



# MANITOU SPRINGS PARKS AND RECREATION ADVISORY BOARD REGULAR MEETING AGENDA

All upcoming PARAB meetings are scheduled to be remote, via Zoom. A link is provided on the City's Official Website at

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

September 8, 2025

6:00 PM

- 
- A. CALL TO ORDER and INTRODUCTIONS**
  - B. APPROVAL OF AGENDA**
  - C. PUBLIC COMMENTS NOT ON THE AGENDA**  
*(Please limit your comments to 3 minutes)*
  - D. REPORTS (5 minutes)**
    - 1. Parks and Recreation Advisory Board (PARAB)
    - 2. Council Liaison
    - 3. Open Space Advisory Committee (OSAC)
  - E. PARKS AND RECREATION DEPARTMENT**
    - 1. Director's Report
  - F. OLD BUSINESS**
    - 1. Adding pickleball striping on tennis court
    - 2. Approve 2026 Budget Proposal
    - 3. Rotating Secretary position
  - G. NEW BUSINESS**
    - 1. Approve funds for Memorial Bench
    - 2. Request for funds for a lawnmower
    - 3. Partner with OSAC to update MS Trails and Parks pamphlet
    - 4. Revise wording for Memorial Policy
  - H. OTHER BUSINESS**
    - 1. City Clerk presentation in October
  - I. ADJOURNMENT**

**Board Members:**

Danu Fatt, Chair (2/28/2029)  
Tim Bresnahan, Vice Chair (02/28/2029)  
Christina Grow (2/28/2028)  
Anthony Lane (02/28/2027)  
Colin McAllister (02/28/2029)  
Rebecca Wood (2/28/2028)

**Staff and Liaisons:**

Natalie Johnson, Council Liaison  
Gillian Rossi, Parks & Recreation Director  
Aaron Reynard, Forestry Tech

**Alternates:**

Jan Johnson (2/28/2029)

*1 regular position and 2 alternate positions available*

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

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](http://www.manitouspringsgov.com).

Gillian Rossi, Parks and Recreation Director

August 1, 2025

City of Manitou Springs,

Dear Director,

Several of us enjoy playing pickleball on the courts at Fields Park. In fact, many times both courts are full of players and people are "paddling up" waiting to play. This happens a lot between 8:30 and noon on most days. Many people can't hang out at the courts all morning playing a game, rotating out and waiting to play another game and would like to play for an hour with their group. That's not possible when a dozen or more people show up at the same time. Some groups of friends have chosen to avoid Manitou courts and play elsewhere though they are residents of Manitou Springs and live nearby.

The tennis court is usually open. Would it be possible to line the tennis court for pickleball also, keeping the net at tennis height and giving tennis players priority, allowing play on this court for 1 hour? This would be a big plus for people who want to make the most of their "play time".

| Name:             | Address:             | Email:                                   |
|-------------------|----------------------|--|
| Karen King        | 4 Loretta Lane, MS   | karenkinghome@me.com                     |
| Sara Qualls       | 5669 Majestic Dr CS  | sara.honn.qualls@gmail.com               |
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| Francois Raab     | 20 Kreg Ln, MS       | francois@sizing.com                      |
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Ann Buchholz 1019 Forest Glen Tr.

