



MANITOU SPRINGS HOUSING ADVISORY BOARD REGULAR MEETING AGENDA

This meeting will be held remotely via Zoom
Remote: A link is provided on the City's Official Website at
<https://www.manitouspringsgov.com/544/All-Boards-and-Commissions>



July 16, 2025

5:30 PM

- A. CALL TO ORDER
- B. PUBLIC COMMENT ON NON-AGENDA ITEMS
- C. APPROVAL OF MINUTES
- D. NEW BUSINESS
 - 1. Code Revisions - ADUs
- E. OLD BUSINESS
- F. REPORTS
- G. ADJOURNMENT

Board Members:

Alison Gerbig, Chair (06/30/2029)
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 I

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.



Title: Code Revisions - ADUs
From: Fred Rollenhagen
To: Housing Advisory Board
Address of Proposal: N/A
Applicant:

July 16, 2025

Proposal:

The Planning Commission held a second work session last month continuing to review areas of the Code that could be affected by the 2024 State Land Use and Housing Legislation. The CPC invited the Housing Advisory Board (HAB) to participate in the discussion. In 2024, the Colorado General Assembly passed four (4) bills, that were signed into law by the Governor, that are a matter of mixed statewide and local concern and compel local municipal compliance. These laws intend to achieve the goal to build more housing and more affordable housing in the State. This discussion does not include the 4th bill; HB 1313 because it does not apply to any area within the City. Further discussion may be held as requested by CPC on a later meeting date. The City's legal council provided legal advice on the bills during the first work session. At the end of the second work session, Planning Commissioners and Housing Board members all communicated their feelings and concerns about what should be considered in a draft ordinance and what information they wanted to see to help inform them on a draft ordinance.

Zone District:

N/A

Background & Existing Conditions:

The three housing bills we are compelled to comply with, outlined by the City's attorney, are as follows:

1. HB 1007, Housing Occupancy Limits

This bill prohibits local governments from setting a maximum occupancy limit on a single dwelling unless the limit is based on a) a demonstrated health/safety standard or b) on governmental affordable housing program guidelines. It indicates that all occupancy limits, including those based on familial relationships, are void as of July 1, 2024. In order to comply with this bill, the definition of household would need to be defined based on demonstrated health and safety standards that are found in the International Code Series (ICC) building codes and/or fire codes.

2. HB 1152, Accessory Dwelling Units (ADUs)

This bill provides a land use regulation that allows ADUs for all municipalities with a population of 1,000 or more and are within a Metropolitan Planning District (MPO). Manitou Springs fits into these criteria. It requires the City to allow ADUs as a use by right, as an accessory use to any single-unit detached dwelling unit, in any zone district that allows single-unit detached dwelling



units. The City also may not:

- a. Require new off-street parking spaces for the ADU except when no existing off-street parking exists, is in a zoning district that requires one or more parking spaces for the main dwelling unit, or is located on a block where on-street parking is prohibited.
- b. Require an ADU, or primary dwelling unit on the same lot to be owner-occupied.
- c. Apply restrictive design or dimension standards that are not required for the primary dwelling unit. HOA rules that are more restrictive than these rules are now void. In order to comply with this bill, the City would need to adopt an Ordinance that amends the LUDC to permit accessory dwelling units in zoning districts that allow single-family dwelling units. Further discussion is in this report that discusses the alternatives available to the City for a potential Ordinance.

3. HB 1304, Minimum Parking Requirements

This bill prohibits local governments within an MPO and at least partially within a “transit service area” from enforcing minimum parking requirements for multifamily residential developments, residential adaptive reuse projects, and mixed-use projects with at least 50% residential uses. The Colorado Department of Local Affairs (DOLA) released a map identifying these areas in each community subject to the new law. A portion of Manitou Springs following the two established bus routes is located within a transit service area and would be subject to this law. See the attached map that shows these locations. In order to comply with this bill, the City would need to adopt an Ordinance that inserts applicability language into the LUDC that clarifies that minimum parking requirements for multifamily residential development and the types of adaptive reuse projects covered by the law do not apply to the areas identified in the attached transit service area map.

Application Detail:

Tonight's work session will focus on HB 1152: Accessory Dwelling Units. During the last session, CPC and HAB members expressed a number of questions and concerns about how the City is allowed to regulate ADUs to meet the City's current residential development standards and what types of measures could be implemented to ensure ADUs are and remain truly affordable. Commissioners and HAB members also requested information to have a better understanding of how many ADUs the city might expect to be constructed.

1. Residential Development Standards

A number of concerns were related to how or whether the City has the ability to apply its current development standards to ADUs. Standards such as the city's Historic Preservation Ordinance, setbacks, lot density requirements, conformance with minimum construction standards to maintain construction quality, assurance of adequate water supply and sewer capacity were communicated. The majority of the City's residential development standards can be applied to ADUs. A few, such as density per residential unit, cannot. The attached "cheat sheet" summarizes what a potential ADU ordinance could require in conformance with HB 1152, and includes required conformance with most of the City's standards for residential development.

HB 1152 does not allow the city to apply residential density requirements to an ADU, but it does allow the city to apply its other residential development standards.



2. ADU Affordability

The state has a number of funding opportunities to help encourage ADU construction and to aid in maintaining affordability. The Housing Advisory Board has been exploring funding opportunities and will continue to do so. A few regulatory mechanisms are available, such as requiring deed restrictions on ADUs to assure affordability. These generally have not been used in the city of Manitou Springs as yet.

