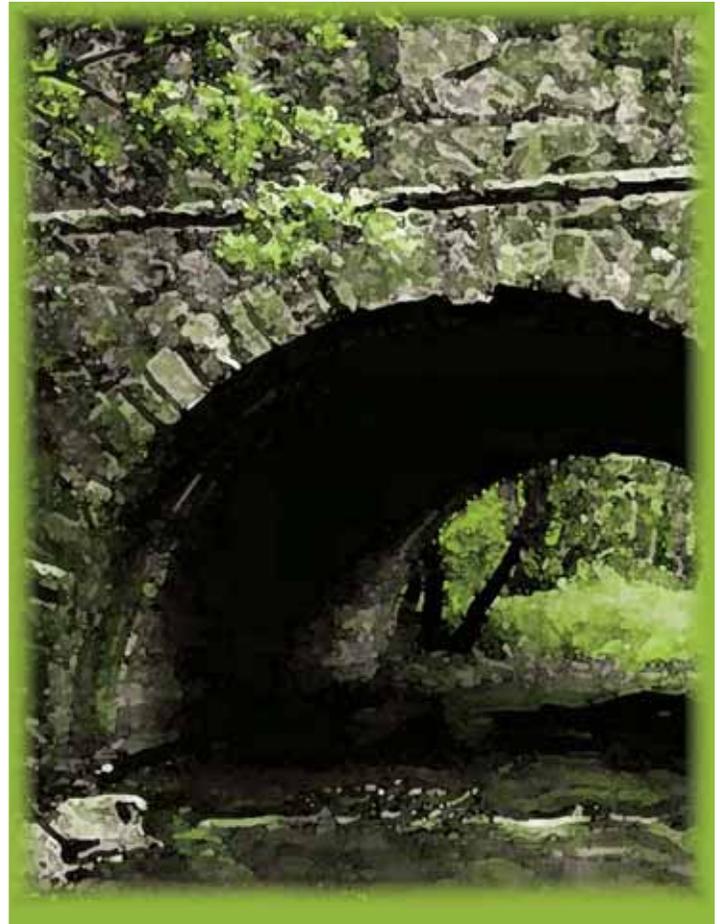


CHAPTER 1

Introduction



- *Philosophy of the Design Guidelines*
- *How to Use the Design Guidelines*
- *Submittal Process*

Chapter 1: Introduction

Philosophy of the Design Guidelines

The Manitou Springs Historic District Design Guidelines provide a basis for evaluating building design proposals within the District and help ensure implementation of the goals of the Historic Preservation Ordinance. The Guidelines have been derived from the Secretary of the Interior's Standards for Treatment of Historic Properties and are specifically crafted to meet the needs of the City of Manitou Springs, Colorado.

The Guidelines require reasonable application. Their purpose in the design approval process is to maintain and protect:

- The historic integrity of individual structures and historic features in the District
- The unique architectural character of the different sub-districts
- The distinctiveness of the city as a whole

The Guidelines provide a tool for property owners and the Commission to use in determining whether a proposal is appropriate to the long-term interests of the District. The parameters set forth in the Guidelines also support opportunities for design creativity and individual choice. Our application of the Guidelines encourages a balance between function and preservation, accommodating the needs of property owners by recognizing the practical issues involved in adapting historic structures and the City's townscape to modern lifestyles.

What do the Design Guidelines provide?

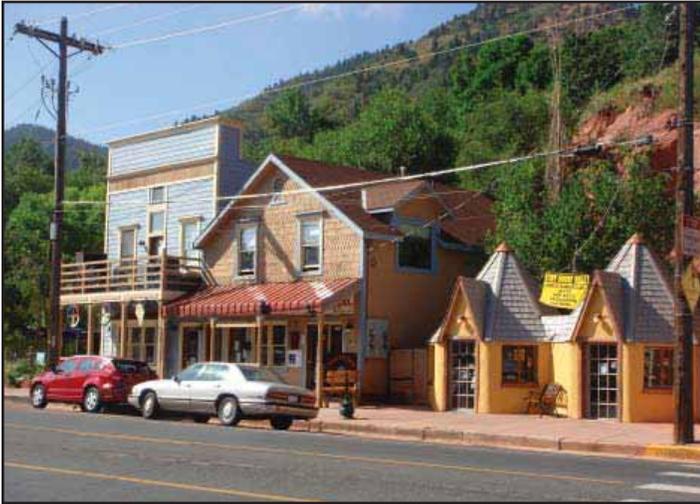
- Consistent guidance for proposed changes to existing buildings and for new construction, which preserves the historic characteristics unique to Manitou Springs
- The basis for decisions by the Historic Preservation Commission and Planning Staff
- A concise framework for proposed design and construction within the Historic District for developers and property owners
- Education regarding the context of the Historic District and architectural styles

What are the goals of the Design Guidelines?