Stu Keller 3150 Trenton Park Grove srkeller@gmail.com

Cynthia Paul Crumb 25 Sutherland Rd, MS cindyloumanitou@yahoo.com

RICHARD SMIT 17 MAYFAIR AVE  
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| Account Number   | Account Title            | 2023 Actual #s Thru Dec | 2024 Actual #s Thru Dec | 2025 Actual #s Thru August 27 | 2025 Budget | Amended Current year Budget | 2025 Remaining Budget Available | Total Year Actual As a % Of Budget | 2026 Proposed |
|--|--------------------------|-------------------------|-------------------------|-------------------------------|-------------|-----------------------------|---------------------------------|------------------------------------|---------------|
| <b>CONSERVATION TRUST FUND</b>   |                          |                         |                         |                               |             |                             |                                 |                                    |               |
| <b>GOVERNMENT SHARED REVENUES</b>  |                          |                         |                         |                               |             |                             |                                 |                                    |               |
| 25-335-740   | LOTTERY SHARE-CTF        | 67,289                  | 58,770                  | 29,878                        | 65,000      | 65,000                      | 35,122                          | 46.0%                              |               |
| Total GOVERNMENT SHARED REVENUES:  |                          | 67,289                  | 58,770                  | 29,878                        | 65,000      | 65,000                      | 35,122                          | 46.0%                              |               |
| <b>INTEREST EARNINGS</b>   |                          |                         |                         |                               |             |                             |                                 |                                    |               |
| 25-361-190   | INVESTMENT INTEREST      | 14,302                  | 12,285                  | 3,891                         | 11,000      | 11,000                      | 7,109                           | 35.4%                              |               |
| Total INTEREST EARNINGS:   |                          | 14,302                  | 12,285                  | 3,891                         | 11,000      | 11,000                      | 7,109                           | 35.4%                              |               |
| <b>OTHER FUNDS PROGRAMS &amp; CAPITAL</b>  |                          |                         |                         |                               |             |                             |                                 |                                    |               |
| 25-499-320   | PROFESSIONAL SERVICES (P | .00                     | 42,337                  | .00                           | 50,000      | 50,000                      | 50,000                          |                                    | \$65,000      |
| Budget notes:  |                          |                         |                         |                               |             |                             |                                 |                                    |               |
| 2025: Construction docs for Higginbotham flats   |                          |                         |                         |                               |             |                             |                                 |                                    |               |
| 2024: Higginbotham Flats Park \$50K  |                          |                         |                         |                               |             |                             |                                 |                                    |               |
| 2023: Design (\$30K) & master plan(\$40K) for Higginbotham Flats Park  |                          |                         |                         |                               |             |                             |                                 |                                    |               |
| 2022: Design drawings for Higginbothams Flats  |                          |                         |                         |                               |             |                             |                                 |                                    |               |
| 2021: Design drawings for Wheeler, Higginbotham Flats  |                          |                         |                         |                               |             |                             |                                 |                                    |               |
| 2019: \$10,000 Ute Chief, \$2,000 Wheeler  |                          |                         |                         |                               |             |                             |                                 |                                    |               |
| 2018: Reallocating the \$50,000 from 2017 to 2018 to hire a consultant for urban forestry management plan and adding \$12,500 to complete a Master Plan on an additional park (Wheeler Spring)   |                          |                         |                         |                               |             |                             |                                 |                                    |               |
| 2017: \$50,000 For contracting a land management consultant  |                          |                         |                         |                               |             |                             |                                 |                                    |               |
| 25-499-802   | MISCELLANEOUS (PARAB)    | .00                     | .00                     | .00                           | 5,000       | 5,000                       | 5,000                           |                                    | \$5,000       |
| Account notes:   |                          |                         |                         |                               |             |                             |                                 |                                    |               |
| Capital improvements as arise  |                          |                         |                         |                               |             |                             |                                 |                                    |               |
| Budget notes:  |                          |                         |                         |                               |             |                             |                                 |                                    |               |
| 2021: \$10,000 to bring Soda Springs meter pit and backflow preventer to be code compliant, remaining funds for capital improvements to parks as needed  |                          |                         |                         |                               |             |                             |                                 |                                    |               |
| 2018: Capital Repairs: \$12,000 Rock wall repair in Memorial Park  |                          |                         |                         |                               |             |                             |                                 |                                    |               |
| 25-499-810   | MEMORIAL TREE/BENCH MA   | .00                     | .00                     | 1,498                         | 3,000       | 3,000                       | 1,502                           | 49.9%                              | \$5,000       |
| Account notes:   |                          |                         |                         |                               |             |                             |                                 |                                    |               |
| As per the Memorial Bench and Tree policy, under General Requirements 2, Section B, under Fees: A line item will be provided for general maintenance for trees and non-art benches. This account line is for replacement of a Memorial tree if it dies or a Memorial bench if it is damaged. |                          |                         |                         |                               |             |                             |                                 |                                    |               |
| 25-499-811   | POOL & RECREATION (P     | ARAB .00                | .00                     | .                             | 20,000      | 20,000                      | 20,000                          |                                    | \$25,000      |
| Budget notes:  |                          |                         |                         |                               |             |                             |                                 |                                    |               |
| senior & ADA fitness equipment   |                          |                         |                         |                               |             |                             |                                 |                                    |               |
| 25-499-812   | MANITOU ART IN THE PARKS | .00                     | 3,000                   | .00                           | 5,000       | 5,000                       | 5,000                           |                                    | \$5,000       |
| Budget notes:  |                          |                         |                         |                               |             |                             |                                 |                                    |               |
| Peeps repair, Little Free Libraries  |                          |                         |                         |                               |             |                             |                                 |                                    |               |
| Manizoo repairs* artistic installations  |                          |                         |                         |                               |             |                             |                                 |                                    |               |
| 25-499-813   | URBAN FORESTRY (PARAB)   | .00                     | .00                     | .00                           | 10,000      | 10,000                      | 10,000                          |                                    | \$10,000      |
| Budget notes:  |                          |                         |                         |                               |             |                             |                                 |                                    |               |
| tree maintenance, urban forestry tree survey in trees, new trees   |                          |                         |                         |                               |             |                             |                                 |                                    |               |
| 25-499-820   | PARKS (PARAB)            | 9,499                   | 21,847                  | 1,280                         | 40,000      | 40,000                      | 38,720                          | 3.2%                               | \$35,000      |
| Account notes:   |                          |                         |                         |                               |             |                             |                                 |                                    |               |
| For use of organic product for fertilization and weed mitigation, park path repairs through out the park system, playground equipment to be replaced when broken, bike racks and new park development. .   |                          |                         |                         |                               |             |                             |                                 |                                    |               |
| Budget notes:  |                          |                         |                         |                               |             |                             |                                 |                                    |               |
| 2019: Cheyenne Roof for Cheyenne Springs well housing in Cheyenne Spring pocket park not done in 2018, budgeted for 2019   |                          |                         |                         |                               |             |                             |                                 |                                    |               |
| 2018: for Cheyenne Roof (special material had to be ordered) for Cheyenne Spring well housing in Cheyenne Spring pocket park; \$500 for Shuffleboard court   |                          |                         |                         |                               |             |                             |                                 |                                    |               |
| 2017: \$12,000 to reroof the Cheyenne Spring well Housing in the Cheyenne Spring Pocket Park   |                          |                         |                         |                               |             |                             |                                 |                                    |               |