3. Potential ADU locations

Staff has put together a series of maps (attached) that show where ADUs could potentially be constructed based on zoning, location of single-household detached dwellings, and available land per parcel. Additional mapping also shows the number of garages and basements that could be available to potentially be converted to ADUs. Staff will have a full presentation of this information during the meeting on July 9th.

Public Involvement:

Findings & Review Criteria:

Staff Recommendation:

N/A

Motion Language Options:

Accessory Dwelling Units (ADUs)

Section XX of the Municipal Code

In 2024, the Colorado General Assembly passed HB 1152 which requires the City of Manitou Springs, and others, to allow ADUs as a use by right, as an accessory use to any single-unit detached dwelling unit, in any zone district that allows single-unit detached dwelling units. This document is intended to provide general guidance for the development of ADUs, but interested parties are encouraged to contact the Planning Department for more information.

What is an ADU?

“Accessory Dwelling Unit” means an internal, attached, or detached dwelling unit that: (a) provides complete independent living facilities for one or more individuals; (b) is located on the same lot as a proposed or existing primary residence; and (c) includes facilities for living, sleeping, eating, cooking, and sanitation.



Where are ADUs allowed?

ADUs are allowed as an accessory to an existing single-household detached dwelling in the General Residential (GR) zone, the Low-Density Residential (LDR) zone, and the Hillside Low-Density Residential (HLDR) zone. Only one ADU is allowed per lot per single-household dwelling. Density restrictions do not apply to ADUs.

How big can ADUs be?

ADUs are allowed to be between 500 – 750 square feet in size. ADUs must comply with setbacks for Permanent Principal Structures as outlined in the Dimensional Standards tables.

What can my ADU look like?

If your property is in the Historic District, the ADU must comply with the Historic Preservation ordinance (Chapter 17 of the Municipal Code) and the Historic District Design Guidelines.

Where can I build an ADU on my property?

Accessory Dwelling Units must comply with setbacks, height restrictions, and other development standards applicable to your property and the applicable zone district.

Can I rent out my ADU?

ADUs and the primary dwelling unit can be rented for periods exceeding 30 days, however, the short term rental of ADUs, or the principal single-household dwelling, is not permitted.

Do ADUs need separate utilities?

[information to be provided pending engagement with the Manitou Springs Utilities Department]



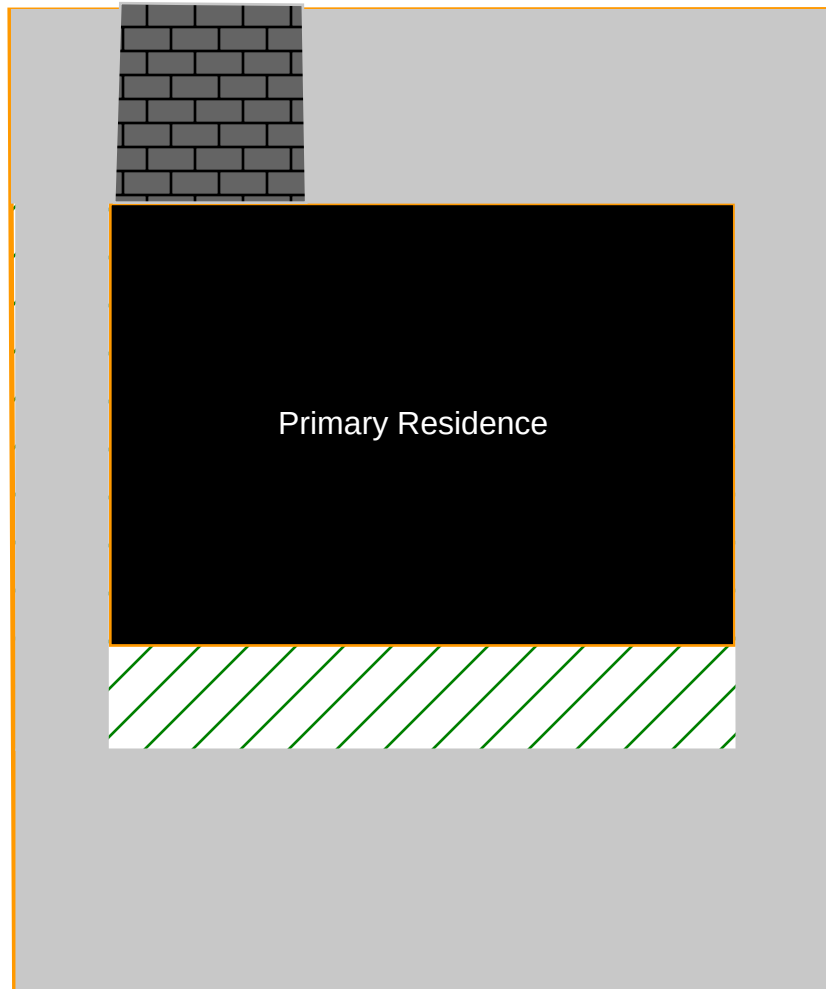
What is the approval process for ADUs?

ADUs are administratively approved through a Minor Site Plan and a Grading and Erosion Control Plan for detached ADUs or attached ADUs that require new construction. However, if your property is within the Historic District, you also need design approval from the Historic Preservation Commission (HPC). Your contractor will also need to obtain a building permit from the Pikes Peak Regional Building Department.

How do I get started?

Scan the QR Code below to schedule a Pre-Application Meeting with the City of Manitou Springs Planning Department!

