



MANITOU SPRINGS HISTORIC PRESERVATION COMMISSION REGULAR MEETING AGENDA

All upcoming HPC meetings are scheduled to be hybrid,
Zoom (remote) or in-person at Memorial Hall.

In Person: Memorial Hall

606 Manitou Avenue

Manitou Springs, CO 80829

Remote: A link is provided on the City's Official Website at

<https://www.manitouspringsgov.com/544/All-Boards-and-Commissions>

September 2, 2026

5:30 PM

A. CALL TO ORDER

B. APPROVAL OF MINUTES

1. August 5, 2026

C. PUBLIC COMMENT ON NON-AGENDA ITEMS

D. NOTICE OF COUNCIL ACTION

E. UNFINISHED BUSINESS

F. NEW BUSINESS

1. MCAC 2616 - 210 Iron Road - Exterior Alterations
2. MCAC 2615 - Exterior Alterations at 935 Osage Avenue

G. OTHER BUSINESS

1. Worksession - Chapter 17 Revisions - Demolitions and Economic Hardship
2. Task Assignment for Public Outreach Efforts and Goals

H. ADJOURNMENT

Commissioners:

Matthew Rose, Chair (03/31/2028)
Matthew Murphy, Vice Chair (03/31/2028)
Erin Handlin (03/31/2029)
Jehan-Ara Khan (03/31/2030)
Ann Nichols (03/31/2029)
Joy Porter (3/31/2029)
Avrie Tomsik (03/31/2029)
Tammila Wright, Alternate Commissioner (03/31/2028)

2 alternate positions available

Staff and Liaisons:

Julie Wolfe, City Council Liaison
Fred Rollenhagen, Planning Director
Chelsea Royston, Senior Planner
Erin Ringsred, Planner and Landscape Architect II
Zachary Davison, Planner II

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
August 5, 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 Rose called the meeting to order at 5:30 PM and declared a quorum present.

COMMISSIONERS PRESENT FOR ROLL CALL:

Chair Matthew Rose
Vice Chair Matthew Murphy
Commissioner Erin Handlin
Commissioner Ann Nichols
Commissioner Joy Porter (Arrived at 5:45 PM)
Commissioner Avrie Tomsik
Commissioner Jehan-Ara Khan

COMMISSIONERS ABSENT FOR ROLL CALL:

Alternate Commissioner Tammila Wright

STAFF PRESENT:

Planning Director Frederick Rollenhagen
Senior Planner Chelsea Royston
Planner II Zachary Davison

GUESTS PRESENT:

City Attorney Representative Zach Zalesne

B. APPROVAL OF MINUTES

1. July 1, 2026 – Meeting Minutes

Commissioner Nichols moved to approve the minutes as presented. The motion was seconded by Chair Rose. The motion was carried (6-0).

C. PUBLIC COMMENT ON NON-AGENDA ITEMS

There was no public comment.

D. NOTICE OF COUNCIL ACTION

There was no report on Council action.

E. UNFINISHED BUSINESS

There was no discussion.

F. NEW BUSINESS

1. MCAC 2613 – 112 South Path – New Construction

Note for the Record – Commissioner Porter joined the meeting at 5:40 PM.

Planner Davison presented Material Change of Appearance Certification (MCAC) 2613. The project involves the construction of a single-family home on the undeveloped lot known as 112 South Path. It was noted that the Planning Department had received neighborhood concerns regarding parking and street access, construction noise, off-street parking adequacy, water pressure and capacity, trash and wildlife management, and stormwater drainage.

There was a discussion regarding the need for height relief. Planner Davison confirmed the height relief was requested due to the pitched roof and the topography of the site and the applicants attempt to limit disturbance and regrading.

Chair Rose commented that the building would sit a little below street level and would likely have a minimal impact on the street level.

Applicants John and Fran McGee came to the podium.

Planner Davison clarified that it is within HPC's authority to grant the height relief up to 30 feet, but that relief is not automatically granted.

Chair Rose opened the public hearing at 5:47 PM.

Liz Petropoulos, 110 South Path, stated her concerns that the construction of the property would increase the existing drainage and foundation issues of her property.

Claire Kalman, 109 South Path, stated her concerns regarding the proposed building's massing and proposed materials and their compatibility with the historic guidelines. She requested clarification on how building height is measured and the application process.

Planner Davison clarified that a grading and erosion control permit would be required for the proposed new construction. It was explained that building height is measured from existing grade. He stated that all applications that are approved are listed on the City website and are appealable and to contact the Planning Department for appeals.

Applicant John McGee stated that the proposed grading plan could reduce the amount of water draining to the adjacent property. He added that he felt the proposed building height is reasonable given the site context.

Commissioner Nichols asked the applicant how they felt the proposed building would fit into the surrounding neighborhood.

Applicant John McGee stated that they made design decisions to ensure the structure would fit into the historic subdistrict.

Alex Thornberry, 114 South Path, stated that he believed the City had previously issued a statement regarding water pressure issues and that no new taps would be issued for South Path. They added that a fire hydrant installation would also be required.

Planner Davison clarified that the development review process includes review by Public Works and that they review the proposed improvements for compliance, including water pressure requirements.

Applicant John McGee stated that in their discussions with Public Works that the fire hydrant and a new tap would be feasible.

Arianna Kingston, 128 South Path, stated that they have drainage and water pressure issues on their property.

Chair Rose closed the public comment portion of the hearing at 6:14 PM

There was a brief discussion regarding building materials. Planner Davison stated all facades are proposed as stucco except for the porch area.

There was a discussion regarding the approval process for a single-family resident proposal. Planner Davison stated that both Minor Site Plans and Grading and Erosion Control Permits would be reviewed and determined administratively. He reiterated that all application decisions are posted on the City website and are appealable. The applications would be reviewed by the Development Review Panel which includes Public Works and a contracted engineering firm.

There was a discussion regarding the proposed materiality and simplicity of the façade and how that would relate to the surrounding neighborhood. It was stated by Chair Rose that siding would add more visual texture might integrate more seamlessly with the neighborhood. Planner Davison stated that the proposed scale is consistent with the

surrounding neighborhood context and noted that stucco may be less consistent with the surrounding materials but would not prohibit approval by HPC.

Commissioner Handlin proposed lap siding as a condition for the street facing façade.

Commissioner Porter inquired whether the applicant is open to a material change on the front façade. Applicant John McGee stated they are open to that but noted that siding has increased insurance cost impacts.

Commissioner Handlin made a motion to approve the MCAC at 112 South Path, based upon the findings that the request meets the review criteria for granting a MCAC as set for in City Code Section 17.04.050.B.5 with the condition that cement board lap siding be used on the street facing façade. The motion was seconded by Commissioner Tomsik. The motion passed unanimously (7-0).

Vice Chair Murphy moved to approve MCAC 2613 height variance request for one foot four inches. Commissioner Nichols seconded the motion. The motion passed (6-1) with Commissioner Porter opposed.

The public hearing was closed at 6:29 PM.

2. MCAC 2614 – 809 Midland (Accessory Structure, After the Fact)

Note for the Record – Commissioner Handlin recused herself from the public hearing.

Planner Davison presented the MCAC 2614. The proposal is for an accessory structure of a carport at the rear of the property. The structure is partially built and the MCAC is requested to complete construction.

There was a discussion regarding the location of the proposed stone cladding. Planner Davison clarified it was proposed on the western concrete walls only and noted that the structure is not enclosed.

There was a brief discussion regarding whether a building permit is required. Planner Davison confirmed the property had been issued a stop work order as no permits had been pulled, prior to the start of construction.

Applicant Andrew Kledzik stated that they also may apply stone cladding to the carport columns and that applications have been submitted to Pikes Peak Regional Building.

Vice Chair Murphy asked how much stone was proposed around the columns. The applicant stated that they would anticipate the stone would go part way up the column, but not all of the way. Materials have been selected for fire resistance.

There was a discussion about side setbacks. Planner Davison presented an overlay of the site plan on the aerial, showing the structure appears to be much closer to the site boundary than the plans show. It was noted that HPC cannot approve a setback of less

than five feet, but they can approve the setback relief if the carport is found to be five feet from the property line.

Chair Rose opened the floor for public comment at 6:50 PM. Due to no public comment, Chair Rose subsequently closed the public comment portion of the hearing.

Commissioner Nichols moved to approve MCAC 2614 as proposed. Commissioner Porter seconded the motion. The motion carried (7-0).

Commissioner Nichols Moved to approve the setback relief to five feet. Vice Chair Murphy seconded the motion. The motion carried (7-0).

The public hearing was closed at 6:47 PM.

G. OTHER BUSINESS

1. Task Assignment for Public Outreach Efforts and Goals

Chair Rose expressed interest in commissioners volunteering for outreach activities between HPC and the community. Assignments included social media posts, city news articles, and brainstorming community relations and educational programs.

Note for the Record – the slides presented by Chair Rose were uploaded to the meeting packet for public record.

Commissioner Kahn recommended the articles could be interviews of properties and their property owners for storytelling and recommended this content be featured across multiple outreach platforms.

There was a discussion on how the commissioners assigned to different tasks would intersect and collaborate. Strategies for structuring the outreach topics were discussed.

The Commission discussed how Open Meeting Laws applied to the Commission completing the proposed tasks. It was noted that if more than two commissioners gathered it would require public notice.

Commissioner Handlin asked why HPC had not been included in a previous event from a year ago where the Fire Department was present. She suggested boards and commissions be present in the future. She stated reaching out to realtors as a whole would be a waste of time but suggested providing information for a listing packet when there is a new listing or a house sells.

There was a discussion regarding realtor outreach and potential costs. Director Rollenhagen confirmed there are funds available in the budget that could be utilized for this purpose.

2. Update on Creek Wall Repair at 218 Ruxton

Planner Royston shared a brief update regarding work in-progress at 218 Ruxton Avenue. Planning Staff, Public Works, and the Floodplain Administrator are working with the property owners to ensure that the creek is not impacted, and the work eligible for HPC review will come before the Commission.

3. Chapter 17 Code Revision Discussion

Note for the Record – The Commission took a break at xx:xx PM and reconvened at 7:30 PM.

Planner Royston presented information regarding administrative approval criteria, as well as major and minor MCAC classification criteria and approval criteria. Royston proposed the consideration of three criteria, including criteria for all projects, criteria for contributing MCAC, and criteria for Non-contributing MCAC, which included infill/new construction and alterations to noncontributing structures criteria.

Commissioner Nichols requested wordsmithing of the proposed language for greater clarity as decision criteria, instead of areas of consideration.

Commissioner Porter stated she would need more time to think about the information presented and how best to balance the art of historic preservation with the rigidity of code.

There was a discussion regarding window replacements brought to the Commission under an MCAC and whether any are decided administratively. Planner Royston stated that currently windows are brought to the Commission in almost all instances if the building falls within a historic subdistrict as existing code and policy does not give staff sufficient authority to decide administratively.

Commissioner Porter noted the importance of windows to historic district character.

Commissioner Nichols stated she believed the Commissions priorities lie with original wood windows.

There was a discussion about the process for all wood window replacements. Commissioners expressed interest in allowing administrative approval for the replacement of vinyl and aluminum windows as long as the window size is maintained.

Planner Royston stated that the Planning Department will plan to bring demolitions and economic hardship for discussion at the September meeting.

H. ADJOURNMENT

Chair Rose adjourned the meeting at 8:04 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 2616 - 210 Iron Road - Exterior Alterations
From: Zachary Davison - Planner II
To: Historic Preservation Commission
Address of Proposal: 210 Iron Road
Applicant: Karl Honsalek

September 2, 2026

Proposal:

Karl Honsalek, applicant, on behalf of Bob McAtee, property owner, requests a Material Change of Appearance Certification (MCAC) to amend approval granted through MCAC 2603. The request proposes revisions to the approved window layout on the enclosure/addition, together with an alteration to the front façade of the existing garage. The garage façade was not proposed for alteration under MCAC 2603 and has not previously been reviewed by the Commission. No other changes to the MCAC 2603 approval are proposed.

This subject property is considered a NONCONTRIBUTING resource to the Minnehaha-Pilot Knob Historic Sub-District.

Zone District:

General Residential (GR)

Historic Subdistrict:

Minnehaha-Pilot Knob

Background and Existing Conditions:

The subject property, originally constructed in 1919, consists of an 847-square-foot residence and a 480-square-foot garage. Over an extended period, the site has experienced significant degradation due to stormwater runoff and snow accumulation, which resulted in foundation instability, structural damage, and restricted accessibility. In an initial attempt to mitigate the deterioration of the deck floor and garage roof, the homeowners previously installed an unapproved and unpermitted enclosure. To rectify these existing conditions and bring the property into full regulatory compliance, the Historic Preservation Commission approved MCAC 2603 on March 4, 2026, authorizing the complete removal of the unapproved structure, the reconstruction of a permitted enclosure and addition in its place, and the installation of a new garage awning. In association with that request, variances were approved by the City Planning Commission on March 11, 2026, through VAR 2601 and VAR 2602. Those approvals remain in



effect and are not altered by this request. The existing garage contains two overhead door openings on its south (front) elevation. The garage is set into the hillside at street level, with the primary residence sited above and partially overlapping it. The side and rear walls are either partially or fully below grade, and there is no interior connection between the two structures.

Following that approval, plans submitted to the Pikes Peak Regional Building Department showed changes that deviated from the approved design. The applicant was informed that an MCAC amendment would be required before the Planning Department could approve the plans. Framing for the revised configuration has been constructed; windows and doors have not been installed pending the outcome of this request. This request is therefore submitted after the fact as to work already constructed.

Previously Approved Design (MCAC 2603):

The approved enclosure measures approximately 24 feet along the front façade and extends 9 feet, 6 inches from the front façade to the main massing of the home. To ensure architectural cohesion, the addition is clad in hardboard lap siding with fascia and trim designed to match the primary 1919 structure. The approved design incorporated seven new vinyl windows, including five (4' x 4' approx. and 2' x 4') on the front façade in two distinct sizes and two matching windows (2' x 4') on the east façade. The approval also included the construction of a new landing and stairway, which serves as the primary point of ingress and egress for the residence. The existing garage openings were not altered under MCAC 2603. The roof for the addition features a low-sloped design topped with asphalt shingles to match the existing home's roofing material.

To further protect the property from damage, the approved design includes a new awning affixed to the front garage façade above the garage doors. This structure stands approximately 9 feet tall and 20 feet wide, extending 4 feet from the garage face. The awning is supported by three wood beams anchored to concrete piers, providing a permanent solution to prevent further erosion of the frontage. The awning's roof also utilizes asphalt shingles to match the aesthetic of the enclosure and primary structure.

Proposed Changes (MCAC 2616):

Addition Window Layout. The applicant proposes to replace the approved five-window configuration on the south (front) façade of the enclosure with four equally proportioned vinyl units of approximately 60" x 54". The applicant also proposes two equally proportioned vinyl units of approximately 36" x 54" on the west façade of the enclosure, where none were approved under MCAC 2603. The two approved windows on the east façade are unchanged.

Garage Façade Alteration. The garage was not proposed for alteration under MCAC 2603, which added an awning above the existing openings but made no change to the openings



themselves. The applicant now proposes to convert the existing two-opening configuration to a single retained overhead door on the east side of the façade. The dimensions of the second opening will not change; the opening will be infilled to become a wall face, clad to match the addition above. Within that infill, the applicant proposes a pedestrian entry door with glazing, together with a separate 36" x 36" window located to the west of the pedestrian door. The pedestrian door provides walk-in access to the garage without operating the overhead door and is not a dwelling entrance; the landing and stairway approved under MCAC 2603 continue to serve as the primary point of ingress and egress for the residence. The garage is set into the hillside, with the side and rear walls either partially or fully below grade, such that the front elevation is the only exterior wall of the structure that could reasonably accommodate the proposed alteration.

Public Involvement:

The application was noticed in accordance with Section 17.04.100 of the Manitou Springs Municipal Code. No public comment has been received as of the publication of this report.

Findings and Review Criteria:

Chapter 1, Defining an Approach for Your Project, provides that “[i]f a new...feature is desired, DESIGN AND CONSTRUCT IT to minimize the visual impact on existing...features of a structure, street and/or neighborhood.” The findings below apply this direction together with the applicable guidelines of Chapter 6.

Chapter 6: Guidelines for Additions and Alterations to Non-Contributing Structures

6.1 For additions and/or alterations to the primary building façade, orient the primary building entrance to the street.

Not applicable. The proposal does not alter the primary building entrance, which continues to be accessed via the landing and stairway approved under MCAC 2603. The pedestrian door proposed on the garage façade serves the garage only and is not a dwelling entrance.

6.2. Larger additions shall be divided into smaller components that are similar in scale to the original structure.

Not applicable. The proposal does not increase the size of the addition approved under MCAC 2603, and the garage façade alteration occurs entirely within an existing opening.

6.3 Materials shall appear similar in scale and finish to those seen on historic resources.



The proposal does not alter the materials approved under MCAC 2603. The enclosure will continue to utilize materials that match the main massing of the building, including hardboard lap siding, fascia, and trim that mirror the texture and scale of the existing structure, and the revised windows will remain vinyl consistent with the approved design. On the garage façade, the infill surrounding the door and window will be clad in hardboard lap siding to match the addition above, a material already approved for this property under MCAC 2603. Existing garage wall surfaces are not altered.

6.4 Use roof forms that are similar to those roof forms exhibited on other structures in the neighborhood.

The proposal does not alter the roof forms approved under MCAC 2603, and no change to the garage roof is proposed. The enclosure and awning will continue to feature low-profile roof forms. While this differs from the pitch of the main roof form, the choice is contextually appropriate for the neighborhood. Flat and low-slope roof forms are observable on multiple neighboring structures and secondary additions throughout the immediate area.

6.5 Use building components that are similar in shape and size to those seen on historic resources.

Guideline 6.5 identifies window proportions and doors as traditional building components whose dimensions can impact the scale and character of a structure, directs that architectural features be arranged to create visual compatibility, and discourages imitation of historic styles.

On the front façade of the enclosure, the revision replaces five openings of two differing sizes with four equally proportioned units across the same elevation, producing a uniform rhythm of openings where the approved design carried an irregular one. The units are proposed as undivided sash, consistent with the guideline's direction that imitation of historic styles is discouraged. Staff finds the revised arrangement of openings to be more consistent with Guideline 6.5 than the configuration approved under MCAC 2603.

Two additional windows are proposed on the west façade of the enclosure, where none were approved under MCAC 2603. The units are equally proportioned to one another and dimensioned consistently with the openings on the front façade. The west elevation is a secondary façade and is not part of the primary street-facing composition of the structure. Staff finds the added openings consistent with Guideline 6.5.

Turning to the garage façade, garages are uncommon in this portion of the subdistrict. Of those observed, the substantial majority consist of a single small overhead door; the few double-door examples are detached structures located on other streets. The existing two-bay configuration at 210 Iron Road is therefore atypical of the immediate area, and the designation letter issued February 12, 2026 identified the double garage as the most prominent street-facing feature of the



property, finding that its cumulative effect compromised the structure's integrity of design, materials, and feeling. Reducing the configuration to a single overhead door lessens the prominence of that feature and brings the façade closer to the prevailing pattern of the surrounding area. While the conversion of a former vehicle bay to pedestrian access with an accompanying window is not a treatment typically observed on historic garages within the District, the subject property is a non-contributing resource, and the guideline discourages imitation of historic styles. The alteration occurs within an existing opening, and the pedestrian door and 36" x 36" window are components of a size and type ordinarily found on residential garages. The two openings remain grouped, preserving the paired reading of the existing façade.

As stated above, Chapter 1 directs that new features be designed to minimize visual impact on the structure, street, and neighborhood. The south elevation is the only elevation of the garage containing existing openings, so relocation of the work to a less visible elevation is not available. Accordingly, that direction is addressed through the design of the feature itself: the work occurs within an existing opening, the façade dimensions are unchanged, and the width of vehicular opening visible from the street is reduced.

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 2616 – Material Change of Appearance Certification

Approve the Material Change of Appearance Certification at 210 Iron Road, 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 210 Iron Road, 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, with conditions as follows...

Deny the Material Change of Appearance Certification at 210 Iron Road, 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 210 Iron Road, to October 7, 2026, for further consideration.



Comfort Restorations LLC

1029 Ford St

Restoring Comfort to Your Home and Business

Colorado Springs, CO 80915

719-439-0611



Bob McAtee, Property Owner

210 Iron Road Manitou Springs, CO 80829

Comfort Restorations, Applicant

1029 Ford St. Colorado Springs, CO 80915

To the City of Manitou Springs and the Historic Preservation Commission:

This statement is submitted regarding the McAtee project located at 210 Iron Road, Manitou Springs, CO 80829. We are formally requesting consideration for changes made to the window layout and garage entry design as part of the Material Change of Appearance Certification (MCAC) process.

The revision to the window layout was necessitated by both aesthetic considerations and structural requirements. The updated design features four symmetrical windows, which provide a more balanced and visually pleasing façade compared to the originally proposed five-window configuration that included one downsized unit. Furthermore, two additional windows were incorporated to satisfy specific glazing requirements for the patio enclosure and to enhance the open-plan design. These additions maximize views of the surrounding Manitou Springs landscape, thereby increasing the property's long-term value and contributing to the local tax base.

Regarding the garage and entry configuration, the plan has been modified from a two-door garage design to a single-door layout. This change includes the addition of a secure entry door with an integrated window. This modification was essential to address previous issues with water intrusion; by sealing off the problematic area, we have created a more secure and weather-tight environment. We believe these improvements provide superior functional utility and resale value for the homeowner and the City of Manitou Springs. This proposal will not change the existing approved siding or any other previously approved materials.

We remain committed to ensuring this project aligns with the Historic District Design Guidelines for the Minnehaha-Pilot Knob sub-district. Please let us know if additional information is required for the upcoming public hearing.

Thank you!

-Team Comfort

A	GENERAL NOTES	1. CODES AND STANDARDS: 2. INTERNATIONAL RESIDENTIAL CODE 2023 PIKES PEAK REGIONAL BUILDING CODE AMENDMENTS 3. WIND LOADS A. RISK CATEGORY = II B. BASIC ULTIMATE WIND SPEED, V_{ult} = 130 mph C. EXPOSURE CATEGORY = C 4. GRAVITY LOADS A. ROOF DEAD LOAD = 15 PSF B. LIVE LOAD = 40 PSF C. GROUND SNOW LOAD = 57 PSF D. ROOF SNOW LOAD = 40 PSF 5. ENGINEER: REFERENCES ON THE STRUCTURAL DRAWINGS TO 'ENGINEER' MEAN THE STRUCTURAL ENGINEER OF RECORD. 6. EXISTING STRUCTURES: A. CONTRACT DOCUMENTS HAVE BEEN PREPARED USING INFORMATION REGARDING THE EXISTING STRUCTURE PROVIDED BY THE HOMEOWNER. B. DURING CONSTRUCTION, THE CONTRACTOR MAY ENCOUNTER EXISTING CONDITIONS WHICH ARE NOT KNOWN OR ARE AT VARIANCE WITH PROJECT DOCUMENTATION. CONTRACTOR SHALL NOTIFY THE ENGINEER OF ALL CONDITIONS NOT PER THE CONTRACT DOCUMENTS. a. EXAMPLES INCLUDE: • SIZES OR DIMENSIONS OTHER THAN THOSE SHOWN • DAMAGE OR DETERIORATION TO MATERIALS AND COMPONENTS • CONDITIONS OF INSTABILITY OR LACK OF SUPPORT • ITEMS NOTED AS EXISTING ON THE DRAWINGS BUT NOT FOUND IN THE FIELD 7. USE OF DRAWINGS: A. DO NOT SCALE DRAWINGS. B. DETAILS NOTED TYPICAL APPLY TO ALL SIMILAR CONDITIONS. WHERE NO SPECIFIC DETAILS ARE SHOWN, CONSTRUCTION SHALL CONFORM TO SIMILAR WORK ELSEWHERE ON THE PROJECT. 8. TEMPORARY CONDITIONS: A. THE STRUCTURE IS DESIGNED TO FUNCTION AS A UNIT UPON COMPLETION. THE CONTRACTOR IS RESPONSIBLE FOR FURNISHING ALL TEMPORARY BRACING AND/OR SUPPORT THAT MAY BE REQUIRED AS THE RESULT OF THE CONTRACTOR'S CONSTRUCTION METHODS AND/OR SEQUENCES. B. CONTRACTOR'S CONSTRUCTION AND/OR ERECTION SEQUENCES SHALL RECOGNIZE AND CONSIDER THE EFFECTS OF THERMAL MOVEMENTS OF STRUCTURAL ELEMENTS DURING THE CONSTRUCTION PERIOD. 9. SUBSTITUTIONS: A. SUBSTITUTIONS: ENGINEER'S APPROVAL SHALL BE SECURED FOR ALL SUBSTITUTIONS B. NONCONFORMANCE: NOTIFY ENGINEER OF CONDITIONS NOT CONSTRUCTED PER THE CONTRACT DOCUMENTS PRIOR TO PROCEEDING WITH CORRECTIVE WORK. SUBMIT PROPOSED REPAIR TO THE ENGINEER FOR ACCEPTANCE. CONTRACTOR SHALL COMPENSATE THE MERTENS GROUP, LLC FOR DESIGNING THE REPAIR. 10. OSHA STANDARDS: A. THE STRUCTURE IS DESIGNED TO FUNCTION AS A UNIT UPON COMPLETION. NOTHING SHOWN ON THE STRUCTURAL DRAWINGS SHALL BE CONSTRUED AS ELIMINATING THE NEED FOR THE CONTRACTOR TO COMPLY WITH ALL OSHA REQUIREMENTS. B. WHERE THE STRUCTURAL DRAWINGS APPEAR TO CONFLICT WITH OSHA REQUIREMENTS, THE STRUCTURAL DRAWINGS REPRESENT FINAL CONDITIONS ONLY. THE CONTRACTOR SHALL ADD ALL ERECTION FRAMING NECESSARY TO COMPLY WITH OSHA. 11. FRAMING CONNECTORS A. DESIGNATIONS ARE THOSE MANUFACTURED BY SIMPSON STRONG-TIE COMPANY, SAN LEANDRO, CALIFORNIA. OTHER MANUFACTURER'S PRODUCTS MAY BE USED IF APPROVED BY THE ENGINEER. FURNISH NAILS AND/OR BOLTS OF DIAMETER, LENGTH, AND NUMBER SPECIFIED BY THE MANUFACTURER FOR EACH CONNECTOR. 12. FRAMING LUMBER: A. HEM-FIR #2 B. DRY (19% MAXIMUM MOISTURE CONTENT AT THE TIME OF INSTALLATION) 13. FABRICATED LUMBER: A. FABRICATED LUMBER DESIGNATIONS ARE THOSE MANUFACTURED BY WEYERHAEUSER, BOISE, IDAHO B. FABRICATED LUMBER IS DESIGNATED ON THE DRAWINGS AS MICROLAM (LVL) 14. SHEATHING: A. WOOD STRUCTURAL PANELS SHALL BE APA RATED SHEATHING CONFORMING TO U.S. DEPARTMENT OF COMMERCE STANDARD PS 2-10 B. ALL WOOD PANELS SHALL BE EXPOSURE 1 15. NAILING A. ALL NAILING SHALL BE INACCORDANCE WITH THE MINIMUM STANDARDS SHOWN IN 2021 IRC TABLE 602.3(1) 16. POST INSTALLATION REQUIREMENTS A. ALL POST-INSTALLED ANCHORS SHALL BE INSTALLED ACCORDING TO MANUFACTURER'S PRINTED INSTALLATIONS AND INSTRUCTIONS AND PER MANUFACTURER'S ON-SITE TRAINING (IF REQUIRED). B. ALL ADHESIVE ANCHORS AND ADHESIVE ANCHORED REINFORCEMENT DESIGNS ARE FOR INSTALLATION IN THE FOLLOWING CONDITIONS, UNLESS NOTED OTHERWISE. WRITTEN APPROVAL MUST BE RECEIVED FROM ENGINEER PRIOR TO INSTALLATION IN ALTERNATIVE CONDITIONS. a. DRY CONCRETE, UNLESS NOTED OTHERWISE b. CONCRETE TEMPERATURE AT TIME OF INSTALLATION THROUGH CURE TIME MUST BE WITHIN THE TEMPERATURE RANGE SPECIFIED IN MANUFACTURER'S PRINTED INSTALLATION INSTRUCTION FOR ADHESIVE GEL AND CURE TIMES. c. ANCHOR HOLES TO BE HAMMER DRILLED AND CLEANED. d. CONCRETE MUST BE AT LEAST 21 DAYS OLD BEFORE INSTALLATION OF ANCHORS. c. HOLES TO BE CLEANED AND PREPARED IN STRICT ACCORDANCE WITH MANUFACTURER'S PRINTED INSTALLATION INSTRUCTIONS AND d. EVALUATION REPORT PRIOR TO ADHESIVE INJECTION.
B		
C		
D		

1	2	AERIAL (PROVIDED BY GOOGLE)
VICINITY MAP (PROVIDED BY GOOGLE)		
INSTALL SIMPSON DTT1Z (2) AT EACH END OF THE ROOF. CONNECT WITH 1/2"Ø ANCHOR ROD (4 TOTAL)		SCALE: 3/4" = 1'-0"
A S1	RAFTER CONNECTION DETAIL	
NEW 5/8" SHEATHING W/ 8d @ 4" O.C. EDGE AND 8d @ 6" O.C. FIELD NAILING		SCALE: 3/4" = 1'-0"
B S1	TYPICAL RAFTER DETAIL	
NEW 3/4" SHEATHING W/ 8d @ 4" O.C. EDGE AND 8d @ 6" O.C. FIELD NAILING		SCALE: 3/4" = 1'-0"
C S1	FRAMING DETAIL	

3

D JOIST TO BEAM CONNECTION DETAIL

S1

SCALE: 3/4" = 1'-0"

E JOIST TO BEAM CONNECTION DETAIL

S1

SCALE: 3/4" = 1'-0"

F FLOATING WALL DETAIL

S1

SCALE: 3" = 1'-0"

SCOPE:

RECONSTRUCT ROOF OVER EXISTING GARAGE
WITH NEW ENCLOSED SPACE ABOVE

4

5

INSTALL SIMPSON DTT1Z (2) AT EACH END OF THE ROOF. CONNECT WITH $\frac{1}{2}$ " Ø ANCHOR ROD (4 TOTAL)

EXISTING ROOF TRUSSES, TO REMAIN

NEW 2x8 LEDGER

2x8 RAFTERS @ 16" O.C.

2x4 "PLANK" @ 24" O.C.

(3) 2x6 W/ (2) TRIMMER AND (2) KING (TYP OF 2 THIS WALL)

(3) 2x6 W/ (2) TRIMMER AND (2) KING (TYP OF 3 THIS WALL)

(3) 2x10 W/ (2) TRIMMER AND (2) KING (TYP OF 4 THIS WALL)

EXISTING HOUSE TO REMAIN, TYP

8'-6"

1'-0"

1'-6"

24'-0"

1'-6"

MODIFIED ROOF FRAMING PLAN

SCALE: 1/4" = 1'-0"

EXISTING BEAM, TO REMAIN

EXISTING JOISTS @ 16" O.C., TO REMAIN

EXISTING (3) 2x6, TO REMAIN

EXISTING (3) 2x12, TO REMAIN

EXISTING (3) 2x12, TO REMAIN

AT BASE

(2) 2x6 @ 16" O.C. OR 2x8 @ 12" O.C.

