



MANITOU SPRINGS PARKS AND RECREATION ADVISORY BOARD REGULAR MEETING AGENDA

All upcoming PARAB meetings are scheduled to be remote, via Zoom. A link is provided on the City's Official Website at

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

January 13, 2025

6:00 PM

I. CALL TO ORDER AND ATTENDANCE

II. APPROVAL OF AGENDA

III. SPECIAL MEETING

1. NEW BUSINESS

A. Discussion on the Dillon Motel trees (Council would like PARAB's thoughts, as they are the Tree Advisory Board)

2. Discussion on Soda Springs parking

A. Consider Allowing Temporary Limited Parking behind Pavilion in Soda Springs Park before Phase 3 begins

B. PARAB endorsement of limited parking at that location after Phase 3 renovations for special events

IV. STRATEGIC PLANNING

1. Minutes from 2024 Strategic Meeting

2. ACCOMPLISHMENTS 2024

A. Created a Masterplan for the Flats Overlook Park

B. Council Approval of Masterplan

C. Established Artwalk along Creekpath in Fields Park

D. Began work on SSP playground phase 2

E. Completed ADA accessibility and remodel for Pool Locker Rooms

F. Continued OLM practices with turfcare and gardens in our parks

3. NEXT STEPS

A. SODA SPRINGS PARK (2025-26-27)

Continue work at SSP Playground and Pathways (2025)

Begin looking at cost estimates for turf and irrigation installation

Revisit Masterplan Phase 3

B. FLATS OVERLOOK PARK (2025-26-27-28)

Revisit funding for Construction Documents in April, 2025 (City Council)

V. ORIENTATION REVIEW

1. City Ordinance protocol for PARAB (and all Boards)
2. Municipal Code
3. PARAB SOP
4. PARAB Grant Program
5. PARAB Memorial Policy
6. PARABs page on City Website :
https://www.manitouspringsco.gov/214/_Parks-Recreation-Advisory-Board-PARAB

VI. OTHER BUSINESS

1. Next Regular Meeting (in February)
 - A. Term expiration in 2025 for PARAB members
 - B. Nomination and Election of officers

VII. ADJOURNMENT

Board Members:

Danu Fatt, Chair (2/28/2025)
Tim Bresnahan, Vice Chair (02/28/2025)
David Crawford (02/28/2026)
Christina Grow (2/28/2028)
Anthony Lane (02/28/2027)
Colin McAllister (02/28/2025)
Rebecca Wood (2/28/2028)

Staff and Liaisons:

Natalie Johnson, Council Liaison
Gillian Rossi, Parks & Recreation Director
Matthew Nelson, Arborist and Horticulturist
Roy Chaney, Deputy City Administrator/Public Services Director

Alternates:

Candace Craig, Secretary (2/28/2027)
Jan Johnson (2/28/2025)

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.

3rd Party (Tall Timbers) Assessment of the Dillon Trees

Note for PARAB:

Manitou Springs City Council agreed to the removal of tree #11 (which is the large Siberian Elm on lot 142 Manitou Ave.). Matthew was not able to review this tree during his tree assessment. Tall Timbers has identified it as high risk and recommends removal (see the attached Tall Timbers report for details).

City Council advised to let the 10 'centerpiece' trees on lot 134 remain in place for now and we will 'see how it goes' during the construction phases. All future construction will require tree protection (per Matthew's instructions).

Dillon Tree Risk Assessment

Tree #1



ISA Basic Tree Risk Assessment Form

Client City of Manitou Springs Date 12/20/24 Time 12:00pm
 Address/Tree location 134 Manitou Ave Tree no. 1 Sheet 1 of 11
 Tree species Siberian Elm - Ulmus pumila dbh 25" Height 45' Crown spread dia. 40'
 Assessor(s) Brad Williams, Justin Popplewell Time frame 1 year Tools used Airspade, bucket truck

Target Assessment

Target number	Target description	Target zone			Occupancy rate 1 - rare 2 - occasional 3 - frequent 4 - constant	Practical to move target?	Restriction practical?
		Target within drip line	Target within 1 x Ht.	Target within 1.5 x Ht.			
1	Vehicles	✓			3		Y
2	Pedestrians	✓			3		Y
3							
4							

Site Factors

History of failures Several noticable previous branch failures Topography Flat ☒ Slope ☐ % Aspect S
 Site changes None ☐ Grade change ☐ Site clearing ☐ Changed soil hydrology ☐ Root cuts ☒ Describe _____
 Soil conditions Limited volume ☐ Saturated ☐ Shallow ☐ Compacted ☐ Pavement over roots ☐ % Describe _____
 Prevailing wind direction W Common weather Strong winds ☒ Ice ☐ Snow ☒ Heavy rain ☐ Describe _____

Tree Health and Species Profile

Vigor Low ☐ Normal ☒ High ☐ Foliage None (seasonal) ☒ None (dead) ☐ Normal _____ % Chlorotic _____ % Necrotic _____ %
 Pests _____ Abiotic _____
 Species failure profile Branches ☒ Trunk ☐ Roots ☐ Describe Siberian elm commonly have branch failures and included bark

Load Factors

Wind exposure Protected ☐ Partial ☐ Full ☐ Wind funneling ☐ Relative crown size Small ☐ Medium ☐ Large ☒
 Crown density Sparse ☐ Normal ☐ Dense ☐ Interior branches Few ☐ Normal ☒ Dense ☐ Vines/Mistletoe/Moss ☐
 Recent or planned change in load factors _____

Tree Defects and Conditions Affecting the Likelihood of Failure

— Crown and Branches —

Unbalanced crown ☐ LCR _____ %
 Dead twigs/branches ☒ 5 % overall Max. dia. 3"
 Broken/Hangers Number 1 Max. dia. 1"
 Over-extended branches ☒
 Pruning history
 Crown cleaned ☐ Thinned ☐ Raised ☒
 Reduced ☐ Topped ☐ Lion-tailed ☐
 Flush cuts ☐ Other _____
 Cracks ☐ Lightning damage ☐
 Codominant ☐ Included bark ☐
 Weak attachments ☐ Cavity/Nest hole _____ % circ.
 Previous branch failures ☐ Similar branches present ☐
 Dead/Missing bark ☐ Cankers/Galls/Burls ☐ Sapwood damage/decay ☐
 Conks ☐ Heartwood decay ☐
 Response growth _____

Main concern(s) Heavy canopy weight on S leader, bad branch attachment on mature epicormic stem. Large deadwood.
Co-dominant stem with included bark on Norther leader.

Load on defect N/A ☐ Minor ☐ Moderate ☒ Significant ☐

Likelihood of failure Improbable ☐ Possible ☐ Probable ☒ Imminent ☐

— Trunk —

Dead/Missing bark ☐ Abnormal bark texture/color ☐
 Codominant stems ☐ Included bark ☐ Cracks ☐
 Sapwood damage/decay ☐ Cankers/Galls/Burls ☐ Sap ooze ☒
 Lightning damage ☐ Heartwood decay ☐ Conks/Mushrooms ☐
 Cavity/Nest hole _____ % circ. Depth _____ Poor taper ☐
 Lean _____ ° Corrected? _____

Response growth _____

Main concern(s) _____

Load on defect N/A ☐ Minor ☐ Moderate ☐ Significant ☐

Likelihood of failure Improbable ☒ Possible ☐ Probable ☐ Imminent ☐

— Roots and Root Collar —

Collar buried/Not visible ☐ Depth _____ Stem girdling ☐
 Dead ☐ Decay ☐ Conks/Mushrooms ☐
 Ooze ☐ Cavity ☐ _____ % circ.
 Cracks ☐ Cut/Damaged roots ☒ Distance from trunk 3.5'
 Root plate lifting ☐ Soil weakness ☐

Response growth _____

Main concern(s) Cut roots, largest (2" diameter)

Load on defect N/A ☐ Minor ☐ Moderate ☐ Significant ☐

Likelihood of failure Improbable ☐ Possible ☒ Probable ☐ Imminent ☐

Risk Categorization																		
Condition number	Tree part	Conditions of concern	Part size	Fall distance	Target number	Target protection	Likelihood											
							Failure				Impact				Failure & Impact (from Matrix 1)			
							Improbable	Possible	Probable	Imminent	Very low	Low	Medium	High	Unlikely	Somewhat likely	Likely	Very likely
1	Branch	Branch Failure	8"	15'	1	No	☐	☐	☒	☐	☐	☐	☐	☒	☐	☐	☐	☐
			8"	15'	2	No	☐	☐	☒	☐	☐	☐	☐	☒	☐	☐	☐	☐
							☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
2	Trunk	Trunk Failure	25"	22.5'	1	No	☒	☐	☐	☐	☐	☐	☐	☒	☐	☐	☐	☐
			25"	22.5'	2	No	☒	☐	☐	☐	☐	☐	☐	☒	☐	☐	☐	☐
							☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
3	Roots	Uprooting	25"	22.5'	1	No	☐	☒	☐	☐	☐	☐	☐	☒	☐	☐	☐	☐
			25"	22.5'	2	No	☐	☒	☐	☐	☐	☐	☐	☒	☐	☐	☐	☐
							☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
4							☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
							☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
							☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

Matrix 1. Likelihood matrix.

Likelihood of Failure	Likelihood of Impacting Target			
	Very low	Low	Medium	High
Imminent	Unlikely	Somewhat likely	Likely	Very likely
Probable	Unlikely	Unlikely	Somewhat likely	Likely
Possible	Unlikely	Unlikely	Unlikely	Somewhat likely
Improbable	Unlikely	Unlikely	Unlikely	Unlikely

Matrix 2. Risk rating matrix.

Likelihood of Failure & Impact	Consequences of Failure			
	Negligible	Minor	Significant	Severe
Very likely	Low	Moderate	High	Extreme
Likely	Low	Moderate	High	High
Somewhat likely	Low	Low	Moderate	Moderate
Unlikely	Low	Low	Low	Low

Notes, explanations, descriptions _____

Mitigation options Pruning Residual risk Moderate
 Removal Residual risk None
 Residual risk _____
 Residual risk _____

Overall tree risk rating Low ☐ Moderate ☐ High ☒ Extreme ☐
 Overall residual risk Low ☐ Moderate ☒ High ☐ Extreme ☐
 Data ☒ Final ☐ Preliminary Advanced assessment needed ☒ No ☐ Yes-Type/Reason _____
 Inspection limitations ☐ None ☐ Visibility ☐ Access ☐ Vines ☐ Root collar buried Describe Visual root damage limited to area of excavation

Tree #2





Basic Tree Risk Assessment Form

Client City of Manitou Springs Date 12/20/24 Time 12:00pm
 Address/Tree location 134 Manitou Ave Tree no. 2 Sheet 2 of 11
 Tree species Siberian Elm - Ulmus pumila dbh 30.25" Height 45' Crown spread dia. 30'
 Assessor(s) Brad Williams, Justin Popplewell Time frame 1 year Tools used Airspade, bucket truck

Target Assessment

Target number	Target description	Target zone			Occupancy rate 1 - rare 2 - occasional 3 - frequent 4 - constant	Practical to move target?	Restriction practical?
		Target within drip line	Target within 1 x Ht.	Target within 1.5 x Ht.			
1	Vehicles	✓			3		Y
2	Pedestrians	✓			3		Y
3							
4							

Site Factors

History of failures Several noticeable previous branch failures Topography Flat ☒ Slope ☐ % Aspect S
 Site changes None ☐ Grade change ☐ Site clearing ☐ Changed soil hydrology ☐ Root cuts ☒ Describe _____
 Soil conditions Limited volume ☐ Saturated ☐ Shallow ☐ Compacted ☐ Pavement over roots ☐ % Describe _____
 Prevailing wind direction W Common weather Strong winds ☒ Ice ☐ Snow ☒ Heavy rain ☐ Describe _____

Tree Health and Species Profile

Vigor Low ☐ Normal ☒ High ☐ Foliage None (seasonal) ☒ None (dead) ☐ Normal _____% Chlorotic _____% Necrotic _____%
 Pests _____ Abiotic _____
 Species failure profile Branches ☒ Trunk ☐ Roots ☐ Describe Siberian elm commonly have branch failures and included bark

Load Factors

Wind exposure Protected ☐ Partial ☐ Full ☐ Wind funneling ☐ Relative crown size Small ☐ Medium ☒ Large ☐
 Crown density Sparse ☐ Normal ☒ Dense ☐ Interior branches Few ☒ Normal ☐ Dense ☐ Vines/Mistletoe/Moss ☐
 Recent or planned change in load factors _____

Tree Defects and Conditions Affecting the Likelihood of Failure

— Crown and Branches —

Unbalanced crown ☐ LCR _____% Cracks ☐ Lightning damage ☐
 Dead twigs/branches ☒ 5 % overall Max. dia. 5" Codominant ☐ Included bark ☒
 Broken/Hangers Number _____ Max. dia. _____ Weak attachments ☐ Cavity/Nest hole _____% circ.
 Over-extended branches ☒ Previous branch failures ☒ (2) 5" Similar branches present ☒
Pruning history
 Crown cleaned ☒ Thinned ☐ Raised ☒ Dead/Missing bark ☐ Cankers/Galls/Burls ☐ Sapwood damage/decay ☐
 Reduced ☐ Topped ☐ Lion-tailed ☒ Conks ☐ Heartwood decay ☐
 Flush cuts ☐ Other _____ Response growth _____
 Main concern(s) Broken-hanging branches, stubs, large deadwood, heavy limb weight on N side leader, wound on West limb

Load on defect N/A ☐ Minor ☐ Moderate ☒ Significant ☐
 Likelihood of failure Improbable ☐ Possible ☒ Probable ☐ Imminent ☐

— Trunk —

Dead/Missing bark ☐ Abnormal bark texture/color ☐
 Codominant stems ☐ Included bark ☒ Cracks ☐
 Sapwood damage/decay ☐ Cankers/Galls/Burls ☐ Sap ooze ☒
 Lightning damage ☐ Heartwood decay ☐ Conks/Mushrooms ☐
 Cavity/Nest hole _____% circ. Depth _____ Poor taper ☐
 Lean _____° Corrected? _____
 Response growth _____
 Main concern(s) _____

Load on defect N/A ☐ Minor ☐ Moderate ☐ Significant ☐
 Likelihood of failure Improbable ☒ Possible ☐ Probable ☐ Imminent ☐

— Roots and Root Collar —

Collar buried/Not visible ☐ Depth _____ Stem girdling ☐
 Dead ☐ Decay ☐ Conks/Mushrooms ☐
 Ooze ☐ Cavity ☐ _____% circ.
 Cracks ☐ Cut/Damaged roots ☒ Distance from trunk 4'
 Root plate lifting ☐ Soil weakness ☐
 Response growth _____
 Main concern(s) Cut roots, largest (4" diameter)

Load on defect N/A ☐ Minor ☐ Moderate ☐ Significant ☐
 Likelihood of failure Improbable ☐ Possible ☒ Probable ☐ Imminent ☐

Risk Categorization																							
Condition number	Tree part	Conditions of concern	Part size	Fall distance	Target number	Target protection	Likelihood												Consequences				Risk rating of part (from Matrix 2)
							Failure				Impact				Failure & Impact (from Matrix 1)								
							Improbable	Possible	Probable	Imminent	Very low	Low	Medium	High	Unlikely	Somewhat	Likely	Very likely	Negligible	Minor	Significant	Severe	
1	Branch	Branch Failure	10"	22'	1	No	☐	☒	☐	☐	☐	☐	☐	☐	☐	☒	☐	☐	☐	☐	☐	☒	Mod
			10"	22'	2	No	☐	☒	☐	☐	☐	☐	☐	☐	☐	☒	☐	☐	☐	☐	☐	☒	Mod
							☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
2	Trunk	Trunk Failure	30"	22.5'	1	No	☒	☐	☐	☐	☐	☐	☐	☐	☐	☒	☐	☐	☐	☐	☐	☐	Mod
			30"	22.5'	2	No	☒	☐	☐	☐	☐	☐	☐	☐	☐	☒	☐	☐	☐	☐	☐	☐	Mod
							☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
3	Roots	Uprooting	30"	22.5'	1	No	☐	☒	☐	☐	☐	☐	☐	☐	☐	☒	☐	☐	☐	☐	☐	☐	Mod
			30"	22.5'	2	No	☐	☒	☐	☐	☐	☐	☐	☐	☐	☒	☐	☐	☐	☐	☐	☐	Mod
							☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
4							☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
							☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
							☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	

Matrix 1. Likelihood matrix.

Likelihood of Failure	Likelihood of Impacting Target			
	Very low	Low	Medium	High
Imminent	Unlikely	Somewhat likely	Likely	Very likely
Probable	Unlikely	Unlikely	Somewhat likely	Likely
Possible	Unlikely	Unlikely	Unlikely	Somewhat likely
Improbable	Unlikely	Unlikely	Unlikely	Unlikely

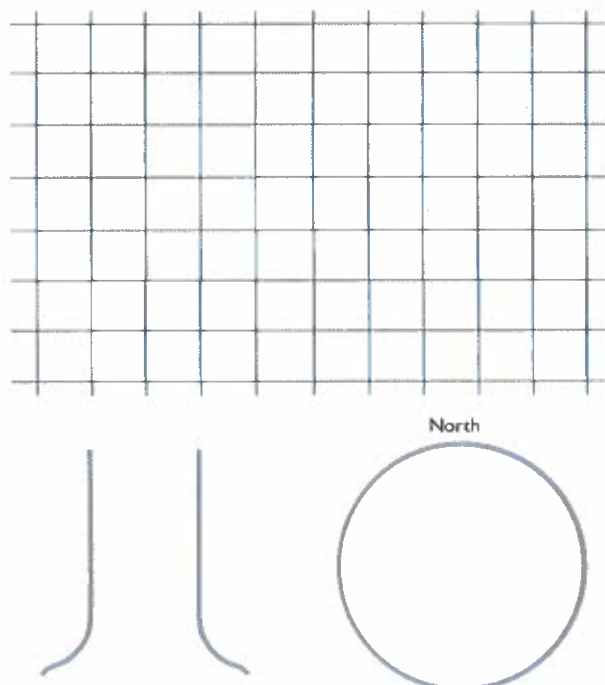
Matrix 2. Risk rating matrix.

Likelihood of Failure & Impact	Consequences of Failure			
	Negligible	Minor	Significant	Severe
Very likely	Low	Moderate	High	Extreme
Likely	Low	Moderate	High	High
Somewhat likely	Low	Low	Moderate	Moderate
Unlikely	Low	Low	Low	Low

Notes, explanations, descriptions _____

Mitigation options Pruning Residual risk Moderate
Removal Residual risk None
 _____ Residual risk _____
 _____ Residual risk _____

Overall tree risk rating Low ☐ Moderate ☒ High ☐ Extreme ☐
 Overall residual risk Low ☐ Moderate ☒ High ☐ Extreme ☐
 Data ☒ Final ☐ Preliminary Advanced assessment needed ☒ No ☐ Yes-Type/Reason _____
 Inspection limitations ☐ None ☐ Visibility ☐ Access ☐ Vines ☐ Root collar buried Describe Visual root damage limited to area of excavation



Tree #3





Basic Tree Risk Assessment Form

Client City of Manitou Springs Date 12/20/24 Time 12:00pm
 Address/Tree location 134 Manitou Ave Tree no. 3 Sheet 3 of 11
 Tree species Siberian Elm - Ulmus pumila dbh 13" Height 40' Crown spread dia. 38'
 Assessor(s) Brad Williams, Justin Popplewell Time frame 1 year Tools used Airspade, bucket truck

Target Assessment

Target number	Target description	Target zone			Occupancy rate 1-rare 2-occasional 3-frequent 4-constant	Practical to move target?	Restriction practical?
		Target within drip line	Target within 1 x Ht.	Target within 1.5 x Ht.			
1	Vehicles	☒	☐	☐	3	☐	Y
2	Pedestrians	☒	☐	☐	3	☐	Y
3		☐	☐	☐		☐	
4		☐	☐	☐		☐	

Site Factors

History of failures Several noticable previous branch failures Topography Flat ☒ Slope ☐ % Aspect S
 Site changes None ☐ Grade change ☐ Site clearing ☐ Changed soil hydrology ☐ Root cuts ☒ Describe _____
 Soil conditions Limited volume ☐ Saturated ☐ Shallow ☐ Compacted ☐ Pavement over roots ☐ % Describe _____
 Prevailing wind direction W Common weather Strong winds ☒ Ice ☐ Snow ☒ Heavy rain ☐ Describe _____

Tree Health and Species Profile

Vigor Low ☐ Normal ☒ High ☐ Foliage None (seasonal) ☒ None (dead) ☐ Normal _____ % Chlorotic _____ % Necrotic _____ %
 Pests _____ Abiotic _____
 Species failure profile Branches ☒ Trunk ☐ Roots ☐ Describe Siberian elm commonly have branch failures and included bark

Load Factors

Wind exposure Protected ☐ Partial ☐ Full ☐ Wind funneling ☐ Relative crown size Small ☐ Medium ☒ Large ☐
 Crown density Sparse ☐ Normal ☒ Dense ☐ Interior branches Few ☒ Normal ☐ Dense ☐ Vines/Mistletoe/Moss ☐
 Recent or planned change in load factors _____

Tree Defects and Conditions Affecting the Likelihood of Failure

— Crown and Branches —

Unbalanced crown ☒ LCR _____ %
 Dead twigs/branches ☒ 8 % overall Max. dia. 3"
 Broken/Hangers Number _____ Max. dia. _____
 Over-extended branches ☒
 Pruning history
 Crown cleaned ☒ Thinned ☐ Raised ☐
 Reduced ☐ Topped ☐ Lion-tailed ☐
 Flush cuts ☐ Other _____
 Cracks ☐ Lightning damage ☐
 Codominant ☐ Included bark ☒
 Weak attachments ☐ Cavity/Nest hole _____ % circ.
 Previous branch failures ☒ (1) 1" Similar branches present ☒
 Dead/Missing bark ☐ Cankers/Galls/Burls ☐ Sapwood damage/decay ☐
 Conks ☐ Heartwood decay ☐
 Response growth _____
 Main concern(s) Large deadwood, horizontal limbs, heavy weight on S leader

Load on defect N/A ☐ Minor ☐ Moderate ☒ Significant ☐
 Likelihood of failure Improbable ☐ Possible ☒ Probable ☐ Imminent ☐

— Trunk —

Dead/Missing bark ☒ Abnormal bark texture/color ☐
 Codominant stems ☐ Included bark ☐ Cracks ☐
 Sapwood damage/decay ☐ Cankers/Galls/Burls ☐ Sap ooze ☐
 Lightning damage ☐ Heartwood decay ☐ Conks/Mushrooms ☐
 Cavity/Nest hole _____ % circ. Depth _____ Poor taper ☐
 Lean _____ ° Corrected? _____

Response growth _____
 Main concern(s) Large wound on North side of trunk

Load on defect N/A ☐ Minor ☐ Moderate ☐ Significant ☐
 Likelihood of failure Improbable ☐ Possible ☒ Probable ☐ Imminent ☐

— Roots and Root Collar —

Collar buried/Not visible ☐ Depth _____ Stem girdling ☐
 Dead ☐ Decay ☐ Conks/Mushrooms ☐
 Ooze ☐ Cavity ☐ % circ.
 Cracks ☐ Cut/Damaged roots ☒ Distance from trunk 3'
 Root plate lifting ☐ Soil weakness ☐

Response growth _____
 Main concern(s) Cut roots, largest (3" diameter)

Load on defect N/A ☐ Minor ☐ Moderate ☐ Significant ☐
 Likelihood of failure Improbable ☐ Possible ☒ Probable ☐ Imminent ☐

Risk Categorization																							
Condition number	Tree part	Conditions of concern	Part size	Fall distance	Target number	Target protection	Likelihood												Consequences				Risk rating of part (from Matrix 2)
							Failure				Impact				Failure & Impact (from Matrix 1)								
							Improbable	Possible	Probable	Imminent	Very low	Low	Medium	High	Unlikely	Somewhat	Likely	Very likely	Negligible	Minor	Significant	Severe	
1	Branch	Branch Failure	6"	20'	1	No		●						●		●						●	Mod
			6"	20'	2	No		●						●		●					●	Mod	
2	Trunk	Trunk Failure	13"	20'	1	No		●						●		●						●	Mod
			13"	20'	2	No		●						●		●					●	Mod	
3	Roots	Uprooting	13"	20'	1	No		●						●		●						●	Mod
			13"	20'	2	No		●						●		●					●	Mod	
4																							

Matrix 1. Likelihood matrix.

