



MANITOU SPRINGS CITY COUNCIL AND CITY PLANNING COMMISSION JOINT WORK SESSION AGENDA

City Council meetings are held as hybrid, Zoom (remote) or
in-person at Memorial Hall.

Memorial Hall

606 Manitou Avenue

Manitou Springs, CO 80829

Remote: www.manitouspringsgov.com; click on meeting
link under "Government; City Council" page

Position	Name	Term Expires
Mayor	John G. Graham	January 2, 2026
At-Large	Judith Chandler	January 2, 2028
At-Large	John Shada	January 2, 2028
At-Large	Julie Wolfe	January 2, 2028
Ward 1	Mayor Pro Tem Natalie Johnson	January 6, 2026
Ward 2	Nancy Fortuin	January 6, 2026
Ward 3	Michelle Whetherhult	January 6, 2026

February 12, 2025

6:00 PM

NO DECISIONS WILL BE MADE AT THIS WORK SESSION

- A. CALL TO ORDER
 - B. ROLL CALL
 - C. DISCUSSION
 - 1. Plan Manitou 2.0 Update
 - D. RECEIVE COUNCIL CORRESPONDENCE
 - E. CITY ADMINISTRATOR REPORT
- ADJOURN**

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.



Memorandum

Title: Plan Manitou 2.0 Update
From: Fred Rollenhagen, Planning Director
To: Mayor and City Council
CC: City Administrator Denise Howell
Allocated Time: 1 Hour

February 12, 2025

Purpose:

The purpose of this session is to provide an update on Plan Manitou 2.0 progress to date, review and discuss the updated Action Plan, share information from the most recent Working Groups and community engagement, and seek input from Council and the Planning Commission on potential changes prior to initiating the adoption process.

Background:

During the most recent round of engagement with the Working Groups and the public, the focus was to ask them for their participation on how the implementation actions should be prioritized in Part 3 of Plan Manitou 2.0; the Action Plan.

Please reference the Action Plan here: [PlanManitou20_PublicDraft-ActionPlan](#)

Also please reference the entire draft Plan Manitou 2.0 document here: [PlanManitou20_PublicDraft](#)

Pros and Cons:

N/A

Fiscal Impact:

N/A

Workload Impact:

N/A

Recommended Action:

Request Discussion and input on the Working Group's recommendations, and any other changes to draft priorities prior to moving forward

