



MANITOU SPRINGS HOUSING ADVISORY BOARD REGULAR MEETING AGENDA

All upcoming HAB meetings are scheduled to be hybrid,
Zoom (remote) or in-person at Memorial Hall.

In Person: Memorial Hall

606 Manitou Avenue

Manitou Springs, CO 80829

Remote: A link is provided on the City's Official Website at

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



May 21, 2025

5:30 PM

A. CALL TO ORDER

B. PUBLIC COMMENT ON NON-AGENDA ITEMS

C. APPROVAL OF MINUTES

1. April 16, 2025, Regular Meeting Minutes

D. WELCOME

ITEM 1. Welcome and Introduction:

Welcome and Introduction of Will Boddington, Interested in Serving as a Board Alternate.

E. NEW BUSINESS

1. **HAB Landing Page on City Website:**

Nate to Present a Rough Mock-up or Facilitate a General Discussion on Content and Layout.

F. OLD BUSINESS

1. **ADUs:**

Update Requested From the Planning Department Regarding Information Submitted by Alison.

2. **123 Manitou LIHTC Application:**

HAB to Support Planning Efforts Related to New Colorado Executive Orders.

3. **Mobile Home Park Ownership:**

Updates and Discussion.

G. REPORTS

1. **Colorado Springs Community Development Advisory Committee (CDAC) Meeting:**

Tuesday, May 20, 2025, 3:00-4:00 PM MT.
Focus: El Paso County Housing Needs Assessment. Crystal and Nate to Attend.

H. ADJOURNMENT

Board Members:

Alison Gerbig, Chair (06/30/2025)
Alea German, Vice Chair (06/30/2028)
Anna Rebecca Allen (06/30/2028)
T. Glenn Bosley-Mitchell (06/30/2028)
Crystal Karr (06/30/2027)
Amy Mogck (06/30/2027)
Michael Quintana (06/30/2027)
Nathan Nassif, Alternate (06/30/2029)

2 alternate positions available

Staff and Liaisons:

Nancy Fortuin, City Council Liaison
Fred Rollenhagen, Planning Director
Chelsea Royston, Senior Planner
Erin Ringsred, Planner and Landscape Architect II
Zachary Davison, Planner II

The City of Manitou Springs does not discriminate on the basis of disability in the admission to, access to, or operations of programs, services or activities. Reasonable accommodation will be provided to ensure equal access to all. Individuals who would like to request auxiliary aids or services should contact the ADA Coordinator at (719) 685-5481 or jfryer@manitouspringsco.gov. You may also contact the City Clerk's Office at cityclerk@manitouspringsco.gov or (719) 685-2554. Please provide a minimum of 3-5 days advance notice.

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

MANITOU SPRINGS HOUSING ADVISORY BOARD REGULAR MEETING MINUTES

All upcoming HAB meetings are scheduled to be hybrid, Zoom (remote), or in-person:

Memorial Hall at 606 Manitou Avenue, Manitou Springs, CO 80829

April 16, 2025, 5:30 PM

A. CALL TO ORDER

5:32 p.m.

B. PUBLIC COMMENT ON NON-AGENDA ITEMS

None

C. APPROVAL OF MINUTES

Tabled until next month.

D. NEW BUSINESS

1. Board Reports

a. Glen and Nate to share highlights from the Housing Meeting they attended in Palmer Lake, CO

Glen gave a review of the meeting and suggested that the HAB members conduct a review of land possible for affordable housing development in Manitou Springs.

Nate gave a review of the meeting and summarized data points.

Glen commented on the substantial number of people in attendance.

Alison and Aleah gave a history of property reviews in Manitou Springs and the outcomes.

b. Nate to report on conversations with potential speakers for future HAB meetings.

Nate reported on potential HAB meeting speakers and suggested Wayne from The Place and Wayne expressed interest. Lee was also open to coming back and meeting with the HAB Board again.

Aleah commented on being open to having both potential speakers come and address the HAB Board.

Amy inquired about Council's needs from the HAB.

Nancy Fortun stated that the City Council was mostly looking for recommendations from HAB.

Fred and Nancy discussed the potentiality and timing of the regional housing assessment being available to the HAB for review.

HAB members discussed other potential speakers.

2. May Pikes Peak Bulletin Article

- a. Volunteers needed to write the May PPB article.

HAB members discussed the next PPB article. Crystal volunteered to coordinate with Amy to do a community voices survey for the next article.

- b. Coordination for content and deadline.

HAB member coordinated for the May/June PPB article.

3. Mobile Home Project

- a. Update and discussion on goals and next steps.

HAB members discussed goals and the next steps for the mobile home project.

Crystal and Nate agreed to take the next steps with this project.

4. Accessory Dwelling Units (ADUs)

- a. Update from the Planning Department: proposals or recommendations.

HAB members discussed ADU's.

- b. Request for update: Does the HAB still have the option to provide insights on ADU best practices for Manitou Springs?

Amy suggested an eventual article about aging in place and potential microgrants to support aging in place efforts in Manitou Springs.

Fred gave a limited update and will keep the HAB updated.

Aleah offered to take ownership of ADU.

Board members further discussed ADU's.

E. OLD BUSINESS

None at this time.

F. REPORTS

Nancy Fortin updated HAB members regarding City and City Council business.

Fred updated HAB members regarding city parcel rezoning measures.

G. ADJOURNMENT

Alison adjourned the meeting at 6:32 p.m.

Board Members:

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Anna Rebecca Allen (06/30/2028)

T. Glenn Bosley-Mitchell (06/30/2028)

Crystal Karr (06/30/2027)

Amy Mogck (06/30/2027)

Nathan Nassif, Alternate (06/30/2029) 2 alternate positions available

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Fred Rollenhagen, Planning Director

Chelsea Royston, Senior Planner

Erin Ringsred, Planner and Landscape Architect II

Zachary Davison, Planner I

Michael Quintana (06/30/2027)



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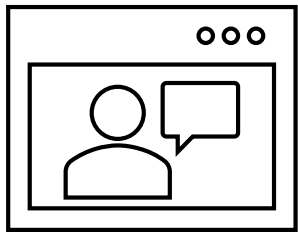
Housing Advisory Board (HAB)

Overview

HAB was officially established in 2017 as part of the *Plan Manitou Community Master Plan*. It is one of eight City of Manitou Springs committees set up to support and inform short-term strategic, ongoing, and long-term project priorities as determined by City Council.

Manitou Springs enjoys a reputation as a unique and special community. Similar to all communities however, certain challenges and opportunities still remain and in the case of affordable housing, have accelerated. As such, HAB's vision and mission is to ensure **residents of all ages, abilities, and means have access to safe, affordable, and quality housing in a livable neighborhood.**

Please watch a short introduction video with additional background and context from HAB's Board Chair, Alison Gerbig.



Committee Structure & Monthly Meetings

[Web Meeting Link]

Password: 350237

HAB consists of seven regular members and up to three alternate members. Together, the aim is for the member mix to be representative of various socio-economic demographics viewed as critical to maintaining an inclusive and “livable” community. A member(s) of the City's Planning team and City Council act as designated liaisons and are expected to attend each meeting. See Contacts section below.

HAB meets every third Wednesday at 5:30p MT in-person at City Hall and streams its meetings to YouTube and over ZOOM. Every meeting is supported by a formal agenda several days in advance of the meeting and memorialized with meeting minutes. These documents are available here. We also encourage you to sign up for automatic notifications through the City's website here.

Public participation is encouraged and welcomed. Please note that public comments can only be made in-person. Should you need special assistance to attend a meeting, please email the ADA Coordinator or call (719) 685-2554. For all other inquiries please send an email to [Alison Gerbig, HAB Board Chair].

View HABs calendar below or download to your Google or iCalendar.

Goals & Objectives

HAB has prioritized seven quantifiable measures shown here:

1. Increase the number of affordable rentals vs. ownership units
2. Decrease the percentage of households with housing cost burdens
3. Increase the number of residents who live and work in Manitou Springs
4. Monitor number of short-term or vacation rental units
5. Decrease or stabilize average monthly rent/average home price (per year)
6. Decrease or stabilize Average home price compared to median income
7. Increase number of homes that have made improvements to improve energy efficiency and safety or reduce hazard risk

Priority Action Areas

HAB helps to support, inform, and implement specific actions approved by City Council and that also align with Plan Manitou 2.0. Action items are categorized into short-term strategic, ongoing, and long-term. There are currently sixteen action items that are grouped into four “Goal/Policy” groups outlined in Plan Manitou 2.0 (e.g., housing mix, reinvestment, funding and reducing barriers, inclusion). For the complete list of action items, please see the HAB Consolidated Reference Documents below. The short-term strategic items currently prioritized include:

- Collaborate with local, regional, state, and federal partners to meet the City's affordable housing needs.
- Review and update regulations pertaining to long term lodging in hotels and motels (Ordinance 2315).