Likelihood of Failure	Likelihood of Impacting Target			
	Very low	Low	Medium	High
Imminent	Unlikely	Somewhat likely	Likely	Very likely
Probable	Unlikely	Unlikely	Somewhat likely	Likely
Possible	Unlikely	Unlikely	Unlikely	Somewhat likely
Improbable	Unlikely	Unlikely	Unlikely	Unlikely

Matrix 2. Risk rating matrix.

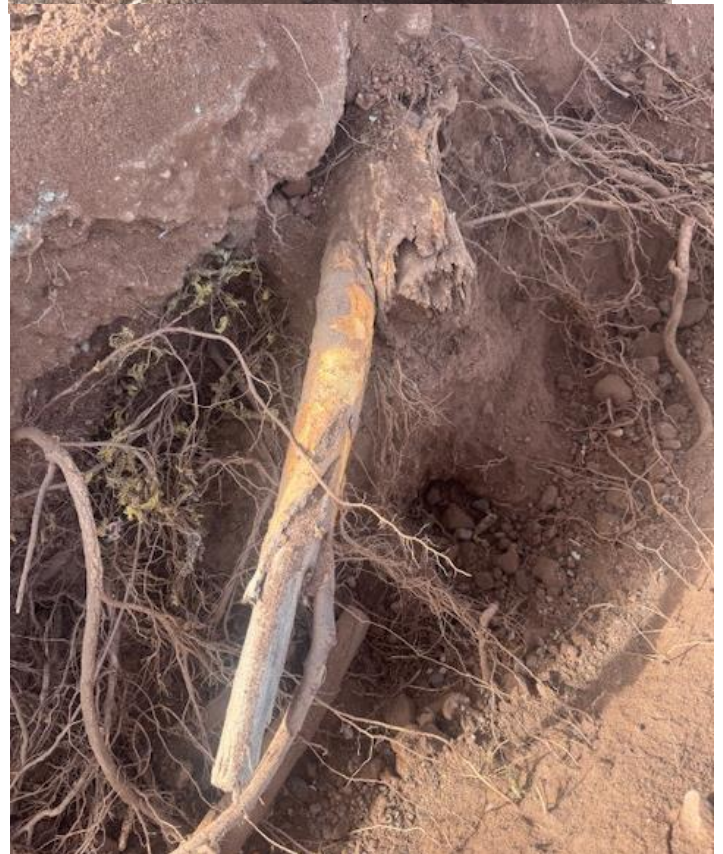
Likelihood of Failure & Impact	Consequences of Failure			
	Negligible	Minor	Significant	Severe
Very likely	Low	Moderate	High	Extreme
Likely	Low	Moderate	High	High
Somewhat likely	Low	Low	Moderate	Moderate
Unlikely	Low	Low	Low	Low

Notes, explanations, descriptions _____

Mitigation options Pruning Residual risk Moderate
 Removal Residual risk None
 _____ Residual risk _____
 _____ Residual risk _____

Overall tree risk rating Low ☐ Moderate ☒ High ☐ Extreme ☐
 Overall residual risk Low ☐ Moderate ☒ High ☐ Extreme ☐
 Data ☒ Final ☐ Preliminary Advanced assessment needed ☒ No ☐ Yes-Type/Reason _____
 Inspection limitations ☐ None ☐ Visibility ☐ Access ☐ Vines ☐ Root collar buried Describe Visual root damage limited to area of excavation

Tree #4





Basic Tree Risk Assessment Form

Client City of Manitou Springs Date 12/20/24 Time 12:00pm
 Address/Tree location 134 Manitou Ave Tree no. 4 Sheet 4 of 11
 Tree species Siberian Elm - Ulmus pumila dbh 22.25" Height 40' Crown spread dia. 40'
 Assessor(s) Brad Williams, Justin Popplewell Time frame 1 year Tools used Airspade, bucket truck

Target Assessment

Target number	Target description	Target zone			Occupancy rate 1 - rare 2 - occasional 3 - frequent 4 - constant	Practical to move target?	Restriction practical?
		Target within drip line	Target within 1 x Ht.	Target within 1.5 x Ht.			
1	Vehicles	☒			3		Y
2	Pedestrians	☒			3		Y
3							
4							

Site Factors

History of failures Several noticeable previous branch failures Topography Flat ☒ Slope ☐ % Aspect S
 Site changes None ☐ Grade change ☐ Site clearing ☐ Changed soil hydrology ☐ Root cuts ☒ Describe _____
 Soil conditions Limited volume ☐ Saturated ☐ Shallow ☐ Compacted ☐ Pavement over roots ☐ % Describe _____
 Prevailing wind direction W Common weather Strong winds ☒ Ice ☐ Snow ☒ Heavy rain ☐ Describe _____

Tree Health and Species Profile

Vigor Low ☐ Normal ☒ High ☐ Foliage None (seasonal) ☒ None (dead) ☐ Normal _____ % Chlorotic _____ % Necrotic _____ %
 Pests _____ Abiotic _____
 Species failure profile Branches ☒ Trunk ☐ Roots ☐ Describe Siberian elm commonly have branch failures and included bark

Load Factors

Wind exposure Protected ☐ Partial ☐ Full ☐ Wind funneling ☐ Relative crown size Small ☐ Medium ☒ Large ☐
 Crown density Sparse ☐ Normal ☒ Dense ☐ Interior branches Few ☐ Normal ☒ Dense ☐ Vines/Mistletoe/Moss ☐
 Recent or planned change in load factors _____

Tree Defects and Conditions Affecting the Likelihood of Failure

— Crown and Branches —

Unbalanced crown ☐ LCR _____ %
 Dead twigs/branches ☒ 5 % overall Max. dia. 3"
 Broken/Hangers Number 1 Max. dia. 2"
 Over-extended branches ☒
 Pruning history
 Crown cleaned ☐ Thinned ☐ Raised ☒
 Reduced ☐ Topped ☐ Lion-tailed ☐
 Flush cuts ☐ Other _____
 Cracks ☐ Lightning damage ☐
 Codominant ☐ Included bark ☒
 Weak attachments ☐ Cavity/Nest hole _____ % circ.
 Previous branch failures ☐ Similar branches present ☐
 Dead/Missing bark ☐ Cankers/Galls/Burls ☐ Sapwood damage/decay ☐
 Conks ☐ Heartwood decay ☐
 Response growth _____
 Main concern(s) Large deadwood, horizontal limbs, heavy weight on N and S leaders. Hangers, breaks, and stubs.

Load on defect N/A ☐ Minor ☐ Moderate ☒ Significant ☐
 Likelihood of failure Improbable ☐ Possible ☐ Probable ☒ Imminent ☐

— Trunk —

Dead/Missing bark ☐ Abnormal bark texture/color ☐
 Codominant stems ☐ Included bark ☐ Cracks ☐
 Sapwood damage/decay ☐ Cankers/Galls/Burls ☐ Sap ooze ☐
 Lightning damage ☐ Heartwood decay ☐ Conks/Mushrooms ☐
 Cavity/Nest hole _____ % circ. Depth _____ Poor taper ☐
 Lean _____ ° Corrected? _____
 Response growth _____
 Main concern(s) Large wound on North side of trunk

Load on defect N/A ☐ Minor ☐ Moderate ☐ Significant ☐
 Likelihood of failure Improbable ☒ Possible ☐ Probable ☐ Imminent ☐

— Roots and Root Collar —

Collar buried/Not visible ☐ Depth _____ Stem girdling ☐
 Dead ☐ Decay ☐ Conks/Mushrooms ☐
 Ooze ☐ Cavity ☐ _____ % circ.
 Cracks ☐ Cut/Damaged roots ☒ Distance from trunk 2.5'
 Root plate lifting ☐ Soil weakness ☐
 Response growth _____
 Main concern(s) Cut roots, largest (5.2" diameter)

Load on defect N/A ☐ Minor ☐ Moderate ☐ Significant ☐
 Likelihood of failure Improbable ☐ Possible ☒ Probable ☐ Imminent ☐

Risk Categorization																							
Condition number	Tree part	Conditions of concern	Part size	Fall distance	Target number	Target protection	Likelihood												Consequences				Risk rating of part (from Matrix 2)
							Failure				Impact				Failure & Impact (from Matrix 1)								
							Improbable	Possible	Probable	Imminent	Very low	Low	Medium	High	Unlikely	Somewhat	Likely	Very likely	Negligible	Minor	Significant	Severe	
1	Branch	Branch Failure	4"	22'	1	No																High	
			4"	22'	2	No																High	
2	Trunk	Trunk Failure	22"	20'	1	No																Low	
			22"	20'	2	No																Low	
3	Roots	Uprooting	22"	20'	1	No																Mod	
			22"	20'	2	No																Mod	
4																							

Matrix 1. Likelihood matrix.

Likelihood of Failure	Likelihood of Impacting Target			
	Very low	Low	Medium	High
Imminent	Unlikely	Somewhat likely	Likely	Very likely
Probable	Unlikely	Unlikely	Somewhat likely	Likely
Possible	Unlikely	Unlikely	Unlikely	Somewhat likely
Improbable	Unlikely	Unlikely	Unlikely	Unlikely

Matrix 2. Risk rating matrix.

Likelihood of Failure & Impact	Consequences of Failure			
	Negligible	Minor	Significant	Severe
Very likely	Low	Moderate	High	Extreme
Likely	Low	Moderate	High	High
Somewhat likely	Low	Low	Moderate	Moderate
Unlikely	Low	Low	Low	Low

Notes, explanations, descriptions _____

Mitigation options Pruning Residual risk Moderate
 Removal Residual risk None
 Residual risk _____
 Residual risk _____

Overall tree risk rating Low ☐ Moderate ☐ High ☒ Extreme ☐
 Overall residual risk Low ☐ Moderate ☒ High ☐ Extreme ☐
 Data ☒ Final ☐ Preliminary Advanced assessment needed ☒ No ☐ Yes-Type/Reason _____
 Inspection limitations ☐ None ☐ Visibility ☐ Access ☐ Vines ☐ Root collar buried Describe Visual root damage limited to area of excavation

Tree #5





Basic Tree Risk Assessment Form

Client City of Manitou Springs Date 12/20/24 Time 12:00pm
 Address/Tree location 134 Manitou Ave Tree no. 5 Sheet 5 of 11
 Tree species Siberian Elm - Ulmus pumila dbh 23" Height 40' Crown spread dia. 40'
 Assessor(s) Brad Williams, Justin Popplewell Time frame 1 year Tools used Airspade, bucket truck

Target Assessment

Target number	Target description	Target zone			Occupancy rate 1-rare 2-occasional 3-frequent 4-constant	Practical to move target?	Restriction practical?
		Target within drip line	Target within 1x Ht.	Target within 1.5x Ht.			
1	Vehicles	☒			3		Y
2	Pedestrians	☒			3		Y
3							
4							

Site Factors

History of failures Several noticable previous branch failures Topography Flat ☒ Slope ☐ % Aspect S
 Site changes None ☐ Grade change ☐ Site clearing ☐ Changed soil hydrology ☐ Root cuts ☒ Describe _____
 Soil conditions Limited volume ☐ Saturated ☐ Shallow ☐ Compacted ☐ Pavement over roots ☐ % Describe _____
 Prevailing wind direction W Common weather Strong winds ☒ Ice ☐ Snow ☒ Heavy rain ☐ Describe _____

Tree Health and Species Profile

Vigor Low ☐ Normal ☒ High ☐ Foliage None (seasonal) ☒ None (dead) ☐ Normal _____% Chlorotic _____% Necrotic _____%
 Pests _____ Abiotic _____
 Species failure profile Branches ☒ Trunk ☐ Roots ☐ Describe Siberian elm commonly have branch failures and included bark

Load Factors

Wind exposure Protected ☐ Partial ☐ Full ☐ Wind funneling ☐ Relative crown size Small ☐ Medium ☐ Large ☒
 Crown density Sparse ☐ Normal ☒ Dense ☐ Interior branches Few ☐ Normal ☒ Dense ☐ Vines/Mistletoe/Moss ☐
 Recent or planned change in load factors _____

Tree Defects and Conditions Affecting the Likelihood of Failure

— Crown and Branches —

Unbalanced crown ☐ LCR _____% Cracks ☐ Lightning damage ☐
 Dead twigs/branches ☒ 5 % overall Max. dia. 2" Codominant ☐ Included bark ☒
 Broken/Hangers Number 1 Max. dia. 1" Weak attachments ☐ Cavity/Nest hole _____% circ.
 Over-extended branches ☒ Previous branch failures ☐ (1) 2" diameter Similar branches present ☒
Pruning history
 Crown cleaned ☒ Thinned ☐ Raised ☒ Dead/Missing bark ☐ Cankers/Galls/Burls ☐ Sapwood damage/decay ☐
 Reduced ☐ Topped ☐ Lion-tailed ☒ Conks ☐ Heartwood decay ☐
 Flush cuts ☐ Other _____ Response growth _____

Main concern(s) Included bark on central lead, large deadwood, heavy limb weight on S leader (lowest limb), potential decay column in S leader (second lowest limb)

Load on defect N/A ☐ Minor ☒ Moderate ☐ Significant ☐

Likelihood of failure Improbable ☐ Possible ☒ Probable ☐ Imminent ☐

— Trunk —

Dead/Missing bark ☐ Abnormal bark texture/color ☐
 Codominant stems ☐ Included bark ☐ Cracks ☐
 Sapwood damage/decay ☐ Cankers/Galls/Burls ☐ Sap ooze ☐
 Lightning damage ☐ Heartwood decay ☐ Conks/Mushrooms ☐
 Cavity/Nest hole _____% circ. Depth _____ Poor taper ☐
 Lean _____° Corrected? _____

Response growth _____

Main concern(s) _____

Load on defect N/A ☐ Minor ☐ Moderate ☐ Significant ☐

Likelihood of failure

Improbable ☒ Possible ☐ Probable ☐ Imminent ☐

— Roots and Root Collar —

Collar buried/Not visible ☐ Depth _____ Stem girdling ☐
 Dead ☐ Decay ☐ Conks/Mushrooms ☐
 Ooze ☐ Cavity ☐ _____% circ.
 Cracks ☐ Cut/Damaged roots ☒ Distance from trunk 2.5'
 Root plate lifting ☐ Soil weakness ☐

Response growth _____

Main concern(s) Cut roots, largest (1.1" diameter)

Load on defect N/A ☐ Minor ☐ Moderate ☐ Significant ☐

Likelihood of failure

Improbable ☐ Possible ☒ Probable ☐ Imminent ☐

Risk Categorization																							
Condition number	Tree part	Conditions of concern	Part size	Fall distance	Target number	Target protection	Likelihood												Consequences				Risk rating of part (from Matrix 2)
							Failure				Impact				Failure & Impact (from Matrix 1)				Negligible	Minor	Significant	Severe	
							Improbable	Possible	Probable	Imminent	Very low	Low	Medium	High	Unlikely	Somewhat	Likely	Very likely					
1	Branch	Branch Failure	2"	15'	1	No		●						●		●					●		Mod
			2"	15'	2	No		●						●		●					●		Mod
2	Trunk	Trunk Failure	23"	20'	1	No	●							●		●						●	Low
			23"	20'	2	No	●							●		●						●	Low
3	Roots	Uprooting	23"	20'	1	No		●						●		●						●	Mod
			23"	20'	2	No		●						●		●						●	Mod
4																							

Matrix 1. Likelihood matrix.

Likelihood of Failure	Likelihood of Impacting Target			
	Very low	Low	Medium	High
Imminent	Unlikely	Somewhat likely	Likely	Very likely
Probable	Unlikely	Unlikely	Somewhat likely	Likely
Possible	Unlikely	Unlikely	Unlikely	Somewhat likely
Improbable	Unlikely	Unlikely	Unlikely	Unlikely

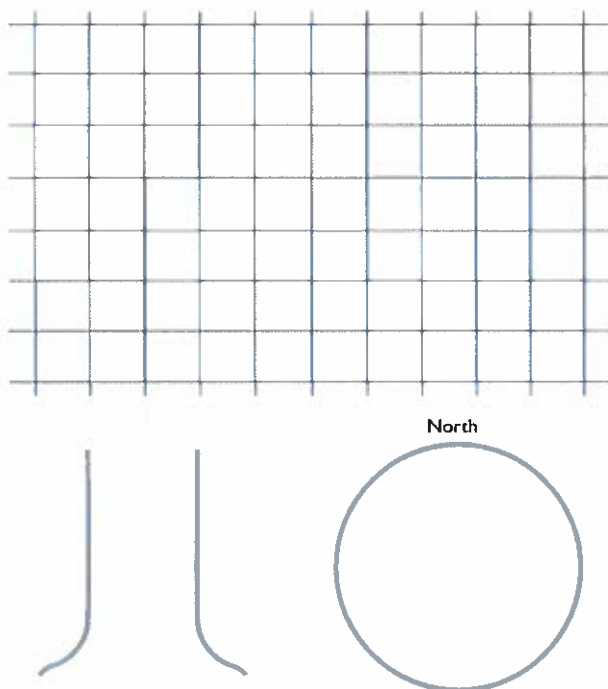
Matrix 2. Risk rating matrix.

Likelihood of Failure & Impact	Consequences of Failure			
	Negligible	Minor	Significant	Severe
Very likely	Low	Moderate	High	Extreme
Likely	Low	Moderate	High	High
Somewhat likely	Low	Low	Moderate	Moderate
Unlikely	Low	Low	Low	Low

Notes, explanations, descriptions _____

Mitigation options Pruning Residual risk Moderate
 Removal Residual risk None
 _____ Residual risk _____
 _____ Residual risk _____

Overall tree risk rating Low ☐ Moderate ☒ High ☐ Extreme ☐
 Overall residual risk Low ☐ Moderate ☒ High ☐ Extreme ☐
 Data ☒ Final ☐ Preliminary Advanced assessment needed ☒ No ☐ Yes-Type/Reason _____
 Inspection limitations ☐ None ☐ Visibility ☐ Access ☐ Vines ☐ Root collar buried Describe Visual root damage limited to area of excavation



Tree #6





Basic Tree Risk Assessment Form

Client City of Manitou Springs Date 12/20/24 Time 12:00pm
 Address/Tree location 134 Manitou Ave Tree no. 6 Sheet 6 of 11
 Tree species Siberian Elm - Ulmus pumila dbh 22.5" Height 40' Crown spread dia. 35'
 Assessor(s) Brad Williams, Justin Popplewell Time frame 1 year Tools used Airspade, bucket truck

Target Assessment

Target number	Target description	Target zone			Occupancy rate 1 - rare 2 - occasional 3 - frequent 4 - constant	Practical to move target?	Restriction practical?
		Target within drip line	Target within 1 x Ht.	Target within 1.5 x Ht.			
1	Vehicles	✓			3		Y
2	Pedestrians	✓			3		Y
3							
4							

Site Factors

History of failures Several noticable previous branch failures Topography Flat ☒ Slope ☐ % Aspect S
 Site changes None ☐ Grade change ☐ Site clearing ☐ Changed soil hydrology ☐ Root cuts ☒ Describe _____
 Soil conditions Limited volume ☐ Saturated ☐ Shallow ☐ Compacted ☐ Pavement over roots ☐ % Describe _____
 Prevailing wind direction W Common weather Strong winds ☒ Ice ☐ Snow ☒ Heavy rain ☐ Describe _____

Tree Health and Species Profile

Vigor Low ☐ Normal ☒ High ☐ Foliage None (seasonal) ☒ None (dead) ☐ Normal _____% Chlorotic _____% Necrotic _____%
 Pests _____ Abiotic _____
 Species failure profile Branches ☒ Trunk ☐ Roots ☐ Describe Siberian elm commonly have branch failures and included bark

Load Factors

Wind exposure Protected ☐ Partial ☐ Full ☐ Wind funneling ☐ Relative crown size Small ☐ Medium ☒ Large ☐
 Crown density Sparse ☐ Normal ☒ Dense ☐ Interior branches Few ☐ Normal ☒ Dense ☐ Vines/Mistletoe/Moss ☐
 Recent or planned change in load factors _____

Tree Defects and Conditions Affecting the Likelihood of Failure

— Crown and Branches —

Unbalanced crown ☐ LCR _____%
 Dead twigs/branches ☒ 5 % overall Max. dia. 2"
 Broken/Hangers Number 1 Max. dia. 1"
 Over-extended branches ☒
 Pruning history
 Crown cleaned ☒ Thinned ☐ Raised ☒
 Reduced ☐ Topped ☐ Lion-tailed ☐
 Flush cuts ☐ Other _____
 Cracks ☐ Lightning damage ☐
 Codominant ☐ Included bark ☒
 Weak attachments ☐ Cavity/Nest hole _____% circ.
 Previous branch failures ☒ (2) 2" diameter Similar branches present ☒
 Dead/Missing bark ☐ Cankers/Galls/Burls ☐ Sapwood damage/decay ☐
 Conks ☐ Heartwood decay ☐
 Response growth _____

Main concern(s) 2 hanging branches, large deadwood, wound of Eastern limb from rubbing neighboring tree. Heavy limb weight on N limb.

Load on defect N/A ☐ Minor ☒ Moderate ☐ Significant ☐

Likelihood of failure Improbable ☐ Possible ☒ Probable ☐ Imminent ☐

— Trunk —

Dead/Missing bark ☐ Abnormal bark texture/color ☐
 Codominant stems ☐ Included bark ☒ Cracks ☐
 Sapwood damage/decay ☐ Cankers/Galls/Burls ☐ Sap ooze ☐
 Lightning damage ☐ Heartwood decay ☐ Conks/Mushrooms ☐
 Cavity/Nest hole _____% circ. Depth _____ Poor taper ☐
 Lean _____° Corrected? _____

Response growth _____

Main concern(s) Included bark on SE leader

Load on defect N/A ☐ Minor ☐ Moderate ☒ Significant ☐

Likelihood of failure Improbable ☐ Possible ☒ Probable ☐ Imminent ☐

— Roots and Root Collar —

Collar buried/Not visible ☐ Depth _____ Stem girdling ☐
 Dead ☐ Decay ☐ Conks/Mushrooms ☐
 Ooze ☐ Cavity ☐ _____% circ.
 Cracks ☐ Cut/Damaged roots ☒ Distance from trunk 2'
 Root plate lifting ☐ Soil weakness ☐

Response growth _____

Main concern(s) Cut roots, largest (2.7" diameter)

Load on defect N/A ☐ Minor ☐ Moderate ☐ Significant ☐

Likelihood of failure Improbable ☐ Possible ☒ Probable ☐ Imminent ☐

Risk Categorization																							
Condition number	Tree part	Conditions of concern	Part size	Fall distance	Target number	Target protection	Likelihood												Consequences				Risk rating of part (from Matrix 2)
							Failure				Impact				Failure & Impact (from Matrix 1)								
							Improbable	Possible	Probable	Imminent	Very low	Low	Medium	High	Unlikely	Somewhat	Likely	Very likely	Negligible	Minor	Significant	Severe	
1	Branch	Branch Failure	2"	18'	1	No																Mod	
			2"	18'	2	No																Mod	
2	Trunk	Trunk Failure	22"	20'	1	No																Mod	
			22"	20'	2	No																Mod	
3	Roots	Uprooting	22"	20'	1	No																Mod	
			22"	20'	2	No																Mod	
4																							

Matrix 1. Likelihood matrix.

Likelihood of Failure	Likelihood of Impacting Target			
	Very low	Low	Medium	High
Imminent	Unlikely	Somewhat likely	Likely	Very likely
Probable	Unlikely	Unlikely	Somewhat likely	Likely
Possible	Unlikely	Unlikely	Unlikely	Somewhat likely
Improbable	Unlikely	Unlikely	Unlikely	Unlikely

Matrix 2. Risk rating matrix.