| Account Number                             | Account Title | 2023 Actual #s Thru Dec | 2024 Actual #s Thru Dec | 2025 Actual #s Thru August 27 | 2025 Budget | Amended Current year Budget | 2025 Remaining Budget Available | Total Year Actual As a % Of Budget |
|--|---------------|-------------------------|-------------------------|-------------------------------|-------------|-----------------------------|---------------------------------|------------------------------------|
| <hr/>                                      |               |                         |                         |                               |             |                             |                                 |                                    |
| Total OTHER FUNDS PROGRAMS & CAPITAL:      |               |                         |                         |                               |             |                             |                                 |                                    |
|  |               | 9,499                   | 67,184                  | <b>2,778</b>                  | 133,000     | 133,000                     | 130,222                         | 2.1%                               |
| CONSERVATION TRUST FUND Revenue Total:     |               |                         |                         |                               |             |                             |                                 |                                    |
|  |               | 81,591                  | 71,055                  | <b>33,770</b>                 | 76,000      | 76,000                      | 42,230                          | 44.4%                              |
| CONSERVATION TRUST FUND Expenditure Total: |               |                         |                         |                               |             |                             |                                 |                                    |
|  |               | 9,499                   | 67,184                  | <b>2,778</b>                  | 133,000     | 133,000                     | 130,222                         | 2.1%                               |
| Net Total CONSERVATION TRUST FUND:         |               |                         |                         |                               |             |                             |                                 |                                    |
|  |               | 72,092                  | 3,871                   | <b>30,992</b>                 | 57,000-     | 57,000-                     | 87,992-                         | -54.4%                             |

## 2026 Funding Request

**To:** Parks and Recreation Advisory Board (PARAB)

**From:** City of Manitou Springs Parks & Recreation Department

**What:** 2 Riding Lawn Mowers (John Deere Z950R ZTrak™)

**Cost:** \$18,499 each, \$36,998 total

**The “Why:”** The Parks & Recreation Department is responsible for mowing and trimming all the parks and medians in Manitou Springs. The department currently has three riding lawn mowers in its fleet that are 12-15 years old. The average lifespan of a municipal riding lawn mower is typically 2,000 to 4,000 service hours, or about 8 to 12 years. Due to their age and heavy use, varying parts on the mowers are wearing down and breaking more frequently. One of the mowers has a persistent oil leak in the engine that is beyond repair. The Parks Maintenance division conducts mowing operations every week from mid-May through September. Having functional, efficient equipment is vital to ensure operations are completed in a timely manner to complete other remaining park tasks and work orders.



## Manitou Springs City Parks:

- 1 - Schryver Park.** Gateway to Manitou Springs. Shady park around the indoor municipal pool and Fountain Creek. Multiple picnic tables and sitting benches, one on an island in a pond and two large parking lots.
- 2 - The Fields Park.** Skateboard park, tennis courts, playground and restrooms. Sports field and two large parking lots.
- 3 - Bill Bauer Park.** A secluded picnic site with mature trees, but no shelter. It has a new playground.
- 4 - Deer Valley Nature Park.** Spectacular view of the Garden of the Gods. Nice trails with an overlook.
- 5 - Peakview Tot Lot.** Presently undeveloped pocket park providing neighborhood access to the Paul Intemann Memorial Nature Trail.
- 6 - Memorial Park.** City park with public art and a ceramic play space, The Manizoo. Parallel to Fountain Creek and the chosen location for major art events.
- 7 - Seven Minute Spring.** Lovely font with a gazebo. Landscaped plaza with a small amphitheater.
- 8 - Mansions Park.** Designed garden park with a covered pavilion along Creek Walk Trail.
- 9 - Library Park.** Flower beds on the front lawn of the library. Sitting benches along walkways on a grassy slope. Perfect for outdoor concerts.
- 10 - Wheeler Town Clock Park.** Small triangle in the heart of town with flower beds, an art nouveau clock depicting a sculpture of Hygeia.

**11 - Shoshone Spring and Park.** A recessed public patio with benches, trees, sculpture and a sandstone spring house with windows to view historic photos.

**12 - Cheyenne Spring and Park.** Public plaza on Manitou Avenue with a Permian sandstone spring house built above the confluence of Fountain and Williams Creeks.

**13 - Wheeler Park.** Stairs around and above the stone spring house and wall lead to a public patch of ground and a medicine wheel.

**14 - Soda Springs Park.** Downtown park with public pavilion, playgrounds, bridges and access to Fountain Creek. Beautiful mature trees and adjacent parking.

