



MANITOU SPRINGS CITY PLANNING COMMISSION REGULAR MEETING AGENDA

All upcoming CPC 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>

January 8, 2025

5:30 PM

A. CALL TO ORDER

B. APPROVAL OF MINUTES

C. UNFINISHED BUSINESS

D. PUBLIC COMMENT ON NON-AGENDA ITEMS

E. NEW BUSINESS

1. MJT 2404 - Major Temporary Use Permit for an unpaved parking lot

F. OTHER BUSINESS

1. Election of Officers

- a. Chair

- b. Vice-Chair

2. Expectations for alternate commissioners - attendance and seating

3. LUDC updates in 2025

G. NOTICE OF COUNCIL ACTION AND UPDATES

H. ADJOURNMENT

Commissioners:

Alan Delwiche, Chair (12/31/2026)

Mike Casey, Vice Chair (12/31/2027)

David Armstrong (12/31/2024)

Stephen Graybill (12/31/2026)

Gloria Latimer (12/31/2025)

Carey Storm (12/31/2028)

Justin Wilson (12/31/2025)

Megan Day, Alternate Commissioner (12/31/2027)

Roy Rosenthal, Alternate Commissioner (12/31/2028)

City Council Liaison: Julie Wolfe

Staff:

Fred Rollenhagen, Planning Director

Chelsea Royston, Senior Planner

Erin Ringsred, Planner and Landscape Architect II

Zachary Davison, Planner I

1 alternate position available

The City of Manitou Springs does not discriminate on the basis of disability in the admission to, access to, or operations of programs, services or activities. Reasonable accommodation will be provided to ensure equal access to all. Individuals who would 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.



Title: MJT 2404 - Major Temporary Use Permit for an unpaved parking lot at 132, 134, and 142 Manitou Avenue

From: Chelsea Royston, AICP, Senior Planner

To: City Planning Commission

Address of Proposal: 132, 134, and 142 Manitou Avenue

Applicant: City of Manitou Springs

January 8, 2025

Proposal:

The applicant is requesting a Major Temporary Use Permit to allow the site of the previous Dillon Motel to be used as a parking lot prior to the paving of the permanent surface.

Zone District:

The site is zoned Commercial (C).

Background & Existing Conditions:

The City of Manitou Springs purchased the site, which was previously developed with the Dillon motel (now being called the Dillon Mobility Hub), in December 2023 with the intent to develop a surface parking lot and office space. All but two of the existing buildings were demolished for this purpose. The City is pursuing a phased approach in order to expedite the project. The schedule for this project is largely determined by the schedule of another public project, the Hiawatha Gardens project. In order for that project to move forward, the parking lot at Hiawatha Gardens must be (partially) closed, and alternative parking capacity at the Dillon must be available. However, the design documents and construction of the Dillon Mobility Hub can not be completed in time to meet the Hiawatha Gardens schedule, necessitating a phased approach. If approved, the temporary use permit will allow an interim dirt parking lot to be created on the site which will meet the capacity needs during peak tourist season.

Parking Facilities are a permitted use in the Commercial Zone District, however, use standards require the lot to be paved with a hard surface. Paving the lot would require several development applications and reports such as: Development Plan, Grading and Erosion Control Plan, Drainage Report, Landscape Plan, Photometric Plan, etc. This final application package will be heard by the City Planning Commission and City Council once it is prepared.

Application Detail:

The interim parking and bus stop will consist of minor improvements to help organize and direct traffic. Staff will review a grading permit for site grading and removal of previous paving. Curb stops and a split-rail fence will be installed to help guide customers and ensure efficient use of the space. Accessible parking spaces will be paved in concrete near the two remaining buildings. The electric infrastructure and conduit will be installed with the intention that it will meet the



lighting requirements for the Major Development Plan. The site design is intended to reduce impacts on the large trees in the middle of the site.

The proposed use of the interim lot will include daily hours of operation from 5:00am to 6:00pm. The interim lot will accommodate approximately 92 parking spaces plus four ADA parking spaces.

Public Involvement:

This hearing was publicly noticed, however, additional public engagement events for the final design have occurred on November 21st, and December 3rd, 2024. A City Council work session is/was also scheduled on January 7th, 2025.