CITY COUNCIL/ PLANNING COMM. JOINT SESSION

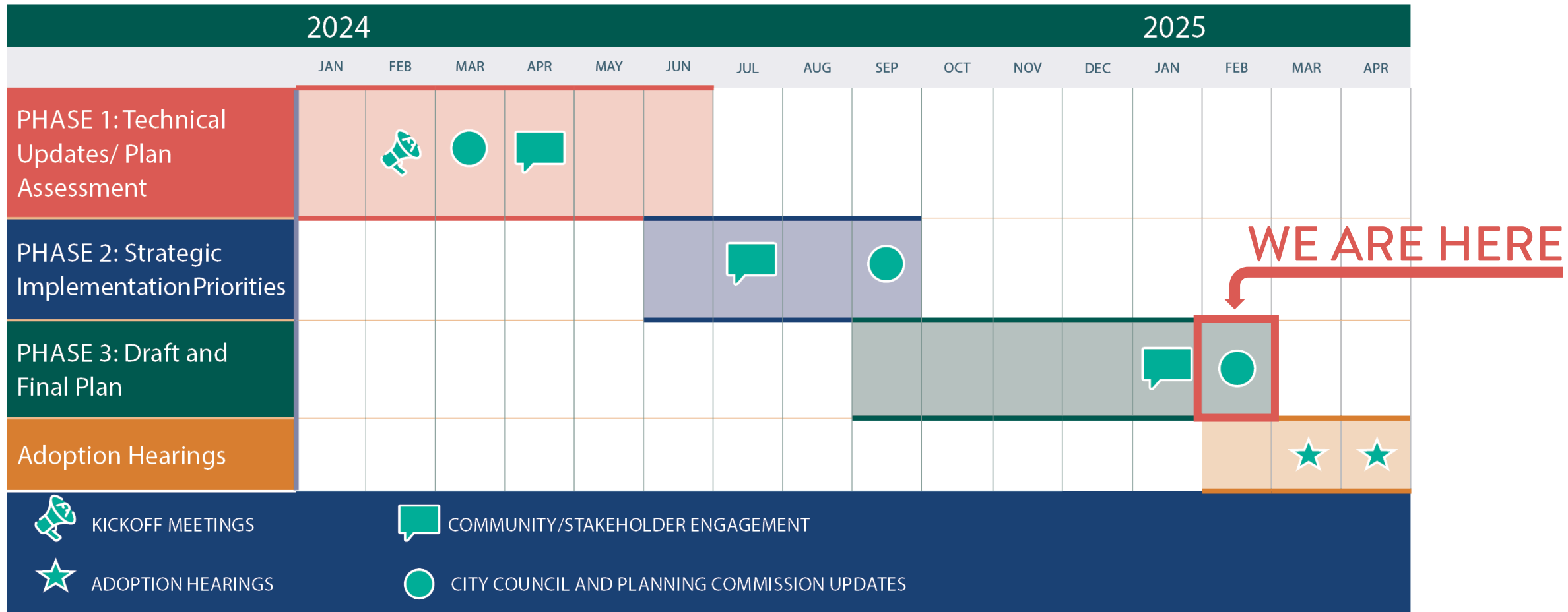
FEBRUARY 12, 2025

OBJECTIVES

- Provide an update on Plan Manitou 2.0 progress to date
- Review and discuss updated Action Plan
- Share input gathered from Working Groups and community
- Seek input from City Council and Planning Commission on potential changes prior to initiating the adoption process

PROJECT RECAP

PROJECT TIMELINE



PAST OPPORTUNITIES FOR INPUT

- City Council (Feb. 20) and Planning Commission (Mar. 13)
 - Joint Session (Sept. 24, TONIGHT)
- Working Group Meetings (Apr. 8, July 29, Jan. 21)
- City Departments (Feb. 20, July 30, Nov. 22)
- Online
 - Plan Manitou 101/Question of the Week (4)
 - Question of the Month
 - Strategic Priorities Survey (Dec. '24 – Jan. '25)
- Pop-up Events
 - Ice Cream Social (July 1),
 - Day of Friendship (July 27)
- Community meeting (July 30, Jan. 22)



PLAN MANITOU 2.0 DRAFT!



WHAT'S NEW?