Resources

[HAB Consolidated Document \(PDF\)](#)

- [Profile Sheet with Data Tables](#)
- [City Council's formal HAB Ordinance](#)
- [Pikes Peak Bulletin Articles](#)
- [Housing Program and Resource List](#)
- [HAB Original Strategic Plan 2018](#)
- [Definition of Terms](#)
- [HAB Feature Videos](#)
- [Affordable Housing 101 by Colorado DOH \(PDF\)](#)
- [Plan Manitou \(Web\)](#)
- [Plan Manitou “Community Profile” \(Web\)](#)
- [City of Manitou Springs - All Boards & Commissions \(Web\)](#)

Contacts

[Housing Advisory Board](#)

Alison Gerbig (Board Chair)
Alea German (Vice Chair)
T. Glenn Bosley-Mitchell - Member
Crystal Karr (Member)
Amy Mogck (Member)
Nate J. Nassif (Member)
Nancy Fortuin (City Council Liaison)
Chelsea Royston (Staff Liaison)
Michael Quintana (Alternate 1)
TBD (Alternate 2)
TBD (Alternate 3)

[Planning Staff Members](#)

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Phone: (719) 685-4398

Zachary Davison (Planner I)
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Chelsea Royston (Senior Planner)
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Erin Ringsred
Planner and Landscape Architect II
Email Erin
Phone: (719) 685-4398

**HAB Meeting
April 9, 2018
Call to Order at 6:02pm**

Members Present:

1. Alison Gerbig
2. Alea German
3. Alan Delwiche
4. Andy Wells
5. Dale Latty
6. Coreen Toll
7. Whitney Lewis

Karen Berchtold, Senior Planner (Staff Liaison)

City Council Liaison: Becky Elder

- I. Chair Alea Garman: Call to order at 6:02pm
- II. Approval of Minutes. Alea said no questions were reported when sent out and if anyone had any changes to note. Dale motioned to approve minutes and Coreen 2nd. Passed unanimously.
- III. No public comment
- IV. Old Business

1. ADU: Whitney Lewis and Coreen Toll

Discussion and review of draft ADU ordinance developed by Coreen as a starting point. The workgroup has done the research and are presenting this today.

Whitney reported there are basically 4 types of ADU'S: Located within a home; existing house but expand footprint; convert an existing structure such as a garage converted to a dwelling unit; or build a separate ADU on site. Different rules might apply to different types. Seeking a direction and plan on where we can share this with others such as planning and fire departments, etc. need to agree on some type of structure and plan for ADUs. Review Coreen's draft ordinance. Why ADUs? Increase all people's ability, opportunities, and access to live/remain in Manitou Springs. Serve families of all types, older adults who want to remain in their home but don't need all the space. People who want to qualify to buy a home in Manitou. Single moms and dads.

Overarching ordinance that allows each neighborhood, 51% or more residents have buy-in can decide how to do this in their area. Do we want this or not vs. the city saying what it should look like. Need to talk about how this would look in Manitou. Coreen said similar to how resident parking started with petition and signatures and public meetings.

Ordinance amending Title 18 of Manitou Springs Municipal code.

Coreen spoke about how HAB Board Member, Andy Wells, held neighborhood meeting to consider each area of town to decide if they are comfortable with ADUs in their boundaries. Similar to Resident Parking Permit Zones (RPP).

Karen, Planning staff, said to look at Plan Manitou Policies, Karen said she talked to Wade and HAB needs to come up with policies in general for ADUs as a starting point and note the challenge of the Wildland Urban Interface (WUI); the entire county is now within the WUI (all the city's vegetation and structures are within fire prone-zones). Be aware of this geological designation and other rules related to that spot zoning issues. May need to talk to the attorney before HAB can move forward. Dale asked about economic impact such as Creekside. Karen stated she is still working on that and can't present it tonight.

Coreen added that Mayor would like to convene a group of acting city admin, HAB, informed subgroup to make recommendations. Whitney spoke about the importance of working with the fire and Wild and urban Council on the overall risks and needs for making ADUs safe for our city.

Coreen said the workgroup has been working on this and looking at other communities. Developing materials on the "How tos." And showing the areas of regulations.

Alea asked about key points to address tonight after we review Karen's GIS data.

Karen showed a map of distribution based on housing inventory structure and ADU within city. Did not go knock on every door but did a few and this is the data layer of housing units and ADU. Dale asked how this map can be used in ADU planning. Karen said we have 2 main residential areas GR district and low density residential. Karen looked at lot sizes with 4 different categories.

Parcel for size – missing some data but we are working on filling the gaps from El Paso County Assessor's Office for parcel area but not zoning; 4 sizes: existing parcel 8557 sq. ft. or more in yellow per current regulations for ADU. Coreen noted this can be changed. ; 7756k-8k orange, 6k-7k red, less than 6k dark red. Ultimately Karen is trying the fill in all areas with various colors. Karen said this is important data because we don't want to develop policy if we can't meet the yield we need to increase ADU.

Dale asked if we looked at zone designation and sq. area per property. 876 sq. ft. or more per current regulations 1k-4,400k sq. ft. lots are our range of opportunity and can be developed based on existing code that currently allows, 1/10 of an acre. Alea asked where that number came from and asked Todd Liming to explain.

Todd added that 15 years ago when he was working as City Planner the GR district minimum lot size 10 dwelling units per acre. $10/560 = 4356$ (4400 sq. ft.) per lot. Michelle Anthony and I did the math to figure out second unit would be less than $\frac{1}{2}$ the size of the current unit.

Todd noted,

Karen looked at existing ADU sites but it's hard to see right now on the map. Allen asked if these are detached or all. Karen said all types to include the type of structure the ADU is paired with to include motel, home, business, Karen can include other categories if we want them.

Andy asked # of current ADU Karen said 201. Andy asked age and such but Karen said nothing noted and Andy said some may have been summer homes or cottages before they were called ADUs or Dale said multi-use. Karen said like the ones on Canyon. Dale asked how can get all the data and find out how many are there existing; how many are legal compliance or at code.

Allen asked what we are trying to solve knowing this data. Whitney said to help them become compliant vs. punitive as the biggest concern to single family homes with safety issues. Alea said some would be grandfathered in based on definition. Bringing them up to building and fire code. Dale mentioned new units are required to have sprinkler system with 5 or more residential units.

Coreen asked if we change the ADU lot requirements to find out if Karen said MS has not determined lot size requirement for zoning ADU in LDR. Karen added each districts have different lot coverage GR 50%, LDR 35%. Consideration with looking at lot size per city objectives such as flood control

Had not yet included Crystal Hills because nothing has been zones or defined in that area. It is encouraged to consider ADU in this area per the master plan. Whitney clarified currently zone is preventing Crystal Hills to split home into two dwelling units. Currently don't permit ADU in that LDR zone.

Karen presented some other ideas. Each district has different lot code GR 50% max build, LDR 35% so consider this in other city objectives and parcels in flood control map plan with already issues such as storm water objective to balance this plan.

Andy asked to focus on more housing unit rather than what's existing. CA eased restriction on granny lots to increase ADU Berkeley and entire state. Article in CA noted 1500 units to be built in Bay Area based on loosening ordinance.

Todd perspective that our city allows 50% lot coverage in GR zone district doesn't need to change when looking at conversions within the home vs. additional structure on the land/lot. Setbacks create lot and business districts fill the entire lots. Todd thinks 50% should not change especially is allowing conversion and current home divisions vs. more density. Manitou Springs is well positioned for lot coverage unless it is commercial it can fill more of the lot space.

Dale said we need data we don't have and no matter the fill we need to know lot sizes/parcel sizes to lay out exiting improvement and see where we have capacity. Right now we don't have that data. Get a better view. Karen said she can do that but needs time to fill in the data. Look at typical prototypes to get ideas of what the current size of the home on the lot. We can figure out the overall distribution. Alea asked how much granularity we need and Whitney her thoughts. Whitney said two separate discussion types of ADU. Lot size is irrelevant if ADU is within home vs. adding to footprint. If

increasing footprint that is a second discussion more into this discussion. Karen said maybe showing parcels that would allow this option with existing structure. Coreen said to not take up all of planning time we just have every lot shown as some people might not want that on their unit.

Allen said let's start with ordinance and wait on generalities of the map because moving forward to we need the ordinance to first figure out the specifics and see where it goes. Allen said data is interesting but going forward we need an ordinance to first but right now we need specifics. Alea added that yes, but said we still need to see how many lots would give us the opportunity based on the ordinance and inform us for zone districts and changes that could be made. Karen and Whitney agreed we need this basic data to see what's available, Dale said devil is in the details and we need to consider allowing neighborhoods in making those decisions and zoning changes.

Alea said have Karen work offline on division of lot sizes and thanked Karen for all her work.

Alea asked we take 10 minutes to review Ordinance:

Alan said his role on Planning Commission he had some thoughts of noted concerns such as on 3rd page conditional vs. variance. (Coreen reminded this is draft copied from another community.)

Allen went on to state approach like consensus and what that means or is it majority rules. Parking is challenging 1 per bedroom vs. ADU. #5 no setback for garage converted and we still go through a process to make sure neighbors are given the voice in a building/second level addition vs. a conversion. Allen said we have had people do this and we look how this is impacting the neighbors and go through the process for any new builds or add-ins. Allen likes limits to contain size of ADU has to be smaller than existing home – can this be adjusted to add more details on what this actually is defined. Karen mentioned stating a percentage up to a certain sq. footage. Alan said the word “smaller” can be too vague. Location needs to be worded to be behind the house or side yard for visual curb appeal such as Glenwood ordinance noted.