Likelihood of Failure & Impact	Consequences of Failure			
	Negligible	Minor	Significant	Severe
Very likely	Low	Moderate	High	Extreme
Likely	Low	Moderate	High	High
Somewhat likely	Low	Low	Moderate	Moderate
Unlikely	Low	Low	Low	Low

Notes, explanations, descriptions _____

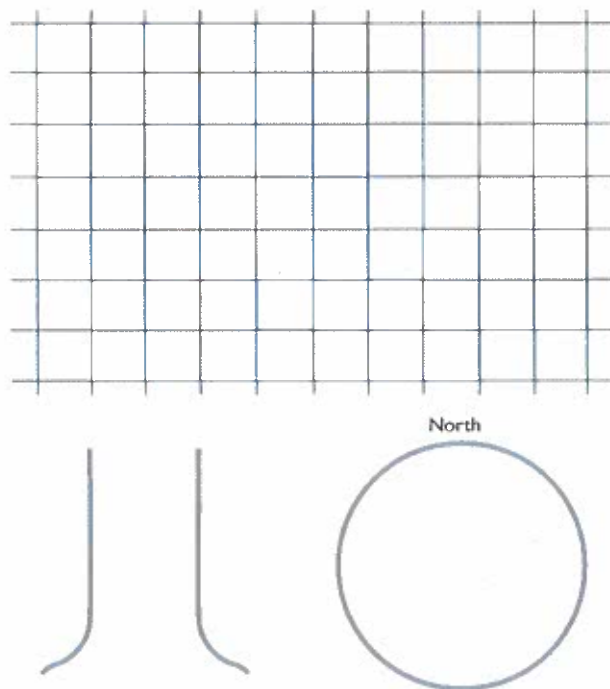
Mitigation options Pruning Residual risk Moderate
 Removal Residual risk None
 Residual risk _____
 Residual risk _____

Overall tree risk rating Low ☐ Moderate ☒ High ☐ Extreme ☐

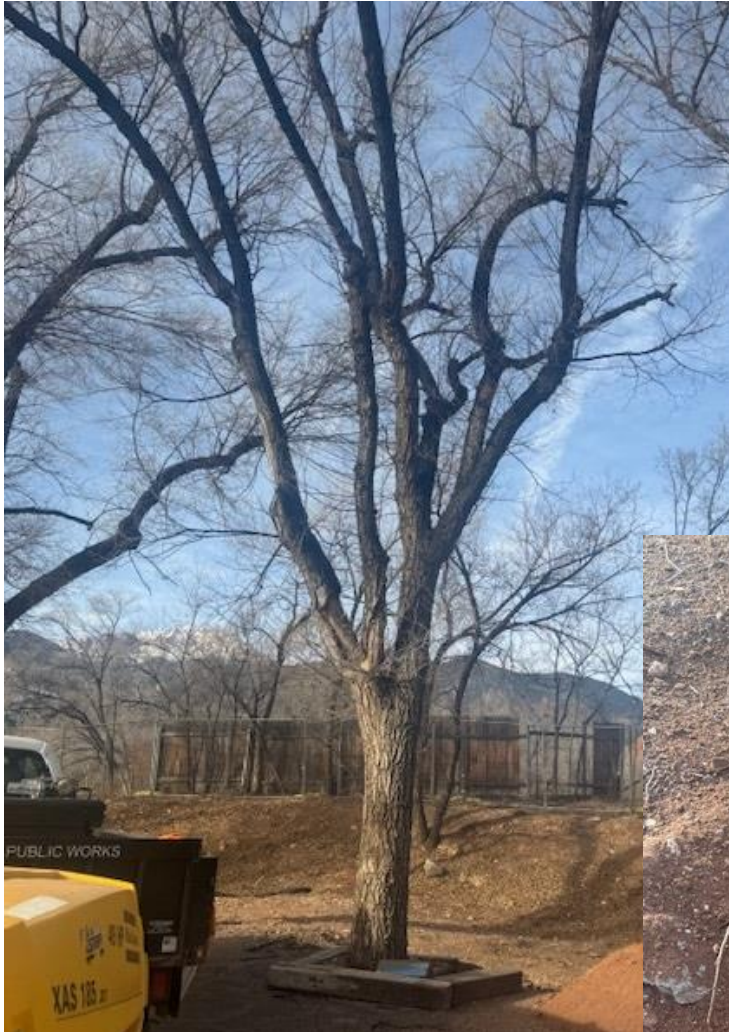
Overall residual risk Low ☐ Moderate ☒ High ☐ Extreme ☐

Data ☒ Final ☐ Preliminary Advanced assessment needed ☒ No ☐ Yes-Type/Reason _____

Inspection limitations ☐ None ☐ Visibility ☐ Access ☐ Vines ☐ Root collar buried Describe Visual root damage limited to area of excavation



Tree #7





Basic Tree Risk Assessment Form

Client City of Manitou Springs Date 12/20/24 Time 12:00pm
 Address/Tree location 134 Manitou Ave Tree no. 7 Sheet 7 of 11
 Tree species Siberian Elm - Ulmus pumila dbh 18.75" Height 40' Crown spread dia. 38'
 Assessor(s) Brad Williams, Justin Popplewell Time frame 1 year Tools used Airspade, bucket truck

Target Assessment

Target number	Target description	Target zone			Occupancy rate 1 - rare 2 - occasional 3 - frequent 4 - constant	Practical to move target?	Restriction practical?
		Target within drip line	Target within 1 x Ht.	Target within 1.5 x Ht.			
1	Vehicles	☒			3		Y
2	Pedestrians	☒			3		Y
3							
4							

Site Factors

History of failures Several noticeable previous branch failures Topography Flat ☒ Slope ☐ % Aspect S
 Site changes None ☐ Grade change ☐ Site clearing ☐ Changed soil hydrology ☐ Root cuts ☒ Describe _____
 Soil conditions Limited volume ☐ Saturated ☐ Shallow ☐ Compacted ☐ Pavement over roots ☐ % Describe _____
 Prevailing wind direction W Common weather Strong winds ☒ Ice ☐ Snow ☒ Heavy rain ☐ Describe _____

Tree Health and Species Profile

Vigor Low ☐ Normal ☒ High ☐ Foliage None (seasonal) ☒ None (dead) ☐ Normal _____ % Chlorotic _____ % Necrotic _____ %
 Pests _____ Abiotic _____
 Species failure profile Branches ☒ Trunk ☐ Roots ☐ Describe Siberian elm commonly have branch failures and included bark

Load Factors

Wind exposure Protected ☐ Partial ☐ Full ☐ Wind funneling ☐ Relative crown size Small ☐ Medium ☒ Large ☐
 Crown density Sparse ☒ Normal ☐ Dense ☐ Interior branches Few ☐ Normal ☒ Dense ☐ Vines/Mistletoe/Moss ☐
 Recent or planned change in load factors _____

Tree Defects and Conditions Affecting the Likelihood of Failure

— Crown and Branches —

Unbalanced crown ☐ LCR _____ %
 Dead twigs/branches ☒ 10 % overall Max. dia. 6"
 Broken/Hangers Number _____ Max. dia. _____
 Over-extended branches ☒
 Pruning history
 Crown cleaned ☐ Thinned ☐ Raised ☒
 Reduced ☐ Topped ☒ Lion-tailed ☐
 Flush cuts ☐ Other _____
 Cracks ☐ Lightning damage ☐
 Codominant ☐ Included bark ☒
 Weak attachments ☐ Cavity/Nest hole _____ % circ.
 Previous branch failures ☐ Similar branches present ☐
 Dead/Missing bark ☒ Cankers/Galls/Burls ☐ Sapwood damage/decay ☐
 Conks ☐ Heartwood decay ☐
 Response growth Callus wood around wound

Main concern(s) Large wounds on 2 leads East side of tree, large crack in central lead. Heavy limb weight throughout canopy.

Load on defect N/A ☐ Minor ☐ Moderate ☐ Significant ☒
 Likelihood of failure Improbable ☐ Possible ☐ Probable ☒ Imminent ☐

— Trunk —

Dead/Missing bark ☐ Abnormal bark texture/color ☐
 Codominant stems ☐ Included bark ☒ Cracks ☐
 Sapwood damage/decay ☐ Cankers/Galls/Burls ☐ Sap ooze ☐
 Lightning damage ☐ Heartwood decay ☐ Conks/Mushrooms ☐
 Cavity/Nest hole _____ % circ. Depth _____ Poor taper ☐
 Lean _____ ° Corrected? _____

Response growth _____
 Main concern(s) Included bark on SE leader

Load on defect N/A ☐ Minor ☐ Moderate ☒ Significant ☐
 Likelihood of failure Improbable ☒ Possible ☐ Probable ☐ Imminent ☐

— Roots and Root Collar —

Collar buried/Not visible ☒ Depth 6" Stem girdling ☐
 Dead ☐ Decay ☐ Conks/Mushrooms ☐
 Ooze ☐ Cavity ☐ % circ.
 Cracks ☐ Cut/Damaged roots ☒ Distance from trunk 5"
 Root plate lifting ☐ Soil weakness ☐

Response growth _____
 Main concern(s) Cut roots, largest (<1" diameter)

Load on defect N/A ☐ Minor ☐ Moderate ☐ Significant ☐
 Likelihood of failure Improbable ☐ Possible ☒ Probable ☐ Imminent ☐

Risk Categorization																		
Condition number	Tree part	Conditions of concern	Part size	Fall distance	Target number	Target protection	Likelihood											
							Failure				Impact				Failure & Impact (from Matrix 1)			
							Improbable	Possible	Probable	Imminent	Very low	Low	Medium	High	Unlikely	Somewhat	Likely	Very likely
1	Branch	Branch Failure	10"	20'	1	No	☐	☐	☒	☐	☐	☐	☐	☒	☐	☐	☒	☐
			10"	20'	2	No	☐	☐	☒	☐	☐	☐	☐	☒	☐	☐	☒	☐
							☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
2	Trunk	Trunk Failure	18.75"	20'	1	No	☒	☐	☐	☐	☐	☐	☐	☒	☐	☐	☐	☐
			18.75"	20'	2	No	☒	☐	☐	☐	☐	☐	☐	☒	☐	☐	☐	☐
							☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
3	Roots	Uprooting	18.75"	20'	1	No	☐	☒	☐	☐	☐	☐	☐	☒	☐	☐	☐	☐
			18.75"	20'	2	No	☐	☒	☐	☐	☐	☐	☐	☒	☐	☐	☐	☐
							☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
4							☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
							☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
							☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

Matrix 1. Likelihood matrix.

Likelihood of Failure	Likelihood of Impacting Target			
	Very low	Low	Medium	High
Imminent	Unlikely	Somewhat likely	Likely	Very likely
Probable	Unlikely	Unlikely	Somewhat likely	Likely
Possible	Unlikely	Unlikely	Unlikely	Somewhat likely
Improbable	Unlikely	Unlikely	Unlikely	Unlikely

Matrix 2. Risk rating matrix.

Likelihood of Failure & Impact	Consequences of Failure			
	Negligible	Minor	Significant	Severe
Very likely	Low	Moderate	High	Extreme
Likely	Low	Moderate	High	High
Somewhat likely	Low	Low	Moderate	Moderate
Unlikely	Low	Low	Low	Low

Notes, explanations, descriptions _____

Mitigation options Pruning Residual risk Moderate
Removal Residual risk None
 _____ Residual risk _____
 _____ Residual risk _____

Overall tree risk rating Low ☐ Moderate ☐ High ☒ Extreme ☐
 Overall residual risk Low ☐ Moderate ☒ High ☐ Extreme ☐
 Data ☒ Final ☐ Preliminary Advanced assessment needed ☒ No ☐ Yes-Type/Reason _____
 Inspection limitations ☐ None ☐ Visibility ☐ Access ☐ Vines ☐ Root collar buried Describe Visual root damage limited to area of excavation

Tree #8





Basic Tree Risk Assessment Form

Client City of Manitou Springs Date 12/20/24 Time 12:00pm
 Address/Tree location 134 Manitou Ave Tree no. 8 Sheet 8 of 11
 Tree species Siberian Elm - Ulmus pumila dbh 24.5" Height 45' Crown spread dia. 50'
 Assessor(s) Brad Williams, Justin Popplewell Time frame 1 year Tools used Airspade, bucket truck

Target Assessment

Target number	Target description	Target zone			Occupancy rate 1 - rare 2 - occasional 3 - frequent 4 - constant	Practical to move target?	Restriction practical?
		Target within drip line	Target within 1 x Ht.	Target within 1.5 x Ht.			
1	Vehicles	☒			3		Y
2	Pedestrians	☒			3		Y
3							
4							

Site Factors

History of failures Several noticable previous branch failures Topography Flat ☒ Slope ☐ % Aspect S
 Site changes None ☐ Grade change ☐ Site clearing ☐ Changed soil hydrology ☐ Root cuts ☒ Describe _____
 Soil conditions Limited volume ☐ Saturated ☐ Shallow ☐ Compacted ☐ Pavement over roots ☐ % Describe _____
 Prevailing wind direction W Common weather Strong winds ☒ Ice ☐ Snow ☒ Heavy rain ☐ Describe _____

Tree Health and Species Profile

Vigor Low ☐ Normal ☒ High ☐ Foliage None (seasonal) ☒ None (dead) ☐ Normal _____% Chlorotic _____% Necrotic _____%
 Pests _____ Abiotic _____
 Species failure profile Branches ☒ Trunk ☐ Roots ☐ Describe Siberian elm commonly have branch failures and included bark

Load Factors

Wind exposure Protected ☐ Partial ☐ Full ☐ Wind funneling ☐ Relative crown size Small ☐ Medium ☐ Large ☒
 Crown density Sparse ☐ Normal ☒ Dense ☐ Interior branches Few ☐ Normal ☒ Dense ☐ Vines/Mistletoe/Moss ☐
 Recent or planned change in load factors _____

Tree Defects and Conditions Affecting the Likelihood of Failure

— Crown and Branches —

Unbalanced crown ☐ LCR _____% Cracks ☐ Lightning damage ☐
 Dead twigs/branches ☒ 5 % overall Max. dia. 7" Codominant ☐ Included bark ☒
 Broken/Hangers Number _____ Max. dia. _____ Weak attachments ☐ Cavity/Nest hole _____% circ.
 Over-extended branches ☒ Previous branch failures ☒ (1) 3" diameter Similar branches present ☐
 Pruning history Dead/Missing bark ☐ Cankers/Galls/Burls ☐ Sapwood damage/decay ☐
 Crown cleaned ☐ Thinned ☐ Raised ☒ Conks ☐ Heartwood decay ☐
 Reduced ☐ Topped ☐ Lion-tailed ☐ Response growth _____
 Flush cuts ☐ Other _____

Main concern(s) Large deadwood, over extended limbs, horizontal limbs, large wound on Nw leader and N leader.

Load on defect N/A ☐ Minor ☐ Moderate ☒ Significant ☐

Likelihood of failure Improbable ☐ Possible ☒ Probable ☐ Imminent ☐

— Trunk —

Dead/Missing bark ☐ Abnormal bark texture/color ☐
 Codominant stems ☐ Included bark ☐ Cracks ☐
 Sapwood damage/decay ☐ Cankers/Galls/Burls ☐ Sap ooze ☐
 Lightning damage ☐ Heartwood decay ☐ Conks/Mushrooms ☐
 Cavity/Nest hole _____% circ. Depth _____ Poor taper ☐
 Lean _____° Corrected? _____

Response growth _____

Main concern(s) _____

Load on defect N/A ☐ Minor ☐ Moderate ☒ Significant ☐

Likelihood of failure

Improbable ☒ Possible ☐ Probable ☐ Imminent ☐

— Roots and Root Collar —

Collar buried/Not visible ☐ Depth _____ Stem girdling ☐
 Dead ☐ Decay ☐ Conks/Mushrooms ☐
 Ooze ☐ Cavity ☐ _____% circ.
 Cracks ☐ Cut/Damaged roots ☒ Distance from trunk 4'
 Root plate lifting ☐ Soil weakness ☐

Response growth _____

Main concern(s) Cut roots, largest (2.8" diameter)

Load on defect N/A ☐ Minor ☐ Moderate ☐ Significant ☐

Likelihood of failure

Improbable ☐ Possible ☒ Probable ☐ Imminent ☐

Risk Categorization																							
Condition number	Tree part	Conditions of concern	Part size	Fall distance	Target number	Target protection	Likelihood												Consequences				Risk rating of part (from Matrix 2)
							Failure				Impact				Failure & Impact (from Matrix 1)								
							Improbable	Possible	Probable	Imminent	Very low	Low	Medium	High	Unlikely	Somewhat	Likely	Very likely	Negligible	Minor	Significant	Severe	
1	Branch	Branch Failure	7"	15'	1	No																Mod	
			7"	15'	2	No																Mod	
2	Trunk	Trunk Failure	24.5"	22.5'	1	No																Low	
			24.5"	22.5'	2	No																	Low
3	Roots	Uprooting	24.5"	22.5'	1	No																Mod	
			24.5"	22.5'	2	No																	Mod
4																							

Matrix 1. Likelihood matrix.

Likelihood of Failure	Likelihood of Impacting Target			
	Very low	Low	Medium	High
Imminent	Unlikely	Somewhat likely	Likely	Very likely
Probable	Unlikely	Unlikely	Somewhat likely	Likely
Possible	Unlikely	Unlikely	Unlikely	Somewhat likely
Improbable	Unlikely	Unlikely	Unlikely	Unlikely

Matrix 2. Risk rating matrix.

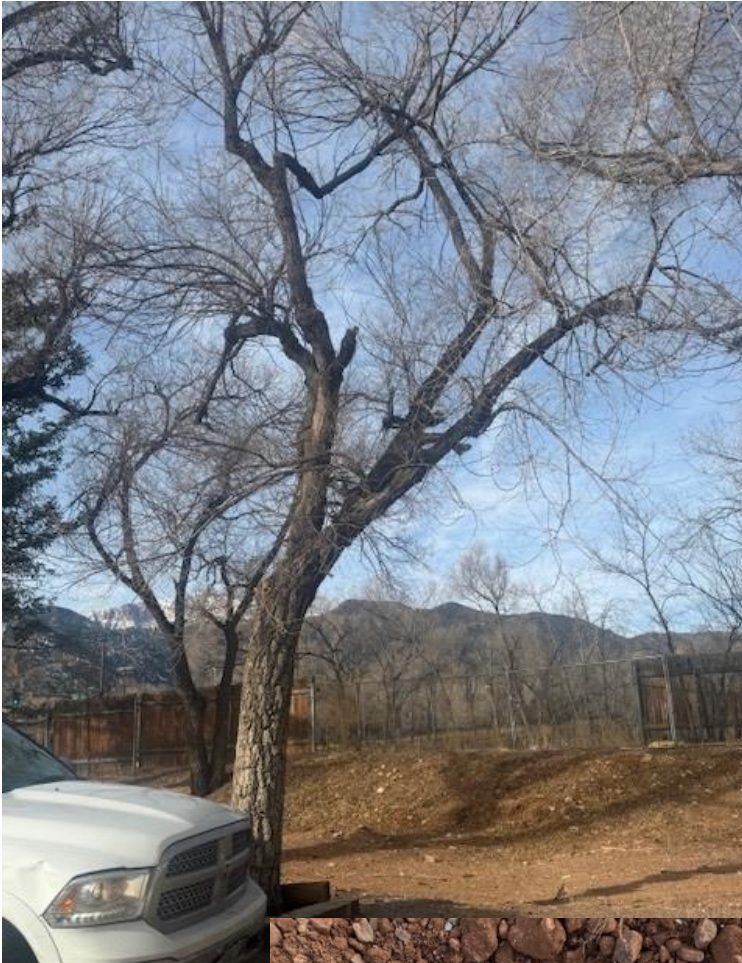
Likelihood of Failure & Impact	Consequences of Failure			
	Negligible	Minor	Significant	Severe
Very likely	Low	Moderate	High	Extreme
Likely	Low	Moderate	High	High
Somewhat likely	Low	Low	Moderate	Moderate
Unlikely	Low	Low	Low	Low

Notes, explanations, descriptions _____

Mitigation options Pruning Residual risk Moderate
Removal Residual risk None
 _____ Residual risk _____
 _____ Residual risk _____

Overall tree risk rating Low ☐ Moderate ☒ High ☐ Extreme ☐
 Overall residual risk Low ☐ Moderate ☒ High ☐ Extreme ☐
 Data ☒ Final ☐ Preliminary Advanced assessment needed ☒ No ☐ Yes-Type/Reason _____
 Inspection limitations ☐ None ☐ Visibility ☐ Access ☐ Vines ☐ Root collar buried Describe Visual root damage limited to area of excavation

Tree #9





Basic Tree Risk Assessment Form

Client City of Manitou Springs Date 12/20/24 Time 12:00pm
 Address/Tree location 134 Manitou Ave Tree no. 9 Sheet 9 of 11
 Tree species Siberian Elm - Ulmus pumila dbh 19" Height 45' Crown spread dia. 28'
 Assessor(s) Brad Williams, Justin Popplewell Time frame 1 year Tools used Airspade, bucket truck

Target Assessment

Target number	Target description	Target zone			Occupancy rate 1 - rare 2 - occasional 3 - frequent 4 - constant	Practical to move target?	Restriction practical?
		Target within drip line	Target within 1 x Ht.	Target within 1.5 x Ht.			
1	Vehicles	☒			3		Y
2	Pedestrians	☒			3		Y
3							
4							

Site Factors

History of failures Several noticeable previous branch failures Topography Flat ☒ Slope ☐ % Aspect S
 Site changes None ☐ Grade change ☐ Site clearing ☐ Changed soil hydrology ☐ Root cuts ☒ Describe _____
 Soil conditions Limited volume ☐ Saturated ☐ Shallow ☐ Compacted ☐ Pavement over roots ☐ % Describe _____
 Prevailing wind direction W Common weather Strong winds ☒ Ice ☐ Snow ☒ Heavy rain ☐ Describe _____

Tree Health and Species Profile

Vigor Low ☐ Normal ☒ High ☐ Foliage None (seasonal) ☒ None (dead) ☐ Normal _____ % Chlorotic _____ % Necrotic _____ %
 Pests _____ Abiotic _____
 Species failure profile Branches ☒ Trunk ☐ Roots ☐ Describe Siberian elm commonly have branch failures and included bark

Load Factors

Wind exposure Protected ☐ Partial ☐ Full ☐ Wind funneling ☐ Relative crown size Small ☒ Medium ☐ Large ☐
 Crown density Sparse ☒ Normal ☐ Dense ☐ Interior branches Few ☐ Normal ☒ Dense ☐ Vines/Mistletoe/Moss ☐
 Recent or planned change in load factors _____

Tree Defects and Conditions Affecting the Likelihood of Failure

— Crown and Branches —

Unbalanced crown ☐ LCR _____ % Cracks ☐ Lightning damage ☐
 Dead twigs/branches ☒ 5 % overall Max. dia. 2.5" Codominant ☐ Included bark ☒
 Broken/Hangers Number _____ Max. dia. _____ Weak attachments ☐ Cavity/Nest hole _____ % circ.
 Over-extended branches ☒ Previous branch failures ☐ Similar branches present ☐
 Pruning history Dead/Missing bark ☒ Cankers/Galls/Burls ☐ Sapwood damage/decay ☐
 Crown cleaned ☐ Thinned ☐ Raised ☒ Conks ☐ Heartwood decay ☐
 Reduced ☐ Topped ☐ Lion-tailed ☐ Response growth _____
 Flush cuts ☐ Other _____
 Main concern(s) Large wound on central and Northern leads.

Load on defect N/A ☐ Minor ☐ Moderate ☒ Significant ☐
 Likelihood of failure Improbable ☐ Possible ☒ Probable ☐ Imminent ☐

— Trunk —

Dead/Missing bark ☐ Abnormal bark texture/color ☐
 Codominant stems ☐ Included bark ☐ Cracks ☐
 Sapwood damage/decay ☐ Cankers/Galls/Burls ☐ Sap ooze ☐
 Lightning damage ☐ Heartwood decay ☐ Conks/Mushrooms ☐
 Cavity/Nest hole _____ % circ. Depth _____ Poor taper ☐
 Lean _____ ° Corrected? _____
 Response growth _____
 Main concern(s) _____

Load on defect N/A ☐ Minor ☐ Moderate ☐ Significant ☐
 Likelihood of failure Improbable ☒ Possible ☐ Probable ☐ Imminent ☐

— Roots and Root Collar —

Collar buried/Not visible ☐ Depth _____ Stem girdling ☐
 Dead ☐ Decay ☐ Conks/Mushrooms ☐
 Ooze ☐ Cavity ☐ _____ % circ.
 Cracks ☐ Cut/Damaged roots ☒ Distance from trunk 3'
 Root plate lifting ☐ Soil weakness ☐
 Response growth _____
 Main concern(s) Cut roots, largest (<1" diameter)

Load on defect N/A ☐ Minor ☐ Moderate ☐ Significant ☐
 Likelihood of failure Improbable ☐ Possible ☒ Probable ☐ Imminent ☐

Risk Categorization																							
Condition number	Tree part	Conditions of concern	Part size	Fall distance	Target number	Target protection	Likelihood												Consequences				Risk rating of part (from Matrix 2)
							Failure				Impact				Failure & Impact (from Matrix 1)								
							Improbable	Possible	Probable	Imminent	Very low	Low	Medium	High	Unlikely	Somewhat	Likely	Very likely	Negligible	Minor	Significant	Severe	
1	Branch	Branch Failure	10"	22'	1	No	☐	☒	☐	☐	☐	☐	☐	☒	☐	☒	☐	☐	☐	☐	☐	Mod	
			10"	22'	2	No	☐	☒	☐	☐	☐	☐	☐	☒	☐	☒	☐	☐	☐	☐	☐	Mod	
							☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐		
2	Trunk	Trunk Failure	19"	22'	1	No	☒	☐	☐	☐	☐	☐	☐	☒	☐	☐	☐	☐	☐	☐	☐	Low	
			19"	22	2	No	☒	☐	☐	☐	☐	☐	☐	☒	☐	☐	☐	☐	☐	☐	☐	Low	
							☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐		
3	Roots	Uprooting	19"	22	1	No	☐	☒	☐	☐	☐	☐	☐	☒	☐	☒	☐	☐	☐	☐	☐	Mod	
			19"	22'	2	No	☐	☒	☐	☐	☐	☐	☐	☒	☐	☐	☐	☐	☐	☐	☐	Mod	
							☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐		
4							☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐			
							☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐			
							☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐			

Matrix 1. Likelihood matrix.

