



MANITOU SPRINGS HISTORIC PRESERVATION COMMISSION REGULAR MEETING AGENDA

This meeting is scheduled to be remote only via Zoom.
Remote: A link is provided on the City's Official Website at
<https://www.manitouspringsgov.com/544/All-Boards-and-Commissions>

January 7, 2026

5:30 PM

- A. CALL TO ORDER**
- B. APPROVAL OF MINUTES**
 - 1. 11-05-25 HPC Minutes
- C. PUBLIC COMMENT ON NON-AGENDA ITEMS**
- D. NOTICE OF COUNCIL ACTION**
- E. UNFINISHED BUSINESS**
- F. NEW BUSINESS**
 - 1. MCAC 2601 - 1143 Manitou Avenue (Exterior Alterations)
 - 2. Election of Officers
 - 3. 2026 Meeting Dates
 - 4. Standard Operating Procedures (SOP) for adoption
- G. OTHER BUSINESS**
 - 1. Resource Manual
- 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)
Avrie Tomsik (03/31/2029)
Tammila Wright, Alternate Member (03/31/2028)

2 alternate positions available

Staff and Liaisons:

Fred Rollenhagen, Planning Director
Chelsea Royston, Senior Planner
Erin Ringsred, Planner and Landscape Architect II
Zachary Davison, Planner II

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
November 5, 2025

A. CALL TO ORDER

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

COMMISSIONERS PRESENT FOR ROLL CALL:

Chair Laura Kindseth
Vice Chair Matthew Rose
Commissioner Matthew Murphy
Commissioner Erin Handlin
Commissioner Ann Nichols

COMMISSIONERS ABSENT FOR ROLL CALL

Commissioner Joy Porter
Alternate Commissioner Tammila Wright

STAFF PRESENT:

Planning Director Frederick Rollenhagen
Planner I Zachary Davison
Planner II Erin Ringsred
Deputy City Clerk Kristen Dukoi

GUESTS PRESENT:

City Attorney Representative Katherine Vera

B. APPROVAL OF MINUTES

1. HPC Minutes October 1, 2025

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

C. PUBLIC COMMENT ON NON-AGENDA ITEMS

There was no public comment.

D. NOTICE OF COUNCIL ACTION

Director Rollenhagen reported that City Council approved all entitlements for the Hiawatha Gardens Project on October 21, 2025. It was also explained that the City Council requested that reviewing the Vicky Bunsen Doucette Mini grant requirements be included in the HPC 2026 goals.

E. UNFINISHED BUSINESS

There was no Unfinished Business.

F. NEW BUSINESS

1. MCAC 2514 – 106 Canon Avenue, Exterior Alterations

Planner Davison presented Material Change of Appearance (MCAC) 2514. The project was proposed to be a reconstruction of a wooden pedestrian bridge which was destroyed. It also involved installing replacement door and window units where cinder blocks are currently covering openings on the property, along with a safety railing.

The applicant confirmed that the bridge would be wood, matching the bridge as it was before it was destroyed.

Vice Chair Rose asked why the proposed safety railing was not wood like the original bridge.

Applicant Steve Bourgeois explained that the railing would be securing a portion of the underside of the building rather than the bridge.

Commissioner Murphy moved to approve MCAC 2514 with no conditions, 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). Commissioner Nichols seconded the motion. The motion carried unanimously (5-0).

2. MCAC 2515 – 50 Grand Avenue, Exterior Alterations

Planner Davison presented MCAC 2515, a proposal to replace six windows on the side and rear of the home. Five windows were explained to be aluminum and one was wood. The proposed replacements would be argon gas filled vinyl windows.

Chair Kindseth inquired about the one wood window and its location. Planner Davison described it to be on the east side of the home.

Applicant Jane Turnis, shared her goal to increase energy efficiency within the home.

Vice Chair Rose emphasized the goal of preserving wood windows and asked about the possibility of repairing the wood window or using a storm window.

Applicant Turnis explained that the existing window already has a storm window and is not efficient. It was noted that the storm window was aluminum.

Commissioner Handlin motioned to approve MCAC 2515 with the condition that the wood window is not replaced, 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). Vice Chair Rose seconded the motion. The motion carried unanimously (5-0).

3. MCAC 2516 – 915 Midland Avenue, Exterior Alterations

Planner Ringsred presented MCAC 2516, a proposal to replace seven windows and one door. The window replacements were shown to be on the northeast, southeast, southwest, and northwest façades. All windows were damaged in some way. The door was proposed to be replaced with a French door, expanding the opening.

Applicant Carl Crumpler explained he was conducting a rehabilitation of the house. The windows were being replaced to increase energy efficiency.

There was a brief discussion about the location of the French doors, and the applicant explained that the opening would be expanded to replace the current door.

Commissioner Handlin asked if any of the windows were wood. Applicant Crumpler explained that the windows being replaced were wood and the sills were rotten. All the proposed windows were shown to be a matching pattern and white vinyl with double pane. The possibility of rehabilitation was not explored by the applicant.

Planner Ringsred noted that the property was not a contributing structure, and that the windows might not be original wood as the property has been through many iterations.

David Hunting from 914 Midland Avenue expressed support for the proposal and explained the poor condition of the home. He explained that the home was uninhabited and in very poor condition, and the applicant was doing good work restoring it.

Vice Chair Rose commented that the applicant was making a good effort to stay within historic standards.

Commissioner Murphy motioned to approve MCAC 2516 with no conditions, 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). Vice Chair Rose seconded the motion. The motion passed unanimously (5-0).

G. OTHER BUSINESS

1. Effective Meeting Presentation – City Clerk

Deputy Clerk Dukoi gave a presentation regarding effective meetings. Topics included the importance of roll call and tracking absences, the procedure for approving agendas and making changes, and examples of motions to reorder agendas. The presentation

also covered roles and responsibilities of board members, requirements for voting and quorums, and relevant municipal code requirements for boards and commissions. The process for turning a discussion into action was explained. Appropriate and inappropriate discussion language was reviewed, with examples. Ethical and conflict-of-interest expectations were outlined.

2. Realtor Education – Chair Kindseth

Chair Kindseth inquired about ways to provide education for realtors working with properties in Manitou Springs' historic districts. Commissioner Murphy suggested dropping off packets or flyers with information at local real estate companies. The idea was discussed and proposed to be a one-page, concise flyer with benefits, requirements, and contractors to use within Historic Districts.

3. Update on Social Media Posting Process

Commissioner Murphy explained that he created a one-page flyer for social media posting, and that after it was reviewed it would be posted. Ideas for future posts were discussed.

Commissioner Murphy motioned to postpone approval of the flyer. Vice Chair Rose seconded the motion. The motion passed unanimously, (5-0).

Planner Ringsred reported that Planner Chelsea Royston would be the new Staff Liaison during her extended leave.

H. ADJOURNMENT

Chair Kindseth adjourned the meeting at 7:41 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 2601 - 1143 Manitou Avenue (Exterior Alterations)
From: Zach Davison - Planner
To: Historic Preservation Commission
Address of Proposal: 1143 Manitou Avenue
Applicant: Doug Mayne

January 7, 2026

Proposal:

Doug Mayne, applicant, on behalf of Connie Brachtenbach, property owner, requests a Material Change of Appearance Certification to perform the following exterior alterations:

- Remove decayed wood entry steps and out-of-code stair siding/guard rails
- Replace wood entry steps with concrete: No change in footprint; Red coloring to be added to match the alley sidewalk.
- Install blacksmith-forged traditional wrought iron railing: hand forged with scrolls, twists and flower detailing.
- Install an awning that will overhang the concrete steps by approximately three (3) feet: the awning will be affixed to existing porch support elements; Wood brackets will be similar in character to the nearby bay window; Wood brackets are to be secured with forged lag bolts and washers; Asphalt roof shingles to match the primary structure; Cedar shingles in front to match the primary structure.

Zone District:

General Residential (GR)

Historic Subdistrict:

West Manitou

Background and Existing Conditions:

The subject structure was constructed in 1894. Historically known as "The Colorado House," this three-story Vernacular Wood Frame building originally served as a residential guest house or small hotel. As of the 1991 Historic Inventory Report, the building was known as The Colorado House Apartments and continues to serve a residential use. The overall condition of the structure at the time of the report was rated as "GOOD".