Todd added design considerations if primary house in a bungalow then the notion of adding a 2 story ADU in the back might not work for compatibility, not exclude, but maybe limit height to garden level. Notion to be “neighborly” what does this include? Just a consideration. Andy said the design should be compatible to the design of existing unit.

Coreen said this is just a rough draft and cut and pasted from other sites. We need to really draw down on this and then flush out the ideas a bit more and present to legal.

Alea said it does not have to be in formal ordinance wording but good to keep this format because it's closer to a real ordinance process/language. Karen said to give us all time to flush this out with Planning staff and HAB to re-review then meet to discuss before taking the Planning Board. Coreen asked if Wade is still working on an ADU ordinance and Karen thinks we might be more ahead but we can combine them as well. Whitney said we don't all the ideas but what is needed to move it forward. Alea said a subcommittee is what the Mayor wants and Coreen confirmed. Dale, Andy and Whitney were original workers on this with Todd. Dale said what info can we put out to the community? Karen said we

only have two zoning districts LDR. Coreen said whatever the regulation is can we change it? Andy said start with GR then move on. Karen added in comp-plan (Plan Manitou) future land use plan to set parameters to inform thinking of lot sizes: GR and HS- Hillside LDR. Dale said we need to look at hillside as well.

Whitney said she still is not clear how to move forward, Alea said committee flush this out and bring it back to HAB and planning and other stakeholders for other input. Coreen asked if go to Planning work session first and then work on details. Alan said this has been done in the past with draft ordinance such as Long Term housing/VRBO, etc. Karen said Wade really asked to meet with Planning Dept. first before going to Planning Board. Alea said 1st subcommittee to flush this out to be effective with planning staff. Coreen also asked for clarification from Mayor on what he wants to set logical steps for neighborhood and perhaps someone from subcommittee can talk with Mayor.

2. Strategic Plan:

HAB Strategic Plan DRAFT. Alea has one pointed question for the group is that Karen had brought up targets and assigning targets to actions and it was challenging at this stage. Alea said it was challenging and Karen gets it. Shifted to targets per objective. Objectives, Strategies, targets. Is this appropriate first step? Feedback? Targets are in the tables.

Dale thought it so far appears on target based on what was required. Alea worried about quantifying this data and Karen said we need to try to have specific numbers but right now a good starting point is not losing affordability in our community. Define how will know if we are getting there or not. Metric and such from Plan Manitou that are not as quantified either except for some data such as AMI – area medium income. Karen mentioned having a note column to show how we are getting toward the target such a % of employees who work and live in the city. Collect census data. Etc. Dale said Object 3 and 4: Eliminate both deficits- is a huge target. Alea said deficits based on gap analysis on page for Entry Level Family Housing. Gap for low-income and families; people wanting to enter homeownership.

Alison brought up if data included families living in motels which caused data to be skewed before the LT motel ordinance was developed. Andy brought up Gazette article Re: motels. Coreen spoke about Laurie Woods and the school and the impact. Coreen would like to hear from Laurie Wood and the impact. In past motels will filling with families when motels were low. Alan spoke about the October count in school and based on who is in the classroom to get the funding. Dale started to talk about the public broadcast article showing number of kids removed and how impacts are analyzed to benefit our school system... ***Alea redirected and brought us back to Strategic Plan.***

Alea asked is the group feels we are on target and does this sounds reasonable. Allen said good start and Coreen added it's a living document and Coreen mentioned taking it to council to add more details and also public process. Also addressing it as a group again to set details, input and such first. Alea asked for any other feedback?

Alan said #5 Reduce Vulnerability of Existing Housing has no action steps. Alea said Karen had mentioned that too. Alea said how we suggest building it into this draft – Alan said maybe adding action

of rehab or including this with other objective related to existing homes. Make it more specific to rehabilitation of existing units. Coreen asked Karen if doesn't this already exist – Karen said we have educational guidance on this and Fire Dept. working on individual homes and Karen is asking how we can come up with this with individual properties and track the real numbers. Maybe a second tier of working with homeowners on mitigation. Karen has contact with FEMA with interest in commercial district. Karen said homeowners are usually second on the list. Other options for research on plan like Cedar Heights did that prevented the wildfire. Karen said homeowners association had requirements and clustering in a manner which we don't have the luxury. Crystal Park Homeowner associate too is doing similar things. Coreen mentioned aging homeowners and have a pool of volunteers or student project to help these homeowners. Set something up for our community.

Todd commented on Cedar Heights Ben Huckle from Arts Council, just retired, and could share some ideas on what was done in Cedar Heights. Dale had a comment on risk reduction to fit under Evaluate Properties and applied to risk reduction in #6 as another potential category to fit #5 but not sure where to be considered and how to word it will define to be in rehab or evaluate. Coreen unsure of tracking Dale's comments and Alea followed up with asking Dale if he was wanting to add it #5 to #6 or #4a might allow more guidance on vulnerabilities. Allen mentioned his neighborhood near garden of the Gods with scrub oak and Karen said interesting how this could be shared and readily accessible to people. Someone maybe volunteer fire department staff would give advice on the process and say what homeowners could do to reduce fire risks.

Alea said what she is hearing the city is already working on this and Karen said it is important we think about it as well, Alea said a perspective we always need to be planning through hazards with education materials. Allen agreed some type of support for the community such as education on website. Karen added hosting workshops to meet with fire department and geological aids. Coreen said there are probably brochures already made by the County. Alea likes Alan saying support planning for hazards is a good point under #4. Andy added city helping with chipping and other things.

"Support planning department on education for homeowners" and Karen noted "best practices for property owners on mitigating fire/flood." Planning for Hazards wants to include education and help them learn wants possible. Coreen said will DOLA provide resources once plan is done to implement the plan? Clarian made it clear they want this to work for us as it is our plan and they want it to work for us, not their plan, through codes and we need other resources to do help general homeowners to mitigate these risks on their own. Allen said it's hard for homeowner's to cut down own trees until someone shares the risks.

Alea added #4e. Alan added Partnerships #3. #3a. Redevelopment of Seasonal Properties to Permanent Housing. Example, 115 El Paso Blvd. Becker's Lane units not following rules and neighbors are upset. Now in limbo. Has to be priorities where we can be proactive to focus on the redevelopment. Why picked 2022 as a date? Alea said we applied later date because we need this time to pursue. Coreen spoke about the Dillon Motel to permanent housing said she will call the owner again. Dale does not think he wants to build affordable units. Santa Fe Motel maybe on the table for a transition. Alea said leave 2020 date and we can adjust and meet it sooner. Kathleen Carrell – small town in CO did a project

on Route 66 motel that covered. Alan spoke about the property on Western Cabins on Becker's where they combined the units to make housing. Rehabilitated to meet codes for single dwelling units. Coreen asked Alan is conditional use forever unless there is a complaint, and he said yes. These are rentals and seems to be OK not sure of rent amount but seems stable.

Alea asked for other comments. Alan added #2 reduce regulatory barriers item C – housing and local food. Allen asked if local food access is really our/HAB charter? Wonder if that activity would fit more in environmental group. Not sure how it has to do with housing. Dale added from Urban Land Institute conference is going to create local food capacity you have to consider who will grow food within local community is need is to be in conjunction with local goals. Starts to create realistic combinations. Alea said our focus is on how the housing price can be affordable and combine not only housing and food but also art. Coreen said local food nationwide is a big deal. Makes sense to be local to include Calhan. Alison spoke broadening the 2c to more live-work to generalize the content vs, just focusing on local food. This allows a much broader focus. When we start identifying actions we then set more quantified details to the Target. Such as AMI and timelines once we have more details. Dale said #4C where we can insert a UUCS student? Alea said data collection could section #8 could fit that area. Dale said it was Karen helping us figure out data we need. Alea thinks it is covered in partnerships or data collection. We would look at how this is addressing these needs.

Alea said next step, as Coreen noted, take this to council work session and approach to public. Outreach meeting. Think more seriously about getting this out. Coreen volunteered to help with that to include a joint meeting open house at municipal hall. Earth Day not working as a good date but we should not wait too long. Sooner than later. DO Something – per Alea. Coreen asked Karen for other ideas and she stated Planning for Hazards. Maybe in one month – midmonth? Coreen said 4-6 weeks. April 25th planning or hazards workgroup then hold outreach event. Coreen said we would put together boards and tables about our goals. Be prepared to talk about specifics ADU, Alea working on an article. Karen said she participated on a workgroup with the Mayor on public engagement and create a forum to include buying a page for city and other affiliates. Karen will keep us posted on the plan.

Coreen mentioned the HAB is almost 1 year old and one of our tasks was to bring a plan forward. Coreen made a motion to we adopt the draft strategic plan with changes notes and move forward to solicit feedback from city council and public. Alan seconded. No discussion. Alea stated Motion passes unanimously. Alea will have Wade get this on the agenda for Council to add to agenda. Becky said either avenue at this point.

