



MANITOU SPRINGS HOUSING ADVISORY BOARD REGULAR MEETING AGENDA

All upcoming HAB meetings are scheduled to be hybrid,
Zoom (remote) or in-person at Memorial Hall.

In Person: Memorial Hall
606 Manitou Avenue

Manitou Springs, CO 80829

Remote: A link is provided on the City's Official Website at
<https://www.manitouspringsgov.com/544/All-Boards-and-Commissions>



November 19, 2025

5:30 PM

A. CALL TO ORDER

B. PUBLIC COMMENT ON NON-AGENDA ITEMS

C. APPROVAL OF MINUTES

1. September 21, 2022
2. August 16, 2023
3. February 21, 2024
4. April 17, 2024
5. June 19, 2024
6. September 18, 2024
7. October 16, 2024
8. December 18, 2024

D. REPORTS

1. Presentation: City Clerk - Training on Effective Meetings

E. NEW BUSINESS

1. March 2026 HAB Meeting – Scheduling Conflict (Manni Awards)
2. ADU Survey Discussion
3. Acknowledgments of Council Member Nancy Fortuin

F. OLD BUSINESS
G. ADJOURNMENT

Board Members:

Alison Gerbig, Chair (06/30/2029)
Alea German, Vice Chair (06/30/2028)
Anna Rebecca Allen (06/30/2028)
T. Glenn Bosley-Mitchell (06/30/2028)
Crystal Karr (06/30/2027)
Amy Mogck (06/30/2027)
Michael Quintana (06/30/2027)
Nathan Nassif, Alternate (06/30/2029)

Staff and Liaisons:

Nancy Fortuin, City Council Liaison
Fred Rollenhagen, Planning Director
Chelsea Royston, Senior Planner
Erin Ringsred, Planner and Landscape Architect II
Zachary Davison, Planner II

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. You may also contact the City Clerk's Office at 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.



**CITY OF MANITOU SPRINGS
HOUSING ADVISORY BOARD
Meeting Minutes
Wednesday, September 21, 2022, 6:00 pm**



I. CALL TO ORDER and Election of Officers

The September 21, 2022, meeting of the Housing Advisory Board was held online via Zoom and called to order by Chair German at 6:04pm. The following members and guests attended:

- PRESENT:** Chair, ALISON GERBIG
Vice-Chair, ALEA GERMAN
Member, REGINA DIPADOVA
Member, ANDY WELLS
Alternate Member, BARBARA BUNN

- ABSENT:** Member, ABBY KOSLING

- STAFF:** Hannah Van Nimwegen, Planning Director
Chelsea Stromberg, Senior Planner

- ATENDEES:** Jen Gardner, Logan Simpson
Dale Latty

- COUNCIL LIAISON:** Nancy Fortuin, City Council

II. APPROVAL OF MINUTES

ITEM 1. May 18, 2022, Meeting Minutes

MOTION:

Chair Gerbig moved to postpone approval of the Housing Advisory Board May 18, 2022 regular meeting minutes to October’s regular meeting due to insufficient time to review.

SECOND:

No second.

DISCUSSION:

There was no discussion regarding the motion.

VOTE:

Motion passed 4-0.

III. PUBLIC COMMENTS ON NON-AGENDA ITEMS

There was no public comment at this time.

IV. NEW BUSINESS

ITEM 2. Zoning Code Update

Hannah Van Nimwegen-McGuire, Planning Director, stated that Jen Gardner, Logan Simpson, will give PowerPoint presentation regarding draft Zoning Code.

Chair Gerbig inquired if there will be version of the Code that shows what is old and new.

Mrs. Van Nimwegen-McGuire stated that there is a redline draft of the Code, but this new Code is completely reorganized and structured differently.

Ms. Gardner presented PowerPoint on Zoning Draft Code.

Dale Latty inquired that when incentivizing affordability if there has been an increase in accessibility in single family homes.

Mrs. Van Nimwegen-McGuire stated there is no proposal to change any setbacks or lot sizes to any zone district. In addition, not proposing any incentives to detached single-family homes. The incentive is only for when multiple homes, of many forms, were proposed.

Vice Chair German inquired if there are things that other jurisdictions are doing that are related to single-family homes that the City looked at.

Ms. Gardner stated that ADU's is a topic that has been brought up but is off the table. Additionally, stated that Pagosa Springs allows two principal dwelling units on a parcel.

Chair Gerbig inquired about the Sustainable Site Improvements Menu of Incentives and the point system created.

Ms. Gardner stated that this section is completely new to the code. The minimum of 5 points was intentional, to see how it does in the City, with the plan to potentially raise the minimum number of points required in order to get the incentive in the future.

Vice Chair German clarified that the new Code would implement a sustainability menu that is incentive driven, that is based off a point system. If a resident were to complete additional sustainability items on the list, they would qualify for a different list of bonuses.