- Reinforce the visual continuity of the community
- Protect and enhance property values through preservation
- Protect important structures that are considered "contributing" to the District and to the neighborhood character and context
- Preserve unique buildings and unique monuments
- Provide a basis for marketing strategies for merchants who choose to emphasize the historic setting of their business
- Assure that new construction and additions to non-contributing buildings are compatible with the District.

Who will use the Design Guidelines?

- Property Owners and Developers: the Guidelines provide practical guidance in design, renovation or restoration
- Manitou Springs Historic Preservation Commission: the Guidelines provide a framework to determine which proposed changes are appropriate to the District's historic character
- The Community: the Guidelines help clarify the City's Historic Preservation objectives and rationale
- Potential Property Owners: the Guidelines help explain their responsibilities as District property owners in maintaining the City's character.



Manitou Avenue, Manitou Springs, CO



Pikes Peak Cog Railway, Manitou Springs, CO



Manitou Springs business owners who were interviewed for the Design Guideline Update Process 2008. From left to right: Dave Symonds, Farley McDonough and Bruno Pothier

Role of the City: Rainbow Vision Plan

The Manitou Springs Rainbow Vision Plan includes vision policies and implementation actions for historic preservation that emphasize the City's role in preservation efforts. Vision Policy #8 states that:

“Manitou Springs will protect, preserve and enhance its historic structures, buildings, mineral springs and related historic images.”

Role of the Historic Preservation Commission (HPC)

The City of Manitou Springs Historic Preservation Commission (HPC) is responsible for reviewing applications for Material Change of Appearance Certifications (MCAC) and verifying that the improvements are consistent with the Secretary of the Interior's standards for Treatment of Historic Properties. Decisions made by the HPC may be appealed to the City Council.

The Commission is charged with the “protection, enhancement and perpetuation of districts of historic and cultural significance” and was directed “to instill and foster civic pride in the legacy and achievements of the past.” The Commission was created with the authority (City Ordinance 2.52.010) to:

- Review and approve, conditionally approve or deny alterations to existing resources or new construction in the Historic District.
- Review and make recommendations to the Manitou Springs City Council regarding demolition of certain resources within the Historic District.
- Review and make recommendations to the Manitou Springs City Council regarding designation of Historic Districts.
- Implement public awareness and incentive programs to promote Historic Preservation.”

The Design Guidelines for the Historic District represent one of the ways the Commission fulfills its mandate.

Role of Planning Staff

The Manitou Springs Planning Department Staff is responsible for:

- Administering the City’s historic preservation office. This includes maintaining the official records and documents associated with the Commission and ensuring those are available to the public.
- Advising the HPC in regard to projects and activities, such as public outreach and educational programs, the Annual Honor Awards, and updating of the Design Guidelines or the Historic Preservation Regulations. Staff assists with the implementation of Commission programs and projects.
- Providing advice and guidance to property owners and applicants on new construction or the restoration, alteration, landscaping, or maintenance of any property within the Historic District. Informal consultations and the pre-application conferences required prior to accepting MCAC applications can usually be scheduled with the Planning Staff on fairly short notice.
- Determining the completeness of MCAC applications and scheduling those for public hearing before the Commission.
- Making recommendations to the Historic Preservation Commission, Planning Commission and City Council regarding proposed projects involving structures in the Historic District.
- Conducting historic property surveys and updates to help maintain the inventory of historic resources within Manitou Springs’ Local Historic Preservation District.
- Performing Administrative Review,



Many homeowners seek to rehabilitate contributing structures as well as valued attributes of the landscape. This photograph captures the rehabilitation of a retaining wall. Manitou Springs, CO



Compatible residential infill and redevelopment projects are an important component to the continued success of the Historic District. Manitou Springs, CO



