen tree is situated near the southeast corner of the property. A chain link fence is located along the east property line, next to the east yard that consists mostly of grass. The north yard is terraced, due to the steeply sloping site; dry-laid stone

Resource Number: 5EP4064

Temporary Resource Number: Grand.50

walls as well as railroad tie retaining walls accommodate the change in grade. A wood deck is directly adjacent to the sliding glass door at the west end of the north elevation.

24. Associated buildings, features, or objects:

A garage is located at the southwest corner of the property, built into the site, with the garage door facing Grand Avenue. It is attached to the house at its north end and measures approximately 22'-4" long x 13'-3" wide. The garage has a Manitou greenstone exterior wall finish that matches the site wall along Grand Avenue, and was not constructed at the same time as the original house. The garage's flat roof acts as an outdoor deck, with its wood railing and balusters providing protection around the perimeter.

IV. ARCHITECTURAL HISTORY

25. Date of Construction: Estimate: _____ Actual: 1886

Source of information: The Colorado Springs Gazette; January 1, 1887

26. Architect: Unknown

Source of information:

27. Builder/Contractor: W. L. Cook

Source of information: The Colorado Springs Gazette; January 1, 1887

28. Original owner: St. Andrew's Episcopal Church

Source of information: The Colorado Springs Gazette; January 1, 1887

29. Construction history (include description and dates of major additions, alterations, or demolitions):

The construction cost of the original house was \$4,500, according to published records in the Colorado Springs Gazette (January 1, 1887). The original structure was two stories high with an attic, but the second floor and attic were later removed. Based upon the style of the windows in the reconfigured house, the estimated date of the renovation is 1920.

30. Original location X Moved ____ Date of move(s):

V. HISTORICAL ASSOCIATIONS

31. Original use(s): Religious-Related Residence

32. Intermediate use(s):

33. Current use(s): Domestic, Single Dwelling

34. Site type(s): Residential

35. Historical background:

The house, with a previous address of 150 Grand Avenue, originally served as the parsonage for St. Andrew's Episcopal Church. Major John Hulbert donated the land for the parsonage to Reverend A. W. Arundel in 1885. The 1890 Manitou Directory listed Reverend John C. S. Weills, rector of St. Andrew's Chapel, as residing at this house. (The Manitou Springs Journal reported in April 1889 that Reverend J.

Resource Number: 5EP4064

Temporary Resource Number: Grand.50

C. S. Weills, who was in charge of a Colorado City parish, was planning to build a chapel in Manitou Springs by the end of June 1889.) By 1894, the house no longer had a religious affiliation with W.C. Smiley residing there (although the property was owned by St. Andrew's through 1903). Smiley owned a real estate, loans, insurance and mining stocks company in Manitou Springs. A clerk with W.C. Smiley, H.R. Penfield, also lived at this address in 1894.

In 1900, Basil B. Creighton (1864-1966) is listed as residing at 150 Grand Avenue along with Miss Mary Mahoney, a domestic servant. Dr. Creighton was a prominent physician in Manitou Springs; his office was also located at this address in 1900. He contracted tuberculosis as a medical intern at Good Samaritan Hospital in his hometown of Cincinnati, Ohio; this illness brought him to Manitou in 1893 where two of his brothers were living. After spending two years in Cripple Creek as a camp physician during the gold rush, he returned to Manitou where he assisted in establishing Montcalme Sanitarium. He was then appointed the position of city physician, which he retained for many years. Dr. Creighton wrote a brochure entitled "Manitou Springs and the Springs of Manitou", in which he championed the cause of Manitou as the leading health resort in the west. In addition to practicing medicine in Manitou for sixty years, he also owned and operated a drugstore. He married Maud E. Rees in Cincinnati, Ohio in 1899. They had four children: Basil Rees, Alice Bernice, Mary Forest, and Edwina.

Edward E. Nichols, Jr. lived at 150 Grand Avenue with his wife, Grace S., in 1904. He was mayor of Manitou during this time. Under the firm name of E. E. Nichols & Son, he managed and owned the Cliff House hotel with his father, E. E. Nichols, Sr.

36. Sources of information:

Plat of Hulbert's Resubdivision, Plat Book A, Page 77, May 13, 1885; El Paso County Assessor Plat Book 1888-1889 and 1891; El Paso County Treasurer Plat Book 1903; Directory of Colorado Springs, Manitou Springs and Colorado City for 1890; Directory of Manitou 1894; The Giles City Directory of Colorado Springs, Colorado City and Manitou 1900; R.L. Polk Directory Co.'s Colorado Springs, Colorado City, and Manitou City Directory for 1904, 1951 and 1952; History of Colorado by Stone, Volume IV, 1918; Colorado Springs Gazette October 27, 1905 (5:4); "Manitou - Saratoga of the West" by Sharon A. Cunningham; "The Springs of Manitou" by Bettie Marie Daniels and Virginia McConnell; Manitou Springs Journal (April 6, 1889).