Ms. Gardner stated yes and some other changes and/or revisions could occur.

Vice Chair German inquired if there are more areas of the code that reference sustainability.

Ms. Gardner stated that landscaping, vegetation, parking lot landscape standards, alternative energy and green infrastructure, and mobility requirements are just a few chapters/sections that cover sustainability.

Mrs. Van Nimwegen-McGuire additionally stated that commercial and multi-family buildings have to have 65% solar reflective index rating, in order to reduce heat island effect.

Discussion about ADUs.

Mr. Latty inquired about the variance procedure in the new Code.

Mrs. Van Nimwegen-McGuire stated that the variance process itself remains almost the same. The only difference is the criteria a variance request has to meet.

Chair Gerbig inquired HAB members opinion on Zoning Code draft.

Vice Chair German requested more time to review draft before making a motion.

Mrs. Van Nimwegen-McGuire stated that a meeting could occur in October for additional discussion regarding the draft Code.

Chair Gerbig stated that postponing the motion on the Code, would be best.

ITEM 3. Budget, Goals, and Visioning

Mrs. Van Nimwegen-McGuire stated that in 2022, the HAB has a budget of \$18,000. Stated that for 2023, the budget is \$1,400. This budget will be for further education opportunities. The City will not carry the Energy Efficiency Program into 2023.

Vice Chair German inquired feedback on the Energy Efficiency Program.

Mrs. Van Nimwegen-McGuire stated that there have been two applications so far and \$200 of the \$10,000 has been spent. Looking at other ways to spend the \$10,000 and get more attention of residents.

Member Bunn inquired if we could push the program back to 2023. Added that some of the energy efficient replacements don't make sense compared to other options.

Mrs. Van Nimwegen-McGuire stated that there is no guarantee that money left over from the \$10,000 budget will carry forward in 2023. Proposed to make a motion to make a couple of adjustments to the Energy Efficiency Program in order to increase participation.

Chair Gerbig made a motion to allow Vice Chair German to work with Planning Department staff to adjust program with hopes to increase participation.

Commissioner Bunn seconded the motion.

Motion passed 4-0.

V. OLD BUSINESS

ITEM 4. Update on Energy Efficiency Rebate Program

VII. REPORTS

ITEM 5. City Council Liaison

There was no discussion at this time.

ITEM 6. Staff Liaison

There was no discussion at this time.

ITEM 7. Board Members

There was no discussion at this time.

VIII. ADJOURNMENT

With there being no further discussion, Chair Gerbig adjourned the September 21, 2022 Regular Housing Advisory Board meeting at 7:26pm.



**CITY OF MANITOU SPRINGS
HOUSING ADVISORY BOARD
Meeting Minutes
Wednesday, August 16, 2023, 6:00 pm**



A. CALL TO ORDER and Election of Officers

The Regular Meeting of the Manitou Springs Housing Advisory Board was held on August 16, 2023, in Memorial Hall at 606 Manitou Avenue. Chair Gerbig called the meeting to order at 6:04pm. The following members and guests attended:

PRESENT: Chair, ALISON GERBIG
Vice-Chair, ALEA GERMAN
Member, ANDY WELLS
Member, MICHAEL QUINTANA
Member, AMY MOGCK
Member, CRYSTAL KARR
Alternate Member, BARBARA BUNN

ABSENT: Alternate Member, ABBY KOSLING

STAFF: Chelsea Royston, Senior Planner
Hannah Van Nimwegen-McGuire, Planning Director

ATENDEES: None

COUNCIL LIAISON: Nancy Fortuin, City Council

B. APPROVAL OF MINUTES

ITEM 1. July 19, 2023 Minutes

Alternate Member Bunn motioned to approve the minutes, and Vice-Chair German seconded the motion. The approval passed unanimously. Member Quintana abstained.

C. PUBLIC COMMENTS ON NON-AGENDA ITEMS

There was no public comment.

D. NEW BUSINESS

ITEM 1. Senior Fair Proposal

There was discussion regarding Mayor Graham’s email regarding the organization of a Senior Fair in collaboration with Pikes Peak Area Council of Governments. This discussion concerned the possibility of partnering with the Chamber’s Annual Health Fair to combine resources. Topics to be discussed included Aging in place, Accessory Dwellings Units, and Senior Services. The group discussed using the event for data collection. It was agreed upon that this would be added to the Housing Advisory Board retreat agenda.

E. OLD BUSINESS

ITEM 1. Inclusionary Zoning Memo to City Council

Vice-Chair German presented a finalized draft of the Inclusionary Zoning memo that summarized the HAB's (Housing Advisory Board) recommendations and research. All members agreed that the memo reflected their discussions and findings.

Vice Chair German motioned to approve the memo for submission to City Council for inclusion in September 19, 2023, Council Packet. The motion was seconded by Alternate-Member Bunn. The motion passed unanimously.

ITEM 2. HAB Fall Retreat

The date of the Fall Retreat was confirmed to be September 24, 2023 at City Hall. The retreat would be facilitated by Denise Howell. Agenda ideas were discussed which included Inclusionary Zoning, Energy Efficiency Review, Accessory Dwelling Units, Proposition 123 House funding, Possible data collection initiatives, and 2024 Budget Priorities. A possible pre-meeting presentation on housing legislation for the HAB September 20 meeting.

ITEM 3. Energy Efficiency Program Update

Planner Kelsey Lanham's memo was reviewed. It spoke about how roughly \$3,600 of the \$10,000 dollar budget was spent. Participation in the program was declining despite outreach efforts. There was one pending rebate application regarding 114 Via San Miguel because of a product verification issue.

The board discussed that awareness and advertising may have decreased since the launch of the program. It was noted and agreed upon that there was difficulty in verifying product types for certain water heaters. Members suggested that the homeowner/contractor could verify the model by providing photos of the nameplate.

The solution to follow up with the homeowner for clarification on their product was noted. The effectiveness of the program was to be followed up on at the Fall Retreat. There was an idea to consider rolling unspent funds to the next year to expand the energy efficiency program.

F. REPORTS

ITEM 1. Staff

Planner Royston and Director Hannah provided a Plan Manitou 5-year update. There were 4 consultant proposals received, and the selection process was underway. HAB representative Allison Gerbig was invited to serve on the selection committee. A 12–18-month timeline was given for the project, which was cofounded by DOLA grants and City funds.

There was a proposal to shift HAB meetings from 6:00 PM to 5:30 PM to align with other city boards. Members agreed to this proposal.

ITEM 2. Council

There was a community survey presented from City Council Member Nancy Fortuin that spoke about the top community concerns which included Parking and Traffic, Infrastructure, Affordable Housing, and Homelessness. There was low ratings on housing choices and affordability in Plan Manitou metrics.

An E-Bike voucher program was approved, which provided 100 vouchers for Manitou residents.

Carnegie Library renovation plans were approved by the regional planning department. An upcoming meeting was scheduled for the Hiawatha Gardens Plaza design on August 17. Soda Springs park phase 2 and plan manitou were both said to be advancing.

ITEM 3. Board

Board member Quintana noted upcoming travel, and that he would be joining meetings remotely.

G. ADJOURNMENT

Chair Gerbig adjourned the August 16, 2023 Regular Housing Advisory Board meeting at 6:58pm.



**CITY OF MANITOU SPRINGS
HOUSING ADVISORY BOARD
Meeting Minutes
Wednesday, February 21, 2024, 6:00 pm**



A. CALL TO ORDER and Election of Officers

The Regular Meeting of the Manitou Springs Housing Advisory Board was held on February 21, 2024, in Memorial Hall at 606 Manitou Avenue. Chair Gerbig called the meeting to order at 6:04 pm. The following members and guests attended:

PRESENT: Chair, ALISON GERBIG
Vice-Chair, ALEA GERMAN
Member, MICHAEL QUINTANA
Member, AMY MOGCK
Member, CRYSTAL KARR
Alternate Member, BARBARA BUNN

ABSENT: Alternate Member, ABBY KOSLING

STAFF: Hannah Van Nimwegen-McGuire, Planning Director
Ethan Shafer, Planner II

ATENDEES: None

COUNCIL LIAISON: Nancy Fortuin, City Council

B. APPROVAL OF MINUTES

ITEM 1. December 2023, January 2024 HAB Meeting Minutes

The meeting minutes for December and January were explained to not be ready due to formatting and staffing transition issues. Approval would be postponed to March 2024.

C. PUBLIC COMMENTS ON NON-AGENDA ITEMS

There was no public comment.

D. NEW BUSINESS

No new business

E. OLD BUSINESS

ITEM 1. Energy Efficiency Program

Vice-Chair German gave a presentation regarding the 2024 energy efficiency program to review updates. Alternate payment methods were discussed for the program other than the water credit bill. The program

was compared to the Colorado Springs Utilities program, which had much higher rebate levels. There was discussion about matching the rebates that Colorado Springs offered. Expansion ideas were proposed including high efficiency gas systems being allowed, along with drought tolerant landscaping and stronger marketing efforts.

Chair Gerbig motioned to approve matching the Colorado Springs utilities rebate levels. The motion was seconded by Member Mogck. The motion passed unanimously. (6-0)

Member Mogck provided an update on pieces scheduled for the Pikes Peak bulletin scheduled through March and April.