Likelihood of Failure	Likelihood of Impacting Target			
	Very low	Low	Medium	High
Imminent	Unlikely	Somewhat likely	Likely	Very likely
Probable	Unlikely	Unlikely	Somewhat likely	Likely
Possible	Unlikely	Unlikely	Unlikely	Somewhat likely
Improbable	Unlikely	Unlikely	Unlikely	Unlikely

Matrix 2. Risk rating matrix.

Likelihood of Failure & Impact	Consequences of Failure			
	Negligible	Minor	Significant	Severe
Very likely	Low	Moderate	High	Extreme
Likely	Low	Moderate	High	High
Somewhat likely	Low	Low	Moderate	Moderate
Unlikely	Low	Low	Low	Low

Notes, explanations, descriptions _____

Mitigation options Pruning Residual risk Moderate
 Removal Residual risk None
 _____ Residual risk _____
 _____ Residual risk _____

Overall tree risk rating Low ☐ Moderate ☒ High ☐ Extreme ☐
 Overall residual risk Low ☐ Moderate ☒ High ☐ Extreme ☐
 Data ☒ Final ☐ Preliminary Advanced assessment needed ☒ No ☐ Yes-Type/Reason _____
 Inspection limitations ☐ None ☐ Visibility ☐ Access ☐ Vines ☐ Root collar buried Describe Visual root damage limited to area of excavation

Tree #10





Basic Tree Risk Assessment Form

Client City of Manitou Springs Date 12/20/24 Time 12:00pm
 Address/Tree location 134 Manitou Ave Tree no. 10 Sheet 10 of 11
 Tree species Siberian Elm - Ulmus pumila dbh 28.25" Height 45' Crown spread dia. 48'
 Assessor(s) Brad Williams, Justin Popplewell Time frame 1 year Tools used Airspade, bucket truck

Target Assessment

Target number	Target description	Target zone			Occupancy rate 1 - rare 2 - occasional 3 - frequent 4 - constant	Practical to move target?	Restriction practical?
		Target within drip line	Target within 1 x Ht.	Target within 1.5 x Ht.			
1	Vehicles	☒			3		Y
2	Pedestrians	☒			3		Y
3							
4							

Site Factors

History of failures Several noticable previous branch failures Topography Flat ☒ Slope ☐ % Aspect S
 Site changes None ☐ Grade change ☐ Site clearing ☐ Changed soil hydrology ☐ Root cuts ☒ Describe _____
 Soil conditions Limited volume ☐ Saturated ☐ Shallow ☐ Compacted ☐ Pavement over roots ☐ % Describe _____
 Prevailing wind direction W Common weather Strong winds ☒ Ice ☐ Snow ☒ Heavy rain ☐ Describe _____

Tree Health and Species Profile

Vigor Low ☐ Normal ☒ High ☐ Foliage None (seasonal) ☒ None (dead) ☐ Normal _____ % Chlorotic _____ % Necrotic _____ %
 Pests _____ Abiotic _____
 Species failure profile Branches ☒ Trunk ☐ Roots ☐ Describe Siberian elm commonly have branch failures and included bark

Load Factors

Wind exposure Protected ☐ Partial ☐ Full ☐ Wind funneling ☐ Relative crown size Small ☐ Medium ☐ Large ☒
 Crown density Sparse ☐ Normal ☒ Dense ☐ Interior branches Few ☐ Normal ☒ Dense ☐ Vines/Mistletoe/Moss ☐
 Recent or planned change in load factors _____

Tree Defects and Conditions Affecting the Likelihood of Failure

— Crown and Branches —

Unbalanced crown ☐ LCR _____ %
 Dead twigs/branches ☒ 5 % overall Max. dia. 3.5"
 Broken/Hangers Number _____ Max. dia. _____
 Over-extended branches ☒
 Pruning history
 Crown cleaned ☐ Thinned ☐ Raised ☒
 Reduced ☐ Topped ☐ Lion-tailed ☐
 Flush cuts ☐ Other _____
 Cracks ☐ Lightning damage ☐
 Codominant ☐ Included bark ☒
 Weak attachments ☐ Cavity/Nest hole _____ % circ.
 Previous branch failures ☐ Similar branches present ☐
 Dead/Missing bark ☐ Cankers/Galls/Burls ☐ Sapwood damage/decay ☐
 Conks ☐ Heartwood decay ☐
 Response growth _____
 Main concern(s) Large deadwood, large wound with slimeflux on E side leader. Heavy limb weight throughout canopy.

Load on defect N/A ☐ Minor ☐ Moderate ☐ Significant ☐
 Likelihood of failure Improbable ☐ Possible ☒ Probable ☐ Imminent ☐

— Trunk —

Dead/Missing bark ☐ Abnormal bark texture/color ☐
 Codominant stems ☐ Included bark ☐ Cracks ☐
 Sapwood damage/decay ☐ Cankers/Galls/Burls ☐ Sap ooze ☐
 Lightning damage ☐ Heartwood decay ☐ Conks/Mushrooms ☐
 Cavity/Nest hole _____ % circ. Depth _____ Poor taper ☐
 Lean _____ ° Corrected? _____

Response growth _____
 Main concern(s) _____

Load on defect N/A ☐ Minor ☐ Moderate ☐ Significant ☐
 Likelihood of failure Improbable ☒ Possible ☐ Probable ☐ Imminent ☐

— Roots and Root Collar —

Collar buried/Not visible ☐ Depth _____ Stern girdling ☐
 Dead ☐ Decay ☐ Conks/Mushrooms ☐
 Ooze ☐ Cavity ☐ _____ % circ.
 Cracks ☐ Cut/Damaged roots ☒ Distance from trunk 3'
 Root plate lifting ☐ Soil weakness ☐

Response growth _____
 Main concern(s) Cut roots, largest (<1" diameter)

Load on defect N/A ☐ Minor ☐ Moderate ☐ Significant ☐
 Likelihood of failure Improbable ☐ Possible ☒ Probable ☐ Imminent ☐

Risk Categorization																							
Condition number	Tree part	Conditions of concern	Part size	Fall distance	Target number	Target protection	Likelihood												Consequences				Risk rating of part (from Matrix 2)
							Failure				Impact				Failure & Impact (from Matrix 1)								
							Improbable	Possible	Probable	Inminent	Very low	Low	Medium	High	Unlikely	Somewhat	Likely	Very likely	Negligible	Minor	Significant	Severe	
1	Branch	Branch Failure	10"	20'	1	No															Mod		
			10"	20'	2	No															Mod		
2	Trunk	Trunk Failure	28.25'	22'	1	No															Low		
			28.25'	22'	2	No															Low		
3	Roots	Uprooting	28.25'	22'	1	No															Mod		
			28.25'	22'	2	No															Mod		
4																							

Matrix 1. Likelihood matrix.

Likelihood of Failure	Likelihood of Impacting Target			
	Very low	Low	Medium	High
Imminent	Unlikely	Somewhat likely	Likely	Very likely
Probable	Unlikely	Unlikely	Somewhat likely	Likely
Possible	Unlikely	Unlikely	Unlikely	Somewhat likely
Improbable	Unlikely	Unlikely	Unlikely	Unlikely

Matrix 2. Risk rating matrix.

Likelihood of Failure & Impact	Consequences of Failure			
	Negligible	Minor	Significant	Severe
Very likely	Low	Moderate	High	Extreme
Likely	Low	Moderate	High	High
Somewhat likely	Low	Low	Moderate	Moderate
Unlikely	Low	Low	Low	Low

Notes, explanations, descriptions _____

Mitigation options Pruning Residual risk Moderate
Removal Residual risk None
 _____ Residual risk _____
 _____ Residual risk _____

Overall tree risk rating Low ☐ Moderate ☒ High ☐ Extreme ☐
 Overall residual risk Low ☐ Moderate ☒ High ☐ Extreme ☐
 Data ☒ Final ☐ Preliminary Advanced assessment needed ☒ No ☐ Yes-Type/Reason _____
 Inspection limitations ☐ None ☐ Visibility ☐ Access ☐ Vines ☐ Root collar buried Describe Visual root damage limited to area of excavation

Tree #11





Basic Tree Risk Assessment Form

Client City of Manitou Springs Date 12/20/24 Time 12:00pm
 Address/Tree location 134 Manitou Ave Tree no. 11 Sheet 11 of 11
 Tree species Siberian Elm - Ulmus pumila dbh 4 stem - 62" Height 28' Crown spread dia. 35'
 Assessor(s) Brad Williams, Justin Popplewell Time frame 1 year Tools used Airspade, bucket truck

Target Assessment

Target number	Target description	Target zone			Occupancy rate 1-rare 2-occasional 3-frequent 4-constant	Practical to move target?	Restriction practical?
		Target within drip line	Target within 1 x Ht.	Target within 1.5 x Ht.			
1	Vehicles	☒			3		Y
2	Pedestrians	☒			3		Y
3							
4							

Site Factors

History of failures Several noticeable previous branch failures Topography Flat ☒ Slope ☐ % Aspect S
 Site changes None ☐ Grade change ☐ Site clearing ☐ Changed soil hydrology ☐ Root cuts ☒ Describe _____
 Soil conditions Limited volume ☐ Saturated ☐ Shallow ☐ Compacted ☐ Pavement over roots ☐ % Describe _____
 Prevailing wind direction W Common weather Strong winds ☒ Ice ☐ Snow ☒ Heavy rain ☐ Describe _____

Tree Health and Species Profile

Vigor Low ☐ Normal ☒ High ☐ Foliage None (seasonal) ☒ None (dead) ☐ Normal _____ % Chlorotic _____ % Necrotic _____ %
 Pests _____ Abiotic _____
 Species failure profile Branches ☒ Trunk ☐ Roots ☐ Describe Siberian elm commonly have branch failures and included bark

Load Factors

Wind exposure Protected ☐ Partial ☐ Full ☐ Wind funneling ☐ Relative crown size Small ☐ Medium ☐ Large ☒
 Crown density Sparse ☐ Normal ☒ Dense ☐ Interior branches Few ☐ Normal ☐ Dense ☒ Vines/Mistletoe/Moss ☐
 Recent or planned change in load factors _____

Tree Defects and Conditions Affecting the Likelihood of Failure

— Crown and Branches —

Unbalanced crown ☐ LCR _____ %
 Dead twigs/branches ☒ 15 % overall Max. dia. 3.5"
 Broken/Hangers Number 1 Max. dia. 2"
 Over-extended branches ☒
 Pruning history
 Crown cleaned ☐ Thinned ☐ Raised ☐
 Reduced ☐ Topped ☐ Lion-tailed ☐
 Flush cuts ☐ Other _____
 Main concern(s) Large deadwood and hangers

Cracks ☐ Lightning damage ☐
 Codominant ☐ Included bark ☒
 Weak attachments ☐ Cavity/Nest hole _____ % circ.
 Previous branch failures ☐ Similar branches present ☐
 Dead/Missing bark ☐ Cankers/Galls/Burls ☐ Sapwood damage/decay ☐
 Conks ☐ Heartwood decay ☐
 Response growth _____

Load on defect N/A ☐ Minor ☐ Moderate ☐ Significant ☐
 Likelihood of failure Improbable ☐ Possible ☒ Probable ☐ Imminent ☐

— Trunk —

Dead/Missing bark ☐ Abnormal bark texture/color ☐
 Codominant stems ☒ Included bark ☒ Cracks ☐
 Sapwood damage/decay ☐ Cankers/Galls/Burls ☐ Sap ooze ☐
 Lightning damage ☐ Heartwood decay ☐ Conks/Mushrooms ☐
 Cavity/Nest hole _____ % circ. Depth _____ Poor taper ☐
 Lean _____ ° Corrected? _____
 Response growth _____
 Main concern(s) Codominant stems with included bark

Load on defect N/A ☐ Minor ☐ Moderate ☐ Significant ☐
 Likelihood of failure Improbable ☐ Possible ☐ Probable ☒ Imminent ☐

— Roots and Root Collar —

Collar buried/Not visible ☐ Depth _____ Stem girdling ☐
 Dead ☐ Decay ☐ Conks/Mushrooms ☐
 Ooze ☐ Cavity ☐ _____ % circ.
 Cracks ☐ Cut/Damaged roots ☐ Distance from trunk _____
 Root plate lifting ☐ Soil weakness ☐
 Response growth _____
 Main concern(s) _____

Load on defect N/A ☐ Minor ☐ Moderate ☐ Significant ☐
 Likelihood of failure Improbable ☒ Possible ☐ Probable ☐ Imminent ☐

Risk Categorization																							
Condition number	Tree part	Conditions of concern	Part size	Fall distance	Target number	Target protection	Likelihood												Consequences				Risk rating of part (from Matrix 2)
							Failure				Impact				Failure & Impact (from Matrix 1)								
							Improbable	Possible	Probable	Imminent	Very low	Low	Medium	High	Unlikely	Somewhat	Likely	Very likely	Negligible	Minor	Significant	Severe	
1	Branch	Branch Failure	6"	15'	1	No															Mod		
			6"	15'	2	No															Mod		
2	Trunk	Trunk Failure	12"	20'	1	No															High		
			12"	20'	2	No															High		
3	Roots	Uprooting	12"	20'	1	No															Low		
			12"	20'	2	No															Low		
4																							

Matrix 1. Likelihood matrix.

Likelihood of Failure	Likelihood of Impacting Target			
	Very low	Low	Medium	High
Imminent	Unlikely	Somewhat likely	Likely	Very likely
Probable	Unlikely	Unlikely	Somewhat likely	Likely
Possible	Unlikely	Unlikely	Unlikely	Somewhat likely
Improbable	Unlikely	Unlikely	Unlikely	Unlikely

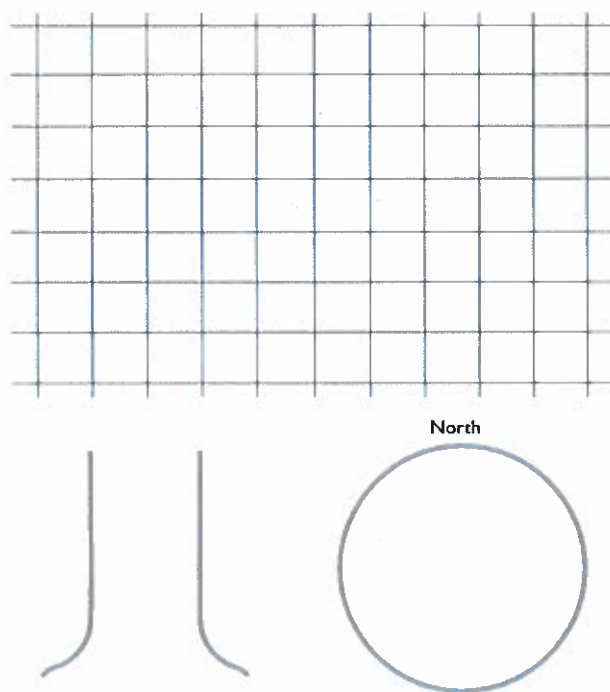
Matrix 2. Risk rating matrix.

Likelihood of Failure & Impact	Consequences of Failure			
	Negligible	Minor	Significant	Severe
Very likely	Low	Moderate	High	Extreme
Likely	Low	Moderate	High	High
Somewhat likely	Low	Low	Moderate	Moderate
Unlikely	Low	Low	Low	Low

Notes, explanations, descriptions _____

Mitigation options Pruning Residual risk Moderate
 Removal Residual risk None
 _____ Residual risk _____
 _____ Residual risk _____

Overall tree risk rating Low ☐ Moderate ☐ High ☒ Extreme ☐
 Overall residual risk Low ☐ Moderate ☒ High ☐ Extreme ☐
 Data ☒ Final ☐ Preliminary Advanced assessment needed ☒ No ☐ Yes-Type/Reason _____
 Inspection limitations ☐ None ☐ Visibility ☐ Access ☐ Vines ☐ Root collar buried Describe Visual root damage limited to area of excavation





Dillon Hotel – Proposed Park and Ride Hub Arborist Report – Level 3 Risk Assessment

20 December 2024

Prepared for:

Vanessa Vedral

Assistant Project Manager

City of Manitou Springs

Prepared by:

Matthew Nelson

City Arborist & Horticulturalist

ISA Certified Arborist RM-4879A, ISA TRAQ

City of Manitou Springs

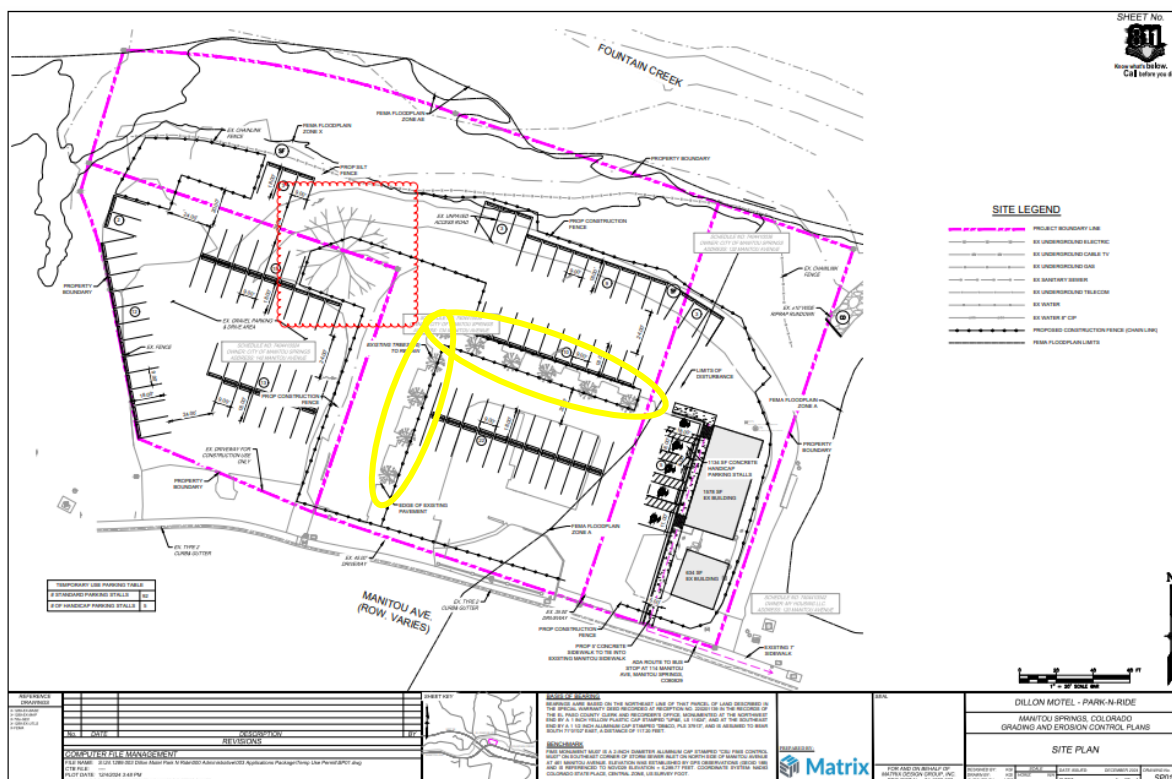
References:

- American National Standard Institute (ANSI) A300 (Part 5)-2019 Management of Trees and Shrubs During Site Planning, Site Development, and Construction.
- Managing Trees During Site Development and Construction – Best Management Practices – Third Addition. Companion Publication to ANSI A300 Part 5.
- Root Management – Best Management Practices – Second Addition. Companion Publication to ANSI A300 Part 8.
- International Society of Arboriculture (ISA) Tree Risk Assessment Manual – Second Addition.

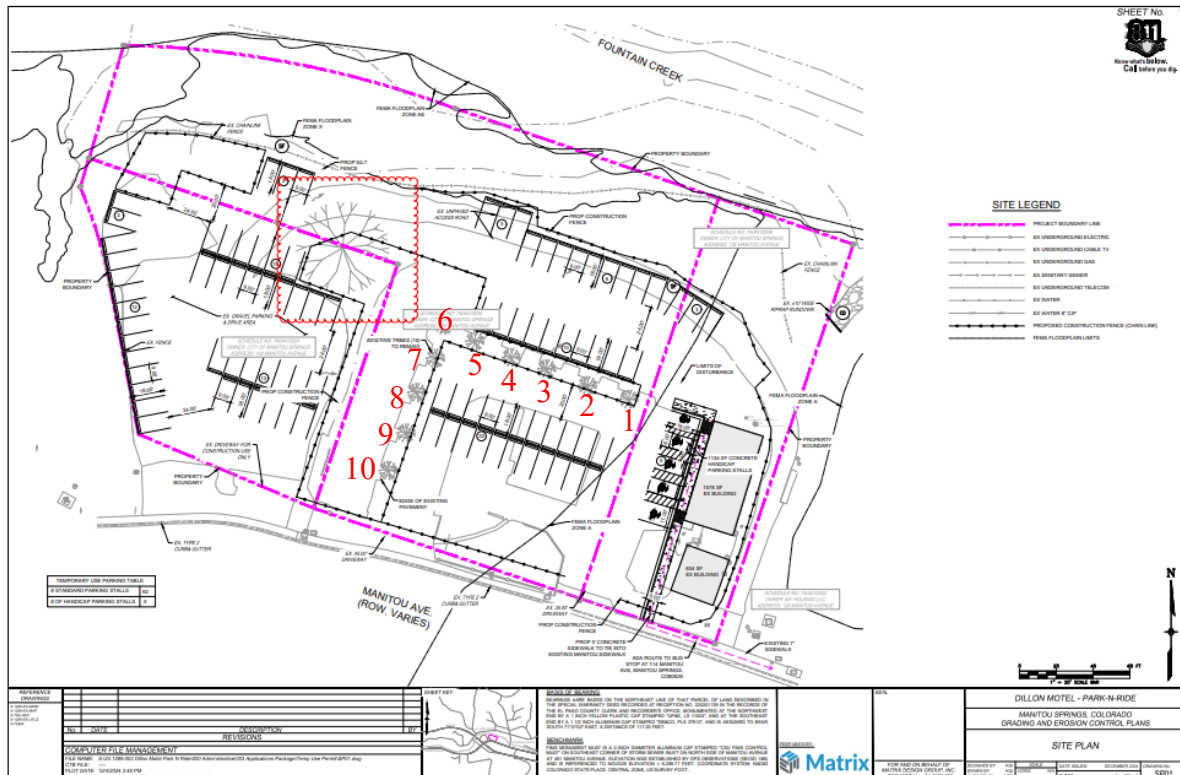
The purpose of this report is to provide further information about current tree condition on the Dillon Hotel site. (Dillon Hotel Property: 132, 134, and 142 Manitou Ave) A previous report strongly recommended further evaluation prior to finalization of plans. Given proposed improvements, subsequent high occupation of this site, and the level of disturbance these trees experienced, this is the reasonable and prudent course of action to ensure these trees do not pose a significant risk to the people that would utilize this site. The currently proposed improvements to the site are depicted in the Map Dillon Motel Temporary Use – Site Plan – 12 12 2024. (Map to follow)

Moving forward this property will be referred to as the Dillon Mobility Hub within this report in alignment with the end goal of the property.

Map 1: Dillon Motel Temporary Use – Site Plan – 12 12 2024



Dillon Hotel Arborist Report – Page 2



Trees 1-10 labeled above.

Notes on Disturbance – Building Demolition

The disturbance on this site was the demolition of ~11 small cabins that had been present on the site since the 1950s. The demolition was conducted with a large excavator. The buildings had to be removed to a sub-surface level due to crawl spaces. Much of the demolition occurred very close to these trees. Pruning of the canopy was conducted prior to excavation to prevent above ground damage to the canopies by the excavator. No tree protection was in place prior to this demolition.