VI. SIGNIFICANCE

37. Local landmark designation: Yes ___ No X Date of designation: _____

Designating authority:

38. Applicable National Register Criteria:

Resource Number: 5EP4064

Temporary Resource Number: Grand.50

- A. Associated with events that have made a significant contribution to the broad pattern of our history;
- B. Associated with the lives of persons significant in our past;
- C. Embodies the distinctive characteristics of a type, period, or method of construction, or represents the work of a master, or that possess high artistic values, or represents a significant and distinguishable entity whose components may lack individual distinction; or
- D. Has yielded, or may be likely to yield, information important in history or prehistory.
- Qualifies under Criteria Considerations A through G (see Manual)
- Does not meet any of the above National Register criteria

39. Area(s) of significance: Community Planning and Development

40. Period of significance: 1877 – 1917 (Destination Resort)

41. Level of significance: National State Local

42. Statement of significance:

The building is significant for its association with the early growth and development of the city. It was one of the first buildings constructed on Grand Avenue in the area near the Cliff House that was platted for residential development and appears in many early photographs of the area. It was originally constructed to serve as the parsonage for St. Andrew's Episcopal Church, an important church in Manitou's history. It also was the home and office of Dr. Basil Creighton, a prominent physician in Manitou. Edward E. Nichols, Jr. also lived in the house in 1904 while he served as mayor of the city and assisted his father with the management of the Cliff House.

43. Assessment of historic physical integrity related to significance:

The house has lost most of its original historic fabric but was renovated around 1920 and reflects the residential taste of the day; the renovation conveys its significance to the current observer.

VII. NATIONAL REGISTER ELIGIBILITY ASSESSMENT

44. National Register eligibility field assessment:

Eligible Not Eligible Need Data

45. Is there National Register district potential? (Not Applicable) Yes No

Discuss:

If there is National Register district potential, is this building: Contributing Noncontributing

46. If the building is in existing National Register district, is it: Contributing Noncontributing

VIII. RECORDING INFORMATION

47. Photograph numbers: Roll #2: Negatives # 19,20,21,22

Negatives filed at: City of Manitou Springs Planning Department; 606 Manitou Avenue; Manitou Springs, CO 80829

Resource Number: 5EP4064

Temporary Resource Number: Grand.50

48. Report title: Manitou Springs Historic Buildings Survey and Inventory; Project No. CO-00-17

49. Date(s): November 7, 2001

50. Recorder(s): Timothy A. Hoehn & Kristine L. Hoehn

51. Organization: Hoehn Architects P.C.

52. Address: 50 Pennsylvania Street; Denver, CO 80203

53. Phone number(s): 303-282-3884

NOTE: Please attach a sketch map, a photocopy of the USGS quad. map indicating resource location, and photographs.

Colorado Historical Society - Office of Archaeology & Historic Preservation
1300 Broadway, Denver, CO 80203 (303) 866-3395



Title: MCAC 2516 - 915 Midland Avenue (Exterior Alterations)
From: Erin Ringsred
To: Historic Preservation Commission
Address of Proposal: 915 Midland Avenue
Applicant: Carl Crumpler

November 5, 2025

Proposal:

.The applicant seeks to replace 7 windows and 1 doors at 915 Midland Avenue.

Zone District:

General Residential

Historic Subdistrict:

High Road

Background and Existing Conditions:

The house which is dated at 1920 by the Assessor's Office has been altered by the addition of vinyl or aluminum siding, a metal roof and storm windows. The basic form of the structure and fenestration appears unaltered and appropriate to the structure. The deck was added on the east side of the home in 1996. The property has designated as a non-contributing structure based on the criteria outlined in code section **17.04.041.2**

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 structure was determined to be non-contributing to the historic district using the criteria outlined in Section 17.04.041.2 and therefore, the standards outlined in the Manitou Springs Historic District Design Guidelines Chapter 6: Guidelines for Additions and Alterations to Non-Contributing Structures.

Guideline 6.5 Use building components that are similar in shape and size to those seen on historic resources..

The applicant is proposing a replacement of a single door with a set of french doors on the southeast façade of the structure. This represents an increase to the existing opening. This door is located on the side yard of the structure.