Findings & Review Criteria:

§18.06.4.8.H of the Land Use and Development Code lists the following approval criteria for Major Temporary Use Permits:

1. The use will not be detrimental to the public health, safety, and general welfare, and is compatible with the purpose and intent of this LUDC and the zone district in which it will be located; and

The proposed use as a parking lot will generally not be detrimental to the public health and general welfare. The proposed use is compatible with the purpose and intent of the LUDC. The Commercial Zone District is an appropriate location for this use as it supports tourism-related businesses, such as parking for the Incline and other regional attractions and tours.

2. If located outside of the Downtown zone district, adequate off-street parking meeting the standards in Section 18.03.8 is provided to serve the use.

This criterion is not applicable, as the application is to allow the use of the parcels as parking lots.

Staff Recommendation:

Should the City Planning Commission find it appropriate to grant approval of the Major Temporary Use Permit, staff does not recommend conditions.

Motion Language Options:

MJT 2404 – Major Temporary Use Permit

Approve the Major Temporary Use Permit, based upon the findings that the request meets the review criteria for granting a Major Temporary Use Permit, as set forth in City Code Section 18.06.4.8, with staff's conditions as outlined.

Approve the Major Temporary Use Permit, based upon the findings that the request meets the review criteria for granting a Major Temporary Use Permit, as set forth in City Code Section 18.06.4.8, with an alteration to staff's conditions as follows...

Deny the Major Temporary Use Permit, based upon the findings that the request meets the



review criteria for granting a Major Temporary Use Permit, as set forth in City Code Section 18.06.4.8.

Postpone the Major Temporary Use Permit to February 12, 2025 for further consideration.



Manitou Springs Land Use & Development Code

Major Temporary Use Permit Checklist

Section 18.06.4.8 of the LUDC

This checklist is intended to aid applicants, however, it is not designed to be a substitute for the applicable LUDC provisions. Applicants are expected to review the details of the LUDC, available online at: www.manitouspringsgov.com under the "Government" tab and then click on "Municipal Code" in the drop-down menu.

Return completed applications to:
planningdept@manitouspringsco.gov

APPLICABILITY

The Major Temporary Use Permit reviews temporary use regulations that apply to more intensive and more complex short-term, seasonal, and/or transient uses such as community festivals, major events, and temporary promotions by permanent businesses, but does not apply to short-term rental units. This process is to identify and mitigate any potential nuisance and minimize impacts on surrounding uses.

When is a Major Temporary Use Permit Required?

All major temporary uses require a Major Temporary Use Permit, unless exempted from the permit requirements by Section 18.4 Use Regulations. Major temporary uses are those in minor events that in addition propose any of the following:

- Road closures or detours or use of public property, such as schools, parks, or public rights-of-way
- Food or alcohol vending (including food trucks)
- Medical or security presence will be provided
- One hundred (100) or more expected visitors
- Events lasting three (3) to seven (7) days in a thirty (30) day period

Do I Need a Pre-Application Meeting?

Yes. A Pre-Application Meeting is required prior to submittal.

PUBLIC NOTICE & HEARINGS

Hearings

A Planning Commission hearing is required.

Notices

Public hearing notice is required.

FINDINGS FOR APPROVAL

Approval Criteria

The Planning Director shall issue a temporary use permit upon finding the proposed temporary use satisfies the requirements set forth in Section 18.04.24, Accessory and Temporary Uses, and:

1. The use will not be detrimental to the public health, safety, and general welfare, and is compatible with the purpose and intent of this LUDC and the zone district in which it will be located; and
2. If located outside of the Downtown zone district, adequate off-street parking meeting the standards in Section 18.03.8 is provided to serve the use.

APPLICATION PACKAGE

- ☒ **Response to Pre-Application Meeting Summary Checklist.** During the pre-application meeting, you will be provided with a summary and checklist of applicable LUDC standards and requirements that must be addressed for a complete application.
- ☒ **Narrative Description of the Request.** Provide a detailed description of the proposed use, including such information as dates and hours of operation, numbers of guests, etc.
- ☒ **Description of Property.** Provide a narrative description of the existing conditions of the property where the development is proposed, including existing physical development, existing uses and zoning, nonconformities, access, protected natural resources, and neighboring land uses.
- ☒ **Property Map.** A map showing the location of the subject property and the location and uses of existing and proposed structures including parking areas, signage, topography, etc. A 24" x 36" and 11" x 17" map shall be provided.