It is worth noting that due to proximity of the trees to the demolition very little could have been done to prevent subsurface damage to these trees. Reduction in damage would have required hand demolition of the buildings, at a substantial increase in cost, and/or Airspade excavation and root pruning, which would have taken staff a number of days.

In addition to root damage that occurred during excavation substantial soil compaction occurred during the demolition process. Excavators are very heavy machines and back and forth traveling over the area surrounding the trees resulted in soil compaction. Compaction has numerous negative affects on trees.

Methodology

As proposed in the previous report, a Level 3 Tree Risk Assessment was conducted on the site. A Level 3 Tree Risk Assessment goes beyond the Basic Level 2 Tree Risk Assessment. A Level 2 Tree Risk Assessment is a thorough visual inspection from the ground, utilizing basic tools, and filling out the ISA (International Society of Arboriculture) Basic Tree Risk Assessment form. These forms are included at the end of this document in the Additional Information section. A Level 3 Tree Risk Assessment goes beyond the Level 2 in significant/measurable ways to gather information. In this case we conducted a thorough canopy inspection from the bucket truck, performed an Airspade root excavation, and utilized the Airspade root excavation to understand the effect of the previous disturbance. Photos and further information about these processes will be included later in this report.

Five (5) of the ten (10) Siberian elms received Level 2 Risk Assessments. Only half the trees revised a Level 2 inspection due to time constraints. All ten (10) trees were Airspaded and eight (8) received thorough aerial canopy inspections. We were not able to perform a full Level 3 Inspection on all 10 trees due to time constraints – despite that this report is the product of approximately 34 staff hours. We believe that this report, despite not being a Level 3 Tree Risk Assessment for each tree, provides clear and actionable information to guide Council and Leadership in their decision for how to proceed with the project moving forward.

Findings – Tree Risk Assessments – Project Documentation

Table 1: Dillon Mobility Hub – Level 2 Tree Risk Assessments

Tree #	Species	Level 2 TRA Conducted	Risk Rating
1	Siberian elm	Yes	Moderate
2	Siberian elm	Yes	Moderate
3	Siberian elm	No	
4	Siberian elm	No	
5	Siberian elm	Yes	Moderate
6	Siberian elm	Yes	Moderate
7	Siberian elm	Yes	Moderate
8	Siberian elm	No	
9	Siberian elm	No	
10	Siberian elm	Yes	Moderate

Table 2: Dillon Mobility Hub – Airspade Root Excavation

Tree #	Airspade	Roots present?	Root Damage	Notes
1	Yes	Yes	Large roots severed	4" and 2.5" roots severed
2	Yes	Yes	Fine root damage	
3	Yes	Yes	Large roots severed	2", 2", and 5" roots severed
4	Yes	Yes	Large roots severed	2" and 5" roots severed
5	Yes	Yes	Large roots severed	3" root severed
6	Yes	Yes	Large roots severed	2", 3", and 4" roots severed
7	Yes	Yes	Fine root damage	
8	Yes	Yes	Large root severed	4" root severed
9	Yes	Minimal		Minimal roots present
10	Yes	Minimal		Minimal roots present

Table 3: Dillon Mobility Hub – Canopy Inspections

Tree #	Canopy inspection	Notes
1	Yes	Evidence of reduction cuts, hazard pruning, 10% deadwood
2	Yes	Substantial storm damage, reduction cuts, 20% deadwood
3	Yes	Pruning cuts evident, minor storm damage, 15% deadwood
4	Yes	Pruning and clearance cuts evident, 10% deadwood
5	Yes	Pruning and clearance cuts evident, 10% deadwood
6	Yes	25ft long 8in wide dead lead, pruning cuts evident, storm damage
7	Yes	20ft long 10in wide dead lead, storm damage, 25% deadwood
8	Yes	Substantial reduction cuts, 30% deadwood, large dead lead
9	No	Insufficient time
10	No	Insufficient time

Tree 1 – Siberian elm



Tree 1 experienced substantial root damage. Large roots were severed. Blue item in photo is for scale – Spenser Logging Tape, about 4 inches in diameter.



1.5x DBH (Diameter at breast height) indicated by white stake, 3x DBH indicated by blue stake, 6x DBH indicated by green stake. These metrics are important for tree survivability and stability after disturbance. **Disturbance has occurred within 1.5x, 3x, and 6x DBH on Tree 1.**

Tree 2 – Siberian elm



Tree 2 experienced relatively minor root damage, at least within the area of Airspade excavation. No major roots appear to have been severed. Silver item in photo is for scale – Spenser Logging Tape, about 4 inches in diameter.



1.5x DBH (Diameter at breast height) indicated by white stake, 3x DBH indicated by blue stake, 6x DBH indicated by green stake. These metrics are important for tree survivability and stability after disturbance. **Disturbance has occurred within 3x and 6x DBH on Tree 2.**

Tree 3 – Siberian elm



Tree 3 experienced substantial root damage. Large roots were severed. Silver item in photo is for scale – Spenser Logging Tape, about 4 inches in diameter.



1.5x DBH (Diameter at breast height) indicated by white stake, 3x DBH indicated by blue stake, 6x DBH indicated by green stake. These metrics are important for tree survivability and stability after disturbance. **Disturbance has occurred within 6x DBH on Tree 3.**

Tree 4 – Siberian elm



Tree 4 experienced substantial root damage. Large roots were severed. Silver item in photo is for scale – Spenser Logging Tape, about 4 inches in diameter.



1.5x DBH (Diameter at breast height) indicated by white stake, 3x DBH indicated by blue stake, 6x DBH indicated by green stake. These metrics are important for tree survivability and stability after disturbance. **Disturbance has occurred within 3x and 6x DBH on Tree 4.**

Tree 5 – Siberian elm



Tree 5 experienced substantial root damage. A large root was severed. Silver item in photo is for scale – Spenser Logging Tape, about 4 inches in diameter.



1.5x DBH (Diameter at breast height) indicated by white stake, 3x DBH indicated by blue stake, 6x DBH indicated by green stake. These metrics are important for tree survivability and stability after disturbance. **Disturbance has occurred within 3x and 6x DBH on Tree 5.**

Tree 6 – Siberian elm



Tree 6 experienced substantial root damage. Large roots were severed. Silver item in photo is for scale – Spenser Logging Tape, about 4 inches in diameter.



1.5x DBH (Diameter at breast height) indicated by white stake, 3x DBH indicated by blue stake, 6x DBH indicated by green stake. These metrics are important for tree survivability and stability after disturbance. **Disturbance has occurred within 3x and 6x DBH on Tree 6.**

Tree 7 – Siberian elm



Tree 7 experienced relatively minor root damage, at least within the area of Airspade excavation. No major roots appear to have been severed. Silver item in photo is for scale – Spenser Logging Tape, about 4 inches in diameter.



1.5x DBH (Diameter at breast height) indicated by white stake, 3x DBH indicated by blue stake, 6x DBH indicated by green stake. These metrics are important for tree survivability and stability after disturbance. **Disturbance has occurred within 6x DBH on Tree 7.**

Tree 8 – Siberian elm



Tree 8 experienced substantial root damage. A large root was severed. Silver item in photo is for scale – Spenser Logging Tape, about 4 inches in diameter.



1.5x DBH (Diameter at breast height) indicated by white stake, 3x DBH indicated by blue stake, 6x DBH indicated by green stake. These metrics are important for tree survivability and stability after disturbance. **Disturbance has occurred within 3x and 6x DBH on Tree 8.**

Tree 9 – Siberian elm



Tree 9 experienced relatively minor root damage, at least within the area of Airspade excavation. No major roots appear to have been severed. Silver item in photo is for scale – Spenser Logging Tape, about 4 inches in diameter.



1.5x DBH (Diameter at breast height) indicated by white stake, 3x DBH indicated by blue stake, 6x DBH indicated by green stake. These metrics are important for tree survivability and stability after disturbance. **Disturbance has occurred within 3x and 6x DBH on Tree 9.**

Tree 10 – Siberian elm



Tree 10 experienced relatively minor root damage, at least within the area of Airspade excavation. No major roots appear to have been severed. Silver item in photo is for scale – Spenser Logging Tape, about 4 inches in diameter.



1.5x DBH (Diameter at breast height) indicated by white stake, 3x DBH indicated by blue stake, 6x DBH indicated by green stake. These metrics are important for tree survivability and stability after disturbance. **Disturbance has occurred within 3x and 6x DBH on Tree 10.**

Conclusions

Per Root Management Best Management Practices, 2nd Edition, the ANSI A300 Part 8: Tree, Shrub, and Other Woody Plant Maintenance – Standard Practices (Root Management) Companion publication:

- Cutting roots within **6x DBH** on one side of the tree can cause sustained water stress symptoms in some species. It may also weaken the tree and make it more susceptible to insect/disease attack or environmental stressors.
- Cutting roots within **3x DBH** has been shown to compromise tree stability in some species.
- Cutting roots within **1.5x DBH** has been shown to seriously compromise tree stability and long-term health and survival in most species. Should large roots be cut that close to the trunk, it may be better to remove the tree rather than preserve it.

Table 4 : Dillon Mobility Hub – Extent of Disturbance

Tree #	Species	Disturbance within 1.5x DBH	3x DBH	6x DBH
1	Siberian elm	Yes	Yes	Yes
2	Siberian elm	No	Yes	Yes
3	Siberian elm	No	No	Yes
4	Siberian elm	No	Yes	Yes
5	Siberian elm	No	Yes	Yes
6	Siberian elm	No	Yes	Yes
7	Siberian elm	No	No	Yes
8	Siberian elm	No	Yes	Yes
9	Siberian elm	No	Yes	Yes
10	Siberian elm	No	Yes	Yes

The above table demonstrates the current level of disturbance observed on site. As depicted, all assessed trees have experienced disturbance inside of the area recommended to not be disturbed by the ANSI A300 Best Management Practice.

It is worth noting that Siberian elms are generally very tolerant to construction damage and drought/water stress tolerance. Of all the species to be subjected to this damage they are among the best equipped to survive – IF they do not experience whole tree failure at the roots.

The decision to keep these trees (barring further disturbance) is based on tolerance for risk. Given the disturbance they have experienced it is reasonable to postulate that they pose a higher risk of tree failure, tree decline, or tree death.

Any additional disturbance (grading, addition or removal of soil, removal of asphalt, compaction, soil drying, et cetera) **MAY** move some or all of these trees from the MODERATE

risk category to the HIGH risk category. Further data collection and another Level 3 Risk Assessment would be required after additional disturbance to determine if this has occurred.

Tree Age and Estimated lifespan

It is very difficult to estimate the age of a tree without pulling a core sample – we do not have the tool to do that. Using the best information available to us - the estimated age of these trees is 50-70 years. This estimate is based on the photos, size, growing conditions, et cetera. The hotel came to fruition in the 1950s and it is reasonable to assume they were planted within a few decades of the hotel's construction.

50-70 years would be a relatively long lifespan for a tree located in these poor growing conditions. Most urban trees have substantially shorter lives than a tree would naturally have in more historically accurate growing conditions.

It is difficult to quantify urban tree lifespan – as urban trees are generally removed before they have completely died to reduce risk. I cannot reliably estimate the lifespan of these trees without further research. (IE thorough inspection of growth rate over the last 10 years, to see trending of growth, downward trend may indicate decline) I can say with some confidence that these trees are in the second half of their lives, and given the level of disturbance, their lifespan has been reduced.

Additional Information

ISA Basic Tree Risk Assessment forms

Level 2 Tree Risk Assessment – Front page

ISA Basic Tree Risk Assessment Form

Client _____ Date _____ Time _____
Address/Tree location _____ Tree no. _____ Sheet _____ of _____
Tree species _____ dbh _____ Height _____ Crown spread dia. _____
Assessor(s) _____ Time frame _____ Tools used _____

Target number	Target description	Target zone			Occupancy rate 1 – rare 2 – occasional 3 – frequent 4 – constant	Practical to move target?	Restriction practical?
		Target within drip line	Target within 1 x Ht.	Target within 1.5 x Ht.			
1							
2							
3							
4							

Site Factors

History of failures _____ Topography Flat ☐ Slope ☐ _____ % Aspect _____
Site changes None ☐ Grade change ☐ Site clearing ☐ Changed soil hydrology ☐ Root cuts ☐ Describe _____
Soil conditions Limited volume ☐ Saturated ☐ Shallow ☐ Compacted ☐ Pavement over roots ☐ _____ % Describe _____
Prevailing wind direction _____ Common weather Strong winds ☐ Ice ☐ Snow ☐ Heavy rain ☐ Describe _____

Tree Health and Species Profile

Vigor Low ☐ Normal ☐ High ☐ Foliage None (seasonal) ☐ None (dead) ☐ Normal _____ % Chlorotic _____ % Necrotic _____ %
Pests _____ Abiotic _____
Species failure profile Branches ☐ Trunk ☐ Roots ☐ Describe _____

Load Factors

Wind exposure Protected ☐ Partial ☐ Full ☐ Wind funneling ☐ _____ Relative crown size Small ☐ Medium ☐ Large ☐
Crown density Sparse ☐ Normal ☐ Dense ☐ Interior branches Few ☐ Normal ☐ Dense ☐ Vines/Mistletoe/Moss ☐ _____
Recent or planned change in load factors _____

Tree Defects and Conditions Affecting the Likelihood of Failure

— Crown and Branches —

Unbalanced crown ☐ LCR _____ %
Dead twigs/branches ☐ _____ % overall Max. dia. _____
Broken/Hangers Number _____ Max. dia. _____
Over-extended branches ☐
Pruning history
Crown cleaned ☐ Thinned ☐ Raised ☐
Reduced ☐ Topped ☐ Lion-tailed ☐
Flush cuts ☐ Other _____
Main concern(s) _____
Cracks ☐ _____ Lightning damage ☐
Codominant ☐ _____ Included bark ☐
Weak attachments ☐ _____ Cavity/Nest hole _____ % circ.
Previous branch failures ☐ _____ Similar branches present ☐
Dead/Missing bark ☐ Cankers/Galls/Burls ☐ Sapwood damage/decay ☐
Conks ☐ Heartwood decay ☐
Response growth _____
Load on defect N/A ☐ Minor ☐ Moderate ☐ Significant ☐ _____
Likelihood of failure Improbable ☐ Possible ☐ Probable ☐ Imminent ☐ _____

— Trunk —

Dead/Missing bark ☐ Abnormal bark texture/color ☐
Codominant stems ☐ Included bark ☐ Cracks ☐
Sapwood damage/decay ☐ Cankers/Galls/Burls ☐ Sap ooze ☐
Lightning damage ☐ Heartwood decay ☐ Conks/Mushrooms ☐
Cavity/Nest hole _____ % circ. Depth _____ Poor taper ☐
Lean _____ ° Corrected? _____
Response growth _____
Main concern(s) _____
Load on defect N/A ☐ Minor ☐ Moderate ☐ Significant ☐
Likelihood of failure Improbable ☐ Possible ☐ Probable ☐ Imminent ☐

— Roots and Root Collar —

Collar buried/Not visible ☐ Depth _____ Stem girdling ☐
Dead ☐ Decay ☐ Conks/Mushrooms ☐
Ooze ☐ Cavity ☐ _____ % circ.
Cracks ☐ Cut/Damaged roots ☐ Distance from trunk _____
Root plate lifting ☐ Soil weakness ☐
Response growth _____
Main concern(s) _____
Load on defect N/A ☐ Minor ☐ Moderate ☐ Significant ☐
Likelihood of failure Improbable ☐ Possible ☐ Probable ☐ Imminent ☐

Level 2 Tree Risk Assessment – Back page

Risk Categorization																												
Condition number	Tree part	Conditions of concern	Part size	Fall distance	Target number	Target protection	Likelihood												Risk rating of part (from Matrix 2)									
							Failure				Impact				Failure & Impact (from Matrix 1)					Consequences								
							Improbable	Possible	Probable	Imminent	Very low	Low	Medium	High	Unlikely	Somewhat	Likely	Very likely		Negligible	Minor	Significant	Severe					
1																												
2																												
3																												
4																												

Matrix 1. Likelihood matrix.

Likelihood of Failure	Likelihood of Impacting Target			
	Very low	Low	Medium	High
Imminent	Unlikely	Somewhat likely	Likely	Very likely
Probable	Unlikely	Unlikely	Somewhat likely	Likely
Possible	Unlikely	Unlikely	Unlikely	Somewhat likely
Improbable	Unlikely	Unlikely	Unlikely	Unlikely

Matrix 2. Risk rating matrix.

Likelihood of Failure & Impact	Consequences of Failure			
	Negligible	Minor	Significant	Severe
Very likely	Low	Moderate	High	Extreme
Likely	Low	Moderate	High	High
Somewhat likely	Low	Low	Moderate	Moderate
Unlikely	Low	Low	Low	Low

Notes, explanations, descriptions _____

Mitigation options _____

Residual risk _____

Residual risk _____

Residual risk _____

Residual risk _____

Overall tree risk rating Low ☐ Moderate ☐ High ☐ Extreme ☐

Overall residual risk Low ☐ Moderate ☐ High ☐ Extreme ☐

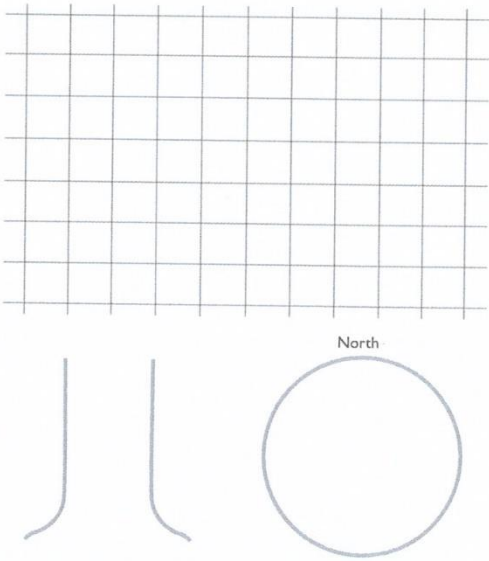
Work priority 1 ☐ 2 ☐ 3 ☐ 4 ☐

Recommended inspection interval _____

Data ☐Final ☐Preliminary Advanced assessment needed ☐No ☐Yes-Type/Reason _____

Inspection limitations ☐None ☐Visibility ☐Access ☐Vines ☐Root collar buried Describe _____

This datasheet was produced by the International Society of Arboriculture (ISA) and is intended for use by Tree Risk Assessment Qualified (TRAQ) arborists – 2013



Airspade

The Airspade is an air powered soil excavation tool. It uses large volumes of air that have been focused by a special nozzle to blow away soil while allowing roots to remain intact.

We utilized the airspade along the area of disturbance to remove the soil and observe what root damage, if any, has occurred. This process is shown in Photo 1, below.

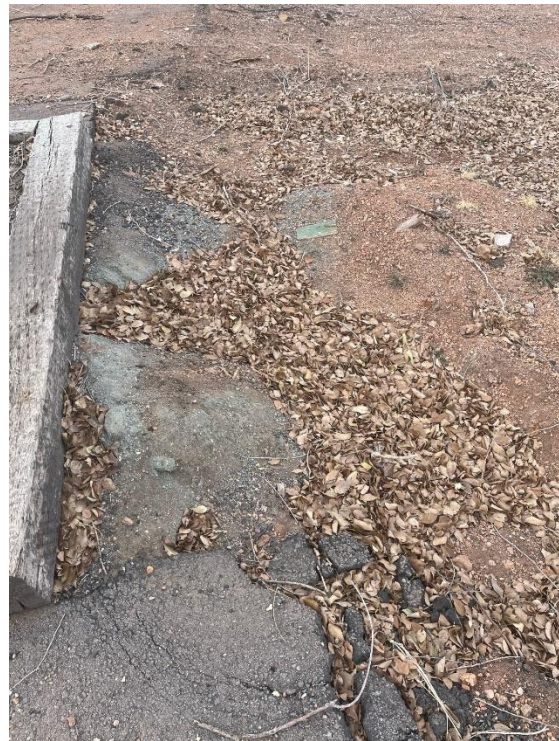


Canopy Inspection

A canopy inspection is conducted by climbing the tree or utilizing an aerial lift (bucket truck) to inspect the canopy more thoroughly than can be done from the ground. While aloft the canopy can be inspected for broken branches, hollows, decay, evidence of live leaf buds, et cetera. The canopy inspection was conducted by the Forestry Technician, Aaron Reynard. He took notes of what he observed and we were able to communicate throughout the inspection.



Photos of the site before Airspade soil removal





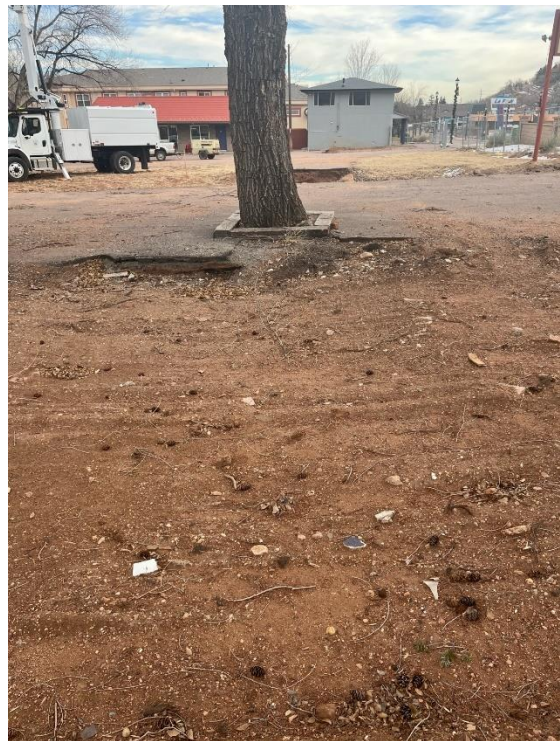
Tree 1 (right) and Tree 2 (left)



Tree 5 (right), Tree 6 (center), Tree 7 (left)



Tree 10



Tree 10 base

Photos of the site after Airspade and backfill



Additional Photos



PARAB - Tree Advisory Board (Tree Committee)

13 January 2025

Agenda - 13 January 2025

- ▶ 201 Spenser - Silver Maple
- ▶ Beckers Lane - Willows
- ▶ Dillon Hotel - Siberian elm
- ▶ Arborist Goodbye

Tree Committee Responsibilities

(Per Ordinance No. 2022 -12.38.040)

- ▶ Coordinate and promote Arbor Day activities
- ▶ Review and update the multi-year plan to plant and maintain trees on City property
- ▶ Support public awareness, education, and incentive programs related to trees
- ▶ Review City departments' concerns related to tree care
- ▶ Assist with the annual application to renew the Tree City USA designation
- ▶ Develop a list of recommended trees for City property
- ▶ Advise the removal or replacement of trees when feasible
- ▶ Designate heritage trees per the Heritage Tree Program

201 Spenser - Silver Maple

- ▶ Staff has observed this tree for a few seasons- evidence of decline present.
- ▶ Resident that lives at the home below asked staff to assess this tree during a nearby silver maple removal.
- ▶ A tree risk assessment was conducted 11/26/2024.
 - ▶ Tree risk of **MODERATE**.



Photo taken November 2024

201 Spenser - Silver Maple

- ▶ Recommendation:
 - ▶ Given the proximity of targets (structure, road) **full removal is recommended.**
 - ▶ Pruning out deadwood will remove much of this tree and predispose it to expedited decay and/or failure.



Beckers Lane - Willows

- ▶ **I am not recommending the removal of these trees.**
- ▶ Located by Fields Park parking lot.
- ▶ Staff has observed evidence of decline in these trees over the last 3 seasons.
- ▶ Tree risk assessment was conducted 5 December 2024.
 - ▶ Assessment of **MODERATE** risk.
 - ▶ Assessment was only conducted on right tree indicated by yellow circle - not the left tree. Given same species, and similar size/age/condition, we are utilizing the assessment on the right tree to provide guidance for both trees.



Beckers Lane - Willows

- ▶ Recommendation:
 - ▶ Prune to remove deadwood 2 inches and larger.
 - ▶ The risk of this tree will still be **MODERATE**, given species/size/age/condition/location, but pruning will greatly reduce the life/safety risk this tree poses.
 - ▶ This project will require shutting down Beckers Lane for one day, and the Fields Park parking lot for 1-2 days.