(3) 2x10

(2) 2x6 @ 16" O.C. OR 2x8 @ 12" O.C.

(3) 2x8 OR (2) 2x10

(2) 2x6 @ 16" O.C. OR 2x8 @ 12" O.C.

NEW 2x6 @ 16" O.C. FLOATING WALL BELOW

10'-8" ±

9'-0" ±

24'-0" ±

EXISTING HEADER, TO REMAIN

TRIPLE MEMBER AT END

TRIPLE MEMBER AT END

STAIRS UP TO LANDING, AS REQUIRED

TREATED 2x8 LEDGER WITH MECHANICALLY GALVANIZED $\frac{1}{2}$ " Ø SIMPSON TITEN HD @ 24" O.C., STAGGERED

4x4 TREATED POST

(2) 2x6

4x4 TREATED POST

2x6 @ 16" O.C. WITH TREX DECKING

NOTE: STAIRS AND GUARD RAIL, BY CONTRACTOR

EXTERIOR WALLS 2x6 @ 16" O.C.

NOTIFY TMG IF ENTRY POSTS CANNOT BE CONNECTED TO EXISTING CONCRETE

NEW (3) 2x6 WITH SIMPSON ABA66Z POST BASE ON 20" Ø PIER WITH 2'-6" MINIMUM FROST DEPTH AND 0'-6" EXPOSURE ABOVE GRADE

EXISTING CONCRETE FOUNDATIONS TO REMAIN, TYP

2x6 @ 16" O.C. TYP

8'-6"

MODIFIED FLOOR FRAMING PLAN

SCALE: 1/4" = 1'-0"

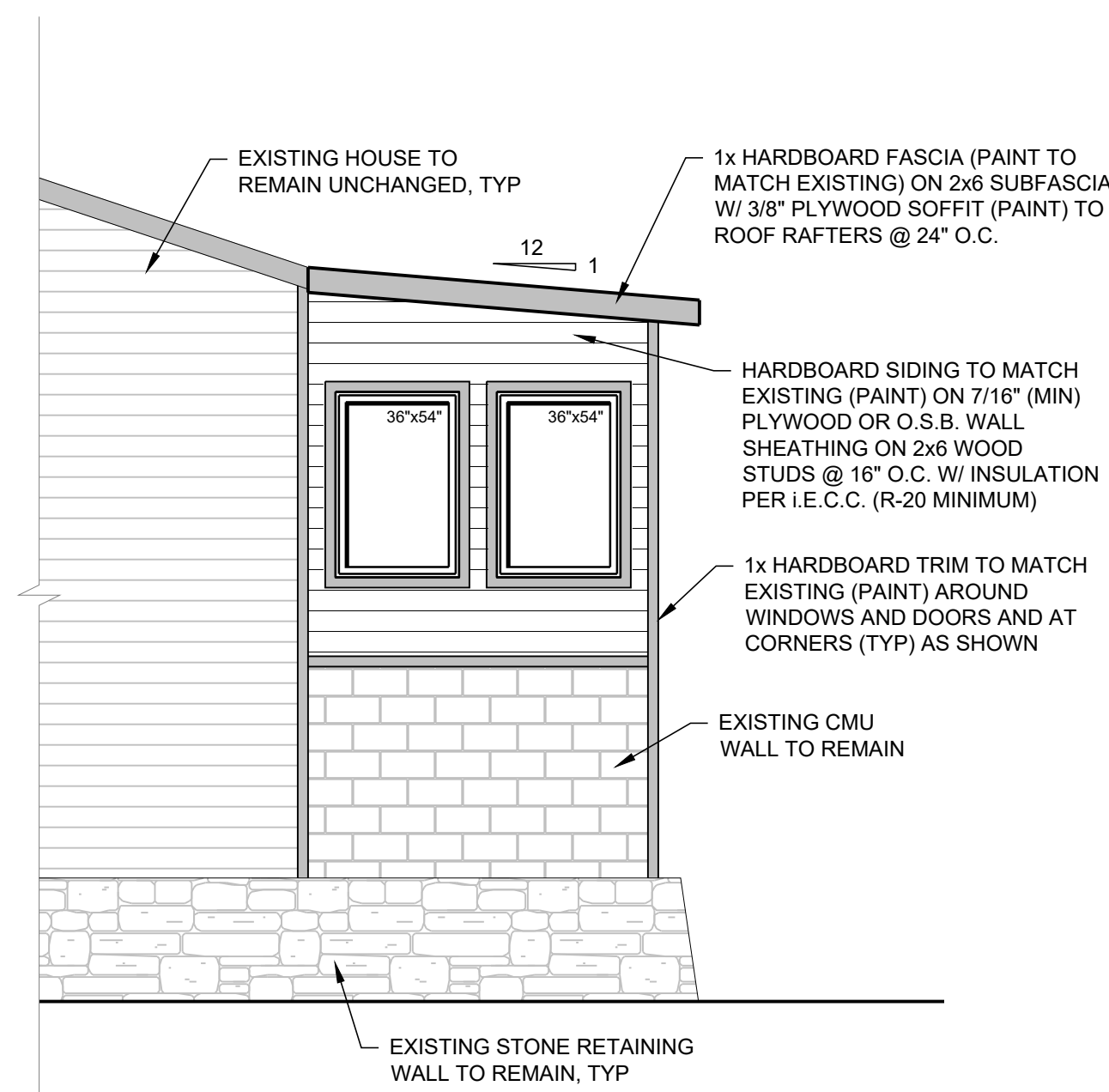
S1		TMG JOB: 25.086		GENERAL NOTES / PLAN VIEW / DETAIL VIEWS		REV		DATE		DESCRIPTION	
© COPYRIGHT 2025 THE MERTENS GROUP, LLC		FILE NAME: 210 IRON RD		210 IRON ROAD MANITOU SPRINGS, CO 80829							
		SCALE: AS INDICATED									
		DESIGNED BY: KPM									
		SUBMITTED BY: KPM									
		DRAWN BY: AB									
		REVIEWED BY: KPM									

A

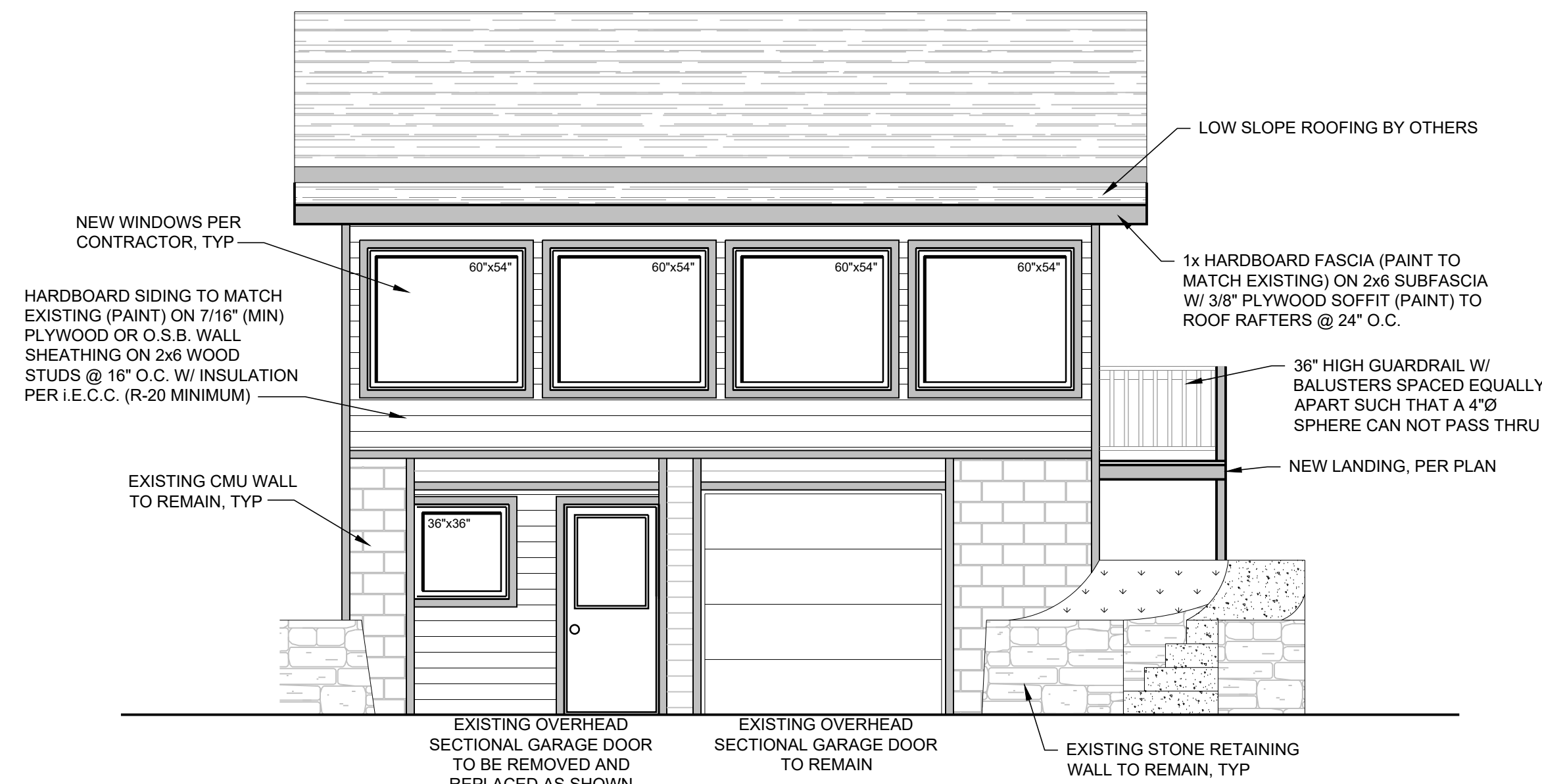
B

C

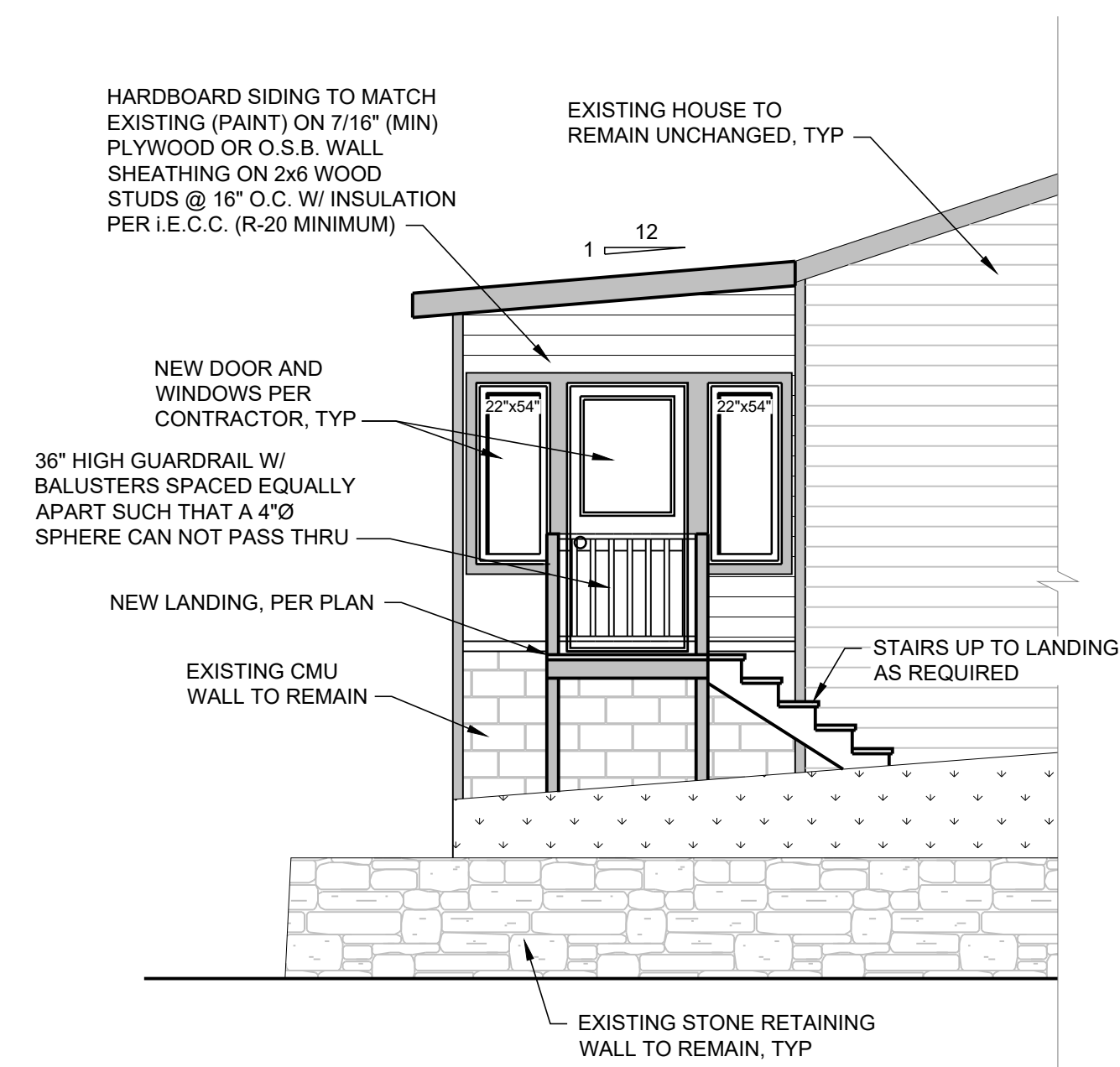
D



SCALE: 1/4" = 1'-0"



SCALE: 1/4" = 1'-0"



SCALE: 1/4" = 1'-0"

TOTAL AREA
OF PATIO ENCLOSURE : 8'-6" x 24'-0" = 204 SQ FT

MINIMUM OPENING : 132.6 SQ FT

PATIO ENCLOSURE WINDOWS:

(4) 60" x 54" 90 SQ FT
(2) 22" x 54" 16.5 SQ FT
(2) 36" x 54" 27 SQ FT

TOTAL : 133.5 SQ FT

[illegible]

GENERAL NOTES / PLAN VIEW / DETAIL VIEWS

TMG JOB: 25.086	
FILE NAME: 210 IRON RD	
SCALE: AS INDICATED	
DESIGNED BY: KPM	DRAWN BY: AB
SUBMITTED BY: KPM	REVIEWED BY: KPM
© COPYRIGHT 2025 THE MERTENS GROUP, LLC	

















Title: MCAC 2615 - Exterior Alterations at 935 Osage Avenue

From: Chelsea Royston, AICP

To: Historic Preservation Commission

Address of Proposal: 935 Osage Avenue

Applicant: Taylor Architecture & Design

September 2, 2026

Proposal:

The owner, Summit Ministries, is requesting approval of a renovation of the building historically known as the Summit Hotel, also known as the Grand View Hotel. The remodel includes several components:

1. replacement of the existing siding which consists of stucco, horizontal lap siding, various shingle shapes
2. replacement of approximately 200 wood double-hung windows, resize 14 of the windows to accommodate changes to interior use of building, infill 4 windows and convert 3 existing doors to windows
3. construction of a small building addition for a kitchen pantry and mechanical room
4. replace corrugated metal with traditional-style fretwork
5. site work, foundation repair,
6. mechanical upgrades

Zone District:

The property is in the General Residential (GR) zone district.

Historic Subdistrict:

The property is in the Midland Historic Subdistrict.

Background and Existing Conditions:

The hotel was built between 1880 and 1900. It is a large wood framed structure that is classified as Victorian though it lacks much of the ornamentation of other similar Victorian structures, such as the Barker House. The 1983 National Register of Historic Places Inventory Nomination Form stated "This large frame structure, covered with wood lap siding, was built in the 1880's but has a modern and rather simple aspect because of its continuous, extending bay windows, and plain hipped roof." The structure is unique in that the lower levels are one structure, but the upper levels split into two distinct 2-story towers.



The building sits on a sloping site that fronts Osage Avenue and has greenstone walls adjacent to the sidewalk. The lot extends to Prospect Place, where the parking lot is located. The buildings show up to 4 floors along Osage Avenue. However, the facades seen from Prospect Place have more modest massing.

Another structure, 941 Osage, is also located on the site but is not included in the current scope of work. This lot works in conjunction with other properties under the same ownership. However, those lots are also not included in this scope of work.

Public Involvement:

The application has been noticed in compliance with Section 17.04.100. No comments have been received as of the publication of this report.

Findings and Review Criteria:

The property is deemed a contributing resource because it was included on the nomination form for the Manitou Springs Historic District. Even though the property is zoned General Residential it was originally developed as a Hotel and is therefore reviewed as a commercial project using the Secretary of the Interior's Guidelines for the Treatment of Historic Properties Standards for Rehabilitation. Rehabilitation has been identified as the appropriate guidance for deteriorated materials that have been previously repaired.

1. Siding:

- The applicant states that all exterior siding is proposed to be replaced with noncombustible materials but the Fascia, Soffit, Corbels, and Frieze Board are not proposed to be replaced. The proposed siding includes custom cut fishscale and diamond shingles.
- This is partially consistent with the guidelines which state that a compatible substitute material may be considered if an entire wood feature is too deteriorated to repair. However, the guidelines also recommend replacing a deteriorated wood feature on a primary or other highly-visible elevation with a new matching wood feature. The applicant also references the Colorado Wildfire Resiliency Code as support for the proposed new material.

2. Windows:

- The applicant states that the existing wood windows were refurbished approximately 12 years ago. According to the applicant, many of the windows are facing new challenges that cannot be repaired because the original window frames are integrated into the wall, which is shifting as the building and hillside shift over time, preventing operation of the windows. Additionally, some windows will need to be replaced so they



meet the size requirements of the new interior layout.

- The guidelines indicate that window operation is just as important to the overall character of the building as the materials. While the property is generally regarded as a commercial, the scale of the components and materials are more consistent with residential buildings. Given the quantity of the windows to be replaced, it may be appropriate to prioritize preservation and repair of a few prominent windows located in public areas of the building or on the primary facade.

3. Addition:

- The applicant proposes construction of a small building addition for a kitchen pantry and mechanical room. The proposed addition is 217 square feet, which the applicant notes is less than 1% of the 33,464 square foot building.
- The guidelines support building additions that enable reuse or continued use of a historic structure so long as character-defining features are preserved. This addition does not appear to jeopardize any character-defining features. This will also provide access for a new grease interceptor as required by the El Paso County Health Department. The addition is proposed to be constructed in an area of the site that is already covered with impervious surface, it complies with setbacks and height limitation, and it is not visible from the primary frontage.

4. Fretwork:

- The applicant proposes to replace non-original material with more historically appropriate fretwork.
- The guidelines support repairing and replacing architectural detailing such as decorative woodwork where appropriate, such as on a front porch.

5. Site work, foundation repair

- The applicant has proposed foundation repair to a section of the western foundation wall, and grading work to alleviate flooding in summer months and icing in winter months. The foundation is mainly made loose stacked stone with some spaces grouted.
- The extent of the site work does not meet the threshold for review by the HPC. Any retaining walls that will be affected are not historic, and have been built while the property has been owned by the current owner. This portion of the project is being reviewed by City stormwater and engineering reviewers and will be subject to a Grading and Erosion Control Permit. The foundation work is primarily to repair the previously patched section while alleviating drainage concerns in the area.

6. Mechanical and electrical upgrades

- The mechanical and electrical upgrades are proposed to include four ground-mounted condensing units that connect to a ductless refrigerant system. This system will allow



the building to have more climate control without installing new ducts, registers, or wall-mounted units.

- The guidelines support installing new systems in ways that preserve the historic character of the interior spaces.

Staff Recommendation:

Should the Historic Preservation Commission find it appropriate to grant MCAC 2615, staff does not recommend any conditions.

Motion Language Options:

MCAC 2615 – Material Change of Appearance Certification

Approve the Material Change of Appearance Certification at 935 Osage 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, with staff's conditions as outlined.

Approve the Material Change of Appearance Certification at 935 Osage 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 an alteration to staff's conditions as follows...

Deny the Material Change of Appearance Certification at 935 Osage 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 935 Osage Avenue to October 7, 2026 for further consideration.

TAYLOR ARCHITECTURE & DESIGN, LLC

PROJECT STATEMENT / LETTER OF EXPLANATION

23 July 2026

RE: Summit Ministries – Phase 5
935 Osage Avenue
Manitou Springs, Colorado 80829

Owner:
Summit Ministries
941 Osage Avenue
Manitou Springs, Colorado 80829
Jeff Wood, CFO – Jeff.Wood@Summit.org – 719.685.2845

Architect / Applicant:
Taylor Architecture & Design
620 S. Cascade Ave., Suite 100
Colorado Springs, Colorado 80903
Zachary Taylor, AIA – Zachary@Taylor-AD.com – 719.475.1727

Description

Summit Ministries is undertaking a large renovation to the building known as the Grand View Hotel located at the address listed above. Summit Ministries is a local non-profit that has been utilizing the Grand View as a private conference center since acquiring the property in 1962. The primary purpose of this renovation is to add ensuite bathrooms to the majority of its 48 guest rooms and it is therefore mainly an interior renovation project. However, there are several smaller scope items within the larger renovation project that effect the site and building exterior. The list of these items (with further description following) include:

1. Site – Foundation Repair along the majority of the West elevation.
2. Site – New ground mounted mechanical and electrical equipment.
3. Site – A new grease interceptor for the kitchen.
4. Site & Bldg Ext. – A small building addition for kitchen pantry expansion along with a small mechanical room.
5. Bldg Ext. – Building siding and window replacement and general building beautification.

For these projects we are hereby submitting the following:

- A. Minor Site Plan
- B. Grading Permit – Minor Development
- C. Material Change of Appearance Certification (MCAC)

1. Foundation Repair

The existing building's foundation is largely loose stacked stone with some grouting and in most areas does not appear to extend below frost line as required by current code. On the west side of the building some cracking has been observed and is the main priority for this work. Due to the nature and extent of this repair, this also allows us the opportunity to improve the drainage along the west side of the building, extending out to Manitou Place. The intent of this drainage work is to capture winter snow melt and allow it to infiltrate on-property so as not to exacerbate icing on adjacent roads; while also managing summer rainwater drainage across the property to the right-of-way.

- This work is documented per our submittal: B.

2. New Ground Mounted Mechanical and Electrical Equipment

With the renovation we are including new HVAC within the building consisting of a new Variable Refrigerant Flow (VRF) system. This is a ductless system utilizing the circulation of refrigerant to indoor cassette units in the various interior spaces. The exterior equipment includes four (4) ground-mounted condensing units which are shown on both the architectural and civil plans. This work also necessitates additional electrical service gear which shall be located next to the existing electrical service. This all occurs on the West side of the building and due to the foundation repair, we are proposing this be in a newly excavated area by the building which minimizes or even eliminates the view of the new equipment from the public way. This is possible due to the existing retaining walls and fencing that already screens the existing electrical service equipment.

- This work is documented per our submittals: A. and B.

3. New Grease Interceptor

The existing commercial kitchen has a small, undersized interior grease interceptor. There is minor work planned to the kitchen to include a new dishwashing line that will require a new grease interceptor per current code. This is located on the architectural and civil plans in the existing rear patio area. We are coordinating with Manitou Springs and Colorado Springs Utilities for this work.

- This work is documented per our submittal: A.

4. Kitchen Pantry Addition

We are proposing an approx. 217 sq.ft. addition to the back of the building to expand the existing kitchen pantry, add a new interior walk-in cooler, and a small mechanical room. This is a less than 1% increase to the existing 33,464 sq.ft. building. As part of this addition there is a small area above that will also be removed and rebuilt. The addition shall seamlessly blend into the existing building and be only partially visible from the public way. The portion to be rebuilt shall be restored to its current look with the elimination of one exterior door. This scope is shown on the architectural site plan and elevation drawings. Additionally, we have provided photos with the addition sketched on the photos as a better visual reference.

- This work is documented per our submittals: A. and C.

5. Building Siding and Window Replacement

The existing building siding is comprised of stucco, clapboard, square shingles, fish-scale shingles, and diamond shingles which are all in disrepair in many areas. We are proposing to reskin the entire building utilizing new, noncombustible, materials that shall provide a similar look to the existing siding. Our intent is to clad the majority of the building with clapboard and to utilize fish-scale and diamond shingles as accents in many areas similarly to how these products were used historically. We are also intending to replace the existing windows to help complete an updated thermal envelope for the building's new HVAC system. The new windows will all be of a matching style to the existing (mostly double hung) and will largely be of the same size and location as the existing. There are a handful of exceptions to this where the new interior layout dictates we infill some doors and windows and either raise or lower the sill height of others. In all there are 200 windows to be replaced. Of these, we are infilling 4 existing windows and converting 3 existing doors to window openings. There are also 14 windows that will either be shortened or lengthened in height. The majority of the sizing modifications occur in the interior courtyard that is not visible from the public way. Lastly, we are proposing to replace some existing spandrel corrugated metal with more historically appropriate fretwork along the front (North) elevation.

- This work is documented per our submittal: C.

TAYLOR ARCHITECTURE & DESIGN, LLC

PROJECT STATEMENT / LETTER OF EXPLANATION Material Change of Appearance Certification Comment Response

25 August 2026

RE: Summit Ministries – Phase 5
935 Osage Avenue
Manitou Springs, Colorado 80829

Owner:
Summit Ministries
941 Osage Avenue
Manitou Springs, Colorado 80829
Jeff Wood, CFO – Jeff.Wood@Summit.org – 719.685.2845

Architect / Applicant:
Taylor Architecture & Design
620 S. Cascade Ave., Suite 100
Colorado Springs, Colorado 80903
Zachary Taylor, AIA – Zachary@Taylor-AD.com – 719.475.1727

Description

In response to the initial comments (received 8/14/26) for the MCAC application which mainly deals with our item #5 Building Siding and Window Replacement we have reproduced our original statement and our responses to the comments received follow.

Summit Ministries is undertaking a large renovation to the building known as the Grand View Hotel located at the address listed above. Summit Ministries is a local non-profit that has been utilizing the Grand View as a private conference center since acquiring the property in 1962. The primary purpose of this renovation is to add ensuite bathrooms to the majority of its 48 guest rooms and it is therefore mainly an interior renovation project. However, there are several smaller scope items within the larger renovation project that effect the site and building exterior.

5. Building Siding and Window Replacement

The existing building siding is comprised of stucco, clapboard, square shingles, fish-scale shingles, and diamond shingles which are all in disrepair in many areas. We are proposing to reskin the entire building utilizing new, noncombustible, materials that shall provide a similar look to the existing siding. Our intent is to clad the majority of the building with clapboard and to utilize fish-scale and diamond shingles as accents in many areas similarly to how these products were used historically. We are also intending to replace the existing windows to help complete an updated thermal envelope for the building's new HVAC system. The new windows will all be of a matching style to the existing (mostly double hung) and will largely be of the same size and location as the existing. There are a handful of exceptions to this where the new interior layout dictates we infill some doors and windows and either raise or lower the sill height of others. In all there are 200 windows to be replaced. Of these, we are infilling 4 existing windows and converting 3 existing doors to window openings. There are also 14 windows that will either be shortened or lengthened in height. The majority of the sizing modifications occur in the interior courtyard that is not visible from the public way. Lastly, we are proposing to replace some existing spandrel corrugated metal with more historically appropriate fretwork along the front (North) elevation.

Comments (bulleted) and responses:

- *Conditions of existing siding, windows, etc*

Regarding windows:

The existing hotel has an array of different window types and sizes. While there are some newer windows (10~15 years old) and some older vinyl windows, the majority 150+/- are wood windows. Many of these are/were original and all were rebuilt approx. 12 years ago. The rebuild process included removal of the window sashes and a factory refurbishment to include reglazing with double-pane glass, new seals, and new spring counterbalances to replace the original pocket weights. The original frames were left in-place with minimal repairs at that time. The issue we are having with these windows is the frames are out-of-square and out-of-plumb, and as the building continues to move and shift over the years this condition has only worsened. Repairing the frames is a much more difficult task than in many cases the majority of the frame would need replacement to re-square/re-plumb the window. At this level of repair, full replacement is a more cost-effective solution.

Regarding siding:

The majority of the building siding is the original shake shingle, profiled shingle, or clap board. Much of these products are wood and have degraded due to regular rot, dry rot or a combination and have allowed water intrusion into the building further exacerbating the issue. While we have been diligent with repairs and paint upkeep there are some places where the paint is thicker than the siding. Further, some of the newer siding that was used in past renovations is starting to degrade as well as a composite type product was used that has not aged well.

- *Cut sheets of proposed replacements*

See attached info for Pella Lifestyle series (aluminum clad wood) windows. We feel this is an appropriate replacement product as this window series has excellent properties while keeping a very similar profile and appearance to the original wood windows.

See attached info for the Duration siding (clapboard) and Hardie Soffit materials that we are utilizing to custom cut to replicate the original profiled shingle look.

We plan to bring samples of the siding products to our HPC hearing.

- *Any past work completed to repair existing materials*

See above.

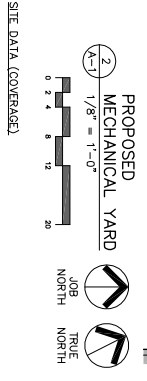
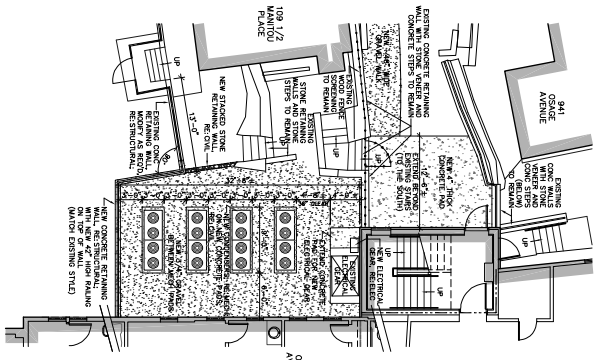
- *More specific breakout of changes in dimensions*

The majority of the windows to be replaced are within 1" of the current window sizes in both height and width. The windows that are to be shortened and or lengthened (14 total per our previous Project Statement) have to do with the new interior layout. Where the window was in a bedroom and now is in a bathroom, the sill height is being raised. Likewise, where it was in a bath and is now in a bedroom the sill is being lowered. The exact dimension vary as they are different on each elevation/floor, but the new heights align with the adjacent windows for that elevation and that floor. Additionally, the majority of these size changes occur on either the building sides or at the interior courtyard and are at most, minimally visible from the ROW.

We are not proposing any change in dimensions to the siding products as those we have selected for replacement shall match or be custom manufactured to match the existing profiles.

- *Narrative explaining why the replacements/removals are necessary*
Due to the way the existing windows are failing and the scope of this renovation project, we feel it is most cost effective to replace rather than repair the windows and siding. The new windows shall provide a similar look while providing superior energy conservation, security, and functionality to the existing.

The new siding materials also shall comply with the new Colorado Wildfire Resiliency Code that has been recently adopted and implemented. The new siding materials are “ignition resistant” and meet a Class A fire rating and/or are entirely noncombustible.
- *Include information on any previous work completed, windows replaced*
See above.



