



# MANITOU SPRINGS CITY COUNCIL REGULAR MEETING AGENDA

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

Memorial Hall

606 Manitou Avenue

Manitou Springs, CO 80829

Remote: [www.manitouspringsgov.com](http://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 |

**March 4, 2025**

**6:00 PM**

THE CITY COUNCIL MAY TAKE ACTION ON ANY OF THE FOLLOWING AGENDA ITEMS AS PRESENTED OR MODIFIED PRIOR  
TO OR DURING THE MEETING, AND ITEMS NECESSARY TO EFFECTUATE THE AGENDA ITEMS

**A. CALL TO ORDER**

**B. PLEDGE OF ALLEGIANCE**

**C. ROLL CALL**

**D. APPROVAL OF AGENDA**

**E. PUBLIC COMMENT ON NON-AGENDA ITEMS**

**F. CONSENT CALENDAR**

1. February 11, 2025 City Council Special Meeting Minutes
2. February 18, 2025 City Council Regular Meeting Minutes
3. Consider Reappointing Ann Nichols to the Historic Preservation Commission
4. Consider Reappointing Anthony Maltese to the Open Space Advisory Committee
5. Black Canyon Open Space Master Plan Final Approval

**G. PRESENTATION**

1. Proclamation No. 0225, a Proclamation to Recognize Manitou Springs' Commitment to Valuing Diversity, Equity, and Inclusion in our Community

**H. BUSINESS**

1. Formal Action on Parking for Soda Springs Park Events

2. Consider Appointing Patsy Sitzman to the Urban Renewal Authority Board
3. Consider Appointing Karl Stang to the Pikes Peak Area of Council Government's Citizens Advisory Committee
4. Consideration of and Potential Decision to Engage an Employment Consultant to Provide Professional Services Related to the City's Employment Environment

**I. RECEIVE OR ACT ON COUNCIL CORRESPONDENCE**

**J. CITY ADMINISTRATOR REPORT**

**K. EXECUTIVE SESSION**

1. An Executive Session to determine positions relative to matters that may be subject to negotiations; developing strategy for negotiations; and instructing negotiators, pursuant to Section 5.1(d) of the Manitou Springs Municipal Charter, concerning the reimbursement agreement between the City and Cog Railway

**ADJOURN**

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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](mailto:jfryer@manitouspringsco.gov). You may also contact the City Clerk's Office at [cityclerk@manitouspringsco.gov](mailto:cityclerk@manitouspringsco.gov) or (719) 685-2554. Please provide a minimum of 3-5 days advance notice.



## Memorandum

Title: February 11, 2025 City Council Special Meeting Minutes

From: City Clerk's Office

To: Mayor and City Council

CC: City Administrator Denise Howell

Allocated Time: 5 Minutes

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March 4, 2025

### **Purpose:**

To review and approve the meeting minutes from the February 11, 2025, City Council meeting.

### **Background:**

The City Council met in a special session on February 11, 2025.

### **Pros and Cons:**

N/A

### **Fiscal Impact:**

None.

### **Workload Impact:**

Approximately two hours of staff time to attend the meeting and to prepare and review the minutes.

### **Recommended Action:**

Approve the February 11, 2025, City Council special meeting minutes through the approval of the consent calendar.

**CITY OF MANITOU SPRINGS  
CITY COUNCIL**

Special Meeting Minutes  
606 Manitou Avenue  
February 11, 2025

The City Council of Manitou Springs met in Regular Session on Tuesday, February 11, 2025, at 606 Manitou Avenue, in the City of Manitou Springs, County of El Paso, and State of Colorado.

**COUNCIL MEMBERS PRESENT FOR ROLL CALL:**

Mayor John Graham  
Mayor Pro Tem Natalie Johnson  
Councilor John Shada  
Councilor Julie Wolfe  
Councilor Nancy Fortuin

**COUNCIL MEMBERS ABSENT FOR ROLL CALL:**

Councilor Judith Chandler (Excused)  
Councilor Michelle Whetherhult (Excused)

**A. CALL TO ORDER**

Mayor Graham called the meeting to order at 6:01 p.m.

**B. ROLL CALL**

All members of the City Council were present for the roll call, except for Councilor Chandler and Councilor Whetherhult.

**C. APPROVAL OF AGENDA**

Mayor Pro Tem Johnson moved to approve the agenda as presented. The motion was seconded by Councilor Fortuin. The motion carried unanimously (5-0).

**D. BUSINESS**

1. Consideration of Resolution No. 0425, A Resolution of the City of Manitou Springs, Colorado, Applying for the Dissolution of the Manitou Springs Metropolitan District

City Attorney Jeff Parker explained the purpose of the resolution which is for the City Council to submit an application to the Metropolitan District (Metro) requesting its dissolution. He stated that the resolution requesting dissolution of the Metro is the first step in initiating a mandatory legal process. Under the Special District Act, the City of Manitou Springs can seek the Metro's dissolution, and once requested, the special

district has 60 days to file petition with the district court, including a plan for dissolution. The city is required to intervene and can submit its own plan for dissolution to best serve the interests of the community. The dissolution plan would cover matters such as payment of debts, continuation of services, and disposition of assets. He added that if the plan cannot be agreed upon by both parties, then the district court will order an election.

There was a brief discussion about how the resolution would be delivered to the Metro Board, in which City Attorney Parker shared that he would provide the Metro Board's Attorney with the resolution and advised that the city deliver a copy to one of the Board Members as well. He confirmed that a \$300 cash bond would need to be delivered with the resolution.

Mayor Pro Tem Johnson made a statement on behalf of the City Council. She stated that the city has tried to collaborate with the Metro Board, while not always fruitful, the work and volunteer time managing the Metro Parking Facilities is recognized. She added that the Council believes it is time to manage the assets in a more coordinated fashion and that she hopes that the change can lead to bolstering the Business Improvement District (BID) or result in the formation of a new downtown beautification board. She noted the importance of ensuring that the voice of the business community is not lost during the process. She stated that if the city and Metro can agree on a shared vision through the resolution, then they can work on a mobility plan together.

Mayor Graham made a statement regarding the history of the special district, the relationship between Metro and the city, and hopes for improved operations. He noted that the district was established in 1989 to establish and manage a public parking lot, and the Metro Board's success in accomplishing said mission. He added that the city and Metro had an Intergovernmental Agreement since the District's formation in which both parties coordinated much of the operations together, and that the agreement was recently dissolved. He stated that the city has established its own parking operations and that the City Council feels the Metro's original purpose has been fulfilled, therefore it would be in the community's best interest to consolidate the parking lots. He shared that the BID, which is largely in the same area as Metro, has expenses greater than their revenues and added that it would be beneficial to consider how Metro's assets might be directed to support the BID.

Mike Casey, 315 Crystal Hills Boulevard, inquired whether the resolution was the result of extensive discussions and commented that the action considered by the Council seems aggressive and abrupt. He noted that there are some good points in the memorandum for the resolution, such as combining finances, and questioned why the cons section on the memorandum stated there are none. He asked how the properties owned by the Metro would be handled. Mr. Casey suggested that the Council postpone their decision to allow for more conversation and consideration of alternative options prior to agreeing to the resolution.

Mayor Graham stated that the relationship between Metro and the city has been contentious and devolving for some time. He noted that the city had allocated funds to remodel the Wichita Parking Lot bathrooms, bringing them into ADA compliance and

shared that the Metro Board had requested that the city pay Metro to rent the bathrooms after the Intergovernmental Agreement was mutually dissolved. He stated that the city did not anticipate that the Metro Board would decide to shut down the bathrooms, with the indication of tearing them down to replace them with parking spots, when the city refused to pay rent for the bathrooms. Mayor Graham added that the events revolving around the bathrooms did contribute to motivations to consider requesting the dissolution of Metro.

Councilor Wolfe clarified that the city would not have to pay anything to acquire the parking lots, since the district is a quasi-governmental entity within the city. She explained that the intention of consolidating the parking finances and operations was to support a more streamlined and efficient process.

City Attorney Parker stated that when dissolving a special district that was formed by a court order, there needs to be a court order to dissolve the district.

Councilor Fortuin shared that the consideration to request the dissolution of the special district is not a sudden decision as the Council has had multiple discussions on the matter. She announced that the Metro Board is having an election in May of 2025, so if anyone is interested in serving on the board, they may talk to the Metro Board and turn in a nomination packet.

Councilor Shada noted that when special districts are completely within the boundaries of a municipality, they have to be approved by the City Council when established, along with the district court process. He stated that the original service plan included both public parking and a river walk, and the Metro did not contribute to the development of a riverwalk. He shared that the original service plan is still available on the city website.

Councilor Shada moved to approve Resolution No, 0425, A Resolution of the City of Manitou Springs, Colorado, Applying for the Dissolution of the Manitou Springs Metropolitan District. The motion was seconded by Councilor Wolfe. The motion carried unanimously (5-0).

## **E. ADJORN SPECIAL SESSION**

With no other items to discuss, Councilor Shada moved to adjourn the meeting. The motion was seconded by Mayor Pro Tem Johnson.

The meeting adjourned at 6:28 p.m.

Attest:

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John Graham, Mayor

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Elena Krebs, City Clerk



## Memorandum

Title: February 18, 2025 City Council Regular Meeting Minutes

From: City Clerk's Office

To: Mayor and City Council

CC: City Administrator Denise Howell

Allocated Time: 5 Minutes

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March 4, 2025

### **Purpose:**

To review and approve the meeting minutes from the February 18, 2025 City Council meeting.

### **Background:**

The City Council met in a regular session on February 18, 2025.

### **Pros and Cons:**

N/A

### **Fiscal Impact:**

None.

### **Workload Impact:**

Approximately two hours of staff time to attend the meeting and to prepare and review the minutes.

### **Recommended Action:**

Approve the February 18, 2025, City Council regular meeting minutes through the approval of the consent calendar.

**CITY OF MANITOU SPRINGS  
CITY COUNCIL**

Regular Meeting Minutes  
606 Manitou Avenue  
February 18, 2025

The City Council of Manitou Springs met in Regular Session on Tuesday, February 18, 2025, at 606 Manitou Avenue, in the City of Manitou Springs, County of El Paso, and State of Colorado.

**COUNCIL MEMBERS PRESENT FOR ROLL CALL:**

Mayor John Graham  
Mayor Pro Tem Natalie Johnson  
Councilor Judith Chandler  
Councilor John Shada  
Councilor Julie Wolfe  
Councilor Nancy Fortuin  
Councilor Michelle Whetherhult

**A. CALL TO ORDER**

Mayor Graham called the meeting to order at 6:00 p.m.

**B. PLEDGE OF ALLEGIANCE**

Mayor Graham made a statement regarding the pledge of allegiance and the current political climate.

The Pledge of Allegiance was recited.

**C. ROLL CALL**

All members of the City Council were present for the roll call.

**D. APPROVAL OF AGENDA**

Councilor Shada moved to approve the agenda as amended with item G1 removed. The motion was seconded by Councilor Fortuin. The motion carried unanimously (7-0).

**E. PUBLIC COMMENT ON NON-AGENDA ITEMS**

Nicole Harden, 1340 Tonka Ave, Colorado Springs, Colorado, 80904 stated that she is a manager of a business in the city and that her daughter lives in Manitou Springs. She expressed concerns about parking and stated that she attempted to discuss her concerns with the parking department first. She shared that her daughter lives on the 700 block which there is not a Resident Parking Permit (RPP) program for and therefore

no reasonable place for her daughter to park. Regarding the business, she added that there is no employee parking, which has impacted employee retention negatively.

## **F. CONSENT CALENDAR**

1. Presentation of Warrants
2. February 4, 2025 City Council Regular Meeting Minutes

**Note for the Record** – This item was pulled from the consent calendar as requested by Councilor Fortuin.

3. Status of the Manitou Springs Volunteer Fire Department Pension Fund Report
4. Consider Reappointing Judy Carnick to the Open Space Advisory Committee
5. Consider Reappointing Danu Fatt to the Parks and Recreation Advisory Board
6. Consider Reappointing Tim Bresnahan to the Parks and Recreation Advisory Board
7. Consideration of Resolution No. 0525, A Resolution of the City of Manitou Springs, Colorado, Supporting a Grant Application to the Colorado Department of Local Affairs for the City's Water Meters Project and Authorizing Execution of a Grant Agreement Upon Award of the Grant

**Note for the Record** – This item was pulled from the consent calendar as requested by Councilor Chandler.

8. Letter of Support for Silver Key Senior Services

Councilor Chandler moved to approve the consent calendar as amended. The motion was seconded by Councilor Shada. The motion carried unanimously (7-0).

### F2. February 4, 2025 City Council Regular Meeting Minutes

Councilor Fortuin requested that paragraph six under item G2 in the minutes be changed to accurately reflect her comment regarding the Hiawatha Gardens Property.

Councilor Shada moved to approve the minutes with paragraph six under item G2 corrected to state "Councilor Fortuin recommended bulldozing the building on the Hiawatha Gardens Property and turning the property into a parking lot because she sees no value in building another pavilion across the street from the Mansions Park Pavillion." The motion was seconded by Councilor Fortuin. The motion was carried unanimously (7-0).

F7. Consideration of Resolution No. 0525, A Resolution of the City of Manitou Springs, Colorado, Supporting a Grant Application to the Colorado Department of Local Affairs for the City's Water Meters Project and Authorizing Execution of a Grant Agreement Upon Award of the Grant

Councilor Chandler expressed concern about moving forward with the Department of Local Affairs (DOLA) grant application without knowing the grant criteria required and suggested discussing the grant at a work session. She added that she is concerned about committing to a \$1,300,000 loan for the water meter replacements and recommended considering spending the funds on other city matters that may be of higher priority, such as fire mitigation.

City Administrator Denise Howell explained that the performance contract for the water meters with Schneider Electric requires that the water meter program generates enough savings to pay for itself. She added that Schneider Electric will be back on March 18, 2025, to provide an update on the program. She clarified that the resolution would allow the city to apply for the grant, but it is unknown if the city will be awarded the grant, nor would the resolution confirm that the Council would move forward with the project.

There was a brief discussion regarding the DOLA grant timeline in which City Administrator Howell shared that the grant application is due by April 1, 2025, and that it is unknown what the DOLA budget would look like in the future. She added that the April application would not be presented until August.

There was a general discussion about the utilization and approval of DOLA grant funds, in which City Administrator Howell clarified that a DOLA grant application would have to be project ready to receive a higher readiness score for a higher chance of approval.

Councilor Fortuin expressed concern about the high percentage of water loss in the city currently unaccounted for. She stated that she is in favor of the water meter project and noted that water loss seems to be critical to fire mitigation and other matters as well.

There was a brief discussion about the city's obligation to pay back a loan for the water meter project in which City Administrator Howell explained that the contract with Schneider Electric includes a loan guarantee, and that if the program does not save enough funds to pay for itself, then Schneider Electric will have to pay.

Councilor Chandler moved to approve Resolution No. 0525, a Resolution of the City of Manitou Springs, Colorado, Supporting a Grant Application to the Colorado Department of Local Affairs for the City's Water Meters Project and Authorizing Execution of a Grant Agreement Upon Award of the Grant. The motion was seconded by Mayor Pro Tem Johnson. The motion was carried unanimously (7-0).

## **G. BUSINESS**

1. Formal Action on Parking for Soda Springs Park Events

**Note for the record** – this item was removed from the agenda.

## **H. HEARINGS**

1. Second Reading and Public Hearing of Ordinance No. 0125, An Ordinance Approving a Lease Purchase Agreement with Clayton Holdings, LLC

Finance Director Rebecca Davis presented the ordinance and noted that the lease purchase agreement for \$708,732 was previously approved on first reading at the February 4, 2025, City Council meeting.

Mayor Graham opened the public hearing at 6:29 p.m. Due to no public comment, Mayor Graham subsequently closed the public comment portion of the hearing.

Mayor Pro Tem Johnson moved to adopt on second reading, Ordinance No. 0125, An Ordinance Approving a Lease Purchase Agreement with Clayton Holdings, LLC. The motion was seconded by Councilor Wolfe. The motion was carried unanimously (7-0).

2. Public Hearing to Consider Issuance of a New Tavern Liquor License at 702 Manitou Avenue, Bliss Enterprises LLC, dba Aurathentic

Mayor Graham reviewed the process for the liquor hearing, including the staff presentation, the applicant presentation, and a public hearing, followed by any applicant rebuttal and finally the Liquor Licensing Authority's decision.

Deputy City Clerk Kristen Dukoi stated that acting as the Local Licensing Authority, City Council will review certain criteria including the State application, diagram of premises, proof of possession, background information, and evidence of support and needs, which was provided by the applicant in the form of a petition. She added that the City Clerk's Office has not received any public comment on the matter and has no concerns regarding the application.

Barbara Horst, owner of Aurathentic shared that she would like to add a wine bar to the business to add to the experiences that they already provide. She explained that they intend to provide both alcohol and non-alcohol cocktails, along with some light food, with vegan, vegetarian and gluten free options. Ms. Horst stated that customers have been excited about the potential added service.

Mayor Graham opened the public hearing at 6:34 p.m. Due to no public comment, Mayor Graham subsequently closed the public comment portion of the hearing.

Councilor Fortuin moved to approve the issuance of a Tavern Liquor License at 702 Manitou Avenue, for Bliss Enterprises, LLC, dba Aurathentic. The motion was seconded by Councilor Chandler. The motion was carried unanimously (7-0).

## **I. RECEIVE OR ACT ON COUNCIL CORRESPONDENCE**

Mayor Graham announced that the City Council will be meeting on Saturday, February 22, 2025, at 8:30 a.m. in the SILC Building, 401 El Monte Place, Manitou Springs, CO 80829 for a day long retreat. He added that there will be no Meeting on February 25, 2025, and the next regular City Council meeting will be on March 4, 2025.

## **J. CITY ADMINISTRATOR REPORT**

City Administrator Howell shared that Saint Andrews Episcopal Church is closing and that she expects to meet with the food pantry.

## **K. EXECUTIVE SESSION**

1. An Executive Session to determine positions relative to matters that may be subject to negotiations; developing strategy for negotiations; and instructing negotiators, pursuant to Section 5.1(d) of the Manitou Springs Municipal Charter, concerning recovery of unused MACH grant funds
2. An Executive Session for the purposes of determining positions relative to matters that may be subject to negotiations; developing strategy for negotiations; and instructing negotiators, pursuant to Section 5.1(d) of the Manitou Springs Municipal Charter, concerning the COG Railway and the reimbursement payments set forth in the Tax Incentive Program Agreement dated November 20, 2018

Mayor Graham read the purpose of the Executive Session into the record at 6:38 p.m.

Mayor Pro Tem Johnson moved to enter the Executive Session for the stated purpose. The motion was seconded by Councilor Fortuin. The motion was carried unanimously (7-0).