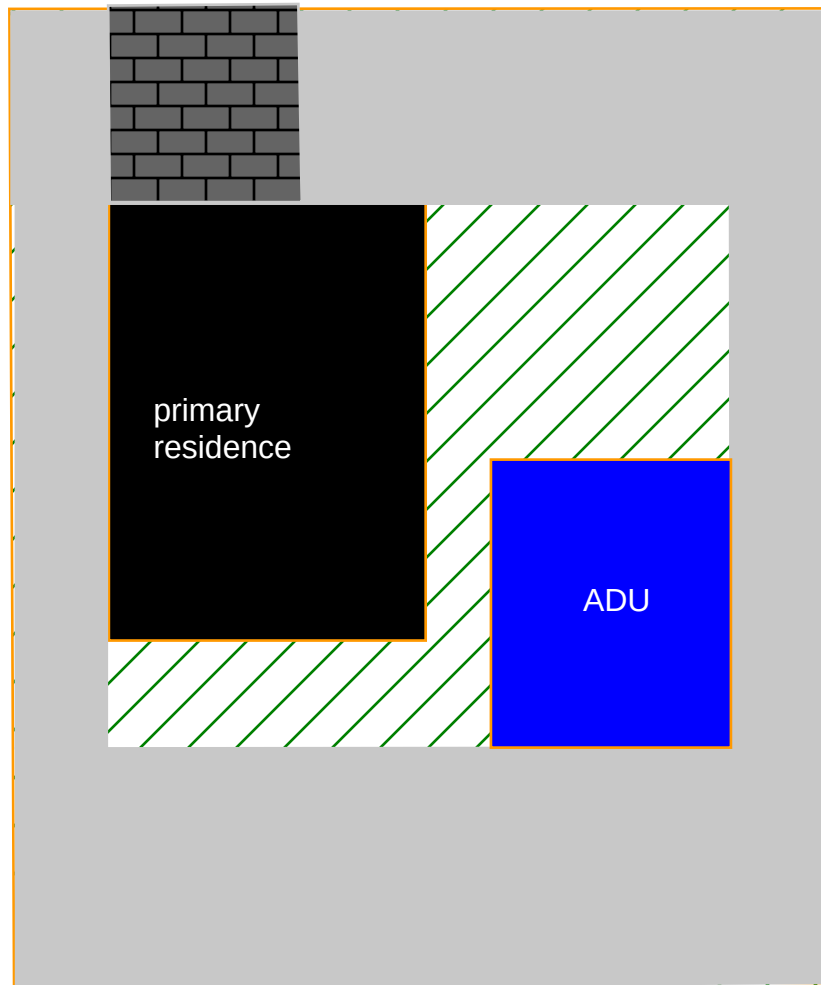




Low Density Residential

1 Story Residence on standard lot
 85' minimum lot frontage
 8,700 square foot minimum lot area
 35% maximum lot coverage
 house size 3,045sf

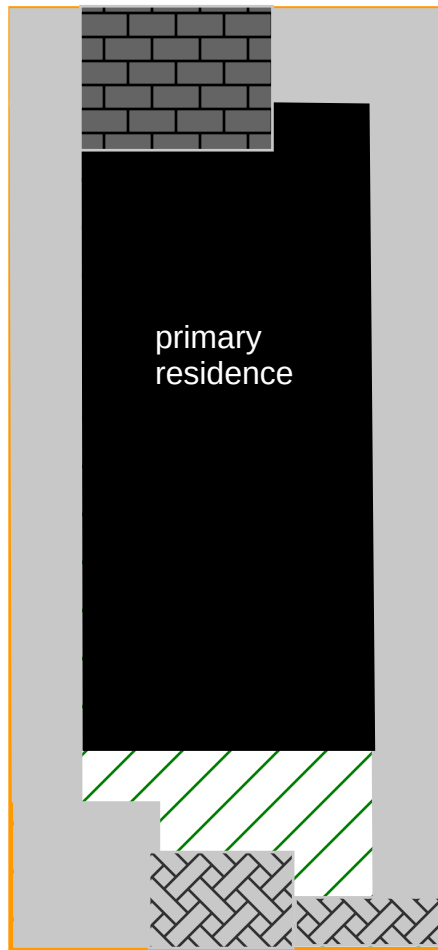
-  Lot Boundary
-  Setbacks
-  Primary Residence
-  ADU
-  undeveloped (yard)
-  driveway/impervious



Low Density Residential

2 Story Residence with ADU on standard lot
 85' minimum lot frontage
 8,700 square foot minimum lot area
 35% maximum lot coverage
 house size 3,045sf (1,522 sf footprint)
 750 sf ADU

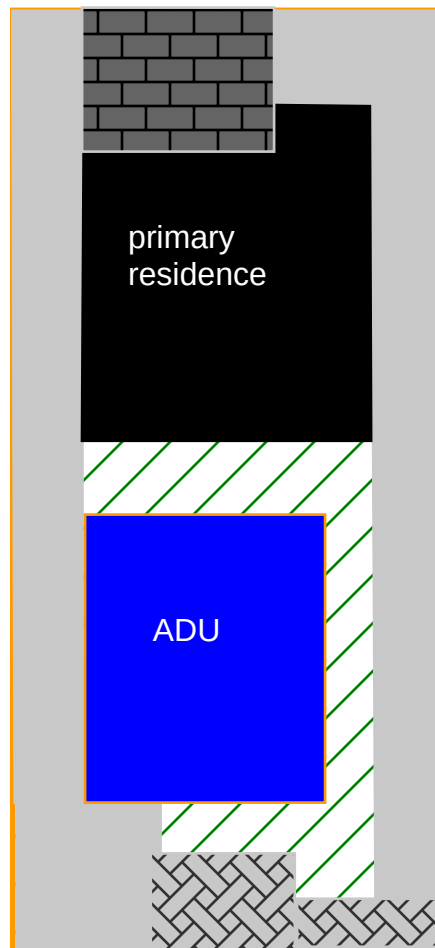
-  Lot Boundary
-  Setbacks
-  Primary Residence
-  ADU
-  undeveloped (yard)
-  driveway/impervious