The structure features a square footprint with a double hipped roof and a hipped gable centered on the Manitou Avenue facade. Notable architectural elements include a greenstone construction on the lower level, cedar shake siding on the upper stories, and a projecting sun porch on the



second story. The third floor maintains four evenly spaced 1/1 windows, and the roofline is characterized by large overhangs and an asphalt finish.

Regarding the history of alterations, the inventory notes that the extent of changes has been “MINOR”. The most significant modification involves the street-level storefront, which was historically a small retail establishment during the 1940s and 50s but has since been converted into a two-bay garage. Further remodeling occurred around 1987, at which time the building was converted into apartments, and a parking deck was constructed to the east with access from Waltham Avenue. Despite these changes, the building's original cladding, sun porch, and overall massing remain consistent with the historic character of the district.

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 proposed alteration incorporates ‘early 1900’s styling’ and utilizes wood brackets designed to match those found on a nearby bay window of the house. The applicant proposed replacing the deteriorated steps with colored concrete selected to match the adjacent alley sidewalk. Regarding the wrought iron railing, this introduces a new material to the wood-frame structure which deviates from suggested and historic wood material. However, the proposed design is described as “hand forged with scrolls” and “transparent.” The application suggests this alteration will provide a historical style and allow the historic wood façade and porch details to remain visible behind the new railing.

4.2 An addition or alteration shall not be placed in a location where historic alignments along the street edge would be altered or obscured.

The proposed alteration is located within the front entry zone. However, the design retains the exact footprint of the existing stairs and landing. By adhering to the existing spatial configuration, the historic alignments along the street edge remain unchanged and visible.

4.3 Maintain historic characteristics of building orientation including neighborhood-



specific setbacks

The replacement stairs and new awning will be constructed within the footprint of existing entry features. Orientation and setbacks will be maintained as they have existed historically on the property.

4.4 Alterations and additions to historic buildings shall be equal in height or subordinate to the original structure.

The historic resource consists of two stories with an attic living space. The proposed awning will measure 3 feet by 4 feet and will be installed at the first-floor entrance level, with its highest point reaching approximately 13 feet from grade. The dimensions of the addition are smaller than the primary structure's massing, and the installation height is lower than the primary roofline.

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

The existing entry is enclosed by solid wood guard rails which create an opaque visual barrier. The proposal replaces these with wrought iron railings characterized by an open, transparent design. This modification reduces the visual massing of the entry enclosure compared to the current condition.

4.11 Preserve an original porch and maintain the historic size, shape, proportions, and orientation of entrances and porch projections

Historical porch orientation and proportions will not change. While the addition of the awning makes the porch entrance more visible, the projection remains confined to the existing footprint of the stairs and support elements.

4.12 When repairing historic porches, maintain original materials and rail height. When this is not feasible, use materials that match the original.

There is considerable change to materiality from the existing historic condition, specifically the transition from wood steps to concrete and wood railing to wrought iron.

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 proposal includes the installation of new architectural details in the form of wood awning brackets, which are designed to mimic those on the adjacent bay window. Additionally, the application specifies using cedar shingles on the front of the awning to match the cedar shake siding found on the upper stories of the primary structure.

Chapter 10: Guidelines for Site Improvements: Residential and Commercial Properties



10.11 Integrally colored materials such as stucco, roofing, stone, mortar and concrete will be reviewed by Planning Staff

The applicant proposes adding color to the new concrete steps to match the adjacent alley sidewalk. Color samples from the Planning Department will be utilized to ensure the tone is as close a match as possible to the surrounding hardscape.

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 2601 – Material Change of Appearance Certification

Approve the Material Change of Appearance Certification at 1143 Manitou Avenue, based upon the findings that the request meets the review criteria for granting a Material Change of Appearance Certification as set forth in City Code Section 17.04.050.B.5.

Approve the Material Change of Appearance Certification at 1143 Manitou Avenue, based upon the findings that the request meeting the review criteria for granting a Material Change of Appearance Certification, as set forth in City Code Section 17.04.050.B.5, with conditions as follows...

Deny the Material Change of Appearance Certification at 1143 Manitou Avenue, based upon the findings that the request does not meet the review criteria for granting a Material Change of Appearance Certification, as set forth in City Code Section 17.04.050.B.5.

Postpone the Material Change of Appearance Certification at 1143 Manitou Avenue, to February 4, 2026, for further consideration.



Manitou Springs Land Use & Development Code

DEVELOPMENT COVER SHEET

The main component of any application is demonstration of compliance with the LUDC. Applicants are expected to review the specific submittal checklists and standards, found at www.manitouspringsgov.com.

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

APPLICATION INFORMATION

Project Information

Project Name STEP + AWNING
Physical Address 1143 MANITOU AVENUE
Lot, Subdivision THAT PART OF LOT 3 + 4 BLKA, HULBERT + ERICH SQ.
Tax Schedule Number (TSN) 7405206018
Pre-Application Conference Number (if applicable) ZACH DAIVSON MEETING 11/13

Property Owner

Name CONNIE BRAHTENBACH Phone 719 648-3654
Email BRACHTENBACHCONNIE@GMAIL.COM ZIP 80829
Mailing Address 25 WALTHAM AVE MANITOU SPRINGS 80829

Agent/Applicant

Name DOUG MAYNE Phone 719 231 5921
Email DMAYNE99@GMAIL.COM ZIP 80907
Mailing Address 1419 N. CORONA ST, CO5 CO

Designate Primary Contact

- Property Owner Agent/Applicant

Application Package

- Application Fee.** Fees are cumulative. Applications for multiple types of permits, or for multiple permits of the same type, require multiple fees. See City Fee Schedule for list of application fees.
- Electronic Submittal.** A complete digital file of the application with attachments/plans sent to planningdept@manitouspringsco.gov.
- Hard Copy Submittal.** A complete printed file of the application with attachments/plans.
- Corporations and Partnerships.** If the owner is a partnership or corporation, proof that the owner can sign on behalf of the partnership or corporation.
- Response to Submittal Checklist.** All applications require response to applicable review standards, as outlined on the submittal checklists for each application type. If a pre-application conference is held, submittal checklists will be provided at the conference. If no pre-application conference is required, see the website for the applicable checklists.

For Office Use Only

Action Number: _____

Fee Paid: _____



APPLICATION TYPE

Physical Development Permits

- Concept Plan
- Minor Site Plan
- Minor Development Plan
- Major Development Plan
- Hillside Development Plan
- Sign Permit
- Grading Permit
- Material Change of Appearance

Use Permits

- Conditional Use Permit
- Short-term Rental Permit
- Long-term Occupancy Permit
- Wireless Facility Permit
- Temporary Use Permit – Minor
- Temporary Use Permit- Major

Subdivisions

- Minor Subdivision
- Major Subdivision
- Preliminary Plat
- Final Plat
- Boundary Adjustment
- Revised Final Plat
- Waiver of Replat
- Easement Vacation
- Rights-of-Way Vacation

Relief from the LUDC

- Waiver
- Variance

Amendments

- LUDC Amendment
- Minor Modification
- Rezoning

Applicant's Statement

I understand the procedures that apply to my request and acknowledge an incomplete application shall not be processed or scheduled for public hearing until such time as it is complete. City acceptance of the application, fee, and any accompanying materials does not constitute completeness. I further agree to reimburse the City for technical and professional consultant expenses that may be incurred during the review of my request. Failure to reimburse the City for invoiced expenses constitutes an incomplete application. I understand and acknowledge the use or action for which approval is requested is not allowed unless the permit is granted. I understand a pre-application appointment is required a minimum of 10 workdays prior to submission deadline.

[Handwritten Signature]
Applicant's Signature

11/21/25
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.