The applicant is proposing replacing the existing double-hung windows with new double-hung vinyl windows of the same size.

Staff Recommendation:

Should the Historic Preservation Commission find it appropriate to grant the Material Change of Appearance Certification, staff has no conditions.

Motion Language Options:

Approve the MCAC at 915 Midland Avenue, based upon the findings that the request meets the review criteria for granting a MCAC, as set forth in City Code Section 17.04.050.B.5 as presented.

Approve the MCAC at 915 Midland Avenue, based upon the findings that the request meeting the review criteria for granting a MCAC, as set forth in City Code Section 17.04.050.B.5, with an alteration to staff's conditions as follows...

Deny the MCAC at 915 Midland Avenue, based upon the findings that the request does not meet the review criteria for granting a MCAC, as set forth in City Code Section 17.04.050.B.5.

Postpone the MCAC at 915 Midland Avenue to December 3, 2025 for further consideration.

All existing windows will be replaced with this style that is the same in appearance and structure, just double paneled. Maintaining the same color and casing style



Hover Image to Zoom

JELD-WEN



**V-2500 Series 27.75 in. x 45.5 in. Double Pane
Double Hung Vinyl Low-E White Pocket
Frame Replacement Window**

★★★★☆ (7) Questions & Answers (7)

\$305²¹

Pay **\$255.21** after **\$50 OFF** your total qualifying purchase upon opening a new card. ⓘ

Apply for a Home Depot Consumer Card

- Durable vinyl provides energy efficiency and lasting color
- Easy install pocket frame does not disturb siding/interior trim
- Easy care, premium vinyl has accidental glass breakage warranty
- [View More Details](#)

Width (in.) x Height (in.): **27.75 x 45.5**

27.75 x 45.5



JELD-WEN



**V-2500 Series 35.75 in. x 45.5 in. Double Pane
Double Hung Vinyl Low-E White Pocket
Frame Replacement Window**

★★★★☆ (7) Questions & Answers (7)

\$307⁵⁸

Pay **\$257.58** after **\$50 OFF** your total qualifying purchase upon opening a new card. ⓘ

Apply for a Home Depot Consumer Card

- Durable vinyl provides energy efficiency and lasting color
- Easy install pocket frame does not disturb siding/interior trim
- Easy care, premium vinyl has accidental glass breakage warranty
- [View More Details](#)

Ne
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ch

Width (in.) x Height (in.): **35.75 x 45.5**

35.75 x 45.5



Pickup at

To replace the door on the deck which is same in ^{Color} style and design but french



Hover Image to Zoom



Hover Image to Zoom

JELD-WEN



60 in. x 80 in. Primed Steel Right-Hand Inswing 10 Lite Glass Stationary/Active Patio Door

★★★★★ (75) Questions & Answers (55)

\$627⁰⁰

Pay **\$577.00** after **\$50 OFF** your total qualifying purchase upon opening a new card.

[Apply for a Home Depot Consumer Card](#)

- Made of durable rust-resistant galvanized steel
- Screen for steel french patio door sold separately
- Steel french patio door includes energy efficient Low-E glass
- [View More Details](#)

JELD-WEN



V-2500 Series 27.75 in. x 61.5 in. Double Pane Double Hung Vinyl Low-E White Pocket Frame Replacement Window

★★★★★ (7) Questions & Answers (7)

\$315⁸⁸

Pay **\$265.88** after **\$50 OFF** your total qualifying purchase upon opening a new card.

[Apply for a Home Depot Consumer Card](#)

- Durable vinyl provides energy efficiency and lasting color
- Easy install pocket frame does not disturb siding/interior trim
- Easy care, premium vinyl has accidental glass breakage warranty
- [View More Details](#)

NR
CI
ct

Width (in.) x Height (in.): **27.75 x 61.5**

27.75 x 61.5



Pickup at

[SW Colorado Springs](#)