Alea stated she wants to end meeting at 8pm: postpone city owned lot for next month.

Todd: Suggestion 1.5 years to urge to invite other 2 people Rachel Bueller and Bill Kennedy, plus Dale.

Alea asked for updates from Karen:

Updated new grant CHFA funding for developers to create or preserve affordable units. They will be looking for clear plans and proposals. Create more affordable units. Significant funding. Dale asked how we can leverage CHFA dollars and Karen said ID more specific sites and to look at booklet on

funding and tools CO put out for specific approaches. Karen said both new and existing units such as converting existing units to affordable. Karen said we have to be careful about sharing ideas about new investments for affordable housing and they were snapped up by a developer. Coreen mentioned taking with Lee Patke at Greccio to get more ideas and Dale said looking at Santé Fe Motel again.

Updates to city website to a platform hosted by state. More opportunities for housing/HAB page.

Karen has a handout summary guidance from city attorney on open meeting laws. Most critical is related to email communication but we should not engage in a discussion over email. The idea is not to have board coming to discussions off-line. We have to be careful even when 1:1 so as a rule either call each other or simply wait to discuss. Alea said we should allow public to weigh in in discussion and make sure we bring this back to the group in a group and public setting. Dale said Alea's approach to put items on the agenda ahead of time and make reports to be reviewed ahead of time is good.

Email Updates:•The April 19th quarterly newsletters will include updates on advisory boards. I am writing a 300 word article to be included. The focus will be at a high level summarizing our work to date and where we hope to go over the next year.

•We heard back from Community Builders and we did not receive the grant for technical support on Hlawatha Gardens. They had a very competitive application cycle this round and only issued two grants each cycle.

•I met with Planning Director Burkholder to discuss HAB process. He reiterated the Planning Department's support for the HAB. Regarding process, we will continue to engage Planning on initiatives that we are interested in moving forward and they will provide preliminary support and/or data as may be necessary. We should have recommendations or expectations to present to guide a conversation. Until City Council weighs in we should be mindful of the level of effort put into an initiative by both the Board and Planning. When we are ready to place something on City Council's agenda we can contact Planning, and they will place the item on the agenda for us.

And here are Karen's updates:

- Per the March 2018 CML newsletter - The Colorado Housing and Finance Authority (CHFA) was awarded a \$7.1 million Capital Magnet Fund grant to support the development and preservation of affordable rental housing across Colorado. CHFA estimates this funding will help approximately 725 CO households. Some highlights:
 - o CHFA will use the funds to establish a statewide low interest housing fund for developers building or preserving affordable housing
 - o Funds will provide additional gap funding to supplement federal Low Income Housing Tax Credits

- o CHFA was one of only five entities in the nation to receive the award. The state ranks as the 5th most challenging state for extremely low income renters to fund affordable housing
- o Funding comes from the US Department of the Treasury's Community Development Financial Institutions Fund established in Congress in 2008
- o Learn more at: www.cdifund.gov

(There is a lot of good info on the CML website – staff will continue to review and provide updates)

- Planning for Hazards project – we'll receive the first draft updates to zoning and subdivision codes this week and will post on project webpage. The next workgroup meeting is April 25.
<http://www.manitouspringsgov.com/government/departments/planning/planning-for-hazards>
- Final updates to Plan Manitou webpage are underway – launch date to be determined. The City webpage will be transitioned to a new web platform managed by the State that will provide more functionality than the current City website. Eventually the Plan Manitou webpage will be transitioned there, too, so that the two sites will work together
- I prepared guidance regarding CO Open Meeting Law and email communications that I'll hand out this evening

Alea said we are going at home at 8pm tonight so we postpone City Lot discussion and spend 10 minutes on any final updates.

Dale quick reported: UCCS email and report Dale said he can come next month. Alea asked we reviewed it and decide on a plan. City owned lots passed on by Becky and said it could be transferred to Manitou from CS. Cheyenne Village residents who want to stay in Manitou.

Public Comment from Nancy Fortnum regarding Cheyenne Village: Public Private Partnership wanted to make sure we need to consider this.

Coreen April 19th Urban Renewal 12:30p tour and questions. Talk to Coreen if interested.

Meeting Adjourned: 8:23pm.

ORDINANCE

AN ORDINANCE OF THE CITY OF MANITOU SPRINGS, COLORADO AMENDING TITLE 18 OF THE MANITOU SPRINGS MUNICIPAL CODE TO INCLUDE PROVISIONS FOR THE ALLOWANCE OF ACCESSORY DWELLING UNITS IN CERTAIN ZONES.

WHEREAS, Goal HN-1 in the Housing & Neighborhood element of Plan Manitou, the City's Comprehensive Plan Manitou is encouraged to develop a diverse range of housing types and living situations to support safe, affordable and accessible housing options that meet the needs of residents of all ages, abilities and income levels; and

WHEREAS, Policy HN-3.5 of Plan Manitou recommends the City support the development of affordable housing by Reducing Regulatory Barriers to building and maintaining affordable housing units in the City; and

WHEREAS, FA-6-19 of Plan Manitou recommends the development of review procedures for accessory dwelling unit approval that include site plan and zoning review requirements; and

WHEREAS, Manitou Springs is so "built-out" that it only has about 20 acres of unconstrained developable land; and

WHEREAS, the median household income in Manitou Springs is lower than most of El Paso County while housing prices are significantly higher than those in El Paso County; and

WHEREAS, According to 2016 State demographic data 28% of homeowners and 39% of renters in Manitou Springs pay more than 30% of their income on housing and are thus cost burdened while 14% have incomes lower than the poverty line; and

WHEREAS, the City Council desires to amend Title 18 of the Code to provide flexibility to the Zoning Code to provide more affordable housing availability to its families, workforce, seniors, millennials and low-income households.

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

Section 1. The Lot Size of the General Residential Zone for a second dwelling unit is changed from 8,700 square feet to 4500 square feet.

PURPOSE:

ADUs are a critical form of infill-development that can be affordable and offer important housing choices within existing

neighborhoods. ADUs are a powerful type of housing unit because they allow for different uses, and serve different populations ranging from students and young professionals to young families, people with disabilities and senior citizens. By design, ADUs are more affordable and can provide additional income to homeowners.

Accessory dwelling units are allowed in certain situations to:

- Create new housing units while conforming to the look and scale of the neighborhood.
- Increase the housing stock of existing neighborhoods in a manner that is less intense than alternatives
- Allow more efficient use of existing land, housing stock and infrastructure
- Provide a mix of housing that responds to changing family needs and smaller households
- Provide a means for residents, particularly seniors, single parents and families with grown children to remain in their homes and neighborhoods, and obtain extra income, security, companionship and services
- Provide a broader range of accessible and more affordable housing.

DEFINITIONS:

“Accessory Dwelling Units (ADUs) or In –law units, are self-contained smaller living units on the lot of a single-family home. They can be either attached to the primary house, such as an above-the garage unit or a basement unit, or, as is more typical in Colorado, an independent cottage or carriage-house. They are an easy way to provide homeowners with flexible space for a home office or an on-site caregiver, additional rental income, or a space for elderly family members to remain in a family environment. In short, they offer the kind of flexibility that has become imperative in today’s world to accommodate fluctuating work schedules and alternative family arrangements.

Eligibility:

Accessory dwelling units are permitted in the following zones on lots of 4500 square feet or more. (Note: due to local hazard realities Planning needs to address this through their expertise).

CONDITIONS AND REQUIREMENTS APPLICABLE TO ALL ACCESSORY APARTMENTS:

1. General:

- a. There may be two ADUs on a lot if one is attached to the original structure and the other is unattached.
- b. Accessory Dwelling Units are not eligible as Short-Term Rentals.
- c. No structure that is not connected to the public water and sanitary sewer systems shall have an accessory apartment.

ELIGIBILITY: ADU'S ARE RESTRICTED TO THE FOLLOWING ZONES: Planning will provide.

Creation: An ADU may be created through new construction, conversion of an existing structure, addition to an existing structure or conversion of a qualifying existing house to an ADU while simultaneously constructing a new primary dwelling on site.

Density: ADUs are exempt from the residential density standards of this code but are subject to Planning Review.

Approval: Applications for ADUs must meet the following criteria. Requests to adjust these standards are handled through a Conditional Use process before the Planning Commission and Council on appeal:

- a. The applicant must demonstrate that the ADU complies with all development and design standards of this section.
- b. The applicant must demonstrate that the proposed modifications comply with building and fire safety codes.
- c. The applicant has met with the neighborhood and received a consensus to proceed.

Occupancy and Use: Occupancy and use standards for an ADU shall be the same as those applicable to a primary dwelling on the same site.

PARKING:

There shall be provided at least one off-street parking space for each accessory dwelling unit.

GENERAL:

- 1. The unit is not intended for sale separate from the primary residence and may be rented.
- 2. Accessory Dwelling Units are not eligible as Short-Term Rentals.
- 3. The lot is zoned for residential and contains an existing, single-family dwelling.
- 4. The accessory dwelling unit is either attached to the existing dwelling or detached from the existing dwelling and located on the same lot as the existing dwelling.
- 5. No setback shall be required for an existing garage that is converted to an accessory dwelling unit.
- 6. Accessory dwelling units shall not be required to provide fire sprinklers if they are not required for the primary residence and may employ alternative methods for fire protection.
- 7. No structure that is not connected to the public water and sanitary sewer systems shall have an accessory apartment.