Connie L. Bruchtemuel
Property Owner's Signature

11/20/25
Date

1143 Manitou Ave.

Connie Brachtenbach -Owner
25 Waltham Ave
Manitou Springs CO 80829
719-648-3654
brachtenbachconnie@gmail.com

Doug Mayne- Balanced Builders -Contractor
1419 N Corona ST COS CO 80907
719-231-5921
dmayne99@gmail.com

Replace rotten wood stairs and out of code wood guard rails with:

-Red Concrete steps and landing matched as best as possible to surrounding concrete.

-Small wood awning with brackets to match others on house. Approx. 3' x4'
Asphalt shingles to match. Awning to have early 1900's styling.

- Wrought Iron railing forged by hand, scrolls, twists and the odd flower for decoration.

-No change in foot print of existing stairs, basic replacement, wood to concrete .









THIS DOOR MUST REMAIN
CLOSED AT ALL TIMES

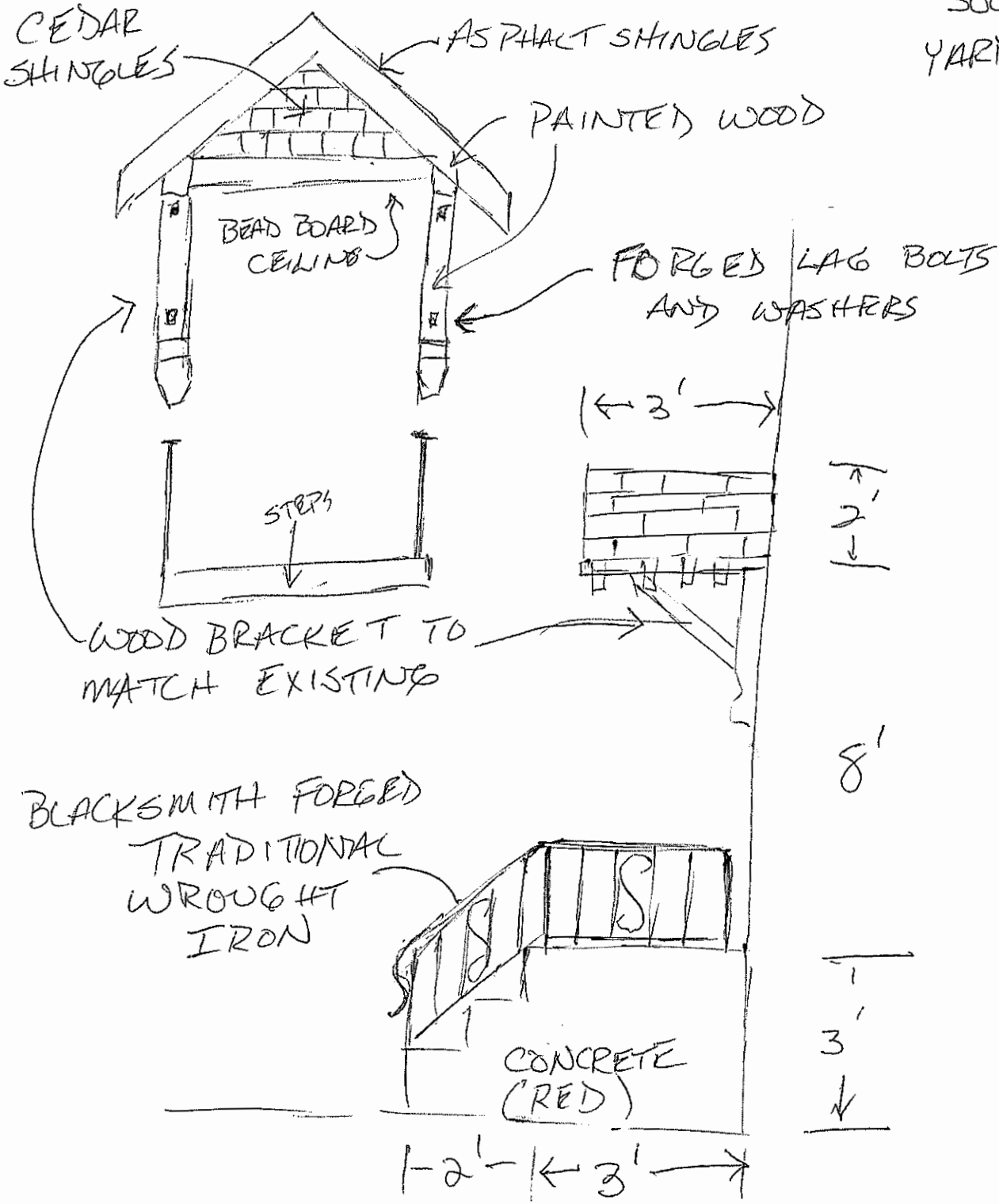


**NO
TRESPASSING**
PRIVATE PROPERTY
VIOLATORS WILL BE
PROSECUTED

SITE PLAN.

1143 MANITOU BLVD.
STEP WITH AWNING

SOUTH SIDE
YARD STAIRCASE



CHECKLIST FOR APPLICABILITY
 City of Manitou Springs Historic District Design Guidelines

Project Name and/or Address

1143 MANITOU AVE

Date

1/21/25

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				
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		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		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		X			
4.12	4.8	Porch Material	X		X			
4.13	4.9	Windows		X				
4.14	4.10	Doors		X				
4.15	4.11	Architectural Details	X		X			
4.16	4.12	Foundation Ornamentation & Details		X				
4.17	4.12	Foundation Ornamentation & Details		X				

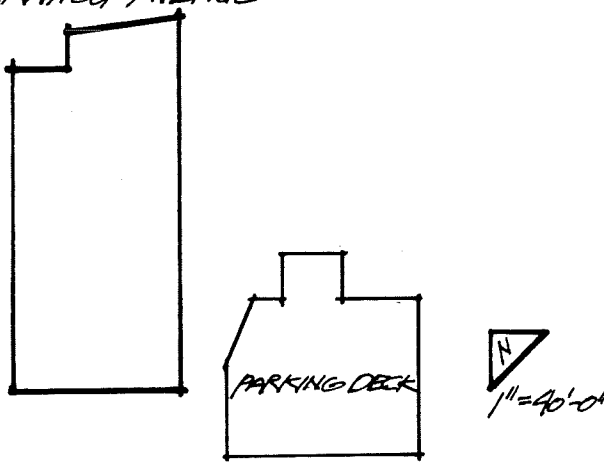
Guideline	Page	Category	Applicable?		Compliant?		Why Not?	Alternative Strategy
			Yes	No	Yes	No		
Chapter 10: Guidelines for SITE IMPROVEMENTS for Residential and Commercial Properties								
10.1	10.2	Stone Retaining Walls, Bridges & Stairs		X				
10.2	10.2	Stone Retaining Walls, Bridges & Stairs		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		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		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						
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
<input type="checkbox"/>	DATE _____

PROJECT NAME Manitou Springs Commercial Area		COUNTY El Paso	CITY Manitou Springs	STATE ID NO. 5EP530.71 TEMPORARY NO. 1143.MA
CURRENT BUILDING NAME The Colorado House Apartments			OWNER Kenneth A. and Sandra B. Jaray 304 Michigan Avenue Manitou Springs, CO 80829	
ADDRESS 1143 Manitou Avenue Manitou Springs, CO 80829 7405206018			TOWNSHIP 14S RANGE 67W SECTION 05 SW 1/4, NW 1/4	
HISTORIC NAME The Colorado House			USGS QUAD NAME Manitou Springs, Colorado YEAR 1961 7.5	
DISTRICT NAME Manitou Springs Historic District MRA			ADDITION Hulbert and Ehrich YEAR 1887	
BLOCK A			LOT(S) part of 3, 4	
FILM ROLL # MS-10 FILM ROLL #	NEGATIVE # 19-a NEGATIVE #	NEGATIVE LOCATION City of Manitou Springs Planning BY: Andrews & Anderson		DATE OF CONSTRUCTION ESTIMATE ACTUAL 1894 SOURCE El Paso County Assessor Records
				USE PRESENT Apartments HISTORIC Residential
				CONDITION EXCELLENT FAIR X GOOD DETERIORATING
				EXTENT OF ALTERATIONS MINOR X MODERATE MAJOR DESCRIBE storefront at street changed to garage
				ORIGINAL SITE X MOVED DATE(S) OF MOVE:
				NATIONAL REGISTER ELIGIBILITY INDIVIDUAL YES NO X LISTED
STYLE Vernacular Wood Frame		STORIES 3		
MATERIALS Greenstone; cedar shake		SQUARE FOOTAGE 4595		
ARCHITECTURAL DESCRIPTION Square, residential building w/dbl. hipped roof;hipped gable centered in Manitou Ave. facade;3rd floor has 4 evenly spaced 1/1 windows;2nd story projecting sun room w/2 banks of 4 windows ea.- 6/6 dbl. hung;1st story open, covered porch, "L" shaped;greenstone walls, irregular 1/1 window placement;street level 2 car garage w/greenstone construction;parking deck to east - clad w/cedar shakes (cont.)				LOCAL LANDMARK DESIGNATION NAME DATE
ADDITIONAL PAGES YES				ASSOCIATED BUILDINGS YES X NO TYPE Parking Deck to east
				IF INVENTORIED, LIST ID #