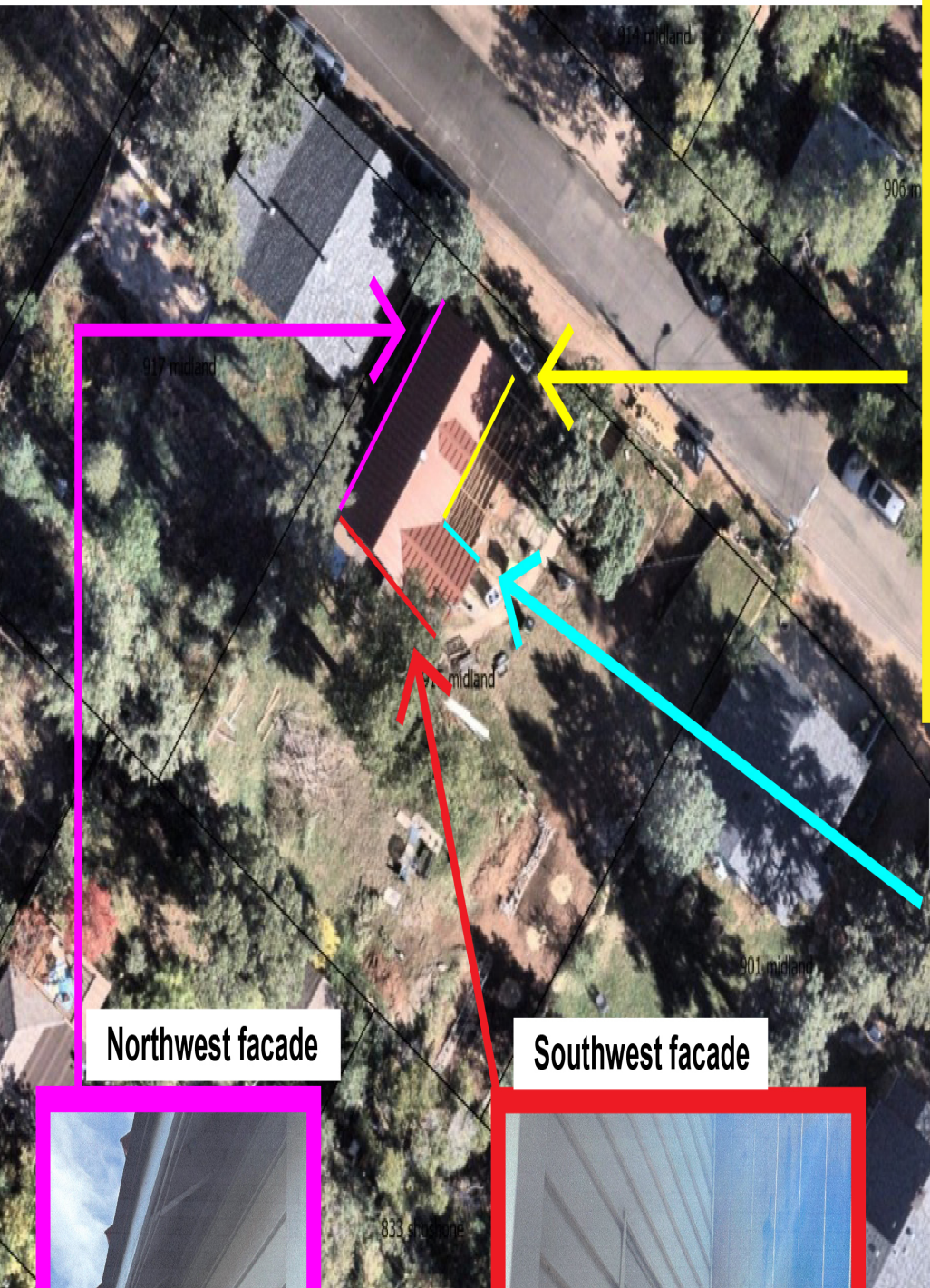
Delivering to [80904](#)











Northwest facade

Southwest facade



CHECKLIST FOR APPLICABILITY

City of Manitou Springs Historic District Design Guidelines

Project Name and/or Address 915 Midland Ave, Manitou Springs CO 80829 Date 20251015

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		
Chapter 1: Introduction (Includes Philosophy, How to Use the Design Guidelines and the Submittal Process)								
Chapter 2: Historic Context (Includes information about the Historic Subdistricts on pages 2.7-2.60 and Architectural Styles on pages 2.61-2.72)								
Chapter 3: Guidelines for SUSTAINABLE Building Strategies								
3.1	3.6	Solar Panels and Photovoltaic Cells		X				
3.2	3.6	Satellite Dish Antennas		X				
Chapter 4: Guidelines for Preservation, Alterations and Additions to CONTRIBUTING RESIDENTIAL Structures								
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		X			
4.14	4.10	Doors	X		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				
Chapter 5: Guidelines for NEW RESIDENTIAL Construction								
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		
Chapter 6: Guidelines for Additions and Alterations to NON-CONTRIBUTING Structures								
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				
Chapter 7: Guidelines for NEW Construction in the COMMERCIAL CORE (see also pages 2.53-2.55 and Chapter 10)								
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		
Chapter 8: Guidelines for New Construction and Additions in Selected SUBDISTRICTS								
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				
LOG CABIN SUBDISTRICT (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		
EL COLORADO LODGE SUBDISTRICT (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				
VILLAS SUBDISTRICT – Page 8.11 (See also pages 2.49-2.51 and Chapters 3, 4, 5, 6, 9, 10 and/or 11 as applicable)								
CLIFF DWELLINGS SUBDISTRICT (See also pages 2.17-2.19)								
8.19	8.12	Building Alignment						