The City Council moved back to Regular Session at 8:35 p.m. Mayor Graham confirmed the Executive Session was held solely for the stated purpose and that no formal decision was made.

## **L. ADJORN**

With no other items to discuss, Councilor Chandler moved to adjourn the meeting. The motion was seconded by Councilor Shada. The motion was carried unanimously (7-0). The meeting was adjourned at 8:35 p.m.

Attest:

---

John Graham, Mayor

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Elena Krebs, City Clerk



## Memorandum

Title: Consider Reappointing Ann Nichols to the Historic Preservation Commission

From: City Clerk's Office

To: Mayor and City Council

CC: City Administrator Denise Howell

Allocated Time: 5 Minutes

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March 4, 2025

### **Purpose:**

To review and consider approving Commissioner Nichols' request for reappointment as a regular member of the Historic Preservation Commission (HPC).

### **Background:**

Commissioner Nichols was first appointed to HPC over 20 years ago. With her current term set to expire March 31, 2025, she has submitted a request for reappointment.

### **Pros and Cons:**

N/A

### **Fiscal Impact:**

None.

### **Workload Impact:**

Minimal

### **Recommended Action:**

Approve the reappointment of Ann Nichols as a regular member of the Historic Preservation Commission through the approval of the Consent Calendar.

**From:** [Ann Nichols](#)  
**To:** [cityclerk](#)  
**Subject:** Reappointment to the Historic Preservation Commission  
**Date:** Friday, February 7, 2025 11:30:28 AM

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All,

I would like to request reappointment to the Manitou Springs Historic Preservation Commission. While I have served for many years on the Commission and was contemplating stepping down, I do think that the recent turnover in the Commission has been significant enough that I feel it would be prudent for me to commit to another term. The Commission will be addressing the City Code provisions that deal with historic preservation this year, and I feel that my history with the HPC could provide valuable insight in those discussions. Thank you for your consideration.

Ann

February 13, 2025

Dear City Council Members,

On behalf of the Manitou Springs Historic Preservation Commission, I am pleased to recommend the reappointment of Commissioner Ann Nichols, whose term expires 3/31/2025. The new term period will be 4/1/2025-3/31/2029.

Commissioner Nichols is a dedicated volunteer with around 20 years of experience reviewing Material Change of Appearance Certifications for the HPC. She possesses extensive knowledge of Historic District Design Guidelines and City Codes.

Please be in touch if you have questions concerning this reappointment. I can be reached at [REDACTED] or [REDACTED].

Sincerely,

Laura Kindseth, Chair  
Manitou Springs Historic Preservation Commission



## Memorandum

Title: Consider Reappointing Anthony Maltese to the Open Space Advisory Committee

From: City Clerk's Office

To: Mayor and City Council

CC: City Administrator Denise Howell

Allocated Time: 5 Minutes

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March 4, 2025

### **Purpose:**

To review and consider approving Committee Member Maltese's request for reappointment as a regular member of the Open Space Advisory Committee (OSAC).

### **Background:**

Committee Member Maltese was first appointed as an alternate member in February 2017, and then appointed as a regular member in May 2019. With his current term set to expire March 31, 2025, he has submitted a request for reappointment.

### **Pros and Cons:**

N/A

### **Fiscal Impact:**

None.

### **Workload Impact:**

Minimal

### **Recommended Action:**

Approve the reappointment of Anthony Maltese as a regular member to the Open Space Advisory Committee through the approval of the Consent Calendar.

**From:** [Anthony Maltese](#)  
**To:** [cityclerk](#)  
**Subject:** OSAC Term Expiration  
**Date:** Monday, February 17, 2025 4:26:24 PM

---

To The City Clerk,

I would like to request a renewal for a term as a full member of the Open Space Advisory Committee. My current term expires at the end of March, and I think there are a lot of opportunities for me to continue to serve in the coming years.

T.J. Maltese

--

Anthony Maltese  
Gulo Paleo  
Manitou Springs, CO

February 7, 2025

Thomas H (Tim) Beeson  
Chair, Open Space Advisory Committee

C: [REDACTED]  
[REDACTED]

Manitou Springs City Council:

Dear Mayor and Councilors,

The Open Space Advisory Committee (OSAC) hereby recommends the reappointment of Anthony (TJ) Maltese for another term as an OSAC member. TJ completes his current term at the end of March, 2025.

TJ is smart and competent and has a wealth of historic OSAC knowledge, We're very glad he's applying for another term with OSAC.

Manitou Springs Open Space Advisory Committee  
by Thomas H (Tim) Beeson, Chair



## Memorandum

Title: Black Canyon Open Space Master Plan Final Approval  
From: Gillian Rossi, Parks & Recreation Director; Tim Beeson, OSAC Chair  
To: Mayor and City Council  
CC: City Administrator Denise Howell  
Allocated Time: 5 minutes  
March 4, 2025

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### **Purpose:**

To obtain final approval of the Black Canyon Open Space Master Plan.

### **Background:**

The Black Canyon Open Space Master Plan was reviewed and discussed at the February 11, 2025, City Council Work Session. Requests for changes/clarifications were made by City Council members during the work session; the requests were reviewed by the Parks & Recreation Department and OSAC, and implemented into the final version of the master plan. A summary of the changes implemented includes:

- **Section 3.4 – Page 11**
  - Added to the end of the last paragraph: “OSAC and the Parks and Recreation Department are actively working with MSFD to update the Community Wildfire Protection Plan in early 2025 to include open space fire mitigation elements.”
- **Section 7.3 – Page 22**
  - Replaced the last sentence with: “Connectivity to other trail systems was evaluated and is not recommended at this time. Due to the small size and sensitive nature of the site elements, it is recommended that no additional trail connections be incorporated into this site.”
- **Section 9.2 – Page 28**
  - Added to the end of the second paragraph: “It is recommended that all existing trail enhancements be constructed via hand-tool based construction methods. New trail segments requiring significant earthwork may require limited, machinery-based construction methods (i.e. mini excavator) and will need prior approval from OSAC.”

This final master plan was approved by the Open Space Advisory Committee via a vote at their February 24, 2025 Regular Meeting and is also supported by the Palmer Land Conservancy.



**Pros and Cons:**

**Pros:** OSAC and the Parks & Recreation Department will move forward in seeking grant funding to implement the master plan and increase recreational opportunities in Manitou Springs.

**Cons:** None identified.

**Fiscal Impact:**

OSAC funding and grant funding will be put towards the implementation of this master plan upon approval.

**Workload Impact:**

City staff will aid in applying for grants for the implementation of this master plan.

**Recommended Action:**

Approve the Black Canyon Open Space Master Plan through the approval of the consent calendar.

# City of MANITOU SPRINGS

PARKS & RECREATION DEPARTMENT

## FINAL BLACK CANYON OPEN SPACE MASTER PLAN

FEBRUARY 20, 2025

PREPARED BY:

**Kimley»Horn**

Expect More. Experience Better.

PREPARED FOR:



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# 1. INTRODUCTION

## 1.1 BACKGROUND

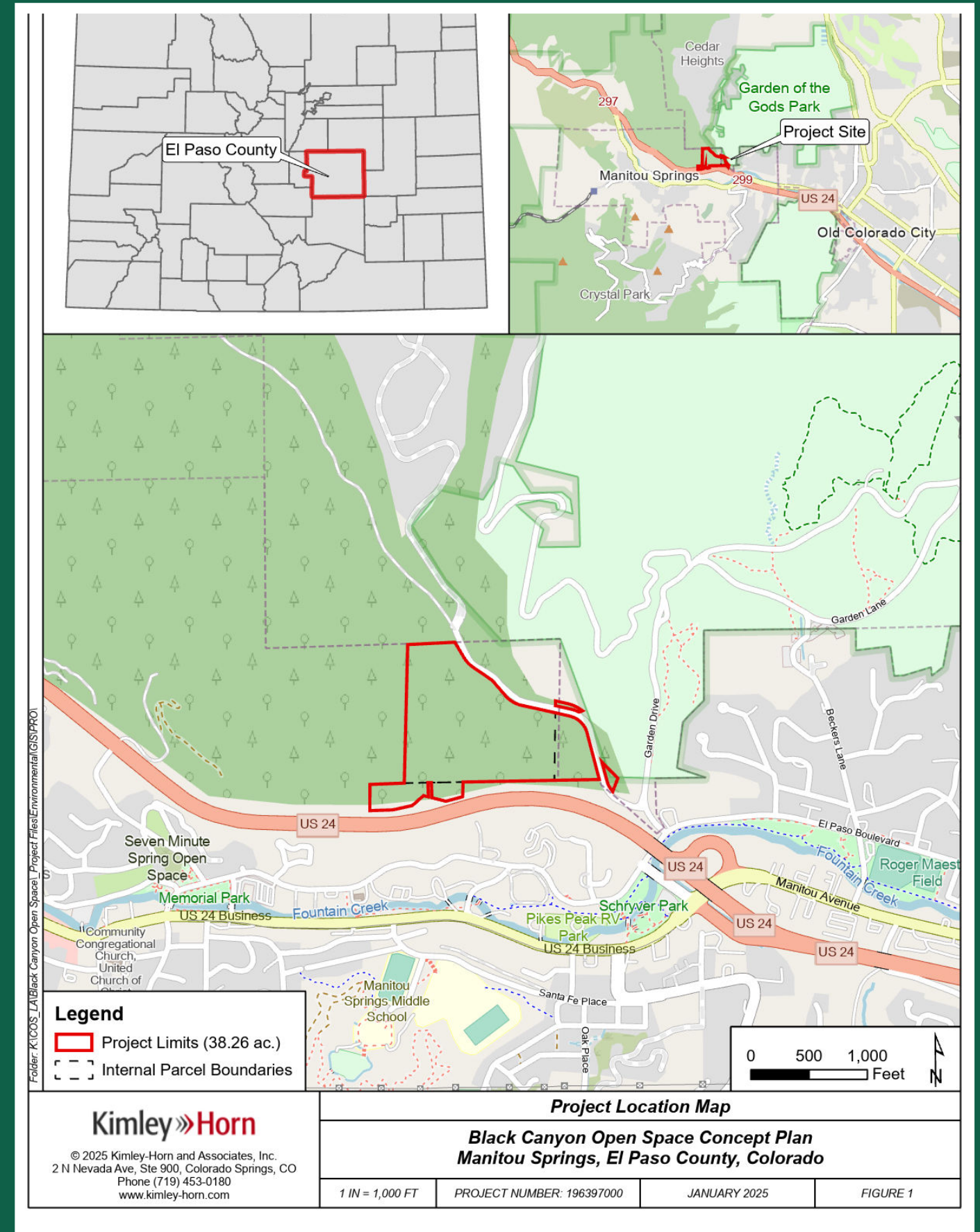
The Black Canyon Open Space (Property) includes three parcels, totaling approximately 38 acres, located north of the City of Manitou Springs between Highway 24 and Black Canyon Road in El Paso County, Colorado. A location map is attached as Figure 1. The Property is located in Section 4 of Township 14 South and Range 67 West, within El Paso County, Colorado. Two parcels were acquired by the City of Manitou Springs in the spring of 2016 from the Richard and Robert Craun Irrevocable Trust using Great Outdoors Colorado funds and City of Manitou Springs Open Space tax funds. Prior to acquisition by Manitou Springs, the Property was vacant land. There are minimal existing improvements on the Property other than fences along CDOT Right-of-Way and a small network of social trails. The Property was immediately enrolled in a conservation easement that is held by Palmer Land Conservancy as required by Great Outdoors Colorado. Subsequently, a Land Stewardship Plan was completed for the Property in 2016, which is referenced throughout this document. The goals established by the Land Stewardship Plan include the development of public access trails, maintenance of habitat, wildfire mitigation, and the preservation and dissemination to the community of the cultural legacy associated with the property. Due to limited access, recreation planning for the Property was limited following the 2016 purchase. In May 2024, the City of Manitou Springs acquired the easternmost 4-acre parcel from Westside LLC which greatly facilitates access to the Property.

## 1.2 PURPOSE

The Black Canyon Open Space Master Plan (Plan) includes a review of previous works completed by the City of Manitou Springs and is intended to take the next steps in designing property improvements to fulfill the proposed goals, uses of the Property and checking the boxes in an effort to provide the review for funding opportunities and grant proposals. The sections below include site-related historic context, existing conditions and site assessment, an overview of the community involvement process, recommendations, the Plan layout, trail system design intentions, trail system design guidelines and the references and resources used in the formation of this Plan.

This Plan was led by the Black Canyon Open Space Master Plan working group, comprised of the following parties:

- Tim Beeson, OSAC Chair
- David Conley, OSAC Vice Chair
- Gillian Rossi, Parks & Recreation Director
- Cassandra Hessel, City of Manitou Springs Public Information Officer
- Stephen Myers, Kimley-Horn
- Jim Houk, Kimley-Horn
- Aaron Vincent, Kimley-Horn

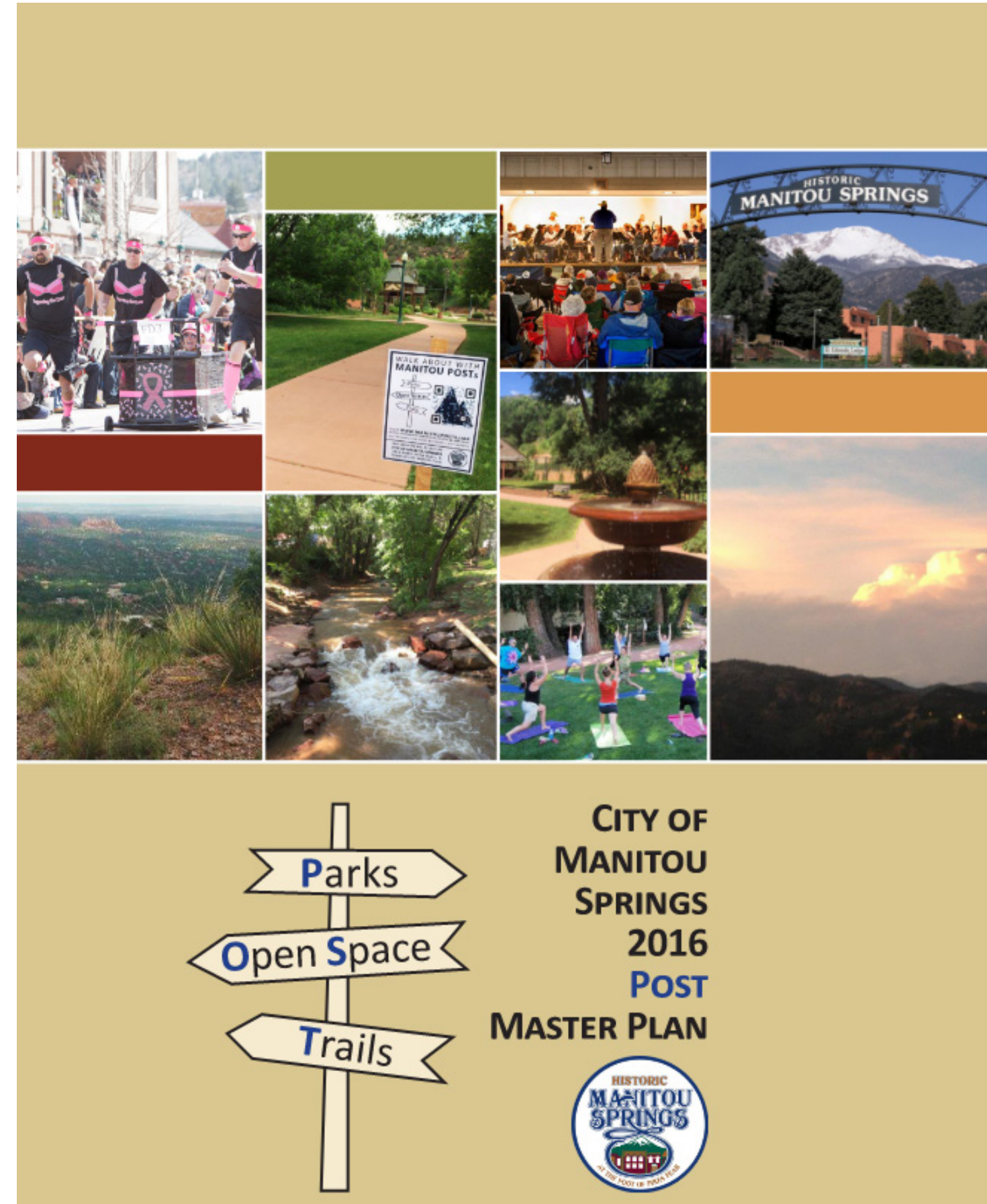


### 1.3 BASIS OF KNOWLEDGE

The following information represents non-negotiable responsibilities of the Manitou Springs Parks & Recreation Department, which served as parameters throughout the decision-making process:

#### **MANITOU SPRINGS 2016 PARKS, OPEN SPACE AND TRAILS MASTER PLAN BASIS OF KNOWLEDGE**

- The planning process will respect the terms and conditions of all existing and future easements on City of Manitou Springs parks, open space properties and trails.
- The Manitou Springs 2016 Parks, Open Space and Trails Master Plan will inform the City's Master Plan and Hazardous Mitigation and Recovery Plan as well as this Black Canyon Open Space Master Plan.
- Everyone interested in Manitou Spring's parks, open spaces and trails is welcome and encouraged to participate in the process to develop the Master Plan; all voices will be equal in the decision-making process.
- Implementation of the Master Plan will occur as funding allows.
- This Black Canyon Open Space Master Plan will be submitted to the City of Manitou Springs Open Space Advisory Committee and the Parks and Recreation Department for review and to the Manitou Springs City Council for review and approval.



**DEED OF CONSERVATION EASEMENT AND BCOS LAND STEWARDSHIP PLAN BASIS OF KNOWLEDGE**

The following understanding applies only to those two parcels of the Black Canyon Open Space delineated in the 2016 Black Canyon Open Space Deed of Conservation Easement program. It is a requirement that the Palmer Land Conservancy team reviews and approve proposed Master Plan improvements and management decision for the approximately 33.48 acre Deeded land parcels and easement.

**DEED OF CONSERVATION EASEMENT BASIS OF KNOWLEDGE**

- Palmer Land Conservancy (Deed of Conservation Easement Grantee) is a publicly supported, tax-exempt non-profit organization qualified under Sections 501(c)(3) and 170(h) of the Internal Revenue Code, the primary purpose of which is the preservation, protection or enhancement of land in its natural, scenic, historical, agricultural, forested and/or open space condition.
- Palmer Land Conservancy is responsible for enforcing the terms of this Conservation Easement and upholding its conservation purposes forever and as such, is obligated to enter upon the Property at reasonable times in order to monitor and otherwise enforce the terms of this easement; as well as to observe, study and make educational and scientific observations on the Property.
- The limited development permitted under this Conservation Easement does not permit a degree of intrusion that threatens the Conservation Values of the Property.
- The “Conservation Values” of the Project are as follows:
  - The Property will provide community access for passive outdoor recreation and education, trail connections and associated recreational access for the use and enjoyment of the general public.
  - The Property qualifies as open space because it is being preserved for the scenic enjoyment of the general public and pursuant to clearly delineated governmental conservation policy and will yield significant community benefit.
  - Distinct uses are prohibited within the bounds of the conservation easement as provided in Section 3 of the Deed of Conservation Easement.