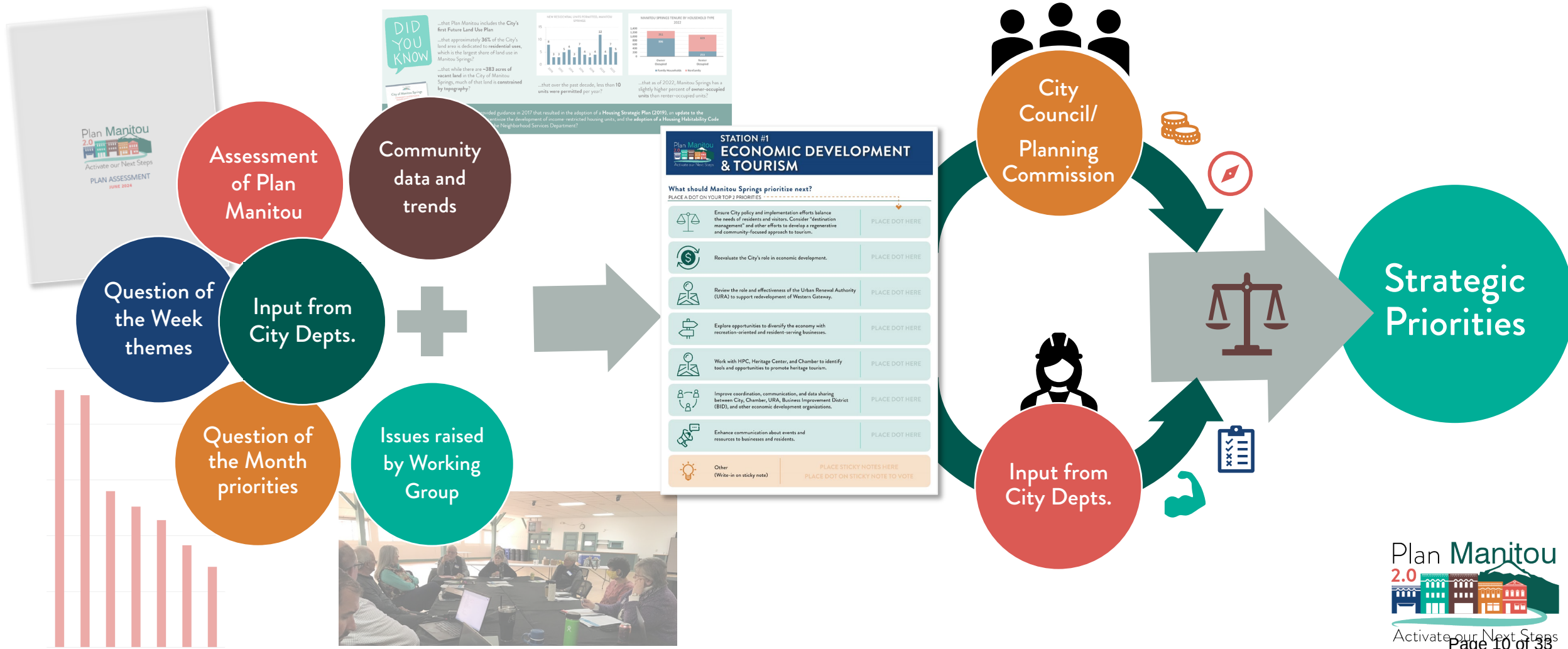
- Updated introduction to reflect 2.0 process
- Updated Community Profile
- Updated Action Plan

CHECK IT OUT:

www.manitouspringsco.gov/planmanitou

UPDATED ACTION PLAN

HOW WE IDENTIFIED STRATEGIC PRIORITIES?



INPUT FROM CITY DEPARTMENTS

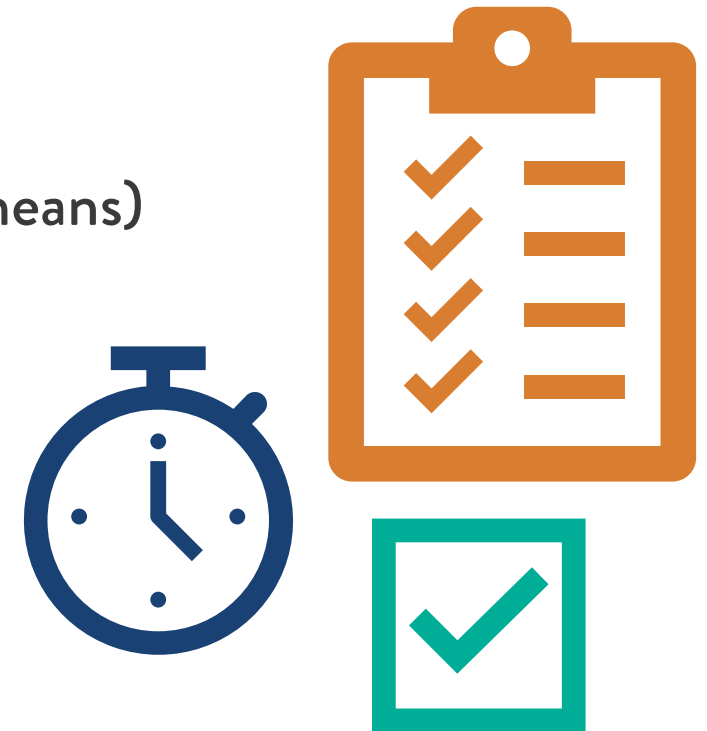
- Individual department priorities are broadly captured by Plan Manitou (and in some instances mirror input from the broader community)
- Need to focus on “catching up” before pursuing additional strategies
- Plan update needs to establish realistic expectations about what can be accomplished over the next 1-3 years based on staffing and financial resources