**15 - Iron Spring.** Mineral spring font under an historic shelter. Intemann trailhead and access to Ruxton Creek.

**16 - Mabel Willie Park.** A fenced pocket park with a playground and a basketball court.

**17 - Higginbotham Flats.** Undeveloped overlook of Manitou Springs.

**18 - Ute Chief Park.** Undeveloped site across the street from the Manitou Mineral Water bottling plant. A stone staircase past the Ute Chief Gusher, a former artesian mineral spring, demarks the western edge of Manitou Springs.

**19 - Rainbow Falls Recreation Area.** An El Paso County Regional Park featuring the geological contact known as the Great Nonconformity, the record of one moment, 500 million years ago as Cambrian Period beach sand was deposited on Pikes Peak granite, 500 million years older. A scenic waterfall on Ruxton Creek is now accessible by trail.



## Manitou Springs Trails and Parks



## Parking Information:

Residential Streets are for residents. Visitors are asked to park in provided lots. Lot rates are \$1.00 per hour, \$5 per day. Parallel parking on business streets starts at \$1.00 per hour. Courtesy parking for thirty minutes is free only twice per day.

Paid parking is in force from 7:00am to 6:00pm. The only free parking lot is at Hiawatha Gardens. Hikers are asked to please park there and take the free shuttle to the trailheads. For parking questions call 685-2549.

Parking at the Barr Trailhead is limited to 40 spaces. Reservations must be made online in advance at [parkbartrail.com](http://parkbartrail.com). You may pay with the Parkmobile app for parking zone 2507. Cost is \$10 per hour, \$40 per day. Violators incur a \$70 fine.

## Bus / Shuttle Schedules:

**Route 33**  
From Hiawatha Gardens free parking lot to Manitou Incline, Intemann, Barr, and Ute Indian trailheads. Call for seasonal schedules (719) 685-5089

**Route 36**  
From Beckers Lane and Fields Park to downtown Manitou Springs. Call for seasonal schedules (719) 685-5089

**Route 3 Regional Transit Authority**  
From Hiawatha Gardens to downtown Colorado Springs. Monday through Friday every 30 minutes from 6:30am to 9:30pm. Saturday every 30 minutes from 6:30am to 6:30pm. Sunday every 30 minutes from 8:15am to 5:15pm.

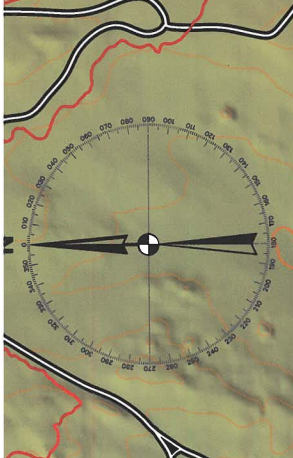
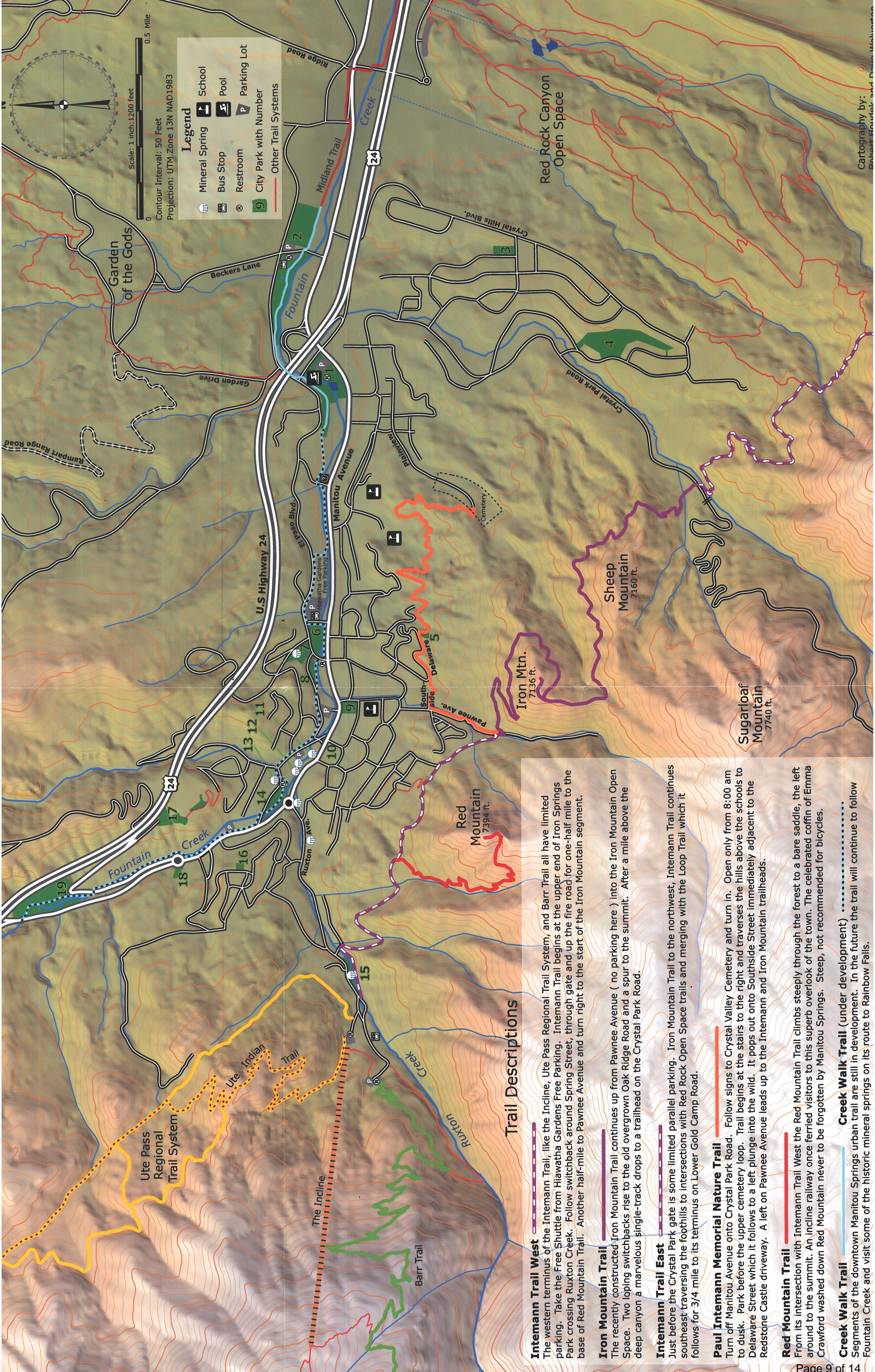
## Rules:

- No motorized vehicles
- All dogs must be on leash
- Pickup after pets
- No smoking
- No firearms
- No fireworks
- No fires
- No camping
- Leave no trace
- Pick up and pack out



## Sponsors:

- City of Manitou Springs  
[manitouspringsgov.com](http://manitouspringsgov.com)
- Manitou Springs Parks and Recreation Advisory Board
- Manitou Springs Open Space Advisory Committee
- Manitou Springs Chamber of Commerce  
[manitousprings.org](http://manitousprings.org)



Scale: 1 inch:1200 feet  
 Contour Interval: 50 Feet  
 Projection: UTM Zone 13N NAD1983

- Legend**
- Mineral Spring
  - Bus Stop
  - Restroom
  - City Park with Number
  - Other Trail Systems
  - School
  - Pool
  - Parking Lot

### Trail Descriptions

**Intemann Trail West** — The western terminus of the Intemann Trail, like the Incline, Ute Pass Regional Trail System, and Barr Trail all have limited parking. Take the Free Shuttle from Hiawatha Gardens Free Parking. Intemann Trail begins at the upper end of Iron Springs Park crossing Ruxton Creek. Follow switchback around Spring Street, through gate and up the fire road for one-half mile to the base of Red Mountain Trail. Another half-mile to Pawnee Avenue and turn right to the start of the Iron Mountain segment.

**Iron Mountain Trail** — The recently constructed Iron Mountain Trail continues up from Pawnee Avenue ( no parking here ) into the Iron Mountain Open Space. Two looping switchbacks rise to the old overgrown Oak Ridge Road and a spur to the summit. After a mile above the deep canyon a marvelous single-track drops to a trailhead on the Crystal Park Road.

**Intemann Trail East** — Just before the Crystal Park gate is some limited parallel parking. Iron Mountain Trail to the northwest, Intemann Trail continues southeast traversing the foothills to intersections with Red Rock Open Space trails and merging with the Loop Trail which it follows for 3/4 mile to its terminus on Lower Gold Camp Road.

**Paul Intemann Memorial Nature Trail** — Turn off Manitou Avenue onto Crystal Park Road. Follow signs to Crystal Valley Cemetery and turn in. Open only from 8:00 am to dusk. Park before the upper cemetery loop. Trail begins at the stairs to the right and traverses the hills above the schools to Delaware Street which it follows to a left plunge into the wild. It pops out onto Southside Street immediately adjacent to the Redstone Castle driveway. A left on Pawnee Avenue leads up to the Intemann and Iron Mountain trailheads.

**Red Mountain Trail** — From its intersection with Intemann Trail West the Red Mountain Trail climbs steeply through the forest to a bare saddle, the left around to the summit. An incline railway once ferried visitors to this superb overlook of the town. The celebrated coffin of Emma Crawford washed down Red Mountain never to be forgotten by Manitou Springs. Steep, not recommended for bicycles.

**Creek Walk Trail** — Segments of the downtown Manitou Springs urban trail are still in development. In the future the trail will continue to follow Fountain Creek and visit some of the historic mineral springs on its route to Rainbow Falls.