**BCOS LAND STEWARDSHIP PLAN BASIS OF KNOWLEDGE**

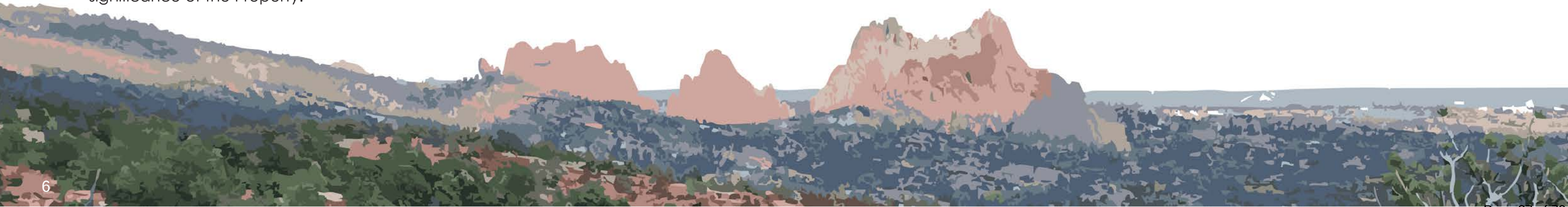
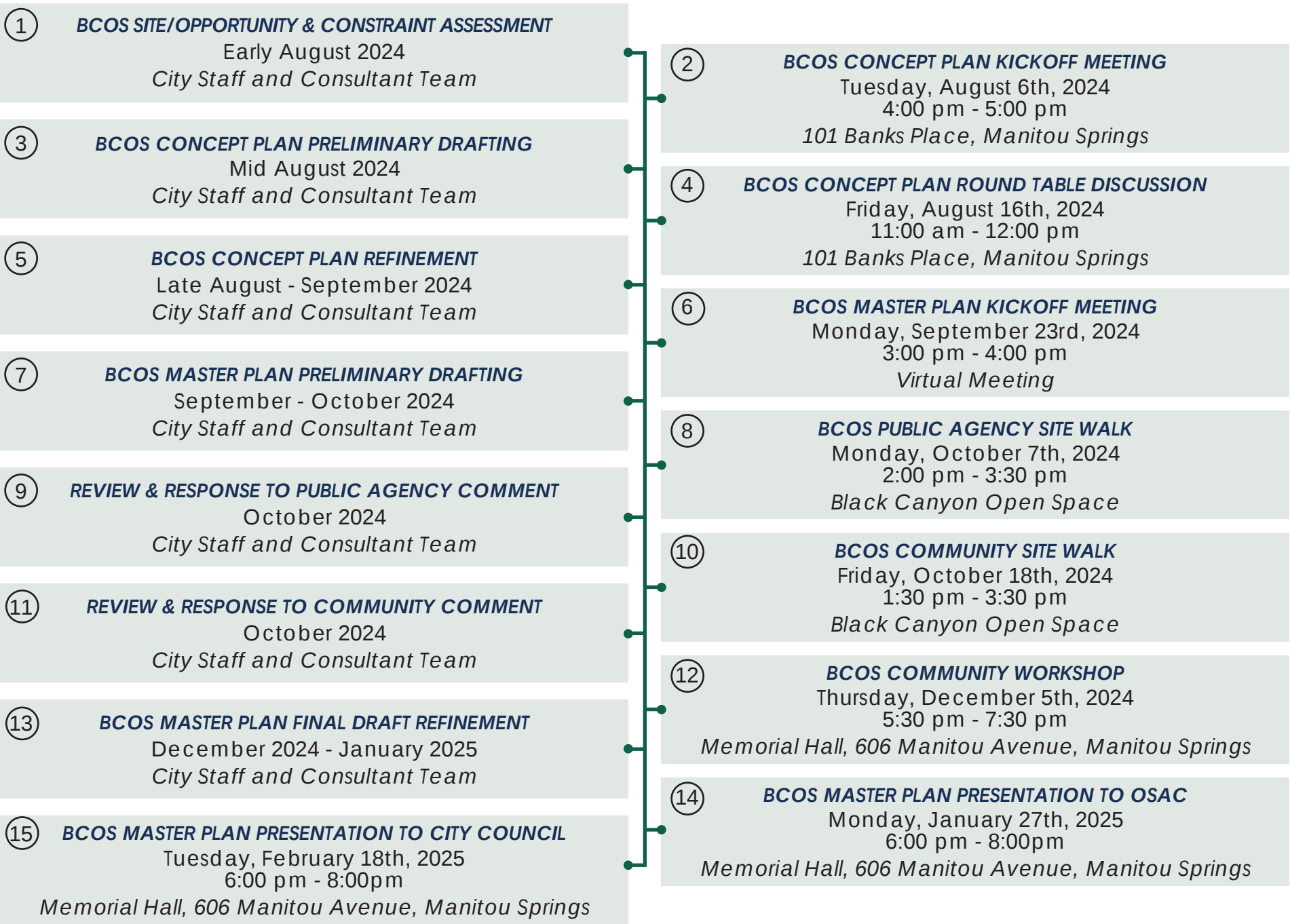
- Provide quality outdoor recreation and education opportunities to the community while maintaining the quality of the natural resource base.
- Accommodate visitor safety through digestible information dissemination and maintenance of physical safety measures for the community.
- Utilization of open space property to educate visitors about local and regional cultural history.
- Increase visitor understanding and awareness of natural resource management issues.
- Minimization of conflicts between recreational users through promotion of proper trail etiquette and encouragement of appropriate access and uses.
- Maintain and enhance the health, vigor and diversity of native ecological communities.
- Improve wildfire preparedness and mitigate the risk of wildfire.
- Maintenance or enhancement of wildlife habitat.
- Maintain and uphold open space and scenic conservation values defined in the Deed of Conservation Easement.
- Provide recreational opportunities and increase trail connectivity to surrounding areas.
- Maintain a positive relationship with adjacent landowners/land managers and agencies.
- Mitigate resource degradation, hazards and expenses associated with transient populations.
- Promote open space programs to the community.
- Preserve and maintain the cultural and historical significance of the Property.

1.4 GOALS

The working group, with guidance from the Black Canyon Open Space Land Stewardship Plan, established the following goals for the Master Planning effort:

- Provide quality recreation opportunities for multiple user groups while maintaining the resource base and adhering to the Deed of Conservation Easement.
- Provide local community, local government and NGO resource engagement.
- Accommodate visitor safety.
- Utilize open space properties to educate visitors about local and regional cultural history.
- Increase visitor understanding of natural resource management issues.
- Maintain or enhance the health, vigor and diversity of native ecological communities.
- Maintain or enhance wildlife habitat.
- Restore degraded ecological communities.
- Improve wildfire preparedness and mitigate the risk of wildfire.
- Showcase locally significant viewsheds.
- Provide natural and cultural resource context via interpretation.
- Positively influence ecosystem stewardship.
- Maintain and uphold open space and scenic conservation values defined in the Deed of Conservation Easement.
- Maintain a positive relationship with adjacent landowners, land managers and agencies.
- Mitigate resource degradation, hazards and expenses associated with transient populations.
- Preserve and maintain the cultural and historical significance of the Property.

1.5 MASTER PLANNING PROCESS STEPS



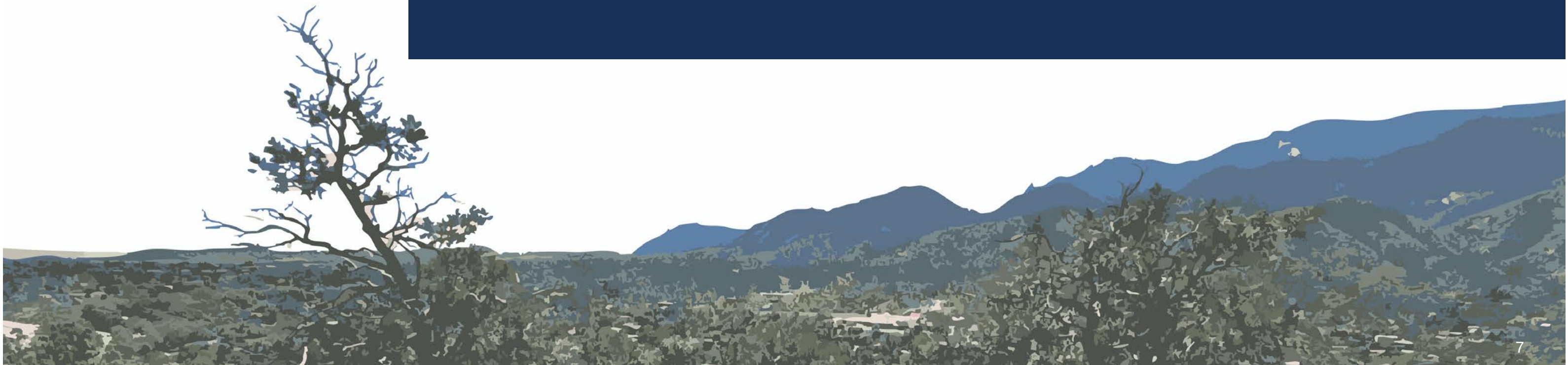
## 2. HISTORIC CONTEXT

### 2.1 PRE-COLONIAL HISTORY OF BLACK CANYON OPEN SPACE

The Property is situated along the Front Range of Colorado, north of the small community of Manitou Springs and proximal to Colorado Springs, the second largest city in Colorado. As detailed in Petit's (2016) description of the cultural history of the area, Manitou Springs has been visited and honored by Native American tribes for many thousands of years. These first people came for healing and revitalization, attracted by the mineral waters. These mineral springs result from an artesian process where water rises through layers of rock, picking up minerals and soda, or sodium bicarbonate. Each spring has a different mineral content, and because of that, a different taste. The slightly acidic water also seeps back into the ground through fractures and joints. Once underground, the water slowly dissolves soluble rocks into subterranean passages, caverns, and caves, creating formations like the nearby "Cave of the Winds" (Mineral Springs Foundation, 2015).

The Ute people were among the first groups to use the area. Forage, game and clear waters were plentiful, and the land was highly prized. The tribe followed a distinct seasonal pattern of hunting and gathering, interspersed with ceremonies designed to ensure success in these activities as well as to maintain harmony with the natural world. In autumn, several bands would travel together to Manitou Springs, where they made offerings to the spirits of the springs for good health and good hunting before continuing east in search of buffalo. The soothing effects of the mineral water on sour stomachs and dry skin attracted not only the Utes, but also the Cheyenne, Arapaho, and other Plains tribes.

The Property has cultural and historical significance, and the adjacent Garden of the Gods Park is known to have been a historic meeting place for numerous Native American tribes (City of Manitou Springs, 2015). Cultural significance may result from its direct alignment with Pikes Peak and Garden of the Gods Park, both of which are sacred spaces for Ute tribes (Petit, 2016). Proximity to the springs at Manitou Springs makes it likely that ancestral Utes and others traveled the area to access ceremonial areas. The Property is presently of interest to Ute Tribal Elders due to the potential for artifacts and other cultural resources (City of Manitou Springs, 2015). The undisturbed nature of the land and location of high ground directly between Pikes Peak and the Garden of the Gods Park makes preservation of this land vital for future study and documentation of cultural values.



# 3. EXISTING CONDITIONS AND SITE ASSESSMENT

## 3.1 PHYSICAL RESOURCES OF BLACK CANYON OPEN SPACE

Located in the foothills of Pikes Peak, the Property has many surprising features. Slopes exceed 45% in many places and there are two sandstone cliffs on site; one running northwest to southeast near the northeastern portion of the Property and a second extending north from the Property center towards the southern boundary. Elevation ranges between 6,540 feet near the northwestern corner sloping to 6,300 feet near Highway 24 along the southern boundary. A deep ravine is located near the southwest corner that collects runoff from ephemeral drainages.

The Property shares geologic features with Garden of the Gods Park (a National Natural Landmark) and Red Rocks Amphitheater outside Morrison, Colorado. According to the National Geologic Map Database hosted by the United States Geologic Service (<http://ngmdb.usgs.gov/maps/mapview/>), surficial geology is principally Paleozoic Rocks of the Fountain Formation from the Lower Permian and Pennsylvanian periods, which are about 290 million years old. There are also small inclusions of alluvium and colluvium from the Holocene to late Pleistocene.

Black Canyon Open Space offers a high degree of contrast, texture and variety within its view shed because it contains spectacular geologic formations, multi-colored sandstone slickrock, outcroppings and the two aforementioned cliffs that expose geologic layers. Pinyon-juniper woodlands, ponderosa pine trees, Gamble oak stands and piedmont grasslands intermingle with one another on its prominent hills providing additional color and texture to the scene. The Property can be viewed by the general public from a number of locations because it is situated on a hilltop between the two cites of Manitou Springs and Colorado Springs. It occupies the mid-ground when looking south from the adjacent Garden of the Gods Park and is a prominent component of the view shed when looking to the northeast from Manitou Springs. It also occupies the foreground views from the heavily traveled Highway 24. Even though there has been some difficulty planning and designing these open space elements based on these rugged conditions, these features make the Property a unique and desirable location for open space recreation.



*Trail adjacent to proposed Pikes Peak viewpoint showcasing the unique geologic and vegetative features found throughout the Property.*



*View from proposed trail north towards Garden of the Gods Park, a place that has been of cultural significance for the local inhabitants of the area for thousands of years.*

## 3.2 CULTURAL RESOURCES OF BLACK CANYON OPEN SPACE

Along with the well documented pre-colonial significance of the Property to the native peoples of the area, the Property has also been utilized by those who colonized the land; many of them gold prospectors. Additionally, people were drawn to the adjacent town of Manitou Springs’ mountain health resort seeking the therapeutic mineral springs and the clean, dry air. These gold miners along with those looking for an escape from the crowded urban areas out east certainly traversed the Property at times for various reasons. Evidence of this can be seen with the historic wagon road on the Property that was used for travel at the turn of the century and serves as one of the main proposed trail routes within this Master Plan. This derelict trail remains apparent today through its hand-placed boulders that serve to mark the path.

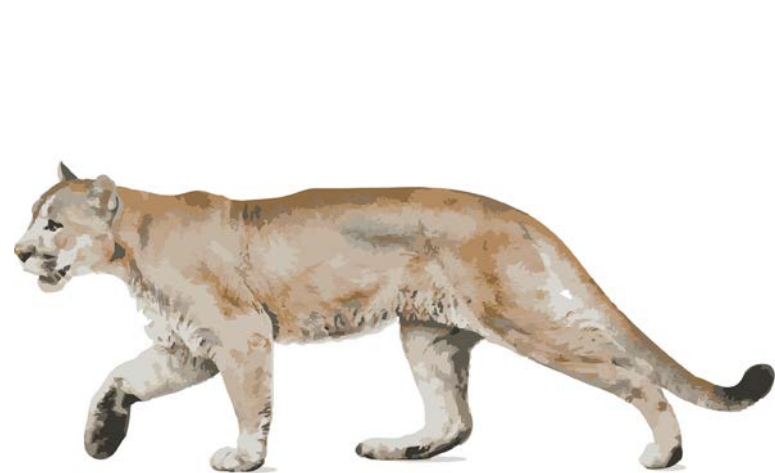
### 3.3 BIOLOGICAL RESOURCES OF BLACK CANYON OPEN SPACE

Black Canyon Open Space is considered a “relatively natural habitat” as a result of the undeveloped nature of the Property. This coupled with the relatively large contiguous area of the Property as well as its location within the landscape at the base of Rampart Ridge at the mouth of Ute Pass makes it a natural link in the migration corridor for multiple big and small game species as well as prime seasonal and year-round habitat for various species of migratory birds.

This property is comprised of four different land-cover types: southern Rocky Mountain pinyon-juniper woodland, Gambel oak shrublands, ponderosa pine woodlands and piedmont grasslands. Noxious weeds have not been observed on the vast majority of the Property, detrimental forest insects such as mountain pine bark beetles (*Dendroctonus ponderosae*) and common harmful ecosystem diseases have likewise not been observed on the Property. As a result, all of these communities continue to be in excellent condition and provide valuable habitat for a wide range of native species.

Mammals expected to utilize the Property include the Colorado chipmunk (*Neotamias quadrivittatus*), golden-mantled ground squirrel (*Callospermophilus lateralis*), red squirrel (*Sciurus vulgaris*), mountain cottontail (*Sylvilagus nuttallii*), striped skunk (*Mephitis mephitis*), mule deer (*Odocoileus hemionus*) and fox (*Vulpes vulpes*). Mammals with larger home ranges such as mountain lion (*Puma concolor*) and black bear (*Ursus americanus*) can also be expected.

While the mammal species listed above certainly utilize the Property at various times, the greatest wildlife value associated with the Property consists of the diverse range of avifauna that can be found on or adjacent to the Property. For reference, the adjacent Garden of the Gods Park has documented more than 130 bird species utilizing the park; the vast majority of which also occur within Black Canyon Open Space.



Cougar (*Puma concolor*)



Rocky Mountain Bighorn  
Sheep (*Ovis canadensis*)



### 3.4 MANAGEMENT STRUCTURE

*The following section gives an overview of the various guiding documents, managing agencies and formal processes that are connected with this Master Plan.*

#### **PALMER LAND CONSERVANCY AND THE DEED OF CONSERVATION EASEMENT**

The Palmer Land Conservancy, is a non-profit organization dedicated to conserving and managing land throughout southern Colorado. Their mission statement is, “To protect land and water for the wellbeing of nature and people” and to that end, since their inception in 1977, the Palmer Land Conservancy has helped to protect and conserve over 138,000 acres of land; including 20 public parks and open spaces.

As referenced previously in this Master Plan, one of their most recent easement that has been granted is roughly 33.48 acres of what is to become the 38 acre total Black Canyon Open Space. This easement was granted to the Palmer Land Conservancy by the City of Manitou Springs, Colorado through a Conservation Easement on September 1st, 2016. Since that date, the Palmer Land Conservancy has been working to fulfill the requirements of this Conservation Easement; a legal document that, as described in greater detail above in the “Basis of Knowledge” section, requires that the land and open space be preserved through a Master Planning effort for outdoor recreational and educational opportunities benefiting the people of El Paso County and State of Colorado in perpetuity.