INPUT FROM CITY LEADERSHIP

- Celebrate all the work that has been done in the past few years!
- Focus on ongoing efforts and big projects already underway before taking on too much
- Be realistic about what can be accomplished based on City budget, staffing, and resources

ACTION PLAN (PART 3)

- **STRATEGIC PRIORITIES**
 - 1- to 3-year timeframe
 - Aligned with available resources (staffing and financial means)
 - Determines work program for city departments
- **ONGOING PRIORITIES**
 - Short- and long-term continuous efforts
 - Many things that departments are already doing
- **LONG-TERM ACTIONS**
 - 4-years and beyond
 - Potential to elevate to strategic priorities if additional resources become available
 - Comprehensive list of actions that could become strategic priorities in the future



SCREENING CRITERIA

Strategic Priority Screening Criteria			
Criterion	Considerations	Weighted Score	Notes
Action Lead	City-led effort	5-6	Reflective of level of control City has over Strategic Priority as part of Work Program
	Community-led effort	3-4	
	Partner-led effort	1-2	
Fiscal Impact	Already funded through grants or on next year's CIP	7-8	Reflective of burden on City budget & work needed to be done to secure funding
	Already funded through City budget or on CIP (after next year)	5-6	
	Eligible for grant funding	3-4	
	Requires funding through loan, lease purchase, or other	1-2	
Staff Capacity	Accounted for in current department work program(s)	5-6	Reflective of whether Strategic Priority will come along with increased Staffing needs
	Not accounted for in current department work program(s) – Low Level of Support Needed	3-4	
	Not accounted for in current department work program(s) – High Level of Support Needed	1-2	
Total		3-20	

Community Values Bonus	Considerations	Weighted Score	Notes
Hazard Mitigation / Resilience	Aligns with HMP priority	0-2	Additional Points for Alignment
Sustainability	Aligns with Community Sustainability Goals	0-2	Additional Points for Alignment
Bang for the Buck / Social Impact	Provides a significant community benefit relative to level of effort and cost	0-2	Additional Points for Alignment
Total		0-6	
Total Initial Score		3-26	Only items over 15 warrant consideration as Strategic Priorities

Additional Bonus			
City Council-Directed	City Council-directed effort	+5	Additional Points for high-priority Council initiatives

Items that score over 15 warrant consideration as Strategic Priorities

STRATEGIC PRIORITIES

What needs to get done?

Table 1: Strategic Priorities

Action	Responsibility	Partners	Relevant Goals	Resources
Review City commitments and involvement in organizing, coordinating, and hosting community events and explore a strategic review or policy to focus City resources on fewer, higher priority events.	Lead: REC	Partners: ADMIN, MSCCVB, CRANE, Manitou Art Center	AC-2	Staff Time
Improve communication and coordination on event scheduling and advertising to avoid competing events and duplicative programming that may dilute participation in individual events.	Lead: REC	Partners: CRANE, MSCCVB, MAC	AC-3	Staff time, Regional Collaboration

Who is supporting the effort?

What Plan goal(s) does this support?

Who is leading the charge?

What will it take to accomplish?