Dillon Mobility Hub

Temporary Use Application Narrative & Property Description

DECEMBER 13, 2024



PREPARED FOR:

City of Manitou Springs
606 Manitou Avenue
Manitou Springs, CO 80829

PREPARED BY:

Matrix Design Group
2435 Research Parkway, Suite 300
Colorado Springs, CO 80920

Owner/ Developer: City of Manitou Springs
606 Manitou Avenue
Manitou Springs, CO 80829
(719) 685-2569

Applicant/ Civil Engineer: Matrix Design Group
2435 Research Parkway, Suite 300
Colorado Springs, CO 80920
(719) 575-0100

Tax Schedule No: 7404410036, 7404410035, 7404410024

Total Acreage: 1.99 Acres

Narrative Description for Temporary Use:

Matrix Design Group, on behalf of City of Manitou Springs, is submitting a Major Temporary Use Permit Application for the combined parcels 132,134, and 142 Manitou Ave. The site is currently in the Schematic Design Phase for the overall Dillon Mobility Hub and has been introduced in the City of Manitou Springs. The first public engagement meeting was held on November 21, 2024, to go over the concept as well as to City Council on December 3, 2024, to go over the temporary use capacity for this site. The Major Temporary Use application is to get the Dillon Mobility Hub open in a temporary capacity strictly for parking as the Major Development Plan and Construction Drawings are being completed/ approved for the overall Dillon Mobility Hub.

This temporary use request is for the existing dirt lot to be utilized for parking and a bus stop. Improvements will include installing pavement for the ADA parking stalls in front of the existing building, some minor grading efforts, temporary fence to protect the exiting trees and then placing curb stops to help designate parking spaces. Some lighting and security cameras will be installed as well at this time and the intention is that they will also play into the final site plan, so these efforts are not being redone. Each of these elements are discussed in more detail below.

The anticipated opening for temporary use of the site is June 2025. It is anticipated to operate as a temporary means of parking until October 2025 to alleviate the influx of visitors to several amenities around the City of Manitou Springs during the peak time of year.

The temporary use will be operational daily (including weekends) from 5:00am – 6:00pm to residence and visitors for parking. It is anticipated that the mountain metro bus will pull off Manitou Ave to pick up passengers that have parked at the temporary facility. Security will be implemented during the temporary use phase to ensure the safety of residence and visitors. Lighting, fencing and cameras are proposed along with having staff in the mobility office located on site.

Access will be from the existing 35' paved driveway and parking is strategically placed to avoid all existing natural features. No trees 3" or greater will be impacted during the temporary use phase of this project. Trees and other natural features will be protected by a proposed split rail fence.

Proposed ADA parking will be a concrete pad on the 132 Manitou Ave parcel in front of the existing building. ADA access will be provided as a proposed concrete sidewalk to the bus stop in front of the site.

These properties are located outside of the Downtown zone district. With the primary proposed temporary use being parking, the off-street parking requirements per the LUDC are being met. The proposed temporary use of parking and a bus stop will also not be detrimental to the public, health, safety or general welfare of the public.

The Pre-Application meeting with the City of Manitou Springs held on 06/20/2024 stated the applied LUDC standards that apply to this project and are implemented within this application.

Description of Property:

The preliminary and interim grading and erosion control plans are references for the proposed temporary use permit. The site is currently zoned commercial. The temporary use of 132, 134, & 142 Manitou Avenue will be parking for the Park-N-Ride. Details for this temporary parking area are found in the initial and interim grading and erosion control plans. The total property is approximately 1.99AC. All three parcels are currently zoned commercial. All three parcels are zoned currently zoned commercial. The proposed temporary uses are permitted within this zone district, and it is not anticipated that a rezone will be needed as a part of this application.

132 Manitou Avenue is a 0.41-acre site with two building that will be renovated in the future for Park-N-Ride customer use. Additionally, the property has existing concrete and asphalt that will be demoed and 5 proposed handicap stalls and sidewalk stretching from the stalls to the existing Manitou Ave sidewalk will be constructed in replacement. These upgrades will require minor grading and hardscaping.

134 Manitou Avenue is a 1.14-acre site that slopes to the northeast at approximately 4 percent. This site has 10 large trees that will be sustained. Each proposed parking stall for this lot will be designated with a curb stop. A base course will be placed on the site to accommodate vehicle access and parking.

142 Manitou Avenue is a 0.44-acre site with minor slope and currently has a base course over most of the site and appears to have traits for accommodating parking. This site like 134 Manitou Ave will be used for Park-N-Ride customer to park. Each parking stall will be designated by a curb stop. There is a large tree in the northeast corner of site that will remain.