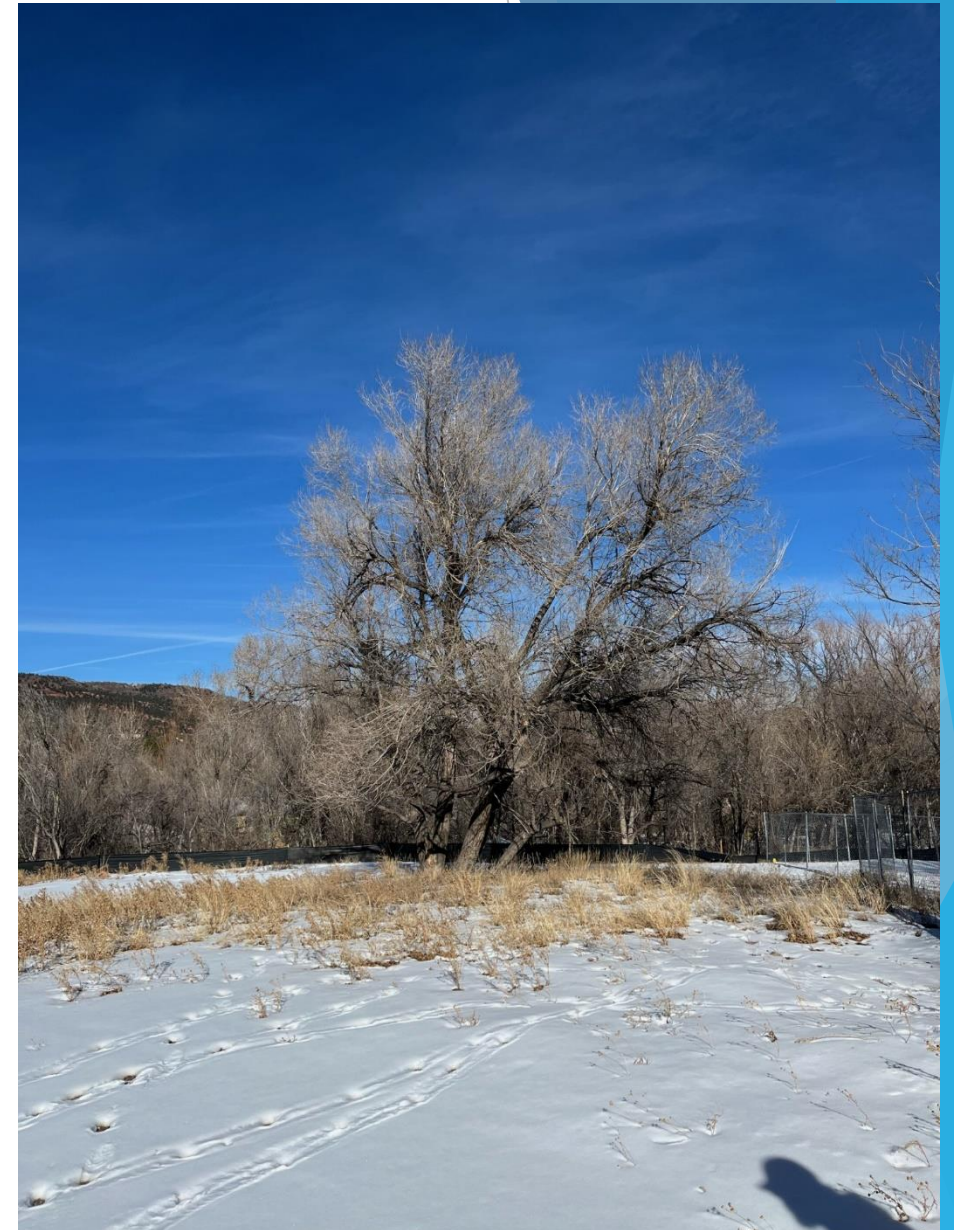


Photo from August 2024 -
Sourced from Google Maps

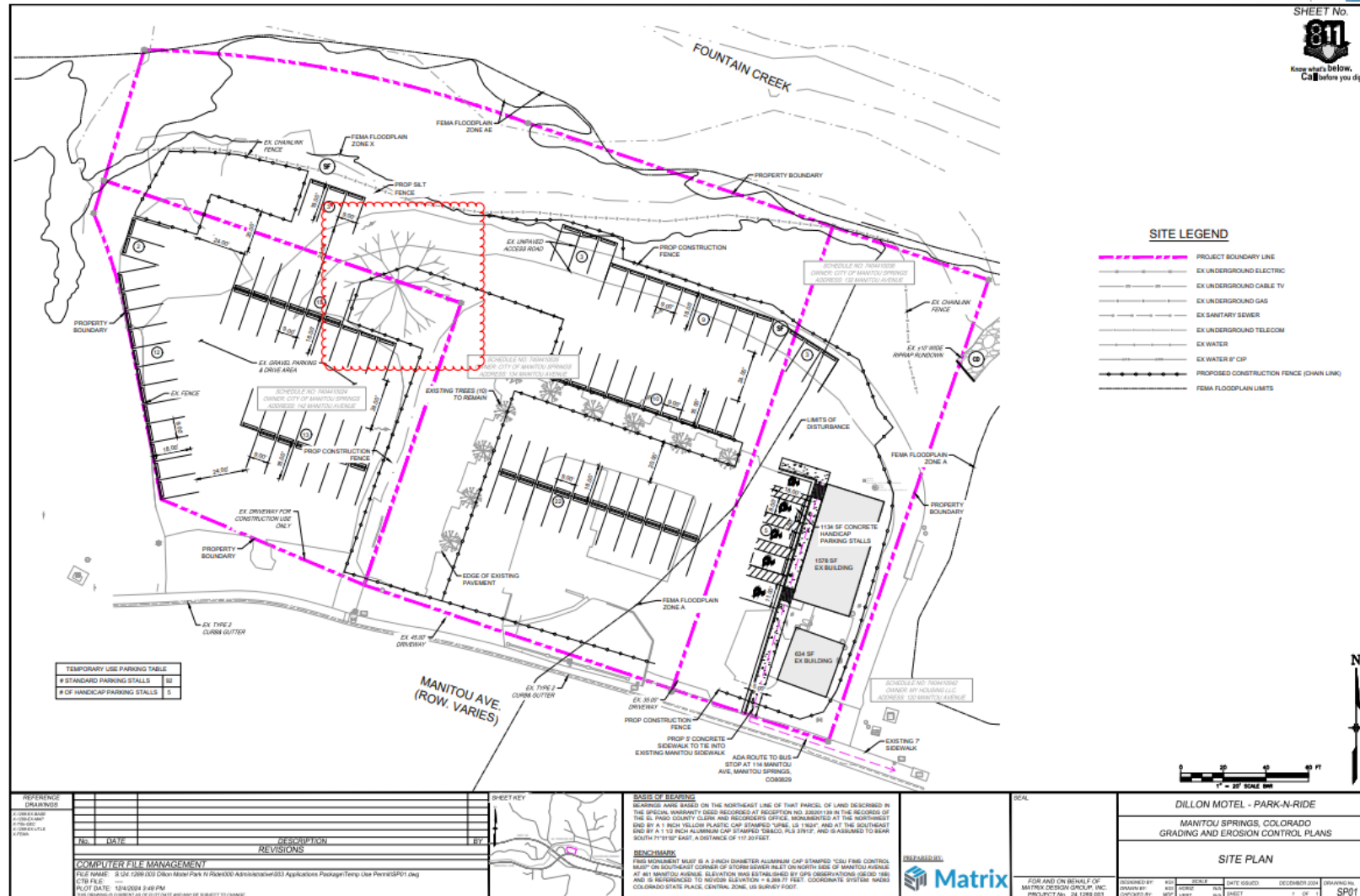
Google Maps - Source

Dillon Hotel - Siberian elms

- ▶ Multi stem Siberian elm - removal proposed under Dillon hotel site plan.
- ▶ Parking lot plan was approved by Council and will be going before the City Planning Commission in January.
- ▶ If/when approved work on the dirt parking lot can proceed and these trees will require removal in advance of dirt work.



Dillon Hotel - Siberian elms



Dillon Hotel - Siberian elms

- ▶ Siberian elms set to remain under proposed plan.
 - ▶ **SUBJECT TO FURTHER INSPECTION TO DETERMINE IF THESE TREES CAN REMAIN SAFELY.**
 - ▶ These trees were subjected to disturbance during building demolition.
 - ▶ Given proximity to demolition it was not possible to provide the recommended tree protection measures.



Arborist Goodbye

I submitted my resignation 11 December 2024. My last day with the City will be 30 December 2024. I have accepted a position with the City of Colorado Springs in their forestry department.

It has been a genuine pleasure to work with PARAB over the last few years as your City Arborist. I have enjoyed serving this community and am proud with the progress that the Parks Department has made.

I appreciate PARAB's time and patience as I have presented various tree issues to you and appreciate the time you have taken out of your busy schedules to volunteer for this community. Lots of folks find time to point out what is wrong - you all take the time to help be part of the solution.

I have no doubt that Gillian and the parks team will continue the good work we started. With continued support they will keep planting trees, pruning trees, and when required removing trees - building the future we want to see.



AGREEMENT FOR USE OF DIRT AREA AT SODA SPRINGS PARK FOR EVENT PARKING
City of Manitou Springs, Colorado

This agreement is made and entered into by and between:

The City of Manitou Springs ("City")

_____ [Event Organizer Name] ("Event Organizer")

Purpose:

This agreement outlines the terms and conditions for the limited use of the dirt area at Soda Springs Park for parking by the Event Organizer during events, for the safety of park users and to ensure responsible parking practices.

Terms and Conditions:

1. Parking Limit:

The Event Organizer is permitted to use the designated dirt area at Soda Springs Park for parking up to 15 vehicles. The total number of vehicles shall not exceed this limit at any time during the event.

2. Parking Sighter Requirement:

The Event Organizer is required to provide at least one designated Parking Sighter during the event. The Parking Sighter will be responsible for guiding vehicles in and out of the dirt lot to ensure the safety of all park users, minimizing the risk of accidents or harm.

3. Safety Considerations:

All vehicles must adhere to the instructions of the Parking Sighter and operate with extreme caution to protect the safety of park users. Failure to do so may result in immediate termination of parking privileges.

4. Duration of Agreement:

This agreement is effective for the calendar year 2025 only. The terms of this agreement will be revisited and reassessed prior to the 2026 event season to determine future parking arrangements.

5. Enforcement and Penalties:

Failure to adhere to the conditions outlined in this agreement, including exceeding the vehicle limit or failing to provide a Parking Sighter, may result in the immediate suspension of parking privileges in the dirt lot for the remainder of the event. Repeated violations may lead to the Event Organizer being barred from using the dirt area for parking in future events.

6. Review and Renewal:

Prior to the start of the 2026 event season, both parties agree to meet and discuss any necessary modifications to this agreement for future events.

Acceptance of Terms:

By signing below, both parties acknowledge and agree to abide by the terms outlined in this agreement.

Event Organizer Signature: _____

Date: _____

City of Manitou Springs Representative Signature: _____

Date: _____



PARKS AND RECREATION ADVISORY BOARD STRATEGIC PLANNING MEETING MINUTES

This meeting will be held in person at the Library/ Manitou Art Center (MAC) at 503 Manitou Ave., Manitou Springs, CO 80829 beginning at 5:30 P.M.

January 29, 2024 5:30 PM

I. CALL TO ORDER AND INTRODUCTIONS

Danu Fatt, Chair

Christina Grow, Secretary

Colin McAllister

Anthony Lane

Rebecca Wood

Jan Johnson, alternate

Absent:

Tim Bresnahan, Vice-chair

David Crawford

Candace Craig, alternate

Staff:

Gillian Rossi, Parks and Rec Director

City Council Liaison:

Natalie Johnson

Danu called the meeting to order at 6:00pm.

II. APPROVAL OF AGENDA

III. Review minutes from 2022 Strategic Planning meeting

1. Minutes from 1-18-2022 retreat (tabled, unable to find strategic planning meeting minutes for 2023 at time of meeting).

IV. 2023 Accomplishments

1. Soda Springs Park Master Plan Approval

2. Obtained Funding for SSP Phase 2 (Playground Equipment and Path improvements)

3. Acquired land dedication for new pocket park (Crystal Pk.Rd.)

4. Added park amenities (ADA restroom at Fields, new park bench)

5. Adding to our urban forestry canopy

V. Ongoing Projects

1. Construction documents being drawn up for SSP Ph.2 for completion, RFB (2024-25)

2. Designs, discussion and RFP for Higginbotham Flats Overlook Park (2024-25-26)

3. Schryver/Pool locker room improvements (ADA accessible) (2024-25)

Gillian gave an update that the construction start date for the playground equipment has been pushed back to October 2024-April 2025 (instead of starting in April 2024). This is due to other projects that will be occurring in Manitou at that time.

RFP draft for the park at Higginbotham Flats was reviewed. (see packet)

Gillian gave an update that the scope of the project for the pool has changed slightly to include making the current storage area into gender neutral changing area/bathrooms. The project is slated to start in Feb or March 2024.

VI. Next Steps

1. SSP continuation of Westside Improvements, completion of playground equipment installation, and path improvements

This project will begin in Fall 2024.

2. Add the grassy areas in front of the Pavillion and complete path walkways, creek access and landscape (2025-26)

This project will likely start in 2025.

3. Finalize RFP for Higginbotham Flats, select a contractor, and begin design/build phases (2024-25-26)

4. Continue with Schryver/pool Locker Room and Roof improvements (2024-25-26)

VII. Upcoming Projects

1. Creekwalk connections through Parks

2. Path connection from Serpentine Creekwalk to Higginbotham Flats

Prioritize discussion with OSAC regarding creation of a trail connection between Serpentine/Rainbow Falls/HBF.

3. Developing a new pocket park on Crystal Park Rd
4. Developing Adult Fitness Equipment /Station along Creekwalk
5. Implementing the Organic Land Management Policies and Urban Forestry

There is now a line item in the City budget for Clean Air Lawn Care to do lawn maintenance on El Paso/Beckers (\$12,000) Fields Park. Some other Parks may also be maintained by Clean Air Lawn Care depending on budget.

Matthew Nelson is going to renew his certification to be able to apply OLM products.

VIII. Prioritizing Upcoming Projects

1. SSP Phase 2
2. RFP for HBF, Completing a Master Plan Design
3. Vision for Pocket Park on Crystal Park Rd. 2025-2026-2027
4. Implement OLM for park turfcare and gardens
5. Monitor tree committee activities and reassess in July 2024 to see if PARAB wants to continue being the tree committee. Consider returning responsibility of the tree committee to the City Council if the responsibility is too cumbersome.
6. Exercise equipment

IX. OTHER BUSINESS

Bill Bowers property and the potential to create a multi-use trail was discussed.

Wind screens for tennis/pickleball courts to cut down on wind, noise, visual noise.

Gillian will look up the cost of wind screens for tennis courts and create a survey for the community to weigh in

Art Walk along Creek Walk and in the parks.

Matthew Nelson will be presenting the State of the Tree Canopy on Feb 6th, 2024 at 6pm.

A memorial bench for Theresa Graham was purchased for 7 Minute Spring Park.

X. ADJOURNMENT

Meeting adjourned at 7:45pm.

Alternates:

Jan Johnson (2/28/2025)
Candace Craig (2/28/2027)

Board Members:

Danu Fatt, Chair (2/28/2025)
Tim Bresnahan, Vice Chair (02/28/2025) Christina Grow,
Secretary (2/28/2024) Rebecca Wood (2/28/2024)
Colin McAllister (02/28/2025)
David Crawford (02/28/2026)
Anthony Lane (02/28/2027)

1 alternate member needed

Staff and Liaisons:

Michelle Whetherhult, Council Liaison
Gillian Rossi, Parks & Recreation Director
Roy Chaney, Deputy City Administrator/Public Services Director

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 ADA Coordinator at (719) 685-2554 or cityclerk@manitouspringsco.gov to discuss specific needs. Please provide a minimum of 3-5 day's advance notice.

Interested citizens are invited to serve on any of the City's Boards or Commissions. Please contact the City Clerk for more information or visit our website at: www.manitouspringsco.gov.

ORDINANCE

AN ORDINANCE AMENDING TITLE 2 OF THE CITY OF MANITOU SPRINGS MUNICIPAL CODE REGARDING THE ADMINISTRATION OF BOARDS AND COMMISSIONS

WHEREAS, the City desires to update its municipal code to make more efficient its processes regarding boards and commissions;

WHEREAS, having adopted the Manitou Springs Climate Action Plan on June 17, 2008, the City Council finds and determines that the impacts of climate change affect many aspects of the watershed and local government and, therefore, climate change and its effects should be considered by the City's boards and commissions when determining policies and legislation that best serve the health, safety and welfare of the citizens of the City;

WHEREAS, having adopted the Plan Manitou in July 2017 as the City's Comprehensive Plan, the City Council finds and determines that this document should also guide recommendations of the City's boards and commissions when considering policies and legislation that best serve the health, safety and welfare of the citizens of the City; and

WHEREAS, the amendments set forth herein will allow for clearer delineation of powers, duties, and authority and greater consistency regarding boards and commissions.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MANITOU SPRINGS, COLORADO, THAT:

Section 1: Title 2 of the Manitou Springs Municipal Code is hereby amended by the addition of a new Chapter 2.09 "Boards and Commissions" to read as follows:

CHAPTER 2.09 – BOARDS AND COMMISSIONS

2.09.010 – Creation

Pursuant to the authority conferred by state statutes and the City Charter, there is hereby created a park and recreation advisory board, an open space advisory committee, a planning commission, a transportation and parking board, a historic preservation commission, and a housing advisory board which shall hereinafter for the purposes of this title be referred to as "boards and commissions" or "board or commission." The park and recreation advisory board, open space advisory committee, housing advisory board, and transportation and parking board shall act in a purely advisory role to City Council; whereas, the other boards and commissions may carry out duties imposed by statute or this Code.

2.09.020 – Applicability

The provisions of this title shall apply to all boards, committees, and commissions except when specified otherwise in the section specifically addressing each individual board, committee, or commission.

2.09.030 – Definitions

"Board" means a City Council appointed group advisory in nature that has no authority to act on behalf of or legally bind the City.

"Commission" means a City Council appointed group possessing limited quasi-judicial decision-making power that otherwise is only advisory in nature and has no authority to act on behalf of or legally bind the City.

"Committee" means a City Council appointed group advisory in nature that has no authority to act on behalf of or legally bind the City.

2.09.040 – Members and Alternates; Appointments and Requirements

- A. All members of any board or commission shall be residents of the City and shall be appointed by City Council. In making appointments, City Council shall strive to select members representative of all community demographic and stakeholder groups. If any member ceases to reside in the City, membership shall immediately terminate. All boards and commissions shall consist of seven voting members. No member of the City Council and no City employee shall serve as a member of a board or commission. A person shall serve on no more than a total of two boards or commissions, and may only serve as an officer on one board or commission at a time.
- B. The City Council may appoint alternate members to any board or commission, not to exceed three alternate members. Alternates are invited and requested to attend all meetings of the board or commission, but are not required to do so. Alternate members may take part in the discussion of any matter that comes before a board or commission, except for quasi-judicial matters, in which they may not participate unless they have been appointed in the place of an absent member. An alternate member may not vote on any matter unless designated to do so by the chairperson of the board or commission, in place of an absent member.
- C. Specific procedures for seeking appointment or reappointment to a board, committee, or commission shall be established by the City Council via separate resolution and followed by interested parties.

2.09.050 – Terms of Office and Appointment

Appointments to all boards and commissions shall be made by the City Council for four (4) year terms unless a greater or lesser term is established by the Council. Members shall serve without compensation. For newly established boards, commissions or committees, the initial terms of any membership shall be as

follows: Two members shall be appointed to a one-year term, two members shall be appointed to a two-year term, two members shall be appointed to a three-year term and one member shall be appointed to a four-year term. Thereafter, as the terms expire, all appointments shall be for a period of four years. Any members whose term expires may seek reappointment. Term limits shall not apply. For boards and commissions in existence as of August 13, 2019, existing terms of all members no longer in an initial term of office for the seat they hold, shall be extended to four years.

2.09.060 – Quasi-judicial Hearings

In any quasi-judicial or public hearing held before any commission, all evidence and testimony shall be presented publicly. The commission may use its expertise, technical competence, and specialized knowledge in evaluating evidence presented to it and shall have the power to weigh any evidence accordingly.

2.09.070 – Officer Positions

Each board, committee and commission shall appoint a chair and vice-chair annually during the first meeting of each calendar year. Each board, committee and commission shall appoint a secretary (who may be a City employee) who may in turn designate duties for notetaking to another member on a meeting by meeting basis. Each board, committee or commission shall operate in accordance with the rules of procedure in Section 2.09.080. The board, committee or commission Chair will notify the City Clerk in writing within one week post-election the names of officers.

2.09.080 – Rules of Procedure

- A. Each board and commission shall hold all meetings open to the public, after posting full and timely notice of date, time, place, and subject matter of the meeting at the City's designated posting locations, and provide an opportunity for public comment at the meeting. Full and timely notice shall be deemed to be at least twenty four (24) hours prior to the date and time of the meeting. All boards and commissions shall meet regularly at least once each month, except when a quorum is not available, or there is no business to address. Each board and commission's secretary shall keep minutes of its meetings and records of its transactions, which are to be made publicly available by posting on the City webpage. If the secretary is not a Manitou Springs Staff member, the minutes will be forwarded to the staff liaison. Additional meetings may be called by the chairperson of the board, any four board members or the city administrator with at least twenty four (24) hours' written notice. The Chair will have final authority to establish the agenda, but will collaborate with other members and staff in its development. The Chair or his or her designee shall serve as the conduit of communication between the board, commission or committee and the staff liaison. A majority of the appointed non-vacant seats shall constitute a quorum.

- B. Each Board, Committee and Commission shall establish and maintain its own written standard operating procedures (SOP) which will guide their processes and operations. In no instance will an SOP supersede this Ordinance. At a minimum, the SOP shall include information on open meeting requirements, process for selecting which alternate will vote in the event of absence of a regular member (and more than one alternate is present), and training for members.

2.09.090 – Authority

- A. Boards and commissions shall exercise their authority and shall be accountable in alignment with the Plan Manitou, as it may be amended from time to time, with the City Council's goals as set by City Council, and with other City Council adopted rules or regulations. Unless otherwise provided by law, no board or commission, and no member of any board or commission shall have authority to act on behalf of the City, including without limitation approving contracts, negotiating deals, spending or allocating City funds, and negotiating transactions involving real or personal property. City boards and commissions may, however, represent the interests of the City of Manitou Springs without legally binding the City to any position or action.
- B. Each board and commission shall develop an annual plan for its area of focus, which reflects City priorities established through City Council's annual goals. In collaboration with City staff, each board and commission shall submit an annual budget to City Council, which furthers the accomplishment of that plan. Once funding has been approved through the budgeting process, each board and commission may offer recommendations to the City staff on the expenditure of those funds.
- C. No board or commission and no member of any board or commission shall have the authority to direct any City employee or to make operational decisions for the City.
- D. Remediation when Advisory Board and Staff disagree on an issue, policy, project or budget recommendation: Disagreements will first be brought to the attention of the City Administrator for resolution between the Board Committee or Commission and the Staff Liaison. If the Board, Commission or Committee is still dissatisfied with the proposed resolution, the Chair will submit a request in writing to City Council to resolve the issue.

2.09.100 – Recommendations to Council

Each board and commission shall deliver recommendations to the City Council concerning its budget provisions and other matters within its purview from time to time as directed by the Council, or as initiated by the board and commission. City Council may provide direction to boards, committees, and commissions

regarding specific matters upon which the City Council desires boards and commissions to investigate and provide recommendations. Boards and commissions shall follow such direction and provide their recommendations to City Council via the means directed by the City Council.

2.09.110 – Removal

- A. Grounds for removal. The City Council, by majority vote of members in attendance, may remove any member for a conflict of interest violation, any other violation of applicable law, regulation, or policy, nonattendance to duty, failure to attend three consecutive regularly scheduled meetings without a leave of absence approved by a majority of the board or commission, or any other good cause. Council shall fill any vacancy for the remainder of the vacated position's term. If there is less than one year remaining on the term, a person may, but need not, be appointed to fill the remainder of that term and the next full term.
- B. Good cause. For purposes of this Section, "good cause" shall include without limitation, conviction of a crime other than a minor traffic or similar minor offense, any activity the City Council determines is contrary to the City's best interests or reflects negatively on the City's image and reputation, such as rude behavior, harassment, or threats directed towards City employees, the public, contractors, consultants, or other individuals, or acting beyond the scope of his or her authority. To constitute good cause, such activity need not occur when the individual is acting in his or her capacity as a member of a board or commission.
- C. Procedure. The following procedure shall be followed to remove a member of a board, committee or commission:
 - 1. A request for removal shall be delivered to the City Clerk's Office. A request for removal shall state in writing the basis for removing a member, and may only be delivered by one or more City Council members (including the Mayor). The City Council may request input from the pertinent board, committee or commission prior to considering removal of a member.
 - 2. Upon receipt of a petition for removal, the City Council shall meet in public session to discuss whether the petition sets forth sufficient grounds to consider removal. No additional evidence or third-party testimony shall be accepted during this meeting.
 - 3. If the City Council determines that sufficient grounds exists to consider a removal, a hearing shall be scheduled, and notice shall be delivered to the affected board or commission member setting forth the grounds for removal, the location, date, and time of the hearing,

and informing the subject member that he or she may present evidence and testimony in response to the petition.