SITE DATA (COVERAGE)

24,724 SQ.FT. 78% EXISTING IMPERVIOUS COVERAGE
335 SQ.FT. 1% PROPOSED IMPERVIOUS COVERAGE
25,059 SQ.FT. 79% TOTAL IMPERVIOUS COVERAGE
6,535 SQ.FT. 21% LANDSCAPING COVERAGE
31,624 SQ.FT. 100% TOTAL (~0.73 ACRES)

BUILDING DATA (GROSS AREA)

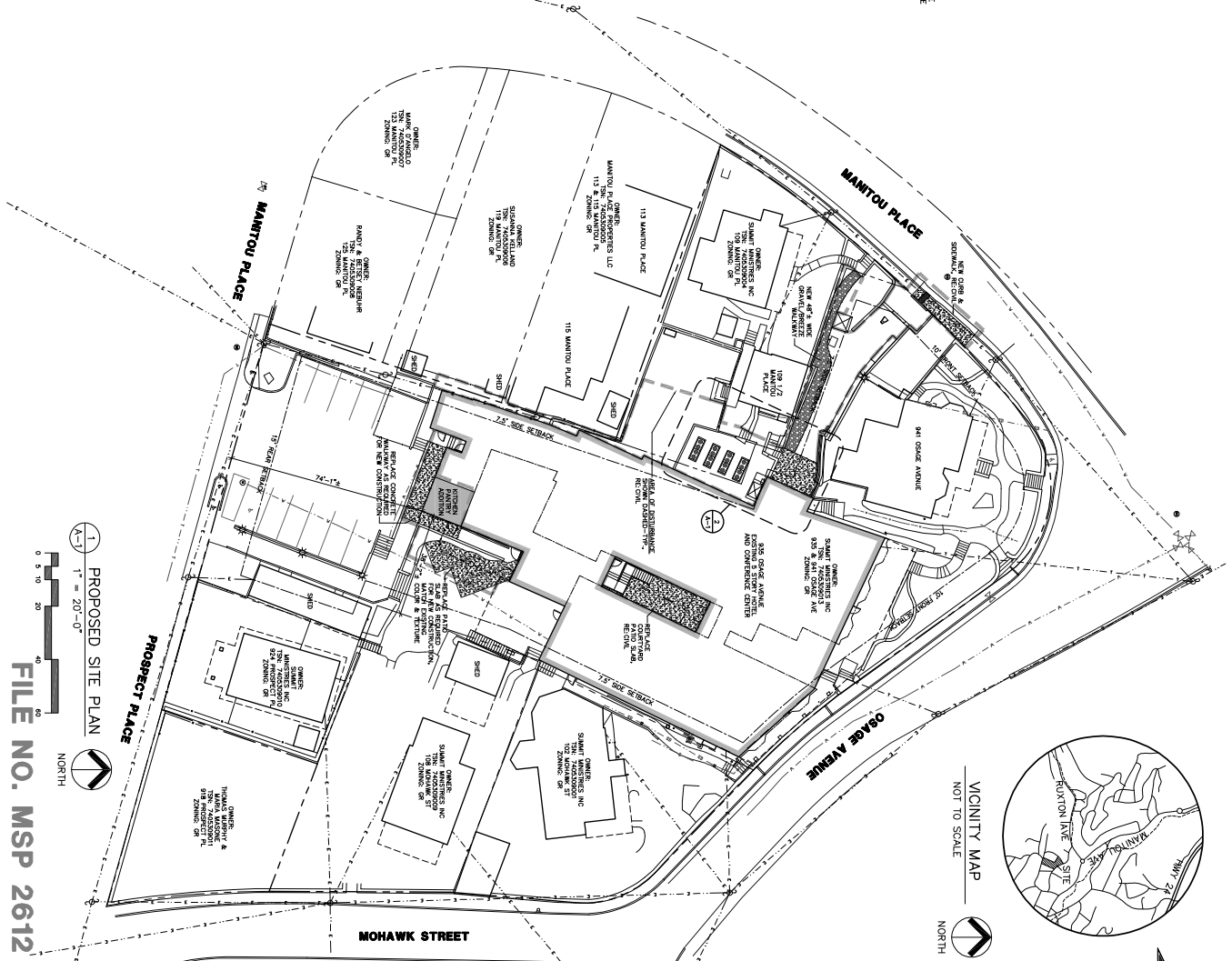
BLDG LEVEL	EXISTING	PROPOSED	SUBTOTAL
BASMENT	218 SQ.FT. +	0 SQ.FT. =	218 SQ.FT.
1ST FLOOR	3,484 SQ.FT. +	0 SQ.FT. =	3,484 SQ.FT.
2ND FLOOR	7,729 SQ.FT. +	0 SQ.FT. =	7,729 SQ.FT.
3RD FLOOR	11,532 SQ.FT. +	235 SQ.FT. =	11,767 SQ.FT.
4TH FLOOR	9,764 SQ.FT. +	0 SQ.FT. =	9,764 SQ.FT.
5TH FLOOR	737 SQ.FT. +	0 SQ.FT. =	737 SQ.FT.
TOTAL GROSS AREA			33,699 SQ.FT.

OCCUPANCIES
 3,484 SQ.FT. A-2 ASSEMBLY
 6,076 SQ.FT. A-3 ASSEMBLY
 22,544 SQ.FT. R-1 RESIDENTIAL
 1,549 SQ.FT. COVERED EXTERIOR
 33,699 SQ.FT. TOTAL GROSS AREA

CONSTRUCTION TYPE
 V-B (FIRE SPRINKLED)

BUILDING HEIGHT
 MAXIMUM ALLOWABLE: 25 FT.
 EXISTING HEIGHT: ~48 FT.

LEGAL DESCRIPTION
 LOT 1 SUMMIT YOUTH MINISTRIES
 SUBDIVISION PLANS NO. 1



FILE NO. MSP 2612	PROPOSED SITE PLAN 1" = 20'-0"	PROPOSED MECHANICAL YARD 1/8" = 1'-0"	VICINITY MAP NOT TO SCALE
OWNER SUMMIT MINISTRIES 935 Osage Avenue Manitou Springs, Colorado 80829	APPLICANT TAYLOR ARCHITECTURE & DESIGN, LLC Zachary Taylor, AIA 620 South Cascade Avenue, Suite 100 Colorado Springs, Colorado 80903 (719) 475-1727 Telephone	OWNER'S REPRESENTATIVE Jeff Wood, CEO (719) 685-2645 Telephone	DATE JULY 28, 2028 PROJECT NO. 72604
SHEET A-1 OF 4 SHEETS			

SUMMIT MINISTRIES
PHASE 5 - ENSUITES
935 OSAGE AVENUE
MANITOU SPRINGS, COLORADO 80829

DATE JULY 23, 2026	PROJECT NO. 72504
------------------------------	-----------------------------

SHEET
A-2
OF 4 SHEETS



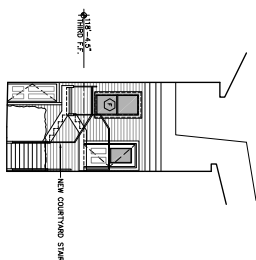
The drawing shows the front elevation of a modern house. On the left is a large glass entrance with a small roof over the door. To the right of the entrance is a large rectangular window. Further right is a smaller square window. On the far right is a large, multi-paned glass door. The house is surrounded by a lawn and a driveway. The drawing is labeled with dimensions: 10'0" x 10'0" for the main body, 10'0" x 10'0" for the entrance area, and 10'0" x 10'0" for the side area. The drawing is also labeled with 'FRONT ELEVATION' and 'HOUSE OF THE FUTURE'.

SOUTH
COURTYARD ELEVATION

$\frac{4}{A-2}$

$1/8" = 1'-0"$

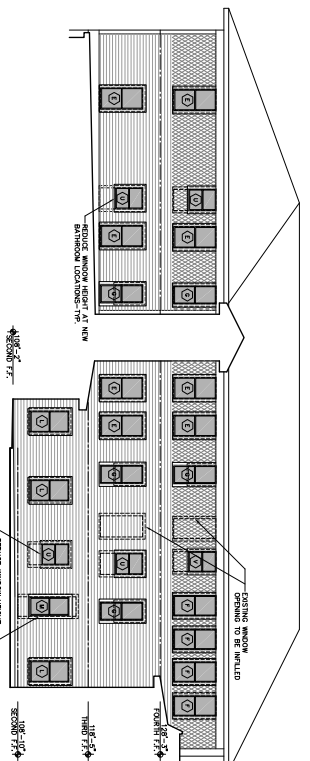
NOTE: COURTYARD IS NOT VISIBLE FROM THE PUBLIC RIGHT OF WAY



NORTH
COURTYARD ELEVATION
2
A-2
1/8" = 1'-0"
NOTE: COURTYARD IS NOT VISIBLE FROM THE
PUBLIC RIGHT OF WAY

DATE JULY 23, 2026	PROJECT NO. 72804
------------------------------	-----------------------------

FILE NO. MSP 2612



WEST (SIDE)
BUILDING ELEVATION
1/8" = 1'-0"

WEST
COURTYARD ELEVATION
1/8" = 1'-0"

[illegible]



Product Selection Guide

Size and Performance Data	LS-DH-2
Features and Options	LS-DH-3
Combination Assemblies	LS-DH-4
Glazing Performance	
Vent Units.....	LS-DH-6
Fixed Units	LS-DH-8
Grille Types	LS-DH-11
Size Tables	
Double-Hung with GBG's and SDL's.....	LS-DH-12
Fixed and Transoms with GBG's and SDL's.....	LS-DH-13
Replacement Sizes with Grilles-Between-the-Glass	LS-DH-14
Special Sizes and Dimensions.....	LS-DH-17
Design Data	
Vent Units.....	LS-DH-18
Fixed and Transoms	LS-DH-19
Replacement Double-Hung Venting	LS-DH-20
Replacement Fixed and Transoms	LS-DH-22
Detailed Product Description	LS-DH-23
Unit Sections	LS-DH-24

Document Navigation Tips:

Items listed in the table of contents above are active links that will take you to the corresponding page.

Supporting documents for this product:

Test Reports:

https://media.pella.com/professional/adm/CertificationReports/Test_Reports_LS-Dual.pdf

CSI Specs (readable using Microsoft Word or other text editing application):

https://media.pella.com/professional/adm/Wood-CSI_Specs/08552.rtf

Detailed Product Description (readable using Microsoft Word or other text editing application):

https://media.pella.com/professional/adm/Clad-Wood-LS/PellaLifestyleSrs-DH_DPD.rtf

Size Tables (requires appropriate CAD software to read and use):

<https://media.pella.com/professional/adm/Clad-Wood-LS/Pella-LifestyleSeries-DH-Elev.dwg>

CAD cross sections (requires appropriate CAD software to read and use):

<https://media.pella.com/professional/adm/Clad-Wood-LS/Pella-LifestyleSeries-DH-Details.dwg>

3D & BIM (requires appropriate software to read and use):

https://media.pella.com/professional/adm/RevitFiles/LS-Revit/Window-Double-Hung-Pella-Lifestyle_Series.zip

Sketchup (requires appropriate software to read and use):

https://media.pella.com/professional/adm/Clad-Wood-LS/PellaSKP_LifestyleSeries_Double-Hung.zip

Combination Recommendations:

https://media.pella.com/professional/adm/Clad-Wood/Pella-Wood_Combinations.pdf

Installation Details:

https://media.pella.com/professional/adm/Clad-Wood/Pella-Wood_InstallationDetails.pdf

Bay/Bow Details:

https://media.pella.com/professional/adm/Clad-Wood/Pella-Wood_BayBowWindows.pdf

Microsoft and Microsoft Word are registered trademarks of Microsoft Corp.



Lifestyle Series Double-Hung

Size and Performance Data

	Dual-Pane
Sizes	
Standard double-hung vent/fixed sizes	●
Transom sizes	●
Egress sizes	●
Special sizes available	●
Performance¹	
Meets or Exceeds AAMA / WDMA Ratings	H-LC25-LC50 Hallmark Certified
Air Infiltration (cfm/ft ² of frame @ 1.57 psf wind pressure) ²	0.11
Water Resistance	7.5 psf
Design Pressure	25–50 psf
Other Performance Criteria	
Forced Entry Resistance Level (Minimum Security Grade) ³	10
Operating Force (lb) Initiate Motion / Maintain Motion (of Hallmark tested size and glazing) ⁴	40/40

Sound Transmission Class / Outdoor-Indoor Transmission Class

Product	Frame Size Tested ⁵	Glazing System				STC Rating	OITC Rating
		Overall Glazing Thickness	Exterior Glass Thickness	Interior Glass Thickness	Third Pane Thickness (HGP)		
Pella Lifestyle Series	37" x 59"	1 1/16"	2.5mm	2.5mm	—	27	23
Double-Hung	37" x 59"	1 1/16"	5mm	3mm	—	31	27

(—) = Not Available

(1) Maximum performance for single unit when glazed with the appropriate glass thickness. See Design Data pages in this section for specific product performance class and grade values.

(2) Published performance data for air infiltration is determined by testing a minimum of four (4) products of NFRC model size. Testing is conducted in accordance with ASTM E283. Air infiltration ratings for products will differ by size. The performance data does not apply to combination assemblies unless noted. Actual product performance may vary for a number of reasons including installation and product care.

(3) The higher the level, the greater the product's ability to resist forced entry.

(4) Glazing configurations may result in higher operational forces.

(5) ASTM E 1425 defines standard sizes for acoustical testing. Ratings achieved at that size are representative of all sizes of the same configuration.



Lifestyle Series Double-Hung

Features and Options

Standard	Options / Upgrades
Glazing	
Glazing Type	
Dual-Pane Insulating Glass	—
Insulated Glass Options/Low-E Types	
Advanced Low-E	SunDefense™ Low-E
	SunDefense+ Low-E
	AdvancedComfort Low-E
	NaturalSun Low-E
	NaturalSun+ Low-E
Additional Glass Options	
Annealed Glass	STC Glazing Options
	Tempered Glass
	Obscure Glass ¹
Gas Fill/High Altitude	
Argon	High altitude (Air-filled only)
Exterior	
EnduraClad® protective finish	—
Cladding Colors	
12 Standard colors ¹	—
Interior¹	
Unfinished wood	Factory primed
	Factory prefinished paint ¹
	Factory prefinished stain ¹
Wood Types	
Pine	—
Hardware	
Finishes	
Champagne, Matte Black, White or Brown	Oil Rubbed Bronze, Satin Nickel
Sash Locks/Sash Lifts	
Cam-action lock	Sash lifts ²
Tilt-Wash Cleaning	
Tilt to interior on both sashes	—
Grilles	
Grilles-Between-the-Glass	
—	Traditional, Prairie, Top Row, Cross, Custom - Equally Divided
Simulated Divided Light with Optional Spacer³	
—	Traditional, Prairie, Top Row, Cross, Custom - Equally Divided
Screens	
—	Full-Size InView™ screens, Hidden Screen ⁴

(—) = Not Available

(1) Contact your local Pella sales representative for current color options.

(2) Sold separately for Pella® Lifestyle Series double-hung windows.

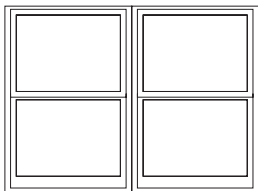
(3) Available with Low-E argon-insulated glass only.

(4) Hidden Screen prevents operation of the upper sash.

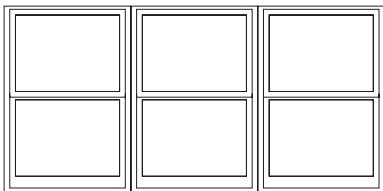


Combination Assemblies

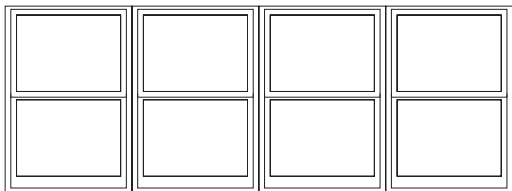
Combinations are a great way to create visual interest in any project. A combination is an assembly formed by two or more separate windows or doors whose frames are mullioned together by a direct or reinforcing mullion. Pella window combinations are available in an endless variety of arrangements. Refer to Combinations section for requirements and limitations. Contact your local Pella sales representative for more information.



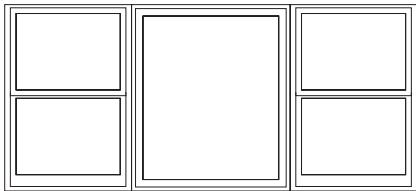
Two-Wide



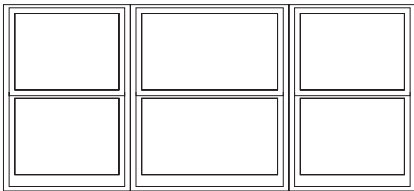
Three-Wide Equal



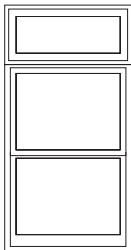
Four-Wide Equal



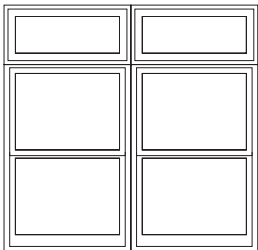
Center Fixed with Flankers



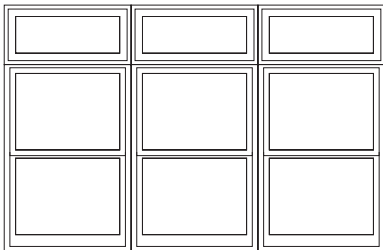
Three-Wide Unequal



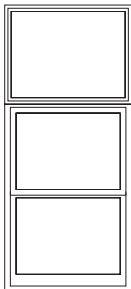
Transom over
Single



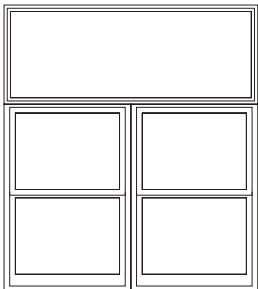
Two-Wide Transoms over
Two-Wide



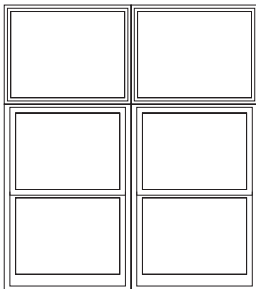
Three-Wide Transoms over
Three-Wide



Clad Frame over
Single



Single Clad Frame over
Two-Wide



Two Wide Clad Frame over
Two-Wide



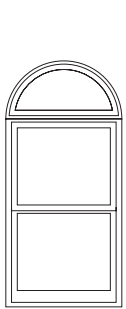
Lifestyle Series Double-Hung

Combination Assemblies

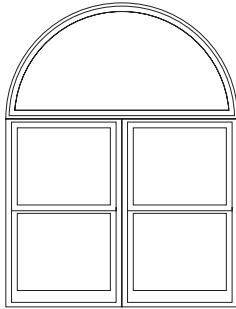
Combinations are a great way to create visual interest in any project. A combination is an assembly formed by two or more separate windows or doors whose frames are mullioned together by a direct or reinforcing mullion.

Pella window combinations are available in an endless variety of arrangements. Refer to Combinations Section for requirements, and limitations.

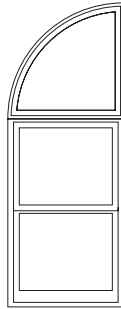
Contact your local Pella sales representative for more information.



Half Circle over
Single



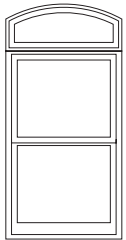
Half Circle over
Two-Wide



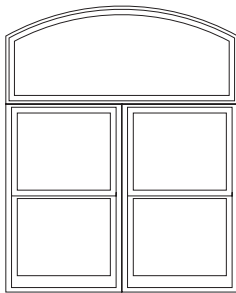
Left Quarter Circle
over Single



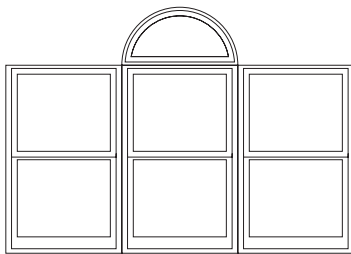
Right Quarter Circle
over Single



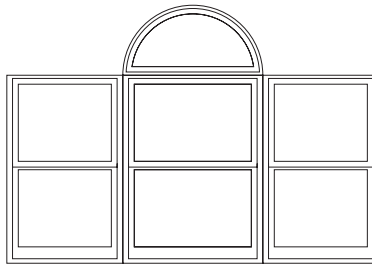
Arch Head over
Single



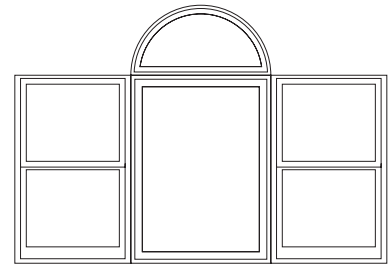
Arch Head over
Two-Wide



Half Circle centered on
Three-Wide Equal



Half Circle over
Three-Wide Unequal



Half Circle over
Center Fixed with Flankers



Lifestyle Series Double-Hung

Glazing Performance - Total Unit

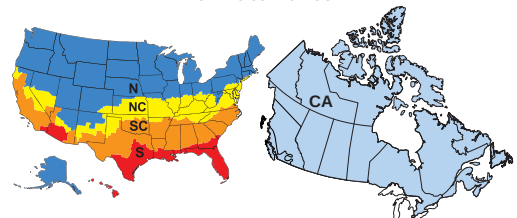
Glazing Thickness	Type of Glazing	NFRC Certified Product #	Glass (mm)		Gap Fill	Performance Values ₁				Shaded Areas Meet ENERGY STAR® Performance Criteria in Zones Shown					
			Ext.	Int.		U-Factor	SHGC	VLT	CR	U. S.			Canada ₂		
										Zone			ER	Zone	
Dual-Pane Vent										N	NC	SC	S	CA	
11/16"	Advanced LowE IG	PEL-N-35-00514-00001	2.5	2.5	argon	0.30	0.30	0.56	56						
	with grilles-between-the-glass	PEL-N-35-00515-00001				0.30	0.27	0.50	56						
	with Simulated Divided Light	PEL-N-35-00516-00001				0.30	0.27	0.50	56						
11/16"	Advanced LowE IG	PEL-N-35-00517-00001	3	3	argon	0.30	0.30	0.56	55						
	with grilles-between-the-glass	PEL-N-35-00518-00001				0.30	0.27	0.50	55						
	with Simulated Divided Light	PEL-N-35-00519-00001				0.30	0.27	0.50	55						
11/16"	SunDefense™ Low-E IG	PEL-N-35-00550-00001	2.5	2.5	argon	0.29	0.22	0.52	56				S		
	with grilles-between-the-glass	PEL-N-35-00551-00001				0.29	0.20	0.47	56				S		
	with Simulated Divided Light	PEL-N-35-00552-00001				0.29	0.20	0.47	56				S		
11/16"	SunDefense Low-E IG	PEL-N-35-00553-00001	3	3	argon	0.29	0.22	0.52	55				S		
	with grilles-between-the-glass	PEL-N-35-00554-00001				0.29	0.20	0.46	55				S		
	with Simulated Divided Light	PEL-N-35-00555-00001				0.29	0.20	0.46	55				S		
11/16"	SunDefense+ Low-E IG	PEL-N-35-00568-00001	2.5	2.5	argon	0.25	0.22	0.51	45		NC	SC	S		
	with grilles-between-the-glass	PEL-N-35-00569-00001				0.25	0.20	0.46	45		NC	SC	S		
	with Simulated Divided Light	PEL-N-35-00570-00001				0.25	0.20	0.46	45		NC	SC	S		
11/16"	SunDefense+ Low-E IG	PEL-N-35-00571-00001	3	3	argon	0.25	0.22	0.51	44		NC	SC	S		
	with grilles-between-the-glass	PEL-N-35-00572-00001				0.25	0.20	0.45	44		NC	SC	S		
	with Simulated Divided Light	PEL-N-35-00573-00001				0.25	0.20	0.45	44		NC	SC	S		
11/16"	AdvancedComfort Low-E IG	PEL-N-35-00532-00001	2.5	2.5	argon	0.26	0.29	0.55	45						
	with grilles-between-the-glass	PEL-N-35-00533-00001				0.26	0.27	0.49	45						
	with Simulated Divided Light	PEL-N-35-00534-00001				0.26	0.27	0.49	45						
11/16"	AdvancedComfort Low-E IG	PEL-N-35-00535-00001	3	3	argon	0.26	0.29	0.55	44						
	with grilles-between-the-glass	PEL-N-35-00536-00001				0.26	0.26	0.49	44						
	with Simulated Divided Light	PEL-N-35-00537-00001				0.26	0.26	0.49	44						
11/16"	NaturalSun LowE IG	PEL-N-35-00478-00001	2.5	2.5	argon	0.30	0.56	0.64	55					34	CA
	with grilles-between-the-glass	PEL-N-35-00479-00001				0.30	0.50	0.57	55						
	with Simulated Divided Light	PEL-N-35-00480-00001				0.30	0.50	0.57	55						
11/16"	NaturalSun LowE IG	PEL-N-35-00481-00001	3	3	argon	0.30	0.55	0.63	54					34	CA
	with grilles-between-the-glass	PEL-N-35-00482-00001				0.30	0.49	0.57	54						
	with Simulated Divided Light	PEL-N-35-00483-00001				0.30	0.49	0.57	54						
11/16"	NaturalSun+ LowE IG	PEL-N-35-00496-00001	2.5	2.5	argon	0.26	0.51	0.63	44	N				35	CA
	with grilles-between-the-glass	PEL-N-35-00497-00001				0.26	0.46	0.56	44	N					
	with Simulated Divided Light	PEL-N-35-00498-00001				0.26	0.46	0.56	44	N					
11/16"	NaturalSun+ LowE IG	PEL-N-35-00499-00001	3	3	argon	0.26	0.50	0.62	43	N				35	CA
	with grilles-between-the-glass	PEL-N-35-00500-00001				0.26	0.45	0.55	43	N					
	with Simulated Divided Light	PEL-N-35-00501-00001				0.26	0.45	0.55	43	N					

R-Value = 1/U-Factor
SHGC = Solar Heat Gain Coefficient
VLT % = Visible Light Transmission
CR = Condensation Resistance
ER = Canadian Energy Rating

(1) Glazing performance values are calculated based on NFRC 100, NFRC 200 and NFRC 500. ENERGY STAR® values are updated to 2023 (version 7) criteria.

(2) The values shown are based on Canada's updated ENERGY STAR® 2020 initiative. Visit www.energystar.gov for Energy Star guidelines.

Climate Zones





Lifestyle Series Double-Hung

Glazing Performance - Total Unit

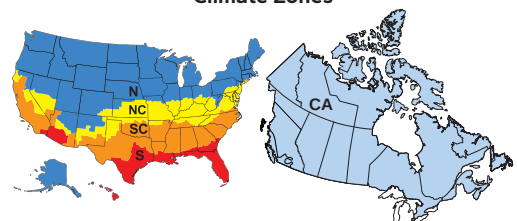
Glazing Thickness	Type of Glazing	NFRC Certified Product #	Glass (mm)		Gap Fill	Performance Values ₁				Shaded Areas Meet ENERGY STAR® Performance Criteria in Zones Shown					
			Ext.	Int.		U-Factor	SHGC	VLT	CR	U. S.				Canada ₂	
										Zone				ER	Zone
Dual-Pane Vent – High Altitude Glazing										N	NC	SC	S	CA	
11/16"	Advanced LowE IG	PEL-N-35-00523-00001	2.5	2.5	air	0.33	0.30	0.57	52						
	with grilles-between-the-glass	PEL-N-35-00524-00001				0.33	0.27	0.50	52						
	with Simulated Divided Light	PEL-N-35-00525-00001				0.33	0.27	0.50	52						
11/16"	Advanced LowE IG	PEL-N-35-00526-00001	3	3	air	0.33	0.30	0.56	52						
	with grilles-between-the-glass	PEL-N-35-00527-00001				0.33	0.27	0.50	52						
	with Simulated Divided Light	PEL-N-35-00528-00001				0.33	0.27	0.50	52						
11/16"	SunDefense™ Low-E IG	PEL-N-35-00559-00001	2.5	2.5	air	0.33	0.22	0.52	53						
	with grilles-between-the-glass	PEL-N-35-00560-00001				0.33	0.20	0.47	53						
	with Simulated Divided Light	PEL-N-35-00561-00001				0.33	0.20	0.47	53						
11/16"	SunDefense Low-E IG	PEL-N-35-00562-00001	3	3	air	0.33	0.23	0.52	52						
	with grilles-between-the-glass	PEL-N-35-00563-00001				0.33	0.20	0.46	52						
	with Simulated Divided Light	PEL-N-35-00564-00001				0.33	0.20	0.46	52						
11/16"	SunDefense+ Low-E IG	PEL-N-35-00577-00001	2.5	2.5	air	0.28	0.22	0.51	42				SC	S	
	with grilles-between-the-glass	PEL-N-35-00578-00001				0.28	0.20	0.46	42				SC	S	
	with Simulated Divided Light	PEL-N-35-00579-00001				0.28	0.20	0.46	42				SC	S	
11/16"	SunDefense+ Low-E IG	PEL-N-35-00580-00001	3	3	air	0.28	0.22	0.51	41				SC	S	
	with grilles-between-the-glass	PEL-N-35-00581-00001				0.28	0.20	0.45	41				SC	S	
	with Simulated Divided Light	PEL-N-35-00582-00001				0.28	0.20	0.45	41				SC	S	
11/16"	AdvancedComfort Low-E IG	PEL-N-35-00541-00001	2.5	2.5	air	0.28	0.30	0.55	41						
	with grilles-between-the-glass	PEL-N-35-00542-00001				0.28	0.27	0.49	41						
	with Simulated Divided Light	PEL-N-35-00543-00001				0.28	0.27	0.49	41						
11/16"	AdvancedComfort Low-E IG	PEL-N-35-00544-00001	3	3	air	0.28	0.29	0.55	40						
	with grilles-between-the-glass	PEL-N-35-00545-00001				0.28	0.26	0.49	40						
	with Simulated Divided Light	PEL-N-35-00546-00001				0.28	0.26	0.49	40						
11/16"	NaturalSun LowE IG	PEL-N-35-00487-00001	2.5	2.5	air	0.34	0.56	0.64	52						
	with grilles-between-the-glass	PEL-N-35-00488-00001				0.34	0.50	0.57	52						
	with Simulated Divided Light	PEL-N-35-00489-00001				0.34	0.50	0.57	52						
11/16"	NaturalSun LowE IG	PEL-N-35-00490-00001	3	3	air	0.34	0.55	0.63	51						
	with grilles-between-the-glass	PEL-N-35-00491-00001				0.34	0.49	0.57	51						
	with Simulated Divided Light	PEL-N-35-00492-00001				0.34	0.49	0.57	51						
11/16"	NaturalSun+ LowE IG	PEL-N-35-00505-00001	2.5	2.5	air	0.28	0.51	0.63	41						
	with grilles-between-the-glass	PEL-N-35-00506-00001				0.28	0.46	0.56	41						
	with Simulated Divided Light	PEL-N-35-00507-00001				0.28	0.46	0.56	41						
11/16"	NaturalSun+ LowE IG	PEL-N-35-00508-00001	3	3	air	0.29	0.50	0.62	40						
	with grilles-between-the-glass	PEL-N-35-00509-00001				0.29	0.45	0.62	40						
	with Simulated Divided Light	PEL-N-35-00510-00001				0.29	0.45	0.55	40						

R-Value = 1/U-Factor
SHGC = Solar Heat Gain Coefficient
VLT % = Visible Light Transmission
CR = Condensation Resistance
ER = Canadian Energy Rating

(1) Glazing performance values are calculated based on NFRC 100, NFRC 200 and NFRC 500. ENERGY STAR® values are updated to 2023 (version 7) criteria.