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		
Chapter 10: Guidelines for SITE IMPROVEMENTS for Residential and Commercial Properties								
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				
Chapter 11: Guidelines for Building RELOCATION								
11.1	11.1	Building Relocation		X				
11.2	11.1	Building Relocation		X				
11.3	11.1	Building Relocation		X				
APPENDIX A: Secretary of the Interior: Standards for Treatment of Historic Properties								
APPENDIX B: Technical Maintenance and Preservation Information								
APPENDIX C: Tax Credits and Other Incentives for Historic Preservation								
APPENDIX D: Glossary of Terms								

Effective Meetings

MAKING EVERY MEETING MATTER



MANITOU SPRINGS CITY CLERK'S OFFICE
EFFECTIVE MEETINGS AGENDA
Remote Meeting Via Zoom



TODAY

RIGHT NOW, PM

-
- A. CALL TO ORDER**
 - B. ROLL CALL**
 - C. APPROVAL OF AGENDA**
 - D. MEETING STRUCTURE**
 - 1. Roles and Responsibilities
 - 2. Understanding Quorum and Voting Requirements
 - 3. Code Requirements
 - E. MEETING PROCEDURES AND BEST PRACTICES**
 - 1. Motion Commotion
 - 2. Turning Discussion into Action
 - 3. Do's and Don'ts
 - 4. Toolkit for Success
 - F. ETHICS**
 - 1. Ethical Expectations
 - 2. Recusals
 - G. ADJOURN**

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. You may also contact the City Clerk's Office at 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.

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B. Roll Call

Taking roll is essential for the record and establishing quorum. The Clerk's Office recommends that the Chair, Secretary or Staff formally call on members to take roll.

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EFFECTIVE MEETINGS AGENDA
Remote Meeting Via Zoom

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C. Approval of Agenda

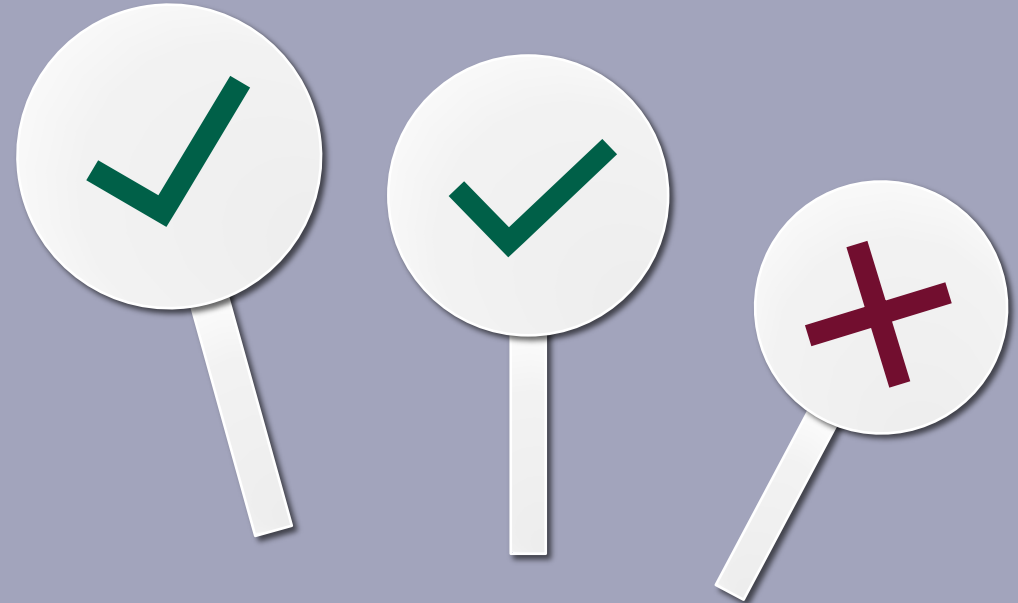
The board may approve the agenda as amended or as presented and in doing so the board is agreeing to follow the agenda from top to bottom or in the approved amended order.