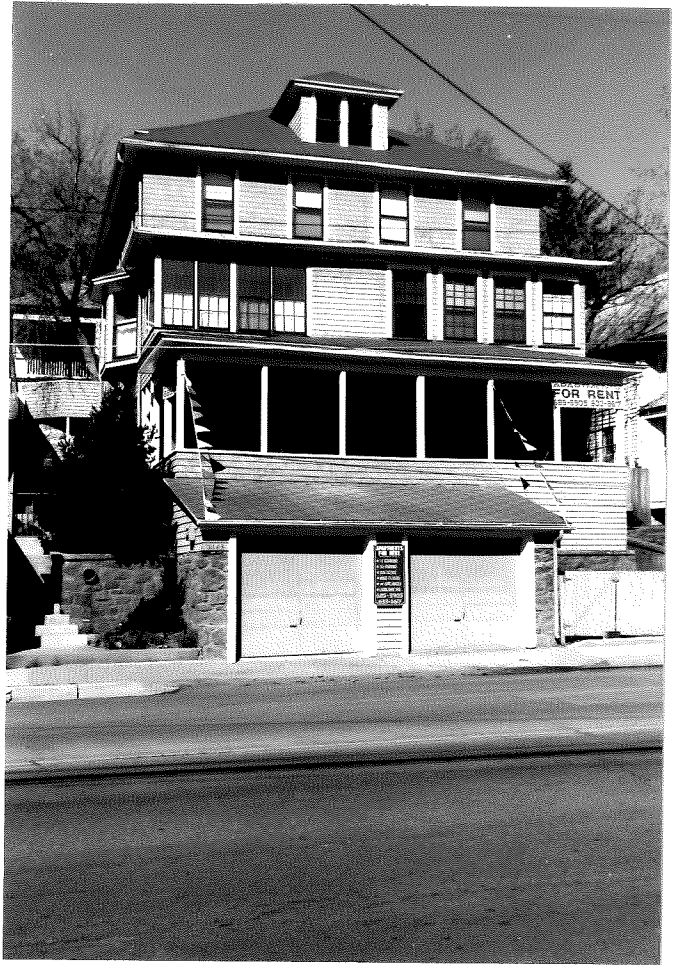
<p style="text-align: center;"><i>MANITOU AVENUE</i></p> 	<p style="text-align: right;">TEMP NO. 1143.MA</p> <p>ARCHITECT Unknown</p> <hr/> <p>SOURCE</p> <hr/> <p>ORIGINAL OWNER Unknown</p> <hr/> <p>SOURCE</p> <hr/> <p>BUILDER/CONTRACTOR Unknown</p> <hr/> <p>SOURCE</p> <hr/> <p>THEME(S) Turn of the Century Urban Growth</p>		
<p>CONSTRUCTION HISTORY (description, names, date, etc. relating to major additions or alterations to original structure) Assessor's record (c. 1940's-50's) indicates a small retail establishment at street level. Retail is now a 2 bay garage - altered c. 1987 when building was remodeled into apartments and parking deck directly to the east and access from Waltham Avenue was constructed.</p> <p style="text-align: right;">CONTINUED? NO</p>			
<p>HISTORICAL BACKGROUND (important persons and events associated with this structure) Information not available at this time.</p> <p style="text-align: right;">CONTINUED? NO</p>			
<p>SIGNIFICANCE (check appropriate categories and briefly justify below)</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top; padding: 5px;"> <p>ARCHITECTURAL SIGNIFICANCE:</p> <p style="margin-left: 40px;"> <input type="checkbox"/> REPRESENTS WORK OF A MASTER <input type="checkbox"/> POSSESSES HIGH ARTISTIC VALUES <input checked="" type="checkbox"/> REPRESENTS A TYPE, PERIOD, OR METHOD OF CONSTRUCTION </p> </td> <td style="width: 50%; vertical-align: top; padding: 5px;"> <p>HISTORICAL SIGNIFICANCE:</p> <p style="margin-left: 40px;"> <input type="checkbox"/> ASSOCIATED WITH SIGNIFICANT PERSONS <input type="checkbox"/> ASSOCIATED WITH SIGNIFICANT EVENTS OR PATTERNS <input checked="" type="checkbox"/> CONTRIBUTES TO AN HISTORIC DISTRICT </p> </td> </tr> </table>		<p>ARCHITECTURAL SIGNIFICANCE:</p> <p style="margin-left: 40px;"> <input type="checkbox"/> REPRESENTS WORK OF A MASTER <input type="checkbox"/> POSSESSES HIGH ARTISTIC VALUES <input checked="" type="checkbox"/> REPRESENTS A TYPE, PERIOD, OR METHOD OF CONSTRUCTION </p>	<p>HISTORICAL SIGNIFICANCE:</p> <p style="margin-left: 40px;"> <input type="checkbox"/> ASSOCIATED WITH SIGNIFICANT PERSONS <input type="checkbox"/> ASSOCIATED WITH SIGNIFICANT EVENTS OR PATTERNS <input checked="" type="checkbox"/> CONTRIBUTES TO AN HISTORIC DISTRICT </p>
<p>ARCHITECTURAL SIGNIFICANCE:</p> <p style="margin-left: 40px;"> <input type="checkbox"/> REPRESENTS WORK OF A MASTER <input type="checkbox"/> POSSESSES HIGH ARTISTIC VALUES <input checked="" type="checkbox"/> REPRESENTS A TYPE, PERIOD, OR METHOD OF CONSTRUCTION </p>	<p>HISTORICAL SIGNIFICANCE:</p> <p style="margin-left: 40px;"> <input type="checkbox"/> ASSOCIATED WITH SIGNIFICANT PERSONS <input type="checkbox"/> ASSOCIATED WITH SIGNIFICANT EVENTS OR PATTERNS <input checked="" type="checkbox"/> CONTRIBUTES TO AN HISTORIC DISTRICT </p>		
<p>STATEMENT OF SIGNIFICANCE This large guest house, probably once a small hotel, adds variety to the west end of Manitou Avenue. It sits comfortably on the south side of the street in an area that is residential in character. Its original cladding, sun porch and massing are all consistent with the nature of the historic district.</p> <p style="text-align: right;">CONTINUED? NO</p>			
<p>REFERENCES (be specific) El Paso County Assessor Records</p> <p style="text-align: right;">CONTINUED? NO</p>			
<p>SURVEYED BY Sarah Tresouthick</p>	<p>AFFILIATION Manitou Springs Historic Preservation Commission</p>	<p>DATE 08/01/91</p>	

CONTINUATION SHEET

TEMP. NO. 1143.MA

ARCHITECTURAL DESCRIPTION (cont.)

to match top 2 building stories; no detailing except large roof overhangs on all roofs and wide board sill/lintels; asphalt roof.





Historic Preservation Commission Standard Operating Procedures

PURPOSE

This set of Standard Operating Procedures (SOP) is intended to guide the activities and procedures of the Manitou Springs Historic Preservation Commission (HPC). These procedures do not supersede any City Ordinance and are in support of the city. The board shall act in accordance with Chapters 2.09, Chapter 2.52 and Chapter 17 of the Manitou Springs Municipal Code.