INTERNAL TRACKING WORKSHEET

Plan Element: Economic Development and Tourism (EDT)								
Action	Responsibility	Partners	Relevant Goals	Timing	Resources	Status	Source	Notes
Strategic Priority								
SP-3: Develop and implement a Destination Management Plan that balances the needs of residents and visitors; establishes a brand/identity for marketing; focuses on a diverse, year-round economy; clarifies organizational roles, responsibilities, coordination, and communication between the City, Chamber, URA, BID, and other community partners; and promotes a regenerative and community-focused approach to tourism.	Lead: MSCCVB	Partners: Administration, URA, BID, CRANE	ED-1, ED-2	Near-term (Strategic)	Staff time, General Fund, Outside Grant, Regional Collaboration	Not started (new)	2.0 Engagement	More detailed action than existing FA-4.1
SP-4: Design and install street signs demarcating the boundaries of the City's historic district and sub-districts.	Lead: Public Works	Partners: Planning, HPC	EDT-2, EDU-2, HN-4, HC-1	Near-term (Strategic)	Staff time, Capital Improvement	Underway	FA-4.9	This project has been initiated. The signs have been designed and staff is currently negotiating costs of fabrication and installation.
SP-5: Explore ways the City and emergency responders can help businesses and residents prepare for hazard risks and reduce insurance costs. This may include creating a central location for information such as a website and/or hosting training events.	Lead: Public Works	Partners: Administration, Planning, Police, Fire, MSCCVB, Finance	EDT-4	Near-term (Strategic)	Staff time, Regional Collaboration	Underway (As Opportunities Arise)	EDT-4.1 with updates	The City currently participates in the Community Rating System which lower flood insurance costs.
Ongoing Priority								
EDT-d: Explore options for providing guided tours to complement self-guided walking tours of unique or interesting elements of the City's history	Lead: Planning	Partners: HPC, Heritage Center, MSCCVB	EDT-2, EDU-2, HC-1	Ongoing	Staff time, Regional Collaboration	Underway (As Opportunities Arise)	FA-4.8 with updates	A series of plaques have been installed around downtown describing notable persons and buildings. <i>[The only part of this action that is outstanding are the guided tours, which may not be the City's role].</i>
EDT-e: Continue to reach out to the organizers of the Manitou Community Market to understand their plans for expanding or growing the event, if any, and to understand any barriers they may face in terms of space constraints, attracting vendors, etc. Work with organizers to address any concerns or issues, as possible.	Lead: Planning	Partners: MSCCVB, Recreation & Events Coordinator	EDT-1	Ongoing	Staff time, Regional Collaboration	Not started (carry over)	FA-3.12	<i>[Staff: Is this market still active? Should it be updated to Manitou Farmers Market?]</i>
EDT-f: Partner with building owners to install temporary pop-up retail stores, art displays, or interpretive displays that depict the history of the community within vacant or underutilized storefronts.	Lead: Planning	Partners: BID, Manitou Springs Arts Council, Manitou CRANE, MSCCVB	EDT-1, EDT-2, AC-3	Ongoing	Staff time, Regional Collaboration	Underway (As Opportunities Arise)	FA-4.4	The CRANE Director will identify opportunities as they arise. The new Land Use and Development Code codified this use's allowance in most zone districts.

Additional
info for staff
and decision-
makers

STATUS OF STRATEGIC PRIORITIES

Of the 23 priorities listed....

- 15 are currently underway
- 3 were carried over from near-term priorities identified as part of the 2017 Plan
- 5 are new

NEW STRATEGIC PRIORITIES

- **SP-8:** Explore the feasibility of reestablishing walk-in support at the police station outside of regular business hours.
- **SP-10:** Adopt resolution in recognition of UN Declaration on Rights of Indigenous People.
- **SP-12:** Review and update regulations pertaining to long-term lodging in hotels and motels (Ordinance 2315), as appropriate, to provide more flexibility in conjunction with length-of-stay limits and compliance with applicable building and fire codes.

NEW STRATEGIC PRIORITIES

- **SP-13:** Review and update LUDC as needed to comply with HB24-1152 (Accessory Dwelling Units) and other recent state legislation regarding housing and land use, as applicable.
- **SP-18:** Explore strategies to help incentivize wildfire mitigation efforts (e.g., Potential "offset" to insurance premiums for homes that opt into the mitigation program; "Mitigation Month" or educational series).