To the east of the 1.99-acre site is a Days Inn Hotel, to the west is Buffalo Soldiers Memorial Hwy's west bound off and on ramp, to the south is Manitou Avenue, and to the north is Fountain Creek and a thick canopy of trees. This proposed temporary use is compatible with the surrounding land uses.



Know what's below.
Call before you dig.

SITE LEGEND

- PROJECT BOUNDARY LINE
- EX UNDERGROUND ELECTRIC
- EX UNDERGROUND CABLE TV
- EX UNDERGROUND GAS
- EX SANITARY SEWER
- EX UNDERGROUND TELECOM
- EX WATER
- EX WATER 8" CIP
- PROPOSED SPLIT WOOD FENCE
- FEMA FLOODPLAIN LIMITS

AGENCIES CONTACT INFORMATION:

OWNER CONTACT CITY OF MANITOU SPRINGS
606 MANITOU AVE, MANITOU SPRINGS, COLORADO 80829
JUAN ALVAREZ (719) 726-3958

APPLICANT MATRIX DESIGN GROUP
2435 RESEARCH PARKWAY, SUITE 300
COLORADO SPRINGS, COLORADO 80920
JEFFREY ODOR, (719) 575-0100

GENERAL NOTES

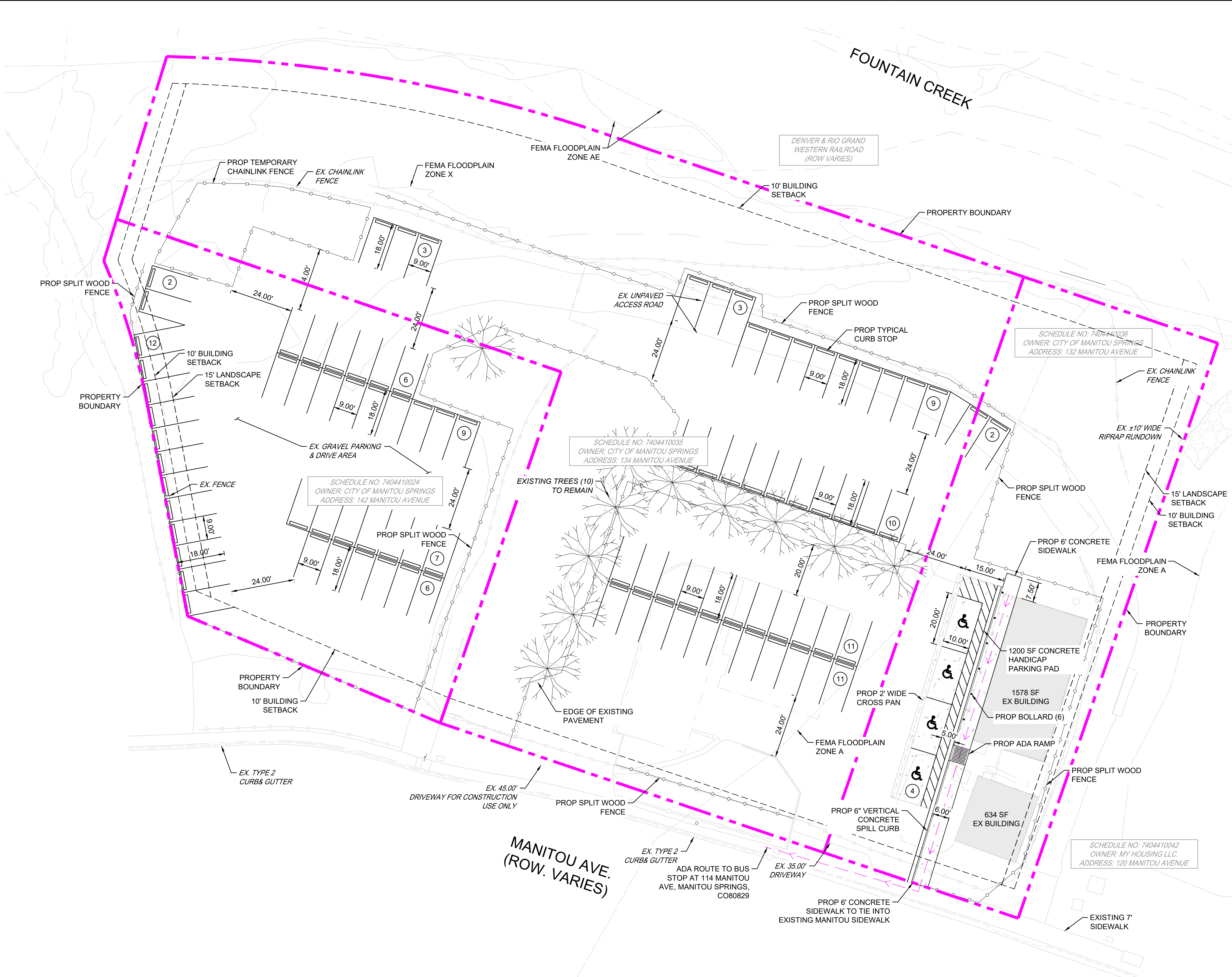
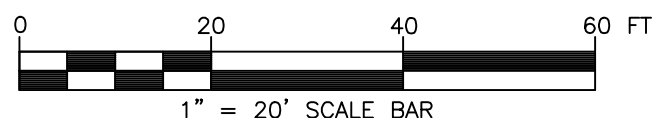
- THE PROPOSED PARKING STALLS ON THIS PLAN ARE INTENDED TO SHOW GENERAL LOCATIONS AROUND THE SITE. TEMPORARY PARKING CAN BE PLACED. ONLY WHEEL STOPS ARE INTENDED TO BE INSTALL NO STRIPING.
- SIGNAGE IS NOT APPROVED PER THIS PLAN. A SEPARATE SIGN PERMIT IS REQUIRED. CONTACT DEVELOPMENT REVIEW ENTERPRISE AT 719-385-5982 TO BEGIN A SIGN PERMIT APPLICATION.
- ALL EXISTING CURB, GUTTER, PEDESTRIAN RAMPS AND CROSSPANS POSING A SAFETY HAZARD, DAMAGED, EXHIBITING EXCESSIVE DETERIORATING OR NOT MEETING CURRENT CITY ENGINEERING STANDARDS ALONG PUBLIC STREETS ADJACENT TO THE SITE WILL NEED TO BE REMOVED AND REPLACED PRIOR TO ISSUING THE CERTIFICATE OF OCCUPANCY. AN ON SITE MEETING CAN BE SET UP WITH THE ENGINEERING DEVELOPMENT REVIEW INSPECTOR TO DETERMINE WHAT, IF ANY, IMPROVEMENTS ARE REQUIRED. THE INSPECTOR CAN BE REACHED AT 719-385-5977
- ACCESS ROADS SHALL BE KEPT CLEAR OF ALL OBSTRUCTION SUCH AS . BUT NOT LIMITED TO, LOW HANGING WIRES, CONSTRUCTION MATERIALS, CONSTRUCTION EQUIPMENT, CONTRACTOR TRAILS AND CONTRACTOR VEHICLES AND IN ALL TYPES OF WEATHER.