IMPLEMENTATION AND REVIEW

Historic Preservation Commission will implement this SOP with a majority vote. The SOP shall be reviewed annually, and any changes made with a majority vote. Votes will be recorded by the Secretary and changes to the SOP will be made by the Chair or Secretary, who shall maintain the official version of the SOP.

NONDISCRIMINATION

No person or organization shall be excluded from participating in, be denied the benefits of, or be subject to discrimination by the board, on the grounds of race, age, national origin, religion, creed, gender, sexual orientation, or handicap.

OPEN MEETINGS LAW

The board shall comply with Open Meetings Law (C.R.S. §§ 24-6-101 — 24-6-502).

- Meetings with three or more members of any local public body, or a quorum, whichever is less, at which any public business is discussed or at which any formal action is to be taken is an Open Meeting.
- Public Notice is required at least 24 hours in advance with specific agenda information where possible, for any meeting where formal action occurs or at which a majority or quorum of the Board is in attendance or expected to be in attendance.
- Meeting Minutes are required for meetings where formal action occurs or could occur.
- Executive Sessions are not open to the public and are held under very limited circumstances. Staff Liaisons and the City Clerk's Office can provide additional assistance for the requirements of holding an Executive Session.

OFFICES AND ALTERNATES

The board shall appoint a Chair, Vice Chair and Secretary at the first meeting of each calendar year, by a motion, second and majority vote. The City Clerk's Office shall be notified of appointments within one week of the meeting each year (2.09.070).

Chair

- Collaborates with the Staff Liaison to create agendas for meetings.
- Conducts meetings, including ensuring the board stays on track with the approved agenda.
- Signs and executes any agreements approved by the board (if applicable).
- Tracks the rotation of Alternates for promotions to voting member.

Vice Chair

- In the absence of the Chair the Vice Chair shall perform all duties of the Chair.

Secretary – Staff Board Liaison

- Duties performed by Planning Staff Liaison to the Board
- Records minutes of all regular and special meetings. Submits minutes to the board and ensures minutes are published once approved.

Alternates (2.09.040(B))

- May attend every meeting but is not required to do so.
- May not participate in discussion for quasi-judicial discussions unless promoted to a voting member
- May participate in non-quasi-judicial matters
- Maintains the official Historic Preservation Commission SOP

MEETINGS

Regular Meetings

Meetings shall be held on the first Wednesday of each month at 5. All upcoming board meetings are scheduled to be hybrid, Zoom (remote) and in-person at Memorial Hall. In the event a regular meeting falls on a holiday, the board will agree to another day (and location if need be) or cancel the meeting.

Special Meetings

In accordance with Open Meetings Law, The Chair or City Administrator may call a Special Meeting for any business that may normally be transacted at a Regular Meeting.

Work Sessions

A Work Session may be called by the Chair, in compliance with Open Meetings Law public notice. Work Sessions are for the purpose of discussion only, and no action shall be taken at a Work Session. Minutes are not required for a Work Session.

Agendas

The Staff Liaison and Chair shall work together to create the agenda prior to meetings.

- Each Agenda shall include Call to Order, Roll Call, and Adjournment.
- Approval of the Agenda shall be included for Regular and Special Meetings to allow the Board to agree to follow the agenda from top to bottom.
- Public Comment shall be included for Regular Meetings as required by the City's Municipal Code (2.09.080(A)).

Rules of Order

- The Chair shall state the time when calling the meeting to order for the record.
- During Roll Call, the board shall determine if any members are absent or excused.
 - If any member arrives late or leaves early, the Chair shall announce the time that the member has arrived or left for the record. The Chair shall announce if a quorum is still present or not, as well.
 - If it is determined that a quorum is not present, the Chair, or Board shall immediately adjourn the meeting.
- An Alternate may be called upon for an entire meeting or a specific topic if the board does not have a complete, seven voting members present.
 - If more than one Alternate is present at a meeting, Alternate shall be chosen alphabetically by last name for the first needed alternate in the Calendar year.
 - The Alternate rotation will be tracked by the Secretary and will be contacted by the Secretary/Staff Liaison for confirmation of availability.
 - The chosen Alternate will be promoted to voting member during the meeting by a motion, second and majority vote.
- Executive Sessions shall be conducted in accordance with Open Meetings Law and by the following procedures.
 - Prior to entering the Executive Session, the Chair shall read the purpose of the session into the record.
 - A Board Member shall make a motion to enter Executive Session for the stated purpose. The board may enter with a second and approval by majority vote.
 - Upon returning to the public portion of the meeting the Chair shall confirm that the session was held solely for the stated purpose and that no formal action was taken.
 - The time that the Executive Session was entered and the time the board returned shall be recorded.
- Meetings shall be adjourned by a motion, second and majority vote.

Attendance

The Friday prior to scheduled meetings the Staff Liaison shall remind the board of the upcoming meeting and request confirmation of attendance. Confirmation of attendance shall be provided by Board Members to the Chair and Staff Liaison no later than One Day Prior, on the Tuesday before the meeting by 12pm, Prior to Meeting scheduled for

the first Wednesday each month.

Quorum

A majority of the appointed non-vacant seats shall constitute a quorum (2.09.080(a)).

In the event a quorum is not present at the start of the meeting the chair shall call the meeting to order at the scheduled time and state that there is not a quorum present. The Chair shall announce if the board will wait for more members to present themselves, including the designated time that the present members shall wait. If the board is unable to establish a quorum after the designated waiting period, then the meeting shall be adjourned and the chair shall announce a designated time for the rescheduled meeting or that the rescheduled meeting date is to be determined. No public business shall be discussed during the process of establishing a quorum to ensure that a majority of the board is present for agenda item discussions. The meeting minutes shall include only the Call to Order and Adjournment sections.

Alternatively, upon seeing that no quorum is present prior to calling the meeting to order the Chair may announce that the meeting is cancelled. Anytime a meeting is cancelled after the agenda is published the agenda shall be published again with a "Cancelled" watermark.

MEMBERSHIP STATUS

Board Member Appointment

Any Manitou Springs Resident interested in serving on the Board should contact the City Clerk's Office or Visit the City's website at www.manitouspringsgov.com. Applicants should attend at least one board meeting and submit an official application to the City Clerk's Office, prior for the Historic Preservation Commissions review and recommendation. The Board will make a recommendation for approval or denial of accepting the applicant and the applicant will be scheduled for the City Council's review and decision.

Reappointment

If a Board Member's Term is coming to an end and they wish to be reappointed and continue to serve the board, they may write a letter of interest to the City Council and submit it to the City Clerk's Office. The letter of interest shall be submitted at least one month prior to the end of the member's term.

Applicant Board Review

Upon notification of a membership application, the Chair will reach out to the applicant and invite them to a meeting, if the applicant is not already known to the board. The Chair shall add the applicant to an upcoming agenda to discuss with the board and determine the board's recommendation.

Resignations

If any Board Member is planning to resign for any reason, a letter of resignation shall be submitted to the Chair, Staff Liaison, and City Clerk's Office.

Grounds for Removal (2.09.110)

Any conflict-of-interest violation, any other violation of applicable law, regulation, or policy, or non-attendance to duty, failure to attend three consecutive regularly scheduled meetings without a leave of absence approved by the board, or any other good cause is

grounds for removal by the City Council. A request to remove a Board Member may be submitted to the City Clerk's Office by one or more members of the City Council and ultimately would be decided by the City Council.

TRAINING

- During onboarding, an orientation packet will be provided by the Chair, Secretary or Staff Liaison to new members, which will include Chapter's 2.09 Chapter 2.52 and Chapter 17 of the Manitou Springs Municipal Code, the HPC SOP, the Annual Plan and HPC Budget.
- In the event that the city hosts board training event HPC Members are expected to attend.

ANNUAL PLAN & BUDGET

Annually the board will work with staff to prepare its budget presentation, including the board's accomplishments and goals for the City Council. The Staff Liaison will advise the board of the timeline.