#### **OSAC, PRD AND CITY COUNCIL**

There are three governing bodies that must approve open space master plans in Manitou Springs: the Open Space Advisory Committee (OSAC), a volunteer group approved by and reporting to the City council; the Parks & Recreation Department, which is comprised of Manitou Springs employees; and the elected City council itself. OSAC advises City council on the disposition of the Manitou Springs open space fund, created and funded in response to a citizen initiative to purchase and maintain open spaces in Manitou Springs. City council is the elected body governing the city of Manitou Springs. Once all three governing bodies have approved of the master plan, it becomes a guiding management document for the City going forward.

#### **OPEN SPACE MAINTENANCE**

As was identified in the 2016 Manitou Springs Parks, Open Space and Trails Master Plan, current funding remains inadequate to accomplish all that is needs of parks maintenance throughout Manitou Springs community. Securing additional funding for all aspects operations is still sorely needed. As of the creation of this Master Plan, there are only three full time maintenance staff tasked with the day-to-day maintenance of the current 19 different sites, totaling over 300 acres of land with roughly 15 miles of trails; within the various parks, city lands, the urban forest, and open space.



### 3.4 MANAGEMENT STRUCTURE CONTINUED

#### LOCAL PERMITTING

Internal coordination with the City of Manitou Springs Mobility & Parking Department will be critical for the proposed crosswalk within City Right-of-Way. Per City Code Chapter 12.04, no alteration or change of any public street or its adjacent gutters, drains, driveways, sides, curbs or sidewalks shall be allowed without a permit being issued. Submitted excavation permit requests must be approved by the appropriate City staff and this process can take up to seven (7) business days.

As previously stated, coordination with Palmer Land Conservancy, the conservation easement holder for the property, will be required for their review and adoption of this plan to meet the requirements of the allowable uses for the open space. Reserved rights include:

- Vegetation management
- Education and recreation
- Specific improvements as approved by Palmer Land Conservancy in accordance with the Open Space Master Plan

#### STATE PERMITTING

Colorado Department of Transportation (CDOT) coordination will be required for any development located within their Right-of-Way. Coordination with CDOT on pedestrian improvements will be necessary for creating pedestrian connections between the trail network at the Black Canyon Open Space and the Creekwalk Trail. One potential avenue is to create a nexus with the state by tying this Project to one of their 10-year plan goals of Safety, Resilience, Fix It First, and Multi-modal. This Project would likely fit into the state's goals of safety as it would improve pedestrian protections along a corridor that already shows signs of pedestrian use despite the current lack of facilities. Further, including the Pike's Peak Area Council of Governments in the CDOT coordination process would be necessary as they are the recognized Transit Planning Agency for the region by CDOT.

#### UTILITY PROVIDERS

Most existing utility infrastructure in this area exists along adjacent right-of-way (ROW) and not within the Property. Century Link/Lumen has underground communication lines buried along Garden Drive and Black Canyon Road. Overhead communication lines cross over Garden Drive and connect on the other side of Highway 24. The City of Colorado Springs has stormwater infrastructure in this area discharging into the drainageway near the intersection of El Paso Boulevard and Garden Drive. Colorado Springs Utilities has overhead electric lines running along El Paso Boulevard to Garden Drive, where undergrounding begins. Underground electric lines exist on the south side of Garden Drive and continue along the south side of Black Canyon Road. The Property was marked clear of facilities by the City of Manitou Springs, CDOT Fiber and CCDOT Electric, per the 811 ticket locates. Coordination with utility providers will be required as design progresses for improvements within the El Paso Boulevard, Garden Drive, and Black Canyon Road corridors. These improvements include but are not limited to the proposed crosswalk on El Paso Boulevard, the soft surface trail along the south side of Garden Drive and Black Canyon Road, and the proposed pedestrian bridge crossing the drainageway to access the trailhead.

#### FIRE MANAGEMENT

In addition to the proposed trail and amenity development, it is the desire of both city managers as well as the local community to integrate wildfire mitigation into the development of this open space. Black Canyon Open Space is dominated by shade intolerant vegetation characteristic of the southern Rocky Mountain ecological system. The predominant vegetation is Pinyon-Juniper Woodland, which is characterized as Fuel Model 6 by "Aids to Determining Fuel Models for Estimating Fire Behavior" (Anderson, 1982). Fires that occur in this (vegetation) fuel type may carry through to the shrub layer where foliage is more flammable. Fire may drop to the ground at low wind speeds or within openings in the stand. It is likely that the Property has experienced fire in the past 100 to 150 years. The necessity of mitigation would best be determined in the context of a Community Wildfire Protection Plan. The Property is being actively evaluated by MSFD for potential fire mitigation. OSAC and the Parks and Recreation Department are actively working with MSFD to update the Community Wildfire Protection Plan in early 2025 to include open space fire mitigation elements.

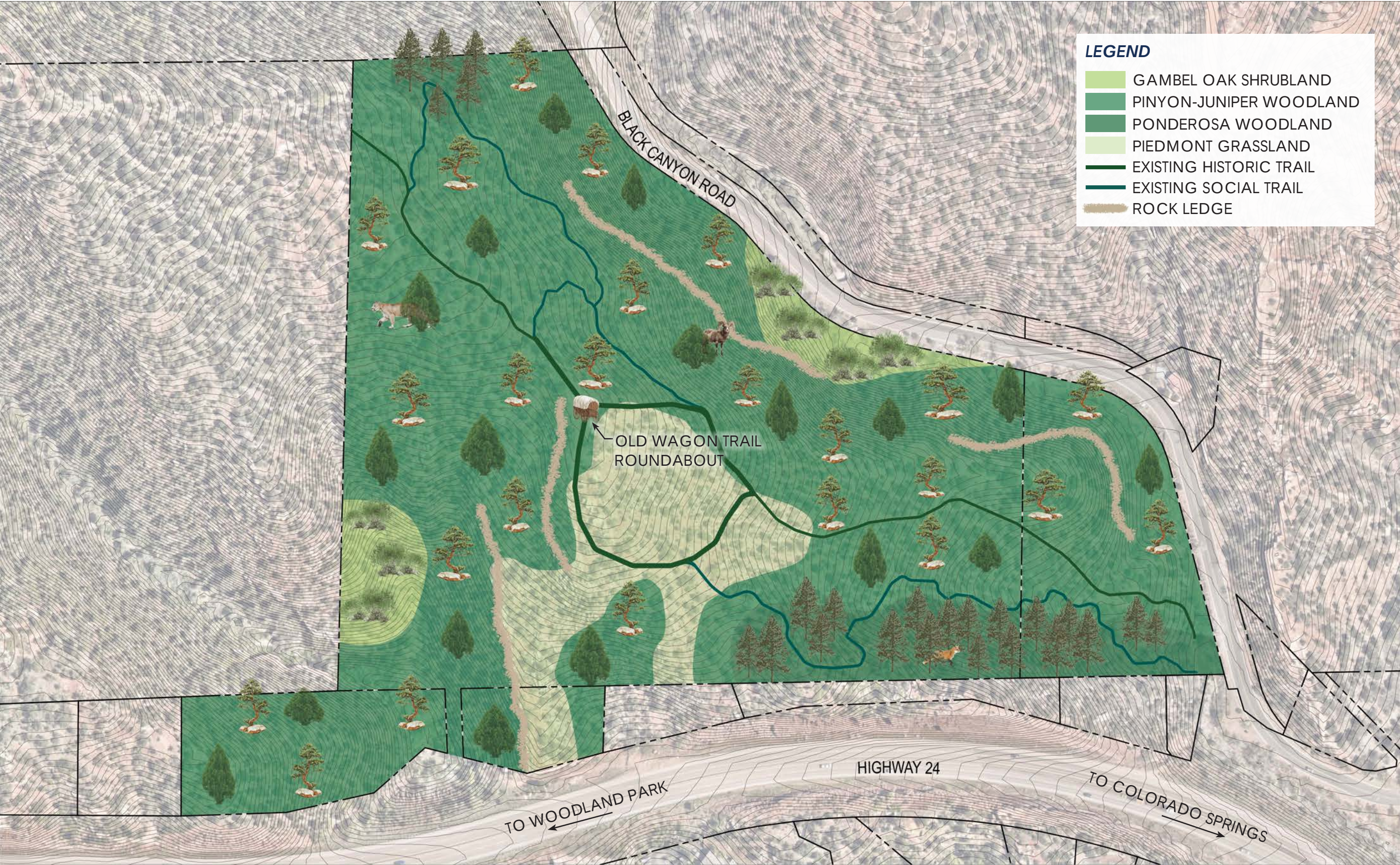


**COLORADO**  
Department of Transportation

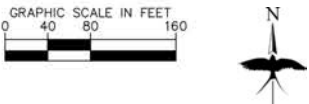


Colorado Springs Utilities  
*It's how we're all connected*





3.5 BLACK CANYON OPEN SPACE EXISTING CONDITIONS MAP



## 3.6 SOCIAL INFLUENCES

### EXISTING SOCIAL TRAILS

A defining feature of the Property is the network of social trails that traverse the open space. These trails have been established through in formal use by the community and are integral to understanding the current patterns of utilization. The trails are not formalized pathways but are clearly defined by disturbed and compacted soil.

### HISTORIC AND CULTURAL RESOURCES

As discussed in previous sections, the Property has been used by various groups for thousands of years. These uses have left their mark on the Property and have been integrated and considered in this Master Planning effort. Most notably, the alignment of the existing wagon trail has been the basis for the main trail layout throughout the Property in an effort to highlight the significance the Property has maintained throughout the past and to be used as an educational opportunity going forward to immerse future users of the Property in its rich history. These proposed improvements identified in this Master Plan carefully avoid disturbance of any culturally sensitive sites and resources identified by stake holders.

### LOCAL NEIGHBORS

The nearest residential development to Black Canyon Open Space, Cedar Heights, lies just to the north of the property. Members of the governing HOA have been consistently involved throughout the community outreach process and have voiced preferences for Property improvements relating to property delineation/separation, parking and anticipated use. For the long term feasibility of this Master Plan, the concerns of the nearest residents related to proposed uses, access, and parking must be addressed. These issues have been addressed in this plan.

### RESIDENT UNHOUSED POPULATION

Multiple unhoused encampments can be found throughout the property. Debris associated with these habitation sites included tents, blankets, sleeping bags, domestic trash, and rubbish. Through the community outreach efforts of this Master Planning process, it has been determined camps are a major cause for concern for the City. Unhoused populations taking refuge on open space properties has led to natural resource degradation and wildfire incidents locally (Incline Fire, 2020) and around the state; most notably the Cold Springs fire in Boulder County in July 2015 which burned 528 acres (BOEM, 2016) and cost over 1.7 million dollars to fight (Shiff, 2016). According to the National Park Service, "As many as 90 percent of wildland fires in the United States are caused by humans" (NPS, 2017). Communities feel the same way about this issue all across the nation (Shiff, 2016).

In an article in the Colorado Springs Independent (Stanley, 2016), District Ranger Oscar Martinez for the U.S. Forest Service's Pikes Peak Ranger District explains that, "Each transient camp cleanup site is costing anywhere from \$700 to \$1,000 to restore, eating into a limited budget that could go to other priorities, like fire mitigation." He also explained that about four new transient camps had been found in the forest every week in the summer of 2016.

It should be noted that there are conflicting approaches to dealing with homelessness. The above information on homelessness in Colorado Springs and across the nation, was provided based on the proximity to Manitou Springs and relevance to the issue of transient camps on the Property. The Manitou Springs Police Department has a Standard Operating Procedure in place based on the department's Locate, Enforce, Eradicate and Prevent (LEEP) program that includes four components: locate, enforce, eradicate, and prevent homeless camps in conjunction with volunteers for Keep Colorado Springs Beautiful (Sun, 2016).



*Part of the main proposed multi-use trail alignment looking downhill to the east.*

# 4. COMMUNITY INVOLVEMENT PROCESS

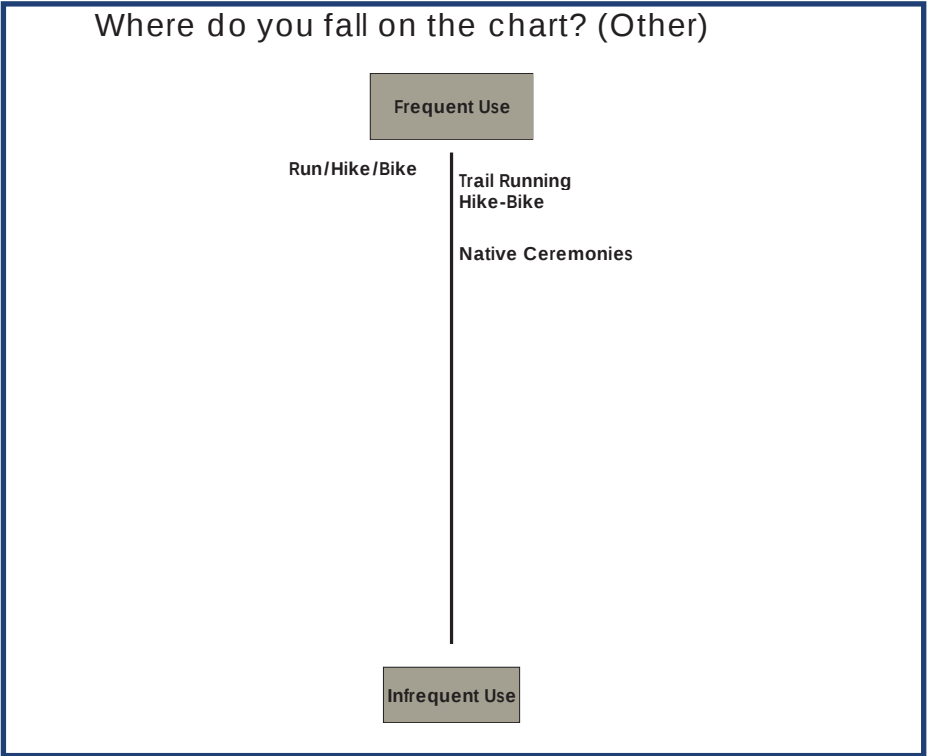
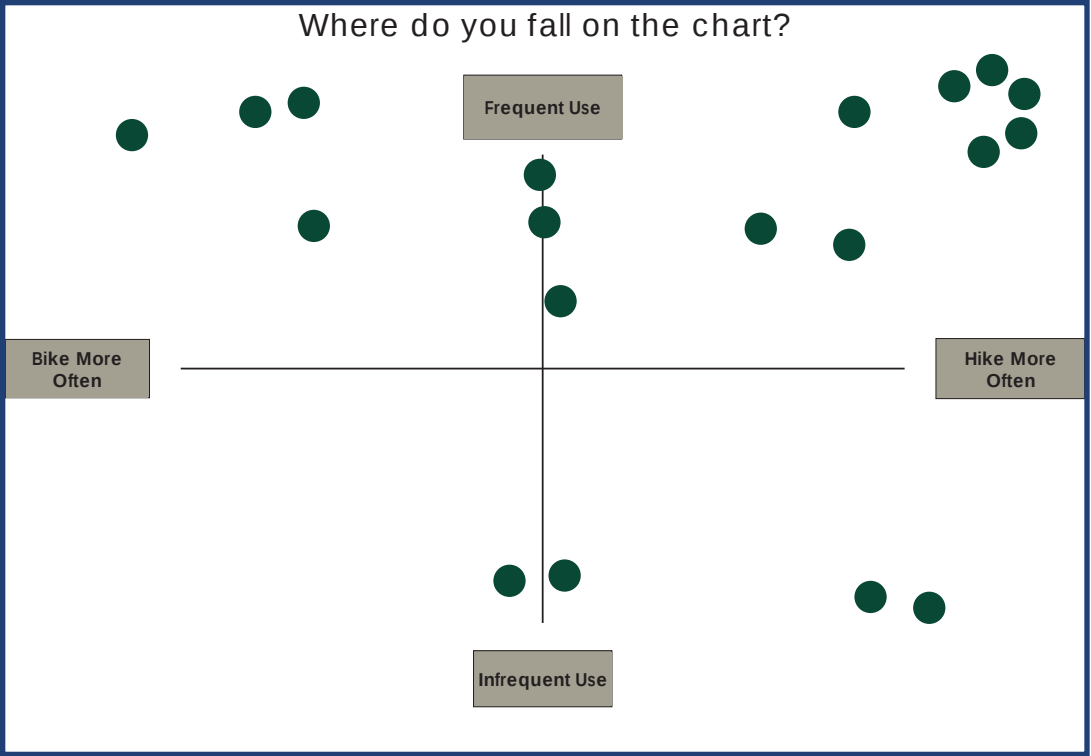
## 4.1 COMMUNITY WORKSHOP USE SURVEY RESULTS

### COMMUNITY INVOLVEMENT PROCESS OVERVIEW

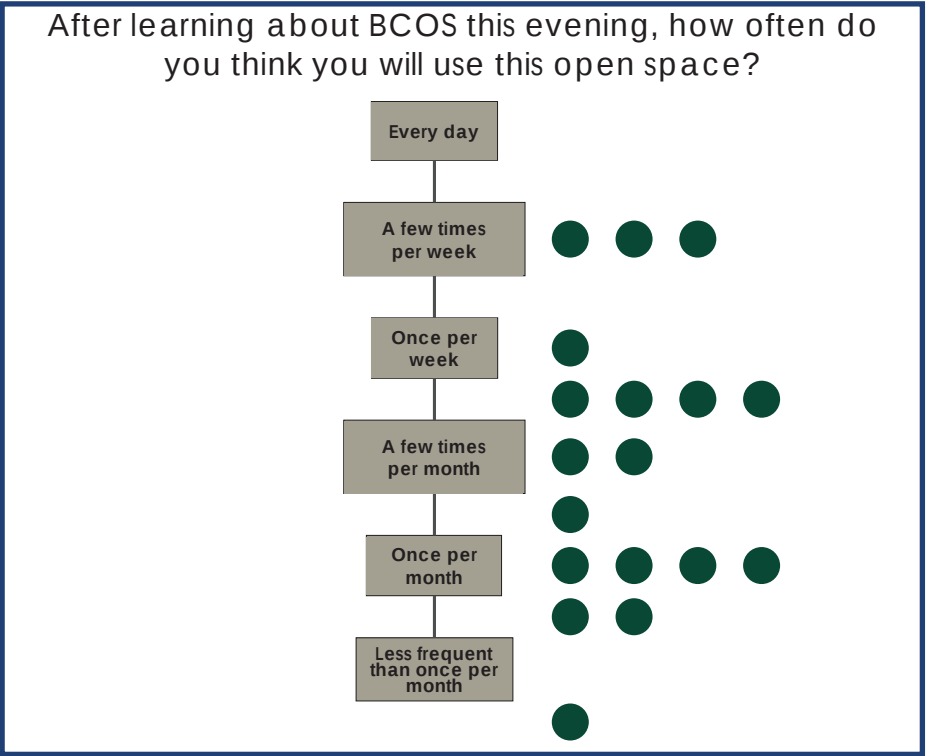
Throughout the development process of this Master Plan, multiple community outreach opportunities were implemented to gather feedback that helped guide the design process. Two site visits were held in October, 2024, one with the local governing public agencies and one OSAC as well as members of the local community. During both site visits the consulting team walked through the majority of the Property while discussing the opportunities and constraints that had been identified. All comments from those in attendance were taken, synthesized and used to refine the Master Plan. Additionally, an online survey was distributed throughout the community to gather further feedback. Next, the results from this survey were discussed during a community workshop that was held in December, 2024 where all regulating public agencies and members of the local community were invited to attend. During this community workshop the consulting team laid out the developing Master Plan and took comments on all aspects; the results of which are shown in the following pages. As with previously gathered community comment, the information gathered was then used to further refine the BCOS Master Plan.

