



**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.

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