DRAFT

Historic Preservation Commission Resource Manual



2026

City of Manitou Springs
Planning Department



Contents

HPC 101	3
Introduction	4
Information for Commissioners	4
Historic Preservation in Manitou Springs	5
The Historic District	5
The Historic Preservation Commission	5
Staff’s Role	6
Material Change of Appearance Certification (MCAC)	7
Guiding Documents	7
Plan Manitou	7
Manitou Springs Municipal Code	8
Historic District Design Guidelines	8
Historic District Survey Plan	8
Attachments	9
A. Historic Subdistricts Map	9
B. HPC Order of Proceedings	9
C. Effective Meetings Presentation	9

HPC 101

Historic Preservation Commission (HPC)

- 1st Wednesday of each month at 5:30PM at Memorial Hall or online
- Powers and Duties [§2.52 of the Manitou Springs Municipal Code](#)
- must follow [Colorado Open Meetings](#) Law (3 or more commissioners cannot meet outside of properly noticed meetings to discuss HPC business)
- Quasi-judicial: impartial decision makers (decisions are appealable to City Council)
- No [Ex Parte Communications](#): information cannot be shared outside of public meetings
- Follows [Parliamentary Procedure](#) (A.K.A. Robert's Rules of Order)

Staff's role in supporting HPC (§2.52.030)

- Determining completeness of applications
- Make recommendations regarding proposed projects
 - o Evaluate proposals and work with applicants to bring projects into compliance with city code.
 - o Write staff reports and present summary to HPC
- Serve as secretary to the commission (complete public notice, draft minutes, etc.)

How to prepare for HPC meetings?

- Review resources and educational materials, Staff are also available.
- Read meeting materials thoroughly
 - o Materials are published the Friday prior to meetings
 - Agenda; schedule of meeting procedures
 - Minutes; written account of previous meetings (video recordings are on the [City youtube](#) channel)
 - Staff Reports; description of the project, explanation of which code sections or guidelines apply, and evaluation of how the project complies/does not comply with code. The presentation at the meeting is a summary only.
 - Applications; property owner explanation of the proposed project
- You may contact Planning staff with questions pertaining to code or the guidelines.
- **Remain impartial!** Do not make a decision prior to hearing all testimony in the public hearing. Please let staff know if you are unable to be an impartial decision-maker as required.

Resources

- [Manitou Springs Historic Preservation Code \(Title 17\)](#)
 - o "The Code" details procedures and requirements. Much of the HPCs work is reviewing Material Change of Appearance Certification (MCAC requests).
- [Manitou Springs Historic District Design Guidelines](#)
 - o Provides Manitou Springs-specific guidance for alterations to properties and structures **that are not regulated by the SOI Standards**
- [The Secretary of the Interior's Standards for the Treatment of Historic Properties](#)
 - o Provides guidance for choosing appropriate treatment paths for common projects.
- [History Colorado/ State Historic Preservation Office \(SHPO\)](#)
 - o Ensures Manitou Springs Historic Preservation programs are compliant with state and federal laws. Provides grants and tax incentives.

Introduction

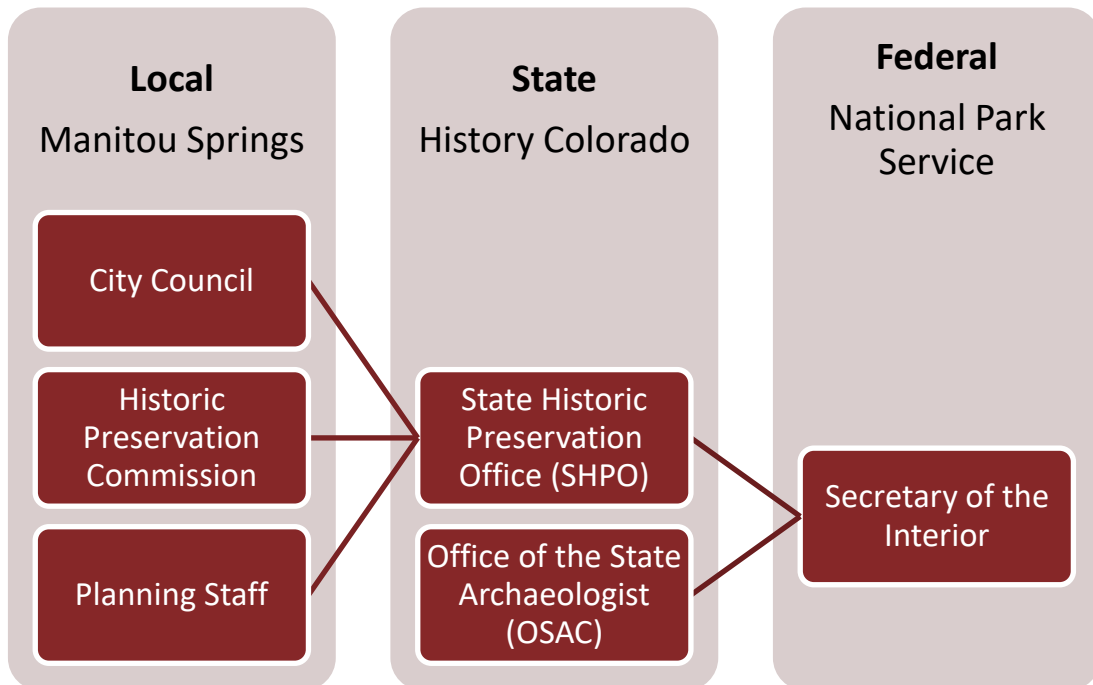
Information for Commissioners

This document is intended to outline the roles and responsibilities of the Historic Preservation Commission (HPC), its members (Commissioners), and Planning Department Staff. There is also information on the various regulations and regulating agencies. Finally, there is a breakdown of the commonly referenced resources and how each should be used.

This document is intended to be a summary for commissioners, additional details or information can be found in the referenced agencies or documents.

“The Commission is charged with the “protection, enhancement and perpetuation of districts of historic and cultural significance” and was directed “to instill and foster civic pride in the legacy and achievements of the past.”

Hierarchy of Historic Preservation



Historic Preservation in Manitou Springs

The City of Manitou Springs works alongside state and federal agencies and local property owners to protect and preserve the community’s heritage and history. Much of the Historic Preservation work involves the built environment (bridges, walls, buildings, landmarks), but it also includes notable events, people, and cultural heritage.

The Historic District

Many properties within the Manitou Springs municipal boundaries are included in the Manitou Springs Historic District. Within that District, there are sixteen unique historic subdistricts. The district was formed in 1983 and has been modified twice since then. There are also several properties or areas that are designated on the [National Register of Historic Places](#).

See Attachment A: Historic Subdistricts Map

The Historic Preservation Commission

The HPC is a quasi-judicial body consisting of seven regular members and up to three alternates appointed by the Manitou Springs City Council. [Chapter 2.52](#) of the Municipal Code details the powers and duties of the HPC and Staff.

The HPC meets every month, on the first Wednesday at 5:30pm. The board meets in-person at City Hall and streams their meetings to YouTube and over ZOOM. All public meetings are recorded. Meetings are quasi-judicial and are open to the public.

“In any quasi-judicial or public hearing held before any commission, all evidence and testimony shall be presented publicly. The commission may use its expertise, technical competence, and specialized knowledge in evaluating evidence presented to it and shall have the power to weigh any evidence accordingly.” (§2.09.060)

Please familiarize yourself with the [Boards & Commissions Handbook](#) and the “Effective Meetings presentation from the City Clerk (Attachment C).

The HPC is subject to the “Colorado Sunshine Law” for Open Meetings. Meetings must be open to the public, with very few exceptions.

“All meetings of a quorum or three or more members of a body, which ever is fewer, at which any public business is discussed or at which any formal action may be taken must be open to the public unless an exception applies. Section 24-6-402(2)(b). The Open Meetings Law defines a “meeting” as “any kind of gathering, convened to discuss public business, in person, by telephone, electronically, or by other means of communication.” Section 24-6-402(1)(b).