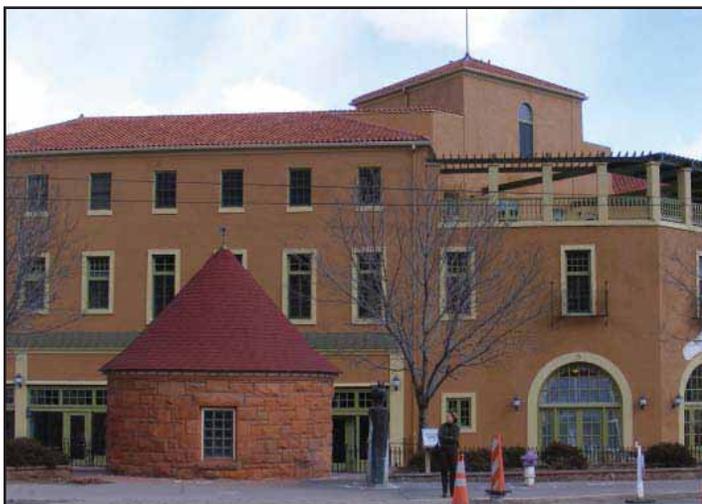
The Historic District contains several stairways that link the Historic Core to adjacent residential neighborhoods. Manitou Springs, CO



Manitou Avenue, Manitou Springs, CO



Downtown contains several historic bridges across Ruxton and Fountain Creeks. Manitou Springs, CO



The Spa Building serves as an example of successful rehabilitation of contributing structures. Manitou Springs, CO

including the approval or disapproval, of the following applications for:

1. A permit to make interior alterations only to a privately-owned structure.
2. A permit for construction or alterations to correct the unsafe or dangerous condition of any structure, so long as only that work necessary to correct the condition is performed.
3. Ordinary maintenance and repair as defined in the Historic Preservation Regulations.
4. Installation of signs, which conform to the Sign Ordinance and Sign Design Guidelines.
5. Minor amendments to a previously approved MCAC, which conform to the Design Guidelines and have no impact on the approved design.
6. Additions or Alterations to Noncontributing resources which increase the floor area by twenty-five percent or less, will not result in the structure being visually or architecturally intrusive, and which do not require Planning Commission approval.
7. All projects which, upon Staff review, are determined to have no significant or detrimental impacts on the resource or Historic District and do not require Planning Commission Approval.
8. Construction of secondary structures which do not exceed one hundred twenty square feet, do not have a permanent foundation, are not located in the front of the property and do not require Planning Commission approval.

Economic Benefit

The historic resources of any community are finite and cannot be replaced. They create an inventory of cherished and valuable commodities that many investors seek – either to reside in, reside next to or reside among. Because individuals are making an investment based on the historic attributes of a specific property or because of the overall historic assets of a community, the preservation of historic resources in-

creases the value of private property. Historic preservation results in community and neighborhood character that also attracts visitors. Heritage Tourism throughout the State of Colorado is construed as a vital source of revenue as more and more visitors and tourists seek historic sites and experiences. Many towns and cities throughout the country have realized tremendous revenues and investments due to the integration of historic preservation into their long-range planning and development strategies.

How to Use the Design Guidelines

Unlike many communities that possess a uniformity of building types, Manitou Springs buildings celebrate every architectural era from the Victorian to the Modern, the rustic to the artfully ornamented. An overview of Manitou Springs historic building styles is presented in Chapter 2. The style descriptions will assist in understanding when a building was constructed.

The Design Guidelines generally apply to all subdistricts within the Historic District, with the following exceptions: The Log Cabin, El Colorado Lodge and Cliff Dwellings Subdistricts are different enough in character to require Guidelines unique to that subdistrict (Refer to Chapter 8).

Chapters 4, 5 and 6 contain Design Guidelines for residential buildings; Chapter 7 contains Design Guidelines for the Commercial Core; and Chapters 8, 9, 10 and 11 contain Guidelines that apply to both Residential and Commercial properties.

