



**CITY OF MANITOU SPRINGS
HISTORIC PRESERVATION COMMISSION**
Regular Meeting Minutes
Hybrid Meeting via Zoom and at Memorial Hall
June 3, 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 Ann Nichols
Commissioner Avrie Tomsik
Commissioner Matthew Murphy
Commissioner Joy Porter
Alternate Commissioner Jehan-Ara Khan

COMMISSIONERS ABSENT FOR ROLL CALL

Commissioner Erin Handlin (Arrived at 5:45 PM)
Alternate Commissioner Tammila Wright

STAFF PRESENT:

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

GUESTS PRESENT:

City Attorney Representative Katherine Vera

B. APPROVAL OF MINUTES

1. May 6, 2026 HPC Meeting Minutes

Commissioner Porter moved to approve the minutes as presented. Commissioner Tomsik seconded the motion. The motion passed (6-0).

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 2609 – 3 Oklahoma Road (Exterior Alterations)

Planner Davison presented Material Change of Appearance Certification (MCAC) 2609. The project involves a detached garage, a secondary structure located closest to the street. Alterations proposed included replacing aluminum windows with vinyl windows on the southern street facing façade.

Applicant Doug Baker, explained that the existing windows were from the 1970's and noted that only one is visible to the street. He claimed that vinyl would fit in better with the historic aspect of town. Applicant Baker confirmed that the garage windows would be white, while the windows on the main residence are tan.

Commissioner Tomsik motioned to approve MCAC 2609. The motion was seconded by Commissioner Nichols. The motion passed unanimously (6-0).

Note for the Record – Commissioner Handlin arrived at 5:45 PM.

2. MCAC 2610 – 965 Manitou Avenue (Exterior Improvements) – Continued to July 1st 2026 Meeting

Commissioner Murphy motioned to continue MCAC 2610 to the July 1, 2026 HPC Meeting. Commissioner Nichols seconded the motion. The motion passed unanimously (7-0).

G. OTHER BUSINESS

1. Historic Art Award Review

Submittals for the Art Competition were reviewed. Planner Ringsred explained that the submissions were received after the deadline, but discussion could take place on whether to use the artwork for next year's HPC Awards.

Commissioner Handlin moved to approve an art piece depicting the Governor's Mansion for use in 2027. Commissioner Tomsik seconded the motion. The motion passed unanimously (7-0).

Vice Chair Rose suggested using the art pieces for another purpose, such as promotional material, for a quicker response to the students who provided art, rather than waiting a whole year to use it.

Planner Ringsred explained that the winner would be notified via email, and featured in the City newsletter.

Chair Kindseth suggested contacting the other artists to thank them for their submissions. She also proposed arranging a time to take a photograph with the selected artist. Planner Royston stated that staff would coordinate with the Public Information Officer (PIO) to determine an appropriate way to take the photo.

Vice Chair Rose offered to write an article for the City Newsletter that thanked all the businesses in town who donated to the Treasure Hunt.

2. Election of Officers

Chair Kindseth announced that she will be moving out of the City, and there would need to be a new Chair selected.

Commissioner Nichols motioned to appoint Vice Chair Rose as Chair. Commissioner Porter seconded the motion. The motion passed unanimously (7-0).

Commissioner Nichols motioned to appoint Commissioner Murphy as Vice Chair. Commissioner Porter seconded the motion. The motion passed unanimously (7-0).

Planner Royston thanked Chair Kindseth for her service.

3. Chapter 17 Amendments

Planner Royston gave an educational presentation regarding amendments to Chapter 17 of City Code. She explained that periodic code revisions help to ensure compliance with changing regulations and best practices, maintain fair and impartial criteria, and avoids conflict with other provisions of the City Code. The process for creating and establishing code amendments was explained. Planner Royston encouraged discussion, and noted that Staff, the HPC, and City Attorneys are working toward the same goals, including acting in accordance with the National Historic Preservation Act, remaining in Certified Local Government (CLG) status, and complying with Manitou Springs Code Chapter 17.04.020.8. Opportunities for improvement on Chapter 17 identified by staff, attorneys, and the HPC were also presented.

Commissioner Murphy said that he would like to have more engagement with the property owners, as well as simplify the code to encourage MCAC submissions. He said that administrative review for some projects could be helpful to avoid having to wait for HPC meetings.

Vice Chair Rose noted that it is common practice to wait for the monthly meetings, but suggested that a tiered approach to applications could help support the meeting gap.

Commissioner Nichols suggested reviewing other CLG historic districts and their historic code provisions for demolition and economic hardship. Planner Royston noted that staff has been reviewing the Model CLG code for possible solutions.

Planner Royston shared that staff discovered that the term economic hardship was not triggered properly in Chapter 17, due to review of the model CLG code. She added that this could be revised.

Planner Royston noted challenges related to certain materials addressed in the HPC Guidelines, but not in City Code. She explained the difficulties of revising the code without also updating the guidelines and requested the Commissioners identify guideline sections for future reviewed. If revisions are needed, she noted that funding could be sought to update the guidelines.

Commissioner Nichols mentioned previous guidelines revisions, in which the City hired a consultant and public input was gathered. She noted that once the HPC has capacity to do that again, it could be very useful.

Commissioner Porter commented that some citizens are upset with each other or with the HPC because of perceived inconsistency with MCAC approvals. She emphasized awareness of consistency if the MCAC process is revised to Minor and Major.

Commissioner Khan suggested providing community education sessions, noting that some code and guideline language may be intimidating to residents. She emphasized the importance of readable and easy to understand language. Planner Royston agreed and highlighted planning department efforts to support accessibility, including pre-application meetings.

Vice Chair Rose expressed support for tying historic preservation related penalties in with the City's building permit.

There was a discussion about MCAC's reviewed after construction is completed and potential penalties. Commissioner Porter noted that some properties repeatedly proceed without proper approval or deviate from approved work. She stated her support for linking penalties to the building permit rather than HPC review.

There was a discussion about the 10-year moratorium prohibiting applications on properties with unpermitted demolition. Planner Royston noted that the section of code can be vague, and lacks a tiered enforcement structure, resulting in no penalty or a 10-year moratorium. She also clarified that the restriction follows the property, not the owner. Director Rollenhagen raised concerns that the moratorium could discourage property maintenance, while Planner Royston explained that the rule is intended to prevent property owners from demolishing structures prior to sell to render properties non-contributing. Commissioner Nichols suggested reviewing other historic codes to compare how similar issues are addressed.

Planner Ringsred stated that it would be an asset to have better definitions on secondary structures versus non-contributing structures.

Planner Royston explained that commissioners would be provided with a red-lined version of the code, and possible revisions. She added that the review and revision process would most likely take multiple HPC meetings.

City Attorney Vera emphasized the importance of making consistent decisions and noted the work that has been done in the economic hardship and demolition sections so far.

H. ADJOURNMENT

The meeting adjourned at 6:49 PM.

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