## Memorial Request Application

Revised 08/19/2020

Directions: Please review the memorial request policy (shown below) in its entirety before completing an application. Submit the completed application, along with the application fee, to the City Clerk's Department at the address shown below. The application will then be forwarded to the Park and Recreation Advisory Board (PARAB) who will be tasked with making a recommendation regarding approval. Final approval will be considered at a Regular Meeting of the City Council. It is the applicant's responsibility to submit the application in a timely manner in order to allow sufficient time for it to be processed. Questions regarding the application should be directed to one of the contacts shown below:

**PARAB**  
Danu Fatt  
Chair  
[danufatt@gmail.com](mailto:danufatt@gmail.com)

**City of Manitou Springs**  
City Clerk's Department  
606 Manitou Avenue  
Manitou Springs CO 80829  
719-685-2544  
[CityClerk@manitouspringsco.gov](mailto:CityClerk@manitouspringsco.gov)

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### **MANITOU SPRINGS PARAB MEMORIAL REQUESTS POLICY**

#### **1. PURPOSE**

Memorials are a celebration of the individual and an amenity donated to enhance City parks for all citizens. They are not intended to serve as a gravestone, which lists birth and death dates. Messages associated with memorials must relate solely to the individual being memorialized, and may not communicate any message unrelated to that individual. The only types of memorials permitted in City parks are benches, trees, and artwork memorializing an individual who has lived or currently lived in Manitou Springs. The purpose of this policy is to regulate the placement of memorials in City areas zoned as public parks.

#### **2. GENERAL REQUIREMENTS**

The following requirements apply to applications for all memorials:

A. **Application Procedure.** Applications shall be filed with the City Clerk on forms prepared by the City Clerk. All applications shall be initially reviewed by PARAB, which shall provide a recommendation to the City Council. As part of its review, PARAB shall conduct a site visit with the applicant, at which time the memorial location shall be reviewed. City Council shall render a final decision, and if approved, a written permit shall be provided by the City Clerk.

B. **Fee.** The fee for a memorial permit shall be as set forth in the City's universal fee schedule as approved by City Council. (PARAB shall provide a line item in its budget to provide general maintenance for trees and non-art benches.)

C. **Review Criteria.** All proposed memorials shall comply with the following criteria:

1. Words, images, or symbols shall be limited to a plaque no larger than 24 square inches.
2. Content of the plaque shall relate solely to the individual being memorialized, and may not convey any message, opinion, or idea not directly related to the individual (such as, by way of example and not limitation, religious or political messages).
3. Birth and death dates are not permitted.
4. Memorials shall be located and installed in compliance with all applicable laws, rules, and regulations, including without limitation, floodplain regulations.
5. Memorials must be permitted by and consistent with the terms of any conservation easements, land dedications, land use regulations or master plans.
6. Memorials shall not interfere with pedestrian or vehicular traffic.
7. Memorials shall not interfere with the purpose of the park, or the surrounding environment. For example, a bench or tree may not block an important view, or be located where it may obstruct or interfere with a path, creek, or sidewalk.

8. The number of memorials shall not negatively impact the purpose of the park, the surrounding environment, or the area aesthetics.

D. Costs. Applicants shall be responsible for all costs of a memorial, including as applicable and without limitation, the following:

1. Installation costs (planting, affixation for art pieces). The Public Works Department will affix park benches and the Parks and Recreation Advisory Board or the Public Works Department will affix art pieces.
2. Estimated maintenance costs for reasonable period of time, which may be required to be paid prior to installation of the memorial art pieces or on a regular basis as determined by the City Council.
3. Cost of Bench, plaque, tree, artwork (including art protection ring for trees if desired), and any shipping/delivery costs.

### **3. PARK BENCH AND TREE MEMORIALS**

As applicable, park bench and tree memorials must comply with the following criteria in addition to the general criteria set forth in Section 2(C):

1. For benches, there must be a reasonable utility to the proposed location. If no one, reasonably, would ever use a bench in the proposed location, another location shall be suggested by PARAB.
2. Benches shall closely match any existing benches in the area in size and design, and shall be constructed of high quality material intended to last.
3. If a unique, art-piece bench is desired, the application shall be reviewed by the Manitou Springs Arts Council after review by PARAB for a recommendation to the City Council.
4. The selection of a tree species must comply with recommendations of PARAB and the City's Public Works Department (which shall be based on compatibility with vegetation of the area, viability, aesthetics and similar concerns).

### **4. ARTWORK TO MEMORIALIZE A CURRENT OR PAST MANITOU SPRINGS RESIDENT**

A. Application. This Section 4 shall only apply to applications to install artwork in City parks that is intended to memorialize an individual who at some time during his or her life lived in Manitou Springs. A determination of whether a person qualifies under this Section shall be made by the City Council after recommendation from the PARAB Board and the Manitou Springs Arts Council.

B. Application Procedure. Applications shall be filed with the City Clerk on forms prepared by the City Clerk. All applications shall be initially reviewed by PARAB, which shall provide a recommendation to the City Council. As part of its review, PARAB shall conduct a site visit with the applicant, at which time the memorial location shall be reviewed. The Manitou Spring Arts Council shall also review the application, and provide a recommendation to the City Council. City Council shall render a final decision, and if approved, a written permit shall be provided by the City Clerk.

C. Criteria. Artwork memorials to recognize a Manitou Springs resident shall comply with the general criteria set forth in Section 2(D).

### **5. NON-LIABILITY AND REMOVAL OF MEMORIALS**

A. The City shall incur no liability for any theft, damage or deterioration of a memorial, whether or not related to maintenance or any lack thereof.