DESIGN AND DEVELOPMENT STANDARDS:**APPEARANCE:**

Exterior appearance of a dwelling with an accessory dwelling unit: The accessory unit shall be designed so that the appearance of the structure maintains that of a one-family dwelling compatible and conforms to the look and scale of the neighborhood.

SIZE:

An ADU may not be bigger than the primary building. Lot coverage, including the ADU may be no more than 80%.

HEIGHT:

The maximum height allowed for an ADU is 25 feet

A Discussion for ADU's in Manitou Springs

Intent:

As housing costs continue to escalate and the supply of buildable land continues to diminish, housing is no longer attainable for many households, whether for rent or for purchase. The provision of a diverse array of housing within existing developed areas is necessary to retain the local workforce, provide options to seniors who want to age in place, and to retain social diversity within the community. The intent of this section is to promote additional and diverse housing units in the form of accessory dwelling units, thereby providing one (1) option for increasing the stock of attainable housing in the community, using available land more efficiently, and minimizing the additional infrastructure that must be provided to support these units. At the same time, these units must be sited and designed to minimize impacts to the character of surrounding residential neighborhoods.

Definitions:

Accessory dwelling unit means a separate, complete, dwelling unit containing separate facilities for sleeping, cooking, and sanitation that is contained within or attached to a detached single-family dwelling, or detached from it on the same property.

Attached accessory dwelling unit means a type of accessory dwelling unit in which common exterior structural properties of the existing dwelling, such as roof- and load-bearing walls, are integrated into the design and/or extended, without separation, as an addition to the existing dwelling.

Detached accessory dwelling unit means a type of accessory dwelling unit that is structurally independent and separated from the principal dwelling.

Existing Dwelling means a complete dwelling unit containing separate facilities for sleeping, cooking, and sanitation?

Existing Structure means a prospective dwelling unit that involves the conversion of an existing accessory building (on a permanent foundation?) into a new dwelling unit.

Recommended Requirements for ADU's in Existing Structures and Existing Dwellings:

Lot Size:

- Minimum of (between 1000 and 4400)

Utility Requirements:

- Current Code – allows onsite extension

Parking:

- 1 assigned parking space for each new ADU. Parking must first be located on-site unless it is not feasible, in which case the additional parking may be provided by other means such as an RPP pass, a reserved spot in the city owned neighborhood lots?

Permitting Fees:

- PPRBD and Manitou Use Tax

Zoning:

- All allowable except HLDR

Design Guidelines:

- *Compatibility.* Materials and design of the accessory dwelling unit shall be substantially the same as the principal dwelling. If applicable, construction of accessory dwelling units shall be required to comply with the Historic Preservation Guidelines.

Safety

- *Safety.* Structure must comply with all building, health, and fire codes. (Sprinklers or other fire wise mitigation may be required in identified high fire hazard areas.)

Other areas in need of discussion with stakeholders and staff:

Density:

- Plan Manitou Policy LU 5.1 High Hazard Areas: “Guide new development away from and discourage density increases in high risk areas, including identified flood and wildfire...”
 - Allow ADU’s in the 100 year floodplain if the ADU meets current flood zone building code and mitigates risk for hazard to life or property such as no ADU in basements of 100 year flood plain properties, etc.
 - Allow ADU’s in high wildfire areas if the ADU (and?) principal residence is retrofitted with fire wise mitigation such as clearing and sprinklers?

Hazard Areas: Plan Manitou Policy LU 5.2 Flood Hazard Areas: “Encourage mitigation measures for existing structures in flood hazard areas to reduce risks to property and loss of life...”

- This may be met by allowing ADU’s with the guidelines established in the “density” section.

Special Fees/Incentives

- Allowances and Bonuses to be determined

Existing non-conforming needs to be addressed at some point.

Additional purpose of this section [of code] is to be a piece in carrying out the following thirteen (13) Goals and Policies in Plan Manitou:

- Arts and Culture
 - Policy AC 1.2 Housing: Work with local... partners to support the creation of affordable housing for the arts and culture community and broader workforce...
- Historic and Cultural Resources
 - Policy HC 3.1 Historic District Design Guidelines: Continue to apply the Historic District Guidelines as a tool to guide the rehabilitation and adaptive reuse of historic structures, as well as infill development within the Historic District...
 - Policy HC 3.3 Adaptive Reuse: Encourage the adaptive reuse of existing structures in the Historic District as a preferred alternative to demolition.
- Housing and Neighborhoods
 - Policy HN 1.2 Diversity of Housing: Define a mix of attached and detached housing types that are well-suited to Manitou Springs' unique development context and constraints...
 - Policy HN 1.3 Development Regulations: Encourage the use of innovative approaches that support the integration of housing types that respect the natural historic context of Manitou Springs.
 - Policy HN 1.4 Workforce Housing: Work with the development community and area housing organizations to preserve and expand housing options that are affordable and accessible to workers earning average wages in the community.
 - Policy HN 1.5 Aging in Place: Support programs and housing that enable older adults to age in place.
 - Policy HN 2.1 Safety and Rehabilitation: Support programs that incentivize or facilitate residents' ability to reinvest in their homes as a means to increase safety, mitigate the potential impacts of future hazard events, increase energy efficiency, and allow older residents to age-in-place.
 - Policy HN 2.4 Code Enforcement/Inspections: Explore opportunities to expand local enforcement of building and housing codes...
 - Policy HN 3.1 Affordable Housing Target: Apply housing initiatives and tools to create affordable rental options for the City's service workforce, owner-occupied homes for entry-level buyers or families, and senior housing. ...
 - Policy HN 3.5 Reducing Barriers: Identify ways the City can support the development of affordable housing by reducing regulatory barriers to building and maintain affordable housing units in Manitou Springs.
- Land Use and Built Environment
 - Policy LU 1.2 Range of Uses: Strive for a mix of land uses that allow residents to live, work, play, learn, and conduct more of their daily business within the City....
 - Policy LU 5.2 Flood Hazard Areas: Encourage mitigation measures for existing structures in flood hazard areas to reduce risks to property and loss of life...



**CITY OF MANITOU SPRINGS
HOUSING ADVISORY BOARD AGENDA
Monday, November 19, 2018, 6:00 pm
Council Chambers**



I. CALL TO ORDER

II. APPROVAL OF MINUTES

1. October 15th, 2018 meeting (5 min)

III. PUBLIC COMMENTS ON NON-AGENDA ITEMS (3 min per comment)

IV. OLD BUSINESS

1. Discussion of ADU ordinance (60 min)
2. Community survey results review (40 min)

V. NEW BUSINESS

1. Revised and new Zoning Code definitions for dwelling units, accessory uses, accessory dwelling unit and other terms to resolve outstanding issues

VI. REPORTS (3 min per report)

1. City Council Liaison
2. Staff Liaison
3. Board members

VII. ADJOURNMENT

Members:

Alan Delwiche (Term exp. 06/30/2019)
Andy Wells (Term exp. 06/30/2019)
Dale Latty (Term exp. 06/30/2020)
Alea German (Term exp. 06/30/2020)
Coreen Toll (Term exp. 06/30/2021)
Whitney Lewis (Term exp. 06/30/2021)
Alison Gerbig (Term exp. 06/30/2021)

City Council Liaison: Becky Elder

Staff: Karen Berchtold, Senior Planner (Staff Liaison)
Michelle Anthony, Senior Planner

Alternates:

Regina DiPadova (Term exp. 06/30/2021)
(2 vacancies for alternate board members)

The City of Manitou Springs does not discriminate on the basis of disability in the admission to, access to, or operations of programs, services or activities. Reasonable accommodation will be provided to ensure equal access to all. Individuals who would like to request auxiliary aids or services should contact ADA Coordinator Donna Kast at (719) 685-2554 or dkast@comsgov.com to discuss specific needs. Please provide a minimum of 3-5 days advance notice.



**CITY OF MANITOU SPRINGS
HOUSING ADVISORY BOARD
MEETING MINUTES
Monday, September 10, 2018, 6:00 pm
Council Chambers**



I. CALL TO ORDER

Board chair Alea German called the meeting to order at 6 pm. The following individuals were in attendance:

PRESENT:

Alea German, chair
Coreen Toll, vice-chair
Dale Latty, member
Andy Wells, member
Alan Delwiche, member
Alison Gerbig, member

STAFF:

Karen Berchtold, Staff Liaison

CITY COUNCIL:

Becky Elder, Council Liaison

ABSENT:

Whitney Lewis, member

II. APPROVAL OF MINUTES

Member Latty moved for approval of minutes of August 13th meeting. Board member Wells seconded. Motion passed 5-0 with board member Gerbig abstaining.

III. PUBLIC COMMENTS ON NON-AGENDA ITEMS (3 min per comment)

There was no public comment.