### WORKSHOP SURVEY TOOLS:

#### ENTRANCE “USE” SURVEYS



#### EXIT “USE” SURVEY



4.2 COMMUNITY WORKSHOP BREAKOUT RESULTS

TOP 5 PREFERENCES FROM EACH WORKSHOP:



## 4.3 COMMUNITY ENGAGEMENT SURVEY WORD CLOUDS

The word clouds presented here were generated based on the responses to the questions in the community survey. These word clouds are visual representations of text data where the size of each word indicates its frequency or importance within the text. There was a group of 24 diverse individuals that had given their input for the following word clouds. The word clouds presented here identify prominent themes or keywords by making more frequent words appear larger and bolder.

- Word cloud 1(mountain) is a representation of what excited the community about Black Canyon Open Space.
- Word cloud 2 (tree) is a representation of community preferences for amenities and improvements to Black Canyon Open Space



WHAT EXCITED THE COMMUNITY ABOUT BCOS

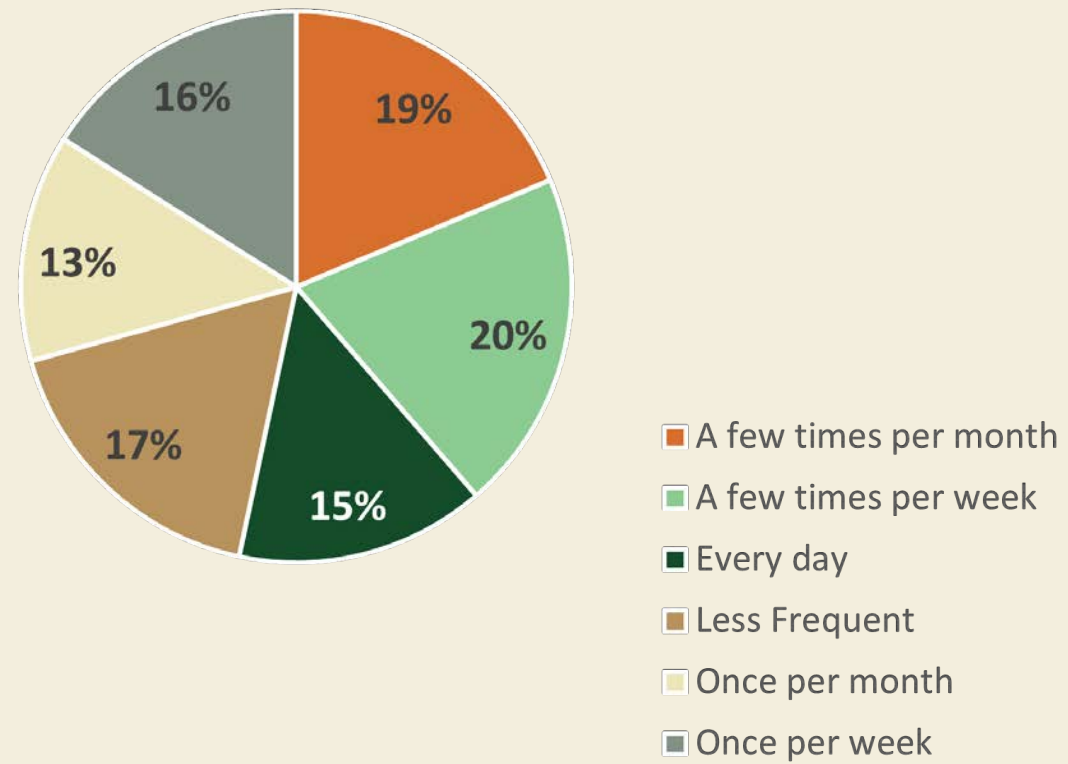


COMMUNITY PREFERENCES FOR AMENITIES AND IMPROVMENTS TO BCOS

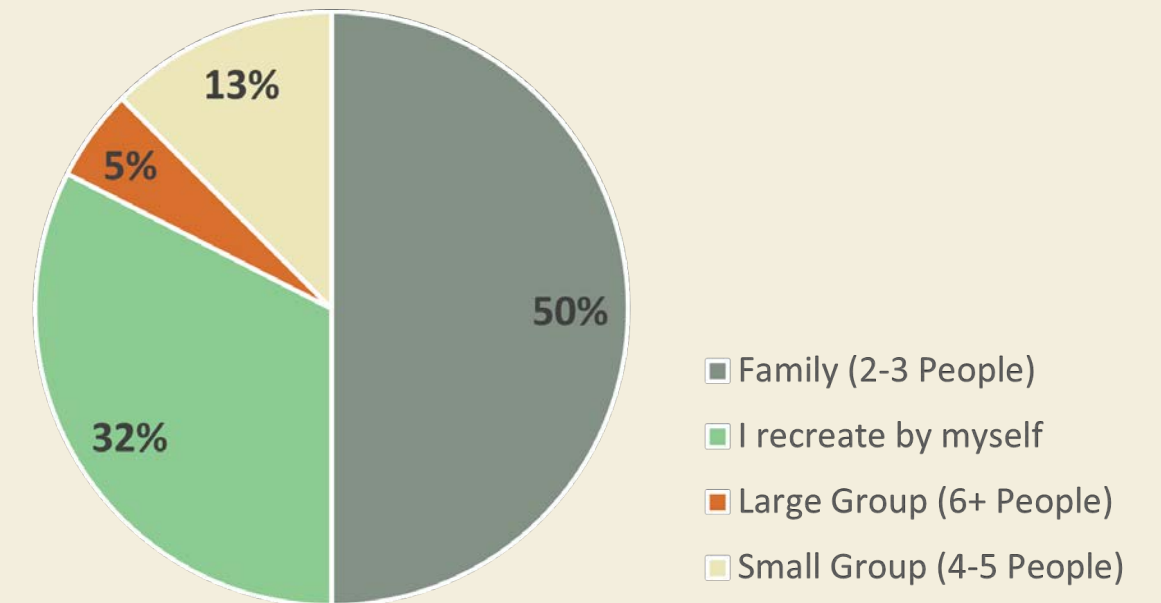
## 4.4 COMMUNITY ENGAGEMENT SURVEY RESULTS

The following pie charts anticipate the types of users and frequency of use for Black Canyon Open Space.

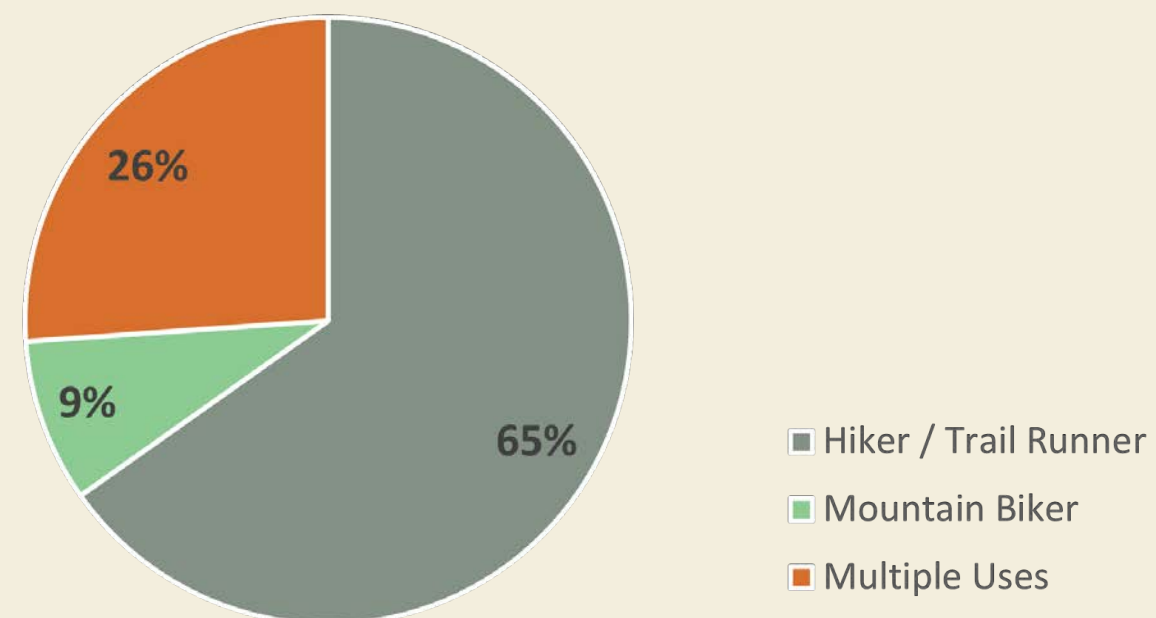
### How often do you use open spaces?



### With who do you use open spaces?



### What type of open space user are you?



## 5. RECOMMENDATIONS

### 5.1 MASTER PLAN VISION

During the planning process, all participating stakeholder groups emphasized their shared desire to maintain the relatively undeveloped nature of the Property, as such, care has been taken to develop this Master Plan document with those concerns in mind. To that end, the vision of the Black Canyon Open Space Master Plan is to create a multi-use trail system that caters to a diverse array of activities, including hiking, biking, and wildlife observation, while showcasing the Property's stunning viewsheds and rich history via passive interpretive elements. This vision can be implemented by utilizing and enhancing existing disturbance and social trails within the Property. The Project aims to enhance the visitor experience by integrating educational elements that highlight the area's natural and cultural resource context, including the establishment of a remote and unique outdoor classroom and activity space for interactive learning. By incorporating sustainable design practices and fostering environmental stewardship, the Project will protect sensitive habitats and promote conservation efforts. The use of new technology, such as hiking apps, will improve accessibility and visibility, ensuring that a broader audience can discover and appreciate the open space while supporting responsible recreation and environmental stewardship.

### 5.2 SITE ACCESS AND SAFETY

As the trail system within Black Canyon Open Space is enhanced, it is vital to integrate and highlight the natural and cultural resources of the Property. This approach ensures that the trails not only provide recreational opportunities but also respect and celebrate the unique ecological and historical significance of the area.

#### NAVIGATION

Install clear, informative signage throughout the trail system to guide users, indicate trail names and difficulty levels, and provide information on points of interest and interpretation. Maps and wayfinding markers will help prevent users from getting lost and enhance user experience and overall navigation.



#### PARKING AND ACCESS TRAIL

The parking area on El Paso Boulevard will have new wayfinding signage and pedestrian crossing improvements implemented to clearly guide users from their vehicles to the soft-surface access trail that will run parallel to Black Canyon Road to the trailhead of Black Canyon Open Space. Additional opportunities for parking will be present at the Dillon Mobility Hub, once developed.

#### INTERACTIVE FEATURES

Incorporate interactive elements, such as public art installations and integration of QR codes or mobile app content with site elements, that allow visitors to access additional information and multimedia content related to the natural and cultural resources of the Property. These installations and additional technology will enhance engagement and learning opportunities.



#### INFORMATIVE SIGNAGE

Throughout the trail system, interpretive signs will provide information about the natural and cultural aspects of the Black Canyon Open Space. These signs will cover topics such as local flora and fauna, geological formations, historical events, and cultural practices, enriching the visitor experience.

## 5.3 TRAILS

### TRAIL ENHANCEMENTS

**Surface Improvement:** Enhance trail surfaces to improve durability, safety, and user comfort. This may include resurfacing with gravel or other natural materials from the Property that will minimize erosion and provide stability. The improvement efforts will also consider site restoration and revegetation opportunities where significant disturbance is present adjacent to trail features.



### TRAIL NETWORK DEVELOPMENT

**Trail Development and Formalization:** Design and construct new trails that connect existing paths, creating a loop network that spans Black Canyon Open Space. These formalized trails will enhance connectivity and accessibility, allowing for more diverse and extended hiking, biking, and wildlife viewing opportunities. A multi-directional trail system is the most efficient use of the Property considering the challenging conditions presented in site topography, soils, drainages, and environmental constraint features.

**Trail Loop Integration:** Develop loops of varying lengths and difficulty levels to accommodate different skill levels and interests. This will provide options for casual walkers, avid hikers, mountain bikers and more.

### NATURAL RESOURCE CONTEXT

**Property Size:** Black Canyon Open Space is a small open space comprised of only 38 acres of land. To put that in perspective, that's equivalent to the area of a square less than 1,300 feet on a side, or 0.06 square miles. Because of the steep topography, gullies, and cliffs, only the middle of the Property is suitable for active uses. The proposed trail design takes maximum advantage of existing rock-based trails to provide access to the Property's multitude of unique features with minimum disruption of soils or crowding of trails.

**Ecological Significance:** Black Canyon Open Space is home to diverse ecosystems, including riparian zones, ponderosa pine forest, and rocky outcrops. The trail system will be designed to protect and showcase these natural habitats. Trails will be strategically placed to avoid sensitive areas, such as nesting sites or rare plant communities, and minimize ecological disruption.

**Wildlife Observation:** The trails will offer opportunities for wildlife observation while ensuring minimal disturbance to the animals. Information panels and guided trail markers will educate visitors about the local wildlife, including species such as mule deer, mountain lions, and various bird species, insodoing fostering appreciation and respect for their natural behaviors and habitats.

**Geological Features:** Black Canyon Open Space's unique geological formations, including its rugged canyons and striking rock outcrops, will be highlighted through interpretive signage and carefully planned trail routes that provide viewpoints and educational information about the area's geological history. These features will enhance the on-trail experience by connecting users with the area's natural history.



### CULTURAL RESOURCE CONTEXT

The Black Canyon Open Space is recognized for a number of historical significance features, which including past use and impacts from Indigenous people and early settlers. The trail system will incorporate historical markers and interpretive signage where appropriate to provide context about the area's cultural heritage; including traditional uses, historical events, and early settlement activities. Additionally, the trail system will be designed to avoid areas of cultural significance, such as archaeological sites or traditional use areas. Careful planning and consultation with cultural resource experts help preserve these resources and ensure that trails do not inadvertently impact culturally sensitive sites.

## 5.4 AMENITIES

### SHOWCASING VIEWSHEDS

To emphasize the importance of maintaining and enhancing the Property's viewsheds to Pikes Peak and Garden of the Gods Park, the following key aspects were considered:

**Community Visibility:** The Property's high visibility from key vantage points, including major highways, neighborhoods, and parks, underscores the importance of its preservation. Maintaining this land ensures that the scenic experience available to the community, in a relatively undeveloped and unspoiled condition will provide enjoyment for visitors.

**Scenic Integrity:** The preservation of this land is crucial to maintaining the visual appeal of the local landscape. By providing opportunities for scenic viewing, we ensure that the scenic character and panoramic views of the area remain intact and celebrate the open space.

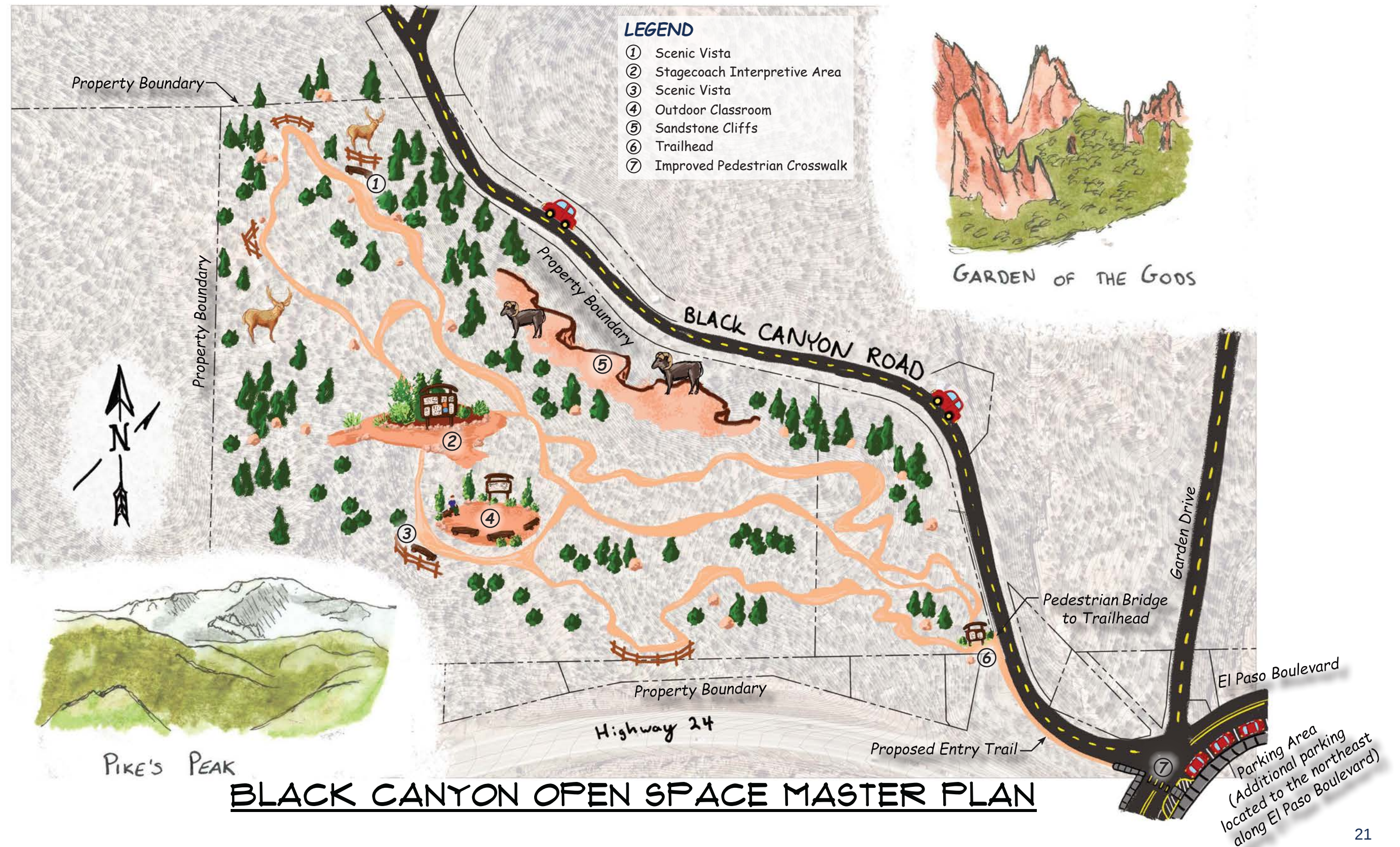
**Amenity Spaces:** The plan consider the design and construct of viewing location along existing paths, creating unique opportunities to admire the natural beauty of the Property and surrounding landscape. The plans considers benches or other seating in a few areas to offer resting places to allow visitors to rest and fully enjoy the views. These improvements aim to create a harmonious and inviting environment that maximizes the scenic value of the open space.