B. In the City's sole discretion, the City may remove memorials for any reason in furtherance of the public interest, including if the memorial poses a threat to the public health, safety or welfare. Memorials may be relocated by the City at the discretion of the City Council.

C. The City will make reasonable efforts to notify the permit holder prior to the removal of any memorial to allow the permit holder a reasonable opportunity to remove such memorial from City property.

D. If a memorial is removed by the City, the City may dispose of the memorial and the City shall have no responsibility or liability to the permit holder or any others for the loss or destruction thereof.

E. A memorial may be removed by the permit holder with prior permission of the City Administrator, provided that the permit holder restores the area to substantially the same condition it was in prior to the placement of the memorial marker.

**Memorial Application**

Date Received \_\_\_\_\_

**Applicant Information:**

Applicant Name: \_\_\_\_\_ (Primary Contact)      Secondary Point of Contact: \_\_\_\_\_ (Secondary Contact **Required**)

Applicant Phone Number: \_\_\_\_\_      Secondary Point of Contact Phone Number: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Individual Memorialized: \_\_\_\_\_

Past/current address of memorialized individual while living in Manitou Springs:  
\_\_\_\_\_

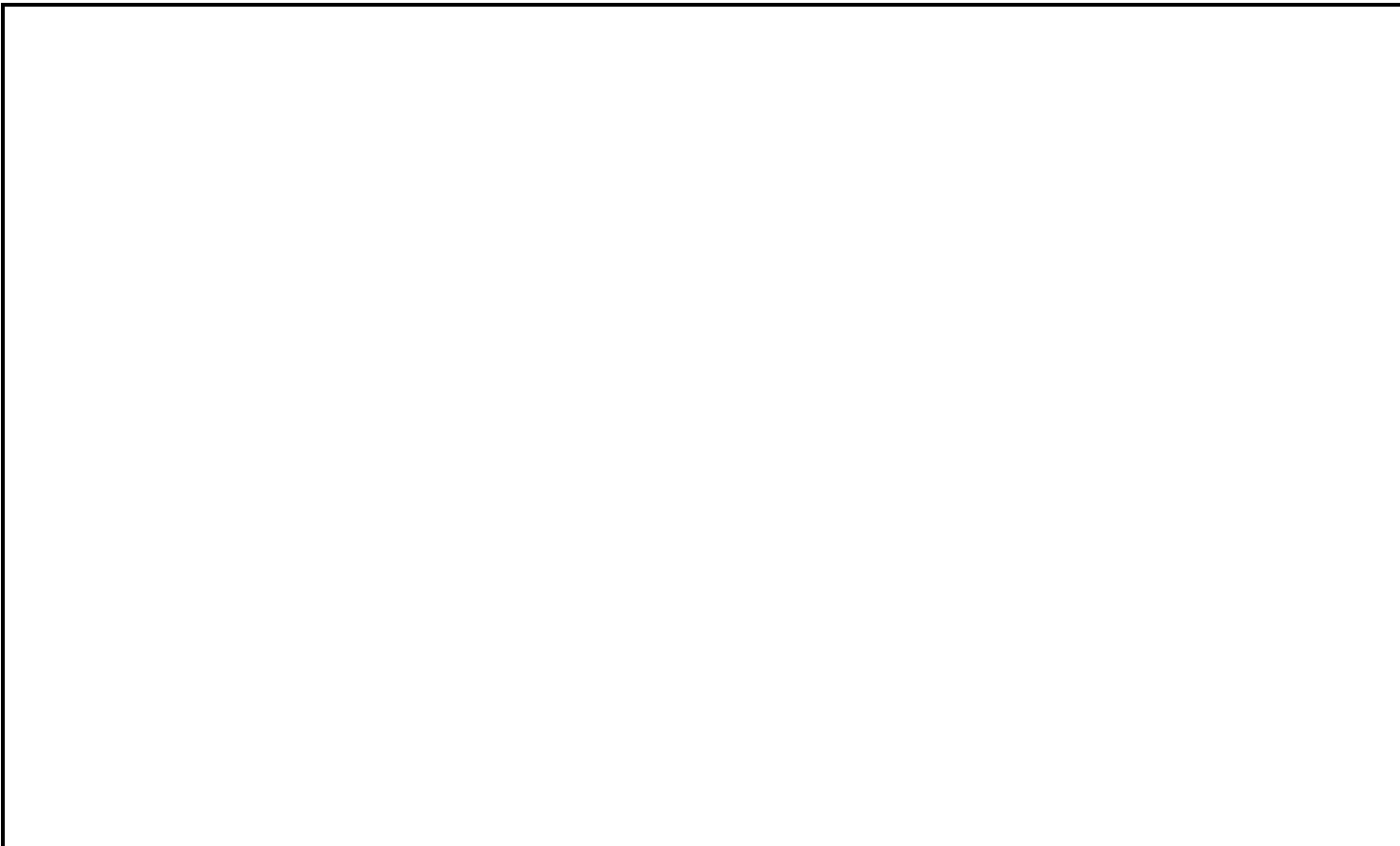
**Memorial Information:**

Type of memorial being requested (check one):