IV. NEW BUSINESS

1. 2019 budget request

Chair German provided an overview of the budget process. The board needs to provide a draft to planning by September 11 (tomorrow). The 2018 budget request was 16,000 dollars. To date expenditures have been 87 dollars. Since it was decided to go a different way with the website it might be appropriate to drop that budget item.

Member Latty asked about the status of the retrofit program with CSU. Chair German explained that it was a partnership between Green Cities Coalition and CSU. She had hoped to kick it off earlier this year but it hasn't made much progress. In the past couple months the team has been augmented and it is hoped that it would start early next year.

Member Latty asked if the board could apply funds more to fixed income retirees. We can consider in coming months. Vice Chair Toll thinks subcommittee should meet with Dr Wanett to understand how he could assist. Several respondents to the survey pointed out that 10K won't go very far. It was suggest that a mid-year conversation with council to increase could be considered. Member Latty

mentioned that Mayor Jaray has indicated that the 2019 budget is constrained. Staff Liaison Berchtold indicated sales tax is down somewhat. The board agreed that we should plant the seed that we might want more. Vice Chair Toll observed that a recent analysis concluded that if city has a retrofit program it could be a 4% reduction in greenhouse gas emissions.

Member Latty suggest that the board should consider adding funds for infrastructure analysis for city owned property. He proposed 50K for this activity. The funds would be allocated to support activities necessary to assess the feasibility and cost for development, engineering assessment, understanding of existing infrastructure or need for new infrastructure to support development of candidate lots. Community member Todd Liming recommended identifying a specific site in order to increase the possibility of support from council.

Staff Liaison Berchtold suggested that council would want to know who the specific partner (land trust, etc) is before they would be willing to support the funding.

After more discussion it was decided that the line item would be "Lot analysis for possible collaboration with other entities to provide housing on privately owned or city owned parcel(s)".

After a discussion regarding the website budget it was agreed that the budget item should be kept in the budget. The funds would be for development of specific web content rather than development of a website since it is assumed that HAB content would be hosted on the upgraded city website.

It was decided to keep training budget even though little of this year's budget was used. Member Latty suggested using some of retrofit budget for promotion as well as specific upgrade activities.

After discussion, the consensus was for the following budget items:

- Training - \$1,300
- Website support \$2,000
- Retrofit program \$10,000
- Property assessment \$20,000

Vice Chair Toll moved for finalization of a budget of \$33,300 including above items. Member Latty seconded the motion. Motion passed 6-0.

V. OLD BUSINESS

1. Community survey summary & next steps

Chair German pointed out demographics - 69% of respondents owned their own home. There was not much millennial support. There was moderate support for ADUs. There was significant support for mixed use in URA. There was 52 % support for convert existing lodging to housing.

Chair German reminded the board that the results are preliminary.

Most people that responded are not facing any housing challenges. The board discussed the possibility of breaking out the non-homeowners separately and analyzing their responses to the question of what housing challenges they are facing.

There was discussion about how a survey might have reached more individuals that are assumed to have more housing challenges. For example, individuals working at a restaurant or souvenir store might have been overlooked since the hours they spend in Manitou may have precluded them from being exposed to the survey.

Chair German observed that there was significant support for ADUs.

Member Latty observed that it will be more productive to discuss the survey after board members have been able to study the results.

The board discussed conversion of existing buildings. Vice Chair Toll pointed out that there were a number of comments regarding conversions that cautioned that there would need to be considerable oversight of such activities.

Chair German said that she would distribute the preliminary results to the board members and cautioned that the results should not be shared with others until they are finalized.

Vice Chair Toll commented that when she was discussing the survey with individuals in the community she pointed out to them that the board was planning to consider the results of the survey before finalizing its strategic plan. In general those individuals commended the board for being considerate of their opinions.

2. ADU ordinance discussion

Staff Liaison Berchtold talked about information in Acting Director Cole's memo. She mentioned that they were going to get support from a community member in looking at lot coverage and density. There will also be some focus with peer communities on how they address ADUs.

Member Latty asked if there was consideration on lot size with respect to ADUs. Staff Liaison Berchtold replied that that was the information that we need to acquire in order to move forward. She stated that this information would allow us to determine how many ADUs might be possible. The max lot coverage for GR is 50% but that generally reflects structures and does not include other impervious surfaces. This information is an important factor to consider as we move forward. Vice Chair Toll asked if the lot coverage percentage could be increased. Staff Liaison Berchtold agreed that it could but cautioned that 50% is actually fairly generous as compared to other communities. Staff Liaison Berchtold then mentioned that there was mapping of hazard hot spots that can be used to understand how that should enter the discussion. Lots of homes have been built in drainages and that will be a big part of the geologic hazard challenge. The geologic hazard mapping should be completed in late September. Staff Liaison Berchtold stated that she can gather other information that board members feel is necessary as we continue to work on the ADU ordinance. Member Wells commented that duplexes and ADUs were separate issues.

Another item of interest to the board was the mention of ADUs in the URA. Board members agreed that this was somewhat confusing since there don't seem to be any ADUs in the URA.

Vice Chair Toll asked if a PUD can exceed density requirements. Staff Liaison Berchtold replied that that may be the case and that there is flexibility with PUD. Staff Liaison Berchtold pointed out that there is no consideration for PUDs in our municipal code. Member Latty commented that perhaps

some of the density increases could be proposed to the URA board to consider. Staff Liaison Berchtold agreed that it might be appropriate considering that there are several smaller parcels in the URA that might benefit from increased density.

Member Wells pointed out that the ADU ordinance has been continually stalled as we wait for the next thing to be done (personnel changes, need for more data, etc). Member Wells pointed out that other communities seem to have been able to move forward and there are many examples of successful ADU ordinances. Discussion followed regarding how we might move forward by starting with one of them. It was suggested that there should be an ADU subcommittee meeting to get things moving. Member Delwiche suggested that it would be useful to break down the survey results regarding ADUs based on neighborhood. Member Latty suggested that while we are waiting for additional data to inform our decision it would be useful to get more frequent updates on the data that we need to move forward. Member Wells mentioned the notion of neighborhood by neighborhood rules for ADUs. Vice Chair Toll replied that it had been decided not to do that since it would result in many different ordinances and result in lots of confusion.

Community member Liming suggested that it might be a good strategy to start with an ADU ordinance that is limited to GR. After discussion there was consensus that this could be a good approach. There was also agreement that the mapping effort should not be limited to GR. It should look at LDR areas as well. Staff Liaison Berchtold pointed out that she did not expect a lot of surprise regarding the LDR zones since they had been platted more recently while the GR areas had been developed so much earlier. There may be some 'interesting' information that comes from that effort regarding both density and lot coverage. There was general agreement that we should get the data before making a decision. It was decided to have an ADU subcommittee meeting on Oct 3 at 3 pm.

VI. REPORTS (3 min per report)

1. There were no reports.

V. ADJOURNMENT

Board chair German thanked board members for their great efforts on the surveys and adjourned the meeting at approximately 8 pm.

Criteria for Consideration of an ADU Ordinance for Manitou Springs:

Accessory dwelling units:

Intent: As housing costs continue to escalate and the supply of vacant land continues to diminish, housing is no longer attainable for many households, whether for rent or for purchase. The provision of a diverse array of housing within existing developed areas is necessary to retain the local workforce and to retain social diversity within the community. The intent of this Section is to promote small rental housing units in the form of accessory dwelling units on lots with detached single-family dwellings, thereby providing one option for increasing the stock of attainable rental housing in the community, using available land more efficiently, and minimizing the additional infrastructure that must be provided to support these rental units. At the same time, these units must be sited and designed to minimize impacts to the character of surrounding residential neighborhoods.

Definition: (from Glenwood) An accessory dwelling unit (ADU) is a separate, complete apartment that is contained in a single-family home, or in a detached building on the same property that may be rented. An ADU is much smaller than the associated single-family home, which differentiates it from a duplex where the two units are often of a similar size. Common locations for ADUs are: 1. inside a single-family home 2. in an addition to a home 3. above a garage. Since ADUs are much smaller than single-family homes or duplex units and contain fewer residents, the water, sewer, school land, and parkland fees are substantially lower for these units and they usually have one fewer required parking space.

Another description: ADUs generally include living, sleeping, kitchen and bathroom facilities and have a lockable entrance door. A detached ADU is the same concept, but the living area is in a separate structure.

Eligibility: ADU's are allowed in the GR District on conforming lots of record.

ADU's are allowed in the General Residential Zone, by right, or in any existing structure or Garage.

Neighborhood Input: Applicants for an ADU must notify surrounding properties within 200 feet of property line and have a public hearing before the Planning Commission. (Barb mentioned that the process should unfold like a Major Development Plan. That is a lengthy, expensive process with many steps. I have an inquiry in to her about which steps she feels are important for an ADU submittal.

Neighborhood impact: Boulder requires that no more than 10% of single-family lots in a neighborhood ? area contain an ADU.

Creation: An ADU may be created through new construction, conversion of an existing structure, addition to an existing structure or conversion of a qualifying existing house to an ADU while simultaneously constructing a new primary dwelling on site.