General Residential

1 Story Residence on standard lot
 45' minimum lot frontage
 4,400 square foot minimum lot area
 50% maximum lot coverage
 house size 2,200sf

-  Lot Boundary
-  Setbacks
-  Primary Residence
-  ADU
-  undeveloped (yard)
-  driveway/impervious
-  reduced setbacks for special circumstances



General Residential

2 Story Residence with ADU on standard lot

45' minimum lot frontage

4,400 square foot minimum lot area

50% maximum lot coverage

house size 2,200sf (1,200 sf footprint)

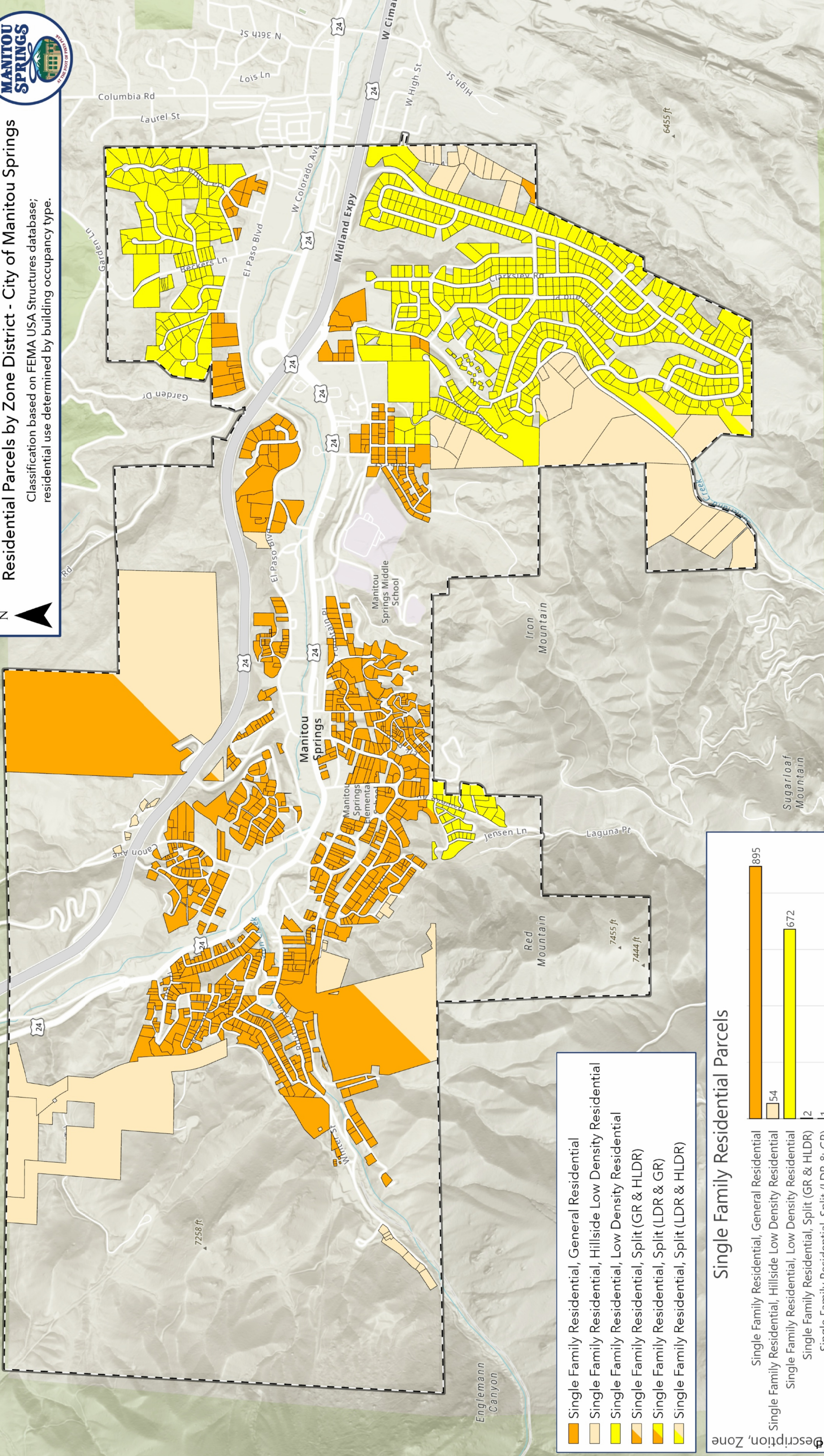
750 sf ADU

-  Lot Boundary
-  Setbacks
-  Primary Residence
-  ADU
-  undeveloped (yard)
-  driveway/impervious
-  reduced setbacks for special circumstances