(2) The values shown are based on Canada's updated ENERGY STAR® 2020 initiative. Visit www.energystar.gov for Energy Star guidelines.

Climate Zones





Lifestyle Series Double-Hung

Glazing Performance - Total Unit

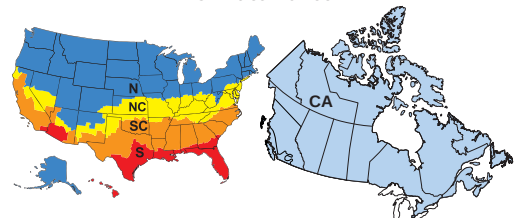
Glazing Thickness	Type of Glazing	NFRC Certified Product #	Glass (mm)		Gap Fill	Performance Values ₁				Shaded Areas Meet ENERGY STAR® Performance Criteria in Zones Shown					
			Ext.	Int.		U-Factor	SHGC	VLT	CR	U. S.			Canada ₂		
										Zone			ER	Zone	
Dual-Pane Fixed										N	NC	SC	S	CA	
11/16"	Advanced LowE IG	PEL-N-229-00861-00001	2.5	2.5	argon	0.27	0.31	0.58	58						
	with grilles-between-the-glass	PEL-N-229-00862-00001				0.27	0.28	0.52	58						
	with Simulated Divided Light	PEL-N-229-00863-00001				0.28	0.28	0.52	58						
11/16"	Advanced LowE IG	PEL-N-229-00949-00001	3	3	argon	0.27	0.31	0.58	57						
	with grilles-between-the-glass	PEL-N-229-00950-00001				0.27	0.28	0.51	57						
	with Simulated Divided Light	PEL-N-229-00951-00001				0.28	0.28	0.51	57						
11/16"	Advanced LowE IG	PEL-N-229-00965-00001	4	4	argon	0.28	0.30	0.57	55						
	with grilles-between-the-glass	PEL-N-229-00966-00001				0.29	0.28	0.51	55						
	with Simulated Divided Light	PEL-N-229-00967-00001				0.29	0.28	0.51	55						
11/16"	SunDefense™ Low-E IG	PEL-N-229-01045-00001	2.5	2.5	argon	0.27	0.23	0.54	58			SC	S		
	with grilles-between-the-glass	PEL-N-229-01046-00001				0.27	0.21	0.48	58			SC	S		
	with Simulated Divided Light	PEL-N-229-01047-00001				0.28	0.21	0.48	58			SC	S		
11/16"	SunDefense Low-E IG	PEL-N-229-01053-00001	3	3	argon	0.27	0.23	0.53	57			SC	S		
	with grilles-between-the-glass	PEL-N-229-01054-00001				0.27	0.21	0.48	57			SC	S		
	with Simulated Divided Light	PEL-N-229-01055-00001				0.28	0.21	0.48	57			SC	S		
11/16"	SunDefense Low-E IG	PEL-N-229-01061-00001	4	4	argon	0.28	0.23	0.53	55			SC	S		
	with grilles-between-the-glass	PEL-N-229-01062-00001				0.29	0.21	0.47	55				S		
	with Simulated Divided Light	PEL-N-229-01063-00001				0.29	0.21	0.47	55				S		
11/16"	SunDefense+ Low-E IG	PEL-N-229-01493-00001	2.5	2.5	argon	0.23	0.22	0.53	46		NC	SC	S		
	with grilles-between-the-glass	PEL-N-229-01494-00001				0.23	0.20	0.47	46		NC	SC	S		
	with Simulated Divided Light	PEL-N-229-01495-00001				0.24	0.20	0.47	46		NC	SC	S		
11/16"	SunDefense+ Low-E IG	PEL-N-229-01501-00001	3	3	argon	0.23	0.22	0.52	45		NC	SC	S		
	with grilles-between-the-glass	PEL-N-229-01502-00001				0.23	0.20	0.47	45		NC	SC	S		
	with Simulated Divided Light	PEL-N-229-01503-00001				0.24	0.20	0.47	45		NC	SC	S		
11/16"	SunDefense+ Low-E IG	PEL-N-229-01509-00001	4	4	argon	0.24	0.22	0.52	43		NC	SC	S		
	with grilles-between-the-glass	PEL-N-229-01510-00001				0.25	0.20	0.46	43		NC	SC	S		
	with Simulated Divided Light	PEL-N-229-01511-00001				0.25	0.20	0.46	43		NC	SC	S		
11/16"	AdvancedComfort Low-E IG	PEL-N-229-00997-00001	2.5	2.5	argon	0.23	0.30	0.57	46		NC				
	with grilles-between-the-glass	PEL-N-229-00998-00001				0.23	0.27	0.51	46		NC				
	with Simulated Divided Light	PEL-N-229-00999-00001				0.24	0.27	0.51	46		NC				
11/16"	AdvancedComfort Low-E IG	PEL-N-229-01005-00001	3	3	argon	0.23	0.30	0.56	45		NC				
	with grilles-between-the-glass	PEL-N-229-01006-00001				0.23	0.27	0.50	45		NC				
	with Simulated Divided Light	PEL-N-229-01007-00001				0.24	0.27	0.50	45		NC				
11/16"	AdvancedComfort Low-E IG	PEL-N-229-01013-00001	4	4	argon	0.24	0.30	0.55	43		NC				
	with grilles-between-the-glass	PEL-N-229-01014-00001				0.25	0.27	0.50	43		NC				
	with Simulated Divided Light	PEL-N-229-01015-00001				0.25	0.27	0.50	43		NC				

R-Value = 1/U-Factor
SHGC = Solar Heat Gain Coefficient
VLT % = Visible Light Transmission
CR = Condensation Resistance
ER = Canadian Energy Rating

(1) Glazing performance values are calculated based on NFRC 100, NFRC 200 and NFRC 500. ENERGY STAR® values are updated to 2023 (version 7) criteria.

(2) The values shown are based on Canada's updated ENERGY STAR® 2020 initiative.
Visit www.energystar.gov for Energy Star guidelines.

Climate Zones





Lifestyle Series Double-Hung

Glazing Performance - Total Unit

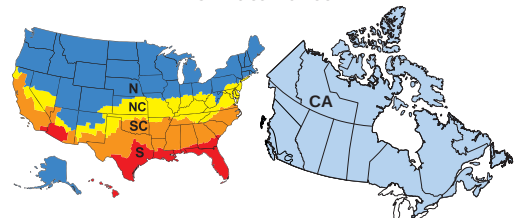
Glazing Thickness	Type of Glazing	NFRC Certified Product #	Glass (mm)		Gap Fill	Performance Values ₁				Shaded Areas Meet ENERGY STAR® Performance Criteria in Zones Shown					
			Ext.	Int.		U-Factor	SHGC	VLT	CR	U. S.				Canada ₂	
										Zone				ER	Zone
Dual-Pane Fixed (continued)										N	NC	SC	S	CA	
11/16"	NaturalSun LowE IG	PEL-N-229-00901-00001	2.5	2.5	argon	0.28	0.58	0.66	57					38	CA
	with grilles-between-the-glass	PEL-N-229-00902-00001				0.28	0.52	0.59	57					35	CA
	with Simulated Divided Light	PEL-N-229-00903-00001				0.29	0.52	0.59	57					34	CA
11/16"	NaturalSun LowE IG	PEL-N-229-00909-00001	3	3	argon	0.28	0.57	0.65	56					38	CA
	with grilles-between-the-glass	PEL-N-229-00910-00001				0.28	0.51	0.58	56					34	CA
	with Simulated Divided Light	PEL-N-229-00911-00001				0.29	0.51	0.58	56						
11/16"	NaturalSun LowE IG	PEL-N-229-00917-00001	4	4	argon	0.29	0.55	0.65	55					35	CA
	with grilles-between-the-glass	PEL-N-229-00918-00001				0.30	0.50	0.58	55						
	with Simulated Divided Light	PEL-N-229-00919-00001				0.30	0.50	0.58	55						
11/16"	NaturalSun+ LowE IG	PEL-N-229-01445-00001	2.5	2.5	argon	0.24	0.53	0.64	45	N				41	CA
	with grilles-between-the-glass	PEL-N-229-01446-00001				0.24	0.47	0.58	45	N				37	CA
	with Simulated Divided Light	PEL-N-229-01447-00001				0.25	0.47	0.58	45	N				36	CA
11/16"	NaturalSun+ LowE IG	PEL-N-229-01453-00001	3	3	argon	0.24	0.52	0.64	44	N				40	CA
	with grilles-between-the-glass	PEL-N-229-01454-00001				0.24	0.46	0.57	44	N				37	CA
	with Simulated Divided Light	PEL-N-229-01455-00001				0.25	0.46	0.57	44	N				35	CA
11/16"	NaturalSun+ LowE IG	PEL-N-229-01461-00001	4	4	argon	0.25	0.50	0.63	42	N				38	CA
	with grilles-between-the-glass	PEL-N-229-01462-00001				0.26	0.45	0.56	42	N					
	with Simulated Divided Light	PEL-N-229-01463-00001				0.26	0.45	0.56	42	N					

R-Value = 1/U-Factor
SHGC = Solar Heat Gain Coefficient
VLT % = Visible Light Transmission
CR = Condensation Resistance
ER = Canadian Energy Rating

(1) Glazing performance values are calculated based on NFRC 100, NFRC 200 and NFRC 500. ENERGY STAR® values are updated to 2023 (version 7) criteria.

(2) The values shown are based on Canada's updated ENERGY STAR® 2020 initiative. Visit www.energystar.gov for Energy Star guidelines.

Climate Zones





Lifestyle Series Double-Hung

Glazing Performance - Total Unit

Glazing Thickness	Type of Glazing	NFRC Certified Product #	Glass (mm)		Gap Fill	Performance Values ₁				Shaded Areas Meet ENERGY STAR® Performance Criteria in Zones Shown					
			Ext.	Int.		U-Factor	SHGC	VLT	CR	U. S.				Canada ₂	
										Zone				ER	Zone
										N	NC	SC	S		
Dual-Pane Fixed – High Altitude Glazing											N	NC	SC	S	CA
11/16"	Advanced LowE IG	PEL-N-229-00857-00001	2.5	2.5	air	0.31	0.31	0.58	54						
	with grilles-between-the-glass	PEL-N-229-00858-00001				0.31	0.28	0.52	54						
	with Simulated Divided Light	PEL-N-229-00859-00001				0.32	0.28	0.52	54						
11/16"	Advanced LowE IG	PEL-N-229-00945-00001	3	3	air	0.31	0.31	0.58	53						
	with grilles-between-the-glass	PEL-N-229-00946-00001				0.31	0.28	0.51	53						
	with Simulated Divided Light	PEL-N-229-00947-00001				0.32	0.28	0.51	53						
11/16"	Advanced LowE IG	PEL-N-229-00961-00001	4	4	air	0.33	0.31	0.57	51						
	with grilles-between-the-glass	PEL-N-229-00962-00001				0.34	0.28	0.51	51						
	with Simulated Divided Light	PEL-N-229-00963-00001				0.34	0.28	0.51	51						
11/16"	SunDefense™ Low-E IG	PEL-N-229-01041-00001	2.5	2.5	air	0.31	0.23	0.54	55				S		
	with grilles-between-the-glass	PEL-N-229-01042-00001				0.31	0.21	0.48	55				S		
	with Simulated Divided Light	PEL-N-229-01043-00001				0.28	0.21	0.48	53			SC	S		
11/16"	SunDefense Low-E IG	PEL-N-229-01049-00001	3	3	air	0.31	0.23	0.53	54				S		
	with grilles-between-the-glass	PEL-N-229-01050-00001				0.31	0.21	0.48	54				S		
	with Simulated Divided Light	PEL-N-229-01051-00001				0.32	0.21	0.48	54				S		
11/16"	SunDefense Low-E IG	PEL-N-229-01057-00001	4	4	air	0.32	0.23	0.53	52				S		
	with grilles-between-the-glass	PEL-N-229-01058-00001				0.34	0.21	0.47	52						
	with Simulated Divided Light	PEL-N-229-01059-00001				0.34	0.21	0.47	52						
11/16"	SunDefense+ Low-E IG	PEL-N-229-01489-00001	2.5	2.5	air	0.25	0.23	0.53	42		NC	SC	S		
	with grilles-between-the-glass	PEL-N-229-01490-00001				0.25	0.21	0.47	42		NC	SC	S		
	with Simulated Divided Light	PEL-N-229-01491-00001				0.26	0.21	0.47	42			SC	S		
11/16"	SunDefense+ Low-E IG	PEL-N-229-01497-00001	3	3	air	0.26	0.23	0.52	41			SC	S		
	with grilles-between-the-glass	PEL-N-229-01498-00001				0.26	0.21	0.47	41			SC	S		
	with Simulated Divided Light	PEL-N-229-01499-00001				0.27	0.21	0.47	41			SC	S		
11/16"	SunDefense+ Low-E IG	PEL-N-229-01505-00001	4	4	air	0.27	0.23	0.52	39			SC	S		
	with grilles-between-the-glass	PEL-N-229-01506-00001				0.28	0.21	0.46	39			SC	S		
	with Simulated Divided Light	PEL-N-229-01507-00001				0.28	0.21	0.46	39			SC	S		
11/16"	AdvancedComfort Low-E IG	PEL-N-229-00993-00001	2.5	2.5	air	0.26	0.30	0.57	42						
	with grilles-between-the-glass	PEL-N-229-00994-00001				0.26	0.27	0.51	42						
	with Simulated Divided Light	PEL-N-229-00995-00001				0.26	0.27	0.51	42						
11/16"	AdvancedComfort Low-E IG	PEL-N-229-01001-00001	3	3	air	0.26	0.30	0.56	41						
	with grilles-between-the-glass	PEL-N-229-01002-00001				0.26	0.27	0.50	41						
	with Simulated Divided Light	PEL-N-229-01003-00001				0.27	0.27	0.50	41						
11/16"	AdvancedComfort Low-E IG	PEL-N-229-01009-00001	4	4	air	0.27	0.30	0.55	39						
	with grilles-between-the-glass	PEL-N-229-01010-00001				0.28	0.27	0.50	39						
	with Simulated Divided Light	PEL-N-229-01011-00001				0.28	0.27	0.50	39						
11/16"	NaturalSun LowE IG	PEL-N-229-00897-00001	2.5	2.5	air	0.32	0.57	0.66	54						
	with grilles-between-the-glass	PEL-N-229-00898-00001				0.32	0.52	0.59	54						
	with Simulated Divided Light	PEL-N-229-00899-00001				0.33	0.52	0.59	54						
11/16"	NaturalSun LowE IG	PEL-N-229-00905-00001	3	3	air	0.32	0.56	0.65	53						
	with grilles-between-the-glass	PEL-N-229-00906-00001				0.32	0.51	0.58	53						
	with Simulated Divided Light	PEL-N-229-00907-00001				0.33	0.51	0.58	53						
11/16"	NaturalSun LowE IG	PEL-N-229-00913-00001	4	4	air	0.34	0.55	0.65	51						
	with grilles-between-the-glass	PEL-N-229-00914-00001				0.35	0.49	0.58	51						
	with Simulated Divided Light	PEL-N-229-00915-00001				0.35	0.49	0.58	51						
11/16"	NaturalSun+ LowE IG	PEL-N-229-01441-00001	2.5	2.5	air	0.26	0.52	0.64	41	N				37	CA
	with grilles-between-the-glass	PEL-N-229-01442-00001				0.26	0.47	0.58	41	N				35	CA
	with Simulated Divided Light	PEL-N-229-01443-00001				0.27	0.47	0.58	41						
11/16"	NaturalSun+ LowE IG	PEL-N-229-01449-00001	3	3	air	0.27	0.51	0.64	40					36	CA
	with grilles-between-the-glass	PEL-N-229-01450-00001				0.27	0.46	0.57	40						
	with Simulated Divided Light	PEL-N-229-01451-00001				0.28	0.46	0.57	40						
11/16"	NaturalSun+ LowE IG	PEL-N-229-01457-00001	4	4	air	0.28	0.50	0.63	38					34	CA
	with grilles-between-the-glass	PEL-N-229-01458-00001				0.29	0.45	0.56	38						
	with Simulated Divided Light	PEL-N-229-01459-00001				0.29	0.45	0.56	38						

(1) Glazing performance values are calculated based on NFRC 100, NFRC 200 and NFRC 500. ENERGY STAR® values are updated to 2023 (version 7) criteria.

(2) The values shown are based on Canada's updated ENERGY STAR® 2020 initiative. Visit www.energystar.gov for Energy Star guidelines.

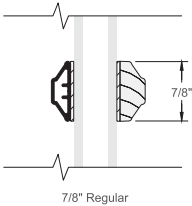
R-Value = 1/U-Factor
SHGC = Solar Heat Gain Coefficient
VLT % = Visible Light Transmission
CR = Condensation Resistance
ER = Canadian Energy Rating



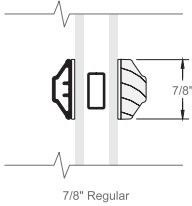
Grilles

Grille Profiles

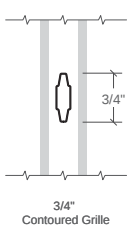
Simulated-Divided-Light
Grilles



Simulated-Divided-Light
Grilles with optional spacer

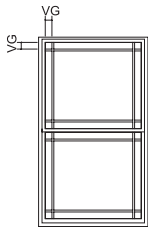


Grilles-Between-the-Glass

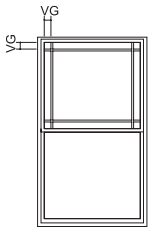


Grille Patterns

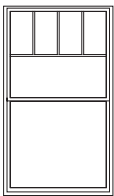
Grilles-Between-the-Glass and Simulated-Divided-Light Grilles



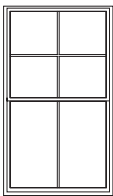
9-Lite Prairie



9-Lite Prairie
Top Sash Only



Top Row



Cross

- 9-Lite Prairie**
- Standard corner lite dimension for Prairie patterns = 2-1/2" VG.
 - Available in transoms $\geq$ 1'3" height and width.
- Cross**
- Minimum DH frame height 35".
 - Horizontal bar will be at 1/2" of the VG height of the top sash.
- Top Row**
- Minimum DH frame height 35".
 - Horizontal bar will be at 1/2" of the VG height of the top sash.

For traditional patterns, see size tables.

VG = Visible Glass
(1) Grilles are available in traditional patterns only.
Lite dimensions noted can vary.
For size and pattern availability contact your local Pella sales representative.



Lifestyle Series Double-Hung

Size Tables - Double-Hung with GBG's and SDL's₁

Vent Units

	(552) (533)	(654) (635)	(755) (737)	(857) (838)	(959) (940)	(1 060) (1 041)	(1 162) (1 143)	(1 238) (1 219)
Opening	1' 9 3/4"	2' 1 3/4"	2' 5 3/4"	2' 9 3/4"	3' 1 3/4"	3' 5 3/4"	3' 9 3/4"	4' 0 3/4"
Frame	1' 9"	2' 1"	2' 5"	2' 9"	3' 1"	3' 5"	3' 9"	4' 0"
(908) (889)	 2135	 2535	 2935	 3335	 3735	 4135	 4535	 4835
(1 060) (1 041)	 2141	 2541	 2941	 3341	 3741	 4141	 4541	 4841
(1 213) (1 194)	 2147	 2547	 2947	 3347	 3747	 4147	 4547	 4847
(1 365) (1 346)	 2153	 2553	 2953	 3353	 3753	 4153	 4553	 4853
(1 467) (1 448)	 2157	 2557	 2957	 3357 E ₁	 3757 E	 4157 E	 4557 E	 4857 E
(1 517) (1 499)	 2159	 2559	 2959	 3359 E ₁	 3759 E	 4159 E	 4559 E	 4859 E
(1 670) (1 651)	 2165	 2565	 2965 E ₁	 3365 E	 3765 E	 4165 E	 4565 E	 4865 E
(1 822) (1 803)	 2171	 2571	 2971 E	 3371 E	 3771 E	 4171 E	 4571 E	 4871 E
(1 975) (1 956)	 2177	 2577 E ₁	 2977 E	 3377 E	 3777 E	 4177 E	 4577 E	 4877 E
(2 153) (2 134)	 2184	 2584 E	 2984 E	 3384 E	 3784 E	 4184 E	 4584 E	 4884 E

Egress Notes:

Check all applicable local codes for emergency egress requirements.

E = Window meets minimum clear opening of 24" height, 20" width, and 5.7 ft².

E₁ = Window meets minimum clear opening of 24" height, 20" width, and 5.0 ft².

See Design Data pages in this section for clear opening dimensions.

Not to scale.

(1) Simulated divided lights are available in traditional patterns only.

Traditional grille patterns shown.

Grille patterns shown will align with grilles-between-the-glass on companion units.



Lifestyle Series Double-Hung

Size Tables - Fixed and Transoms with GBG's and SDL's

Transoms

		(552) (533)	(654) (635)	(755) (737)	(857) (838)	(959) (940)	(1 060) (1 041)
Opening		1' 9 3/4"	2' 1 3/4"	2' 5 3/4"	2' 9 3/4"	3' 1 3/4"	3' 5 3/4"
Frame		1' 9"	2' 1"	2' 5"	2' 9"	3' 1"	3' 5"
(374) (356)	1' 2"	 2114	 2514	 2914	 3314	 3714	 4114
	1' 5"	 2117	 2517	 2917	 3317	 3717	 4117
	1' 9"	 2121					
	2' 1"	 2125	 2525	 2925	 3325	 3725	 4125
	2' 5"			 2929			

Fixed Units

		(1 060) (1 041)	(1 213) (1 194)	(1 365) (1 346)	(1 517) (1 499)			(1 060) (1 041)	(1 213) (1 194)	(1 365) (1 346)	(1 517) (1 499)
Opening		3' 5 3/4"	3' 11 3/4"	4' 5 3/4"	4' 11 3/4"	Opening		3' 5 3/4"	3' 11 3/4"	4' 5 3/4"	4' 11 3/4"
Frame		3' 5"	3' 11"	4' 5"	4' 11"	Frame		3' 5"	3' 11"	4' 5"	4' 11"
(908) (889)	2' 11 3/4"	 4135	 4735	 5335	 5935	(1 517) (1 499)	4' 11 3/4"	 4159	 4759	 5359	 5959
	3' 5 3/4"	 4141	 4741	 5341	 5941		5' 5 3/4"	 4165	 4765	 5365	 5965
	3' 11 3/4"	 4147	 4747	 5347	 5947		5' 11 3/4"	 4171	 4771	 5371	 5971
	4' 5 3/4"	 4153	 4753	 5353	 5953						
	4' 9 3/4"	 4157	 4757	 5357	 5957						

Not to scale.
Traditional grille patterns shown.
Grille patterns shown will align with grilles-between-the-glass on companion units.



Lifestyle Series Double-Hung

Size Tables - Replacement Sizes with Grilles-Between-the-Glass

Transoms

	(616) (597)	(718) (699)	(762) (749)	(819) (800)	(921) (902)	(1 022) (1 003)	(1 073) (1 054)
Opening	2' 0 1/4"	2' 4 1/4"	2' 6 1/4"	2' 8 1/4"	3' 0 1/4"	3' 4 1/4"	3' 6 1/4"
Frame	1' 11 1/2"	2' 3 1/2"	2' 5 1/2"	2' 7 1/2"	2' 11 1/2"	3' 3 1/2"	3' 5 1/2"
(375) (356)	 23.5 x 14	 27.5 x 14	 29.5 x 14	 31.5 x 14	 35.5 x 14	 39.5 x 14	 41.5 x 14
(451) (432)	 23.5 x 17	 27.5 x 17	 29.5 x 17	 31.5 x 17	 35.5 x 17	 39.5 x 17	 41.5 x 17
(654) (635)	 23.5 x 25	 27.5 x 25	 29.5 x 25	 31.5 x 25	 35.5 x 25	 39.5 x 25	 41.5 x 25

Vent Units

(921) (902)	 23.5 x 35.5	 27.5 x 35.5	 29.5 x 35.5	 31.5 x 35.5	 35.5 x 35.5	 39.5 x 35.5	 41.5 x 35.5
(972) (953)	 23.5 x 37.5	 27.5 x 37.5	 29.5 x 37.5	 31.5 x 37.5	 35.5 x 37.5	 39.5 x 37.5	 41.5 x 37.5
(1 073) (1 054)	 23.5 x 41.5	 27.5 x 41.5	 29.5 x 41.5	 31.5 x 41.5	 35.5 x 41.5	 39.5 x 41.5	 41.5 x 41.5
(1 175) (1 156)	 23.5 x 45.5	 27.5 x 45.5	 29.5 x 45.5	 31.5 x 45.5	 35.5 x 45.5	 39.5 x 45.5	 41.5 x 45.5
(1 226) (1 206)	 23.5 x 47.5	 27.5 x 47.5	 29.5 x 47.5	 31.5 x 47.5	 35.5 x 47.5	 39.5 x 47.5	 41.5 x 47.5
(1 327) (1 308)	 23.5 x 51.5	 27.5 x 51.5	 29.5 x 51.5	 31.5 x 51.5	 35.5 x 51.5	 39.5 x 51.5	 41.5 x 51.5
(1 378) (1 359)	 23.5 x 53.5	 27.5 x 53.5	 29.5 x 53.5	 31.5 x 53.5	 35.5 x 53.5	 39.5 x 53.5	 41.5 x 53.5
(1 473) (1 461)	 23.5 x 57.5	 27.5 x 57.5	 29.5 x 57.5	 31.5 x 57.5	 35.5 x 57.5	 39.5 x 57.5	 41.5 x 57.5

Egress Notes:

Check all applicable local codes for emergency egress requirements.

E = Window meets minimum clear opening of 24" height, 20" width, and 5.7 ft².

E1 = Window meets minimum clear opening of 24" height, 20" width, and 5.0 ft².

See Design Data pages in this section for clear opening dimensions.

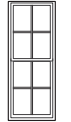
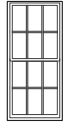
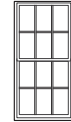
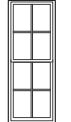
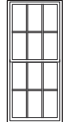
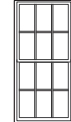
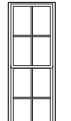
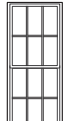
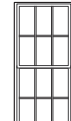
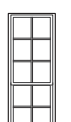
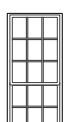
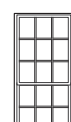
Not to scale.

Traditional grille patterns shown.



Lifestyle Series Double-Hung

Size Tables - Replacement Double-Hung with Grilles-Between-the-Glass

Vent Units		(616) (597)	(718) (699)	(762) (749)	(819) (800)	(921) (902)	(1 022) (1 003)	(1 073) (1 054)
Opening		2' 0 1/4"	2' 4 1/4"	2' 6 1/4"	2' 8 1/4"	3' 0 1/4"	3' 4 1/4"	3' 6 1/4"
Frame		1' 11 1/2"	2' 3 1/2"	2' 5 1/2"	2' 7 1/2"	2' 11 1/2"	3' 3 1/2"	3' 5 1/2"
(1 530) (1 511)	5' 0 1/4"	 23.5 x 59.5	 27.5 x 59.5	 29.5 x 59.5	 31.5 x 59.5 E ₁	 35.5 x 59.5 E	 39.5 x 59.5 E	 41.5 x 59.5 E
	4' 11 1/2"							
	5' 2 1/4"	 23.5 x 61.5	 27.5 x 61.5	 29.5 x 61.5 E ₁	 31.5 x 61.5 E ₁	 35.5 x 61.5 E	 39.5 x 61.5 E	 41.5 x 61.5 E
	5' 1 1/2"							
(1 581) (1 562)	5' 6 1/4"	 23.5 x 65.5	 27.5 x 65.5	 29.5 x 65.5 E ₁	 31.5 x 65.5 E	 35.5 x 65.5 E	 39.5 x 65.5 E	 41.5 x 65.5 E
	5' 5 1/2"							
(1 683) (1 664)	6' 0 1/4"	 23.5 x 71.5	 27.5 x 71.5 E ₁	 29.5 x 71.5 E	 31.5 x 71.5 E	 35.5 x 71.5 E	 39.5 x 71.5 E	 41.5 x 71.5 E
	5' 11 1/2"							
(1 835) (1 816)								

Egress Notes:

Check all applicable local codes for emergency egress requirements.

E = Window meets minimum clear opening of 24" height, 20" width, and 5.7 ft².

E₁ = Window meets minimum clear opening of 24" height, 20" width, and 5.0 ft².

See Design Data pages in this section for clear opening dimensions.

Not to scale.
Traditional grille patterns shown.



Size Tables - Replacement Fixed with Grilles-Between-the-Glass

	(1 060) (1 041)	(1 213) (1 194)	(1 365) (1 346)	(1 517) (1 499)		(1 060) (1 041)	(1 213) (1 194)	(1 365) (1 346)	(1 517) (1 499)	
Opening	3' 5 3/4"	3' 11 3/4"	4' 5 3/4"	4' 11 3/4"		Opening	3' 5 3/4"	3' 11 3/4"	4' 5 3/4"	4' 11 3/4"
Frame	3' 5"	3' 11"	4' 5"	4' 11"		Frame	3' 5"	3' 11"	4' 5"	4' 11"
(921) (902)	 41 x 35.5	 47 x 35.5	 53 x 35.5	 59 x 35.5	(1 530) (1 511)	 41 x 59.5	 47 x 59.5	 53 x 59.5	 59 x 59.5	
(972) (953)	 41 x 37.5	 47 x 37.5	 53 x 37.5	 59 x 37.5	(1 581) (1 562)	 41 x 61.5	 47 x 61.5	 53 x 61.5	 59 x 61.5	
(1 073) (1 054)	 41 x 41.5	 47 x 41.5	 53 x 41.5	 59 x 41.5	(1 683) (1 664)	 41 x 65.5	 47 x 65.5	 53 x 65.5	 59 x 65.5	
(1 175) (1 156)	 41 x 45.5	 47 x 45.5	 53 x 45.5	 59 x 45.5	(1 835) (1 816)	 41 x 71.5	 47 x 71.5	 53 x 71.5	 59 x 71.5	
(1 226) (1 206)	 41 x 47.5	 47 x 47.5	 53 x 47.5	 59 x 47.5						
(1 327) (1 308)	 41 x 51.5	 47 x 51.5	 53 x 51.5	 59 x 51.5						
(1 378) (1 359)	 41 x 53.5	 47 x 53.5	 53 x 53.5	 59 x 53.5						
(1 473) (1 461)	 41 x 57.5	 47 x 57.5	 53 x 57.5	 59 x 57.5						

Egress Notes:

Check all applicable local codes for emergency egress requirements.

E = Window meets minimum clear opening of 24" height, 20" width, and 5.7 ft².

E1 = Window meets minimum clear opening of 24" height, 20" width, and 5.0 ft².

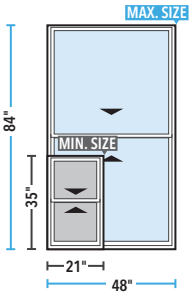
See Design Data pages in this section for clear opening dimensions.

Not to scale.
Traditional grille patterns shown.