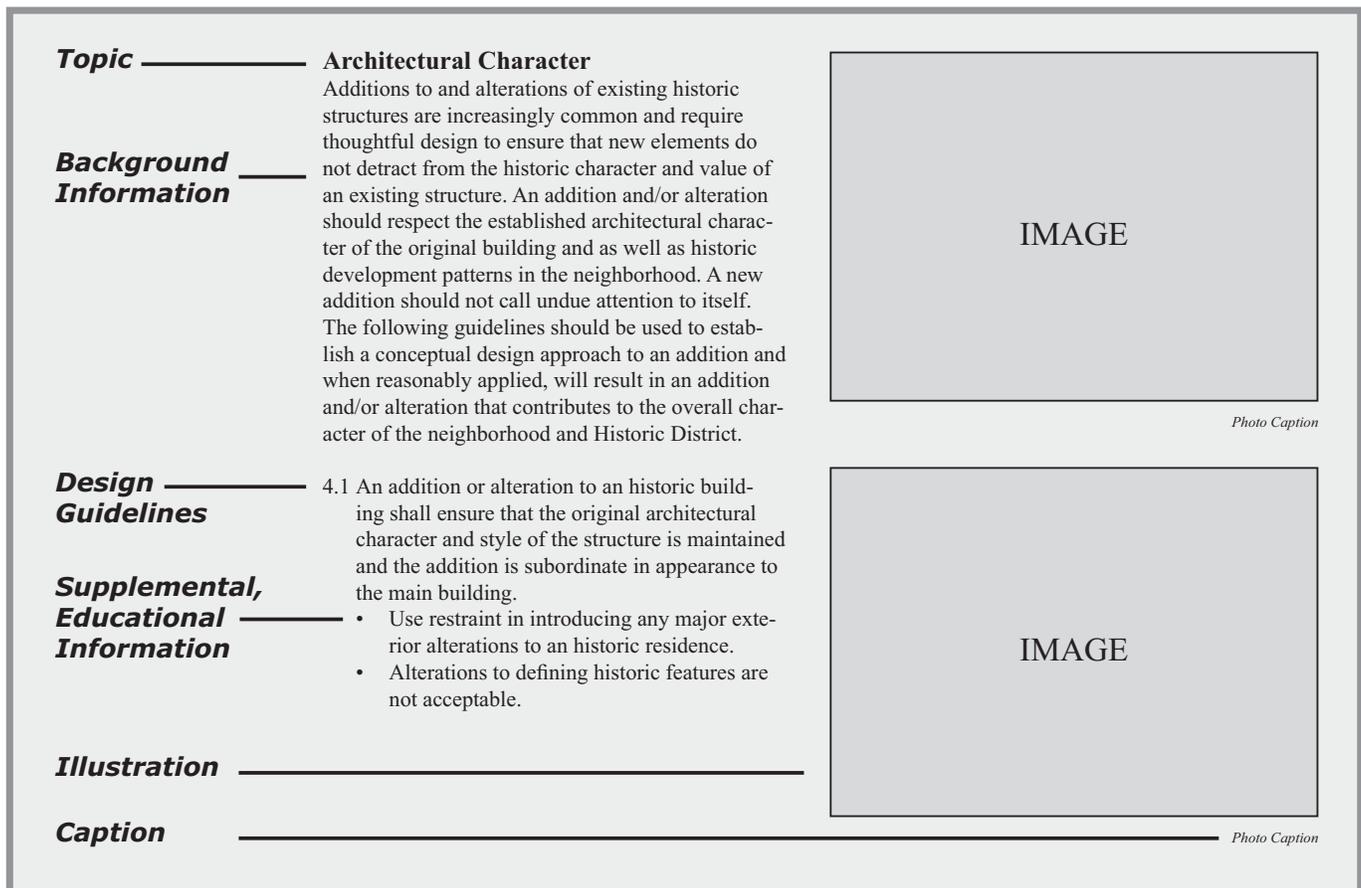


Photo Caption

Photo Caption

This diagram identifies each component and subcomponent of individual design guidelines. The design guideline is numbered and is typically followed by supplemental information to help explain the intent of the guideline.



Manitou Avenue contains many historic buildings that have been adapted over time. Manitou Springs, CO



This historic home has been converted to a bed and breakfast. Adaptive reuse projects may require site improvements to accommodate new uses, such as additional on-site parking. Manitou Springs, CO



Members of the 2007 Historic Preservation Commission provided guidance and insight during the update process. From left to right: Molly Wingate, Neil Plass (Former Chairman)

There is an important distinction between commercial and residential building uses. In general, a property's zoning corresponds to a commercial or residential designation for guideline purposes. However, if an historic building was originally constructed for commercial purposes, such as many of those along Ruxton Avenue, but has later been converted to a residential use or vice versa, the guidelines for the original use govern.