## 5.5 ECOSYSTEM STEWARDSHIP

The Master Plan for Black Canyon Open Space emphasizes environmental stewardship through sustainable design, habitat protection and active community engagement. The development process will employ erosion control measures and low-impact construction techniques to protect sensitive areas and restore damaged habitats. To enhance environmental education, an outdoor classroom and activity space will be established along the trail system, offering interactive learning opportunities about local ecosystems, conservation practices, and the importance of sustainable recreation. Waste management will be supported by strategically placed stations and educational signage, while riparian buffers will safeguard water resources. This space could be used for stewardship efforts such as trail maintenance, cleanups, and programming. Community involvement will be fostered through volunteer programs and educational outreach, reinforcing a culture of conservation. Regular monitoring and adaptive management will ensure that our practices effectively balance recreational use with ecosystem health, providing both an enriching visitor experience and long-term environmental benefits.



# 6. MASTER PLAN LAYOUT



# 7. CONNECTING TO THE COMMUNITY VISION

The following trail system design guidelines were developed through iterative consultation with OSAC members and Parks & Recreation staff, as well as with the guidance of the 2016 Manitou Springs Parks, Open Space and Trails Master Plan. To that end, the purpose of the Black Canyon Open Space trail system is to preserve the natural qualities of the land while providing varied access opportunities through a network of non-motorized trails. Furthermore, trails within Black Canyon Open Space will:

- Provide a variety of trail experiences.
- Integrate interpretive opportunities.
- Exhibit sustainable and maintenance minded design.
- Retain access for natural resource and forest management.
- Obstruct access to existing “social trails” and discourage their future creation.
- Provide a balance and broad range opportunities to serve the visitor’s open space interest.
- Preserve and protect the natural qualities and cultural resources of the land.
- Integrate fire mitigation practices into the design to protect the Property and its surroundings.

## 7.1 COMMUNITY GATEWAY AND WAYFINDING NODE

As outlined in the 2016 Manitou Springs Parks, Open Space and Trails Master Plan, the designated parking area for Black Canyon Open Space (El Paso Boulevard) also serves as one of four identified community gateways that facilitate the daily entry and exit of the Manitou Springs trail system. Wayfinding and informational signage directing and informing users to both Manitou Springs’ and Colorado Springs’ parks, open spaces and trails will be appropriate adjacent to the parking area along El Paso Boulevard. Although these elements will be on Manitou Springs’ owned and operated Fields Park, they will be designed to match those already in place throughout the city.

## 7.2 TRAILS

Trails throughout Black Canyon Open Space have been laid out to align with the opportunities, constraints, desires and mandates identified throughout the site inventory and analysis, stakeholder input, and guiding documents discussed earlier in this document. The multi-use trail system proposed in this Master Plan will serve as a recreational and educational amenity with the ability to add future connections that will facilitate unbroken access to the network of adjacent local and regional trail systems. The trail system in Black Canyon Open Space, as outlined in this Master Plan, aims to serve a wide range of users through a thoughtfully designed layout. It features sustainable trails, well-defined intersections, and transition zones that enhance public health, safety, and welfare. Inclusive wayfinding and educational opportunities are incorporated, while carefully preserving the Property’s cultural and natural treasures that have made it a cherished destination for millennia.



## 7.3 REGIONAL CONNECTIONS AND ADVOCACY

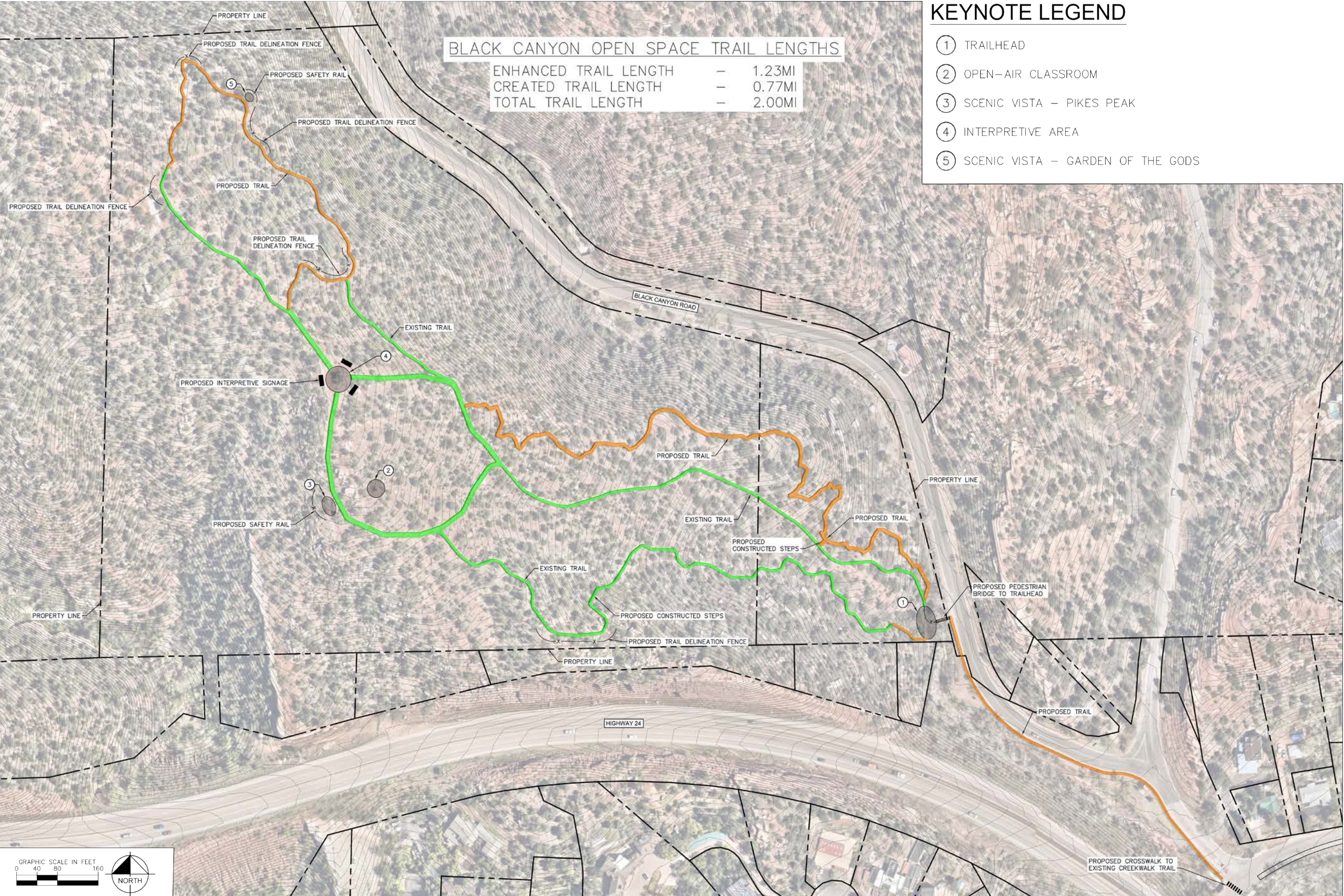
The 2016 Manitou Springs, Parks, Open Space and Trails Master Plan goals seek to facilitate connectivity between city managed trails with the adjacent trail systems of Colorado Springs, El Paso County, and the Pike National Forest. Manitou Springs is in an excellent position to be a valued connection point to many local and regional trails, in which it will serve as an essential hub linking local and regional trails into a continuous trail system. Connectivity to other trail systems was evaluated and is not recommended at this time. Due to the small size and sensitive nature of the site elements, it is recommended that no additional trail connections be incorporated into this site.

## 7.4 TRAILHEAD

The trailhead at the base of Black Canyon Open Space off of Black Canyon Road is currently the only planned trailhead for the Project. As this trailhead will serve as the sole point of ingress and egress to the Property and is directly adjacent to Colorado Springs’ Garden of the Gods Park, it will require wayfinding and informational signage that serves to invite and guide users through the open space as well as visually identify it as part of the Manitou Springs trail system. With its unique topography, geology, and stunning views, the Property will undoubtedly encourage a variety of user groups to coexist with one another on the trail. Thus, the trailhead will be designed to support the various user groups and their needs.

KEYNOTE LEGEND

- ① TRAILHEAD
- ② OPEN-AIR CLASSROOM
- ③ SCENIC VISTA – PIKES PEAK
- ④ INTERPRETIVE AREA
- ⑤ SCENIC VISTA – GARDEN OF THE GODS



7.5 BLACK CANYON OPEN SPACE TRAILS PLAN

# 8. OPEN SPACE DESIGN GUIDELINES

## 8.1 SITE AMENITY GUIDELINES

### COMMUNITY GATEWAY AND THEME

The signage within Black Canyon Open Space will embrace the image and character of the iron mountain trailhead information board. The improvements will also include supplemental native plantings and landscaping in support of the open space setting and gateway experience.

### SIGNAGE

Signage for the Black Canyon Open Space will take the form of wayfinding signage, interpretive signage and regulatory signage. Each of these types will be designed to mimic the appearance of signage already found throughout the Manitou Springs parks, open spaces and trails. As noted previously, signage for Iron Mountain Trail, Red Mountain, and the Intemann Trail have already been installed and are aesthetically pleasing; therefore, all signage within Black Canyon Open Space will take guidance from it to maintain a cohesive theme throughout the city. These three signage categories will be located within Black Canyon Open Space at the parking area, trailhead, outdoor classroom and activity space, scenic vistas, interpretive areas and trail intersections. All signage will be designed and installed in accordance with environmentally friendly design principles including:

- Stormwater consideration and mitigation
- Protection and incorporation of native plantings and natural features
- Utilization of proportions, scales and colors that blend into the surrounding context

Along with incorporation of environmentally minded design particular attention will be taken when deciding sign messaging and placement. Key points to consider during this process are:

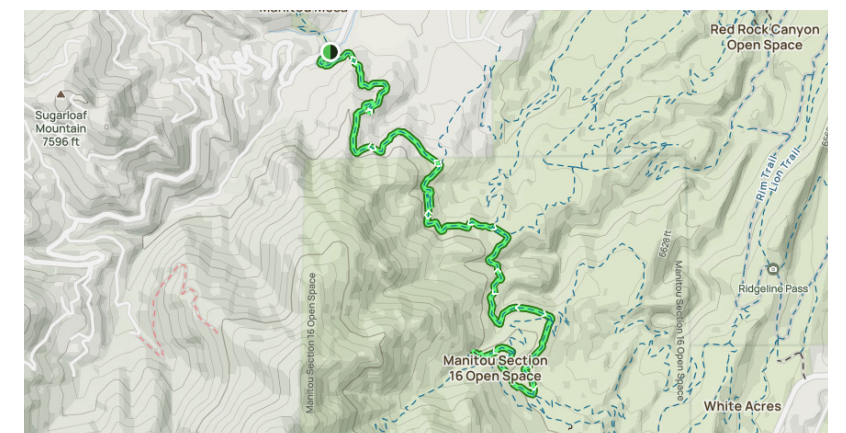
- Identification of the most appropriate places for wayfinding nodes that include trail maps: trailhead, trail intersections, etc.
- How best to minimize signage in order to not mar the relatively natural habitat that makes up the Property.
- Design of low impact interpretive, educational and safety as well as trail identification, location and relative distance signage
- Incorporation of inclusive methods of information dissemination and messaging to reach as broad a range of users as possible. Including, but not limited to, written text, repetition of information in multiple languages, use of universal symbols, QR codes that lead to geospatially referenced information and or the use of 3D modeling or braille for the visually impaired.



TRAILHEAD SIGNAGE



INTERPRETIVE SIGNAGE



APP-BASED TRAIL MAP

## 8.2 SPECIFIC AREA STANDARDS

### PARKING AREA AND CROSSWALK UPGRADES

The designated parking area from which users are intended to access the Property is the currently existing on-street parking along El Paso Boulevard on the northern side of the Fields Park. Currently, from this parking area there are no enhanced safety measures implemented to help protect users as they cross the street to begin the roughly 300 yard path to the trailhead of Black Canyon Open Space. To remedy this, a new crosswalk with curb “bump outs” and associated signage will be implemented across El Paso Boulevard and will serve to both protect users and further slow down traffic on the 25 mph roadway.



### BLACK CANYON ROAD ENTRY TRAIL NARROWING

Along the planned alignment of the entry path along Black Canyon Road there is a short, roughly 100 foot, section where over time the adjacent creek has created a cut bank that limits the walkable path to roughly 2-1/2 feet in width. Unfortunately, due to multiple compounding factors, the widening of this portion of the path is not practical. Below is a short list of the largest hurdles that would together be insurmountable with the current budget and timeline for the Project:

- U.S. Corps of Engineers Waters of the United States (WOTUS) Permitting process.
- CDOT Permitting process to tie into the roadway base
- Engineering design to shift the creek and stabilize the bank.
- Construction cost for installation of mitigation measures.
- Limited space between the roadway and the hillside - necessitating a more complex and expensive design to solve the issue.

While this situation is not ideal, the Project team, in coordination with city planning and CDOT, plans to implement flexible, fluorescent safety posts along the curb throughout the length of this area. These posts will serve as an explicit visual barrier alerting drivers to take extra care when traveling next to any users of the Property as they enter or exit from the Open Space. Likewise, these will serve as a visual barrier to the users of the pathway to keep them from straying into the roadway and becoming a hazard.

### TRAIL PINCH POINTS WITHIN BLACK CANYON OPEN SPACE

Pinch points (also referred to as choke points) are trail corridor constriction that align directly with the trail edge. Pinch points are an effective and natural-looking trail design tool to minimize excessive trail widening and to manage trail travel speeds. The high-use, erosive soils and naturally sparse vegetation have contributed to ever widening trails in Manitou Springs foothills, with some existing trails having widened to 30 feet. As a speed and conflict management tool, pinch points encourage users to slow down to navigate a tight or more challenging-looking feature. Pinch points are effective only when they occur regularly along the trail alignment. As the entirety of the planned trail system within Black Canyon Open Space will consist of multi-use trails, proper implementation of these measures will be of paramount importance for the health, safety and welfare of all users. The following guidelines will be followed during the final design, installation and future maintenance process:

- Pinch points should be installed at strategic locations where trail widening or excessive speeds are a known or potential problem.
- Pinch points should be located every 100-300 linear feet in these areas to deter side-by-side walking and keep all trail users on the designated trail.
- Large boulders set in the earth, standing trees, thick shrubs, large tree trunks and fencing are effective pinch point materials.
- Branches, mulch, small rocks and medium size dead fall are not effective for use in pinch points and do not keep users on the trail.
- Pinch points should be constructed of natural materials and in proportions that blend into the surrounding context.
- Trail corridor clearing should be carefully planned to retain trees, branches and features that serve as pinch points.



## 8.2 SPECIFIC AREA STANDARDS CONTINUED

### TRAILHEAD

The single trailhead at the base of Black Canyon Open Space will serve as the only point of ingress and egress to the Property and therefore should incorporate adequate wayfinding, regulatory and warning signage that addresses the entirety of the Property. Additionally, as this Property is intended to accommodate multiple user groups at a time the trailhead area should have enough room to fit multiple groups. At least four natural-material seating options can be considered to allow users to rest and gather on site.

### BRIDGE CROSSING

An engineered bridge will be necessary to provide easy access to the Property. This bridge should be wide enough to accommodate the various user groups that are expected to use the Property simultaneously. Although it will be an engineered structure, efforts should be made to match the design intent of the Property through use of similar materials and colors as will be used in site signage and amenities.

### INTERPRETIVE AREA

The designated interpretive area for the Property is centered around the historic wagon trail round-about that occurs midway through the Property. Being that this is a site of historic significance, this large area is to be as minimally impacted as possible; both visually and physically. That being said, as it is one of the major intersections of the Property, in addition to the interpretive signage, it will require adequate wayfinding and possible fencing to direct and manage users while protecting the historic resource. Seating in this area should consist of strategically selected and placed boulders, as they will fit more seamlessly into the area than wooden benches.

### OUTDOOR CLASSROOM AND ACTIVITY SPACE

The natural outdoor classroom and activity space is located in the interior of the Property and away from any designated important viewsheds or areas of historic importance. This allows for a bit more intensive of a design. Seating for a moderate sized group should be provided in addition to various interactive and informative interpretive signs. The outdoor classroom and activity space could be a resource for stewardship efforts such as trail maintenance, cleanups, and programming. Coordination between OSAC, Parks & Recreation, and the Manitou Springs School District 14 is recommended during the design process to ensure this resource can be properly designed, utilized, and maintained. Fencing to delineate the bounds of this space may also be deemed appropriate in this area to protect the surrounding natural resources.

### SCENIC VISTAS

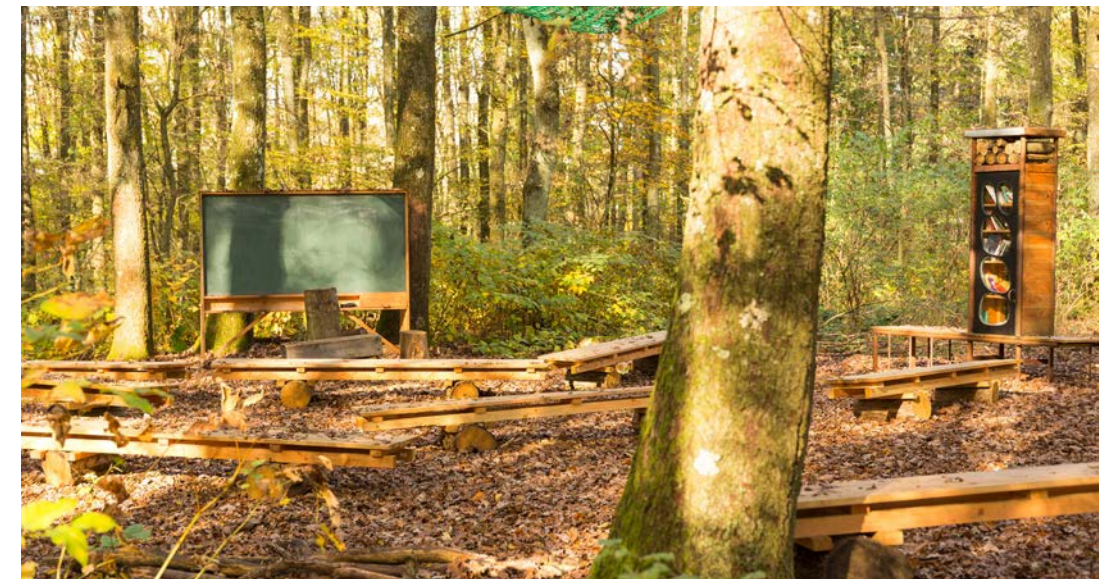
There are multiple planned scenic vistas located throughout the Property. These are intended to be small areas for quiet contemplation and enjoyment of the beautiful viewsheds found within the Property. As such, all signage and amenities in these areas should be low-impact and strategically placed so as to not mar the intended view. A maximum of two backless benches should be provided and signage should be kept to a minimum. These areas should be designed to accommodate single users and small groups of up to 6 people at a time to keep them in line with the intent of this Master Plan. Fencing will almost certainly also be needed in these sites for safety and natural resource protection.