LOT Area: Detached and attached ADUs are allowed in the GR Zone if the lot size is a minimum of 7000 sf (4400 sf for the principal dwelling plus 2600sf for an ADU addition).

Note: Depending on Zone, **Salida** goes from 4000sf to 7500sf. What is reasonable for the GR zone? Durango goes from 5000-7000sf. **Boulder** requires 6000sf for all districts.

Lot Coverage" means the percentage of a lot which is covered by development that prevents or impedes the passage or absorption of stormwater, including but not limited to, the footprint of any principal and accessory dwelling unit, other accessory buildings or structures measured at grade, exterior building stairs, decks, covered porches, stoops, overhangs,

garages, carports, gazebos, sheds, outbuildings, and bays or portions of a building that project beyond the foundation and enclosed floor area. Eaves 3 feet and less, cornices, belt courses, sills, canopies or other similar architectural features, sidewalks, landscape steps, retaining walls, fences, uncovered patios, and private or public streets are not included in calculating lot coverage. Driveways, and parking areas on commercially-zoned or used property and multifamily residential uses over four units shall be included in calculating lot coverage.

Setbacks: Side setbacks for ADUs in existing structures or garages are reduced to 3' from the property line if they conform with the Building Code. Other setbacks – Front, Rear

-Example from Glenwood: "Accessory buildings. May be located in a required rear yard provided that not more than 40% of the rear yard is covered. Such building shall observe a 10 ft. setback from the rear lot line when the line abuts an alley or 7 1/2 ft. where there is no alley and a 5 ft. setback from side lot lines. This section applies to sheds, garages, and other buildings without occupancy. ADUs, offices, etc. would not qualify for this setback reduction"

Principal building means the building containing the principal dwelling.

Principal dwelling means the larger of the two (2) dwelling units on the property as measured in the building area.

Unit Size: The building area of an accessory dwelling unit shall be no less than three hundred (300) square feet and no more than eight hundred fifty (850) square feet; and the building area of an accessory dwelling unit shall not exceed forty-nine (49) percent of the building area of the principal dwelling. The percentage used to demonstrate compliance with this requirement shall be determined by dividing the proposed building area of the accessory dwelling unit measured in square feet by the proposed building area of the principal dwelling measured in square feet. Where a portion of the principal dwelling is to be converted to an accessory dwelling unit, the size of the principal dwelling used in the calculation shall be its square footage after subtracting the building area of the accessory dwelling unit.

Occupancy: Occupancy may not exceed 2 persons? Golden allows 3. Does the owner need to occupy either the primary structure or the ADU??

Occupancy and use standards for an ADU shall be the same as those applicable to a primary dwelling on the same site. ???

Independent Ownership: An accessory dwelling unit shall not be sold independently of the principal dwelling on the parcel.

Compatibility: Colors, materials and design of the accessory dwelling unit shall be substantially the same as the principal dwelling and conforms to the look and scale of the neighborhood.

Design Standards (from Buena Vista) a. Each ADU shall contain a kitchen equipped, at a minimum, with an oven, a stove with two burners, a sink, and a refrigerator/freezer with a capacity not less than six cubic feet. **b.** Each ADU shall contain a bathroom equipped with, at minimum, a sink, a toilet, and a shower. **c.** No ADU shall contain more than two bedrooms. **d.** The design, exterior treatments and color of an ADU shall be the same as, or compatible with, the design and exterior color and treatments of the principal building to which it is accessory. **4. Site Standards a.** All water service connections made to an ADU shall comply with the Town's water service connection requirements, and each ADU sharing and/or connected to the water service line/system serving a principal building shall be assessed a one-time water service expansion/connection fee equal to one-quarter of the connection fee that would be charged for a new water connection serving the principal building. All sanitary service connections serving an ADU shall comply with the requirements of the Buena Vista Sanitation District. **b.** Detached ADUs in a residential zoning district must be located in the rear half of the residential lot or parcel unless the ADU is to be located within or above a garage or approved pursuant to special use permit for siting in the front half of the lot or parcel.

How many people allowed to occupy ADU? Golden allows 3.

Windows designed to protect privacy of neighbors.

Height. The height of a detached accessory dwelling unit shall not exceed that of the principal building on the lot as measured from existing grade, but in no case shall exceed the maximum height of buildings in the zone district.

LOCATION: A detached ADU shall be located in the rear or side yard of the principal building. The entrance of the ADU may face the front of the lot. We need to address this! Do we want any limitations here?

PARKING: One on-site parking space is required for each ADU.

LANDSCAPING: Each lot with an ADU shall retain a minimum of 500 sq. ft. of landscaped area. ??? Do we need something about pervious vs. impervious footprint?

FEES/INCENTIVES:

- a. An ADU is not required to install a separate utility connection. An ADU can be connected to the utilities of the existing building hence no need for new infrastructure.
- b. An ADU may be metered independently from the primary residence.
- c. The ADU shall not be considered a new residential use for the purposes of calculating connection fees, capacity changes or any other fees.
- d. Parking spaces on driveways (as long as they meet the size requirements) and in garages count toward meeting the off-street parking requirement, but on-street parking spaces do not.

Salida – if ADU is occupied by a relative they can sign an agreement and don't pay tap fees or service charges.

Buena Vista says: All water service connections made to an ADU shall comply with the Town's water service connection requirements, and each ADU sharing and/or connected to the water service line/system serving a principal building shall be assessed a one-time water service expansion/ connection fee equal to one-quarter (¼) of the connection fee that would be charged for a new water connection serving the principal building. All sanitary service connections serving an ADU shall comply with the requirements of the municipal code.

CONDITIONS AND REQUIREMENTS APPLICABLE TO ALL ACCESSORY APARTMENTS:

General:

- a. Only one (1) accessory dwelling unit shall be permitted per parcel.
- b. Accessory Dwelling Units are not eligible as Short-Term Rentals.
- c. An accessory dwelling unit shall not be sold independently of the principal dwelling on the parcel.

Glenwood ADU Guide: <http://cogs.us/DocumentCenter/View/88/Accessory-Dwelling-Unit-ADU-Guide-PDF?bidId=> We need a guide like this.

There are more considerations that need to be considered such as: Application process etc.

I think we will be lucky to have a thorough discussion of the above criteria

I have included the Whereas paragraphs below because Manitou Ordinances usually start with those.

WHEREAS, Goal HN-1 in the Housing & Neighborhood element of Plan Manitou, the City's Comprehensive Plan Manitou is encouraged to develop a diverse range of housing types and living situations to support safe, affordable and accessible housing options that meet the needs of residents of all ages, abilities and income levels; and

WHEREAS, Policy HN-3.5 of Plan Manitou recommends the City support the development of affordable housing by Reducing Regulatory Barriers to building and maintaining affordable housing units in the City; and

WHEREAS, FA-6-19 of Plan Manitou recommends the development of review procedures for accessory dwelling unit approval that include site plan and zoning review requirements; and

WHEREAS, Manitou Springs is so “built-out” that it only has about 20 acres of unconstrained developable land; and

WHEREAS, the median household income in Manitou Springs is lower than most of El Paso County while housing prices are significantly higher than those in El Paso County; and

WHEREAS, According to 2016 State demographic data 28% of homeowners and 39% of renters in Manitou Springs pay more than 30% of their income on housing and are thus cost burdened while 14% have incomes lower than the poverty line; and

WHEREAS, the City Council desires to amend Title 18 of the Code to provide flexibility to the Zoning Code to provide more affordable housing availability to its families, workforce, seniors, millennials and low-income households.



D 2025 005

EXECUTIVE ORDER

Regarding Strategic Growth through Compliance with State Laws

Pursuant to the authority vested in the Governor of the State of Colorado and, in particular, pursuant to Article IV, Section 2 of the Colorado Constitution, I, Jared Polis, Governor of the State of Colorado, hereby issue this Executive Order regarding guidance to State agencies and local governments in order to properly execute strategic growth laws that were passed by the General Assembly.

I. Background and Purpose

This Executive Order provides clarifying guidance to State agencies and local governments regarding statutory compliance and enforcement of State laws pertaining to recently enacted strategic growth legislation.

Since the beginning of my administration, one of the most critical needs of the State has been the availability of affordable, quality housing for all Coloradans. The concerns I stated in the [2023 Executive Order on Strategic Growth](#) continue to escalate statewide; Coloradans are even more deeply concerned about the cost and lack of housing supply, not being able to live close to where they work, and the impact of increased congestion of our roads, greenhouse gas emissions, and the environment. For example, according to the State Demographer, 49% of Colorado renters are cost burdened, and housing starts continue to lag behind demand.

Recognizing this critical need and acknowledging housing barriers as a matter of statewide concern, my administration published the [Roadmap to Colorado's Future: 2026](#), and set forth bold goals of investing more than \$5 billion into the State transportation and transit system by 2031, reducing emissions by 50% from 2005 levels by 2030, and creating sustainable housing near job centers for the additional 1.72 million people projected to be added to the State population by 2050.

