



**CITY OF MANITOU SPRINGS
CITY PLANNING COMMISSION**

Regular Meeting Minutes
Hybrid Meeting via Zoom and at Memorial Hall
July 9, 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:

Vice Chair Justin Wilson (Acting Chair)
Commissioner Stephen Graybill
Commissioner Gloria Latimer
Commissioner Roy Rosenthal
Commissioner Mike Casey
Commissioner Carey Storm
Alternate Commissioner Frank DeLay

COMMISSIONERS ABSENT FOR ROLL CALL:

Chair Alan Delwiche (excused)
Alternate Commissioner Megan Day (Joined Virtually at
6:15PM)

STAFF PRESENT:

Senior Planner Chelsea Royston
Planning Director Frederick Rollenhagen

GUESTS PRESENT:

Planning Commission Attorney Kunal Parikh
The following Housing Advisory Board (HAB) members
were present:
HAB Member Nathan Nassif

B. APPROVAL OF MINUTES

C. UNFINISHED BUSINESS

No unfinished business was discussed.

D. PUBLIC COMMENT ON NON-AGENDA ITEMS

There was no public comment.

D. NEW BUSINESS

1. VAR 2506 – Creek Walk Phase #4

Planner Royston presented Variance 2506 for Creek Walk Phase 4, noting that the variance would stretch from Mayfair Avenue to the former Chase Bank property. She explained that the request stems from a conflict between the existing eight-inch vertical curbs and Colorado Department of Transportation (CDOT) standards, which govern the applicable portion of Manitou Avenue. The proposed design includes a 10-foot concrete path to replace the existing 3-foot sidewalk. City code requires that the whole length of the trail be detached, with landscaping between the sidewalk and the curb. This requirement originated from the 2018 Creek Walk Trail Master Plan, which now conflicts with the more recent Land Use and Development Code (LUDC). She also highlighted substantial community engagement in developing the master plan. Planner Royston shared two types of proposed landscape bump outs, including crosswalks and accommodations for street parking. She reviewed constraints that led to the variance request, including grading challenges related to flood mitigation that cannot be altered, and presented two design alternatives. Planner Royston stated that the requested variance meets criteria, including that the hardship is not self-imposed, as well as those related to disability accommodation and historic preservation. She concluded by stating that staff recommend approval without conditions.

There was a brief discussion about whether the variance would improve the path by the creek, to which Consultant Karen Rowe stated that timer stairs by the Chase Bank property would give access to the creek.

Consultant Rowe confirmed that utilities would be moved and clarified that the utilities would be underground. Additionally, she shared that the bump outs would be seven-feet wide from curb to curb with gutter.

Acting Chair Wilson opened the hearing for public comment at 6:10PM. Due to no public comment, Acting Chair Wilson subsequently closed the public comment portion of the hearing.

Commissioner Storm moved to approve the Variance for Creek Walk Phase 4, based upon the findings that the request meets the review criteria for granting a Variance, as set forth in City Code Section 18.06.4.2. The motion was seconded by Commissioner Latimer. The motion carried unanimously (7-0).

F. OTHER BUSINESS

1. Code Revisions Work Session

Director Rollenhagen explained that the purpose of the work session was to continue revising the development code, specifically related to Accessory Dwelling Units (ADUs), and expressed appreciation to the Housing Advisory Board (HAB) for joining. He noted three main areas of concern including ensuring appropriate development standards, addressing affordability, and evaluating the potential citywide impact of expanded ADU development. Director Rollenhagen shared that both historic preservation and standard single-family setbacks would apply, as well as Historic Preservation Guidelines. He confirmed that adequate water and sewer service would be required, with the option of either shared or separate utility taps. He clarified that ADUs are defined as detached dwellings with independent living facilities, allowed in General Residential (GR), Low Density Residential (LDR), and Hillside Low Density Residential (HLDR) zoning districts, with a maximum of one per household and a size range of 500 to 700 square feet. He clarified that ADUs can be rented out for periods exceeding 30 days and short-term rentals were not permitted, and property owners could not live in the ADU and rent their primary residence. The approval process for ADUs would be conducted through a minor site plan and a grading and erosion control plan. Director Rollenhagen noted that in the three zoning districts that could contain ADUs there is 1,628 valid single-family dwellings. He noted that most potential ADUs were primarily convertible space, such as garages and basements, rather than new construction.