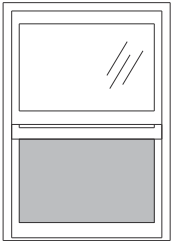
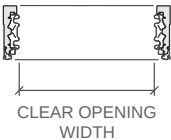
Special Size Frame Dimensions*

	Minimum	Maximum
Vent	1' 9" W x 2' 11" H (21" x 35") (533 x 889)	4' 0" W x 7' 0" H (48" x 84") (1 219 x 2 134)
Fixed	1' 9" W x 1' 2" H (21" x 14") (533 x 356)	4' 11" W x 6' 1" H (59" x 73") (1 499 x 1 854)



Miscellaneous Formulas (Equal Sash Only)

	Vent Units
Visible Glass	Width = Frame – 5" Height ₁ = (Frame – 6.3125") ÷ 2
Actual Glass	Width = Frame – 4" Height ₁ = (Frame – 4.3125") ÷ 2
Clear Opening Height:	(Frame Height ÷ 2) - 3.25"
Clear Opening Width:	Frame Width - 3.1875"



Shaded portion shows vent area.

Miscellaneous Formulas (Fixed Units Only)

	Fixed and transom units
Visible Glass	Width = Frame – 4.9375" Height = Frame – 4.9375"
Actual Glass	Width = Frame – 4" Height = Frame – 4"

* Available within size range shown. Keep frame dimensions to the nearest 1/4" increment. Frame height cannot exceed frame width on special size dual-pane vent units.
(1) Per Sash.
To convert areas to square meters (m²), multiply square feet by 0.0929.



Lifestyle Series Double-Hung

Design Data - Vent Units

New Construction Vent								
Unit	Egress	Clear Opening (Inches)		Vent Area Ft ²	Visible Glass Ft ²	Standard Glass Thickness (mm)		Performance Class & Grade ⁽¹⁾
		Width	Height			Annealed	Tempered	
2135		17-13/16	14-1/4	1.8	3.2	2.5	3	LC50
2141		17-13/16	17-1/4	2.1	3.9	2.5	3	LC50
2147		17-13/16	20-1/4	2.5	4.5	2.5	3	LC50
2153		17-13/16	23-1/4	2.9	5.2	2.5	3	LC50
2157		17-13/16	25-1/4	3.1	5.6	2.5	3	LC40/LC50
2159		17-13/16	26-1/4	3.2	5.9	2.5	3	LC40/LC50
2165		17-13/16	29-1/4	3.6	6.5	2.5	3	LC40/LC50
2171		17-13/16	32-1/4	4.0	7.2	2.5	3	LC30/LC50
2177		17-13/16	35-1/4	4.3	7.8	2.5	3	LC30
2184		17-13/16	38-3/4	4.8	8.6	2.5	3	LC25
2535		21-13/16	14-1/4	2.2	4.0	2.5	3	LC50
2541		21-13/16	17-1/4	2.6	4.8	2.5	3	LC50
2547		21-13/16	20-1/4	3.1	5.7	2.5	3	LC50
2553		21-13/16	23-1/4	3.5	6.5	2.5	3	LC50
2557		21-13/16	25-1/4	3.8	7.0	2.5	3	LC40/LC50
2559		21-13/16	26-1/4	4.0	7.3	2.5	3	LC40/LC50
2565		21-13/16	29-1/4	4.4	8.2	2.5	3	LC40/LC50
2571		21-13/16	32-1/4	4.9	9.0	2.5	3	LC30/LC50
2577	E1	21-13/16	35-1/4	5.3	9.8	2.5	3	LC30
2584	E	21-13/16	38-3/4	5.9	10.8	2.5	3	LC25
2935		25-13/16	14-1/4	2.6	4.8	2.5	3	LC50
2941		25-13/16	17-1/4	3.1	5.8	2.5	3	LC50
2947		25-13/16	20-1/4	3.6	6.8	2.5	3	LC50
2953		25-13/16	23-1/4	4.2	7.8	2.5	3	LC50
2957		25-13/16	25-1/4	4.5	8.4	2.5	3	LC40/LC50
2959		25-13/16	26-1/4	4.7	8.8	2.5	3	LC40/LC50
2965	E1	25-13/16	29-1/4	5.2	9.8	2.5	3	LC40/LC50
2971	E	25-13/16	32-1/4	5.8	10.8	2.5	3	LC30/LC50
2977	E	25-13/16	35-1/4	6.3	11.7	2.5	3	LC30
2984	E	25-13/16	38-3/4	6.9	12.9	2.5	3	LC25
3335		29-13/16	14-1/4	3.0	5.6	2.5	3	LC50
3341		29-13/16	17-1/4	3.6	6.7	2.5	3	LC50
3347		29-13/16	20-1/4	4.2	7.9	2.5	3	LC50
3353		29-13/16	23-1/4	4.8	9.1	2.5	3	LC40/LC50
3357	E1	29-13/16	25-1/4	5.2	9.9	2.5	3	LC40/LC50
3359	E1	29-13/16	26-1/4	5.4	10.2	2.5	3	LC40/LC50
3365	E	29-13/16	29-1/4	6.1	11.4	2.5	3	LC35/LC50
3371	E	29-13/16	32-1/4	6.7	12.6	2.5	3	LC30/LC50
3377	E	29-13/16	35-1/4	7.3	13.7	2.5	3	LC30
3384	E	29-13/16	38-3/4	8.0	15.1	2.5	3	LC25
3735		33-13/16	14-1/4	3.3	6.4	2.5	3	LC35/LC50
3741		33-13/16	17-1/4	4.1	7.7	2.5	3	LC35/LC50
3747		33-13/16	20-1/4	4.8	9.0	2.5	3	LC35/LC50
3753		33-13/16	23-1/4	5.5	10.4	2.5	3	LC35/LC50
3757	E	33-13/16	25-1/4	5.9	11.3	2.5	3	LC35/LC50
3759	E	33-13/16	26-1/4	6.2	11.7	2.5	3	LC35/LC50
3765	E	33-13/16	29-1/4	6.9	13.0	2.5	3	LC35/LC50
3771	E	33-13/16	32-1/4	7.6	14.4	2.5	3	LC30/LC50
3777	E	33-13/16	35-1/4	8.3	15.7	2.5	3	LC30
3784	E	33-13/16	38-3/4	9.1	17.3	2.5	3	LC25

Egress Notes:

Check all applicable local codes for emergency egress requirements.

E = Window meets minimum clear opening of 24" height, 20" width, and 5.7 ft².

E1 = Window meets minimum clear opening of 24" height, 20" width, and 5.0 ft².

Continued on Next Page

(1) Maximum performance when glazed with the appropriate glass thickness. Second number, where shown, indicates Design Pressure performance with DP Enhancement Kit installed.
To convert area to square meters (m²), multiply square feet by 0.0929.



New Construction Vent

Unit	Egress	Clear Opening (Inches)		Vent Area Ft ²	Visible Glass Ft ²	Standard Glass Thickness (mm)		Performance Class & Grade ¹
		Width	Height			Annealed	Tempered	
4135		37-13/16	14-1/4	3.7	6.5	2.5	3	LC30
4141		37-13/16	17-1/4	4.5	7.9	2.5	3	LC30
4147		37-13/16	20-1/4	5.3	9.2	2.5	3	LC30
4153		37-13/16	23-1/4	6.1	11.7	2.5	3	LC30
4157	E	37-13/16	25-1/4	6.6	12.7	2.5	3	LC30
4159	E	37-13/16	26-1/4	6.9	13.2	2.5	3	LC30
4165	E	37-13/16	29-1/4	7.7	14.7	2.5	3	LC30
4171	E	37-13/16	32-1/4	8.5	16.2	2.5	3	LC30
4177	E	37-13/16	35-1/4	9.2	17.6	2.5	3	LC30
4184	E	37-13/16	38-3/4	10.2	19.4	2.5	3	LC25
4535		41-13/16	14-1/4	4.1	8.0	2.5	3	LC30
4541		41-13/16	17-1/4	5.0	9.6	2.5	3	LC30
4547		41-13/16	20-1/4	5.9	11.3	2.5	3	LC30
4553		41-13/16	23-1/4	6.8	13.0	2.5	3	LC30
4557	E	41-13/16	25-1/4	7.3	14.1	2.5	3	LC30
4559	E	41-13/16	26-1/4	7.6	14.6	2.5	3	LC30
4565	E	41-13/16	29-1/4	8.5	16.3	2.5	3	LC30
4571	E	41-13/16	32-1/4	9.4	18.0	2.5	3	LC30
4577	E	41-13/16	35-1/4	10.2	19.6	2.5	3	LC30
4584	E	41-13/16	38-3/4	11.3	21.6	3.0	3	LC25
4835		44-13/16	14-1/4	4.4	8.6	2.5	3	LC25
4841		44-13/16	17-1/4	5.4	10.4	2.5	3	LC25
4847		44-13/16	20-1/4	6.3	12.1	2.5	3	LC25
4853		44-13/16	23-1/4	7.2	13.9	2.5	3	LC25
4857	E	44-13/16	25-1/4	7.9	15.1	2.5	3	LC25
4859	E	44-13/16	26-1/4	8.2	15.7	2.5	3	LC25
4865	E	44-13/16	29-1/4	9.1	17.5	2.5	3	LC25
4871	E	44-13/16	32-1/4	10.0	19.3	2.5	3	LC25
4877	E	44-13/16	35-1/4	11.0	21.1	2.5	3	LC25
4884	E	44-13/16	38-3/4	12.1	23.2	2.5	3	LC25

Egress Notes:

Check all applicable local codes for emergency egress requirements.

E = Window meets minimum clear opening of 24" height, 20" width, and 5.7 ft².

E1 = Window meets minimum clear opening of 24" height, 20" width, and 5.0 ft².

(1) Maximum performance when glazed with the appropriate glass thickness. Second number, where shown, indicates Design Pressure performance with DP Enhancement Kit installed.
To convert area to square meters (m²), multiply square feet by 0.0929.



Lifestyle Series Double-Hung

Design Data - Fixed and Transoms

New Construction Fixed

Unit	Visible Glass Ft ²	Standard Glass Thickness (mm)		Performance Class & Grade ¹
		Annealed	Tempered	
4135	7.5	3	3	LC50
4141	9.0	3	3	LC50
4147	10.5	3	3	LC50
4153	12.0	3	3	LC50
4157	13.0	3	3	LC50
4159	13.6	3	3	LC50
4165	15.1	3	3	LC50
4171	16.6	3	3	LC45/LC50
4735	8.8	3	3	LC50
4741	10.5	3	3	LC50
4747	12.3	3	3	LC50
4753	14.1	3	3	LC50
4757	15.2	3	3	LC50
4759	15.8	3	3	LC45/LC50
4765	17.6	3	3	LC45/LC50
4771	19.3	4	4	LC50
5335	10.0	3	3	LC50
5341	12.0	3	3	LC50
5347	14.1	3	3	LC50
5353	16.1	3	4	LC45/LC50
5357	17.4	3	4	LC45/LC50
5359	18.1	4	4	LC50
5365	20.1	4	4	LC50
5371	22.1	4	4	LC50
5935	11.3	3	3	LC50
5941	13.6	3	3	LC50
5947	15.8	3	3	LC45/LC50
5953	18.1	4	4	LC50
5957	19.6	4	4	LC50
5959	20.3	4	4	LC50
5965	22.6	4	4	LC50
5971	24.8	4	4	LC45/LC50

New Construction Fixed Transom

Unit	Visible Glass Ft ²	Standard Glass Thickness (mm)		Performance Class & Grade ¹
		Annealed	Tempered	
2114	1.0	3	3	LC50
2117	1.3	3	3	LC50
2121	1.8	3	3	LC50
2125	2.2	3	3	LC50
2514	1.3	3	3	LC50
2517	1.7	3	3	LC50
2525	2.8	3	3	LC50
2914	1.5	3	3	LC50
2917	2.0	3	3	LC50
2925	3.4	3	3	LC50
2929	4.0	3	3	LC50
3314	1.8	3	3	LC50
3317	2.4	3	3	LC50
3325	3.9	3	3	LC50
3714	2.0	3	3	LC50
3717	2.7	3	3	LC50
3725	4.5	3	3	LC50
4114	2.3	3	3	LC50
4117	3.0	3	3	LC50
4125	5.0	3	3	LC50

(1) Maximum performance when glazed with the appropriate glass thickness. Second number, where shown, requires tempered glass.
To convert areas to square meters (m²), multiply square feet by 0.0929.



Lifestyle Series Double-Hung

Design Data - Replacement Double-Hung

Replacement Vent

Unit	Egress	Clear Opening		Vent Area Ft ²	Visible Glass Ft ²	Standard Glass Thickness (mm)		Performance Class & Grade ¹
		Width (Inches)	Height (Inches)			Annealed	Tempered	
23.5 x 35.5		20-5/16	14-1/2	2.0	3.7	2.5	3	LC50
23.5 x 37.5		20-5/16	15-1/2	2.1	4.0	2.5	3	LC50
23.5 x 41.5		20-5/16	17-1/2	2.4	4.5	2.5	3	LC50
23.5 x 45.5		20-5/16	19-1/2	2.7	5.0	2.5	3	LC50
23.5 x 47.5		20-5/16	20-1/2	2.8	5.3	2.5	3	LC50
23.5 x 51.5		20-5/16	22-1/2	3.1	5.8	2.5	3	LC50
23.5 x 53.5		20-5/16	23-1/2	3.3	6.1	2.5	3	LC40/LC50
23.5 x 57.5		20-5/16	25-1/2	3.5	6.6	2.5	3	LC40/LC50
23.5 x 59.5		20-5/16	26-1/2	3.7	6.8	2.5	3	LC40/LC50
23.5 x 61.5		20-5/16	27-1/2	3.8	7.1	2.5	3	LC40/LC50
23.5 x 65.5		20-5/16	29-1/2	4.1	7.6	2.5	3	LC30/LC50
23.5 x 71.5		20-5/16	32-1/2	4.5	8.4	2.5	3	LC30/LC50
27.5 x 35.5		24-5/16	14-1/2	2.4	4.6	2.5	3	LC50
27.5 x 37.5		24-5/16	15-1/2	2.6	4.9	2.5	3	LC50
27.5 x 41.5		24-5/16	17-1/2	2.9	5.5	2.5	3	LC50
27.5 x 45.5		24-5/16	19-1/2	3.2	6.1	2.5	3	LC50
27.5 x 47.5		24-5/16	20-1/2	3.4	6.4	2.5	3	LC50
27.5 x 51.5		24-5/16	22-1/2	3.7	7.1	2.5	3	LC50
27.5 x 53.5		24-5/16	23-1/2	3.9	7.4	2.5	3	LC40/LC50
27.5 x 57.5		24-5/16	25-1/2	4.3	8.0	2.5	3	LC40/LC50
27.5 x 59.5		24-5/16	26-1/2	4.4	8.3	2.5	3	LC40/LC50
27.5 x 61.5		24-5/16	27-1/2	4.6	8.6	2.5	3	LC40/LC50
27.5 x 65.5		24-5/16	29-1/2	4.9	9.2	2.5	3	LC30/LC50
27.5 x 71.5	E1	24-5/16	32-1/2	5.4	10.2	2.5	3	LC30/LC50
29.5 x 35.5		26-5/16	14-1/2	2.6	5.0	2.5	3	LC50
29.5 x 37.5		26-5/16	15-1/2	2.8	5.3	2.5	3	LC50
29.5 x 41.5		26-5/16	17-1/2	3.1	6.0	2.5	3	LC50
29.5 x 45.5		26-5/16	19-1/2	3.5	6.7	2.5	3	LC50
29.5 x 47.5		26-5/16	20-1/2	3.7	7.0	2.5	3	LC40/LC50
29.5 x 51.5		26-5/16	22-1/2	4.1	7.7	2.5	3	LC40/LC50
29.5 x 53.5		26-5/16	23-1/2	4.2	8.0	2.5	3	LC40/LC50
29.5 x 57.5		26-5/16	25-1/2	4.6	8.7	2.5	3	LC40/LC50
29.5 x 59.5		26-5/16	26-1/2	4.8	9.0	2.5	3	LC35/LC50
29.5 x 61.5	E1	26-5/16	27-1/2	5.0	9.4	2.5	3	LC35/LC50
29.5 x 65.5	E1	26-5/16	29-1/2	5.3	10.1	2.5	3	LC30/LC50
29.5 x 71.5	E	26-5/16	32-1/2	5.9	11.1	2.5	3	LC30/LC50

Egress Notes:

Check all applicable local codes for emergency egress requirements.

E = Window meets minimum clear opening of 24" height, 20" width, and 5.7 ft².

E1 = Window meets minimum clear opening of 24" height, 20" width, and 5.0 ft².

(1) Maximum performance when glazed with the appropriate glass thickness. Second number, where shown, indicates Design Pressure performance with DP Enhancement Kit installed.



Lifestyle Series Double-Hung

Design Data - Replacement Double-Hung

Replacement Vent								
Unit	Egress	Clear Opening		Vent Area Ft ²	Visible Glass Ft ²	Standard Glass Thickness (mm)		Performance Class & Grade ¹
		Width (Inches)	Height (Inches)			Annealed	Tempered	
31.5 x 35.5		28-5/16	14-1/2	2.8	5.4	2.5	3	LC50
31.5 x 37.5		28-5/16	15-1/2	3.0	5.7	2.5	3	LC50
31.5 x 41.5		28-5/16	17-1/2	3.4	6.5	2.5	3	LC50
31.5 x 45.5		28-5/16	19-1/2	3.8	7.2	2.5	3	LC50
31.5 x 47.5		28-5/16	20-1/2	4.0	7.6	2.5	3	LC40/LC50
31.5 x 51.5		28-5/16	22-1/2	4.4	8.3	2.5	3	LC40/LC50
31.5 x 53.5		28-5/16	23-1/2	4.6	8.7	2.5	3	LC40/LC50
31.5 x 57.5	E1	28-5/16	25-1/2	5.0	9.4	2.5	3	LC40/LC50
31.5 x 59.5	E1	28-5/16	26-1/2	5.2	9.8	2.5	3	LC35/LC50
31.5 x 61.5	E1	28-5/16	27-1/2	5.4	10.2	2.5	3	LC35/LC50
31.5 x 65.5	E	28-5/16	29-1/2	5.8	10.9	2.5	3	LC30/LC50
31.5 x 71.5	E	28-5/16	32-1/2	6.3	12.0	2.5	3	LC30/LC50
35.5 x 35.5		32-5/16	14-1/2	3.2	6.2	2.5	3	LC35/LC50
35.5 x 37.5		32-5/16	15-1/2	3.4	6.6	2.5	3	LC35/LC50
35.5 x 41.5		32-5/16	17-1/2	3.9	7.5	2.5	3	LC35/LC50
35.5 x 45.5		32-5/16	19-1/2	4.3	8.3	2.5	3	LC35/LC50
35.5 x 47.5		32-5/16	20-1/2	4.6	8.7	2.5	3	LC35/LC50
35.5 x 51.5		32-5/16	22-1/2	5.0	9.6	2.5	3	LC35/LC50
35.5 x 53.5		32-5/16	23-1/2	5.2	10.0	2.5	3	LC35/LC50
35.5 x 57.5	E1	32-5/16	25-1/2	5.7	10.8	2.5	3	LC35/LC50
35.5 x 59.5	E	32-5/16	26-1/2	5.9	11.3	2.5	3	LC35/LC50
35.5 x 61.5	E	32-5/16	27-1/2	6.1	11.7	2.5	3	LC35/LC50
35.5 x 65.5	E	32-5/16	29-1/2	6.6	12.5	2.5	3	LC30/LC50
35.5 x 71.5	E	32-5/16	32-1/2	7.2	13.8	2.5	3	LC30/LC50
39.5 x 35.5		36-5/16	14-1/2	3.6	7.0	2.5	3	LC30
39.5 x 37.5		36-5/16	15-1/2	3.9	7.5	2.5	3	LC30
39.5 x 41.5		36-5/16	17-1/2	4.4	8.4	2.5	3	LC30
39.5 x 45.5		36-5/16	19-1/2	4.9	9.4	2.5	3	LC30
39.5 x 47.5		36-5/16	20-1/2	5.1	9.9	2.5	3	LC30
39.5 x 51.5		36-5/16	22-1/2	5.6	10.8	2.5	3	LC30
39.5 x 53.5		36-5/16	23-1/2	5.9	11.3	2.5	3	LC30
39.5 x 57.5	E	36-5/16	25-1/2	6.4	12.3	2.5	3	LC30
39.5 x 59.5	E	36-5/16	26-1/2	6.6	12.7	2.5	3	LC30
39.5 x 61.5	E	36-5/16	27-1/2	6.9	13.2	2.5	3	LC30
39.5 x 65.5	E	36-5/16	29-1/2	7.4	14.2	2.5	3	LC30
39.5 x 71.5	E	36-5/16	32-1/2	8.1	15.6	2.5	3	LC30
41.5 x 35.5		38-5/16	14-1/2	3.6	7.4	2.5	3	LC30
41.5 x 37.5		38-5/16	15-1/2	3.9	7.9	2.5	3	LC30
41.5 x 41.5		38-5/16	17-1/2	4.4	8.9	2.5	3	LC30
41.5 x 45.5		38-5/16	19-1/2	4.9	9.9	2.5	3	LC30
41.5 x 47.5		38-5/16	20-1/2	5.1	10.4	2.5	3	LC30
41.5 x 51.5		38-5/16	22-1/2	5.6	11.5	2.5	3	LC30
41.5 x 53.5		38-5/16	23-1/2	5.9	12.0	2.5	3	LC30
41.5 x 57.5	E	38-5/16	25-1/2	6.4	13.0	2.5	3	LC30
41.5 x 59.5	E	38-5/16	26-1/2	6.6	13.5	2.5	3	LC30
41.5 x 61.5	E	38-5/16	27-1/2	6.9	14.0	2.5	3	LC30
41.5 x 65.5	E	38-5/16	29-1/2	7.4	15.0	2.5	3	LC30
41.5 x 71.5	E	38-5/16	32-1/2	8.1	16.5	2.5	3	LC30

Egress Notes:

Check all applicable local codes for emergency egress requirements.

E = Window meets minimum clear opening of 24" height, 20" width, and 5.7 ft².

E1 = Window meets minimum clear opening of 24" height, 20" width, and 5.0 ft².

(1) Maximum performance when glazed with the appropriate glass thickness. Second number, where shown, indicates Design Pressure performance with DP Enhancement Kit installed.



Lifestyle Series Double-Hung

Design Data - Replacement Fixed and Transoms

Replacement Fixed				
Unit	Visible Glass Ft ²	Standard Glass Thickness (mm)		Performance Class & Grade ⁽¹⁾
		Annealed	Tempered	
41 x 35.5	7.7	3	3	LC50
41 x 37.5	8.2	3	3	LC50
41 x 41.5	9.2	3	3	LC50
41 x 45.5	10.2	3	3	LC50
41 x 47.5	10.7	3	3	LC50
41 x 51.5	11.7	3	3	LC50
41 x 53.5	12.2	3	3	LC50
41 x 57.5	13.2	3	3	LC50
41 x 59.5	13.7	3	3	LC50
41 x 61.5	14.2	3	3	LC50
41 x 65.5	15.2	3	3	LC50
41 x 71.5	16.7	3	3	LC45/LC50
47 x 35.5	8.9	3	3	LC50
47 x 37.5	9.5	3	3	LC50
47 x 41.5	10.7	3	3	LC50
47 x 45.5	11.9	3	3	LC50
47 x 47.5	12.4	3	3	LC50
47 x 51.5	13.6	3	3	LC50
47 x 53.5	14.2	3	3	LC50
47 x 57.5	15.4	3	3	LC50
47 x 59.5	15.9	3	3	LC45/LC50
47 x 61.5	16.5	3	3	LC45/LC50
47 x 65.5	17.7	3	3	LC40/LC50
47 x 71.5	19.5	4	4	LC50
53 x 35.5	10.2	3	3	LC50
53 x 37.5	10.9	3	3	LC50
53 x 41.5	12.2	3	3	LC50
53 x 45.5	13.5	3	3	LC50
53 x 47.5	14.2	3	3	LC50
53 x 51.5	15.6	3	3	LC50
53 x 53.5	16.2	3	4	LC45/LC50
53 x 57.5	17.6	3	4	LC40/LC50
53 x 59.5	18.2	4	4	LC50
53 x 61.5	18.9	4	4	LC50
53 x 65.5	20.2	4	4	LC50
53 x 71.5	22.2	4	4	LC50
59 x 35.5	11.5	3	3	LC50
59 x 37.5	12.2	3	3	LC50
59 x 41.5	13.7	3	3	LC50
59 x 45.5	15.2	3	3	LC50
59 x 47.5	16.0	3	3	LC45/LC50
59 x 51.5	17.5	3	4	LC45/LC50
59 x 53.5	18.2	4	4	LC50
59 x 57.5	19.7	4	4	LC50
59 x 59.5	20.5	4	4	LC50
59 x 61.5	21.2	4	4	LC50
59 x 65.5	22.8	4	4	LC50
59 x 71.5	25.0	4	4	LC45/LC50

Replacement Fixed Transom				
Unit	Visible Glass Ft ²	Standard Glass Thickness (mm)		Performance Class & Grade ⁽¹⁾
		Annealed	Tempered	
23.5 x 14	1.2	3	3	LC50
23.5 x 17	1.6	3	3	LC50
23.5 x 25	2.6	3	3	LC50
27.5 x 14	1.4	3	3	LC50
27.5 x 17	1.9	3	3	LC50
27.5 x 25	3.1	3	3	LC50
29.5 x 14	1.5	3	3	LC50
29.5 x 17	2.1	3	3	LC50
29.5 x 25	3.4	3	3	LC50
31.5 x 14	1.7	3	3	LC50
31.5 x 17	2.2	3	3	LC50
31.5 x 25	3.7	3	3	LC50
35.5 x 14	1.9	3	3	LC50
35.5 x 17	2.6	3	3	LC50
35.5 x 25	4.3	3	3	LC50
39.5 x 14	2.2	3	3	LC50
39.5 x 17	2.9	3	3	LC50
39.5 x 25	4.8	3	3	LC50
41.5 x 14	2.3	3	3	LC50
41.5 x 17	3.1	3	3	LC50
41.5 x 25	5.1	3	3	LC50

(1) Maximum performance when glazed with the appropriate glass thickness. Second number, where shown, requires tempered glass.

To convert areas to square meters (m²), multiply square feet by 0.0929.



Detailed Product Description

Frame

- Select softwood, immersion treated with Pella's EnduraGuard® wood protection formula in accordance with WDMA I.S.-4. The EnduraGuard formula includes three active ingredients for protection against the effects of moisture, decay, stains from mold and mildew. Plus, an additional ingredient adds protection against termite damage.
- Interior exposed surfaces are clear pine.
- Exterior surfaces are clad with aluminum.
- Components are assembled with screws, staples and concealed corner locks.
- Overall frame depth is 5" (127 mm) for a wall depth of 3-11/16" (94mm).
- Jamb liner shall be [Gray, high-impact polyvinyl chloride] [Black, chlorinated polyvinyl chloride] backed by continuous hard-tempered aluminum springs.
- Optional factory applied jamb extensions are available.
- Optional factory installed fold-out installation fins with flexible fin corners.
- Optional factory-applied EnduraClad® exterior trim.
- Optional factory-installed Pella Steady Set Installation System.

Sash

- Select softwood, immersion treated with Pella's EnduraGuard® wood protection formula in accordance with WDMA I.S.-4. The EnduraGuard formula includes three active ingredients for protection against the effects of moisture, decay, stains from mold and mildew. Plus, an additional ingredient adds protection against termite damage.
- Interior exposed surfaces are clear pine.
- Exterior surfaces are clad with aluminum, lap-jointed and sealed.
- Corners mortised and tenoned, glued and secured with metal fasteners.
- Sash thickness is 1-5/8" (41 mm).
- Sashes tilt for easy cleaning.

Weatherstripping

- Foam with 3 mm skin at head and bottom rail. Thermal-plastic elastomer bulb with slip-coating set into upper sash for tight contact at check rail.
- Secondary polyvinyl chloride leaf-type weatherstrip on bottom sash at sill.
- Jamb liner to seal against sides of sash.

Glazing System

- Quality float glass complying with ASTM C 1036.
- High altitude glazing available.
- Silicone groove-glazed 11/16" [obscure] dual-seal insulating glass [[annealed] [tempered]] [[Advanced] [SunDefense™] [SunDefense+] [AdvancedComfort] [NaturalSun] [NaturalSun+] Low-E [with argon]].

Exterior

- Exterior aluminum surfaces are finished with EnduraClad® protective finish, in a multi-step, baked-on finish.
- Color is [White] [Tan] [Putty] [Brown] [Poplar White] [Portobello] [Hartford Green] [Morning Sky Gray] [Brick Red] [Black].

Interior

- [Unfinished, ready for site finishing] [factory primed with one coat acrylic latex] [factory prefinished [White] [Linen] [Bright White] [stain₁]].

Hardware

- Galvanized block-and-tackle balances are connected to sash with a polyester cord and concealed within the frame.
- Factory installed self-aligning surface-mounted sash lock. Two sash locks on units with frame width 33-1/4" and greater.
- Optional Sash lift furnished for field installation. Two lifts on units with frame width 33-1/4" and greater.
- Finish is [baked enamel [Champagne] [White] [Brown] [Matte Black]] [Satin Brass] [Satin Nickel].
- Champagne locks are standard on unfinished units; White locks are standard on factory prefinished white units.

Optional Products

Grilles

- Simulated-Divided-Light [with optional spacer]
 - 7/8" Grilles permanently bonded to the interior and exterior of glass.
 - Patterns are [Traditional] [Prairie] [Cross] [Top Row] [Custom – Equally Divided].
 - Interior surfaces are [unfinished, ready for site finishing] [factory primed] [pine: factory prefinished [White] [Linen White] [Bright White] [stain₁]]. Exterior grilles to match the exterior cladding color.
 - Available only on units glazed with Low-E insulated glass with argon.
- or –
- Grilles-Between-the-Glass₂
 - Insulating glass contains 3/4" contoured aluminum grilles permanently installed between two panes of glass.
 - Patterns are [Traditional] [9-Lite Prairie] [Top Row] [Custom – Equally Divided].
 - Interior color is [White] [Ivory] [Tan₃] [Brickstone] [Black] [Putty₃] [Brown₃] [Harvest] [Cordovan].
 - Exterior color [matched to the exterior cladding color] [White]₄.

Screens

- InView™ screens
 - Full-size Vinyl-coated 18/18 mesh fiberglass screen cloth complying with the performance requirements of SMA 1201, set in aluminum frame fitted to outside of window, supplied complete with all necessary hardware.
 - Screen frame finish is baked enamel, color to match window cladding.
- Hidden screens₅
 - Vinyl-coated 18/18 mesh fiberglass screen cloth, set in aluminum channels hidden within the sash, supplied complete with all necessary hardware.
 - Finish color [White] [Black] [Brown] [Fossil] [Iron Ore].