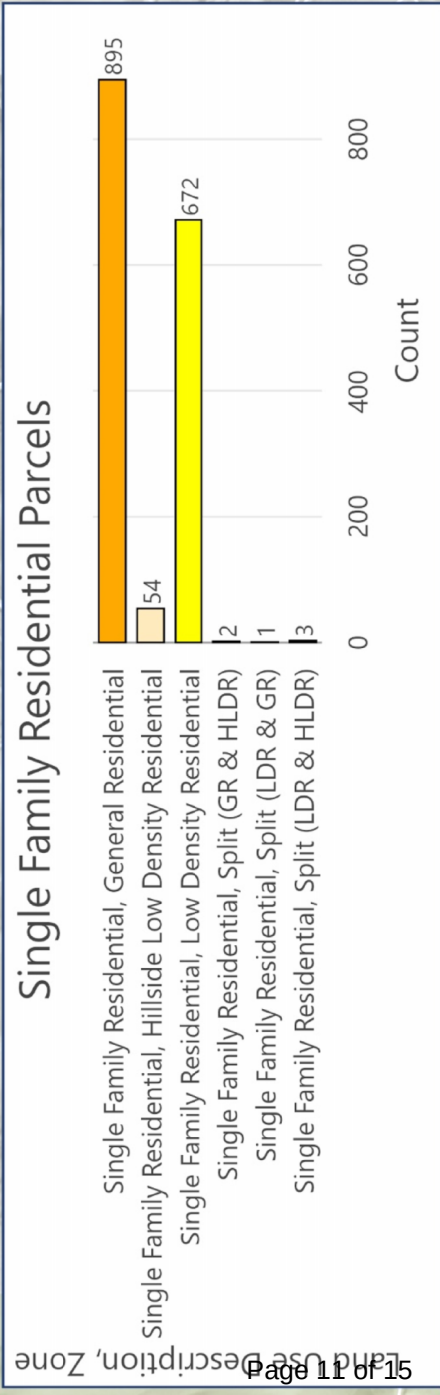


Residential Parcels by Zone District - City of Manitou Springs

Classification based on FEMA USA Structures database;
residential use determined by building occupancy type.



- Single Family Residential, General Residential
- Single Family Residential, Hillside Low Density Residential
- Single Family Residential, Low Density Residential
- Single Family Residential, Split (GR & HLDR)
- Single Family Residential, Split (LDR & GR)
- Single Family Residential, Split (LDR & HLDR)

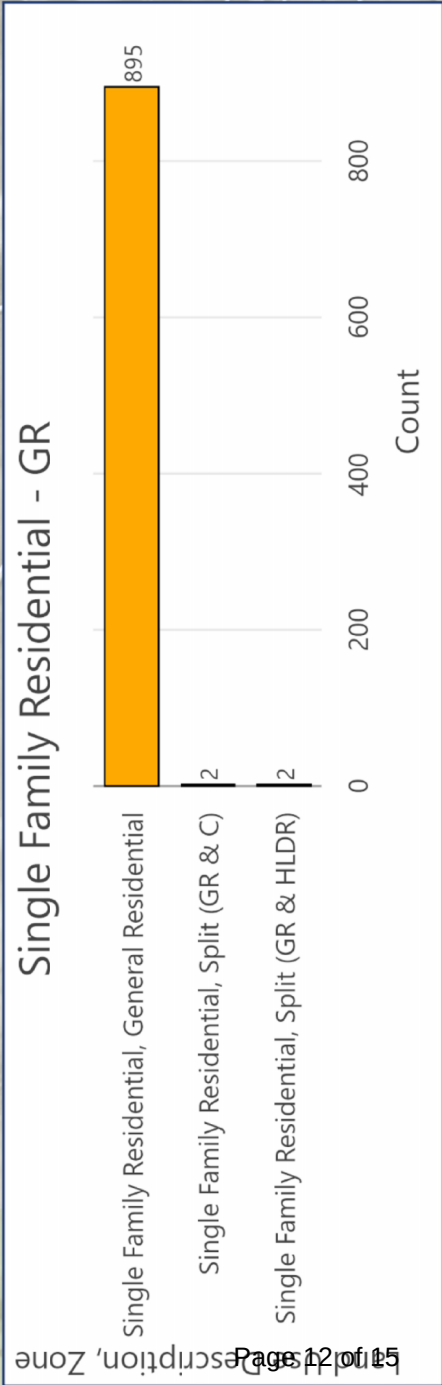
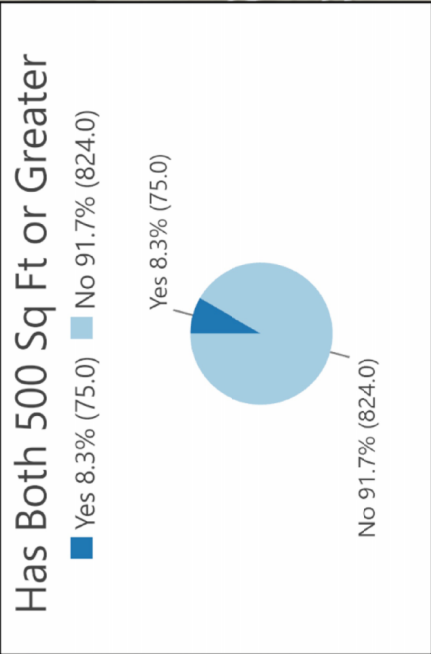
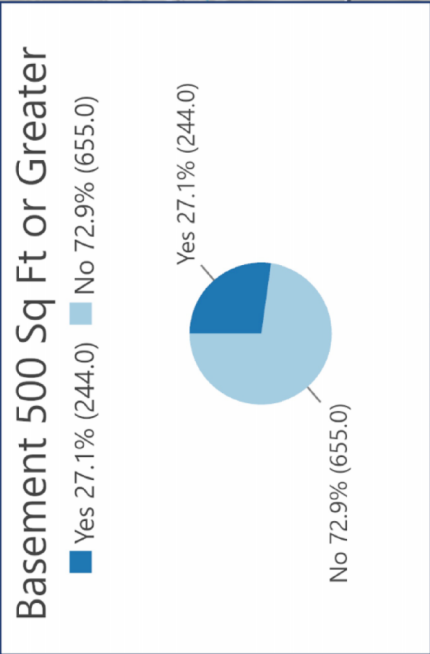
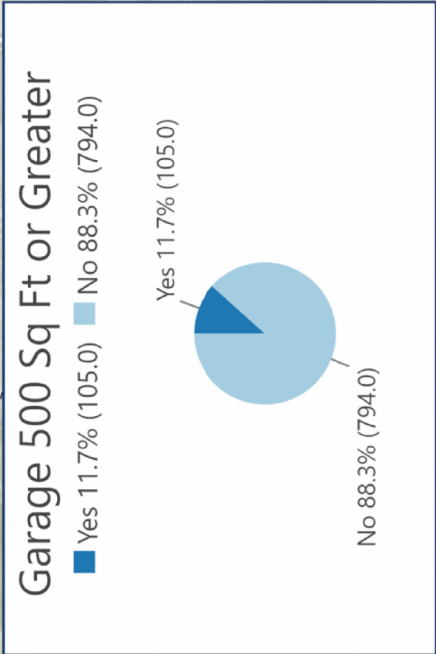