ONGOING PRIORITIES

- Are largely underway
- Will require ongoing (or periodic) attention and staff time
- Don't have a defined end date

Plan Element: Transportation and Mobility (TM)						
Action	Responsibility	Partners	Relevant Goals	Timing	Resources	Status
Ongoing Priority						
TM-f: Continue On-Street Parking "Calibration" Efforts.	Lead: Parking & Mobility	Partners: Public Works	TM-1, TM-4	Ongoing	Staff time	Underway (As Needed)
TM-g: Continue to explore parking management options that would increase the use of City parking lots and shuttle service for Engelmann Canyon/Ruxton Ave. visitors.	Lead: Parking & Mobility	Partners: City Council, METRO, Community Partners	TM-1, TM-4	Ongoing	Staff time	Underway (As Needed)
TM-h: Continue to facilitate regular meetings (annually, or as needed) between tourism attraction operators/owners, the MSCCVB, and neighborhood organizations to develop strategies to address negative impacts, assess the success of implemented strategies, and collectively develop mitigation plans for major events.	Lead: Planning	Partners: Tourism attraction operators/owners, MSCCVB, Recreation & Events Coordinator, Community Partners	TM-4, TM-1	Ongoing	Staff time	Underway (As Needed)
TM-i: Evaluate opportunities to implement pedestrian and bicycle facility enhancements and improve community wayfinding as part of planned maintenance or improvement projects, with an emphasis on implementing improvements identified as part of the Transportation & Mobility Master Plan.	Lead: Public Works	Partners: Planning, BID, Neighborhood organizations, Community Partners, MSSD 14	TM-2	Ongoing	Staff time, Capital Improvements, outside support/funding	Underway (As Opportunities Arise)
TM-j: Work to align local and regional bus schedules (i.e., stop and start times) to improve connections and make the system a viable option for more riders.	Lead: Planning	Partners: Mountain Metro	TM-2, TM-3	Ongoing	Staff time, regional collaboration	Underway (As Opportunities Arise)
TM-k: Continue to expand electric car charging stations in municipal parking lots.	Lead: Planning	Partners: Public Works, PM, City Council	IP-4	Ongoing	Staff time, outside support/funding	Underway (As Opportunities Arise)
TM-l: Apply for Community Development Block Grants to fund the implementation of non-motorized transportation projects.	Lead: Administration	Partners: Public Works	TM-2	Ongoing	Staff time	Underway (As Opportunities Arise)

LONG-TERM ACTIONS

May be “elevated” to Strategic Priorities over time based on:

- The availability of resources (e.g., financial, staff capacity, grant funding)
- Community priorities
- Council directives

Table 3: Long-Term Actions				
Action	Responsibility	Partners	Relevant Goals	Resources
ARTS AND CULTURE				
AC-2.1: Look for opportunities to attract permanent arts installations and amenities that will be a regional draw.	Lead: CRANE	Partners: MSCCVB, MAC	AC-1	Staff time, City grant
AC-2.2: Inventory and create maps, brochures, or other marketing materials that provide information on the location of public art installations in the City, as well as information about the art and artist.	Lead: Planning	Partners: GIS Technician, CRANE, MSCCVB	AC-1	Staff time, Regional collaboration
AC-2.3: Conduct a market study, visitor survey, or	Lead: MSCCVB	Partners: ADMIN, Planning, REC	AC-1	Staff time, General Fund