E1. Motion Commotion

HOW TO PLAY

1. Chair calls the item and opens discussion.
2. A member makes a motion.
3. Another seconds.
4. Members discuss, then vote.
5. Clerk announces the outcome.

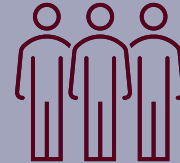




D1. Roles and Responsibilities



The **CHAIR** runs board meetings and oversees assigned tasks as needed.



ALTERNATE MEMBERS are not required to attend meetings but may participate in non quasi judicial discussions. Alternates may only vote when filling in for absent regular members and promoted through the appropriate process.



In the absence of the Chair for any reason, the **VICE CHAIR** will fulfill the duties the Chair is usually responsible for.



STAFF LIAISONS will assist with remote technologies, provide reports as noticed on the agenda, and answer questions regarding rules of order.



The **SECRETARY** who may be a board member or staff is responsible for the board's minutes.



COUNCIL LIAISONS provide procedural direction to the board and relay the City Council's position to the board. Council Liaisons are not required to attend meetings.



REGULAR MEMBERS are expected to attend all meetings, unless excused, participate in discussion, and vote on motions.



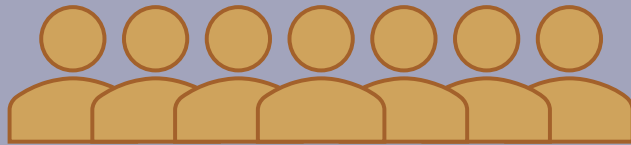
SHOULD THE BOARD ADOPT A MASCOT?

D2.

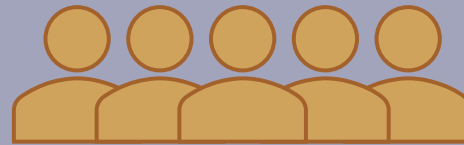
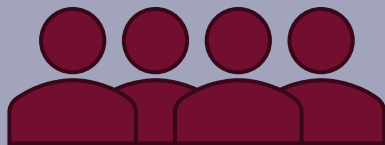
Understanding Quorum and Voting Requirements



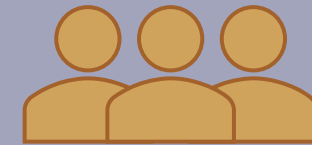
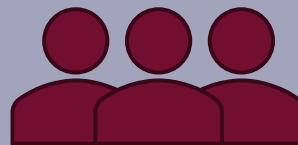
A Quorum is the minimum number of members that must be present at a board meeting to make the proceedings of that meeting valid.



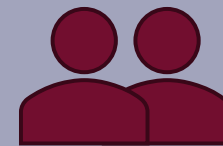
If you have 7 board members, how many do you need for a quorum?



What if you have 5 board members?



How about 3 board members?



Per Manitou Springs Municipal Code, the motions are defined to require either a majority or two thirds vote of those present. (2.08.140)



D3. Code Requirements

The Manitou Springs Municipal Code can be found on the [City's Website](#).

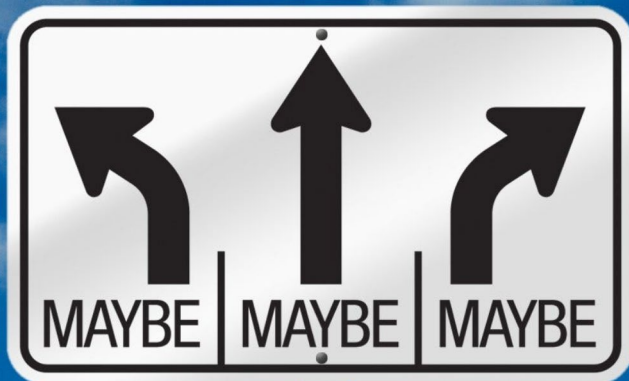
- All Boards and commissions shall consist of seven voting members and up to three Alternate Members (2.09.040).
- During the first board meeting of each calendar year the board shall elect a Chair, Vice Chair and Secretary (2.09.070).
- Per Manitou Springs Municipal Code each board and commission shall provide the opportunity for public comment (2.09.080(A)).
- Each board shall establish and maintain its own written standard operating procedures (2.09.080(B)).





E2. Turning Discussion into Action

The board should make a motion whenever taking formal action, such as adopting a position, making a recommendation to Council, authorizing expenditures, or initiating any activity on behalf of the board beyond information gathering or discussion.





Complete, Actionable & without ambiguity

- Consider **Who** is involved in the action.
- Include all specifics of **What** action is to be taken.
- Clearly define **When** the action should occur.
- Note **Where** the action shall take place.
- If applicable, indicate **Why**.