4. At the hearing, testimony and evidence concerning the grounds for removal may be presented by the City Council member(s) who filed the petition for removal. The affected member may present testimony and evidence. Strict rules of evidence need not be followed, as the matter is administrative in nature. No Council member shall recuse him or herself from the decision-making process because he or she filed the petition for removal.
5. At the conclusion of the hearing, the City Council shall render a decision, which shall be reduced to writing and approved at a subsequent City Council meeting.

2.09.120 – Staff Liaison Role

The City Administrator shall assign City personnel to assist boards and commissions with budget proposals or any other duties as is necessary for the boards or commissions to adequately perform their functions.

2.09.130 – Sub-committees

From time to time, each board or commission may establish temporary or standing sub-committees. No action may be taken by the subcommittee without authorization by the full board or commission. All subcommittee recommendations must be submitted to the appropriate board, or commission prior to being presented to City Council.

2.09.140 – Remote participation.

Members of any board or commission may participate in meetings remotely, and any remote participation shall be pursuant to rules and regulations adopted by the City Council, as may be amended.

Section 2: Chapter 2.16 of the Manitou Springs Municipal Code is hereby repealed and reenacted to provide as follows:

CHAPTER 2.16 – PARK AND RECREATION ADVISORY BOARD

2.16.010 – Power and duties.

The Park and Recreation Advisory Board advises City Council how to protect and maintain the natural and built environment of City parks using the best practices that support a resilient and sustainable system that is welcoming, clean, and safe. In addition, the Board shall have the following powers and duties:

- A. Research and provide to City Council information regarding local needs for recreation programming, park and recreation assets, and urban forestry.
- B. Inform the public about recreation programs, and collaborates with School District No. 14, El Paso County Parks and Recreation Department, and the Colorado Springs Parks and Recreation department and the Manitou branch of the Pikes Peak Library District, as directed by City Council to further its duties.
- C. Recommend priorities for parks, recreation facilities and equipment.
- D. Foster innovative ideas, continue to develop park and recreation plans, and participate in policy development for City parks.
- E. Communicate and collaborate among PARAB, City Council, the community, and other advisory boards or commissions.
- F. Advocate for responsible staffing for parks and recreation, continue to be good stewards of parks and recreation, and continue to promote good stewardship of the parks.
- G. Offer recommendations to City Council on how to protect, maintain, and enhance the City's park and forestry assets, and recreation equipment and programs.
- H. Research and recommend to City Council a set of standard operating procedures concerning management and expansion of the City's park and forestry assets, and from time to time, to propose modifications to the same.
- I. Research and identify specific grant opportunities for park, recreation and forestry-related programs and notify City Council of the same.
- J. Take direction from City Council and provide City Council advice on any park and forestry question addressed to the Board by Council.
- K. Make recommendations to City Council concerning the budget provisions for park, recreation, and forestry assets, and maintenance expansion.
- L. Hear citizen comments concerning the Board's areas of focus at its regular meetings.
- M. The Board may have the responsibility to recommend expenditures from certain City funds.

Section 3: Chapter 2.19 of the Manitou Springs Municipal Code is hereby repealed and reenacted to provide as follows:

CHAPTER 2.19 – OPEN SPACE ADVISORY COMMITTEE

2.19.010 – Power and duties.

The Open Space Advisory Committee shall make recommendations to City Council for planning, maintenance, management, and stewardship of the City's open spaces and trail system. In addition, the Committee shall have the following powers and duties:

A. Provide guidance to City Council on how to implement City documents relevant to open space and trails.

B. Develop and update an open space plan for review and approval by City Council, which plan includes:

1. Criteria for selecting lands in and around the City for designation as open space. The criteria shall include but not be limited to: visibility from all parts of the City, recreational potential, wildlife habitat and development issues;

2. Priorities for acquiring lands that meet the selected criteria to include availability and price; and

3. Acquisition strategies for the selected lands including but not limited to, use of the revenues from the open space special revenue funds as matching funds for public and private grants to acquire open space, new parks and trails; purchasing the selected lands outright; purchasing the development rights to said lands.

C. Review lands currently under City ownership and recommend them to the City Council for inclusion or non-inclusion in the open space zone.

D. Develop a management or stewardship plan for each open space parcel or bundle of parcels for consideration by City Council. Such plans shall include without limitation a fire mitigation plan and provisions to address illegal transient camping.

E. Review potential acquisitions or donations of lands to the City and recommend them to the City Council for inclusion or non-inclusion in the open space zone.

F. Review open space zone designation requests from owners of open lands in and around the City and recommend them to the City Council for inclusion or non-inclusion in the open space zone.

G. Develop a trail system plan that includes criteria to prioritize and build new trails; funding strategies and budgets for building new trails and maintaining existing trails; and plans for establishing legal rights of way on trails.

- H. Provide advice and make presentations to the City Council, or boards or commissions of the City on open space and related question as requested.
- I. Make recommendation to the City Council on budget issues concerning the implementation of the open space plan and other open space budget issues as requested.
- J. Recommend to City Council new policies for adoption pertaining to trails and open space.
- K. Collaborate with adjoining jurisdictions on trails and open space as directed by City Council.
- L. Develop an evaluation process to measure progress in achieving the open space and trails plans.
- M. Make recommendations to City Council regarding planning for signage on open space properties and trails.
- N. Provide a liaison to regional trails and open space organizations as appropriate.
- O. Work with friends groups and volunteer projects that operate in any fashion on City open space and trails properties.
- P. Provide an ex-officio liaison with the Parks and Recreation Advisory Board.
- Q. Hear citizen comments concerning the Committee's areas of focus at its regular meetings.
- R. Make presentations to the City Council on progress toward achieving the objectives of the committee as requested.
- S. Make recommendations to City Council on platting and replatting actions regarding land dedications and fees in lieu of land dedications.

Section 4: Chapter 2.20 of the Manitou Springs Municipal Code is hereby repealed and reenacted to provide as follows:

CHAPTER 2.20 – PLANNING COMMISSION

2.20.010 - Powers and duties.

The planning commission shall have the power and the duty to formulate and approve a master plan for the city and to make careful and comprehensive surveys and studies of present and future growth of the city with due regard to its relation to neighboring territories.

- A. The plans shall be made with the general purpose of guiding and accomplishing a coordinated, well-adjusted and harmonious development of the city and its environs which will, in accordance with present and future needs, best promote the health, safety, morals, order, and economy in the process of development; including among other things adequate provision for traffic, beautification, promotion of safety from fire and other dangers, adequate provision of light and air, the promotion of healthful and convenient distribution of population, the promotion of good civic design and arrangement, wise and efficient expenditures of public funds and the adequate provision of public utilities and other public requirements.
- B. The planning commission shall review all proposed subdivisions, proposed zoning and such other matters related to planning as deemed advisable.
- C. The decisions of the planning commission shall be purely advisory in nature to city council, except for those specific items for which council determines the planning commission shall have approval authority. In these specific instances, if the action taken by the planning commission is unfavorable, the applicant may appeal the same to the city council. A request that city council hear an appeal must be made within ten days of the planning commission decision.
- D. The city council may amend or alter the master plan, but only after the planning commission has had the opportunity to comment upon the proposed amendment. Any changes to the zoning regulations or zoning map shall be incorporated into the master plan via an amendment to the master plan.

2.20.020 - Staff.

The planning director or his designee shall attend meetings of the planning commission, serving as the staff advisor to the planning commission. The planning director or his designee shall be responsible for keeping a record of the proceedings of the planning commission. Such other staff assistance and professional and technical services as necessary will be provided within the appropriations made by the city council. The city attorney shall serve as legal advisor to the planning commission, but shall not be required to attend meetings except when requested to do so by the city administrator.

Section 5: Chapter 2.24 of the Manitou Springs Municipal Code is hereby repealed and reenacted to provide as follows:

CHAPTER 2.24 – TRANSPORTATION AND PARKING BOARD

2.24.010 – Power and duties

The Transportation and Parking Board shall review and make recommendations to the City Council regarding undertaking and adopting parking management studies and strategic planning. In addition, the Board shall have the following powers and duties:

- A. Review and make recommendations to City Council concerning a parking professional or contractor to manage the City's parking assets, to recommend the adoption of policies to maximize the effective utilization of these assets, and to be accountable to the City Council.
- B. Review and make recommendations to the City Council concerning the acquisition, funding, construction and operation of transportation and parking facilities within the City, including surface parking and proposals for future parking lots and structures.
- C. Recommend and track policies, programs and expenditures concerning transportation and parking as approved by the City Council.
- D. Advise City Council on multi-modal access, facilities and programs, including bicycle, pedestrian and transit transportation, within the City, and recommend strategies for implementation of transportation programs operated by or on behalf of the City.
- E. Make recommendations to the City Council on parking management functions, parking fees, parking enforcement procedures, installation of pay to park devices, internet-based parking applications, and provisions for parking permits within the City.
- F. Recommend to the City Council the purchase or lease of interests in property for parking and transportation purposes within or without the City, including provisions for funding such acquisitions.
- G. Investigate and report to Council on use of various federal, state, local or private sources of funding as may be available to fund parking and transportation services, enforcement, expansion or construction of parking and transportation facilities.
- H. Review the parking requirements in the City's development codes and make recommendations to the City Council concerning such requirements.

- I. Hear citizen comments concerning the Board's areas of focus at its regular meetings.
- J. Recommend to City Council how to inform the public about parking and transportation facilities and services through use of, without limitation, a transportation and parking website, maps and signage, and public information announcements.
- K. Recommend to City Council ways to provide and promote parking and transportation alternatives within the City.
- L. Develop and recommend to City Council long-range plans for parking and transportation, including a capital improvement plan for parking and transportation facilities.

Section 6: Chapter 2.50 of the Manitou Springs Municipal Code is hereby repealed and reenacted to provide as follows:

CHAPTER 2.50 – HOUSING ADVISORY BOARD

2.50.010 - Powers and Duties

The Housing Advisory Board shall have the following powers and duties:

- A. The recommendations of the Housing Advisory Board shall be based on the goals, policies, objectives, and actions of Plan Manitou, as adopted and amended. Should a recommendation be made that does not have a basis in Plan Manitou, the Board shall note this and outline why such recommendation is being made.
- B. Assist with implementation of the established action items related to housing in the *Housing and Neighborhoods* and *Land Use and Built Environment* elements in Plan Manitou and monitor/report on the City's housing-related goals as outlined in Plan Manitou, or as may be amended or adopted in any subsequent plans relating to housing quality or affordability.
- C. Recommend a minimum standard for housing habitability in the City.
- D. Recommend definitions of affordable, workforce, senior, transitional, or other housing types for the City.
- E. Recommend programs and methods to increase the availability and diversity of affordable rental and homeownership housing for the City's low- and moderate-income citizens.

F. Research and identify issues with safe, sustainable and habitable housing and make recommendations to the City Council regarding solutions and programs addressing those issues.

G. Make recommendations to City Council regarding budget needs and financial impacts of and addressing long-term needs of housing quality and affordability.

H. Encourage upgrades that improve safety, sustainability, resiliency, energy efficiency, durability, quality and long-term affordability in existing housing stock.

I. Develop strategies to improve housing conditions in aging and historic neighborhoods in coordination with the City's Historic Preservation goals.

J. Review, evaluate and make recommendations to the governing boards, commissions, agencies, and/or staff regarding zoning, subdivision, housing code, and building code amendments and financial incentives to encourage desired upgrades in housing quality and affordability.

K. Facilitate community education, involvement, and outreach related to the federal Fair Housing Act, City building codes, City housing codes, and maintaining safe and affordable housing.

L. Research and secure funding, grants and donations for projects and programs, as approved by the City Council, to increase the safety and quality of housing and the availability of affordable housing.

M. Identify and work with local, regional and state partners to collaboratively address housing quality and affordability needs as identified by Plan Manitou and any additional research.

Section 7: Chapter 2.52 of the Manitou Springs Municipal Code is hereby repealed and reenacted to provide as follows:

CHAPTER 2.52 – HISTORIC PRESERVATION COMMISSION

2.52.010 – Powers and duties.

The Historic Preservation Commission shall have the following powers and duties:

A. Review and approve, conditionally approve or deny alterations to existing resources or new construction in the Historic District through the Material Change of Appearance Certification process, hereinafter referred to as MCAC.

- B. Review and make recommendations to the City Council regarding demolition of certain resources within the Historic District.
- C. Review and make recommendations to the City Council regarding designation of Historic Districts.
- D. Implement public awareness and incentive programs to promote Historic Preservation.
- E. Make recommendations to the City Council regarding the Historic Preservation element(s) of the City's Vision Plan.
- F. Take steps to encourage or bring about preservation of resources.
- G. As directed by City Council, review and comment on land use, housing, redevelopment and other types of planning and programs undertaken by an agency of the City, the county or state as they relate to the resources of the City.
- H. Recommend to the City Council the purchase of fee, or less than fee, interests in property for the purposes of Historic Preservation.
- I. Investigate and report to the City Council on the use of various federal, state, local or private funding sources and mechanisms available to promote Historic Preservation.
- J. Promote the Preservation and historic character of resources in Historic Districts.
- K. Participate in, promote and conduct public information, educational and interpretive programs pertaining to resources.
- L. Make recommendations to the City Council on the designation of resources and Historic Districts in accordance with this Chapter.
- M. Establish and maintain a list of resources within any Historic District. The Commission shall also publicize and periodically update the Resources Inventory.
- N. Make recommendations to the City Council on the Demolition of Resources, as provided for in Chapter 17.04.
- O. Each Commission member shall attend meetings and, in preparation for such, shall visit sites, read the provided materials, and take whatever actions necessary to become familiar with the issues (absent ex parte contacts).
- P. Prepare and recommend for City Council approval Design Guidelines for the review of applications for Material Changes of Appearance.

Q. Render advice and guidance, upon the request of the property owner or occupant, on new construction or the restoration, alteration, landscaping or maintenance of any property either outside Historic District boundaries or withdrawn from participation in a Historic District.

R. Perform any other functions requested by the City Council.

2.52.020 – Membership.

The city shall appoint both professional and lay commission members and alternates who have a demonstrated interest, knowledge or training in fields closely related to historic preservation such as history, architecture, landscape architecture, archeology, planning the building trades, real estate or law. At least three of the seven regular members should be professionals in preservation related disciplines such as architecture, architectural history, archaeology, history, American studies, American civilization, cultural geography or cultural anthropology. When professionals from the above disciplines are not represented in the commission membership, the city shall seek additional expertise in the unrepresented area when considering National Register of Historic District nominations, or when any other actions are taken which may affect properties and which are normally evaluated by professionals in that discipline.

2.52.030 - Staff.

The Planning Staff shall perform the following duties on behalf of the Historic Preservation Commission:

- A. Administer the City's historic preservation office.
- B. Conduct citywide surveys and updates to help maintain the Resource Inventory.
- C. Consult with other City departments regarding Design Guidelines and resource surveys performed in conjunction with proposed projects.
- D. Serve as Secretary to the Commission.
- E. Maintain the City's records regarding the withdrawal status of properties within the Historic District.
- F. Render advice and guidance on new construction or the restoration, alteration, landscaping or maintenance of any Resource.
- G. Make recommendations to the Historic Preservation Commission, Planning Commission and City Council regarding proposed projects involving structures in a Historic District.

H. Determine the completeness of applications.

I. Perform such other functions as provided for in Section 2.52.010 and Chapter 17 or any other applicable law.

Section 8: If any article, section, paragraph, sentence, clause or phrase of this ordinance is held to be unconstitutional or invalid for any reason, such decision shall not affect the validity or constitutionality of the remaining portions of this ordinance. The City Council hereby declares that it would have passed this ordinance and each part or parts hereof irrespective of the fact that any one part or parts be declared unconstitutional or invalid.

Section 9: This ordinance is deemed necessary for the protection of the health, welfare and safety of the community.

Passed on first reading and ordered published this 16 day of July, 2019.


City Clerk, Donna J. Kast

A Public Hearing on this ordinance will be held at the August 6, 2019, City Council meeting. The meeting will be held at 6:00 P.M. at City Hall, 606 Manitou Avenue, Manitou Springs, Colorado.

Ordinance Published: July 18, 2019 (in full)
City's Official Website and City Hall

Passed on second reading and adopted by City Council this 6th day of August, 2019.


Mayor, Ken Jaray

Attest: _____
City Clerk, Donna J. Kast

Published: August 8, 2019 (in full)
City's Official Website and City Hall

CHAPTER 2.09 BOARDS AND COMMISSIONS

Sections:

2.09.010 Creation.

Pursuant to the authority conferred by state statutes and the city charter, there is hereby created a park and recreation advisory board, an open space advisory committee, a planning commission, a transportation and parking board, a historic preservation commission, and a housing advisory board which shall hereinafter for the purposes of this title be referred to as "boards and commissions" or "board or commission." The park and recreation advisory board, open space advisory committee, housing advisory board, and transportation and parking board shall act in a purely advisory role to city council; whereas, the other boards and commissions may carry out duties imposed by statute or this code.

(Ord. No. 1219, § 1, 8-6-2019)

2.09.020 Applicability.

The provisions of this title shall apply to all boards, committees, and commissions except when specified otherwise in the section specifically addressing each individual board, committee, or commission.

(Ord. No. 1219, § 1, 8-6-2019)

2.09.030 Definitions.

"Board" means a city council appointed group advisory in nature that has no authority to act on behalf of or legally bind the city.

"Commission" means a city council appointed group possessing limited quasi-judicial decision-making power that otherwise is only advisory in nature and has no authority to act on behalf of or legally bind the city.

"Committee" means a city council appointed group advisory in nature that has no authority to act on behalf of or legally bind the city.

(Ord. No. 1219, § 1, 8-6-2019)

2.09.040 Members and alternates; appointments and requirements.

- A. All members of any board or commission shall be residents of the city and shall be appointed by city council. In making appointments, city council shall strive to select members representative of all community demographic and stakeholder groups. If any member ceases to reside in the city, membership shall immediately terminate. All boards and commissions shall consist of seven voting members. No member of the city council and no city employee shall serve as a member of a board or commission. A person shall serve on no more than a total of two boards or commissions, and may only serve as an officer on one board or commission at a time.
- B. The city council may appoint alternate members to any board or commission, not to exceed three alternate members. Alternates are invited and requested to attend all meetings of the board or commission, but are not required to do so. Alternate members may take part in the discussion of any matter that comes before a

board or commission, except for quasi-judicial matters, in which they may not participate unless they have been appointed in the place of an absent member. An alternate member may not vote on any matter unless designated to do so by the chairperson of the board or commission, in place of an absent member.

- C. Specific procedures for seeking appointment or reappointment to a board, committee, or commission shall be established by the city council via separate resolution and followed by interested parties.

(Ord. No. 1219, § 1, 8-6-2019)

2.09.050 Terms of office and appointment.

Appointments to all boards and commissions shall be made by the city council for four-year terms unless a greater or lesser term is established by the council. Members shall serve without compensation. For newly established boards, commissions or committees, the initial terms of any membership shall be as follows: Two members shall be appointed to a one-year term, two members shall be appointed to a two-year term, two members shall be appointed to a three-year term and one member shall be appointed to a four-year term. Thereafter, as the terms expire, all appointments shall be for a period of four years. Any members whose term expires may seek reappointment. Term limits shall not apply. For boards and commissions in existence as of August 13, 2019, existing terms of all members no longer in an initial term of office for the seat they hold, shall be extended to four years.

(Ord. No. 1219, § 1, 8-6-2019)

2.09.060 Quasi-judicial hearings.

In any quasi-judicial or public hearing held before any commission, all evidence and testimony shall be presented publicly. The commission may use its expertise, technical competence, and specialized knowledge in evaluating evidence presented to it and shall have the power to weigh any evidence accordingly.

(Ord. No. 1219, § 1, 8-6-2019)

2.09.070 Officer positions.

Each board, committee and commission shall appoint a chair and vice-chair annually during the first meeting of each calendar year. Each board, committee and commission shall appoint a secretary (who may be a city employee) who may in turn designate duties for notetaking to another member on a meeting by meeting basis. Each board, committee or commission shall operate in accordance with the rules of procedure in Section 2.09.080. The board, committee or commission chair will notify the city clerk in writing within one week post-election the names of officers.

(Ord. No. 1219, § 1, 8-6-2019)

2.09.080 Rules of procedure.

- A. Each board and commission shall hold all meetings open to the public, after posting full and timely notice of date, time, place, and subject matter of the meeting at the city's designated posting locations, and provide an opportunity for public comment at the meeting. Full and timely notice shall be deemed to be at least twenty-four hours prior to the date and time of the meeting. All boards and commissions shall meet regularly at least once each month, except when a quorum is not available, or there is no business to address. Each board and commission's secretary shall keep minutes of its meetings and records of its transactions, which are to be made publicly available by posting on the city webpage. If the secretary is not a Manitou Springs

staff member, the minutes will be forwarded to the staff liaison. Additional meetings may be called by the chairperson of the board, any four board members or the city administrator with at least twenty-four-hours' written notice. The chair will have final authority to establish the agenda, but will collaborate with other members and staff in its development. The chair or his or her designee shall serve as the conduit of communication between the board, commission or committee and the staff liaison. A majority of the appointed non-vacant seats shall constitute a quorum.

- B. Each board, committee and commission shall establish and maintain its own written standard operating procedures (SOP) which will guide their processes and operations. In no instance will an SOP supersede this chapter. At a minimum, the SOP shall include information on open meeting requirements, process for selecting which alternate will vote in the event of absence of a regular member (and more than one alternate is present), and training for members.

(Ord. No. 1219, § 1, 8-6-2019)

2.09.090 Authority.

- A. Boards and commissions shall exercise their authority and shall be accountable in alignment with the Plan Manitou, as it may be amended from time to time, with the city council's goals as set by city council, and with other city council adopted rules or regulations. Unless otherwise provided by law, no board or commission, and no member of any board or commission shall have authority to act on behalf of the city, including without limitation approving contracts, negotiating deals, spending or allocating city funds, and negotiating transactions involving real or personal property. City boards and commissions may, however, represent the interests of the city of Manitou Springs without legally binding the city to any position or action.
- B. Each board and commission shall develop an annual plan for its area of focus, which reflects city priorities established through city council's annual goals. In collaboration with city staff, each board and commission shall submit an annual budget to city council, which furthers the accomplishment of that plan. Once funding has been approved through the budgeting process, each board and commission may offer recommendations to the city staff on the expenditure of those funds.
- C. No board or commission and no member of any board or commission shall have the authority to direct any city employee or to make operational decisions for the city.
- D. Remediation when advisory board and staff disagree on an issue, policy, project or budget recommendation: Disagreements will first be brought to the attention of the city administrator for resolution between the board committee or commission and the staff liaison. If the board, commission or committee is still dissatisfied with the proposed resolution, the chair will submit a request in writing to city council to resolve the issue.

(Ord. No. 1219, § 1, 8-6-2019)

2.09.100 Recommendations to council.

Each board and commission shall deliver recommendations to the city council concerning its budget provisions and other matters within its purview from time to time as directed by the council, or as initiated by the board and commission. City council may provide direction to boards, committees, and commissions regarding specific matters upon which the city council desires boards and commissions to investigate and provide recommendations. Boards and commissions shall follow such direction and provide their recommendations to city council via the means directed by the city council.