INTERNAL TRACKING

Plan Element: Arts and Culture (AC)								
Action	Responsibility	Partners	Relevant Goals	Timing	Resources	Status	Source	Notes
Strategic Priority								
AC-a: Review City commitments and involvement in organizing, coordinating, and hosting community events and explore a strategic review or policy to focus City resources on fewer, higher priority events.	Lead: Recreation & Events Coordinator	Partners: Administration, MSCCVB, CRANE, MAC	AC-2	Near-term (Strategic)	Staff time	Not started (new)	2.0 Engagement	Perhaps set a limit on city-run events, and survey the community to select 2-3 beyond the "must haves" (Day of Friendship, Carnivale Parade, etc.)?
AC-b: Improve communication and coordination on event scheduling and advertising to avoid competing events and duplicative programming that may dilute	Lead: Recreation & Events Coordinator	Partners: CRANE, MSCCVB, MAC	AC-3	Near-term (Strategic)	Staff time, Regional Collaboration	Underway (As Opportunities Arise)	2.0 Engagement	[Staff: how this coordination is happening now? Do you have thoughts on how to improve?
Ongoing Priority								
AC-c: Continue empowering the community to organize, promote, and run events and projects that advance the community's arts, culture, and heritage goals through the MACH	Lead: MACH	Partners: City Council, MSCCVB, CRANE, MAC	AC-2	Ongoing	Staff time, Regional collaboration, General Fund	Underway	AC-2.2 with updates, 2.0 Engagement	
AC-d: Install a unified, coherent set of wayfinding signs, maps, and other elements to increase public awareness of the City's arts and culture offerings.	Lead: Planning	Partners: Public Works, CRANE, MSCCVB	AC-1	Ongoing	Staff time, Capital improvement	Underway (As Opportunities Arise)	AC-1.1	Wayfinding signage has been installed, but there's more to go (as of Feb 2024). [Staff: Is there a specific signage plan that's being implemented? Is it fully funded? Is there a target completion date? If so, let's update this action to be more specific.]
AC-e: Encourage the next generation to transition into leadership roles for arts organizations and events.	Lead: CRANE	Partners: MACH, MSCCVB, MAC, Community Partners	AC-3	Ongoing	Staff time	Underway (As Opportunities Arise)	2.0 Engagement	[This is more of a general goal,]
AC-f: Maintain a list of spaces or venues available in the community for hosting arts and culture events of various sizes, as well as a list of fees/resident incentives, and applicable rules and regulations for City	Lead: Recreation & Events Coordinator	Partners: MAC, CRANE	AC-3	Ongoing	Staff time	Underway (As Needed)	AC-3.1 with updates	City maintains a list on Facility Rentals & Events page of City website.
Long-Term Actions								
AC-g: Look for opportunities to attract permanent arts installations and amenities that will be a regional draw.	Lead: CRANE	Partners: MSCCVB, MAC	AC-1	Longer-term	Staff time City grant	Not started (new)	2.0 Engagement	CRANE has been spearheading the Art on the Avenue initiative, installations in the URA (Spirit of Manitou project).
AC-h: Inventory and create maps, brochures, or other marketing materials that provide information on the location of public art installations in the City, as well as information about the art and artist.	Lead: Planning	Partners: GIS Technician, CRANE, MSCCVB	AC-1	Longer-term	Staff time Regional collaboration	Underway (Scheduled for completion in 202X(?))	AC-1.4	A map of cultural resources and attractions is being developed. [Staff: Walking tour map of Springs and Art on the Avenue is included on the ManitouSprings.org (Chamber-run site). Can this be removed?

Additional info for staff and decision-makers

HOW WILL THE ACTION PLAN BE USED?

- Reviewed and updated every 2 years
- Adaptable to major changes (funding, staffing, City Council-direction)
- Editable to add future actions for consideration

WHAT WE'VE HEARD

WORKING GROUPS

Overall Recommendations

- Generalize wording of Strategic Priorities where needed to reflect the dynamic nature of ongoing projects (e.g., Hiawatha Gardens, multimodal transit hubs)
- Consolidate Longer-Term Actions where possible to streamline/reduce repetition (e.g., Historic and Cultural Resources, Economic Development and Tourism)
- General clean-up of partners list to reflect current status
- Retain the more “aspirational” Long-Term Actions even if the path forward is not clear now. If a champion emerges in the future, these actions will serve as a jumping off point.

WORKING GROUPS

- **New Action/Strategic Priority:**
 - AC-c: Evaluate and potentially recalibrate rating rubric for MACH grants to better reflect ongoing project requests (e.g., more mini-grants) and align with potential decreases in available funding.
- **Elevate to a Strategic Priority:**
 - EDU-c: Develop a program of service opportunities for students so they feel engaged in their community and learn about the roles and responsibilities of citizens in local government.
- **Remove from Long-term Actions:**
 - HW-h: Develop a pilot project to integrate food production into a park, public right-of-way, or other underutilized public space or City-owned property, and utilize plant guild concept. Identify local organizations or residents to assist in upkeep, maintenance, and distribution of crops from the project.
 - HW-i: Using the inventory of City-owned land and City parks, identify parcels that might be suitable for a community garden. Consider the amount of sunshine the site receives daily, access to water for irrigation, the slope of the site, among other considerations.