Whether constructing a new building, altering an existing historic structure, or adding a landscape feature, it is important to remember that the City's Planning Staff and the Historic Preservation Commission (HPC) are experienced resources that can provide assistance. Thoughtful planning and thorough communication with the Historic Preservation Commission and the Planning Staff can result in a project that respects the historic context, enhances Manitou Springs' legacy and protects both public and the property owner's investments.

Recognizing that Manitou Springs has contributing and non-contributing historic buildings as well as non-historic (under 50 years of age) buildings, the Guidelines address all types of residential and commercial buildings.

Supplemental information is contained in a series of five appendices, including a design guideline checklist. The appendices include:

- A. The Secretary of the Interior Standards for Rehabilitation, Restoration, Reconstruction and Preservation
- B. Technical Maintenance and Preservation Information
- C. Tax Credits and Other Incentives for Historic Preservation
- D. Glossary of Terms

Compliance and Applicability

Because of the diversity of architectural styles currently existing within the Historic District and the eclectic nature of the community, every Guideline may not apply to each project. The applicant should

review the Design Guidelines and, using the Design Guideline Checklist (available from Planning Staff), ascertain which Design Guidelines are applicable. If an applicable Guideline cannot be fulfilled, the applicant will need to explain why and list strategies they will employ to best meet the intent of the Guideline.

Defining an Approach for your Project

Each project involving an historic structure or construction within the Historic District is unique and may include a variety of approaches, from maintenance of existing features to the construction of new elements and habitable spaces. The following steps should be taken when initiating a preservation project:

1. Research the history of the property and the historic uses associated with the structure.
2. Inventory and assess existing conditions and determine whether your structure is contributing or noncontributing. Ask Staff for assistance.
3. Identify the components of the proposed project: Do you need to restore existing architectural details of the structure? Are you building a new structure? Are you adding to an existing contributing or non-contributing historic structure or non-historic structure?

By understanding the history of a specific building and its use, its present condition and the steps necessary to fulfill your goals, you can develop an overall project approach. The Secretary of the Interior Standards (See Appendix A) for Historic Preservation are based on the following types of projects:

1. **Preservation:** Keeping an existing building in its current state by initiating a program of maintenance and repair.
2. **Rehabilitation:** The process of returning a structure to its original state by preserving features that contribute to its historic character. This may also include the adaptive reuse of a structure, such as a kitchen upgrade/expansion and other types of additions. *Most projects in Manitou Springs would be considered rehabilitations.*
3. **Restoration:** To restore a structure, one must reconstruct the appearance of the building as it looked at a particular period of time and match the architec-

tural style.

4. **Renovation:** Renovations are similar to rehabilitation, although the introduction of new materials and elements are permitted. The original character and style is respected, but some sympathetic changes are tolerated.
5. **Adaptive Reuse:** Converting a structure from its original, intended use to a new use is considered an adaptive reuse. For example, some structures that were originally built for commercial uses along Ruxton Avenue are now used for residential purposes. Conversely, some of the older homes in Manitou Springs have been adapted for reuse as Bed and Breakfast commercial lodging establishments. A successful adaptive reuse project maintains the historic character and architectural style, but permits new uses in the interior of the structure.
6. **Remodel:** Remodeling a structure involves altering the original appearance of a building by either removing older attributes of the building or by adding new features that are out of character with the existing structure.
7. **Maintenance:** Maintenance involves the upkeep of historic features by using preservation techniques and materials that retain the original character of the building.

Once the project approach has been identified, the property owner should review the Design Guidelines and apply them in the initial stages of planning and design. The following synopsis should be used as a guide to determine the correct approach:

- If the structure/feature is intact, MAINTAIN IT.
- If the structure/feature is damaged or shows signs of decay, REPAIR IT.
- If the structure/feature cannot be repaired, REPLACE IT using similar materials, details and finish.
- If the structure/feature is missing, RECONSTRUCT IT using historic photographs and other documentation.
- If a new structure or feature is desired, DESIGN AND CONSTRUCT IT to minimize the visual impact on existing structures/features of a structure, street and/or neighborhood.