Hardware

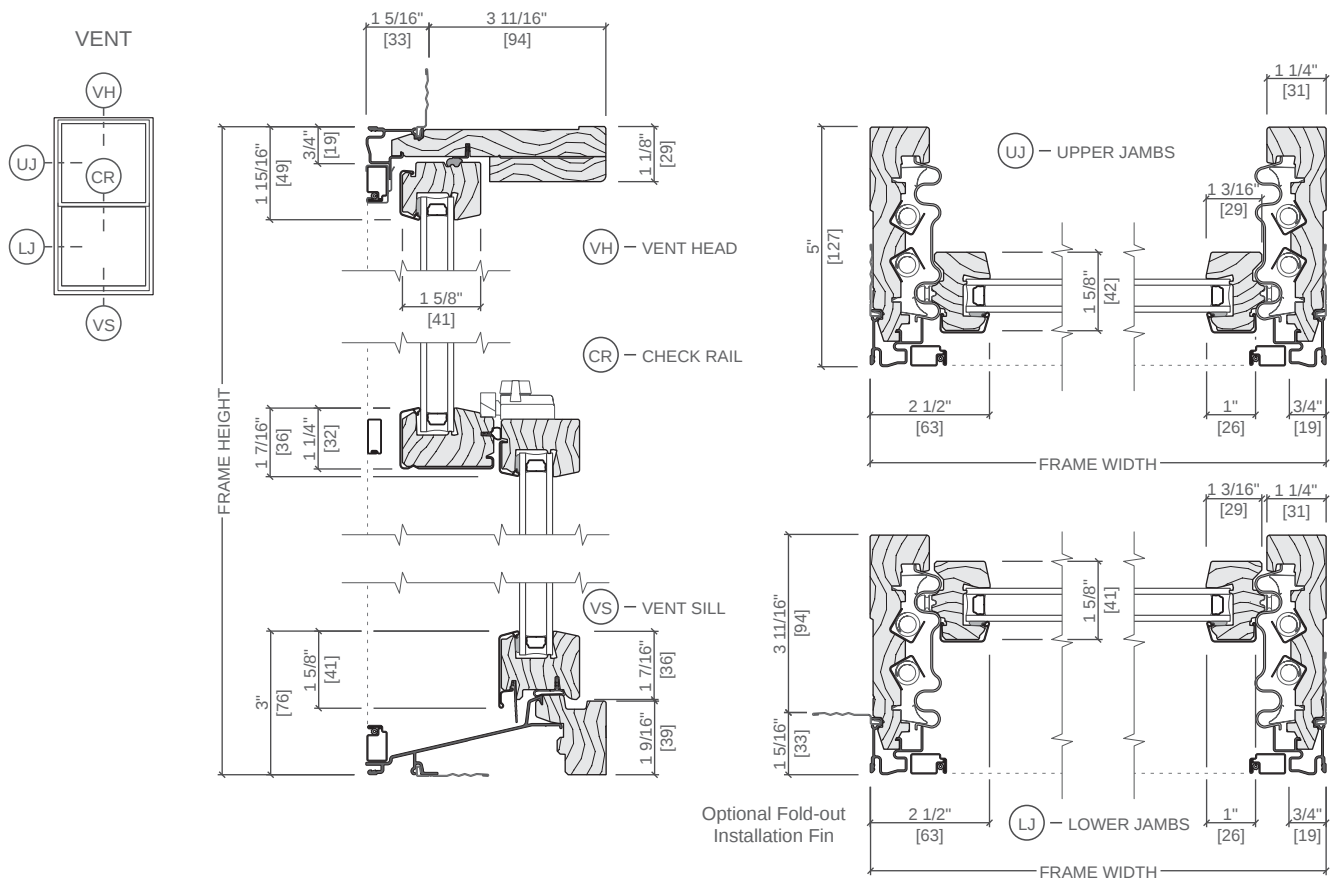
- Optional factory applied limited opening device available for vent units in steel, nominal 3-3/4" opening.
- Optional window opening control device available for field installation. Device allows window to open less than 4" with normal operation, with a release mechanism that allows the sash to open completely. Complies with ASTM F2090-10.

(1) Contact your local Pella sales representative for current designs and color options.
(2) Available on units glazed with Low-E insulated glass with argon, and obscure insulated glass.
(3) Tan, brown and putty Interior GBG colors are available only with matching interior and exterior colors.
(4) Appearance of exterior grille color will vary depending on Low-E coating on glass.
(5) Not compatible with Limited Opening Hardware.



Lifestyle Series Double-Hung

Unit Sections

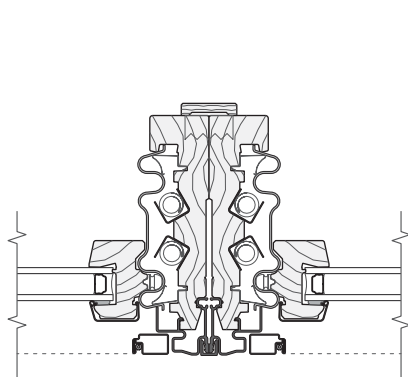
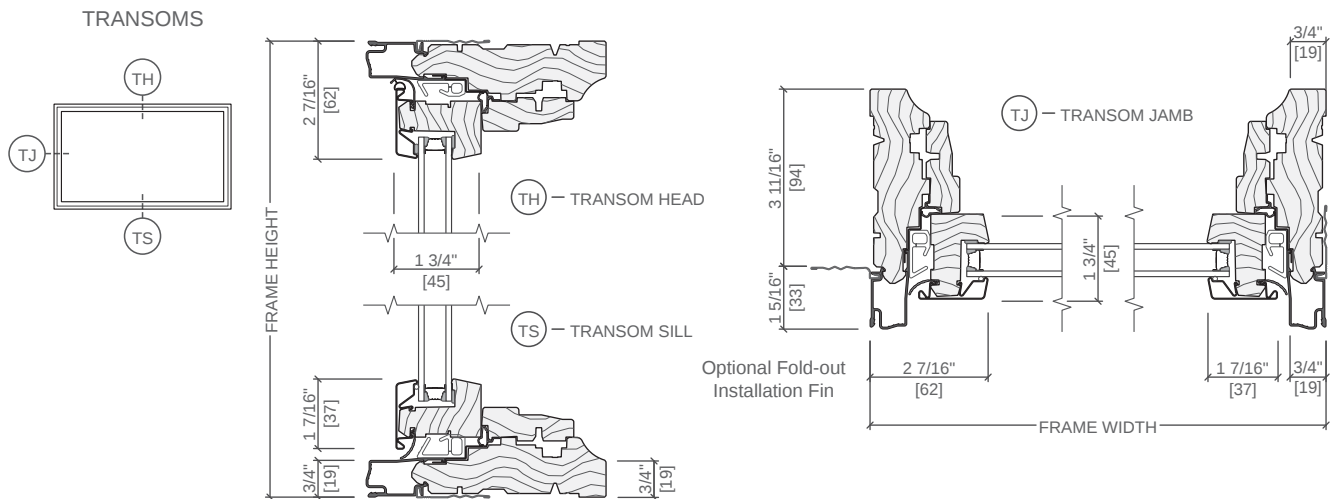
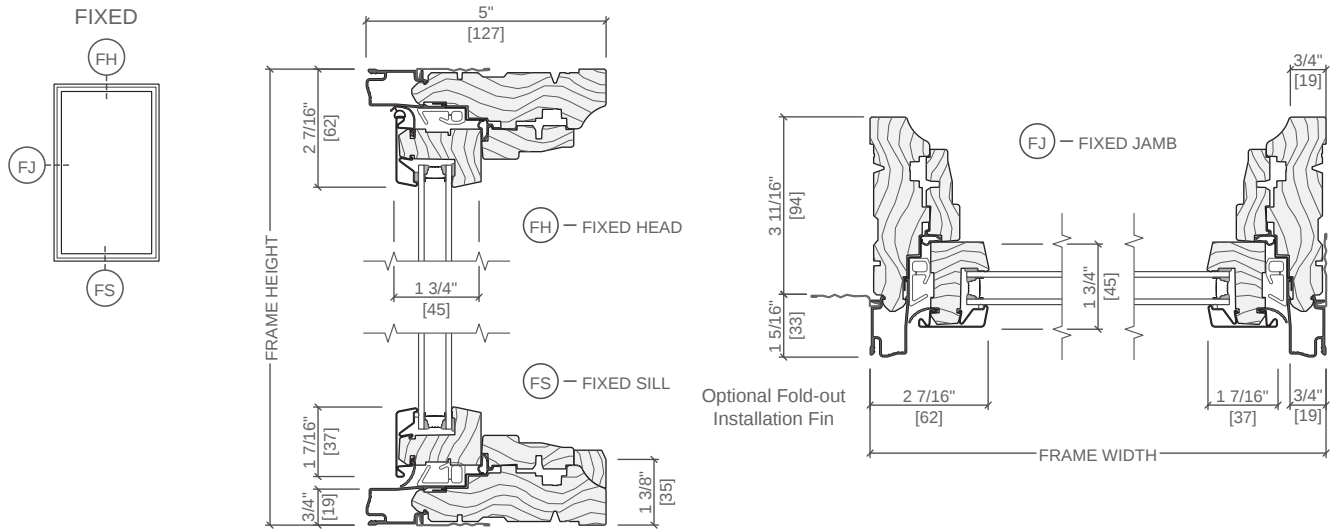


Scale 3" = 1' 0"
All dimensions are approximate.

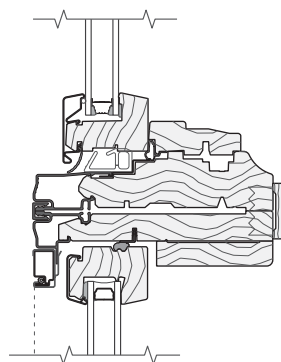


Lifestyle Series Double-Hung

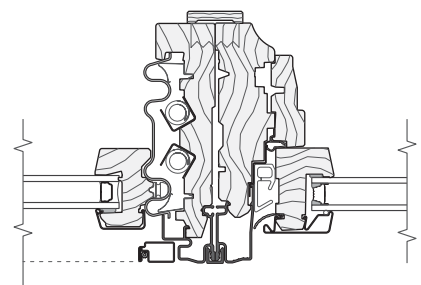
Unit Sections



VERTICAL JOINING MULLION
VENT / VENT



HORIZONTAL JOINING MULLION
TRANSOM / VENT



VERTICAL JOINING MULLION
VENT / FIXED

Scale 3" = 1' 0"

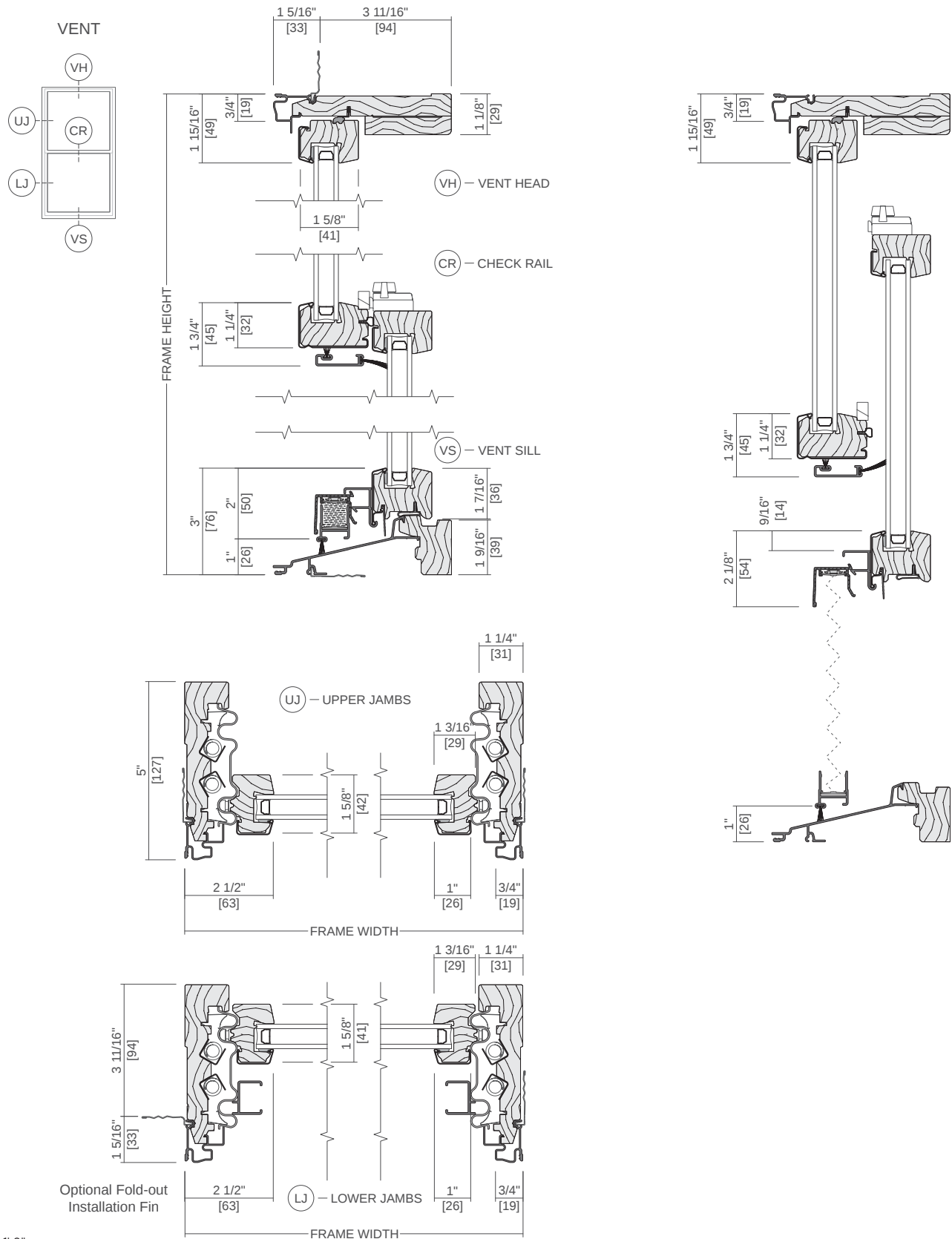
All dimensions are approximate.

See www.Pella.com for mullion limitations and reinforcing requirements.



Lifestyle Series Double-Hung

Unit Sections - Hidden Screen



Scale 3" = 1' 0"

All dimensions are approximate.

Hidden Screen prevents operation of the upper sash.



Natick, MA
Pictured: DURATION®
Beveled Siding

DMA
DURATION®
MOULDING & MILLWORK

The **NEXT** Generation of Exterior
Millwork for Premium Performance

Stock DURATION® Moulding Profiles

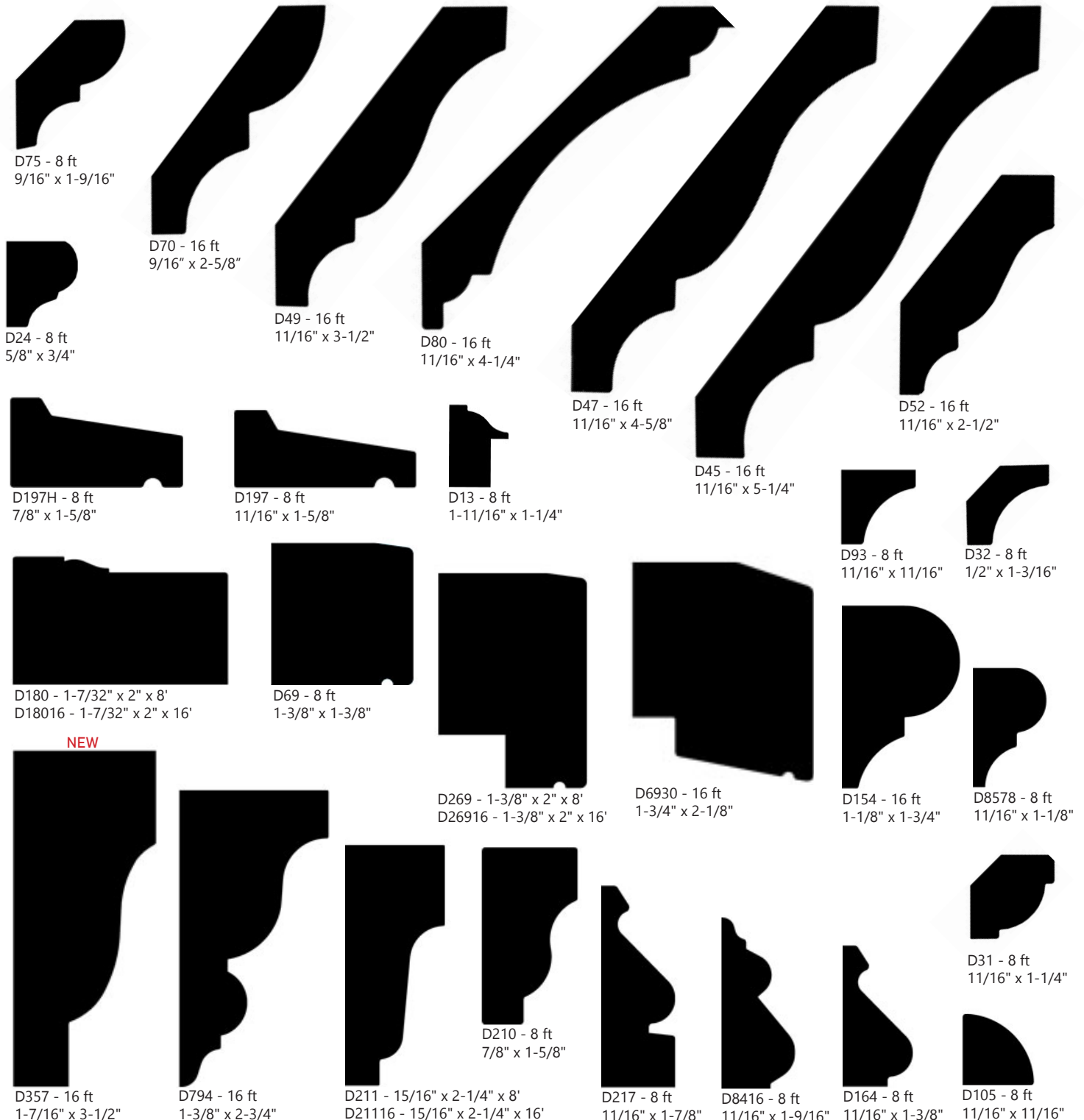
DURATION® Poly-ash composite mouldings can be cut, drilled, routed, nailed, and installed like wood mouldings with no special tools. Use carbide blades dedicated exclusively to poly-ash composite materials.

Over 600 Semi-Custom profiles available
or we can match a profile for you.
DURATIONMillwork.com

DURATION® Consistently Provides:

- Quick Quoting and Proposal Generation
- Design Guidance
- Value Engineering Services
- Professional Shop Drawings
- Excellent Lead Times on Standard and Custom Profiles & Assemblies

Not drawn to scale.



DURATION® Stock Siding & Corner Profiles

Beveled Siding Stock Profiles

Smooth or Woodgrain Face - 16'

1/2 x 6 (7/16" x 5-1/2" Actual)

1/2 x 8 (7/16" x 7-1/4" Actual)

5/8 x 8 (5/8" x 7-1/4" Actual)

5/8 x 8 Beaded (5/8" x 7-1/4" Actual)

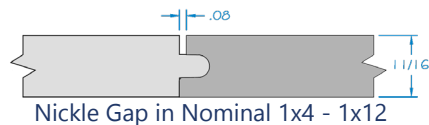
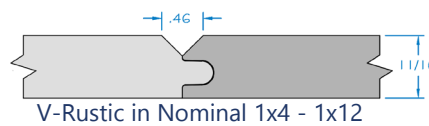
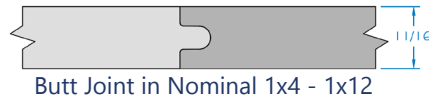
5/8 x 9 (5/8" x 8-1/4" Actual)

5/8 x 10 (5/8" x 9-1/4" Actual)

5/8 x 12 (5/8" x 11-1/4" Actual)

3/4 x 10 (3/4" x 9-1/4" Actual)

Tongue & Groove Siding Stock Profiles - 16'



Stock Outside Corners



5/4 x 4 (15/16" x 3-1/2" Actual)
5/4 x 6 (15/16" x 5-1/2" Actual)

T&G Ends for Easy Stacking



Scan to see detailed actual dimensions, reveals, coverage & cost calculator, and more

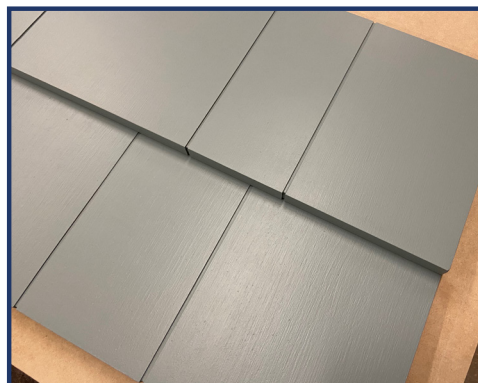
Standard Wide Boards & Panels

15/16" x 18" - 16'
11/16" x 43" - 95-1/2"
11/16" x 48" - 96"



Standard Simulated Shake Panels

7/16" x 8" x 48" 6" Reveal
5/8" x 8" x 48" 6" Reveal
5/8" x 10" x 48" 8" Reveal



What's So Special About Poly-ash . . .

The Look

- Finished product is indistinguishable from wood
- The only composite material regularly accepted in areas controlled by Historic Architectural Review Boards
- Crisp profile details and truly beveled shape on beveled sidings
- Corners are able to be mitered or woven
- Minimal joints thanks to all long length material (non-finger jointed)
- Full complement of mouldings and millwork made from the same exact material
- Full capability of matching existing conditions or providing custom profiles



*5/8 x 8 Beaded Beveled
Siding, Smooth*

The Ease of Installation and Finish

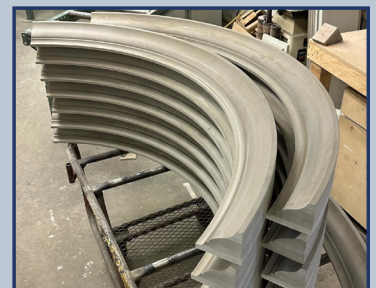
- No clearance requirements from grade, roofing, or patios
- No back or edge priming or sealing
- Minimal head size fasteners
- Easy to cut, sand, patch, and repair if ever damaged
- All 16' length siding - no cupping, checking, or splitting
- No rush to apply finish
- Paint ANY color with regular acrylic paint



*Semi-custom Profile
DSC-126 - 3" x 3-3/4"*

The Durability / Performance

- Will not rot or decay
- Remains exceptionally stable
- **Class A Fire Rated**
- Meets Florida Building Code requirements
- Poly-ash is an inorganic material that offers no food sources for termites, carpenter bees, squirrels, or other pests
- Unaffected by temperature, humidity, or standing water
- Extends paint performance thanks to stability and inability to cycle moisture



Radius Solid Crown



Made in
the U.S.A.



Readily
Available



Environmentally
Friendly



Please visit
DURATIONmillwork.com
for more information



Follow us on
Instagram

@DurationMouldingandMillwork

DM
DURATION
MOULDING & MILLWORK

888-388-7852
info@DURATIONmillwork.com

Hardie® Soffit Panels

Submittal Form

06

Submitted to:

Project Name:

Submitted by:

Date:

☐ HZ5® Product Zone ☐ HZ10® Product Zone

Product	Width (inches)	Length (inches)	Texture	Finish
☐ Hardie® Soffit Panels - Vented	☐ 12	144	☐ Smooth ☐ Cedamill	☐ ColorPlus® Technology ☐ Primed
	☐ 16	144		
	☐ 24	96		
☐ Hardie® Soffit Panels - Non-Vented	☐ 12	144	☐ Smooth ☐ Cedamill	☐ ColorPlus® Technology ☐ Primed
	☐ 16	144		
	☐ 24	96		
	☐ 48	96		

Hardie® Soffit Panels

Specification Sheet

06

DIVISION: 07 00 00 THERMAL AND MOISTURE PROTECTION

SECTION: 07 46 46 FIBER CEMENT SIDING

Manufacturer

James Hardie Building Products Inc.

The products are manufactured at the following locations, with quality control inspections by ICC-ES:

- Tacoma, Washington
- Waxahachie, Texas
- Plant City, Florida
- Pulaski, Virginia
- Peru, Illinois

Compliance with the following codes

- 2009 thru 2021 International Building Code (IBC)
- 2009 thru 2021 International Residential Code (IRC)

For more information about other compliances and applicable uses, refer to the ESR-2273

Features

- Noncombustible
- Dimensionally Stable
- Resistant to damage caused by pests
- Weather Resistant-Engineered for Climate®
- Impact resistant
- Sustainable

Use

Hardie® Soffit panels are used as exterior soffit covering of buildings.

Description

Hardie® Soffit panels are single-faced, cellulose fiber-reinforced cement (fiber-cement) sheets manufactured by the Hatschek process and cured by high-pressure steam autoclaving. The exterior soffit panels are identified as Hardie® Soffit panels and may be vented or unvented.

Available Sizes

Product	Width (inches)	Length (inches)	Thickness (inches)
Hardie® Soffit Panels	12, 16, 24, 48	96, 144	1/4

Weight: 2.12 lbs. per square foot

Texture & Finish

Soffit panels are available with either a woodgrain texture or a smooth unsanded surface. The exterior soffit products may be supplied primed for field paint or factory finished with Colorplus® Technology. (color varies by region)

Features

Hardie® vented Hardie® Soffit Panels achieve a net free ventilation (NFV) of 5 sq in per linear ft.

Hardie® Soffit VentedPlus® panels provide 12.6 square inches of net free ventilation per lineal foot. (availability is limited)

Engineered for Climate®

Hardie® Soffit Panels are engineered for performance to specific weather conditions by climate zones as identified by the following map.



SS2004 PAGE 1 OF 2

Performance Properties

General Property		Test Method	Unit or Characteristic	Requirement	Result
PHYSICAL ATTRIBUTES	Dimensional Tolerances	ASTM C1185	Length	± 0.5% or ± 1/4 in	Pass
			Width	± 0.5% or ± 1/4 in	
			Thickness	± 0.04 in	
			Squareness	Δ in diagonals ≤ 1/32 in/ft of sheet length. Opposite sheet sides shall not vary in length by more than 1/32 in/ft	
			Edge Straightness	≤ 1/32 in/ft of length	
	Density, lb/ft³	ASTM C1185		As reported	<75
Water Tightness	ASTM C1185	Visual Observations	No drop formation	Pass	
Flexural Strength	ASTM C1185	Wet conditioned, psi	>1015 psi	Pass	
		Equilibrium conditioned, psi	>1450 psi		
DURABILITY	Warm Water Resistance, Observations	ASTM C1185	Visual Observations	No visible cracks or structural alteration	Pass
	Heat/Rain Resistance	ASTM C1185	Visual Observations	No visible cracks or structural alteration	Pass
	Freeze/Thaw Resistance	ASTM C1185	Visual Observations	No visible cracks or structural alteration	Pass
			Freeze/Thaw, % strength retention	≥ 80%	
	UV Accelerated Weathering Test	ASTM G23	Visual Observations	No cracking, checking, or crazing	Pass
FIRE CHARACTERISTICS	Surface Burning Characteristics	ASTM E84	Flame Spread Index (FSI)		0
			Smoke Developed Index (SDI)		≤ 5
			Fuel Contributed		0
			NFPA Class		A
			Uniform Building Code Class	As reported	1
	International Building Code® class		A		
	Non-combustibility	ASTM E136	Non-combustible	Pass/fail	Pass

Installation

Install Hardie® Soffit Panels in accordance with:

- Hardie® Soffit Panels Installation instructions
- ICC-ES ESR-2273
- Requirements of authorities having jurisdiction

Warranty

Hardie® Soffit Panels: 30-year, Non-Prorated, Limited Warranty
ColorPlus® Technology: 15-year Limited Finish Warranty

Sustainable Design Contribution

- Regionally sourced content- varies by project location
- Avoidance of certain chemicals or Red List Compliance

Detailed product information for LEED projects, or other state or regional sustainability programs is available through James Hardie Technical Services.

Storage and Handling

Store flat and keep dry and covered prior to installation.

Technical Services

Contact James Hardie Technical Services online at JamesHardie.com, or by phone at (800)426-4051

IMPORTANT: Failure to install and finish this product in accordance with applicable building codes and James Hardie written application instructions may affect system performance, violate local building codes, void the product-only warranty and lead to personal injury. **DESIGN ADVICE:** Any information or assistance provided by James Hardie in relation to specific projects must be approved by the relevant specialists engaged for the project eg. builder, architect or engineer. James Hardie will not be responsible in connection with any such information or assistance.



Title: Worksession - Chapter 17 Revisions - Demolitions and Economic Hardship
From: Erin Ringsred
To: Historic Preservation Commission
Address of Proposal:
Applicant:

September 2, 2026

Proposal:
Commission Discussion of Demolition Code in Chapter 17.

Zone District:

Historic Subdistrict:

Background and Existing Conditions:

Public Involvement:

Findings and Review Criteria:

Staff Recommendation:

Motion Language Options:



Chapter 17 amendments

DEMOLITION AND ECONOMIC HARDSHIP

AUGUST 12, 2026



Presentation Agenda

Demolition

1. Decision Making Body
 - HPC
 - City Council
2. Eligibility Determination
 - Commission Review
 - Administrative Review
3. Demolition Vs. Economic Hardship

Manitou Springs Historic Application Types



17.04.041: Designation of Resources (contributing or non-contributing)

17.04.045: pre-application meetings

17.04.050: Material Change of Appearance Certifications (MCAC)

17.04.060: Incentives

17.04.070: Maintenance

17.04.080: Demolition

17.04.090: Economic Hardship

17.04.103: Appeals



Who is the decision-making body?

Current code (17.04.080.C.10)

1. Staff Review
2. HPC Public Hearing and Recommendations to City Council
3. City Council Decision
 - Hearing is to Review HPC's judgment rather than the case.
 - Review-type hearing and not a de novo fact-finding hearing.
 - Drawback: Appeals process is muddled due to the creation of prior judgement.

Model Code

1. Staff Review
2. HPC Public Hearing and Decision
 - Appeal to council if needed
 - Benefit: More consistent with other appeals



Chapter 17 Language

17.04.080 – Demolition of Structures

“ A. Prior to initiating an order for the demolition of any resource located within a historic preservation district, city council shall obtain the advice of the commission as to the historic significance of the structure or architectural feature for which demolition is under consideration.

B. Final approval of any MCAC application for demolition shall reside with the city council.”



Chapter 17 Language

17.04.080.C.10 - Demolition of structures.

10. The purpose of the city council hearing regarding the request for demolition is not to re-hear the proposal or allow the applicant to present new or amended materials, but rather, to consider the recommendation of the commission. The city council shall consider the following when making its final decision:

a. Did the commission follow and properly apply the intent of this chapter in making its recommendation to the city council? If the answer is yes, then the commission's recommendation should be adopted.

b. Are there any other extenuating circumstances that the commission could not consider, because such circumstances were outside the commission's purview, that would affect the outcome of this decision?

(1) If the answer is yes, then re-hearing the application before the city council may be appropriate.

(2) If the answer is no, then the city council should enact the commission's recommendation per Section 17.04.080(10)(a) above.



Chapter 18 Language

18.01.8.4 – City Council

- A. *The City Council shall be elected per Title 2 of the Manitou Springs Municipal Code.*
- B. *After reviewing the staff report and the Planning Commission's recommendation and receiving testimony, the City Council shall render its decision at the conclusion of the public hearing. The decision shall set forth the findings of fact. Conditions of approval may be considered to mitigate impacts and protect the public health, safety, and welfare may be added.*
- C. *In all matters before the City Council relating to the actions on appeal, and/or recommendations of the Planning Commission, the completed submittal file of City planning pertaining to the matters shall be made a part of the record of the City Council. The file shall include, but not be limited to, the Planning Commission's notice of action, maps, drawings, departmental reports, and application information.*

Who is the decision-making body?



Challenges with current code:

- Ambiguity about what is heard at the City Council hearing
- Appeals process is muddled by City Council having prior judgement.