ADA NOTES

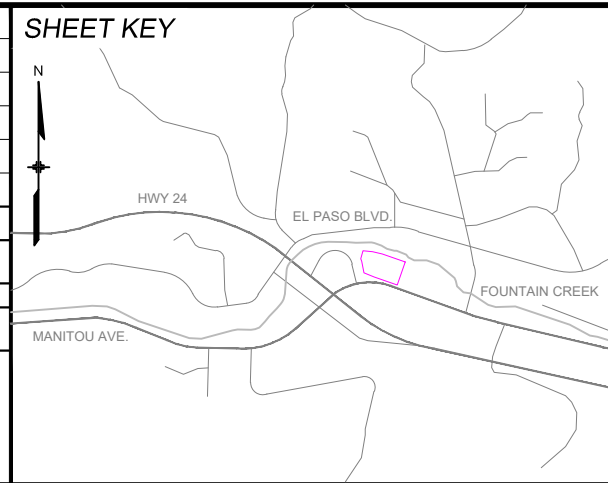
- THE PARTIES RESPONSIBLE FOR THIS PLAN HAVE FAMILIARIZED THEMSELVES WITH ALL CURRENT ACCESSIBILITY CRITERIA AND SPECIFICATIONS AND THE PROPOSED PLAN REFLECTS ALL SITE ELEMENTS REQUIRED BY THE APPLICABLE ADA DESIGN STANDARDS AND GUIDELINE AS PUBLISHED BY THE UNITED STATES DEPARTMENT OF JUSTICE. APPROVAL OF THIS PLAN BY THE CITY OF COLORADO SPRINGS DOES NOT ASSURE COMPLIANCE WITH THE ADA OR ANY OTHER FEDERAL OR STATE ACCESSIBILITY LAWS OR ANY REGULATIONS OR GUIDELINES ENACTED OR PROMULGATED UNDER OR WITH RESPECT TO SUCH LAWS. SOLE RESPONSIBILITY FOR COMPLIANCE WITH FEDERAL AND STATE ACCESSIBILITY LAWS LIES WITH THE PROPERTY OWNER.
- ACCESSIBLE ROUTES, INCLUDING RAMPS AND SIDEWALKS, WITHIN THE PUBLIC RIGHT-OF-WAY SHALL BE PER THE CITY'S STANDARD DRAWINGS AND SPECIFICATIONS. CITY'S ENGINEERING DEVELOPMENT REVIEW INSPECTOR WILL HAVE THE FINAL AUTHORITY ON ACCEPTING THE PUBLIC IMPROVEMENTS.
- ACCESSIBLE PARKING SPACES, ACCESS AISLES, AND SIGNAGE SHALL MEET ALL APPLICABLE CODE REQUIREMENTS.

