



**CITY OF MANITOU SPRINGS
CITY PLANNING COMMISSION**
Regular Meeting Minutes
Hybrid Meeting via Zoom and at Memorial Hall
August 13, 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 Mike Casey
Commissioner Stephen Graybill
Commissioner Gloria Latimer
Commissioner Roy Rosenthal
Alternate Commissioner Megan Day
Alternate Commissioner Frank DeLay

COMMISSIONERS ABSENT FOR ROLL CALL:

Commissioner Carey Storm

STAFF PRESENT:

Planning Director Frederick Rollenhagen
Deputy City Clerk Kristen Dukoi

B. APPROVAL OF MINUTES

1. July 9, 2025

Commissioner Latimer moved to approve the July 9, 2025 minutes. Vice Chair Wilson seconded the motion. The motion was carried (4-0), with Chair Delwiche and Commissioner Latimer abstaining because they were absent from the meeting.

C. UNFINISHED BUSINESS

No unfinished business was discussed.

D. PUBLIC COMMENT ON NON-AGENDA ITEMS

There was no public comment.

E. NEW BUSINESS

There was no new business discussed.

F. OTHER BUSINESS

1. Boards and Commissions Training

Clerk Dukoi presented training on Colorado Sunshine Law, more specifically Open Meetings Law under C.R.S. 24.6.401 to 24.6.402. She explained that three or more members of any local public body where any public business is discussed must be open to the public. The various types of meetings were defined, including when public notice and minutes are required. She clarified that executive sessions are held during regular or special meetings. Best practices for meetings and emails were recommended, along with a review of what circumstances trigger Open Meetings Law.

A short quiz was given to the commission on Open Meetings Law.

Clerk Dukoi also presented on the Colorado Open Records Act (CORA) under C.R.S. 24.72.201 et. seq. and city processes. The law states that all public records shall be open for inspection by any person at reasonable times. The term public records was defined and shown to include correspondence of elected officials and appointed members. She shared that CORA allows the City Clerk to create rules for protection of records and prevention of interference of the regular duties of the clerk's office. The City of Manitou Springs public records policy was defined to make all records available unless the records are protected by law and it was noted that the full policy is on the city's website. Clerk Dukoi gave a brief overview on how to make a records request and the policies around responding to requests. The commission was informed that correspondence over text and email about public matters falls under CORA law.

2. Code Revisions Work Session

Director Rollenhagen stated that the commission is reviewing three code amendments, with Accessory Dwelling Units (ADUs) being the most important. The remaining amendments are Housing Occupancy Limits and Minimum Parking Requirements. Director Rollenhagen provided a document with drafted code revisions for the city to meet the state requirements for occupancy by changing residential household size limitations, as well as zoning and subdivision terms.

There was a discussion about the definition of housekeeping unit, during which Director Rollenhagen noted that it is currently undefined and referred to the definition for a dwelling unit, which is a room or connected rooms constituting an independent

housekeeping unit for a family. Vice Chair Wilson referenced an online definition, describing it as a single self-contained living space within a larger structure that includes facilities for sleeping, cooking, and sanitation along with basic independent living amenities. Director Rollenhagen suggested defining the unit as a separate unit that has been approved under the building code.

Director Rollenhagen explained that the state legislature now prohibits communities from defining households in the way that the city had it described.

Commissioner Latimer expressed concern about occupancy and the potential for too many people living in a small space.

Director Rollenhagen explained that there is a minimum square footage requirement per person.

Director Rollenhagen presented the draft ADU regulations, allowing ADUs an extension of water and sewer service from the original property if it is metered.

A discussion ensued about separate metering and connected utilities to the main dwelling. It was expressed by multiple commissioners that it should be up to the owner's desire about separate or connected metering.

Chair Delwiche clarified that CPC has no purview over the code regarding ADUs and that it is ultimately up to the City Council.

Director Rollenhagen proposed a draft for code section 18 regarding adding ADUs as a residential use to define use and developmental standards. It was clarified they could not be used as short-term rentals, and that ADUs shall comply with zone district dimensional standards. The state does not allow ADUs to be put under lot density restrictions regarding square footage requirements for being built meaning that there could not be a specific amount of land needed for an ADU. ADUs were explained to be under restrictions of no less than 500 square feet of habitable space and 750 square feet max in the draft ordinance for Manitou, but they could be smaller or larger if desired. It was explained that ADUs would be reviewed as a minor site plan regarding construction.

There was a brief discussion about whether lot coverage expectations could be enforced on ADUs, to which Director Rollenhagen stated that they could be enforced, and that the city is only barred from property square footage restrictions.

Commissioner Casey recommended keeping the minimum size requirement and removing the max for ADUs.

Commissioner Day suggested reducing the minimum size requirement.

A discussion ensued regarding the habitability code already covering size requirements for living space, and that the size restrictions were not necessary for the code revision.

Director Rollenhagen pointed out that some communities have made it so that the ADU cannot be bigger than the main structure. Director Rollenhagen summarized that the

consensus was to not restrict size. However, concerns were raised about ADUs being too large.

Commissioner Day voiced her opinion that ADUs should not be restricted from being used as short-term rentals.

Chair Delwiche stated that the point of the revision is to have more long-term residence, and it would be counterproductive to allow short-term rentals.

Commissioner Rosenthal supported the idea of no short-term rental restrictions and added that current restrictions on short-term rentals are enough.

The consensus was that the commission was in favor of no short-term rental restriction in the drafted revisions.

Director Rollenhagen clarified that Historic Preservation Guidelines could apply to ADUs if desired in Manitou.

Director Rollenhagen presented code revisions regarding Transit Service Area Exceptions. The purpose of the revisions is to provide an exception for properties that fall under the state definition of a transit service area, so they are not required to provide off-street parking. The exempt properties include multi-family residential developments, adaptive reuse properties that maintain an existing structure, or adaptive reuse properties where at least 50% of the use is residential. The city could require minimum parking for these developments if the city is prevented from receiving funding for affordable housing due to the lack of parking, if the project is intended to have 20 or more units or if the development contains regulated affordable housing.

There was a brief discussion about why ADUs would not be allowed in high density residential, downtown, commercial, or mixed use zones. Director Rollenhagen explained that ADUs must only be allowed where single family dwelling units are allowed and that currently the city only allows them on single family residential lots.

G. NOTICE OF COUNCIL ACTION AND UPDATES

There was no notice of Council action.

H. ADJOURNMENT

With no further business to discuss, Chair Delwiche adjourned the meeting at 7:10 PM.