



**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.