PEDESTRIAN BRIDGE TO TRAILHEAD



HISTORIC WAGON TRAIL INTERPRETIVE AREA



OUTDOOR CLASSROOM

# 9. TRAIL SYSTEM DESIGN GUIDELINES

## 9.1 TRAIL AMENITY GUIDELINES

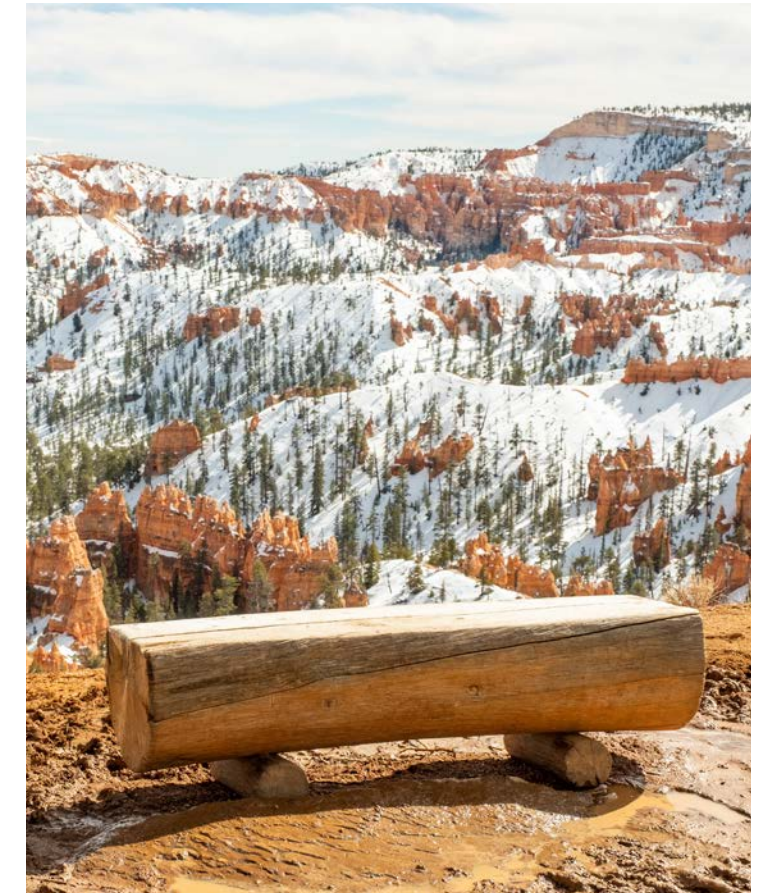
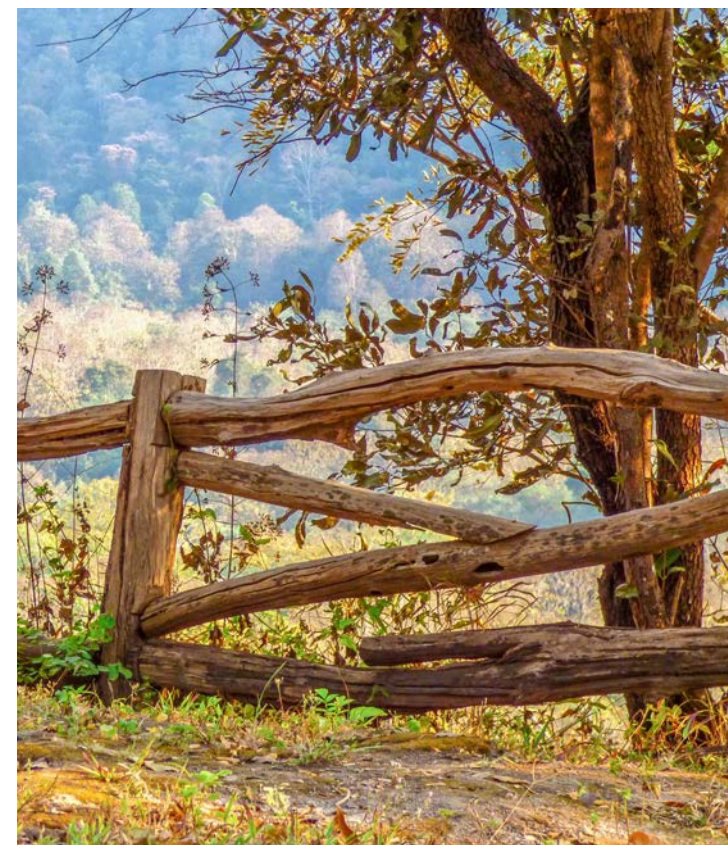
### TRAIL FURNISHINGS

**Seating:** Seating throughout Black Canyon Open Space should be designed to blend in with its surroundings, consist mainly of natural materials and as such, should vary throughout the Property. For example: seating around rock formations should either be informal in nature (strategically placed boulders) or of concrete formed and colored to match the rock that surrounds it, in forested areas stripped and treated log benches would be appropriate, and in areas centered around scenic vistas benches should not have backs and should maintain as low a profile as is practical, etc. Therefore, all seating should range between 16"-20" in height when built without backs, those with backs should be 34"-38" in height and all seating should have a depth of 18"-24". All furnishings should either have concrete footings or be otherwise made immovable, both to prevent theft as well as to prevent damage to the surrounding area as a result of their movement. The amount of seating provided at each location should be commensurate to the Property's intended use. Any memorial benches must be approved by OSAC and the City based on its existing policies

**Distance Markers:** If distance markers are implemented, they should either be wooden or stone posts, whichever blends in more naturally with their surroundings. These should contain minimal information and be limited to a distance indication, a directional arrow or two to inform about pathing options and possibly a safety-related posting.

**Maintenance Related Furnishings:** These are comprised of fixtures such as trash receptacles and dog waste stations. They should be implemented sparsely and near areas easy access so they can be maintained by City staff. As with other furnishing elements, they should be individually designed to mimic the textures and materials around them. Additionally, care should be taken to place them only in areas that will be easily accessible by the limited maintenance staff for ease of day-to-day caretaking activities. Lastly, all the above guidelines shall also pertain to donated furnishings.

**Fencing:** Fencing may be required in certain areas of the Property to obstruct access to existing social trails, implement and maintain property perimeter controls, for safety and to otherwise manage users. Fencing should adhere to the previously stated guidelines in that they should be designed so as to minimize their effect on the visual aspects of the location in which they are placed. Where possible, natural-material options are preferred including: post and rail, buck-and-rail or strategically placed large boulders. In areas in which these options are impractical, barbless high tensile wire fencing is acceptable; provided the top wire is less than 42" from the ground to maintain ease of passage for wildlife. Chain link and barbed wire fencing should not be used under any circumstances.



## 9.2 TRAIL DESIGN STANDARDS

While the trail system throughout Manitou Springs employs a variety of trail surfacing types, only one trail surfacing type will be used throughout the entire Black Canyon Open Space trail system: **Off-Street Natural Surface Trails.**

### OFF-STREET NATURAL SURFACE TRAIL DESIGN

Throughout this iterative and collaborative Master Planning process, specific attention has continually been paid to ensuring the proposed multi-use trail system for Black Canyon Open Space is as inclusive as is possible given the constraints associated with the Property itself as well as with the legally binding documents governing acceptable uses and improvements that may lawfully occur within the Property. To that end, it has been decided that all trail improvements comprising the Black Canyon Open Space trail system shall be of an off-street natural surface; be that through incorporation of exposed bedrock, in-situ or relocated native boulders, timber or stone steps and or crushed granite matching the coloration of gravel that naturally occurs throughout the Property. It is recommended that all existing trail enhancements be constructed via hand-tool based construction methods. New trail segments requiring significant earthwork may require limited, machinery-based construction methods (i.e. mini excavator) and will need prior approval from OSAC.

The trails proposed in this Master Plan are intentionally narrower than most paved trails; typically only being 3' or 6' wide. Due to the steep, rocky nature of the Property, they also incorporate a variety of challenges along their extents. Trails may contain obstacles such as runoff water diversions, switchbacks and roots or exposed rocks on their surface. Certain areas are steep enough that they will require timber or stone steps to ensure safe ascent and descent of users; these areas will be kept to a minimum and as of the time of this Master Plan only two such areas are planned.

Difficult sections of trails will include signage recommending bikers dismount and alternative routes have been identified to allow for users to avoid these areas all together and still be able to fully experience all the Property has to offer. Qualifiers (obstacles that demonstrate the level of difficulty that will be encountered along the trail segment and are consistent with the trail segment's inherent challenges) will be designed into the trails at every connection where the difficulties of the intersecting trails varies. The trails throughout the Black Canyon Open Space, while accessible for a wide variety of users, consist of the following features and will still require attentiveness on the part of the users to negotiate:

- Sustained trail slopes range from 0-12 percent, except for short distances of up to 15 percent and always less than 33 percent of the existing cross-slope.
- Alignments always follow the "One-Third Rule"; traversing less than 33 percent of the existing cross-slope.
- Typical widths will either be 3' or 6' throughout and will widen slightly within 50' of a trailhead.
- Rough to variable surface - Frequent obstacles will include water diversions, roots, rocks, etc.
- The implementation of timber or stone steps has been minimized to the greatest extent possible and bump-out paths will be designed and installed to more easily facilitate two-way traffic.

## 9.3 TYPICAL TRAIL SECTIONS



# 10. RECOMMENDED MANAGEMENT ACTIONS

## 10.1 SOCIAL TRAIL CLOSURES

While the majority of the planned trail alignments follow the historic trails within the Property, some minor sections of the existing social trails located throughout the Property are in direct conflict with objectives identified through the community input process, as well as with the goals of both the 2016 Manitou Springs Parks, Open Space and Trails Master Plan and Deed of Conservation Easement. These objectives require protection and proper management of the physical, natural and cultural resources of the Property. Therefore, social trails that are currently found on the Property as well as those that might appear in the future, will all be managed according to the following overarching guidelines in addition to the active and passive closure techniques:

- Observe and collect information about why the rogue trail is occurring. If it is found that conditions on the alternative approved routes are the cause, correct those issues.
- When appropriate and within the purview of this Master Plan and the governing Deed of Conservation, strategically plan and construct reroutes concurrent with the closing of the social trail in question.
- When rerouting social trails, endeavor to solve the problem that facilitated the creation of the trail in the first place. For the closure of the social trail to be successful in the long term, it is essential to provide a smooth transition between existing and new trail alignments.
- Strive to create alignments that effectively discourage creation and use of new and existing social trails.



### ACTIVE SOCIAL TRAIL CLOSURES

Due to the substantial use currently occurring throughout the Property by members of the unhoused community, there exist a multitude of social trails throughout the Property. These trails currently contribute to excess erosion and environmental degradation and, as such, will need to be actively closed and ecologically restored to maintain the Property. This should be accomplished through:

- Removal and cleaning of the areas inhabited by the existing unhoused encampments and associated detritus.
- Creation of the trail system outlined in this Master Plan document to provide alternative and approved routes through the Property.
- Installation of fencing or other obstructive materials to divert or otherwise prohibit users from continuing to use existing social trails.
- Regularly monitor approved trail system once installed for signs of continued or novel use of social trails and if or when discovered, implement trail closure techniques described herein.



### PASSIVE SOCIAL TRAIL CLOSURES

Many social trails originate as game trails and are faint, sparsely used and do not cause substantial erosion or resource management concerns. In these cases, most users will easily adapt to new trails providing desired experiences are accommodated and the implemented passive closure is appropriate. As long as it does not conflict with the design intent of this Master Plan or the governing Deed of Conservation Easement, in these instances it is recommended that managers:

- Construct new trails to provide the desired access and experiences.
- Lightly scarify the tread surface of the social trail in question to reduce compaction and facilitate revegetation.
- Randomly place rocks, woody plant material and other natural-looking materials in the trail to subtly obstruct and discourage travel, promote revegetation and hide it from users.
- Allow natural revegetation to re-establish over time.

## 10.2 RESTORATION STANDARDS

Restoration activities will center around two main themes: Existing trail restoration and habitat restoration and revegetation of closed trails and areas. The following outlines the guidelines that will need to be followed in each instance.

### EXISTING TRAIL RESTORATION

The trail system proposed in this Master Plan document relies on already established trails that exist throughout the Property. These include historic trails like the old wagon route which forms the backbone of the proposed trail system as well as various social trails that have been deemed worthy for continued use as part of the approved trail system. It was decided that use of existing trails would lead to the least amount of further site disturbance and would contribute to maintaining the relatively natural state of the Property. Some of these trails will undoubtedly require improvements to ensure their long-term functionality and sustainability. These measures will likely include the following:

- Restoration and maintenance activities to bring them up to the standards outlined in this Master Plan.
- Installation of drainage dips in strategic locations.
- Excavation of the lower/outer berm along the trail in question to ensure adequate width, sheet flow and cross-trail drainage.
- Construction of short reroutes and/or reconstruction of existing tread to fix steep or otherwise problematic segments.
- Installation of check dams and drains to shed and slow water, reduce erosion and accumulate topsoil.

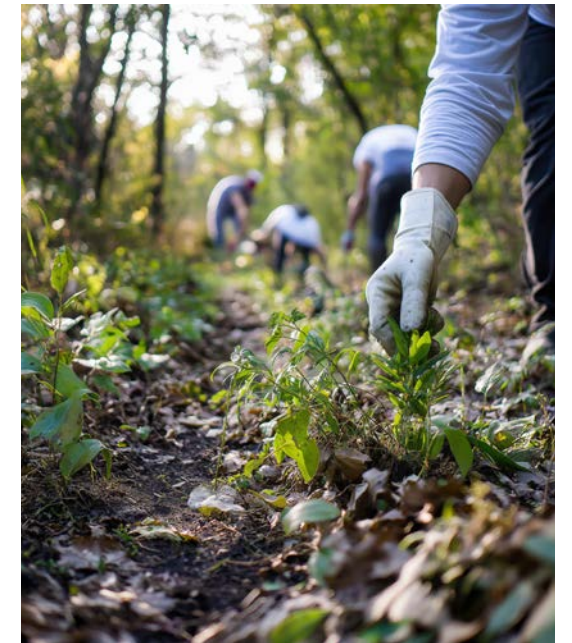
### HABITAT RESTORATION AND REVEGETATION

Along the paths of closed social trails, as well as in areas that have seen habitat degradation as a result of unhoused encampments or other factors, habitat restoration and revegetation efforts will be necessary. It is recommended that an evaluation of habitat degradation be completed post-construction to determine which areas will benefit from these efforts. Restoration and revegetation efforts in these areas should adhere to the following guidelines:

- Stabilize existing surface with constructed check dams and drains to shed and slow water, reduce erosion and accumulate topsoil.
- Obliterate closed trail tread and areas of prior use and degradation to soften the soil, discourage continued further use and promote revegetation.
- Cover the obliterated tread and areas of prior use and degradation with biodegradable erosion control measures (in select locations to be determined upon final design) and natural materials such as rocks and woody debris.
- Reseed the area with native grasses, forbs and shrubs to promote revegetation.
- Regularly monitor the closed trails and areas for erosion, vegetation establishment and noxious weed growth and/or continued or recurrence of use.

### PLANTING IN DISTURBED AREAS

All planting associated with the Project shall be comprised of only native species. Particular attention should be given to recognizing and planting for the site-specific soils and micro-climates. This will be beneficial for multiple reasons including ease of establishment, resilience and maintenance as well as to maintain the visual and ecological character of the Property. The best management practices (BMPs) found in the 2016 Manitou Springs Parks, Open Space and Trails Master Plan shall be used as a guide for weed, erosion and planting management for the Project.



### WALLS, CULVERTS AND EROSION CONTROL STRUCTURES

Soil retaining structures made of rock and boulders will be needed in areas of steep slope or where erosion problems may occur throughout the Property. Walls, culverts and erosion control structures may consist of mortared or dry-set pieces of randomly sized stone. Structures may terminate at end/slab boulders or in a stepped-down form. Stone color should reflect the adjacent in-situ rock; this may vary from red, rusty-brown, grey, cream/gold or dark grey/brown depending on the specific location of the erosion control measure. The use of stone representing the nearest in-situ rock whether in large slabs or laid up in walls, is encouraged. Horizontal elements should be in the earth-tone rust or brown color.

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## 11.1 TRAIL DESIGN AND CONSTRUCTION RESOURCES

### ***FOR MORE INFORMATION ON MANY OF THE TOPICS DISCUSSED IN THIS MASTER PLAN, THE FOLLOWING TECHNICAL RESOURCES ARE RECOMMENDED:***

- Trail Construction and Maintenance Notebook. 2007 Edition. USDA Forest Service Technology and Development Program in cooperation with the Federal Highway Administration. <http://www.fhwa.dot.gov/environment/fspubs/07232806/index.htm>.
- Equestrian Design Guidebook for Trails, Trailheads, and Campgrounds, USFS & USDOT. <http://www.fhwa.dot.gov/environment/fspubs/07232816/index.htm>
- Volunteers for Outdoor Colorado (VOC) Trail Design Handbook, most recent edition.
- U.S. Forest Service Trail Accessibility Guidelines (FSTAG), most recent edition. <http://www.fs.fed.us/recreation/programs/accessibility/>



**COLORADO SPRINGS ADDRESS**  
102 S. Tejon, Ste 920  
Colorado Springs, CO 80903  
719-632-3236

**PUEBLO ADDRESS**  
121 W. City Center Dr, Ste 200D  
Pueblo, CO 81003  
719-941-9909

**MAILING ADDRESS**  
P.O. Box 1281  
Colorado Springs, CO 80901

February 13, 2025

Gillian Rossi, Parks and Recreation Director  
City of Manitou Springs  
606 Manitou Avenue  
Manitou Springs, CO 80829

Re: Black Canyon Open Space Master Plan

Dear Ms. Rossi:

Thank you for the opportunity to review and comment on the Black Canyon Open Space Master Plan ("BCOS Master Plan"). The main 33.48 acre parcel of land in the Open Space is subject to a Deed of Conservation Easement entered into by the City of Manitou Springs and Palmer Land Conservancy ("Palmer") on September 1, 2016 (the "Conservation Easement"). We are confident that the level of care and attention exhibited in this Master Plan will be reflected in the City's continued management of the Property. We have reviewed the January 31, 2025 final version of the BCOS Master Plan which is scheduled to be presented to the Manitou Springs City Council on March 4, 2025, and find that it is consistent with the Conservation Easement.