(Ord. No. 1219, § 1, 8-6-2019)

2.09.110 Removal.

- A. Grounds for Removal. The city council, by majority vote of members in attendance, may remove any member for a conflict of interest violation, any other violation of applicable law, regulation, or policy, nonattendance to duty, failure to attend three consecutive regularly scheduled meetings without a leave of absence approved by a majority of the board or commission, or any other good cause. Council shall fill any vacancy for the remainder of the vacated position's term. If there is less than one year remaining on the term, a person may, but need not, be appointed to fill the remainder of that term and the next full term.
- B. Good Cause. For purposes of this section, "good cause" shall include without limitation, conviction of a crime other than a minor traffic or similar minor offense, any activity the city council determines is contrary to the city's best interests or reflects negatively on the city's image and reputation, such as rude behavior, harassment, or threats directed towards city employees, the public, contractors, consultants, or other individuals, or acting beyond the scope of his or her authority. To constitute good cause, such activity need not occur when the individual is acting in his or her capacity as a member of a board or commission.
- C. Procedure. The following procedure shall be followed to remove a member of a board, committee or commission:
 - 1. A request for removal shall be delivered to the city clerk's office. A request for removal shall state in writing the basis for removing a member, and may only be delivered by one or more city council members (including the mayor). The city council may request input from the pertinent board, committee or commission prior to considering removal of a member.
 - 2. Upon receipt of a petition for removal, the city council shall meet in public session to discuss whether the petition sets forth sufficient grounds to consider removal. No additional evidence or third-party testimony shall be accepted during this meeting.
 - 3. If the city council determines that sufficient grounds exists to consider a removal, a hearing shall be scheduled, and notice shall be delivered to the affected board or commission member setting forth the grounds for removal, the location, date, and time of the hearing, and informing the subject member that he or she may present evidence and testimony in response to the petition.
 - 4. At the hearing, testimony and evidence concerning the grounds for removal may be presented by the city council member(s) who filed the petition for removal. The affected member may present testimony and evidence. Strict rules of evidence need not be followed, as the matter is administrative in nature. No council member shall recuse him or herself from the decision-making process because he or she filed the petition for removal.
 - 5. At the conclusion of the hearing, the city council shall render a decision, which shall be reduced to writing and approved at a subsequent city council meeting.

(Ord. No. 1219, § 1, 8-6-2019)

2.09.120 Staff liaison role.

The city administrator shall assign city personnel to assist boards and commissions with budget proposals or any other duties as is necessary for the boards or commissions to adequately perform their functions.

(Ord. No. 1219, § 1, 8-6-2019)

2.09.130 Sub-committees.

From time to time, each board or commission may establish temporary or standing sub-committees. No action may be taken by the subcommittee without authorization by the full board or commission. All subcommittee recommendations must be submitted to the appropriate board, or commission prior to being presented to city council.

(Ord. No. 1219, § 1, 8-6-2019)

2.09.140 Remote participation.

Members of any board or commission may participate in meetings remotely, and any remote participation shall be pursuant to rules and regulations adopted by the city council, as may be amended.

(Ord. No. 1219, § 1, 8-6-2019)

Chapter 2.16 PARK AND RECREATION ADVISORY BOARD¹

Sections:

2.16.010 Power and duties.

The park and recreation advisory board advises city council how to protect and maintain the natural and built environment of city parks using the best practices that support a resilient and sustainable system that is welcoming, clean, and safe. In addition, the board shall have the following powers and duties:

- A. Research and provide to city council information regarding local needs for recreation programming, park and recreation assets, and urban forestry.
- B. Inform the public about recreation programs, and collaborates with School District No. 14, El Paso County Parks and Recreation Department, and the Colorado Springs Parks and Recreation department and the Manitou Branch of the Pikes Peak Library District, as directed by city council to further its duties.
- C. Recommend priorities for parks, recreation facilities and equipment.
- D. Foster innovative ideas, continue to develop park and recreation plans, and participate in policy development for city parks.
- E. Communicate and collaborate among PARAB, city council, the community, and other advisory boards or commissions.
- F. Advocate for responsible staffing for parks and recreation, continue to be good stewards of parks and recreation, and continue to promote good stewardship of the parks.

¹Editor's note(s)—Ord. No. 1219, § 2, adopted Aug. 6, 2019, repealed the former Ch. 2.16, §§ 2.16.010—2.16.100, and enacted a new Ch. 2.16 as set out herein. The former Art. Ch. 2.16 pertained to similar subject matter and derived from Ord. No. 0874, 1974; Ord. No. 2684, 1984; Ord. No. 0791, 1991; Ord. No. 2692, 1992; Ord. No. 0898, 1998; Ord. No. 1801, 2001; Ord. No. 1609, 10-6-2009; Ord. No. 0216, 3-1-2016; Ord. No. 0816, 4-19-2016.

-
- G. Offer recommendations to city council on how to protect, maintain, and enhance the city's park and forestry assets, and recreation equipment and programs.
 - H. Research and recommend to city council a set of standard operating procedures concerning management and expansion of the city's park and forestry assets, and from time to time, to propose modifications to the same.
 - I. Research and identify specific grant opportunities for park, recreation and forestry-related programs and notify city council of the same.
 - J. Take direction from city council and provide city council advice on any park and forestry question addressed to the board by council.
 - K. Make recommendations to city council concerning the budget provisions for park, recreation, and forestry assets, and maintenance expansion.
 - L. Hear citizen comments concerning the board's areas of focus at its regular meetings.
 - M. The board may have the responsibility to recommend expenditures from certain city funds.

(Ord. No. 1219, § 2, 8-6-2019)

MANITOU SPRINGS

PARK AND RECREATION ADVISORY BOARD

STANDARD OPERATING PROCEDURES

February 2019

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PURPOSE: This document is intended to guide the procedures of the Manitou Springs Park and Recreation Advisory Committee (PARAB). It is in support of the City Ordinances (it does not supersede City ordinances) pertaining to PARAB and does not hold legal implications in terms of the roles and responsibilities of PARAB.

IMPLEMENTATION AND REVIEW: PARAB will implement this Standard Operating Procedure (SOP) with a majority vote. The SOP can be reviewed at any time and changes made with a majority vote. Votes will be recorded by the secretary and changes to the SOP will be made by the secretary who shall maintain the official version of the SOP.

REGULAR MEETINGS:

1. Meetings shall be held the first Monday of the month at 6:00 PM and conducted in Council Chambers.
2. In the event a meeting falls on a holiday, PARAB will agree to another day (and location if needed).
The assigned staff member will post the change in accordance with the City's requirements for open meetings.

SPECIAL MEETINGS:

1. The Chair may call special meetings as needed. These meetings may be at a time and place at the Chair's direction.
2. Any time three or more PARAB members are meeting, the place, location and purpose of the meeting must be published open meeting requirements.

OFFICER DUTIES AND RESPONSIBILITIES:

Officers will be appointed annually in February; should a vacancy occur prior to that date, members may appoint an interim in that position until a February appointment.

1. Chairperson:
 - a. Create agenda in collaboration with assigned City Staff liaison.
 - b. Submit agenda and minutes to City Staff liaison in sufficient time to publish open meeting requirements.
 - c. Conduct meetings
 - d. Ensure minutes are published
 - e. Assign liaison to Open Space Advisory Committee; assign a liaison to Trails and Open Space Coalition in Colorado Springs, CO.
 - f. Call special meetings as needed (ensuring adequate time for staff liaison to post open meeting requirements)
 - g. Create subcommittees as needed
 - h. Inform new members through an orientation "packet" including:
 - i. Policies in place (Park Memorials, SOP, Organic Land Management (OLM), etc.)
 - ii. Code Ordinance for PARAB (2.09.010)
 - iii. Budget (Conservation Trust Fund, El Paso/Beckers Fund, Fees in Lieu of Land/General Fund, possible Grant funding)
 - iv. POST Master Plan, Plan Manitou

- v. Website connection, including previous six months of agendas and minutes
 - vi. Meeting protocols, including informal Robert's Rules of Order
- 2. Vice Chairperson
 - a. Assume all Chairperson duties in absence of Chair
 - b. Communicate regularly with Chair
- 3. Secretary:
 - a. Record minutes of all meetings
 - b. Forward minutes to Chair in sufficient time to submit with the agenda for the next meeting.
 - c. Once PARAB has approved minutes, make necessary changes and submit to staff liaison for publication on City's website.
 - d. Maintain the most up to date SOP.
- 4. All members: Part of PARAB member responsibilities are to have our "eyes on parks and recreation." If possible, do regular walk throughs of parks prior to monthly meetings, particularly noting any maintenance issues. This may be done by informally "claiming" parks close to members' home areas.

STAFF LIAISON:

The Staff liaison/public services (PS) shall submit to the monthly PARAB agenda packet the PS's monthly report of the parks and recreation issues and activities. The Staff liaison or designee shall be available at the monthly meetings to respond to questions, issues, protocols, technical explanations and expertise, as well as providing guidance on City processes and procedures. Staff liaison will assist PARAB in implementing PARAB goals for parks and recreation.

OSAC LIAISON:

Provide a PARAB member to attend OSAC meetings.

TOSC LIAISON:

Provide a PARAB member to attend Trails and Open Space Coalition, Colorado Springs, CO.

AGENDA AND MINUTES:

- 1. The agenda, minutes, and relevant material in a packet will be posted on the City's website by the Staff liaison to PARAB.
- 2. The secretary will take care to ensure that any decision made by the committee is captured and highlighted in the minutes.

BUDGET:

- 1. PARAB may make expenditure recommendations from the Conservation Trust Fund, Fees in Lieu of Land/General Fund, and the El Paso/Beckers Fund.
- 2. PARAB must collaborate with their assigned City Staff to expend funds as only City Staff has the authority to sign contracts and invoices. If the assigned Staff liaison does not have the time to oversee a required contract or project, PARAB may go to City Council to request that PARAB work be assigned as a priority to the City Administrator for completion.

3. Any expenditure of funding must be voted on by PARAB and be in accordance with the budget approved by City Council. The secretary will capture all votes on budget in the PARAB minutes. If there is an unfunded requirement during the course of the year for which PARAB has adequate funding, PARAB must vote to allow the expenditure of funds.
4. Similarly, if PARAB has an unfunded requirement that exceeds PARAB's budget, PARAB must vote to request that City Council fund the requirement out of General Funds.
5. Annual Budget Process:
 - a. July: PARAB prepares a draft agenda based on the Master Plan priorities.
 - b. August: The Chair and the Staff liaison meet with the Chief Financial Director to determine the likely next year's total budget. PARAB fine tunes their proposed budget figures and votes on it.
 - c. September: The Chair briefs City Council on the proposed PARAB budget and submits it to the City Administrator for inclusion in the City's overall draft budget.
 - d. October: City Council reviews the budget.
 - e. November: City Council has first reading of budget.
 - f. December: City Council has second reading.
 - g. NOTE: these dates may change slightly. It is recommended that the Chair attend all budget meetings to ensure that no decisions are made for which staff or Council are not adequately informed. Even though some of PARAB Funding is from a special fund (fenced), there must be an advocate present to ensure the funding is not inappropriately diverted. This is especially true for roll-over funding. All funding not expended in a fiscal year should be rolled over for use in the next fiscal year. Since PARAB funding focuses on improvements/Master Plan implementation as well as increasing recreation funding, it is essential to build up a reserve so as to complete these plans.
 - h. Occasionally, with the support and collaboration of their Staff liaison, PARAB may apply for grants specific to park, forestry, and recreation needs.

SUBCOMMITTEES:

1. The Chair may establish permanent or temporary subcommittees. The Chair will direct the primary expected outcome of the subcommittee.
2. Total membership shall consist of at least 1/3 PARAB. The other 2/3 may be from other boards, commissions or committees, or interested parties from the community. Every effort should be made to ensure good representation of groups or individuals who have a vested interest in the subcommittee topic.
3. The PARAB Chair may assign the chair of the subcommittee or leave it to the members to elect its own chair.
4. Agendas and Minutes will be maintained by the Chair of the subcommittee.
5. Subcommittees will establish their own meeting agenda and will provide routine updates to PARAB.
6. Subcommittees will not make independent decisions but rather will develop recommendations for PARAB as a whole to act on.

REMOTE PARTICIPATION:

2.09.140 Members may participate in meetings remotely and be counted as “present.” If they have access to relevant information and documents pertaining to an issue on the meeting agenda, they may vote on that issue.

QUORUMS:

At the discretion of the attending members and chair of PARAB, if a quorum is not met fifteen minutes after the scheduled meeting time, members and chair may choose to meet to discuss agenda items (which would be recorded in the minutes) but would not vote on those agenda items. Alternatively, members and chair may choose to adjourn. Members will inform the chair if unable to attend a meeting, or if they will be remotely attending the meeting.

MEMORANDUM OF FORMAL ACTION:

The chair shall submit memos of formal actions voted on by PARAB to their Staff liaison who shall present appropriate formal actions to City Council. These memos shall also be forwarded to the Council liaison of PARAB.

PARAB Grant Program

Guidelines:

The Parks and Recreation Advisory Board (PARAB) Grant Program was launched in 2005 to encourage public involvement and implement creative ideas through local projects and activities in order to enhance our local parks, trails and recreational areas for the benefit and enjoyment of residents and visitors.

Organizations, businesses and collaborative groups located or operating in Manitou Springs are eligible for funding of up to \$1,000. Individuals located or operating in Manitou Springs can apply for up to \$500 in mini-grants.

The purpose of the program is three-fold:

- a) To provide an opportunity for Manitou Springs' residents to implement creative ideas through local projects, leisure activities and recreation;
- b) To provide engaging experiences within the community for the benefit and enjoyment of residents and visitors; and
- c) To enhance our local parks, trails and recreational areas.

Applications are accepted twice each year:

- 1) Spring application deadline is April 15 (all applicants will be notified about funding by May 15); and
- 2) Fall application deadline is September 15 (all applicants will be notified about funding by October 15).

Grant Application Process:

- Complete the Grant Application (pdf - fillable form) (Note - It works best if you save this form onto your computer, complete the form, and then print)
- Complete the Budget Template (excel download file)
- Please submit one (1) copy of the Grant Application (with the applicable attachments) to:

PARAB
Manitou Springs City Hall
606 Manitou Avenue
Manitou Springs, CO 80829

Questions can be answered by emailing PARAB Chairperson.

Memorial Request Application

Revised 08/19/2020

Directions: Please review the memorial request policy (shown below) in its entirety before completing an application. Submit the completed application, along with the application fee, to the City Clerk's Department at the address shown below. The application will then be forwarded to the Park and Recreation Advisory Board (PARAB) who will be tasked with making a recommendation regarding approval. Final approval will be considered at a Regular Meeting of the City Council. It is the applicant's responsibility to submit the application in a timely manner in order to allow sufficient time for it to be processed. Questions regarding the application should be directed to one of the contacts shown below:

PARAB

Danu Fatt

Chair

danufatt@gmail.com

City of Manitou Springs

City Clerk's Department

606 Manitou Avenue

Manitou Springs CO 80829

719-685-2544

CityClerk@manitouspringsco.gov

MANITOU SPRINGS PARAB MEMORIAL REQUESTS POLICY

1. PURPOSE

Memorials are a celebration of the individual and an amenity donated to enhance City parks for all citizens. They are not intended to serve as a gravestone, which lists birth and death dates. Messages associated with memorials must relate solely to the individual being memorialized, and may not communicate any message unrelated to that individual. The only types of memorials permitted in City parks are benches, trees, and artwork memorializing an individual who has lived or currently lived in Manitou Springs. The purpose of this policy is to regulate the placement of memorials in City areas zoned as public parks.

2. GENERAL REQUIREMENTS

The following requirements apply to applications for all memorials:

A. Application Procedure. Applications shall be filed with the City Clerk on forms prepared by the City Clerk. All applications shall be initially reviewed by PARAB, which shall provide a recommendation to the City Council. As part of its review, PARAB shall conduct a site visit with the applicant, at which time the memorial location shall be reviewed. City Council shall render a final decision, and if approved, a written permit shall be provided by the City Clerk.

B. Fee. The fee for a memorial permit shall be as set forth in the City's universal fee schedule as approved by City Council. (PARAB shall provide a line item in its budget to provide general maintenance for trees and non-art benches.)

C. Review Criteria. All proposed memorials shall comply with the following criteria:

1. Words, images, or symbols shall be limited to a plaque no larger than 24 square inches.
2. Content of the plaque shall relate solely to the individual being memorialized, and may not convey any message, opinion, or idea not directly related to the individual (such as, by way of example and not limitation, religious or political messages).
3. Birth and death dates are not permitted.
4. Memorials shall be located and installed in compliance with all applicable laws, rules, and regulations, including without limitation, floodplain regulations.
5. Memorials must be permitted by and consistent with the terms of any conservation easements, land dedications, land use regulations or master plans.
6. Memorials shall not interfere with pedestrian or vehicular traffic.
7. Memorials shall not interfere with the purpose of the park, or the surrounding environment. For example, a bench or tree may not block an important view, or be located where it may obstruct or interfere with a path, creek, or sidewalk.

8. The number of memorials shall not negatively impact the purpose of the park, the surrounding environment, or the area aesthetics.

D. Costs. Applicants shall be responsible for all costs of a memorial, including as applicable and without limitation, the following:

1. Installation costs (planting, affixation for art pieces). The Public Works Department will affix park benches and the Parks and Recreation Advisory Board or the Public Works Department will affix art pieces.
2. Estimated maintenance costs for reasonable period of time, which may be required to be paid prior to installation of the memorial art pieces or on a regular basis as determined by the City Council.
3. Cost of Bench, plaque, tree, artwork (including art protection ring for trees if desired), and any shipping/delivery costs.

3. PARK BENCH AND TREE MEMORIALS

As applicable, park bench and tree memorials must comply with the following criteria in addition to the general criteria set forth in Section 2(C):

1. For benches, there must be a reasonable utility to the proposed location. If no one, reasonably, would ever use a bench in the proposed location, another location shall be suggested by PARAB.
2. Benches shall closely match any existing benches in the area in size and design, and shall be constructed of high quality material intended to last.
3. If a unique, art-piece bench is desired, the application shall be reviewed by the Manitou Springs Arts Council after review by PARAB for a recommendation to the City Council.
4. The selection of a tree species must comply with recommendations of PARAB and the City's Public Works Department (which shall be based on compatibility with vegetation of the area, viability, aesthetics and similar concerns).

4. ARTWORK TO MEMORIALIZE A CURRENT OR PAST MANITOU SPRINGS RESIDENT

A. Application. This Section 4 shall only apply to applications to install artwork in City parks that is intended to memorialize an individual who at some time during his or her life lived in Manitou Springs. A determination of whether a person qualifies under this Section shall be made by the City Council after recommendation from the PARAB Board and the Manitou Springs Arts Council.

B. Application Procedure. Applications shall be filed with the City Clerk on forms prepared by the City Clerk. All applications shall be initially reviewed by PARAB, which shall provide a recommendation to the City Council. As part of its review, PARAB shall conduct a site visit with the applicant, at which time the memorial location shall be reviewed. The Manitou Spring Arts Council shall also review the application, and provide a recommendation to the City Council. City Council shall render a final decision, and if approved, a written permit shall be provided by the City Clerk.

C. Criteria. Artwork memorials to recognize a Manitou Springs resident shall comply with the general criteria set forth in Section 2(D).

5. NON-LIABILITY AND REMOVAL OF MEMORIALS

A. The City shall incur no liability for any theft, damage or deterioration of a memorial, whether or not related to maintenance or any lack thereof.

B. In the City's sole discretion, the City may remove memorials for any reason in furtherance of the public interest, including if the memorial poses a threat to the public health, safety or welfare. Memorials may be relocated by the City at the discretion of the City Council.

C. The City will make reasonable efforts to notify the permit holder prior to the removal of any memorial to allow the permit holder a reasonable opportunity to remove such memorial from City property.

D. If a memorial is removed by the City, the City may dispose of the memorial and the City shall have no responsibility or liability to the permit holder or any others for the loss or destruction thereof.

E. A memorial may be removed by the permit holder with prior permission of the City Administrator, provided that the permit holder restores the area to substantially the same condition it was in prior to the placement of the memorial marker.

Memorial Application

Date Received _____

Applicant Information:

Applicant Name: _____ Secondary Point of Contact: _____
(Primary Contact) (Secondary Contact **Required**)

Applicant Phone Number: Secondary Point of Contact Phone Number:

Applicant Address:

Email Address: _____

Individual Memorialized:

Past/current address of memorialized individual while living in Manitou Springs:

Memorial Information:

Type of memorial being requested (check one):

- ☐ Bench
- ☐ Tree
- ☐ Artwork

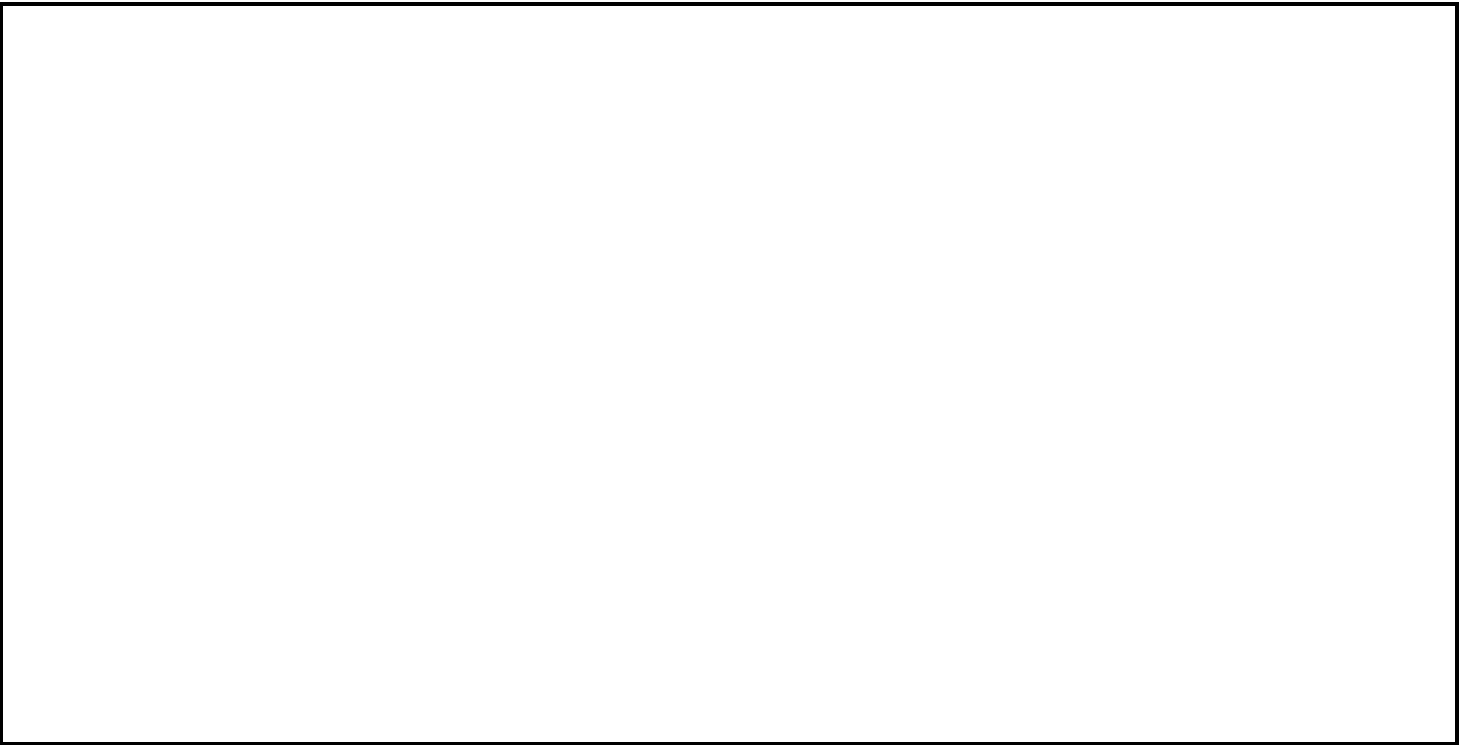
Describe the requested location for the memorial (please be specific): _____

In the box below, insert or draw a map depicting where the memorial will be placed within the park. Please use a high level of detail; label roads and indicate where park structures, vegetation, and creeks are located.



Clearly write the memorial plaque's inscription: _____

In the box below, insert a photo or draw a picture depicting the appearance of the memorial plaque and inscription. If the memorial is artwork, also use the space to show what the artwork will look like. *Please review the criteria for memorial plaques and inscriptions, provided in the memorial policy, to ensure that the plaque falls within approved parameters.*



Additional Comments/Details: _____

I have paid the application fee: Yes ☐ No ☐

I understand that the submission of this application and application fee does not guarantee approval of the proposed memorial. I have also read and understand the Manitou Springs PARAB Memorial Request Policy and its requirements and conditions.

Applicant Signature: _____ Date: _____

THE REMAINDER OF THIS FORM IS FOR PARAB USE ONLY

Was a site visit conducted? ☐ Yes ☐ No

Was the memorial information in the application depicted in an accurate way? ☐ Yes ☐ No

Did the memorial meet all of the conditions as specified in Section 2C of the Memorial Request Policy?

☐ Yes ☐ No

Did the memorial meet all of the conditions as specified in Section 3 and 4 (if applicable)?

☐ Yes ☐ No

Please list any areas of concern/conditions not met:

-

-

-

Does PARAB recommend approval? ☐ Yes ☐ No

Voted to approve:

Voted to deny:

Reasoning for those denying:

-

-

-

Additional reasoning for decision:
