



**CITY OF MANITOU SPRINGS
CITY PLANNING COMMISSION**
Regular Meeting Minutes
Hybrid Meeting via Zoom and at Memorial Hall
September 10, 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 Carey Storm
Alternate Commissioner Megan Day
Alternate Commissioner Frank DeLay

COMMISSIONERS ABSENT FOR ROLL CALL:

Commissioner Roy Rosenthal

STAFF PRESENT:

Planner Zachary Davison
Planner Erin Ringsred
Senior Planner Chelsea Royston
Planning Director Frederick Rollenhagen

B. APPROVAL OF MINUTES

1. June 11, 2025

Commissioner Storm moved to approve the June 11, 2025 minutes. Commissioner Graybill seconded the motion. The motion carried unanimously (7-0).

2. August 13, 2025

Vice Chair Wilson moved to approve August 13, 2025, minutes. Commissioner Storm seconded the motion. The motion carried unanimously (6-0), with Commissioner Latimer 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. STR 2501 – 423 Washington Avenue

Planner Davison presented the short-term rental proposal for 423 Washington Avenue. The request was for a short-term rental of the entire lower level, with property owners occupying the upper level year-round. Background and requirements for a short-term rental permit were reviewed. The property location and its surrounding land uses were presented, along with the site plan. Planner Davison shared that the owner will use OwnerRes, property management software, to manage all bookings for the property.

A brief discussion ensued about the required parking, and the property was explained to support three parking spaces according to the city code. Planner Davison noted that the code requires two cumulative parking spaces and that the property has had no code violations.

Applicant Kristen Cole emphasized maintaining relationships with neighbors. The applicant mentioned that they were considering integrating with the Sun Water Spa which is next-door as to provide a place to stay for spa attendees.

Commissioner Storm moved to approve STR 2501 based upon the findings that the request meets the review criteria for granting a Short-Term Rental Permit, as set forth in City Code Section 18.06.4.5, with no conditions. Commissioner Graybill seconded the motion. The motion carried unanimously (7-0).

2. VAC 2501, RE 2501: Right-of-Way Vacation, and Rezoning for 10 Old Mans Trail and 487 El Paso Blvd

Planner Royston gave a presentation regarding Hiawatha Gardens. The request was for the purpose of rezoning two parcels from Commercial to Public Facilities zoning, along with the vacation of a portion of Old Man's Trail. The entitlements of municipal review committees were explained, along with the regulations of reviewing bodies. The location of the project was presented as well as where development was intended and the proposed replat. Planner Royston explained that all portions of Vacation (VAC) 2501 fit together in one movement, but the rezone is just for the Hiawatha Gardens portion of the property.

Commissioner Casey motioned to approve Rezone (RE) 2501 and VAC 2501 with no conditions, based upon the findings that the request meets the review criteria for granting a rezoning as set forth in City Code Section 18.06.4.3 and for granting a

vacation as set forth in City Code Section 18.06.4.19. The motion was seconded by Chair Delwiche. The motion carried unanimously (7-0).

F. OTHER BUSINESS

1. Consideration of Title 18 Code Revisions for ADUs, Residential Occupancy Standards, and Parking Requirements for multi-family Development

Director Rollenhagen gave a presentation regarding code revisions in response to State Land Use Legislation adopted in 2024 addressing Housing Occupancy Limits, Accessory Dwelling Units (ADUs), and Minimum Parking Requirements for new Multi-Family Development. Previous code revision work sessions were summarized. Three potential changes were presented shown. The first proposed modifying the definition of household to remove references to occupancy limits based on blood or guardianship and tie the definition to another housing code to ensure safety. The second revision addressed minimum parking requirements allowing an exception to homes in the transit service area. Lastly, proposed changes for ADU code revisions that were discussed in previous sessions were reviewed. It was noted that a Minor Site Plan would be required for the construction of an ADU.

Note for the Record – A letter from the Housing Advisory Board (HAB) was read aloud and amended to the agenda packet. The letter emphasized the need for diverse and affordable housing options and expressed support for applying existing zoning code to ADUs.

A discussion ensued on the setback requirements for ADUs. Chair Delwiche voiced that ADU setback rules could be a cause for concern in terms of distance between structures. Director Rollenhagen explained that there was nothing in code that would stop construction if fire, city, and regional codes were met.

HAB Alternate Member Nate Nassif suggested a housing survey to gather community input on ADU rules.

Chair Delwiche confirmed that the HAB letter language regarding the ADU size minimum was in hopes of raising affordable housing rates.

Commissioner Delay asked about the risk of a draft ordinance not addressing short term rental prohibitions.

There was a discussion about new ADUs meeting the current code regarding short term rentals. Alternate Member Nassif explained that the intent of the law was not for short-term rentals.

Chair Delwiche voiced that not having size limitations on ADUs would be against the intent of the ADU ordinance and that not having a cap provides financial opportunity for owners rather than support for the community. He suggested having a size limit on ADUs and allowing for smaller minimums.

Commissioner Storm expressed support for the language in the HAB letter which specified 750 square feet or 50% of the principal unit for max ADU size.

Commissioner Casey voiced his opinion that short term rental rules be applied to ADUs.

Commissioner Storm opposed short term rental use for ADUs and added that short term rentals are against the point of ADU law.

Commissioner Graybill pointed out that ADUs are already being used as short term rentals, and stated that there was no need for the extra administrative burden.

Commissioner Day commented that only new ADUs would be barred from being short term rentals.

Commissioner Wilson saw no need for short-term rental provisions, and Commissioner Delay agreed.

Chair Delwiche moved to recommend to the City Council the draft ordinance as amended to state that ADUs be no smaller than 250 square feet and no larger than 750 square feet or 50% of livable space in the principal residence and to remove short term rental restrictions in the draft. The motion was seconded by Commissioner Graybill. The motion carried unanimously (7-0).

G. NOTICE OF COUNCIL ACTION AND UPDATES

Director Rollenhagen stated that the Planning Department is preparing its budget to propose to City Council in October.

H. ADJOURNMENT

With no further business to discuss, Chair Delwiche adjourned the meeting at 7:30 PM.

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