



**CITY OF MANITOU SPRINGS  
CITY PLANNING COMMISSION**

Regular Meeting Minutes  
Hybrid Meeting via Zoom and at Memorial Hall  
June 11, 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  
Commissioner Mike Casey  
Commissioner Stephen Graybill  
Commissioner Gloria Latimer  
Commissioner Roy Rosenthal  
Commissioner Carey Storm  
Alternate Commissioner Megan Day

**COMMISSIONERS ABSENT FOR ROLL CALL:**

Vice Chair Justin Wilson

**STAFF PRESENT:**

Planning Director Frederick Rollenhagen  
Senior Planner Chelsea Royston  
Planner Zachary Davison

**GUESTS PRESENT:**

**Housing Advisory Board (HAB)**

Chair Alison Gerbig  
Vice Chair Alea German  
Board Member Amy Mogck  
Board Member Glenn Bosley-Mitchell  
Board Member Crystal Karr  
Board Member Anna Rebecca Allen  
Alternate Board Member Nathan Nassif

## **B. APPROVAL OF MINUTES**

### 1. March 2025

Commissioner Storm moved to approve the minutes. Commissioner Latimer seconded the motion. The motion was carried (5-0), with Commissioner Casey abstaining.

### 2. April 2025

Commissioner Latimer moved to approve the minutes. Commissioner Rosenthal seconded the motion. The motion was carried (5-0), with Commissioner Storm abstaining.

### 3. May 2025

Commissioner Latimer moved to approve the minutes as amended with a correction on page six, in the third paragraph to clarify that the correct usage of the word allowed rather than the word required. Commissioner Rosenthal seconded the motion. The motion was carried (5-0), with Commissioner Storm abstaining.

## **C. UNFINISHED BUSINESS**

No unfinished business was discussed.

## **D. PUBLIC COMMENT ON NON-AGENDA ITEMS**

There was no public comment.

## **E. NEW BUSINESS**

### 1. MJT 2502 - Major Temporary Use Permit for EBikes Sales, Rental, Service at 302 Manitou Avenue

Planner Royston presented the Ebikes Sales and Rentals application for a Major Temporary Use Permit (MJT). It was explained that the application seeks approval to continue use of the existing shed, which was permitted the previous two years. Staff recommended that the MJT be approved with the condition that it would expire in one year.

Applicant Gregory Cobble explained that it is their desire to build a 1,900 square foot building, but development costs are preventing them from developing the building. The applicant expressed their desire to use the lot even if they cannot build the building yet.

There was a brief discussion about the possibility of additional temporary structures, to which The applicant clarified that they only desired to build the building.

The hearing was opened for public comment at 5:42 PM. Due to no further public comment, the public comment portion of the hearing was subsequently close.

Commissioner Storm motioned to approve MJT 2502. The motion was seconded by Commissioner Rosenthal. The motion carried unanimously (7-0).

2. VAR 2504 and VAR 2505 - 11 Via Loma Vista - Rear and Side Setback Variance

Planner Davison gave a presentation on side and rear setbacks for 11 Via Loma. The purpose of the request is to reduce the setbacks, allowing adequate space to replace the deck. A site plan was shown, along with an overview of the setback conditions. The variance approval criteria were outlined, and it was noted that the request meets five out of six criteria. It was recommended that any approval of applications be contingent upon approval of both variances.

Bruce Finley, Owner of 11 Via Loma, explained that the deck required maintenance and that he wanted to replace the deck to address concerns with durability and safety.

There was a brief discussion about the possibility of a deeper footer, during which Applicant Matt McCracken with Quality Decks stated that the deck is deteriorating at a faster rate because of the soil at the current spot. It was explained that using a fresh hole and moving the deck out would provide more stability.

The hearing was opened for public comment at 5:57 PM. Due to no public comment, the public comment portion of the hearing was subsequently closed.

Commissioner Latimer moved to approve Variances 2504 and 2505 based upon the finding that both requests meet the review criteria for granting a variance as set forth in City Code Section 18.06.4.2. The motion was seconded by Commissioner Storm, the motion carried unanimously (7-0).

