



**CITY OF MANITOU SPRINGS
CITY PLANNING COMMISSION**

Regular Meeting Minutes
Hybrid Meeting via Zoom and at Memorial Hall
March 12, 2025

A. CALL TO ORDER

A Regular Meeting of the Manitou Springs City Planning Commission (CPC) was held at Manitou Springs Memorial Hall, 606 Manitou Avenue. Chair Delwiche called the meeting to order at 5:30 PM and declared a quorum present.

COMMISSIONERS PRESENT FOR ROLL CALL:

Chair Alan Delwiche
Vice Chair Justin Wilson
Commissioner Stephen Graybill
Commissioner Gloria Latimer
Commissioner Carey Storm
Alternate Commissioner Megan Day
Alternate Commissioner Roy Rosenthal

COMMISSIONERS ABSENT FOR ROLL CALL:

Commissioner Mike Casey (Excused)

STAFF PRESENT:

Planning Director Frederick Rollenhagen
Planner Zachary Davison

GUESTS PRESENT:

Planning Commission Attorney Kunal Parikh
Clarion Associates

B. APPROVAL OF MINUTES

1. January 8, 2025

Commissioner Graybill moved to approve the minutes. The motion was carried (5-0), with Alternate Commissioners Day and Rosenthal abstaining.

2. February 12, 2025

Commissioner Graybill moved to approve the minutes. The motion was carried (5-0), with Alternate Commissioners Day and Rosenthal abstaining.

C. UNFINISHED BUSINESS

There was no unfinished business.

D. PUBLIC COMMENT ON NON-AGENDA ITEMS

There was no public comment.

E. NEW BUSINESS

1. City-Owned Parcel Rezoning

Planning Director Fred Rollenhagen shared that all three rezoning ordinances being presented to the commission are part of the same project. He explained that the city staff conducted an analysis and recommended rezoning based on current usage. Planning Director Rollenhagen stated that the five parcels to be rezoned to Park are spread throughout the central area of the city and are of varying sizes. He added that the parcels are not currently being utilized for any other purpose than Park space. He shared that the 13 parcels to be rezoned to Public Facilities zone primarily contain facilities maintained by the Public Works Department. He noted that the Chamber of Commerce is included in the list of parcels to be rezoned to the Public Facility District and that the property is currently zoned commercial. Lastly, He stated that the 38 parcels to be rezoned to Open Space are spread throughout the city of varying sizes and added that the parcels are not currently being utilized for any other purpose than open space.

There was a brief discussion regarding public feedback in which Planning Director Rollenhagen shared that there were many inquiries about the purpose of the project but that there were no comments in favor or opposition.

Commissioner Rosenthal moved to approve the rezoning of all 56 city owned parcels, as detailed in the staff report, because it aligns with the goals and policies of Plan Manitou, complies with the Land Use and Development Code, and meets the established review criteria for rezoning. The motion was seconded by Commissioner Graybill. The motion was carried unanimously (7-0).

2. Plan Manitou 2.0 Certification

Planning Director Rollenhagen introduced Director Darcie White of Clarion Associates who explained that Plan Manitou 2.0 is a targeted update focusing on current background data, economic and housing trends, alignment with recent studies, and ensuring the community's core vision and values still resonate. A key outcome is to establish clear strategic priorities. The plan builds on previous community planning efforts, including the 2017 Plan Manitou and the Vision Plan. The Hazard Mitigation Plan, initially integrated, is now a standalone document, though its principles are still reflected in the updated comprehensive plan. She shared that a year-long effort

included broad public engagement through surveys, community meetings, and pop-up events, alongside dedicated working groups and collaborative meetings with city departments, CPC, and the City Council. Approximately 55 percent of the 2017 plan's actions were completed within 5 years, which is notable for a 10 to 20 year plan. She noted that many actions are also continuously ongoing. She explained that the previous plan's extensive list of actions proved challenging for staff and officials to manage effectively. Consultant White stated that the core values and big ideas important to Manitou Springs have remained consistent over many years. There's a need to adjust implementation approaches to reflect current conditions and to strategically focus on completing ongoing major projects before initiating many new ones. She presented new elements in the draft plan, which included 6 new strategic priorities, 30 new actions and a tool for staff to objectively evaluate new priorities based on factors like lead entity, fiscal impact, staff capacity, alignment with community values, and social impact. She advised that the plan is designed to be an adaptable, living document and reviewed every 2 to 3 years. She requested CPC consider certifying Plan Manitou 2.0 for submission to the City Council on April 15, 2025.

There was a discussion about the term "certify" in the context of CPC's role in approving a comprehensive plan, during which it was confirmed that it essentially means to approve and forward the plan to the City Council.

Chair Delwiche opened the public hearing and subsequently closed the public comment portion of the hearing, due to no comments.

Commissioner Latimer raised several specific points regarding the draft Plan Manitou 2.0:

- On page 105, The term "non-family households" is potentially inflammatory language. It was suggested to change the verbiage to "households without children".
- On page 199, the map's depiction of "Gateway mixed use" along Becker's Lane was deemed outdated. Most of this area has been rezoned to residential, and a reference to the "Beckers Lane Lodge", which was replaced by townhouses three years prior, also needed updating.
- On page 201, a concern was raised that the wildfire risk map for the area east of Beckers Lane might be inaccurately depicted as "moderate," and it was suggested it should be "high" like the areas to the west.

Commissioner Rosenthal moved to approve Certification of Plan Manitou 2.0 with the corrections suggested by Commissioner Latimer. The motion was seconded by Commissioner Graybill. The motion was carried unanimously (7-0).

F. OTHER BUSINESS

1. Annual Legal Training

Note for the Record – The annual legal training was postponed to the April meeting for better attendance.

2. CPC Standard Operating Procedures

Note for the Record – A draft from 2021 was found and will be included in the April packet for review.

Staff noted upcoming agenda items including updates to the land use and municipal codes for stormwater management, and a discussion on Accessory Dwelling Units (ADUs).

Staff also provided an update that a judge in Woodland Park is expected to decide on a short-term rental case soon, which could be relevant.

G. NOTICE OF COUNCIL ACTION AND UPDATES

There were no updates of Council Actions.

H. ADJOURNMENT

With no further business to discuss, Chair Delwiche adjourned the meeting at 6:49 PM.

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