TEMPORARY USE PARKING TABLE	
TOTAL PROVIDED	92
ADA REQUIRED	4 (1 VAN)
ADA PROVIDED	4 (1 VAN)

SUMMARY DATA	
PROPERTY SIZE	86,855 SF (1.99 AC)
TAX SCHEDULE NUMBER	7404410036, 7404410035, 7404410024
PROJECT ADDRESS	132, 34, 142 MANITOU AVENUE
DEVELOPMENT SCHEDULE	JUNE 2025
ZONE	C (COMMERCIAL)
DRAINAGE BASIN	FOUNTAIN CREEK
EXISTING LAND USE	MOTEL/ CARWASH
PROPOSED LAND USE	TEMPORARY PARKING
BUILDING SETBACKS	10'
LANDSCAPE BUFFER	15'



REFERENCE DRAWINGS			
X-Title-GEC X-FEMA X-1289-PR-TEMP. SITE X-1289-EX-BASE X-1289-EX-MAP			
No.	DATE	DESCRIPTION	BY
COMPUTER FILE MANAGEMENT			
FILE NAME: S:\24.1289.003 Dillon Motel Park N Ride\500 CADD\504 Plan Sets\Construction Plans\SSPR\SP01.dwg			
CTB FILE: ----			
PLOT DATE: 12/13/2024 1:00 PM			
THIS DRAWING IS CURRENT AS OF PLOT DATE AND MAY BE SUBJECT TO CHANGE.			



BASIS OF BEARING
BEARINGS AARE BASED ON THE NORTHEAST LINE OF THAT PARCEL OF LAND DESCRIBED IN THE SPECIAL WARRANTY DEED RECORDED AT RECEPTION NO. 220201139 IN THE RECORDS OF THE EL PASO COUNTY CLERK AND RECORDER'S OFFICE, MONUMENTED AT THE NORTHWEST END BY A 1 INCH YELLOW PLASTIC CAP STAMPED "UP&E, LS 11624", AND AT THE SOUTHEAST END BY A 1 1/2 INCH ALUMINUM CAP STAMPED "DB&CO, PLS 37913", AND IS ASSUMED TO BEAR SOUTH 71°01'02" EAST, A DISTANCE OF 117.20 FEET.

BENCHMARK
FIMS MONUMENT MU07 IS A 2-INCH DIAMETER ALUMINUM CAP STAMPED "CSU FIMS CONTROL MU07" ON SOUTHEAST CORNER OF STORM SEWER INLET ON NORTH SIDE OF MANITOU AVENUE AT 461 MANITOU AVENUE. ELEVATION WAS ESTABLISHED BY GPS OBSERVATIONS (GEOID 188) AND IS REFERENCED TO NGVD29 ELEVATION = 6,289.77 FEET. COORDINATE SYSTEM: NAD83 COLORADO STATE PLACE, CENTRAL ZONE, US SURVEY FOOT.

PREPARED BY:

SEAL

FOR AND ON BEHALF OF
MATRIX DESIGN GROUP, INC.
PROJECT No. 24.1289.003

DILLON MOTEL - PARK-N-RIDE			
MANITOU SPRINGS, COLORADO TEMPORARY USE PERMIT			
SITE PLAN			
DESIGNED BY: KGI	SCALE	DATE ISSUED: DECEMBER 2024	DRAWING No.
DRAWN BY: KGI	HORIZ N/A	1 OF 1	SP01
CHECKED BY: MDF	VERT. N/A	SHEET	