Section 5 of the Conservation Easement requires the City to prepare a Master Plan and submit it to Palmer for approval. The proposed Master Plan contemplates development of a trail network, wayfinding and informational signage, an outdoor classroom and activity area, seating, an interpretive area, benches, trash receptacles, dog waste stations and limited fencing. Trails will be developed according to Off Street Natural Surface Trail Design standards. The BCOS Master Plan also provides for the closure of existing social trails and habitat restoration and revegetation in disturbed areas. All of these amenities and activities are authorized by the Conservation Easement and will not diminish or impair the Conservation Values. We find that the improvements will enhance the visitor experience and facilitate continued recreational use of the property. We trust that the City will design and construct the trail improvements in a sustainable manner and will mitigate any impacts that may result from the construction of such trails and other improvements.

The activities proposed in this Master Plan appear to be consistent with the Black Canyon Open Space Conservation Easement. After thorough and careful review, Palmer has determined that the BCOS Master Plan complies with the terms of the Conservation Easement. The City clearly took great pains to involve the public and community stakeholders in the development of the Master Plan. For these reasons, Palmer approves the 2025 BCOS Master Plan.

If any changes to the Master Plan are made between the date of this letter and its approval by the City Council, please submit the revised Master Plan to our office for further review. Thank you again for providing us with the opportunity to participate in this process. We look forward to continuing our land preservation partnership with Manitou Springs.

Very truly yours,

Stephen D. Harris  
Land Stewardship Director

Date: 1/28/2025

To: Gillian Rossi, Director of Manitou Springs Parks and Recreation Department

From: Tim Beeson, Chair of Manitou Springs Open Space Advisory Committee

Dear Ms. Rossi:

I'm pleased to report that the Manitou Springs Open Space Advisory Committee voted unanimously last night to support the Black Canyon Open Space Master Plan and recommends delivering the document to City Council for its consideration.

Sincerely,

Thomas H. (Tim) Beeson

[REDACTED]

Manitou Springs, CO 80829

c: [REDACTED]  
[REDACTED]



## Memorandum

Title: Proclamation No. 0225, a Proclamation to Recognize Manitou Springs' Commitment to Valuing Diversity, Equity, and Inclusion in our Community

From: Mayor Pro Tem Johnson and Councilor Chandler

To: Mayor and City Council

CC: City Administrator Denise Howell

Allocated Time: 5 Minutes

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March 4, 2025

### **Purpose:**

This proclamation is to formally proclaim the City's unwavering commitment to valuing diversity, equity, and inclusion (DEI) within the community.

### **Background:**

The importance of DEI lies in its ability to create communities that are not only fair and just but also more vibrant and resilient. A commitment to DEI helps foster stronger relationships, encourages collaboration, and improves social outcomes by ensuring that all individuals have the chance to thrive. By embracing DEI, communities can better address challenges, celebrate cultural richness, and work towards eliminating inequities, ultimately building a stronger, more unified society for all.

### **Pros and Cons:**

**Pros:** This proclamation reaffirms the City's commitment to diversity, equity, and inclusion and makes that commitment known to all.

**Cons:** None.

### **Fiscal Impact:**

None.

### **Workload Impact:**

None.

### **Recommended Action:**

Read Proclamation No. 0225, a Proclamation to recognize Manitou Springs' commitment to valuing diversity, equity, and inclusion in our community.



City of Manitou Springs

Proclamation No. 0225

# *Proclamation*

## **“To Recognize Manitou Springs’ Commitment to Valuing Diversity, Equity, and Inclusion in our Community”**

**WHEREAS**, the Nation was founded upon, and is guided by a set of principles including that every person is created equal, that everyone has a right to life, liberty, and the pursuit of happiness, and that all shall be afforded the full recognition and protection of the law; and

**WHEREAS**, many in our community are looking for a safe space to live and thrive during these unprecedented times, the City of Manitou Springs is proclaiming its commitment to supporting the rights of all residents and visitors; and

**WHEREAS**, the City of Manitou Springs recognizes the importance of equity, diversity, and freedom, and is dedicated to fostering acceptance of all its citizens and preventing discrimination in all forms, including sexual orientation, gender identity, race, socio-economic class, ability, age, and immigration status; and

**WHEREAS**, the City of Manitou Springs proudly celebrates Martin Luther King, Jr. Day, Black History Month, Women’s History Month, Earth Day, Juneteenth, Pride Month, and Indigenous People’s Day; and

**WHEREAS**, despite national rhetoric and disinformation, the Manitou Springs community remains resilient, defiant, and unapologetically proud of its diversity. We value our public schools, access to safe and affordable medical care for all, the environment, our international allies, and democracy.

**NOW, THEREFORE, BE IT RESOLVED**, be it resolved that the City of Manitou Springs City Council does hereby proclaim that everyday and every month represents an opportunity to reaffirm our commitment to these principles and to actively promote the founding ideology of the United States of America.

Adopted this 4th day of March 2025 in the City of Manitou Springs, El Paso County, Colorado.

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Mayor John G. Graham

Attest:

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City Clerk Elena Krebs





## Memorandum

Title: Formal Action on Parking for Soda Springs Park Events  
From: Roy Chaney, Deputy City Administrator/Public Works Director  
To: Mayor and City Council  
CC: City Administrator Denise Howell  
Allocated Time: 15 Minutes

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March 4, 2025

### **Purpose:**

For City Council to formally take action on the direction given at a previous work session.

### **Background:**

A discussion regarding parking at Soda Springs Park was held by the Council during their January 14, 2025, Work Session. During the meeting, staff outlined parking considerations for the Soda Springs Park staging area and recommended a temporary solution with safety parameters and regulations as outlined in the attached agreement for the 2025-2026 season, to address performer needs while maintaining community supported programs, such as Little London Winds. The direction received from this discussion was to use Park Ave. for parking and allow event organizers to pull into the park to unload their equipment. City staff is now bringing this item back for the Council's formal action so staff can implement it.

### **Pros and Cons:**

#### **Pros:**

- Provides convenience for performers to load and unload equipment efficiently.
- Enhances safety by reducing the need to carry heavy or bulky items over long distances.
- Improves operational efficiency for events with tight schedules.
- Projects professionalism by offering a seamless experience for event organizers, performers, and attendees.
- Allows for the continuation of community supported programs in Manitou Springs at the Soda Springs Park.

#### **Cons:**

- Temporary adjustments may require additional oversight to ensure safety parameters are met.



- Future discussion will still need to address permanent parking solutions as part of new design considerations.

**Fiscal Impact:**

N/A

**Workload Impact:**

Minimal. Existing staff can manage parking controls within current resources.

**Recommended Action:**

Make a motion to approve the parking arrangements at Soda Springs Park for event organizers.



**AGREEMENT FOR USE OF DIRT AREA AT SODA SPRINGS PARK FOR DELIVERY  
TRUCKS OR TRAILER 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 one (1) delivery truck or equipment trailer. 45 additional parking spaces can be reserved at no cost to event organizers along Park Avenue\* for events as requested and approved by the City's Mobility & Parking Department. \*Subject to change if additional parking spaces become available.

**2. Parking Sighter Requirement:**

The Event Organizer is required to provide at least one designated Parking Sighter (ground attendant) during the event. The Parking Sighter will be responsible for guiding the vehicle 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: \_\_\_\_\_



## Memorandum

Title: Consider Appointing Patsy Sitzman to the Urban Renewal Authority Board

From: Mayor John Graham

To: Mayor and City Council

CC: City Administrator Denise Howell

Allocated Time: 10 Minutes

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March 4, 2025

### **Purpose:**

To appoint a new board member to the Manitou Springs Urban Renewal Authority.

### **Background:**

Former URA Board member and Chair Debbie Sagan's term expired in January. She did not seek reappointment. Under the state rules for URA Board appointments, the Mayor selects members, subject to City Council approval. The Board is authorized to have nine members, but in recent years it has functioned with less. Currently, the board has six members. The Mayor is recommending Patsy Sitzman as the new member. Ms. Sitzman has a background in finance and management, is a long-time Manitou Springs resident, and has shown a strong interest in local matters.

The URA is a mature organization; its TIFS have a half dozen years of life left. It is important for the URA to consider what the future will look like. The Mayor believes the City and the URA need to think broadly about the problems of economic development and redevelopment.

Consequently, it is essential that the Board represents the wider community and thinks well beyond the present. In recent years, the Board's membership has been dramatically skewed towards residents of the Crystal Hills neighborhood. The last three former members of the board were all Crystal Hills residents, as are two of the currently serving board members and Councilor Fortuin. Additionally, the Board is composed of one Ward 2 resident who does not live in Crystal Hills, one Ward 1 resident, no one from Ward 3, and two members who are not Manitou Springs residents. Ms. Sitzman is a Ward 3 resident.

It is important to recognize that Councilor Nancy Fortuin expressed an interest in the appointment as well. Councilor Fortuin currently serves as City Council's liaison to the URA.

The rules that apply to the URA are set by the state and are therefore different from



those for City boards and commissions. However, under the City's code, members of the City Council are prohibited from serving on City Boards and Commissions. Liaison positions are intended to facilitate communication between Council and Boards, but not to leverage the work of advisory boards in the policy-creating mission of Council.

Further, the City Code, 2.09.040 states, in part: "In making appointments, city council shall strive to select members representative of all community demographics and stakeholder groups."

Consequently, the Mayor believes that the community would benefit from broader representation and that councilors should not serve on the URA board. An advisory board should not carry the added weight of a Council vote.

**Pros and Cons:**

**Pros:** Appointment of Patsy Sitzman will bring a new perspective to the URA board and increase representation for Manitou Springs citizens.

**Cons:** A void would be left on the Board and still to be filled.

**Fiscal Impact:**

None.

**Workload Impact:**

Minimal.

**Recommended Action:**

Move to appoint Patsy Sitzman to the URA Board.

  
Manitou Springs CO 80829

January 22, 2025

To the Chair and Members of the Urban Renewal Authority Board:

I am interested in serving as a member on the Urban Renewal Authority Board. I request your consideration.

I have lived on Beckers Lane, in the Manitou Springs Ward 3, for over 40 years. My tool kit includes 35 years of Finance, Financial Operations, Budgets, Project Management, and Compliance. I have contributed to several endeavors in Manitou Springs; with extensive volunteer work in the MS Finance Office, the MACH, CRANE, and some impactful Manitou Springs East End neighborhood revision projects. I fully understand the fiduciary responsibilities regarding taxpayer dollars, the URA visions, and the subsequent Planning so required.

I look forward to any questions, a collaborative relationship, and the work necessary to move forward in the quests to assure Manitou Springs, and my East End neighborhood, is thriving, participative, meets expectations, and is inclusive.

Thank you,

Patsy Sitzman

# CITY OF MANITOU SPRINGS

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OFFICE OF THE MAYOR

John G. Graham

606 Manitou Avenue • Manitou Springs, CO 80829

Phone: (719) 400-8106

Email: [jgraham@manitouspringsco.gov](mailto:jgraham@manitouspringsco.gov)



February 18, 2025

I am selecting Pat Sitzman to serve on the Manitou Springs Urban Renewal Authority (URA) Board. As Mayor, it is my responsibility to do so, subject to ratification by City Council.

Ms. Sitzman is a long-time resident of Manitou Springs, has strong interests in the community, and has an impressive background in finance and management. She has been active in community affairs, including mentoring members of city staff. She is straightforward and an effective communicator.

The URA is a mature organization; its TIFs have perhaps a half dozen years of life left. It is important for the URA to consider what the future will look like. I believe the City and the URA need to think broadly about the problems of economic development, re-development, and blight. We must consider the reality of city-wide needs and the economic future of the City. Consequently, it is essential that the Board represents the wider community and thinks well beyond the present.

In recent years, the Board's membership has been dramatically skewed to residents of the Crystal Hills neighborhood. The last three former members of the board were all Crystal Hills residents, as are two of the currently serving board.

One other board member is also a resident of Ward 2. We have only one Ward 1 resident and no representation from Ward 3. Two of the Board members are not Manitou Springs residents. Clearly, the greater interests of Manitou Springs would be better served by a broader representation.

I believe Ms. Sitzman will bring vision and a fresh perspective to the problems of the URA area, tempered by an understanding of the overall needs of the community. She has strong planning and organizational skills that will benefit the URA board and thus the community.

Sincerely,

John Graham



## Memorandum

Title: Consider Appointing Karl Stang to the Pikes Peak Area of Council Government's Citizens Advisory Committee

From: Mayor John Graham

To: Mayor and City Council

CC: City Administrator Denise Howell

Allocated Time: 10 Minutes

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March 4, 2025

### **Purpose:**

To appoint Karl Stang to the Pikes Peak Area Council of Government's Citizens Advisory Committee.

### **Background:**

The Pikes Peak Area Council of Government's (PPACG) has a Citizens Advisory Committee (CAC) which is composed of volunteer citizens from the multiple member jurisdictions. The CAC serves as an advisory board and reviews matters coming before the Pikes Peak Rural Transportation Authority. The CAC's work includes reviewing transportation construction projects and programs that may affect the organization.

Manitou Springs has two representatives on the CAC, Alan Delwiche and Barb Winter. Mr. Delwiche would like to step down and Mr. Stang is willing to take his place. It is important that the City keeps both seats filled.

Mr. Stang has been very involved in Manitou Springs affairs, serving on PACMAN and the Mobility and Parking (MAPS) Board. Recently, he reviewed PPACG's extensive Long-Range Transportation Plan.

### **Pros and Cons:**

**Pros:** Appointment of Karl Stang will contribute to the collective skills sets and perspectives of the regional CAC. Manitou Springs will maintain both of its seats on the CAC.

**Cons:** A void would be created if Mr. Delwiche resigned from the CAC and could not be replaced.

### **Fiscal Impact:**

None.



**Workload Impact:**

Minimal.

**Recommended Action:**

Move to appoint Karl Stang to the Pikes Peak Area Council of Government's Citizens Advisory Committee.

# CITY OF MANITOU SPRINGS

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OFFICE OF THE MAYOR

John G. Graham

606 Manitou Avenue • Manitou Springs, CO 80829

Phone: (719) 400-8106

**Email:** [jgraham@manitouspringsco.gov](mailto:jgraham@manitouspringsco.gov)



February 26, 2025

Greetings,

I am recommending Manitou Springs resident Karl Stang to serve on the Pikes Peak Area Council of Government's (PPACG) Citizens Advisory Committee (CAC). Manitou Springs has two representatives to the CAC, Alan Delwiche and Barb Winter. Mr. Delwiche would like to step down and Mr. Stang is willing to take his place.

The CAC provides an important service by evaluating major construction projects and transportation policies and programs. Manitou Springs enjoys having two seats on that committee, which is unusual for our relatively small population, and it is important that we keep both seats filled.

Mr. Stang has been very involved in Manitou Springs affairs, serving on PACMAN and the Mobility and Parking (MAPS) Board. Recently, he reviewed PPACG's extensive Long-Range Transportation Plan.

I believe Mr. Stang will bring a useful perspective to the CAC board and address regional transportation needs while advocating for Manitou Springs.

Sincerely,

John Graham



## Memorandum

Title: Consideration of and Potential Decision to Engage an Employment Consultant to Provide Professional Services Related to the City's Employment Environment

From: Mayor John Graham

To: Mayor and City Council

CC: City Administrator Denise Howell

Allocated Time: 20 Minutes

March 4, 2025

### **Purpose:**

To discuss options for hiring a management consultant to conduct a 360-Degree evaluation for one or more members of the City leadership team.

### **Background:**

The City Council has determined that it would like to conduct a 360-Degree evaluation for one or more members of the City leadership team. City Attorney Jeff Parker was asked to provide references for potential consultants based on his experience. Mr. Parker provided four references.

The Mayor subsequently contacted those firms and received several responses, which Council can discuss. As these firms typically charge according to the amount of work and time involved, only very coarse estimates were received. The firms did discuss their prior experience with municipal/public organizations.

Also, District 14 is using the Studer program, which Mayor Pro Tem Johnson will be able to describe.

### Jeff Parker's recommendations:

| Firm                                 | Scope of Services                                                                                                                                             | Rough Estimate                                                                                                                                                                 | Notes                                                                                              |
|--------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|
| BreakThroughs, Inc.<br>Walt Kowalski | Representative services; 360 evaluations; two-day group sessions; custom programs                                                                             | \$3,400 for two-day group session+ \$72.50/person (testing charge); \$350/hr for general services.                                                                             | Met with Mayor and Mayor Pro Tem in person. Provided leaflet. Uses GallupStrengths and DiSC tools. |
| Civic Canopy<br>Bill Fulton          | Uses <a href="#">Leadership Circle Profile</a> , a 360 evaluation and leadership development tool.<br><br>Larger staff – development programs are customized. | \$3,000 for a 360 evaluation, which includes: administering and managing the assessment plus an initial project launch, a 90-min debrief of the assessment, a 30 day follow up |                                                                                                    |



|                                  |                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                  |                                                                                   |
|----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|
|                                  |                                                                                                                                                                                                                                                                                                 | coaching session and a 90 day coaching check in. Additional coaching sessions are \$250/hr. All are typically conducted via Zoom, but on site sessions are extra. Typical projects range from \$10,000-\$40,000 depending on desired outcomes and time required. |                                                                                   |
| Taloma Partners<br>Maren Stewart | As an example, they did a review/development program with a Denver area municipality. This included preparing an interview guide for 11 individuals. Developed high level recommendations, shared with City Manager and refined information.<br>3 months<br>Gave high level input and feedback. | \$30,000+ Coaching city manager on an every other week basis.                                                                                                                                                                                                    | Spoke with Maren Stewart for 15-20 mins. Discussed existing challenges and goals. |
| Moxy Solutions<br>Kerry Mitchell | No response as of Feb. 26                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                  |                                                                                   |

### **Pros and Cons:**

**Pros:** Discussion will help Council refine its objectives and develop a sense of the scope of work and costs.

**Cons:** Not doing anything does not address the Council's intent to improve city management practices.

### **Fiscal Impact:**

Undetermined. Estimates range from about \$3,000 to \$40,000, depending on what is desired. These charges could go higher, depending on the work.

### **Workload Impact:**

Undetermined.

### **Recommended Action:**

Discuss and better determine how the Council wants to proceed.