- **Does not apply to chance meetings or social gatherings at which discussion of public business is not the central purpose. Section 24-6-402(2).**
- **Does not apply to executive sessions held in compliance with the statute. Section 24-6-402(4).**

Staff’s Role

The Planning Department Staff are responsible for managing the HPC as well as two other boards and commissions, and often present to City Council, as well. They are the first point of contact for anyone wanting to do projects in Manitou Springs. Planners hold Pre-Application Meetings with property owners, contractors, realtors, and others to determine which application types are required for any given project. Staff has the authority to designate a property/resource as “contributing” or “not contributing” to the Historic District, using the criteria in [§17.04.041](#).

If a project is within the Historic District and meets the thresholds outlined in [§17.04.050](#), Staff requires the applicant to apply for a Material Change of Appearance Certification (MCAC). This is the most common type of application the HPC hears. Staff reviews the application for completeness and informs applicants of revisions that could make the project more code-compliant. Then staff analyses the application, and uses the code and Design Guidelines to evaluate the appropriateness of the proposed

alterations. Staff publicly notices the application as required by Code, and prepares meeting materials. This includes the Staff Report and the presentation slides. The staff report is very detailed and accompanies the minutes in the public record, while the presentation is just a summary. Staff also operates the meeting technology, and helps to ensure meetings are run in accordance with Opens Meetings Law. Finally, Staff drafts the meeting minutes in preparation for the next meeting.

Staff has the expertise and experience to identify potential code amendments and draft proposed changes. Staff is a great resource to the HPC!

Material Change of Appearance Certification (MCAC)

Material Change of Appearance Certifications [Section 17.04.050](#) are required when a property owner is doing work to the exterior of their property in the Historic District that is visible from the public right of way. There are a few other instances where MCACs may be required, and staff is responsible for determining if a MCAC is required. Typically, the application package will include a statement from the applicant describing the scope of the project and the reasoning behind it, a plan set showing the proposed alterations, and a material palette. Staff assesses the proposal for compliance with Code and compatibility with the Guidelines and details the evaluation in the Staff Report.

Guiding Documents

Plan Manitou

Plan Manitou (updated 2025), also known as the City's Comprehensive Plan, is the document that sets the overarching vision, goals, and policies established to reflect the community's aspirations. It uses demographic and trends data to inform goals and clarify priorities. The State of Colorado requires the Plan to include a number of elements related to housing, growth, and water supply. Plan Manitou includes many other elements as well, please see the [Plan Manitou page of the City Website](#) for more.

Manitou Springs Municipal Code

The Municipal Code is the laws set by the City of Manitou Springs (a “Home Rule Municipality”). It regulates everything from how the City Government is organized, to the Police Code, to the HPC. The main Titles/Chapters the HPC encounters are:

- [Title 17 Historic Preservation, and](#)
 - o Title 17 regulates the processes that are used by the HPC, and references the Historic District Design Guidelines.
- [Title 18 Land Use and Development Code \(LUDC\).](#)
 - o Title 18 regulates the development of private property, including the zoning, permitted uses, setbacks, and other “dimensional standards”. Sometimes, MCACs require additional plans, which are developed in accordance with regulations set forth in the LUDC.

Historic District Design Guidelines

The [Historic District Design Guidelines](#) (2009) offer insights into the various architectural styles found throughout the Historic District. These guidelines are designed to supplement the Secretary of the Interiors (SOI) Standards for the Treatment of Historic Buildings. If a project or property is not addressed by the SOI Standards, then Staff uses the Historic District Design Guidelines to determine if the proposed alterations are appropriate. These guidelines are typically not as enforceable as the laws in the Municipal Code. Both the SOI Standards and the Guidelines indicate that the Level of Significance and the Physical Condition of the resource should be considered when determining appropriate treatment.

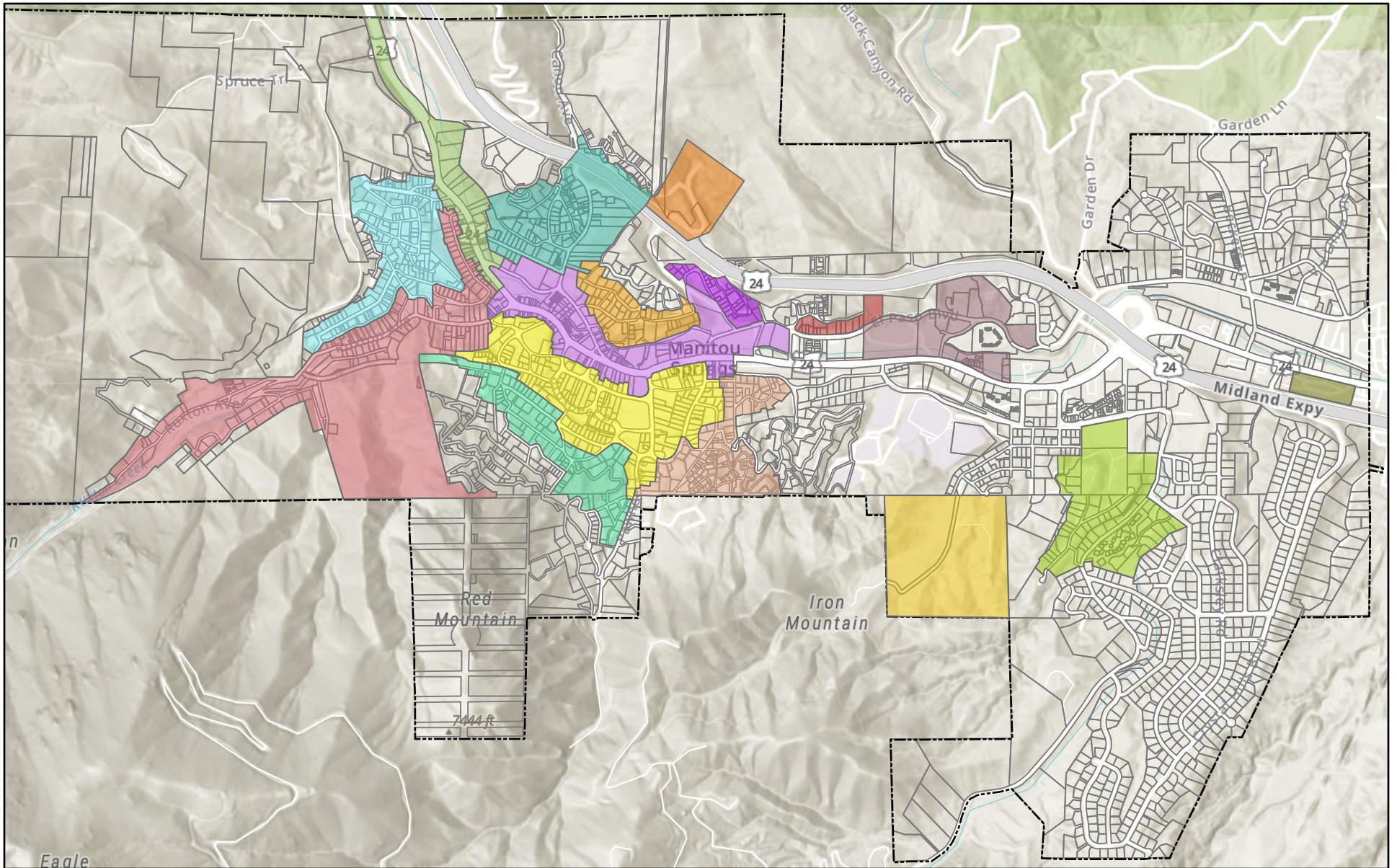
Historic District Survey Plan

The [Historic District Survey Plan](#) (2021) was compiled to provide the Manitou Springs community with an understanding of where historic resources are located, where additional resources are likely to exist, and the strategies need for completing the full documentation of properties within the community.

