



**MANITOU SPRINGS
HISTORIC PRESERVATION COMMISSION
REGULAR MEETING MINUTES
THURSDAY, JANUARY 9, 2020**



I. CALL TO ORDER

The Regular Meeting of the Manitou Springs Historic Preservation Commission was held on January 9, 2020 in Council Chambers at 606 Manitou Avenue. Vice Chairman Jackson declared a quorum present and called the meeting to order at 6:00 pm. The following Commissioners attended:

- PRESENT:** Vice Chair ROBERT JACKSON
Commissioner ANN NICHOLS
Commissioner JOY PORTER
Commissioner NICK BODOR
Commissioner DOUGLASS EDMUNDSON
- ABSENT:** Chair LISETTE CASEY (excused)
Commissioner TAMMILA WRIGHT (excused)
- STAFF:** Michelle Anthony, Senior Planner
Aaron Schultz, Project Coordinator
- GUESTS:** Allie Slaten, representing City Attorney

II. APPROVAL OF MINUTES

ITEM 1. November 6, 2019

MOTION:

Commissioner Nichols moved to approve the November 6, 2019 Regular Meeting Minutes of the Historic Preservation Commission, as presented.

SECOND:

Commissioner Porter seconded the motion.

DISCUSSION:

There was no discussion regarding the motion.

VOTE:

Motion passed 4-0. Commissioner Bodor abstained.

III. NOTICE OF COUNCIL ACTION

There was no Notice of Council Action to report.

At this time, Vice Chairman Jackson explained the public hearing procedures to the audience and asked if any Commissioners had ex parte communications or conflicts of interest to declare. Hearing none, the meeting continued.

IV. UNFINISHED BUSINESS

There was no Unfinished Business to report.

V. NEW BUSINESS

There was no New Business to report.

VI. OTHER BUSINESS

**ITEM 2. Discussion and Recommendation to City Council Regarding Revisions to Chapter 17.04
Historic Preservation Regulations**

Michelle Anthony, Senior Planner, presented the staff report dated January 6, 2020.

Ms. Anthony provided information about the expedited review process and referral to a Historic Preservation Specialist.

Allie Slaten, representing the City Attorney, noted draft language for the expedited review process.

The Commission discussed the process for addressing undesignated properties.

The Commission discussed the process for resubmittal and whether disallowing resubmittal for a specific time period for an application that has been denied or withdrawn was warranted.

Commissioner Porter inquired about demolition. Ms. Anthony stated that City Council would make the decision in the case of a demolition request, and that a Historic Preservation Specialist could be designated by the applicant or the City.

Rachel Buller, 201 Spencer Avenue, inquired about the 50-year standard.

Ms. Anthony stated that the focus was now on “period of significance.” She stated that the City was seeking grant funding to conduct a survey plan that would include an evaluation from a Historic Preservation Specialist and a phased reconnaissance survey including the initial determination of contributing structures and which structures may require further evaluation.

Ms. Buller inquired about whether a single property could be considered undesignated under section 17.04.041. She inquired about how an individual property owner would be able to determine the status of his or her property.

Ms. Anthony stated that staff intends to provide additional information and maps online, reliant on the ability of the Planning Department’s GIS Technician to create the map, but that she expects resources to be developed by the end of 2020.

Ms. Buller inquired about 17.04.041.2.C. She also inquired about 17.04.050.A.1 and whether “improved public street”, etc., intended only adjacent rights of way.

Ms. Anthony stated yes, that was the intent and that the term “adjacent” could be added for clarification.

Ms. Buller stated that she would like the Commission to consider allowing for easier window replacement in section 17.04.070.A.1.

Ms. Anthony stated that staff was considering options that would ease the burden of replacing windows with compatible alternatives. Ms. Buller requested that an affordable alternative be included.

Ms. Buller inquired about 17.04.080 and asked for clarification for non-contributing structures. She also noted that 17.04.080.D was omitted, with the ordinance skipping from C to E.

Commissioner Edmundson stated that property owners performing legal work on their property and pulling necessary permits would be redirected to the City. He stated that he agreed with Ms. Buller that rebuilding windows is becoming less cost effective and that he used original materials when possible, but that he would like to see the ability to replace windows with like materials or appearance.

Commissioner Edmundson provided additional information about the demolition process and his opinion of the purpose of the regulations.

Commissioner Nichols stated that she believed that creating accessible materials for owners regarding designated and undesignated properties was important. The Commission discussed how this information is disseminated. Commissioner Nichols stated that otherwise she believed the revisions are ready.

Commissioner Porter also stated that she appreciated the revisions.

MOTION:

Commissioner Nichols moved to forward a recommendation of approval for Revisions to Chapter 17.04 of the Municipal Code regarding Historic Preservation Regulations to the Manitou Springs City Council, with the following revisions as discussed at the meeting:

1. Amend 17.04.050.A.1 to add the word ‘adjacent’ to clarify the intent of the section;
2. Amend 17.04.041.A.2 as recommended by staff to include a paragraph 2: “At the discretion of the Planning Department, or upon the request of the property owner, an evaluation of the contributing or noncontributing status of the resource may be referred to a historic preservation specialist. If such referral is done by the Planning Department, the City will be responsible for the cost. If the referral is at the request of the Property Owner, the such owner shall be responsible for the cost and shall provide a deposit for the referral in an amount specified in the City’s adopted fee schedule.”
3. Amend 17.04.041.A.3 as recommended by staff to include section e. “At the meeting during which the alternate expedited review occurs, the Historic Preservation Commission may choose to refer the evaluation of the resource to a preservation specialist. Such referral would be at the City’s cost. At the same meeting, the property owner may request referral to a preservation specialist and such owner would be responsible for the cost of the preservation specialist review and shall provide a deposit for the referral in an amount specified in the City’s adopted fee schedule.”
4. Amend 17.04.102.D to remove the phrase “or consideration of any component of an application that was approved, may not occur until one year after the final decision”;
5. Amend 17.04.080 to address an error in numbering resulting in the omission of a section 17.04.080.D.

SECOND:

Commissioner Edmundson seconded the motion.

DISCUSSION:

There was no discussion regarding the motion.

VOTE:

Motion passed 5-0.

The Commission thanked members of the public for their contributions to the revisions.

ITEM 3. CLG Training Requirements

Michelle Anthony, Senior Planner, stated that State has provided webinars and training for Commissioners that help the City maintain CLG certification and grow the skillset of the Commission.

The Commission discussed past and future trainings.

Ms. Anthony provided information to the Commission about training opportunities, the CLG Evaluation, and a letter referencing required training for staff regarding historic preservation tax credits.

Ms. Anthony stated that there would be conversations at a future Commission meeting would include preservation month and Commission elections.

Commissioner Porter inquired whether the event would occur at Miramont Castle. The Commission discussed.

Commissioner Edmundson inquired about the certified historic structure survey training and whether it would be considered conflict of interest to serve on the Commission. The Commission discussed.

Allie Slaten, representing the City Attorney, provided additional information about what could be considered a conflict of interest and stated that pursuing training by itself would not constitute a conflict.

VII. ADJOURNMENT

Hearing no further business before the Commission, Vice Chair Jackson adjourned the meeting at 6:50 pm.

Minutes prepared by Aaron Schultz, Project Coordinator