Submittal Process

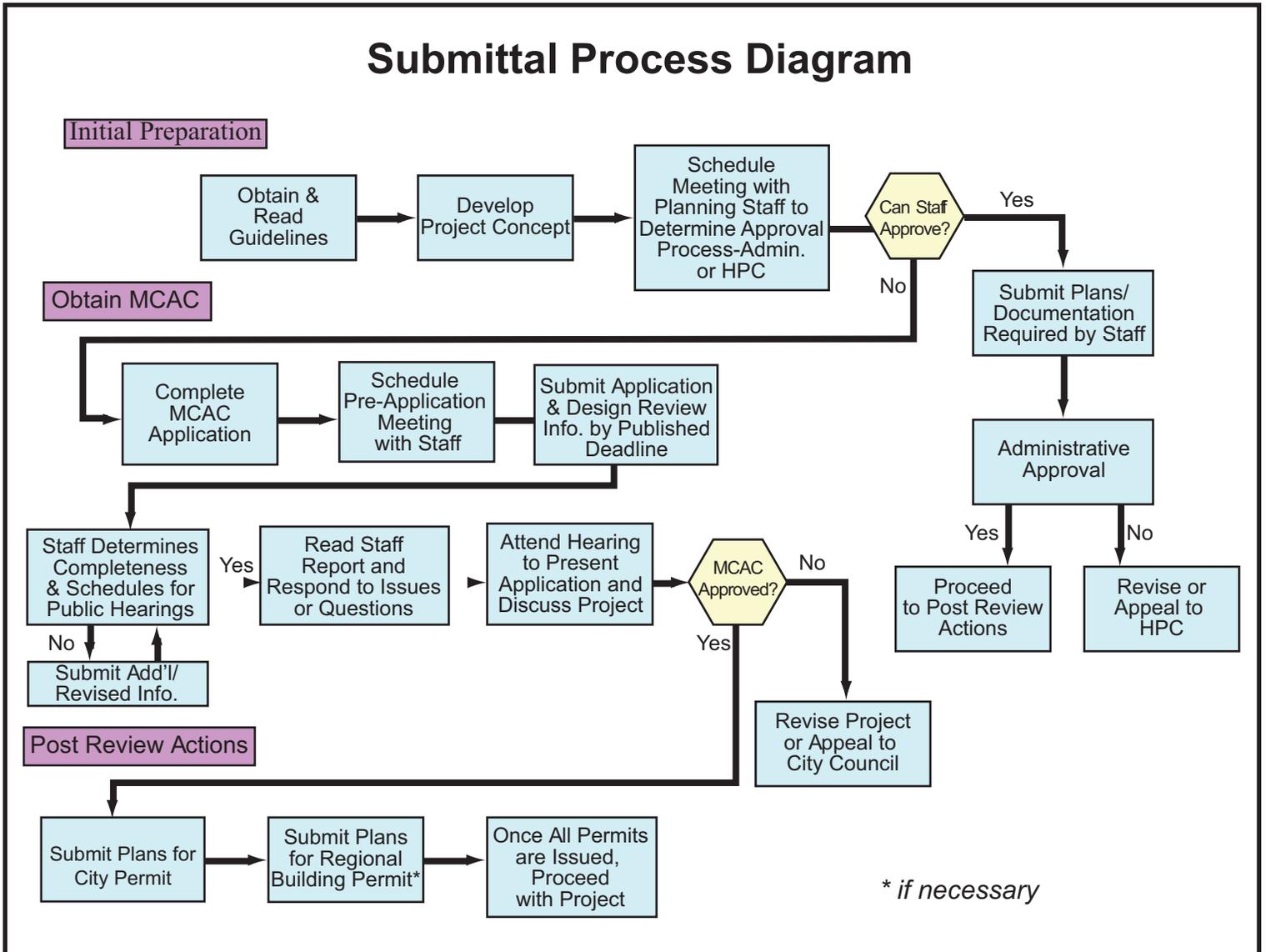
This section summarizes the approval processes required to build or update a property within the District. It also contains advice on how to comply with these processes.