Attachments

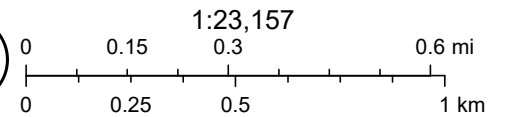
- A. Historic Subdistricts Map
- B. HPC Order of Proceedings
- C. Effective Meetings Presentation

Historic Subdistricts



11/21/2025

- | | | | |
|------------------------------------|-------------------|------------------------|---------------------------------------|
| Manitou Springs Historic Districts | El Colorado Lodge | Midland | Villas |
| Agate Hill | El Paso Cottages | Minnehaha - Pilot Knob | West Manitou |
| Cemetery | High Road | Peakview | Manitou Springs Municipal Boundary |
| Cliff Dwellings | Log Cabin | Ruxton | Manitou Springs Parcel August 20 2025 |
| Commercial Core | Lower Washington | Upper Washington | World_Hillshade |



Esri, NASA, NGA, USGS, FEMA, Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, (c) OpenStreetMap contributors, and the GIS User

HPC Order of Proceedings

A. Call to Order

1. “Good evening and welcome to the [date] meeting of the Historic Preservation Commission for the City of Manitou Springs. The Order of Proceedings for tonight’s public hearing items is as follows: (read steps E1-E10).

For any decision item the appeal process is as follows: Written notice of appeal must be filed with the City Clerk’s office within 10 calendar days of the decision. Such appeal shall be heard by the City Council. Please see staff for further information.”

2. Roll Call (see bottom of agenda for list of commissioners)

B. Approval of Minutes

C. Unfinished Business

D. Public Comment on Non-Agenda Items

1. “Any member of the public may present up to three minutes of comments regarding items not on this agenda. It is the Commission’s practice to not respond to comments during this time.”

E. New Business (repeat steps 2-15 for each case)

1. “Do any commissioners have any conflicts of interest or ex-parte communication to disclose for any of the items on the agenda?”
2. “The time is now XX:XX P.M. and I am opening a public hearing to consider [MCAC # XXXX] at [address]. Staff, please present the case.”
3. Staff Presentation
4. “Do any of the commissioners have questions for staff?”
5. “The applicant may step forward to make any presentation, statements or explanation necessary re the MCAC, structure, history of structure, materials proposed to be used, etc. “
6. Applicant statement
7. “Do the commissioners have any questions for the applicant?” (if no, the applicant may step down)
8. Open hearing
 - i. Requests anyone in favor or against the MCAC to come to the podium, state full name and address and give public comment.
 - ii. Applicant rebuttal
 - iii. Close hearing
9. Commissioners Deliberate approval/disapproval or imposition of conditions of approval of MCAC. Discuss conformance with design guidelines and any other criteria relevant to the MCAC.
10. “The time is now XX:XX P.M. and I am closing the public hearing.”
11. Motion
 - i. *Per the Manitou Springs Municipal Code: "Whenever possible, the commission will recommend revisions of the applicant's plans if it disapproves the proposed project as submitted." Section 17.04.050(C)
12. Second
13. Discussion
14. Vote
15. “The Commission has voted X to X to approve/ deny this application. Please contact Planning Staff to discuss next steps.”

F. Old business

1. Repeat steps E1-E15 if needed

G. Notice of Council Action and Updates

H. Adjourn

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.

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.



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.

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.



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.

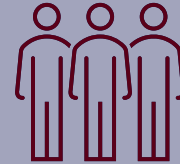




D1. Roles and Responsibilities



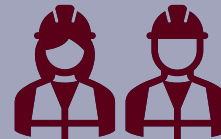
The **CHAIR** runs board meetings and oversees assigned tasks as needed.



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.



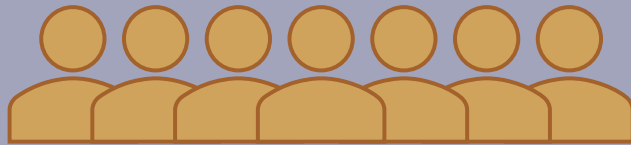
SHOULD THE BOARD ADOPT A MASCOT?

D2.

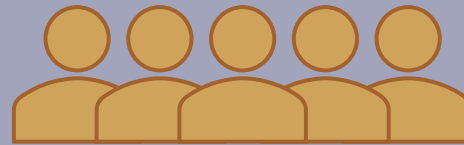
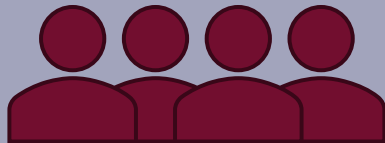
Understanding Quorum and Voting Requirements



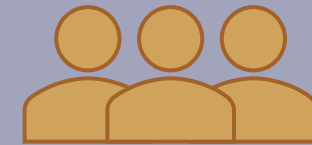
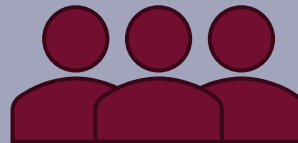
A Quorum is the minimum number of members that must be present at a board meeting to make the proceedings of that meeting valid.



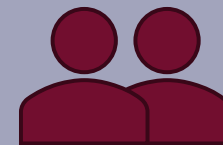
If you have 7 board members, how many do you need for a quorum?



What if you have 5 board members?



How about 3 board members?



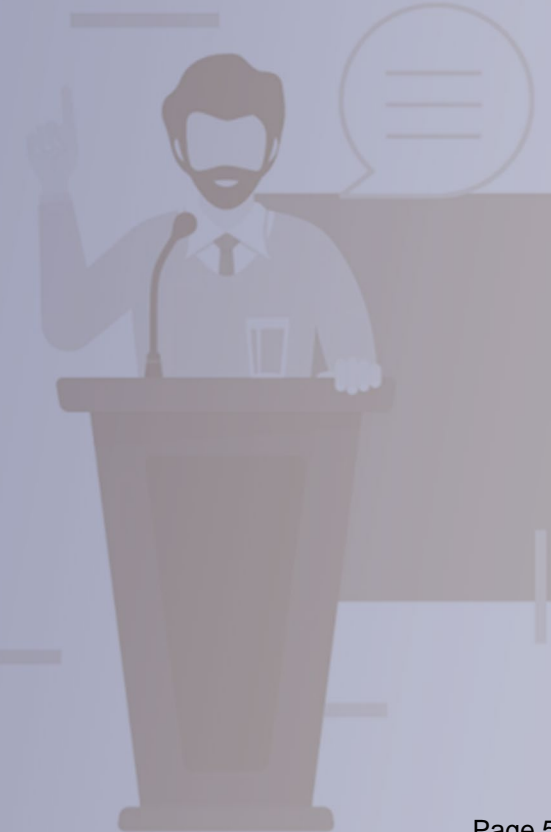
Per Manitou Springs Municipal Code, the motions are defined to require either a majority or two thirds vote of those present. (2.08.140)



D3. Code Requirements

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

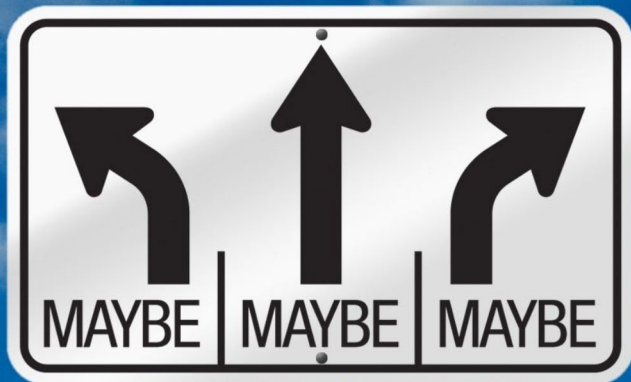
- All Boards and commissions shall consist of seven voting members and up to three Alternate Members (2.09.040).
- During the first board meeting of each calendar year the board shall elect a Chair, Vice Chair and Secretary (2.09.070).
- Per Manitou Springs Municipal Code each board and commission shall 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](#)



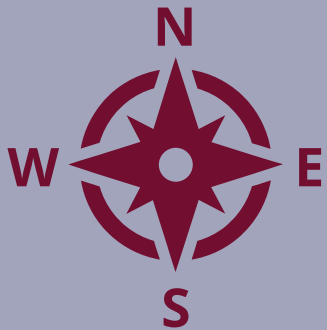


F1. Ethical Expectations

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

