



**CITY OF MANITOU SPRINGS
HISTORIC PRESERVATION COMMISSION**
Regular Meeting Minutes
Hybrid Meeting via Zoom and at Memorial Hall
February 4, 2026

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 Erin Handlin
Commissioner Ann Nichols
Commissioner Joy Porter
Commissioner Avrie Tomsik
Commissioner Matthew Murphy

COMMISSIONERS ABSENT FOR ROLL CALL

Alternate Commissioner Tammila Wright

STAFF PRESENT:

Senior Planner Chelsea Royston
Planning Director Frederick Rollenhagen

GUESTS PRESENT:

City Attorney Representative Katherine Vera

B. APPROVAL OF MINUTES

1. HPC Minutes January 7, 2026

Commissioner Nichols moved to approve the minutes as presented. Commissioner Handlin seconded the motion. The motion passed (7-0).

C. PUBLIC COMMENT ON NON-AGENDA ITEMS

There was no public comment.

D. NOTICE OF COUNCIL ACTION

Director Rollenhagen shared that the City Council had a second reading of an ordinance regarding existing inadvertent encroachments. He explained how certain historic locations throughout the City could be allowed to receive encroachment allowance, which could ensure that they remain in place.

E. UNFINISHED BUSINESS

There was no Unfinished Business.

F. NEW BUSINESS

There was no New Business.

G. OTHER BUSINESS

1. Preservation Award Artwork Competition

Chair Kindseth suggested creating a competition for artists in Manitou Springs to be included in the Historic Preservation Awards.

Planner Royston stated that this may be a challenge, due to limitations on which mediums of art can be used, along with budgetary and time restrictions. She proposed tying the competition into the yearly photo competition that the City does, but noted that this could be challenging without a Public Information Officer.

There was a brief discussion regarding the budget for the Awards. In which Director Rollenhagen advised that the HPC not exceed the allocated \$300 budget. The total budget for the HPC was discussed and how the money could be allocated.

Commissioner Tomsik proposed to hold a high school art competition for the awards. Chair Kindseth supported the idea.

Commissioner Tomsik volunteered to reach out to the High School, and options for publicity were discussed.

Vice Chair Rose proposed that the award amount be \$100, Chair Kindseth agreed with this idea.

Submittal methods for the art were discussed. Planner Royston proposed the art be submitted digitally, and the winner would have the physical copy obtained for framing.

Planner Royston proposed that the competition be held in March and selection of a winner could take place in April, with the awards to follow in May. A discussion on scheduling took place, and it was decided that the submissions would be due on April 24, 2026, and a selection would be made at the May 6, 2026 HPC meeting. Chair Kindseth would reach out to the Library to secure May 28, 2026 for the awards.

Criteria for the art was discussed. Commissioner Tomsik would reach out to the Art Teachers at the school for standard size guidelines along with a time to propose the contest to students. It was determined that the art would have to be two-dimensional, not photography, and an image of a structure in the Manitou Springs Historic District.

Commissioner Porter suggested that \$150 would be an adequate award because the students would have to purchase their own art supplies.

2. Outreach and Education Programs

Chair Kindseth shared Vice Chair Rose's ideas to promote Historic Manitou Springs through information tabling at local farmers markets. Vice Chair Rose emphasized that this would fill the role of commissioner outreach and education to the public.

3. Social Media Posts

Commissioner Murphy suggested an HPC Introduction post on Social Media. Two different options for posts were discussed, which were both regarding an introduction of the HPC and their duties with different wording, as well as inserting the post into the City's biweekly newsletter. Director Rollenhagen proposed providing the post to the Public Information Officer for distribution on the City's social media platforms. Planner Royston pointed out that in the second option, the text should say quasi-judicial rather than advisory board in reference to the HPC.

Commissioner Murphy motioned to use the second paragraph, changing the language within it to quasi-judicial board. Commissioner Nichols seconded the motion. Commissioner Porter opposed, in favor of the first option. The motion passed (6-1).

Ideas for future social media posts were discussed, including benefits of repairing over replacing, Preservation Briefs, Profiling of different historic subdistricts, approval processes, grants, incentives, tax credits, events, and successful projects.

Planner Royston suggested that commissioners could send her articles to be placed in the City Newsletter. Director Rollenhagen offered to speak with the City Clerk about social media posts.

4. Upcoming Events

The upcoming Saving Places conference was discussed. Commissioner Handlin and Vice Chair Rose expressed interest in attending. The conference would be attended remotely to keep costs low.

A discussion ensued regarding the Architectural Treasure Hunt. Chair Kindseth proposed an April start date for preparations. Vice Chair Rose suggested beginning to take photos for the event now, and volunteered to work on the artwork and graphics for the event again. The photos were explained to be of architectural features around town

within the Historic Districts. Photos and Art would be ready by the March Meeting. Advertising for the event was discussed, including promotion at local businesses.

5. Planning Director Updates

Director Rollenhagen provided an update on Title 17 revisions and the historic inventory of the Log Cabin Sub District. He spoke about possible funding opportunities for the projects, which included a possible Certified Local Government (CLG) grant, but noted this wouldn't cover the cost of the inventory project. He shared that a grant from the State Historic Fund might support funding, but the grant would require a match, which might not be possible.

Director Rollenhagen explained that the Title 17 revisions were not clear to be undertaken yet, and the scope of the project was unknown. The City Attorney is reviewing the demolition permit process, including potential penalties and fees for work without a permit. Revisions for the HPC to consider include energy efficiency, acceptable material for upgrades and signage standards within the Historic District.

H. ADJOURNMENT

The meeting adjourned at 6:55 PM.

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