In partnership with local governments and the General Assembly, we have taken steps to build more housing people can afford and to speed up approvals across the State. Since 2020, the Department of Local Affairs (DOLA) has awarded more than \$768 million in housing development funding supporting almost 20,000 housing units, has awarded more than \$152 million for affordable housing supporting the construction of nearly 10,000 affordable housing units, and has provided Emergency Rental Assistance through three programs and supported

nearly 65,000 households with a total investment of over \$538 million. In that same time frame, the Office of Economic Development and International Trade (OEDIT) awarded \$290 million to support the development of 8,650 housing units. OEDIT has also invested an additional \$50 million in Colorado's offsite construction industry to increase innovation and lower construction costs. The State has further deployed various resources to increase the supply of housing through subsidization of costs and cost reduction.

After extensive data analysis, research, testimony, and community engagement to create more housing across the State, the General Assembly passed, and I signed into law, the following strategic growth legislation in 2024 and 2025:

[HB24-1007](#), Prohibit Residential Occupancy Limits;
[HB24-1152](#), Accessory Dwelling Units;
[HB24-1304](#), Minimum Parking Requirements;
[HB24-1313](#), Housing in Transit-Oriented Communities;
[SB24-174](#), Sustainable Affordable Housing Assistance;
[HB25-1273](#), Residential Building Stair Modernization; and
[SB25-002](#), Regional Building Codes for Factory-Built Structures

These laws unlock critical tools that offer flexibility and smarter growth for Colorado communities to meet our housing, climate, and transportation goals, and will allow housing supply to finally start catching up with demand. These laws also recognize that housing, transit, environment, and affordability are inextricably linked and that Colorado has a strong and legitimate statewide interest in addressing population and development growth across regions to support the general health and welfare of Coloradans. Housing insecurity jeopardizes family well-being and our economy, and job growth and need for workforce housing in one community impacts housing development, water, sewer, and transportation infrastructure in nearby jurisdictions.

I thank all the local governments that have been working toward allowing more housing in many ways over many years and are following our State laws to help achieve that goal. I also thank those that are experiencing challenges and obstacles and yet still striving in good faith on our aligned housing goals and in compliance with State laws. Finally, I appreciate those local governments that are attending DOLA webinars, utilizing technical, programmatic, compliance tools and resources published by DOLA, and taking advantage of the technical expertise of DOLA staff. With feedback received during the 2024 legislative session, \$58 million was appropriated by the General Assembly to assist local governments in their efforts, on top of additional funding of more than \$224 million previously appropriated. DOLA also published [guidance](#) with example code amendments, standards, strategies, and other resources to begin implementation, with more resources to come. I encourage all local governments to continue to work toward compliance with the seven State laws cited above, both because they are State law

and because they are important pieces in the strategic growth puzzle. I encourage them to utilize DOLA as a resource to meet our shared housing, climate, and transportation goals.

I want to reemphasize that the cost of housing is a statewide issue and that, despite many communities pursuing local actions, the State is still short of more than 100,000 housing units. As such, these regional and statewide actions are critical and our success requires that all local governments comply with State law. And as the Governor of the State with vested executive authority under the Colorado Constitution to faithfully execute the State's laws, it is imperative to ensure that State funds are appropriately used in the furtherance of State laws and toward the legislative goal to incentivize more housing and reduce costs for Coloradans. To ensure State funds are effectively used to support these laws and further the legislative goal of incentivizing more housing and reducing costs for Coloradans, this Executive Order outlines the scope of State funding that will be tied to compliance with strategic growth laws.

II. Definitions

The following definitions apply within this Executive Order:

- A. "Funding Opportunities" means competitive or discretionary grants, contracts, loans, incentive programs, and discretionary tax credits that provide support to Local Governments in areas of housing development, land use, transportation, infrastructure, historic preservation, mixed-use incentives, conservation, energy, or climate administered by the Department of Transportation (CDOT), the Colorado Energy Office (CEO), the Department of Local Affairs (DOLA), and the Office of Economic Development and International Trade (OEDIT), subject to exclusions in Section III.B.
- B. "Local Governments" means a home rule, territorial charter, or statutory county, city and county, city, or town.
- C. "Strategic Growth Compliant" means timely and satisfactory completion of each requirement set forth in the laws listed in Section I, including but not limited to: timely and satisfactory filing of preliminary reports, compliance reports, final reports, status reports, needs assessments, action plans, master plans, and adoption of zoning and land development ordinances, and other key deliverables and deadlines as established in statute and by DOLA in order to effectuate the laws.
- D. "Strategic Growth Compliance-in-Progress" means non-timely or non-satisfactory completion of a requirement set forth in the laws listed in Section I, but where good faith effort is being made to comply in a timely manner, including but not limited to: making use of DOLA guidance and templates; engaging with DOLA

staff in receiving technical guidance; establishing mutually acceptable alternative timelines with DOLA to become compliant with strategic growth laws; and other activities as established by DOLA to determine good faith effort.

- E. “Strategic Growth Non-Compliant” means non-timely or non-satisfactory completion of a requirement set forth in the laws listed in Section I, such as:
1. A compliance deadline passes and a Local Government has not submitted the required information to DOLA;
 2. The Local Government adopts a resolution or ordinance establishing a policy not to conform with a State law listed above or any other State law; and/or
 3. A Local Government takes action contrary to the express intent or directive of the State laws listed above.
- F. “Relevant Agency/ies” means CDOT, CEO, DOLA, and OEDIT.

III. Declarations and Directives

- A. Establishing clear guidance and coordinating efforts across Relevant Agencies to best support Local Government compliance with strategic growth laws is necessary to ensure State resources are deployed and funds are expended to support the intent of the laws.
- B. I direct the Executive Directors of CDOT, CEO, DOLA, and OEDIT to submit to the Governor’s Office, within 30 days of this Executive Order, a list of potential Funding Opportunities for Local Governments, subject to the following exclusions:
1. Funding Opportunities that are funded solely based on formulas, statutory criteria, or other criteria for which the Relevant Agency has no discretion;
 2. Funding Opportunities that are federally funded for which the Relevant Agency has no discretion;
 3. Funding Opportunities that were or will be awarded prior to October 6, 2025, or for which the application process or grant cycle has started or will start by October 6, 2025;
 4. Funding Opportunities for individuals;
 5. Funding Opportunities for supportive services or other tenant supports for housing; and
 6. Funding Opportunities solely for economic development.

In developing the list of potential Funding Opportunities, Relevant Agencies are encouraged to utilize the inventory list developed through [Executive Order D](#)

[2023 014](#) (Concerning State Programs that Support Strategic Growth) as a resource.

- C. Once the list of potential Funding Opportunities is submitted, projects that are necessary solely for public health or safety or disaster relief programs will be excluded, and a list will be published of applicable Funding Opportunities that are subject to the declarations and directives of this Executive Order.
- D. As the administrative agency of State strategic growth programs, I direct DOLA to summarize the framework, criteria, and benchmarks established in HB24-1007, HB24-1152, HB24-1304, HB24-1313, SB24-174, HB25-1273, and SB25-002 for identifying certified Strategic Growth Compliant Local Governments for the purpose of establishing priority for state Funding Opportunities. DOLA shall publish the compliance guidelines on its website and make the information publicly available within 30 days of this Executive Order.
- E. Using the compliance guidelines created under Section III.D., I direct DOLA to create and update quarterly a list of all Strategic Growth Compliant, Strategic Growth Compliance-in-Progress, and Strategic Growth Non-Compliant Local Governments by October 6, 2025. DOLA shall make the list available for Relevant Agencies for the purposes of establishing priority for applicable Funding Opportunities as identified in Section III.C.
- F. DOLA shall continue to work with Strategic Growth Compliance-in-Progress Local Governments to support their efforts toward full compliance with strategic growth laws and ensure all Local Governments have the tools necessary to meet their statutory obligations.
- G. DOLA shall review submissions, provide notices consistent with statutory deadlines, and continue to offer recommended steps and support for Local Governments to come into compliance.
- H. Relevant Agencies shall review compliance with DOLA's list created under Section III.E. and counsel Local Government applicants if they are deemed less competitive due to Strategic Growth Compliance-in-Progress and Strategic Growth Non-Compliant with State laws. Notices of noncompliance should be sent by DOLA as soon as feasible after and/or within the timeframes of current law.
- I. CDOT, CEO, DOLA, and OEDIT shall, acting within administrative authority prescribed by statute, continue to exercise discretion to establish alternative

compliance deadlines for Local Governments making a good faith effort to comply in a timely manner.

- J. I encourage Special Purpose Authorities not under my direct authority, including the Colorado Housing and Finance Authority and the Middle Income Housing Authority, and other quasi-governmental entities to also prioritize their limited funding opportunities in furtherance of the State's strategic growth laws and toward the legislative goal to incentivize more housing and reduce costs for Coloradans.
- K. This Executive Order will be updated to reflect those grants identified by Relevant Agencies and the Governor's Office that are subject to the declarations of this order.

IV. Duration

This Executive Order shall remain in effect unless modified or rescinded by future Executive Order of the Governor.



GIVEN under my hand and the
Executive Seal of the State of
Colorado this sixteenth
day of May, 2025.

A handwritten signature in black ink, appearing to read "Jared Polis", is written over the printed name.

Jared Polis
Governor