Discussion – Decision Making Body



- **Option 1** – HPC as Decision Maker
 - Establish HPC as the decision-making body for demolitions
 - Appeals to City Council
- **Option 2** – City Council as Decision Maker - Bring Code into Alignment with Chapter 18
 - HPC as a recommendation body
 - City Council as a decision-making body but allow for a full hearing before City Council with HPC's recommendation. (Refer to 18.01.8 Review and Decision-Making Bodies Format)

What qualifies for commission review?



17.04.080.C (2)

- a. A primary structure over fifty years old, or less than fifty years old and either listed on the National Register of Historic Places or eligible for such designation; or*
- b. A secondary structure over fifty years old deemed important to the interpretation of the specific property or a historic preservation district as a whole.*

Model Code

A. In addition to the criteria and procedures in Section 5, the Commission will use the criteria of this Section in considering applications for Demolition of Historic Properties and Contributing Properties in a Historic District.

Idaho Springs and Salida

- Anything that is eligible for a Certificate of Appropriateness requires review by commission to demolish

**50 years ago means built before 1976*



Administrative Review

17.04.080.C (4)

Structures that do not qualify per section 17.04.080(C)(2) shall be approved for demolition administratively, unless staff determines it is in the best interests of the historic preservation district or resource to submit the matter to the commission for review.

Model Code

Noncontributing Structures



Discussion – Eligibility Criteria

- Secondary Structure Vs. Primary Structure
- Partial Demolition vs. Total Demolition
- Contributing vs. Non-Contributing Structure
- Over 50 years old vs Under 50 years old

Demolition – Economic Feasibility



17.04.090

- a. *The information and documentation on economic feasibility of rehabilitation, including the anticipated economic return after rehabilitation has been completed, as stated in section 17.04.090.*

Modal Code

1. General
 - a. If an application for a Certificate of Appropriateness is denied, the Applicant may request an exemption from such certificate requirement pursuant to this Section.
 - b. A request for exemption shall be initiated by the Owner(s). Such application shall be submitted to the City for consideration on a form provided by the Commission. The Applicant shall have the burden of proof to establish hardship.
2. Criteria for Exemption
 - a. Economic Hardship
 - b. Undue Hardship
 - c. Inability to Use

Discussion – Demolition vs. Economic Hardship



- Option 1 (Current Code) – Economic Hardship as part of every Demolition application
- Option 2 (Model Code) – Economic Hardship as Criteria for Exemption.

History Colorado Model CLG Preservation Ordinance – Expanded

Section 1. General

1. Purpose. The purpose of this ordinance is to enhance our community's local resources and to promote the public health, safety, and welfare through:
 - a. The protection and preservation of the City's architecture, culture, and heritage as embodied in Historic Properties and Historic Districts, by appropriate regulations and incentives;
 - b. The enhancement of Property values and the stabilization of historic neighborhoods;
 - c. The establishment of the City's Historic Register listing Historic Properties and Historic Districts;
 - d. The cultivation of civic pride in the art, architecture, and accomplishments of the past;
 - e. The encouragement of continued private ownership and utilization of such Historic Properties or Historic Districts now so owned and used;
 - f. The promotion of thoughtful community planning and design;
 - g. The maintenance and improvement of economic and financial benefits through the protection of attractions that bring tourists and visitors to the City; and
 - h. The provision of educational opportunities to increase public appreciation of the City's unique heritage.
2. Intent. The intention of this ordinance is to create a reasonable balance between private property rights and the public interest in preserving the City's unique historic character through the nomination of Buildings, Structures, Sites, Objects, and districts for preservation.
3. Definitions. For purposes of this ordinance, the following terms are to be defined as follows:
 - a. **Alteration or Alter** – Any act or process that changes one (1) or more of the exterior architectural or landscape features of a Building, Structure, Site, Object, or district.
 - b. **Applicant** – Person or persons submitting nomination or Alteration paperwork.
 - c. **Building** – A shelter or enclosure Constructed for persons, animals, or chattels.
 - d. **Building Code** – The [Building Code].
 - e. **Building Official** – The officer or other designated authority charged with the administration and enforcement of the Building Code, or that person's authorized representative.
 - f. **Certificate of Appropriateness** – Certificate issued by the Commission authorizing any proposed repair, restoration, Alteration, Construction, Relocation, or Demolition of a Historic Property or element within a Historic District pursuant to this ordinance.
 - g. **Certificate of Economic Hardship** – A certificate issued by the Commission authorizing the repair, restoration, Alteration, Construction, Relocation, or Demolition of a designated Building, Structure, Object, Site, or element within a designated Historic District in accordance with the provisions of this ordinance, even though a Certificate of Appropriateness has previously been denied.
 - h. **City** – City of [_____].
 - i. **City Council** – The council of the City.
 - j. **City's Historic Register** – The register established pursuant to Section 3 of this ordinance.
 - k. **Code** – The [City Code/Municipal Code].
 - l. **Colorado State Register of Historic Properties** – The official listing of state designated cultural resources.
 - m. **Commission** – The Historic Preservation Commission established pursuant to Section 2 of this ordinance.
 - n. **Compatible or Compatibility** – Consistent or harmonious with location, design, setting, materials, workmanship, feeling, or association of an individual Building, Structure, Object, or Site or of surrounding Properties.
 - o. **Construction or Construct** – Act of erecting an addition to an existing Building, Structure, or Object or the erection of a new principal or accessory Building, Structure, or Object on a lot or Property.
 - p. **Contributing Property** – A Building, Structure, Site, or Object that reflects the historic or

- architectural character within a Historic District.
- q. **Demolition or Demolish** – Any act or process that destroys in part or in whole a Building, Structure, Object, or Site.
 - r. **Design Guidelines** – A standard of appropriate activity that will preserve the historic and architectural character of a Historic Property, Property, or Historic District.
 - s. **Historic District** – Meaning as set forth in Section 3 of this ordinance.
 - t. **Historic Property** – A Building, Structure, Site, or Object which is designated by the City Council pursuant to this ordinance.
 - u. **Historic Significance** – The meaning or value ascribed to a Building, Structure, Object, Site, or district based on criteria for evaluation as defined by Section 3 below.
 - v. **Infill** – Construction on vacant or under-used parcels within existing areas that are largely developed.
 - w. **Integrity** – The ability of a property to convey its Historic Significance through its physical features.
 - x. **Inventory** – Catalog of Buildings, Structures, Objects, and Sites within the City, listed, eligible for listing, or non-eligible for listing in the City’s Historic Register.
 - y. **Maintenance** – All activities necessary to prolong the useful life and aesthetic appearance of a Property.
 - z. **National Register of Historic Places** – The list of significant Buildings, Structures, Sites, Objects, or districts in American history, architecture, archaeology, engineering, or culture maintained by the U.S. Secretary of the Interior.
 - aa. **Non-Contributing Property** – A Building, Structure, Object, or Site that does not reflect the historic or architectural character within a Historic District because of age or lack of Integrity.
 - bb. **Object** – A material item of functional, aesthetic, cultural, historical, or scientific value that may be, by nature or design, movable yet related to a specific setting or environment.
 - cc. **Period of Significance** – Span of time during which significant events and activities occurred.
 - dd. **Owner** – The person, corporation, government, or other legal entity who owns or who has any legal or equitable interest in Property and who is so listed as Owner on the records of the [County Name] County Assessor's Office.
 - ee. **Property** – A Building, Structure, Site, or Object.
 - ff. **Relocation or Relocate** – Moving a Building, Structure, or Object to a different location, either temporarily or permanently.
 - gg. **Secretary** – The secretary of the Commission.
 - hh. **Secretary of the Interior’s Standards for the Treatment of Historic Properties** – The preservation, rehabilitation, restoration, and reconstruction standards adopted by the U.S. Department of the Interior.
 - ii. **Section 106 Review** – Process required of federal agencies under 54 U.S.C. 306108 to consult local governments and other parties in consideration of the effects of projects carried out, permitted, licensed, or funded by that agency on properties listed in the National Register of Historic Places.
 - jj. **Site** – Location of a significant event; a prehistoric or historic occupation or activity; or a Building, Structure, or Object, whether standing or vanished, where the location itself maintains historic or archaeological value regardless of the value of any existing Building, Structure, or Object.
 - kk. **Structure** – A Construction for purposes other than shelter for humans, animals, or chattel (such as a road, bridge, canal, fence).

Section 2. Historic Preservation Commission

1. Creation. There is hereby established a Historic Preservation Commission, which shall be appointed by the City Council, and hereinafter referred to as the “Commission.”

2. Composition
 - a. The Commission shall be composed of five voting members, all of whom have demonstrated interest in, competence with, or knowledge of preservation.
 - b. At least 60% of the members shall be residents of the City.
 - c. At least 40% of the members shall be professionals or shall have extensive expertise in a preservation-related discipline, including but not limited to History, Architecture, Landscape Architecture, American Studies, American Civilization, Cultural Geography, Cultural Anthropology, Planning, or Archaeology.
2. Term of Office
 - a. Members shall serve three year staggered terms from the date of their appointment; provided, however, that the initial appointment to the Commission shall consist of one appointment of a term of one year, two appointments of a term of two years, and two appointments of a term of three years.
 - b. Members may continue to serve until their successors have been appointed.
4. Officers. The Commission shall, by majority vote, elect one of its members to serve as chairperson to preside over the Commission's meetings, one member to serve as the vice-chairperson, and one member to serve as Secretary. The members so designated shall serve in these capacities for terms of one year.
5. Quorum and Voting. A quorum for the Commission shall consist of a majority or 51% of the members. A quorum is necessary for the Commission to conduct business, including holding a public hearing. A roll call vote shall be taken upon the request of any member. A tie vote shall be deemed a denial of the motion or recommended action.
6. Compensation. All members of the Commission shall serve without compensation except for such amounts determined appropriate, in advance, by the City Council to offset expenses incurred in the performance of their duties.
7. Powers and Duties. The Commission shall:
 - a. Conduct surveys and create inventories of Properties and areas for the purpose of defining those of Historic Significance.
 - b. Review and determine qualifications of Buildings, Structures, Objects, Sites, and districts nominated for designation and recommend that the City Council designate by ordinance such Buildings, Structures, Objects, Sites, or districts qualifying for such designation.
 - c. Recommend to the City Council the establishment of Construction and Design Guidelines, consistent with the Secretary of the Interior's Standards for the Treatment of Historic Properties, for review of proposals to Alter, Relocate, or Demolish Historic Properties.
 - d. Review and make recommendations on any application for Alteration, Relocation, or Demolition of a Historic Property or Historic District or planning and design project that may affect the character or Integrity of the Historic Property or Historic District.
 - e. Participate in review of National Register of Historic Places nominations.
 - f. Advise and assist Owners on physical and financial aspects of preservation, rehabilitation, restoration, and reconstruction, including nomination to the City's Historic Register, the Colorado State Register of Historic Properties, and the National Register of Historic Places.
 - g. Develop and assist in public education programs on history, archaeology, and historic preservation.
 - h. Advise the City Council on matters related to preserving the historic character and substance of the City and recommend easements, covenants, licenses, and other methods which will implement the completion of the purposes of this ordinance.
 - i. Participate in Federal Section 106 Review as requested by City Council or Staff.
 - j. Actively pursue financial assistance for preservation-related programs.
 - k. Draft and recommend for adoption by the City Council such by-laws, operating policies and other rules of procedure, as the Commission may deem appropriate.

8. Meetings
 - a. The Commission shall establish a regular meeting schedule with no less than four scheduled meetings per fiscal year.
 - b. Minutes shall be kept of all Commission proceedings.
 - c. All meetings of the Commission shall be open to the public.
9. Vacancies. Appointments to fill vacancies on the Commission shall be made by the City Council in the same manner as regular appointments.
10. Removal. Members of the Commission may be removed by the City Council with just cause.

Section 3. Establishment of City Register and Designation Criteria

1. The City Council hereby establishes [Name of Municipality or County] Register of Historic Places (the "City's Historic Register").
 - a. Properties or districts may be listed in the City's Historic Register only if such Property or district has been so designated pursuant to this ordinance.
 - b. All Properties listed in the Colorado State Register of Historic Properties and the National Register of Historic Places are eligible for the City's Historic Register but are not designated until approval, pursuant to this ordinance, is obtained.
2. Eligibility Criteria
 - a. Properties or districts shall be at least fifty years old and meet one or more of the following criteria in order to be considered for designation:
 - i. Association with events that have made a significant contribution to history.
 1. Is a Site of a historic event that had an effect upon society; or
 2. Exemplifies cultural, political, economic, or ethnic heritage of the City.
 - ii. Connection with persons significant in history.
 - iii. Distinctive characteristics of a type, period, method of Construction, or artisan.
 1. Exemplifies specific elements of an architectural style or period;
 2. Is an example of the work of an architect or builder who is recognized for expertise nationally, state-wide, regionally, or locally;
 3. Demonstrates superior craftsmanship or high artistic value;
 4. Represents a style that is particular to the City;
 5. Represents an innovation in Construction, materials, or design; or
 6. Represents a built environment of a group of people in an era of history.
 - iv. Geographic importance.
 1. Enhances the sense of identity of the City or community; or
 2. Is an established and familiar natural setting or visual feature of the City or community.
 - v. Possibility to yield important information related to prehistory or history.
 1. Addresses research questions or fills recognized data gaps;
 2. Embodies construction, development, or design adaptations; or
 3. Informs on the development of engineering systems.
 - b. A Property or district may be exempted from the age standard if the City Council finds it to be exceptionally important in other criteria.
3. Integrity Criteria

All Properties and districts shall be evaluated for their physical Integrity using the following criteria:

 - a. Location - the place where the Property was constructed or the place where the historic event occurred.
 - b. Design - the combination of elements that create the form, plan, space, structure, and style of a Property.
 - c. Setting -the physical environment of a Property.
 - d. Materials - the physical elements that were combined or deposited during a particular period of time and in a particular pattern or configuration to form a Property.

- e. Workmanship - the physical evidence of the crafts of a particular culture or people during any given period in history or prehistory.
 - f. Feeling - a Property's expression of the aesthetic or historic sense of a particular period of time.
 - g. Association - the direct link between an important historic event or person and a Property.
4. Historic Districts
- a. A "Historic District" is a geographically definable area including a concentration, linkage, or continuity of Properties within a specified Period of Significance and may include within its geographic boundaries one or more Contributing Properties, which has been designated by the City Council pursuant to this ordinance.
 - b. A Historic District is related by a pattern of either physical elements or social activities. Historic Significance is determined by applying eligibility and Integrity criteria to the pattern(s) and unifying element(s).
 - c. Historic District boundaries will be defined by visual changes, historical documentation of different associations or patterns of development, or evidence of changes in Property type, density, or Integrity.
 - d. Properties that do not contribute to the Historic Significance of the Historic District may be included within its boundaries.

Section 4. Designation Procedure

- 1. Nomination and Application
 - a. Applications shall be submitted to the [Community Development Department, Planning Department, City Clerk] for consideration on a form provided by the Commission.
 - b. A nomination for listing in the City's Historic Register may be made:
 - i. By the Owner or Owners of the Property or Properties to be designated;
 - ii. By a member or members of the Commission;
 - iii. By a member or members of City Council; and/or
 - iv. By non-Owners of the Property or Properties to be designated, in which case the Applicant must be a resident or Owner of Property in the City, or have a place of business in the City.
 - c. Where nominated by someone other than the Property Owner or less than all of the Property Owners in a district nominated for designation, the City or at least one member of the Commission shall contact the Owner or Owners of such Property or Properties nominated for designation in writing, outlining the reasons and effects of listing in the City's Historic Register within 30 days of receipt of nomination.
 - d. Applications determined incomplete shall be returned to the Applicant within 30 days with a request for additional information.
 - e. Applications for a district nomination shall not be complete if more than 25% of the Property Owners within the proposed district oppose the nomination in writing or through ballot prepared and administered by the City.
- 2. Designation Hearing
 - a. Within 45 days after an application is determined complete, or within a time frame agreed upon by the Applicant and the City, a public hearing shall be held by the Commission.
 - i. The Secretary shall provide notice of the date, time, and location of the public hearing to the Applicant, the Owner or Owners of record, the Owners of adjacent Properties and, if known, to other persons having a legal or equitable interest in the Properties or district nominated for designation at least 10 days prior to the hearing.
 - ii. A legal notice indicating the nature of the hearing, the Property involved, and the time, date, and place of the scheduled public hearing, shall be published in the City's publication of record at least 10 days prior to the hearing.
 - iii. The notice shall be posted at the Property's physical location at least 10 days prior to the hearing.

- b. A hearing may be continued. If the hearing is continued, the time, date, and place of the continuation shall be established and announced to those present when the current session is to be adjourned. In no case shall a hearing be continued more than 30 days without the express consent of the Applicant.
 - c. Reasonable opportunity shall be provided for all interested parties to express their opinions regarding the proposed designation. However, nothing contained in this ordinance shall be construed to prevent the Commission from establishing reasonable rules to govern the proceedings of the hearings, or from establishing reasonable limits on the length of individual presentations.
 - d. Transcripts of the hearings are not required; however, the Commission's records shall include the name and address of each speaker; the organization or person the speaker represents, if any; whether or not the speaker is an Owner or holder of some interest in the Property or district nominated for designation, or represents such Owner or holder; and a summary of the relevant portions of each statement. Written reports and presentations shall be incorporated into the record of the hearing.
- 3. Commission Review
 - a. The Commission shall review the application for conformance with the established criteria for designation and with the purposes of this ordinance.
 - b. The Commission shall recommend:
 - i. Approval;
 - ii. Approval with conditions; or
 - iii. Denial of the application.

The Commission shall set forth in writing its findings of fact which constitute the basis of its recommendation.
 - c. If the Commission approves an application or approves an application with conditions, the Commission shall forward the application with a copy of its report and findings of approval to the City Council.
 - d. If the Commission denies an application, the Commission must notify, in writing, the City Council and the Applicant within 30 days of such denial. Such denial shall state the reasons for the denial and the procedures for appeal to the City Council.
 - e. The Commission may issue an order continuing the nomination process if the Commission finds that additional information is necessary to make a decision. If the hearing is continued, the time, date, and place of the continuation shall be established and announced to those present when the current session is to be adjourned. In no case can a hearing be continued more than 30 days without the express consent of the Applicant.
- 4. City Council Proceedings
 - a. Within 30 days after receipt of the Commission's approval of an application, the City Council shall hold a public hearing to consider adopting by ordinance those properties qualifying for designation. Such notice and hearing shall be conducted in conformance with the procedures set forth in Section 4, Subsections 2(a)-(d), except the City Clerk shall perform the responsibilities assigned therein to the Secretary.
 - b. The City Council shall review the application for conformance with this ordinance.
 - c. The City Council shall, by ordinance, approve, approve with conditions, or deny the proposed application and shall issue written findings based on the Commission's recommendations.
 - d. The City shall provide a copy of the results of the City Council's final action to the Applicant/Applicants, all Owners of record, the [Planning or Community Development] Director, the Building Official, and any other person who has requested in writing to receive the same.
- 5. Recording of Designation. Within 30 days of the effective date of an ordinance designating a Historic Property or Historic District for preservation, the City shall record the ordinance with the clerk and recorder of [name of county] County.

6. Records. The City shall maintain a current record of all Historic Properties and Historic Districts and pending designations.
7. Limitation on Resubmission and Reconsideration of Proposed Designation. Whenever the Commission or the City Council denies a proposed designation, no person shall submit an application that is the same or substantially the same for at least one year from the effective date of the final action on the denied application unless the Commission or City Council has denied based on a request for additional information.
8. Appeal of Commission's Denial of Application
 - a. Applicant(s) and/or Owner(s) shall have the right to appeal such decision to the City Council by filing a written notice within 15 days after the date of receipt of the Commission's denial. Such written notice shall specify the factual and legal basis for the appeal.
 - b. Within 45 days after an appeal is received by the City Clerk, or within a time frame agreed upon by the Applicant(s) and/or Owner(s) and the City, a public hearing shall be held by the City Council.
 - c. Notice of the City Council's consideration of the appeal and hearing shall be provided in accordance with Section 4, Subsections 2(a)-(d), except the City Clerk shall perform the responsibilities of the Secretary.
 - d. The City Council may consider only the notice of appeal, the Commission's reasons for denial of the application, and the comments related thereto made during the Commission hearing.
 - e. If the City Council finds the Commission's denial of the application was based on incorrect information, or there is shown to be newly discovered information not available at the time the application was submitted to the Commission, and if the correct or newly discovered information could, in the opinion of the City Council, change the Commission's denial of said application, then the entire matter shall be remanded by the City Council to the Commission for its consideration.
 - f. The decision of the City Council shall be final.
9. Amendment of Designation
 - a. Designation of a Historic Property or Historic District may be amended to add features or Properties to such Historic Property or Historic District under the procedures prescribed hereinabove.
 - b. Upon the Commission's decision to amend a designation, the Commission shall promptly notify the Owners of the Historic Property and the City shall cause to be prepared a resolution including the legal description of the affected Historic Property or Historic District stating notice of the amendment, and schedule the resolution for City Council review. Upon adoption by the City Council, the resolution shall be recorded.
10. Revocation of Designation
 - a. If a Historic Property or Historic District has been Altered to a degree that it no longer retains its historic Integrity, the Owner may apply to the Commission for a revocation of the designation or the Commission shall recommend revocation of the designation to the City Council in the absence of the Owner's application to do so. The revocation application shall be reviewed under the same procedures described hereinabove.
 - b. Upon the Commission's decision to revoke a designation, the Commission shall promptly notify the Owners of the Historic Property or Historic District and the City shall cause to be prepared a resolution including the legal description of the affected Historic Property or Historic District stating notice of the revocation, and schedule the resolution for City Council review. Upon adoption by the City Council, the resolution shall be recorded.

Section 5. Alterations to Listed Properties and Historic Districts

1. Requirements
 - a. Before carrying out any new Construction, Alteration, Relocation, or Demolition involving the exterior of any Historic Property or Property within a Historic District (including Non-Contributing

Properties) such Owner(s) must first submit the proposed work to the Commission under this Section, as well as apply for any other permits required by the Code.

- b. The City shall review any building permit application received to determine whether the Property is a listed Historic Property or located in a Historic District and if so, if the Applicant has completed review by the Commission as required by this Section. If a Certificate of Appropriateness has been issued on the permit application and the proposed work conforms thereto, the City shall process it without further action. If no Certificate of Appropriateness has been issued or if the City determines that the permit application does not conform to such, the City shall not approve the permit application and shall not issue a permit until a Certificate of Appropriateness has been issued and the permit application conforms thereto.
- c. No person shall receive a building permit to Construct, Alter, remove, or Demolish any Building, Structure, Object, or other feature on a Site, or element of a district nominated for designation after an application has been filed to initiate the designation of such Property or district. No such building permit shall be approved while proceedings are pending on such designation.

2. Application

- a. A request for Alteration shall be initiated by the Owner(s). Such application shall be submitted to the City for consideration on a form provided by the Commission. The application shall include anything the City deems necessary, including, without limitation and as applicable, a description of the type of work proposed and its effect or impact upon the Historic Property or Historic District and plans and specifications showing the proposed exterior appearance, with finishes, materials, samples of materials, and architectural design and detail.
- b. If the City determines the application is complete, the City shall promptly refer the application to the Commission. If the City determines the application is incomplete, the Applicant shall be advised of the reasons in writing within 30 days of submittal.

3. Alteration Hearing. Within 45 days after an application is determined complete by the City, or within a time frame agreed upon by the Applicant and the City, a public hearing shall be held by the Commission. Such notice and hearing shall be conducted in conformance with the procedures set forth in Section 4, Subsections 2(a) – (d).

4. Review Criteria

- a. Compliance with any Design Guidelines adopted by the City.
- b. Compliance with the Secretary of the Interior's Standards for the Treatment of Historic Properties, including the Standards for Rehabilitation.
- c. For Non-Contributing Properties within a Historic District:
 - i. Compatibility with the Property's current design, materials, features, size, scale and proportion, and massing; or
 - ii. Compatibility with the Historic District's design, materials, features, size, scale and proportion, and massing.
- d. Infill Construction within Historic Districts shall be differentiated from the Historic Properties but be Compatible with the historic materials, features, size, scale and proportion, and massing to protect the Integrity of the Historic District and its environment.

5. Commission Review

- a. The Commission shall:
 - i. Approve;
 - ii. Approve with conditions; or
 - iii. Deny the application.

The Commission shall set forth in writing its findings of fact which constitute the basis of its recommendation.

- b. If the Commission approves or approves the application with conditions, the Commission shall issue and send a Certificate of Appropriateness to the Applicant, the [Planning or Community Development] Director, the Building Official, and any other person who has requested in writing

to receive the same within 30 days. If approved with conditions, such conditions shall be stated in writing in the Certificate of Appropriateness.

- c. If the Commission denies the application, the Commission shall deny a Certificate of Appropriateness and notify, in writing, the Applicant, the [Planning or Community Development] Director, the Building Official, and any other person who has requested in writing to receive the same within 30 days of such denial. Such denial shall state the reasons for the denial and the procedures for appeal to the City Council.
 - d. The Commission may issue an order continuing the Alteration application process if the Commission would like additional information necessary to make a decision. If the hearing is continued, the time, date, and place of the continuation shall be established and announced to those present when the current session is to be adjourned. In no case can a hearing be continued more than 30 days without the express consent of the Applicant.
 - e. The Applicant may resubmit an amended application or reapply for a building permit that takes into consideration the recommendations of the Commission, or appeal the denial to the City Council.
 - f. If an application for a Certificate of Appropriateness is denied, no person may submit a subsequent application for the same Alteration or Construction within one year from the date of the final action upon the earlier application.
6. Appeal of Denial of Certificate of Appropriateness
- a. If a Certificate of Appropriateness is denied by the Commission, the Applicant may appeal the denial to the City Council by filing a written notice with the City Clerk within 15 days after receipt of the Commission's denial.
 - b. Within 45 days after an appeal is received by the City Clerk, or within a time frame agreed upon by the Applicant and the City, a public hearing shall be held by the City Council.
 - c. Notice of the City Council's consideration of the appeal and hearing shall be provided in accordance with Section 4, Subsections 2(a)-(d), except the City Clerk shall perform the responsibilities of the Secretary.
 - d. The City Council shall consider the notice of appeal, the Commission's reasons for denial of the application, the comments related thereto made during the Commission hearing and any evidence (including new evidence) it deems relevant to the application.
 - e. The City Council shall apply the criteria in Section 5, Subsection 4 in making its decision.
 - f. The decision of the City Council shall be final.

Section 6. Relocation of Listed Properties

- 1. General
 - a. In addition to the criteria and procedures in Section 5, the Commission will use the criteria of this Section in considering applications for Relocating a Historic Property or Contributing Property in a Historic District within or outside of a designated Site or district or Relocating a Property onto a designated Site or Historic District.
 - b. Applicants for Relocation shall provide:
 - i. A professionally prepared estimate of costs of continued Maintenance of the Property in its current condition, of rehabilitation on site, and of Relocation and rehabilitation;
 - ii. An engineer's or architect's report as to structural soundness;
 - iii. A professionally prepared estimates of the Property's market value in its current location and current condition, of the market value of the Property rehabbed on its current site, and of the site after Relocation of the Property; and
 - iv. Professionally prepared site plan and construction documents for the current site.
- 2. Review Criteria
 - a. For consideration of the original Property and site, the Commission will review for the following criteria:

- i. The Property cannot be preserved, restored, rehabbed, or reused on its current site to provide for any reasonable, beneficial use of the Property regardless of any proposed development plan for the Property's site or adjacent Properties;
- ii. And
 - 1. Whether a structural report submitted by a licensed structural engineer adequately demonstrates the soundness of the Building, Structure, or Object proposed for Relocation;
 - 2. If the Property can be Relocated without significant damage to its physical Integrity; and
 - 3. Whether plans are specifically defined for the site to be vacated, and have been determined to meet all other City codes and ordinances.
- b. For consideration of the new location, the Commission will review for compliance with all of the following criteria:
 - i. Whether the Building, Structure, or Object is Compatible with its proposed site and adjacent Properties; and if the receiving site is Compatible in nature with the Building, Structure, or Object proposed to be moved;
 - ii. The Building, Structure, or Object's architectural Integrity and its consistency with the character of the neighborhood of the receiving site;
 - iii. Whether the Relocation of the Building, Structure, or Object will diminish the Integrity or character of the neighborhood of the receiving site; and
 - iv. If a Relocation plan has been submitted and approved by the City, including posting a bond, to ensure the safe Relocation, preservation, and repair (if required) of the Property and site preparation and infrastructure connections as described in the Code.

Section 7. Demolition of Listed Properties

- 1. General
 - a. In addition to the criteria and procedures in Section 5, the Commission will use the criteria of this Section in considering applications for Demolition of Historic Properties and Contributing Properties in a Historic District.
 - b. Applicants for Demolition shall provide:
 - i. A professionally prepared estimate of costs of continued Maintenance of the Property in its current condition, of rehabilitation, and of Demolition;
 - ii. An engineer's or architect's report as to structural soundness; and
 - iii. Professionally prepared estimates of the Property's market value in its current condition, as rehabbed, and after Demolition.
 - c. If a Demolition approval is granted on any basis other than that of an imminent hazard or economic hardship (See Section 8), a Certificate of Appropriateness will not be issued until a replacement/reuse plan for the Property has been approved by the City.
- 2. Review Criteria for Total Demolition. Applicants requesting a Certificate of Appropriateness for total Demolition must provide data to clearly demonstrate all of the following criteria:
 - a. The Property proposed for Demolition is not structurally sound, despite evidence of the Owner's efforts to properly maintain said Building, Structure, or Object;
 - b. The Property cannot be preserved, restored, rehabbed, or reused on site to provide for any reasonable, beneficial use of the Property regardless of any proposed development plan for the Property's site or adjacent Properties;
 - c. The Property cannot be practically moved to another site in the City; and
 - d. The Applicant demonstrates that the proposal mitigates to the greatest extent practical, all the following:
 - i. Any impacts that occur to the visual character of the neighborhood where Demolition is proposed to occur;

- ii. Any impact on the Historic Significance of the Buildings, Structures, or Objects located on the Property and adjacent Properties;
 - iii. Any impact to the Integrity of Buildings, Structures, or Objects located on the Property and adjacent Properties; and
 - iv. Any impact to archaeological deposits or ruins or the potential to access such resources and whether information can be recovered as part of the Demolition process.
- 3. Review Criteria for Partial Demolition. Applicants requesting a Certificate of Appropriateness for partial Demolition must provide data to clearly demonstrate all of the following criteria:
 - a. The partial Demolition is required for the preservation, restoration, or rehabilitation of the Property; and
 - b. The Applicant demonstrates that the proposal mitigates to the greatest extent practical, all the following:
 - i. Any impact on the Historic Significance of the Buildings, Structures, or Objects located on the Property and adjacent Properties; and
 - ii. Any impact on the Integrity of the Buildings, Structures, or Objects located on the Property and adjacent Properties.

