



Meeting Minutes - Draft Historic Preservation Board

Monday, November 3, 2025

4:30 PM

30 S. Nevada Ave., Suite 102

1. Call to Order and Roll Call

Present: 4 - Chair Lowenberg, Board Member Fitzsimmons, Board Member Beerbaum and Board Member Hines

Absent: 3 - Board Member Musick, Board Member Baumgartner and Board Member Potter

2. Changes to Agenda/Postponements

3. Communications

William Gray - Senior Planner

William Gray, Senior Planner, introduced Charlie Rose as the newest member of the City Planning Department, who joined as a Planning Technician I.

Mr. Gray said that Lindsey Flewelling had offered to conduct a training session for the Historic Preservation Board focused on best practices for public meetings, education, and outreach. He said they can hold this training during the December or January board meetings and it would be best to attend in person. He said he was considering inviting the Manitou Springs Historic Preservation Commission and possibly other municipalities. Board Member Beerbaum said inviting Cripple Creek representatives would be a good idea given their strong historic connection.

Mr. Gray said he will be coordinating the presentation of the Historic Resources Survey and Context Plan to Planning Commission, probably on December 4th or January 8th, and City Council after. He said the informal presentation for Planning Commission would be on December 4th, and invited the Board Members to join, and mentioned he will confirm availability with Ron Sladek for this presentation.

Historic Preservation Board Members

Board member Hines asked the address of the Payne Chapel African Methodist Episcopal Church. Mr. Gray said he will look for it.

4. Approval of the Minutes

- 4.A [HPB 2313](#) Minutes for October 6, 2025, Historic Preservation Board Meeting.

Presenter:

Paul Baumgartner, Historic Preservation Board Acting Chair

Attachments: [HPB Meeting Mins 10.6.25 Draft](#)

The approval of the minutes was postponed for lack of quorum.

5. Consent Calendar

- 5.A [HIST-25-001](#) A Report of Acceptability for a new outdoor patio that includes a covered
[0](#) deck, patio door, pavers and fireplace located at 2017 Wood Avenue.

Presenter:

William Gray, Senior Planner, City Planning Department

Attachments: [HPB Staff Report 2017 Wood Outdoor Patio WEG](#)

[Attachment 1-Context Map](#)

[Attachment 2-Aerial Image](#)

[Attachment 3-Project Statement](#)

[Attachment 4-Site Plan](#)

[Attachment 5-Architectural Plans](#)

[Attachment 6-Existing Patio Door Spec](#)

[Attachment 7-Decking Spec](#)

[Attachment 8-Patio Paver Spec](#)

Mr. Gray presented the Report of Acceptability for a new outdoor patio that includes a covered deck, patio door, pavers and fireplace located at 2017 Wood Avenue, which would replace an existing one located between the house and the garage, in the rear of the property. He said the new design features a covered patio replacing the previous pergola, with improved construction quality and materials, it also includes paved areas and a step-down transition, along with a new set of sliding doors replacing the existing back door for better access to the house. Mr. Gray said the project does not affect any historically significant portions of the home, as the patio is part of a large addition built in the 2000s. He said staff reviewed the application and confirmed it met all necessary criteria for approval He said two emails and three phone calls were received in support of the project,

with no public opposition.

Kristian and Lindsey Marcy said the project updates an existing space without altering the home's historical character or visibility from public areas.

Motion by Board Member Fitzsimmons, seconded by Board Member Hines, to approve the Report of Acceptability for the 2017 Wood Outdoor Patio based on the findings that the review criteria for a Report of Acceptability are met, as set forth in City Code Section 7.5.528. The motion passed unanimously.

Aye: 4 - Chair Lowenberg, Board Member Fitzsimmons, Board Member Beerbaum and Board Member Hines

Absent: 3 - Board Member Musick, Board Member Baumgartner and Board Member Potter

6. Items Called Off Consent Calendar

7. Unfinished Business

8. New Business

9. Presentations

- 9.A. [HPB 2315](#) Annual Ethics Training
Presenter:
Young Shin, City Attorney's Office

Attachments: [Ethics Code & OML Training](#)

Young Shin, City Attorney's Office, presented the annual Ethics Training. He said the City Code of Ethics was passed in April 2007 and encouraged the Board members to familiarize themselves with Chapter 1, Article 3, as is important for their role. He said they are covered individuals, and he is available to provide them with advisory opinions about future actions when needed and suggested that all communication be in writing.