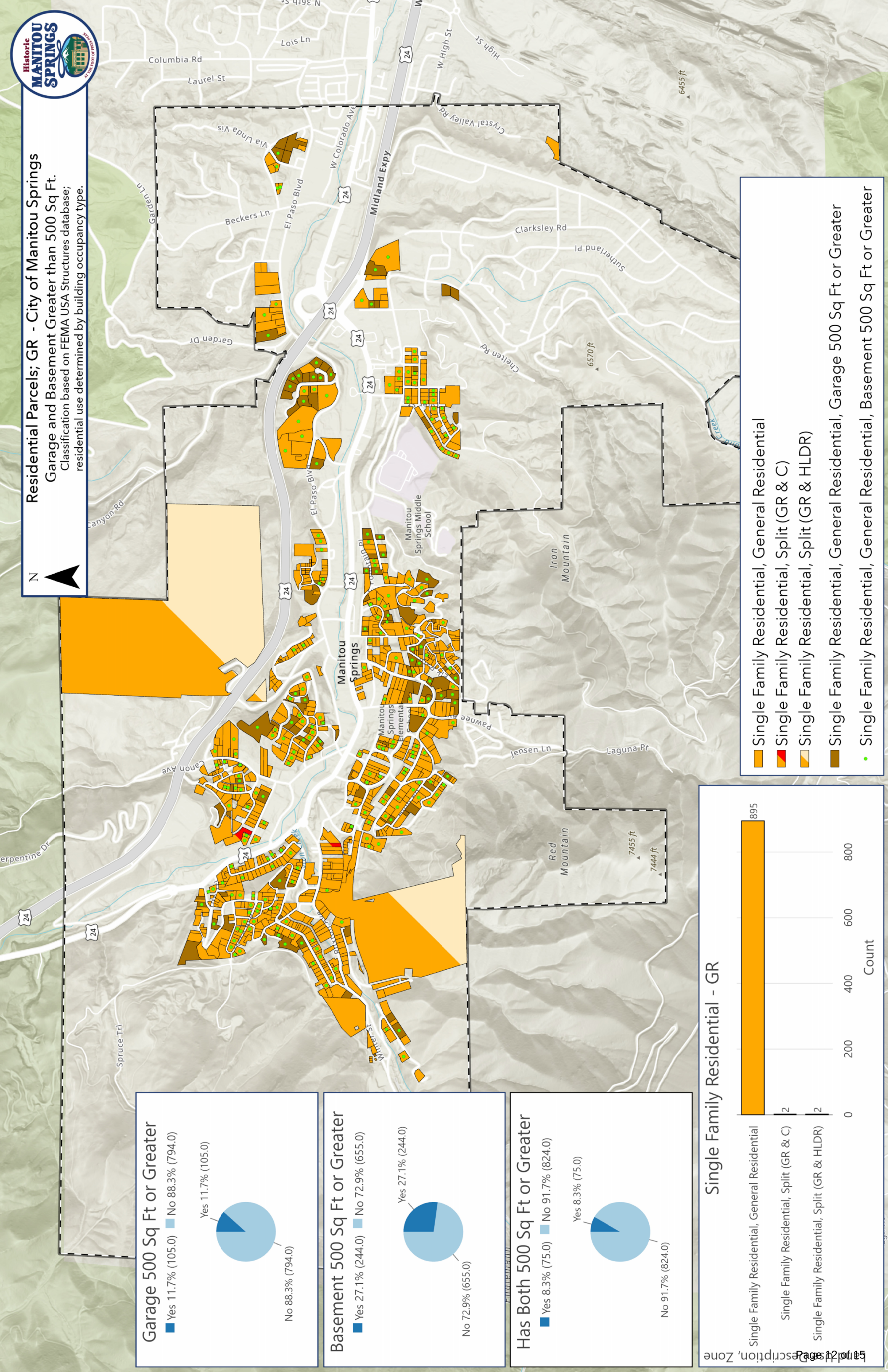
Residential Parcels; GR - City of Manitou Springs

Garage and Basement Greater than 500 Sq Ft.

Classification based on FEMA USA Structures database; residential use determined by building occupancy type.