Construction Application Process

Nearly all construction within the City of Manitou Springs requires review by the Manitou Springs Planning Department and many projects require review by the Pikes Peak Regional Building Department. Construction within the District that is visible from a public right-of-way requires review by either the Planning Staff or Historic Preservation Commission. Many simple improvements within the district can be reviewed

and approved by the Planning Staff only without review by the Historic Preservation Commission. In general, the method for obtaining approval for new construction or changes to existing structures within the District is through a Material Change of Appearance Certification (MCAC). The flowchart below illustrates the steps to be followed in obtaining a MCAC and obtaining approval for completing the project.

Submittal Process Diagram



* if necessary

Administrative Review

Applicants should first seek Administrative Review by the City of Manitou Springs Planning Staff. Refer to “The Role of the Planning Staff” section for projects that can be administratively approved.

Building Changes or New Construction: Material Change of Appearance Certification (MCAC)

When ready to start the approval process for construction within the District, a property owner must first obtain a MCAC. This must be done prior to submitting a proposed project to the Planning Department. As stated above, obtaining a MCAC is required for all changes within the district that can be seen from a public right-of-way, except for ordinary maintenance and repair of existing structures.¹

1. The first step in completing any project within the District is to read the Design Guidelines and understand how to apply them. The Design Guidelines are available online at: <http://www.manitou-springs-co.gov> and the Manitou Springs Planning Department. The Planning Staff is a resource for owners, contractors and architects to help understand the Guidelines.
2. Identify the Project Approach and age/style of building to be rehabilitated or altered, if applicable.
3. Next, develop initial plans for the project. The plans should be detailed enough to illustrate to the Planning Staff the desired changes. Include any new construction or additions to the property.
4. Arrange for information review by the Planning Staff to determine whether the project can be administratively reviewed or will require a public hearing and to obtain guidance regarding a successful application and project approval.
5. If a public hearing is necessary, complete the MCAC application and submittal information as required by the MCAC submittal instructions, including the Design Guidelines Applicability Checklist (available from Planning Staff).

¹ “Ordinary maintenance and repair” is defined in the City’s Historic Preservation Regulations (Ordinance) as, “any work, the sole purpose and effect of which is to prevent or correct deterioration, decay, or damage, including repair of damage caused by fire or other disaster and which does not result in a change in the historic appearance and materials of a property.”

6. Schedule a Pre-application Meeting with the Planning Staff. Staff will review the submittal for completeness and provide any additional guidance regarding amendments, Guideline compliance and project approval.
7. Submit application with required application fee by published deadline date.
8. Staff will perform sufficiency review and schedule complete applications for a public hearing.
9. Applicant should read the Staff Report provided to them before the hearing and either respond to any questions or issues, or be prepared to discuss these at the meeting.
10. Attend the MCAC Review and present your application to the Historic Preservation Commission (HPC). During the hearing, the HPC will first hear the Staff Report and recommendations. Next, the applicant will be invited to address the Commission and answer any questions in the Staff Report or that the HPC may have of the applicant. The HPC will then open the hearing for public comment. Upon completion of the HPC’s review, the application will either be: 1) approved, 2) approved with conditions, 3) denied, or 4) postponed for revisions. It should be noted that, per the Ordinance, the HPC (or the Planning Staff if approval is permitted by staff review) shall approve the application only if it finds either that the proposed change is consistent with the Design Guidelines, or that the denial of a proposed project would result in “Economic Hardship” as defined by the Ordinance.²

If the MCAC is rejected by the Historic Preservation Commission, the applicant may either revise the project to address the HPC’s concerns or the applicant may appeal the HPC’s decision to the Manitou Springs City Council.

² Chapter 17.04, Historic Preservation Regulations, Paragraph 17.04.090, includes a full discussion of how the Commission’s decisions may be affected by “Economic Hardship.” If this consideration may be relevant to an applicant, the applicant is encouraged to read the full text of this paragraph in the Ordinance. However, the Ordinance generally provides that the following factors must be established in order to demonstrate “economic hardship; ‘that an economic hardship would result from denial or a recommendation of disapproval of the application, or from upholding the decision of Staff; and that no feasible alternatives or mitigation measures are available to the applicant; and that the applicant would not enjoy reasonable economic use or return from the property should the proposed project be disapproved, or the decision of Staff upheld; and the nature or extent of economic hardship that would result from the disapproval of a proposed project application would exceed the historic or cultural value of the Resource; and the hardship is not created by the conduct of the applicant.’”