## **F. OTHER BUSINESS**

1. Code Revisions Work Session

**Note for the Record** – HAB joined the meeting at this time.

Director Rollenhagen provided a brief overview of the last code revision work session, which included review of the Land Use and Housing Legislation, Variances, and Zoning District Densities. It was clarified that only the Housing Legislation would be covered during the current meeting. Housing occupancy limit rules were defined at a state level, which are based on health standards and affordable housing program guidelines. Director Rollenhagen presented several ways that Manitou Springs could comply with the housing legislature. State minimum parking requirements were also reviewed, and it was noted that within a transit service area, minimum parking standards cannot be enforced for multifamily residential developments or mixed use projects with 50% residential use. The rule applies to certain areas of the city. It was proposed that the

state rule be added to the Manitou Springs Municipal Code to ensure compliance. ADU guidelines were reviewed, including compliance with state standards which could be accomplished by allowing one ADU per household.

Planner Royston shared how similar communities had adopted ADU rules. Regarding the impact of ADU requirements on setback rules and lot size rules, she stated that ADU rules must be no more restrictive than rules for a single-family home. Another chart was shown which defined what cities can and cannot do in terms of ADU requirements such as Short Term Rental rules and size restrictions. It was also defined that ADUs can be attached or detached to a dwelling. Rules concerning Colorado Springs ADUs were covered.

Commissioner Day pointed out that there are many restrictions that will stop people from building ADUs and suggested that there should not be a limit on the number of ADUs per household.

There was a brief discussion about whether short term rental limits on ADUs apply to the main home on a property, during which Planner Royston clarified that short-term rental rules would limit the main home and that both could be long term rentals.

HAB Member Nassif shared his prior experience with allowing ADUs and how integral the forecasting was to the process.

HAB Member Mogck pointed out that with Proposition 123 funding, it is required that multiple houses be rehabilitated or allow ADUs and added that forecasting would match funding requirements.

HAB Vice Chair German noted how ADUs could help people stay in their homes as they age by providing smaller spaces and additional income for homeowners. If the homeowner is willing to serve affordable housing, there could be funding opportunities for them. HAB Chair Gerbig proposed a deed restriction for ADUs to ensure affordable housing and provide incentive to maintain the ADU as a long-term affordable rental.

Chair Delwiche commented that there is a lot of potential for homes to have attached ADUs rather than separate dwellings.

HAB Member Mogck explained that it is important to reduce the amount of space needed to develop an ADU, as most would not want to share their home with others. She suggested incentivizing rental rates for ADUs below 50% of the income median.

Chair Delwiche noted that the city could only control the lot coverage regulations.

Planner Royston clarified that the minimum lot size in the general residential district is 4,500 square feet and that to have 2 dwelling units you would need 8,700 square feet. It was explained that minimum lot size would not be changed, but the uses for the lots would be changed.

HAB Chair Gerbig stated that existing code requirements should be used for ADUs as they apply to primary structures. She added that she does not believe that there will be a lot of ADU buildouts without incentives.

Commissioner Casey expressed concern about corporate development of ADUs, along with the quality of ADUs.

A brief discussion ensued regarding concerns the commissioners and HAB members have about ADUs. The current codes were explained to protect from most of the concerns, such as setbacks.

Director Rollenhagen offered to build scenarios for multiple ADU code possibilities. It was suggested that the HAB ADU ordinance that was already drafted could be used as a guidepost for the new ordinance.

There was a discussion about how many properties would be affected by the ADU ordinance if zoning remained unchanged, particularly in multifamily zones. Planner Royston clarified that the legislation is not limited to multifamily zoned properties, and would apply to any multifamily development.

#### **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 7:45 PM.

---

*If you need this document in an alternative format, such as large print, accessible PDF, or Braille, please contact the City Clerk's Office at [cityclerk@manitouspringsco.gov](mailto:cityclerk@manitouspringsco.gov) or (719) 685-2554.*