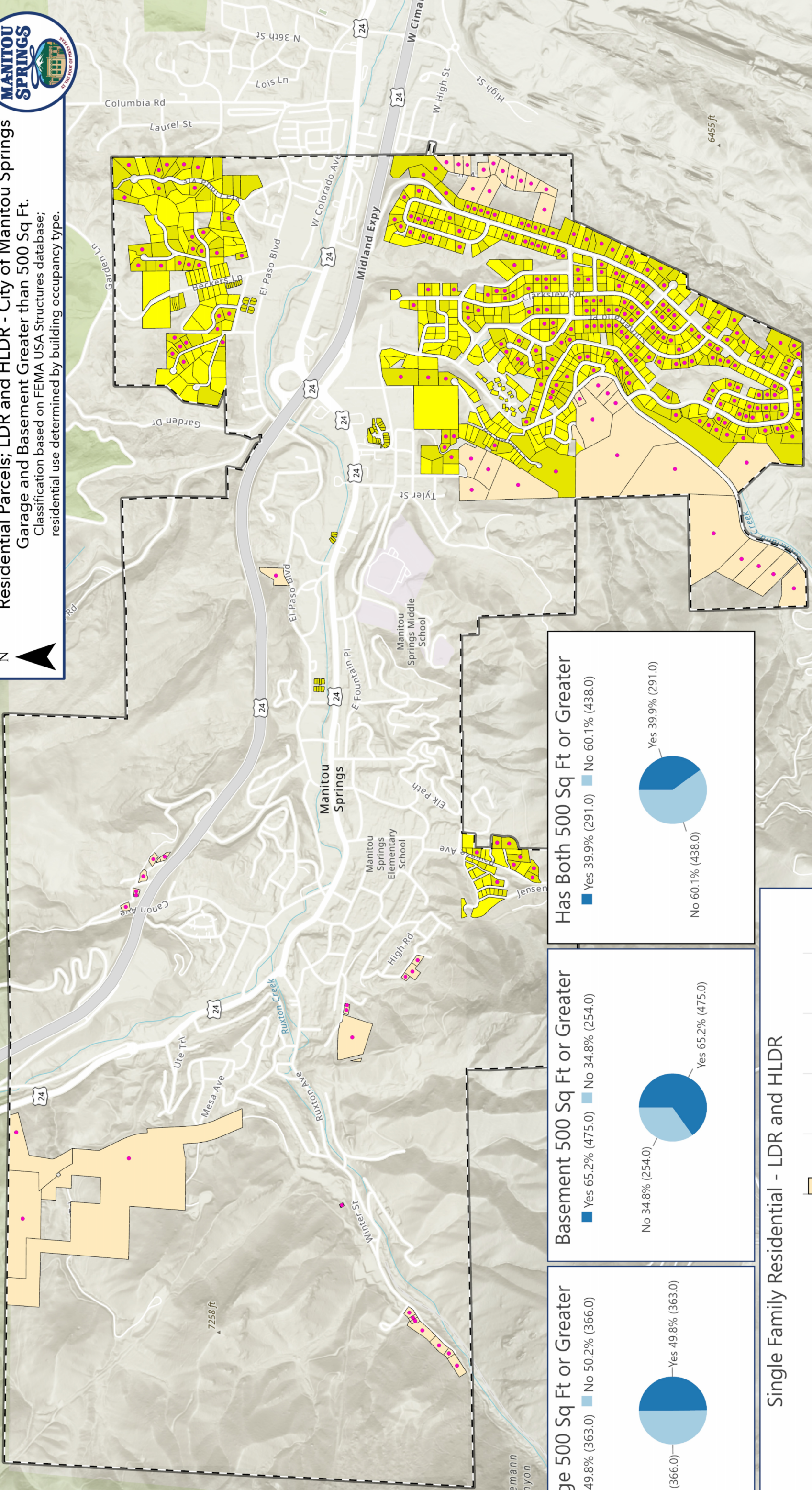
- Single Family Residential, General Residential
- Single Family Residential, Split (GR & C)
- Single Family Residential, Split (GR & HLDR)
- Single Family Residential, General Residential, Garage 500 Sq Ft or Greater
- Single Family Residential, General Residential, Basement 500 Sq Ft or Greater





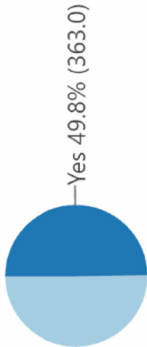
Residential Parcels; LDR and HLDR - City of Manitou Springs

Garage and Basement Greater than 500 Sq Ft.
Classification based on FEMA USA Structures database;
residential use determined by building occupancy type.



Garage 500 Sq Ft or Greater

Yes 49.8% (363.0) No 50.2% (366.0)



No 50.2% (366.0) Yes 49.8% (363.0)

Basement 500 Sq Ft or Greater

Yes 65.2% (475.0) No 34.8% (254.0)



No 34.8% (254.0) Yes 65.2% (475.0)

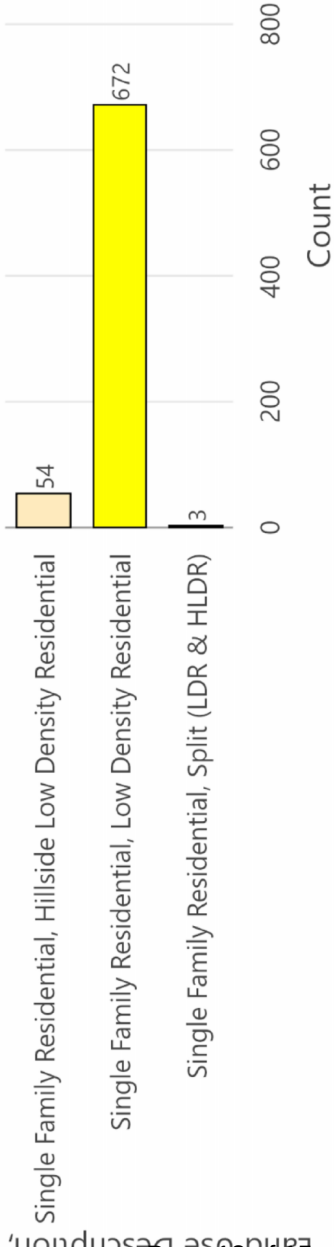
Has Both 500 Sq Ft or Greater

Yes 39.9% (291.0) No 60.1% (438.0)