- Bench
- Tree
- Artwork

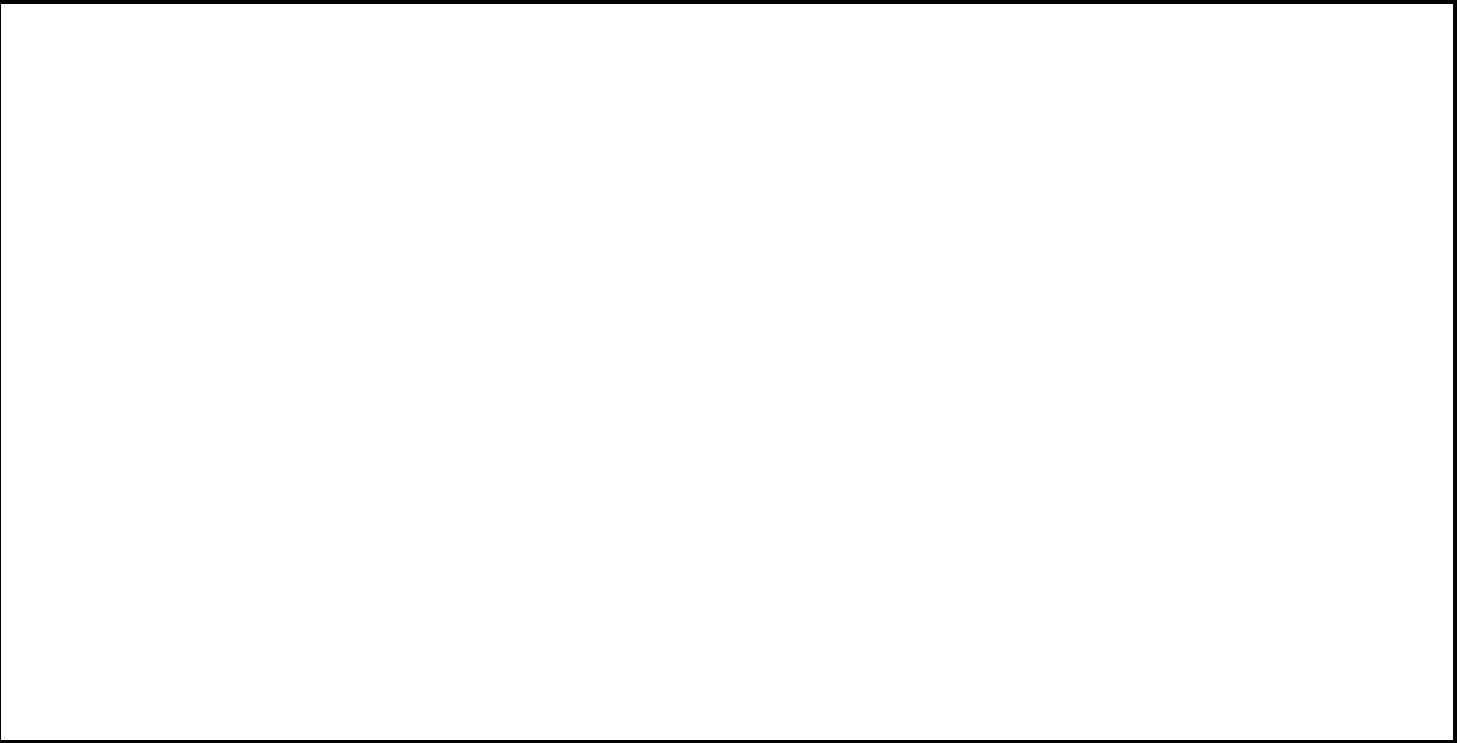
Describe the requested location for the memorial (please be specific): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

In the box below, insert or draw a map depicting where the memorial will be placed within the park. Please use a high level of detail; label roads and indicate where park structures, vegetation, and creeks are located.



Clearly write the memorial plaque's inscription: \_\_\_\_\_

In the box below, insert a photo or draw a picture depicting the appearance of the memorial plaque and inscription. If the memorial is artwork, also use the space to show what the artwork will look like. *Please review the criteria for memorial plaques and inscriptions, provided in the memorial policy, to ensure that the plaque falls within approved parameters.*



Additional Comments/Details: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I have paid the application fee:            Yes     No

I understand that the submission of this application and application fee does not guarantee approval of the proposed memorial. I have also read and understand the Manitou Springs PARAB Memorial Request Policy and its requirements and conditions.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**THE REMAINDER OF THIS FORM IS FOR PARAB USE ONLY**

Was a site visit conducted?     Yes     No

Was the memorial information in the application depicted in an accurate way?     Yes     No

Did the memorial meet all of the conditions as specified in Section 2C of the Memorial Request Policy?

Yes     No

Did the memorial meet all of the conditions as specified in Section 3 and 4 (if applicable)?

Yes     No

Please list any areas of concern/conditions not met:

-

-

-

Does PARAB recommend approval?     Yes     No

Voted to approve:

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Voted to deny:

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Reasoning for those denying:

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Additional reasoning for decision:

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