Planner Royston noted that density requirements do not apply to ADUs as that would not permit them in smaller lots that already have residences. She explained that in GR zones a lot can be up to 55% covered, LDR zones a lot can be 35% covered and HLDR zones are decided on a case-by-case basis. Additionally, Planner Royston clarified that there is overlap in the numbers of qualifying properties as each property can only have one ADU.

Commissioner Latimer confirmed with staff that ADUs will have administrative approval so they will be without public comment, but short term rentals will not be affected in any way.

There was a brief discussion about whether separate entrances for ADUs was a requirement, during which Director Rollenhagen stated that he thinks the building code would require a separate entrance but if not, that can be specified.

There was a general discussion about short-term rental restrictions, as well as the impact on preexisting ADUs. Planner Royston clarified that the current recommendation is that ADUs not be rented on a short-term basis, but even if that provision is not included, they would still go through the normal short-term rental process. She added that the rules could be convoluted if they separated preexisting ADUs from new ADUs, but that the city could decide to apply the restriction only to new ADUs.

Alternate Commissioner Day stated that she believes that the criteria for short term rental should not be affected by the fact the building is an ADU.

Commissioner Storm stated that she believes the state ADU ordinance was passed was to encourage long term housing, and that allowing ADUs as short term rentals would be in opposition to the goal.

Commissioner Casey suggested that short term rental restrictions should be applied to new ADUs, and added that outlawing existing short term rentals could be tough.

Director Rollenhagen stated that he is not familiar with the current amount of ADUs that are short term rentals and that the intention is not to take their licenses or permits away if they are already established.

Planner Royston confirmed that the city's short term rental limits would increase if ADUs were added, so the number of short term rentals could increase.

There was a brief discussion about lot density, during which Planner Royston clarified that the density would not apply in terms of the number of residences on a lot and that lot coverage would still be enforced for any new development, which is the amount of impervious coverage.

Director Rollenhagen reiterated that density standards cannot be applied to ADUs, and clarified that in the zoning districts that only allow one residence per parcel, the ADU ordinance would allow for more.

Commissioner Storm confirmed with Director Rollenhagen that the 500-foot rule for short term rentals (minimum distance required between short term rentals) is still in place and expressed that the space is very limited for short term rentals.

Commissioner Graybill stated that he believes adding increased housing will help improve affordability.

Planner Royston stated that the housing authorities of the region are unable to take on Manitou Springs and that a new entity, such as a housing department, would have to be created to manage deed restrictions and regulate housing prices beyond what is driven by supply and demand.

Commissioner Latimer expressed concern that landlords will try to rent for the highest market rate, and that doing so does not help low income individuals, who need affordable housing.

Commissioner Graybill agreed with Commissioner Latimer, but noted that regulating housing prices would be difficult.

Commissioner Casey asked Planner Royston about having to tweak the code to fit the state law or if a separate ordinance would happen.

Planner Royston confirmed that a new ordinance would be created to address the policy and explained that staff would have a copy of the LUDC outline where definitions will need to be updated.

There was further discussion about short term rental requirements, during which Planner Royston explained that on site hosting is not required for short term rentals, but there is an owner occupancy requirement.

Alternate Commissioner Day suggested that the applicant recognize the short term rental restriction for new ADUs during the administrative process.

Planner Royston said that they could look into that and that not having a license was enough to prove that they would not.

Commissioner Casey confirmed that no one can ask for a variance on an ADU.

Planner Royston confirmed that use-based variances are not permitted.

Commissioner DeLay stated that they would not be in favor of limiting the ADUs from short term rentals, and that this would create issues with timing and preexisting properties. They clarified that they believed that the current short-term rental rules were adequate enough.

Director Rollenhagen said that state law limits the municipality's ability to require additional parking for ADUs and that the law allows requirement for additional parking under special circumstances.

There was a brief discussion about parking requirements for short-term rentals, to which Planner Royston stated that the parking calculation for short-term rentals is based off of the number of bedrooms and other factors. ADU parking could require one spot allocated off street or on street.

Director Rollenhagen added that if there is no available on street parking then parking could be required for ADUs. Director Rollenhagen shared that there was a deadline for compliance on June 30, 2025. He explained that the City Council will be adopting an emergency ordinance to allow for ADUs and comply with the state. Additionally, the emergency ordinance will give the commission more time for the final ordinance to be drafted without the pressure of a strict deadline.

G. NOTICE OF COUNCIL ACTION AND UPDATES

Director Rollenhagen updated that the appeal of the variance denial for 360 Via Linda Vista was upheld by City Council.

H. ADJOURNMENT

With no further business to discuss, Acting Chair Wilson adjourned the meeting at 7:51 PM.

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