E3. Do's and Don'ts






CLEAR DISCUSSION

-  **Do:** Be efficient and concise, but always support transparency and public engagement.
-  **Don't:** Assume everyone has prior knowledge or skip important context.

SO MOVED

-  **Do:** Use “So Moved” for routine items like approving the agenda or minutes to keep meetings efficient.
-  **Do:** Ask for a “Point of Clarification” if unclear about a “So Moved” motion.
-  **Don't:** Use “So Moved” for complex or non-routine motions that require clear wording.

APPROVING MINUTES

-  **Do:** Ensure minutes are clear and detailed enough to be understood by anyone.
-  **Do:** Review minutes carefully before approving, even if you weren't present at the meeting.
-  **Do:** Report clerical errors (typos, misspellings, dates) directly to the secretary for correction.
-  **Do:** Save corrections about context, tone, or substantive content for the meeting.
-  **Don't:** Require attendance at the meeting to approve minutes.



E4. Toolkit for Success

CONSENT CALENDAR

a bundle of items that is voted on without discussion, as a package. This allows the board to differentiate between routine matters that do not need discussion and more complex issues on the agenda.

BOARD CORRESPONDENCE

a brief agenda section where members can raise issues or ideas for future meetings. It's meant for quick mentions only, not detailed discussion or decisions during the current meeting.

[CIVIC CLERK BOARD PORTAL](#)



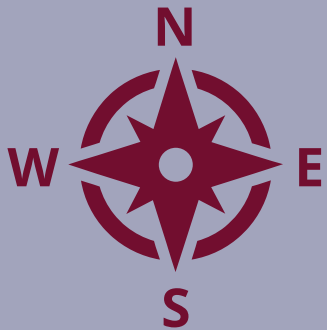


F1. Ethical Expectations

As an advisory board member, you are a steward of public trust. Your actions should reflect integrity, transparency, and accountability at all times.

KEY EXPECTATIONS:

- Act in the public interest. Decisions and recommendations must serve the community, not personal agendas.
- Be respectful and fair. Engage with fellow members, staff, and the public with professionalism and civility.
- Maintain transparency. Keep discussions and decisions in the open. Avoid side conversations, email chains, or private meetings that could violate public trust.
- Avoid using your position for personal gain. Your role is to advise, not to influence for personal or professional benefit.





F2. Recusals

You must recuse yourself from discussions or decisions when a conflict of interest exists.

What's a Conflict of Interest?

- Any situation where your personal, financial, or professional interests could influence your participation. If the outcome could benefit you, your family, your employer, or close associates.
- Even the appearance of a conflict can damage public trust.

How to Recuse:

1. State intention to recuse on the record — clearly and briefly.
2. Step away from the discussion table or leave the room during the agenda item.
3. Do not participate in the discussion, vote, or attempt to influence others in any way.



G.

Adjourn



ANY QUESTIONS?

THANK YOU, PRESENTATION ADJOURNED





Board Portal Cheat Sheet

1. Log into the [Board Portal](#).

Agendas

06/11/2025 5:30 PM City Planning Commission Regular Meeting and Joint Work Session with the

06/10/2025 6:00 PM City Council Work Session

06/04/2025 5:30 PM Historic Preservation Commission Regular Meeting Agenda

06/03/2025 6:00 PM City Council Regular Meeting Agenda

2. Select the agenda you wish to review.

← AGENDAS Agendas

3. The packet can be viewed in a separate tab for reference.

Agenda Packet

4. In the portal, select an agenda item to add notes to.

... B. PLEDGE OF ALLEGI ... C. ROLL CALL

REVIEW ATTACHMENTS (0) NOTES (0) SPEAKERS (0)

5. Notes will save automatically. Notes (Private) Auto Saved

6. View notes through the Notes tab in the bottom toolbar.

NOTES

May 13, 2025 City Council Special Meeting Minutes
07/31/2025 4:47 PM
Don't Forget!

Art on the Avenue 2025 Review and Authorization
07/31/2025 4:47 PM
Here are my notes!