COMMUNITY INPUT

- 43 Survey Responses (Open for 5 weeks)
- 15 Open House Participants
- Between 42-43 responses per question on Survey Monkey, plus about 9-10 in person responses per question
- Of the 23 Strategic Priorities listed, 15 considered Important or Very Important by participants

Plan Manitou 2.0
Activate our Next Steps

EVALUATING STRATEGIC PRIORITIES PART 1

The prioritization of actions in the Public Draft Plan reflects input provided as part of community and stakeholder conversations over the past year, including meetings with community working groups, City staff, elected and appointed officials, and everyone in the community that attended public meetings or talked with us at community events like the Ice Cream Social and Day of Friendship!

Please score the following Strategic Priorities from Plan Manitou 2.0 based on how important it is to you that the City implement them.
DRAW A VERTICAL LINE IN THE CORRESPONDING COLUMN TO VOICE YOUR PRIORITIES

	Not Important	Slightly Important	Moderately Important	Important	Very Important	Not sure
1. Review City commitments and involvement in organizing, coordinating, and hosting community events and explore a strategic review or policy to focus City resources on fewer, higher priority events.						
2. Improve communication and coordination on event scheduling and advertising to avoid competing events and duplicative programming that may dilute participation in individual events.						
3. Develop and implement a Destination Management Plan that balances the needs of residents and visitors; establishes a brand/identity for marketing; focuses on a diverse, year-round economy; clarifies organizational roles, responsibilities, coordination, and communication between the City, Chamber, URA, BID, and other community partners; and promotes a regenerative and community-focused approach to tourism.						
4. Design and install street signs demarcating the boundaries of the City's historic district and sub-districts.						
5. Explore ways the City and emergency responders can help businesses and residents prepare for hazard risks and reduce insurance costs. This may include creating a central location for information and a website and/or hosting training.						
6. Increase the prominence of the city public meetings or meeting announcements on the City's website (e.g., add link to page or another prominent location).						

Plan Manitou 2.0
Activate our Next Steps

Continue to work with us to develop the plan. We will be holding public meetings to gather input on the plan. We will also be holding public meetings to gather input on the plan.



COMMUNITY INPUT

Highest Scoring Strategic Priorities ranked as Important or Very Important:

- Q18: Explore strategies to help incentivize wildfire mitigation efforts (e.g., Potential "offset" to insurance premiums for homes that opt into the mitigation program; "Mitigation Month" or educational series). (81% of respondents)
- Q3: Develop and implement a Destination Management Plan that balances the needs of residents and visitors; establishes a brand/identity for marketing; focuses on a diverse, year-round economy; clarifies organizational roles, responsibilities, coordination, and communication between the City, Chamber, URA, BID, and other community partners; and promotes a regenerative and community-focused approach to tourism. (77% of respondents)
- Q16: Identify partners and funding for Englemann Canyon wildfire mitigation pilot project. (74% of respondents)

COMMUNITY INPUT

Lowest Scoring Strategic Priorities ranked as Not Important:

- Q4: Design and install street signs demarcating the boundaries of the City's historic district and sub-districts. (30% of respondents)
- Q12: Review and update regulations pertaining to long-term lodging in hotels and motels (Ordinance 2315), as appropriate, to provide more flexibility in conjunction with length-of-stay limits and compliance with applicable building and fire codes. (29% of respondents)
- Q14: Complete master plan to design and build Manitou Springs Overlook Park at Higginbotham Flats and secure funding for construction. (24% of respondents)

NEXT STEPS

NEXT STEPS

- February 21- Adoption Draft posted
- March 12: Planning Commission Adoption (Tentative)
- April 15: City Council Adoption (Tentative)

QUESTIONS FOR DISCUSSION

QUESTIONS FOR DISCUSSION

- Do you support the Working Group's recommendations?
- Are there other changes to the Strategic Priorities, Ongoing Priorities, or Long-Term Actions that you'd like to see before the draft plan moves forward?