Section 8. Alteration Exemptions

- 1. General
 - a. If an application for a Certificate of Appropriateness is denied, the Applicant may request an exemption from such certificate requirement pursuant to this Section.
 - b. A request for exemption shall be initiated by the Owner(s). Such application shall be submitted to the City for consideration on a form provided by the Commission. The Applicant shall have the burden of proof to establish hardship.
 - c. The Commission may request additional information from the Applicant as necessary to make informed decisions according to the applicable criteria for decision-making.
 - d. If the City determines the application is complete, the City shall promptly refer the application to the Commission. If the City determines the application is incomplete, the Applicant shall be advised of the reasons in writing within 30 days of submittal.
 - e. Certificate of Appropriateness exemptions are granted only to the specific Owner and are not transferable.
- 2. Criteria for Exemption
 - a. Economic Hardship
 - i. The Commission may solicit expert testimony and require that the Applicant make submissions concerning any or all of the following information before it makes a determination:
 - 1. Estimate of the cost of the proposed Construction, Alteration, Demolition, or removal and an estimate of any additional cost that would be incurred to comply with the conditions of approval set out in Sections 5, 6 and 7 above.
 - 2. A report from a licensed engineer or architect with experience in rehabilitation of Historic Properties as to the structural soundness of any Buildings, Structures, or Objects on the Property and their suitability for rehabilitation.
 - 3. In the case of a proposed Alteration, the cost of the project proposed by the Applicant compared with the changes required by the Commission.
 - 4. In the case of a proposed Demolition, the estimated market value of the Property in its current condition, after rehabilitation, and after Demolition shall be compared, in addition to actual project costs.
 - 5. Amount paid for the Property, the date of purchase or acquisition, and the party from whom purchased, including a description of the relationship, if any, between the Owner of record or Applicant and the person from whom the Property was purchased.

6. All appraisals obtained within the previous two (2) years by the Owner or Applicant in connection with the purchase, financing, or ownership of the Property.
 7. Any listing of the Property for sale or rent, price asked, and any written offers received within the previous two (2) years.
 8. The actual or market value of the land and improvements thereon according to the most recent assessment.
 9. Real estate taxes for the previous two (2) years.
 10. Any proposal for a replacement Building, Structure, or Object for the Property and financial proof of the ability to complete the replacement project.
 11. For income producing Property, the annual gross income from the Property for the previous two (2) years and itemized operating and Maintenance expenses for the previous two (2) years.
- ii. The following factors, evidence, and testimony are to be considered:
 1. The structural soundness of any Buildings or Structures on the Property and their potential for rehabilitation.
 2. The economic feasibility of rehabilitation or reuse of the existing Property in the case of a proposed Demolition.
 3. For investment or income producing Properties, the ability to obtain a reasonable rate of return on the Property in its present condition, or in a rehabbed condition pursuant to the requirements of this ordinance.
 4. For non-income producing Properties consisting of owner-occupied single-family dwellings and/or non-income producing institutional Properties not solely operating for profit, the ability to maintain or to convert the Property to a reasonable residential or institutional use in its present condition or in a rehabbed condition pursuant to the requirements of this ordinance or the ability to transfer the Property for a reasonable rate of return.
 5. The consideration for economic hardship shall not include any of the following:
 - a. Willful or negligent acts by the Owner;
 - b. Purchase of the Property for substantially more than its market value;
 - c. Failure to perform normal Maintenance and repairs;
 - d. Failure to diligently solicit and retain tenants;
 - e. Failure to prescribe a rental amount which is reasonable; or
 - f. Failure to provide normal tenant improvements.
- b. Undue Hardship. An Applicant requesting an exemption based on undue hardship must show that the application of the criteria create a situation that is substantially inadequate to meet the Applicant's needs because of specific health and/or safety issues.
 - c. Inability to Use
 - i. Two years after denial of a Demolition permit approval, if no feasible use or ownership is found for the designed Site or Structure, the Owner may request a waiver of all or a part of the restraint of Demolition.
 - ii. The Commission may solicit expert testimony and require that the Applicant make submissions concerning any or all of the following information before it makes a determination:
 1. Documented evidence of applications and written correspondence, including written consultations, illustrating efforts made by the Owner to make necessary repairs, to find an appropriate user or to find a purchaser for the Property.
 2. Documented evidence of applications and written correspondence, including written consultations, illustrating efforts made by the Owner to locate and obtain available assistance for making the Property functional without Demolition.

- iii. The following factors, evidence and testimony shall be considered:
 - 1. Efforts to locate and secure a potential user or purchaser for the Property.
 - 2. Efforts to locate and obtain available assistance for making the Property functional without Demolition.
 - 3. The consideration for inability to use shall not include any of the following:
 - a. Willful or negligent acts by the Owner;
 - b. Purchase of the Property for substantially more than its market value; or
 - c. Failure to perform normal Maintenance and repairs.

3. Decision

- a. If the Commission deems the criteria of this Section are met, the Commission shall issue an order of exemption and send a Certificate of Economic Hardship to the City within 30 days.
- b. If the Commission deems the criteria of this Section are not met, the Commission shall deny the exemption request and notify, in writing, the City and the Applicant within 30 days of such denial. Such denial shall state the reasons for the denial and the procedures for appeal to the City Council.
- c. The Commission may issue an order continuing the exemption process for a period of not to exceed 90 days from the date of the application if the Commission would like additional information necessary to make a decision.
- d. The Applicant may resubmit an amended application, reapply for an exemption that takes into consideration the recommendations of the Commission, or appeal the denial to the City Council.
- e. If an application for an exemption is denied, no person may submit a subsequent application within one year for the same from the date of the final action upon the earlier application.

4. Appeal for Denial of Exemption

- a. If an exemption is denied by the Commission, the Applicant may appeal the denial to the City Council by filing a written notice with the City within 15 days of the date of the receipt of the Commission's denial.
- b. Notice of the City Council's consideration of the appeal and hearing shall be provided in accordance with Section 4, Subsections 2(a)-(d), except the City Clerk shall perform the responsibilities of the Secretary.
- c. The City Council shall hold a public hearing to consider the appeal, and consider any evidence (including new evidence) it deems relevant to the application.
- d. The City Council shall apply the criteria in this Section in making its decision.
- e. The decision of the City Council shall be final.

Section 9. Alteration to Non-Designated Properties Greater Than 50 Years Old

1. Requirements

- a. Any permit application for Alteration, Relocation, or Demolition of a non-designated Property greater than 50 years old shall be reviewed by the Commission to determine the eligibility of such Property for listing on the City Register.
- b. Permit applications for work on the interior of a Property, minor repair as determined by the Building Official, and/or replacement of materials in-kind are exempt from this requirement.
- c. In order to determine eligibility for listing on the City Register, the Applicant must submit a Determination of Eligibility Form requiring ownership, Construction and Alteration information, and photos of all facades of all Buildings, Structures, and Objects located on site.

2. Commission Review

- a. The Commission shall act officially on each application within 30 days after the hearing thereon.
- b. The Commission shall review the eligibility of the Property following the eligibility criteria and review procedure as outlined in Section 3.
- c. The Commission shall determine that the Property is:
 - i. Eligible for listing; or
 - ii. Not eligible for listing.

- d. If the Commission deems the Property eligible:
 - i. In the case of a permit application for Alteration, the Commission shall determine if the proposed Alteration will Alter the Property to a degree that it no longer retains its historic Integrity. If so, the Commission shall follow the process as outlined in this Section. If not, the Commission shall notify Applicant, the [Planning or Community Development] Director, the Building Official, and any other person who has requested in writing to receive the same, that the property is eligible, but all other permitting shall proceed in accordance with Code.
 - ii. The Commission shall notify the Applicant, the [Planning or Community Development] Director, the Building Official, and any other person who has requested in writing to receive the same within 30 days.
 - iii. A Stay of Alteration, Relocation, or Demolition shall be placed on the Property which:
 - 1. Cannot exceed 180 days.
 - 2. Shall provide the Owner and the Commission the opportunity to take action consistent with this chapter to preserve the Property, including but not limited to:
 - a. Consulting with City staff, civic groups, public agencies, and interested citizens regarding feasible alternatives;
 - b. Exploring the possibility of relocating Buildings, Structures, or Objects that would otherwise be Demolished;
 - c. For applications of proposed Demolition, recommending acquisition of the Property by private or public bodies or agencies; and
 - d. Salvaging building materials.
 - iv. At the expiration of the Stay, should the Property not be nominated for listing on the City Register as set forth in Section 4, nor a Certificate of Appropriateness issued as set forth in Sections 5, 6 or 7, all other permitting shall proceed in accordance with Code.
 - a. If the Commission deems the Property ineligible, the Commission shall notify, in writing, the Applicant, the [Planning or Community Development] Director, the Building Official, and any other person who has requested in writing to receive the same within 30 days of such finding and all other permitting activities shall proceed in accordance with the Code.

Section 10. Maintenance

1. The City Council intends to preserve from deliberate or inadvertent neglect the exterior portions of Historic Properties or Historic Districts and all interior portions thereof whose Maintenance is necessary to prevent deterioration of any exterior portion. No Owner, lessee, or occupant of any Historic Property or Contributing Property within Historic District shall fail to prevent significant deterioration of the exterior of the Building, Structure, Object, or special feature beyond the condition of such Historic Property or Contributing Property within a Historic District on the effective date of the designating ordinance.
2. No Owner, lessee, or occupant of any Historic Property or Contributing Property within a Historic District shall fail to comply with all applicable provisions of this ordinance and other ordinances of the City regulating property Maintenance.
3. Before the City's attorney files a complaint in municipal court for failure to maintain the Historic Property or Contributing Property within a Historic District, the City shall notify the Owner, lessee, or occupant of the need to repair, maintain or restore such Property; shall assist the Owner, lessee, or occupant in determining how to preserve such Property; and shall give the Owner, lessee, or occupant a reasonable time to perform such work.
4. Should the condition of the Historic Property or Contributing Property within a Historic District require immediate repair or stabilization to mitigate unsafe or dangerous conditions and after notification, the Owner has not undertaken such repair or stabilization, the City may take such action and bill all expenses to the Owner. Should the Owner not remit such payment to the City, after ninety (90) days, the City shall record a notice with the [County] clerk and recorder of a lien against the Historic Property in violation.

The lien created hereby shall be automatically perfected and prior to all other liens, regardless of their dates of recordation, except liens for general taxes and prior special assessments.

Section 11. Unsafe or Dangerous Conditions Exempted

Nothing in this ordinance shall be construed to prevent any measures of Construction, Alteration, removal, or Demolition necessary to correct the unsafe or dangerous condition of any Property, other feature, or parts thereof where such condition is declared unsafe or dangerous by the City and where the proposed measures have been declared necessary by the City to correct the condition, as long as only such work that is absolutely necessary to correct the condition is performed. Any temporary measures may be taken without first obtaining a Certificate of Appropriateness under this ordinance, but a certificate is required for permanent Construction, Alteration, removal, or Demolition.

Section 12. Enforcement and Penalties

1. No person shall violate or permit to be violated any of the requirements of this ordinance or the terms of a certificate issued pursuant to this ordinance.
2. Violations of this ordinance are punishable as provided in the Code and may be subject to the following additional penalties:
 - a. If any Historic Property or Property within a Historic District is externally reconstructed, externally Altered, added to, Relocated, or Demolished in violation of this ordinance, the Commission may order any Property to be returned to its condition prior to such unlawful Construction, reconstruction, exterior Alteration, addition, or Demolition. This may specifically include ordering the reconstruction of a Property that was Demolished to replicate as closely as possible the original Property.
 - b. If any Building, Structure, or Object is erected or Constructed on a Historic Property or Property within a Historic District, the Commission may order any such Building, Structure, or Object to be removed or deconstructed.
 - c. Alterations to a Historic Property or Historic District without an approved Certificate of Appropriateness will result in a one-year moratorium on all building permits for the subject Property.
 - d. Relocating or Demolishing a Historic Property or Property within a Historic District without an approved Certificate of Appropriateness will result in a five-year moratorium on all relocation, Demolition, or building permits for such Property and/or its original location.
 - e. If any Historic Property or Property within a Historic District is externally reconstructed, externally Altered, added to, Relocated, or Demolished in violation of this ordinance or if any Building, Structure, or Object is erected or Constructed on a Historic Property or Property within a Historic District, the City may issue an administrative citation:
 - i. Administrative citations for violations of this ordinance shall be issued only after the responsible party has received notice of violation and time to comply, unless, because of the nature of the offense, immediate compliance is required; further, any appeal process shall be completed prior to issuance of an administrative citation.
 - ii. Each day a violation exists or continues shall constitute a separate and distinct violation for which a separate citation may be issued. However, unless the City determines that continued violations will cause immediate peril to life or property or the offense is one that, because of the nature of the offense, requires immediate compliance, once a citation has been issued for a violation of this ordinance, no additional citation shall be issued for the same violation for ten (10) days or, if the responsible party appeals, until after the appeal has been heard and the responsible party has not complied with an order of the administrative hearing.
 - iii. If the responsible party fails to correct the violation cited, commits the same violation again, or fails to correct a violation as specified in accordance with an administrative enforcement order, subsequent administrative citations may be issued for violations of

the same Code section. The penalties assessed for each administrative citation issued for violations of the same Code section or sections shall not exceed the following amounts regardless of the number of violations per citation:

1. First administrative citation: one hundred and fifty dollars (\$150.00);
 2. Second administrative citation: five hundred dollars (\$500.00);
 3. Third and each subsequent administrative citation: nine hundred and ninety-nine dollars (\$999.00).
- iv. Payment of the penalty shall not excuse the failure to correct the violations nor shall it bar further enforcement action by the City.
 - v. If an administrative hearing was held, the failure of any responsible party to pay the civil penalties assessed by an administrative citation within the time specified on the citation or administrative enforcement order may result in the imposition of a late fee of up to twenty-five dollars (\$25.00) and interest at a rate of ten (10) percent per annum.
 - vi. The City shall record a notice with the [County] clerk and recorder of a lien against the Property in violation. The lien created hereby shall be automatically perfected and prior to all other liens, regardless of their dates of recordation, except liens for general taxes and prior special assessments.

Section 13. Incentives

1. Any Owner of a Historic Property or Contributing Property within a Historic District under this ordinance may be eligible for the following economic incentives:
 - a. Property tax rebate. The Owner may apply for a refund of certain of ad valorem taxes (not to include special district taxes, if any) paid to the City upon any Historic Property listed on the City's Historic Register or Contributing Property within a Historic District listed on the City's Historic Register during the year of designation and any subsequent years that said Property is so designated provided that Maintenance and rehabilitation activities as required by the Commission are completed and the Property was and is maintained as required herein. The amount of the refund shall be computed by multiplying the mill levy imposed by the City for the current year by assessed valuation of said Property and by the percentage of refund as determined by City Council.
 - b. Building permit fee rebate. The Owner may apply for a refund of building permit fees paid to the City upon any Historic Property listed on the City's Historic Register or Contributing Property within a Historic District listed on the City's Historic Register for any preservation, rehabilitation, restoration, or reconstruction of said Property that is determined by the Commission to adhere to the Secretary of the Interior's Standards for the Treatment of Historic Properties and any Design Guidelines adopted by City Council. Additions and new Buildings or Structures shall not qualify for said rebate. The amount of the refund shall be computed by multiplying the building permit fee imposed by the City for the current year by the percentage of refund as determined by City Council.
 - c. Building Code application. [For those jurisdictions following the International Building Code] The City shall utilize and follow the "International Existing Building Code" for any review of code for any Historic Property listed on the City's Historic Register or Contributing Property within a Historic District listed on the City's Historic Register.
 - d. Code variances. The City, through its variance review process as provided in Section [add City code section] of the Land Use Code, shall allow for certain variances for any Historic Property listed on the City's Historic Register or Contributing Property within a Historic District listed on the City's Historic Register:
 - i. Allowable variances:
 1. Development in the side, rear and front setbacks;
 2. Development that does not meet the minimum distance requirements between Buildings;

3. Up to five percent (5%) additional site coverage; and
4. Reduction of on-site parking requirements.
- ii. In order for a variance to be heard through the variance review process, the Commission must recommend said variance through written documentation documenting that said variance:
 1. Is similar to the pattern, features, and character of the Historic Property or Historic District; and
 2. Enhances, or mitigates an adverse impact to, the Historic Significance or architectural character of the Historic Property, an adjoining Historic Property or Historic District.
- f. Revolving loan fund. The City hereby establishes a historic rehabilitation loan program and finds that the program promotes a valid public purpose of increasing the quality, exterior Integrity, and permanence of the City's stock of Historic Properties for the enjoyment and benefit of present and future generations of citizens of the City:
 - i. Availability. The City shall set aside funds for this loan program through its annual budgeting process. All funds placed in said loan program will remain in the fund as cash or loan agreement with qualified Owners.
 - ii. Qualifying projects:
 1. The subject Property must be a Historic Property listed on the City's Historic Register or Contributing Property within a Historic District listed on the City's Historic Register.
 2. Loan Applicants must provide matching funds in an amount equal to or greater than the amount of the loan.
 3. Loan and matching funds must be utilized only for the stabilization or exterior rehabilitation of the subject Property; the repair or replacement of electrical, heating, or plumbing systems; the repair or installation of fire sprinkling systems in commercial Properties; or the installation or reconfiguration to meet the minimum requirements of the Americans with Disability Act. Neither the loan nor the matching funds shall be used for the installation or rehabilitation of signage (unless such signage is historic and determined to be a character defining feature); interior rehabilitation or decoration; the addition of architectural or decorative elements which were never a part of the Historic Property; or the Construction of additions or new Buildings, Structures, or Objects.
 4. Overall project, including but not limited to, portion paid through loan and matching funds must meet the Secretary of the Interior's Standards for the Treatment of Historic Properties.
 5. In addition to items required in Section 5, Subsection 2 a., loan Applicant must submit cost estimates from qualified contractors including labor and materials.
 - iii. Loan Terms and Repayment:
 1. Applications for participation in the Loan Program shall be in the names of all Owners of title of the subject Property. Applications in the names of less than all Owners shall not be reviewed.
 2. Ownership and title to the subject Property, must be in "good" or marketable title with all taxes and loans current, liens paid, no foreclosure proceedings pending, all restrictions of record and encumbrances disclosed and approved by the Commission, and compliance to all zoning codes.
 3. No interest shall be charged on loan funds; however, the Commission may set a reasonable application fee.
 4. Loan must be repaid in equal installments not to exceed ten (10) years. The remaining principle balance shall be due in full upon sale or transfer of the property.

5. Forty-five (45) days after failure to make timely payment shall cause the entire principal balance to become a lien upon the Property, and shall have priority over all liens, except general taxes and prior special assessments.
 6. No loan funds shall be disbursed until after the recipient has completed the work, the work has been physically inspected and approved by the City, the disbursement of loan funds has been approved by the [City Manager], and the loan recipient has documented the cost of the work by submitting to the City copies of all bills, invoices, work orders and/or such other documentation showing, to the satisfaction of the City, that the funds requested are reasonable and are supported by actual proof of expense.
 7. All rehabilitation work shall be completed within one (1) year from the date upon which the loan was awarded; provided, however, that upon application and a showing of good cause as to why the project cannot be timely completed, the Commission may authorize an extension of up to one (1) additional year for completion of the work.
 8. Loan recipients shall, as a condition of the loan, prominently place a sign upon the property being rehabilitated stating that such rehabilitation has been funded, in part, through the City's loan program.
- iv. Loan Review Procedures. Review of loan shall follow the procedures set forth in Section 5., except the Commission shall present a written recommendation for approval or denial to be presented to the [City Manager] who shall have final approval authority, which must be awarded or denied within 30 days of the Commission's recommendation.
- g. Rehabilitation Grant Program. The City hereby establishes a historic rehabilitation grant program and finds that the program promotes a valid public purpose of increasing the quality, exterior Integrity, and permanence of the City's stock of Historic Properties for the enjoyment and benefit of present and future generations of citizens of the City:
 - i. Availability. The City shall set aside funds for this grant program on an annual basis through its budgeting process. All funds placed in said grant program shall be awarded on an annual basis.
 - ii. Qualifying projects:
 1. The subject Property must be a Historic Property listed on the City's Historic Register or Contributing Property within a Historic District listed on the City's Historic Register.
 2. Grant Applicants must provide matching funds in an amount equal to or greater than the amount of the loan.
 3. Grant and matching funds must be utilized only for the stabilization or exterior rehabilitation of the subject Property; the repair or replacement of electrical, heating or plumbing systems; the repair or installation of fire sprinkling systems in commercial Properties; or the installation or reconfiguration to meet the minimum requirements of the Americans with Disability Act. Neither the grant nor the matching funds shall be used for the installation or rehabilitation of signage, unless such signage is historic and determined to be a character defining feature, interior rehabilitation or decoration, the addition of architectural or decorative elements which were never a part of the Historic Property, or the Construction of additions or new Buildings.
 4. Overall project, including but not limited to, portion paid through grant and matching funds must meet the Secretary of the Interior's Standards for the Treatment of Historic Properties.
 5. In addition to items required in Section 5, Subsection 2 a., grant Applicants must submit cost estimates from qualified contractors, including cost estimates for labor and materials.

- iii. Grant Terms:
 - 1. Applications for participation in the grant program shall be in the names of all Owners of title of the subject Property. Applications in the names of less than all Owners shall not be reviewed.
 - 2. Ownership and title to the subject Property must be in "good" or marketable title with all taxes and loans current, liens paid, no foreclosure proceedings pending, all restrictions of record and encumbrances disclosed and approved by the Commission, and compliance to all zoning codes.
 - 3. No grant funds shall be disbursed until after the recipient has completed the work, the work has been physically inspected and approved by the City, the disbursement of grant funds has been approved by the [City Manager] and the grant recipient has documented the cost of the work by submitting to the City copies of all bills, invoices, work orders, and/or such other documentation showing, to the satisfaction of the City, that the funds requested are reasonable and are supported by actual proof of expense.
 - 4. All rehabilitation work shall be completed within one (1) year from the date upon which the grant was awarded; provided, however, that upon application and a showing of good cause as to why the project cannot be timely completed, the Commission may authorize an extension of up to one (1) additional year for completion of the work.
 - 5. Grant recipients shall, as a condition of the grant, prominently place a sign upon the Property being rehabilitated stating that such rehabilitation has been funded, in part, through the City's grant program.
 - h. Grant Review Procedures. Review of grant shall follow the procedures set forth in Section 5, except the Commission shall present a written recommendation for approval or denial to be presented to the [City Manager] who shall have final approval authority which must be awarded or denied within 30 days of the Commission's recommendation.
- 2. The Commission shall attempt to identify and advise the City Council regarding the implementation of other economic incentives for Historic Properties. The Commission shall notify the Owners of economic incentive opportunities available.
- 3. The Commission shall make the determination for each request regarding economic incentives.



Title: Task Assignment for Public Outreach Efforts and Goals

From:

To: Historic Preservation Commission

Address of Proposal:

Applicant:

September 2, 2026

Proposal:

Zone District:

Historic Subdistrict:

Background and Existing Conditions:

Public Involvement:

Findings and Review Criteria:

Staff Recommendation:

Motion Language Options:

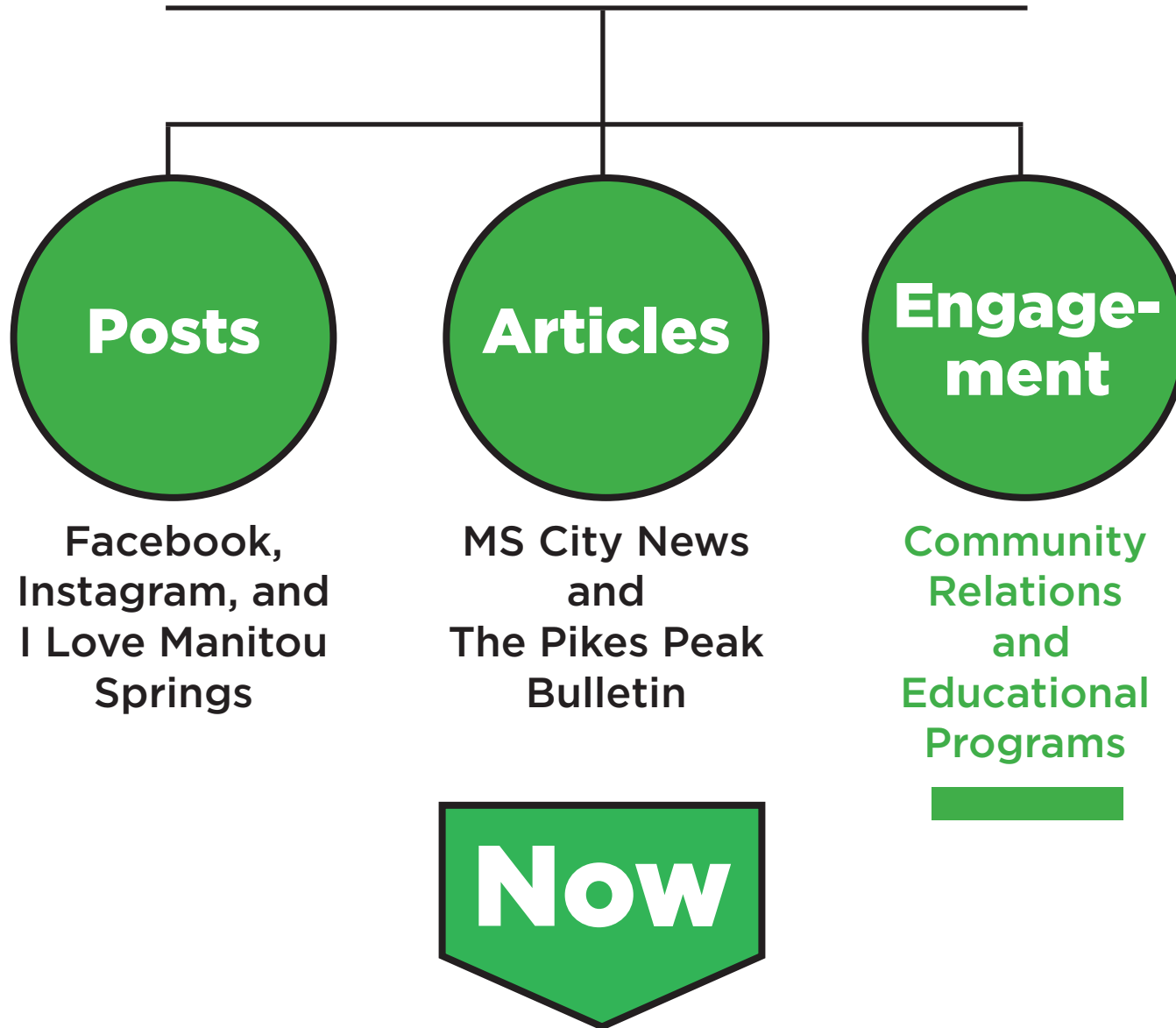


The Historic Preservation Commission's **Outreach Agenda**

An action plan toward more community engagement

Round 2

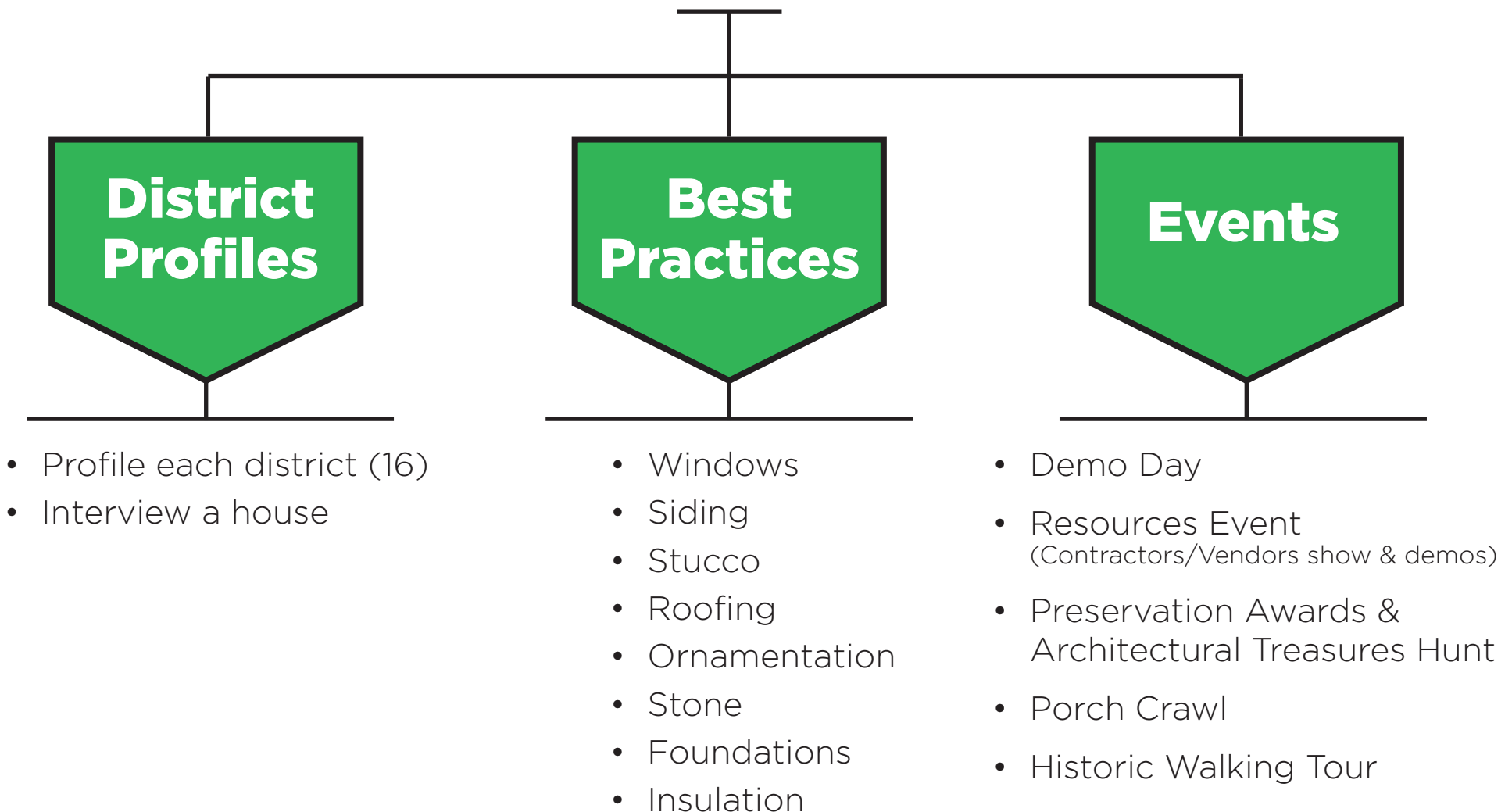
We talked about this last time.



Let's talk about content.

Content

To Inform. To Educate. To Involve.
And to Fall in Love with.



Consistency is Everything.

We could keep pace with the Manitou City News and publish one page in each bi-weekly issue.



16 District Profiles
+
8 Best Practices
and
5 Events

Articles and Social posts would follow this frequency
but social could be more frequent as needed.

Here's how it could Work.

SEPTEMBER Insulation Post <i>District Profile</i>	OCTOBER Windows Post Walking Tour Post <i>District Profile</i> Historic Walking Tour	NOVEMBER Roofing Post <i>District Profile</i> <i>District Profile</i>	DECEMBER Siding Post Resources Event Post <i>District Profile</i>
JANUARY <i>District Profile</i> Resources Event Post Resources Event	FEBRUARY <i>District Profile</i> Demo Day Post <i>District Profile</i>	MARCH Treasures Hunt Post Demo Day Post <i>District Profile</i> Demo Day	APRIL Treasures Hunt Post Foundations Post <i>District Profile</i>
MAY Treasures Hunt Post <i>District Profile</i> HPC Awards	JUNE Stone Post <i>District Profile</i> <i>District Profile</i>	JULY Stucco Post <i>District Profile</i> Porch Crawl Post <i>District Profile</i>	AUGUST Ornamentation Post Porch Crawl Post <i>District Profile</i> Porch Crawl

2 articles per month | **2-3** Posts per month | **5** events per year

We are 7 regular commissioners
and 1 alternate commissioner.

We can do it like this.