Mr. Shin presented the gift policy, its exceptions and who they involve. He also discussed the conflict of interests and when they should be disclosed and be a reason for recusal. He said meetings with a quorum or three or more members of a public body, shall be considered public meetings open to the public and will need the appropriate notice.

- 9.B. [HPB 2314](#) Work Plan

Mr. Gray said the Historic Preservation Board is required to submit an annual work plan to City Council. For the 2026 plan, he proposed three

primary goals. He said the first goal is to continue working on the historic resources survey and context plan, identifying areas for survey or resurvey, prioritizing those efforts, collaborating with other preservation advocates to determine the most appropriate project, developing a scope of work, and exploring funding opportunities.

Mr. Gray said the second goal is to begin updating the city's historic preservation ordinance. This update is listed as an action item in the Historic COS. He said the third goal is to continue the board's routine responsibilities, such as reviewing reports of acceptability and other ongoing preservation tasks. Mr. Gray said there is an outstanding goal from the previous year related to public education and the board's website. He said this initiative was temporarily set aside to focus on completing the historic resources survey with Ron, but it remains active and will be revisited. He said language for the Work Plan could be refined in December or January if needed.

Board members' Comments

Board member Fitzsimmons asked if goal number two was proposed because there were deficiencies found or just a scheduled update. Mr. Gray said the ordinance has deficiencies, particularly in how individual properties are landmarked; currently, all properties are grouped into the historic preservation overlay district. He said a suggestion would be that the city consider different standards for documentation and public outreach depending on the scale and nature of the designation.

Chair Lowenberg said these goals align with discussions held months prior and she is in support of them.

Board member Beerbaum said she agrees; however, it would be a good idea to have quarterly goals for education and community outreach, get updates from Mr. Gray, and probably have a committee on those topics. Board member Beerbaum said she appreciates Mr. Gray for his work.

Chair Lowenberg said she agrees with Board member Beerbaum's concern about timelines and emphasized the importance of balancing the board's workload. Chair Lowenberg said Vice Chair Baumgartner is stepping down due to relocation, and that filling the vice chair and alternate positions is a priority, and she will follow up with city staff to begin that

process. Chair Lowenberg said they should set realistic timelines, especially given the increasing demands on everyone's time. Chair Lowenberg said they can probably push the website updates far into the future due to limited city resources and the need for legal and IT review. Chair Lowenberg said for the goal of identifying future survey work, they could dedicate a full meeting in the first quarter of 2026 to explore its scope and significance and agreed with Mr. Gray's proposed timeline of January to March 2026 for that task. Chair Lowenberg said she supports the full-year timeline from January to December 2026 for the Historic Survey Plan, because it is something that needs to be done step by step.

Board member Beerbaum said having monthly or quarterly goals will help with accountability and avoid the ambiguity that a year-long timeline could bring. Mr. Gray said he can do that for the Historic Preservation Board section.

Board member Fitsimmons said he talked to his friend, Kate Brady, that works for the Pioneer Museum, and they are studying different things of the past history of Colorado Springs, and maybe the board can team up with them for some of the education and outreach initiatives.

Mr. Gray said from his perspective, outreach and education efforts are relatively easy to organize, and they could host recurring seminars or workshops on specific historic preservation topics, like the event held on preservation tax credits. He said these events involve selecting a subject, securing a venue, issuing a press release, and inviting preservation advocacy groups and broader community members. He said while such efforts may seem minor, they are well-received and impactful. Mr. Gray said these initiatives effectively promote education around historic preservation and the benefits available to property owners.

Mr. Gray said during Ms. Flewelling's visit last month, the topic of education and outreach was discussed, and she provided examples of what other historic preservation boards and commissions are doing in this area. He said they can probably incorporate these references into an upcoming training session to help the board better understand potential approaches and generate ideas for local initiatives. He said there is a lot of value in learning from smaller communities like Cortez, Trinidad, Leadville, and Lake City, where grassroots preservation efforts have had meaningful impact despite limited staffing and resources. He said these examples

could inspire the board to think beyond traditional methods.

Board member Hines asked if he could already share the document produced by Ron Sladek about the Historic Resources Survey Plan. Mr. Gray said he could, because it was already submitted to the State of Colorado for their final approval to then close that grant contract.

10. Adjourn