7. Navigate to the item by clicking on the note. Here you can open individual item attachments.

Attachments

Memorandum

City Council Minutes 05-13-25 - DRAFT

MOTIONS CHEATSHEET

Title 2, Chapter 8, Section 140

Updated: 9/25/2025

Action	Script	Can Interrupt Speaker?	Needs A Second	Debatable	Amendable	Votes
Adjourn	"I move to adjourn."	⊘	✓	⊘	⊘	Majority
Recess	"I move that we Recess until..."	⊘	✓	⊘	✓ Only Time & Duration	Majority
Postpone Temporarily	"I move to temporarily postpone the matter."	⊘	✓	⊘	⊘	Majority
Close Debate	"I move to close debate" or "I move the previous question"	⊘	✓	⊘	⊘	2/3
Limit or Extend Debate	"I move to limit the time to __ minutes." or "I move to extend the time by __ minutes."	⊘	✓	✓ Type & Time of Limitations	✓ Type & Time of Limitations	2/3
Postpone to a Definite Time	"I move to temporarily postpone the matter until..."	⊘	✓	Reasons for Postponement ✓ & Date of Reconsideration	✓ Date of Reconsideration	Majority
Refer	"I move to refer the matter to (board, commission, etc.) for..."	⊘	✓	✓ As to Referral	✓ As to Referral	Majority

Action	Script	Can Interrupt Speaker?	Needs A Second	Debatable	Amendable	Votes
Amend	"I move to amend the motion by..."	⊘	✓	✓ If Applied to a Debatable Motion	✓	Majority
Postpone Indefinitely (not for quasi-judicial items)	"I move to postpone the matter indefinitely."	⊘	✓	✓	⊘	Majority
Resume Consideration	"I move to resume consideration of..."	⊘	✓	⊘	⊘	Majority
Reconsider	"I move to reconsider our action to..."	✓	✓	✓	⊘	Majority
Introduce Main Motion	"I move to... (business action)"	⊘	✓	✓	✓	Majority
Special Motions <i>Title 2, Chapter 8, Section 150</i>						
Objecting to Consideration	"I move to reconsider our action to..."	✓	⊘	⊘	⊘	2/3
Suspend Rules	"I move to... (business action)"	✓	✓	⊘	✓ Only Time & Duration	Majority

Manitou Springs Historic Preservation Commission

Who We Are & What Is Our Mission

Established in 1979, the purpose of the Manitou Springs Historic Preservation Commission is to protect and enhance districts of historic significance and instill and foster pride in the legacy and achievements of the past. To improve economic vitality of the historic areas of the community through encouraging compatible rehabilitation of historic structures.

The Manitou Springs Historic Preservation Commission (HPC) is a citizen-led advisory board committed to protecting the city's rich architectural and cultural heritage. We work to ensure that the unique character of Manitou Springs—rooted in its natural beauty, historic buildings, and artistic spirit—is preserved for future generations.

Commented [MM1]: Messaging used at the beginning of each meeting.

Commented [MM2]: Alternate introduction.

What We Do

- **Review & Recommend:** Evaluate proposed changes to properties that area within the Historic Preservation District. This includes private residences, commercial structures, or publicly owned structures to ensure that the changes match the historic design guidelines.
 - Find out if you are in an HPC sub-district using this [Interactive Map](#).
 - [Schedule a Pre-application meeting](#) to get started on your next project and find out if you qualify for the grant.
- **Support & Educate:** Provide resources and guidance to property owners and the public on preservation practices.
- **Celebrate & Promote:** Encourage community engagement through events, educational initiatives, and grants to use when making improvements to your historic structure.
- **Preserve History:** The historical structures in Manitou Springs are one of the key economic drivers of for our city and contribute to Manitou Spring's unique charm.

Why It Matters

Historic preservation in Manitou Springs protects more than buildings—it preserves the city's identity, supports sustainable development, and enhances quality of life. Our historic fabric is a vital part of what makes Manitou Springs a beloved destination and a vibrant place to live.

Get Involved

We invite all to participate in preserving Manitou's legacy. Whether you're restoring a historic home or simply passionate about local history, your opinion matters.

- Attend a meeting or public hearing
- Apply to join the Historic Preservation Commission and help shape the future of preservation in Manitou Springs
 - *Current Vacancies: 1 Regular Member and 2 Alternate Members*
- Share your stories, photos, and knowledge of local history

🔑 Learn more: <https://www.manitouspringsco.gov/211/ Historic-Preservation-Commission-HPC>

✉ Contact us: planningdept@manitouspringsco.gov

🕒 Meetings: 1st Wednesday of each month at 6:00 PM

📍 In Person: Memorial Hall, City Hall | 🖥 Virtual: Zoom link available on city's HPC webpage

Active Members

👤 [Chair](#): Laura Kindseth

☒ Vice Chair: Matthew Rose

☒ Commissioners: Erin Handlin, Matthew Murphy, Ann Nichols, Joy Porter