Yes 39.9% (291.0) No 60.1% (438.0)

Single Family Residential - LDR and HLDR

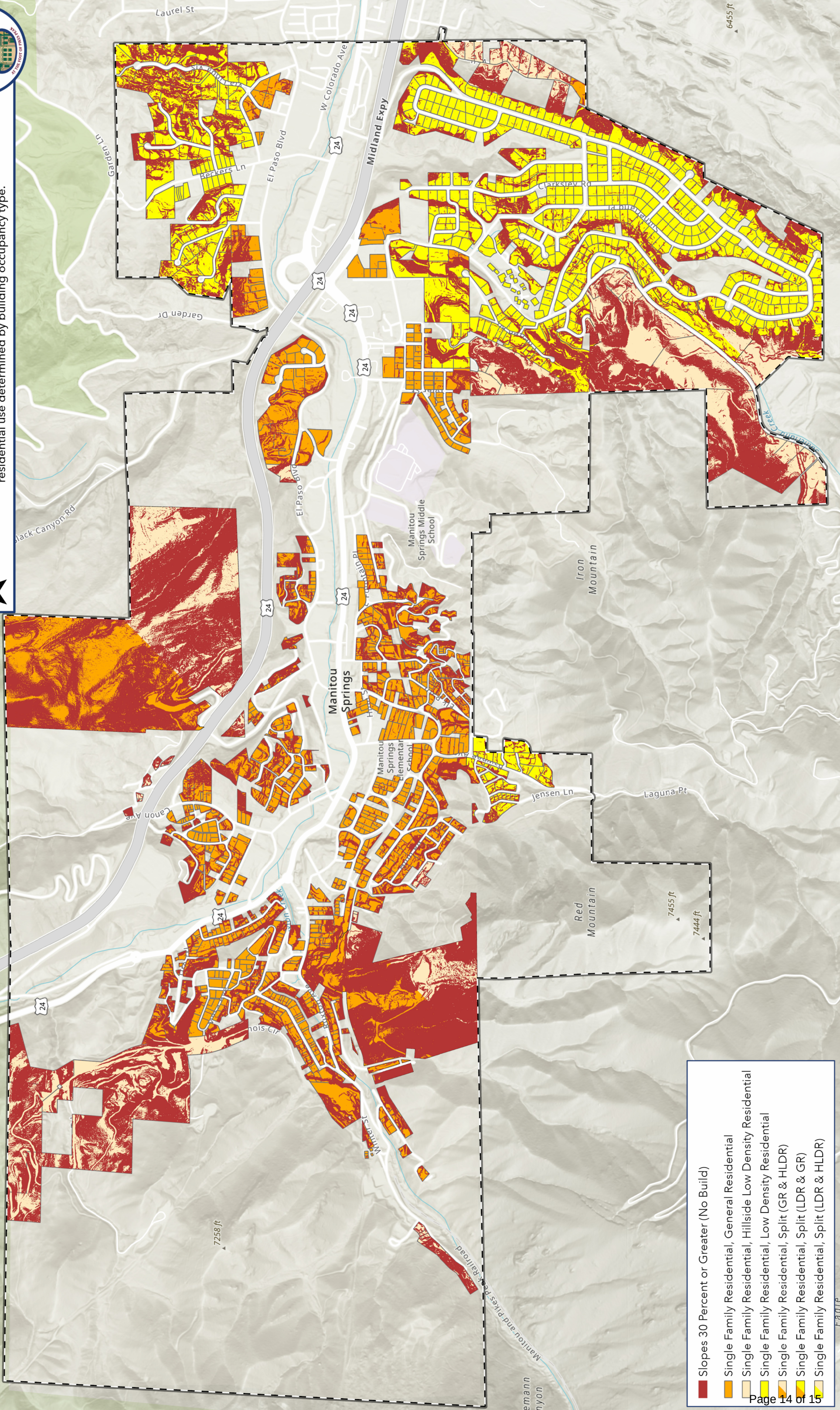


- Single Family Residential, Hillside Low Density Residential
- Single Family Residential, Low Density Residential
- Single Family Residential, Split (LDR & HLDR)
- Single Family Residential, LDR and HLDR, Garage 500 Sq Ft or Greater
- Single Family Residential, LDR and HLDR, Basement 500 Sq Ft or Greater



Residential Parcels; Slope Profile - City of Manitou Springs

Classification based on FEMA USA Structures database;
residential use determined by building occupancy type.



- Slopes 30 Percent or Greater (No Build)
- Single Family Residential, General Residential
- Single Family Residential, Hillside Low Density Residential
- Single Family Residential, Low Density Residential
- Single Family Residential, Split (GR & HLDR)
- Single Family Residential, Split (LDR & GR)
- Single Family Residential, Split (LDR & HLDR)

Residential Parcels; Building Footprints - City of Manitou

Classification based on FEMA USA Structures database;
residential use determined by building occupancy type.



- Building Footprints
- Single Family Residential, General Residential
- Single Family Residential, Hillside Low Density Residential
- Single Family Residential, Low Density Residential
- Single Family Residential, Split (GR & HLDR)
- Single Family Residential, Split (LDR & GR)
- Single Family Residential, Split (LDR & HLDR)