ITEM 2. Q1 Action Plan Updates

Chair Gerbig explained that the updates would be provided with updated charts next month. She presented a infographic from Colorado Springs Housing and Community Vitality which showed local income levels and affordability. She suggested a Manitou specific version of this. Chair Gerbig reported a developer contacted the planning department after Manitou opted into proposition 123 in regards to low-income tax credit.

F. REPORTS

ITEM 1. Staff

Director Van Nimwegen announced Plan Manitou had officially begun. Along with this she announced her resignation.

ITEM 2. Council

City staff changes were recorded including Public Information Officer and City Clerk. Development of the Dylan Motel demolition was explained to be underway, and the city was announced to have applied for a water meter grant.

G. ADJOURNMENT

Chair Gerbig adjourned the February 21, 2024, Regular Housing Advisory Board meeting at 7:34pm.



**CITY OF MANITOU SPRINGS
HOUSING ADVISORY BOARD
Meeting Minutes
Wednesday, April 17, 2024 6:00 pm**



A. CALL TO ORDER and Election of Officers

The Regular Meeting of the Manitou Springs Housing Advisory Board was held on April 17, 2024, in Memorial Hall at 606 Manitou Avenue. Vice-Chair German called the meeting to order at 6:05 pm. The following members and guests attended:

PRESENT:

Vice-Chair, ALEA GERMAN
Member, MICHAEL QUINTANA
Member, AMY MOGCK
Member, CRYSTAL KARR
Alternate Member, BARBARA BUNN

ABSENT:

Chair, ALISON GERBIG

STAFF:

Frederick Rollenhagen, Planning Director
Ethan Shafer, Planner II

ATENDEES:

None

COUNCIL LIAISON:

Nancy Fortuin, City Council

B. APPROVAL OF MINUTES

ITEM 1. February 2024 Minutes

Chair Gerbig was explained to have taken minutes for the February 2024 meeting, but they were not yet ready, and approval would be postponed to the May 2024 meeting.

C. PUBLIC COMMENTS ON NON-AGENDA ITEMS

There was no public comment.

D. NEW BUSINESS

No new business

E. OLD BUSINESS

ITEM 1. Energy Efficiency Program Updates

Vice Chair German provided updates regarding the energy efficiency program. She provided an updated rebate qualification summary document, along with rebate values. The programs incentives were

explained to match those of Colorado Springs utilities (CSU). New rebates were added for multiple energy efficient upgrades. Member Mogck explained that she would contact Colorado Springs utilities for marketing opportunities.

ITEM 2. Q1 Action Plan Updates

Vice Chair German explained that Chair Gerbig had met with the Urban Renewal Authority (URA) to discuss collaboration between the Housing Advisory Board (HAB), and possible overlap with proposition 123.

Board Member Quintana discussed updating the progress tracker spreadsheet for quarter 1 assignments and he would hold one on one check-ins with board members. A discussion ensued regarding the possibility of violating Colorado Sunshine Law with shared private documents. Council Member Fortuin suggested providing city issued emails for the board to use.

Member Karr spoke about meeting with the Director of the Pikes Peak Housing Network regarding an upcoming county needs assessment which could provide helpful data for Manitou Springs. The board discussed coordination with Coalition of Neighborhood Organizations and other local partners.

Planner Shafer reviewed the landscaping code purposes which includes water efficiency, reducing heat islands, and encouraging sustainability. The Plant Select database was then introduced, which is a partnership between CSU and Denver Botanical Gardens. Planner Shafer noted the overlap between this program and the existing tree voucher program and commercial landscaping requirements in Manitou. Member Mogck spoke about drafting an article for the Pikes Peak Bulletin highlighting current resources and plant lists for residents in regard to this program.

Member Mogck discussed vacancy penalties for long term empty properties to discourage speculation. This received general support by the board. The decision was made to revisit this item in another meeting.

F. REPORTS

ITEM 1. Staff

Planner Shaefer welcomed the new Planning Director, Frederick Rollenhagen, It was also announced that the planning team would be operating with limited capacity.

ITEM 2. Council

Council Member Fortuin provided updates on the Cheyenne Village Project, which was explained to be on sale again because the developers refused to adhere to the affordable housing covenant. Land Use Code Density, Setbacks, and Height limits were explained to be barriers to developers. Staff capacity was explained to be limited for the remainder of the year, and the Board should focus on research and preparation. City initiatives were explored including the hiring of digital accessibility staff, the purchase of open space along black canyon, and the City Council voting against HB 24-1152 to preserve local control.

G. ADJOURNMENT

Vice- Chair German adjourned the April 17, 2024, Regular Housing Advisory Board meeting at 7:23pm.



**CITY OF MANITOU SPRINGS
HOUSING ADVISORY BOARD
Meeting Minutes
Wednesday, June 19, 2024, 6:00 pm**



A. CALL TO ORDER and Election of Officers

The Regular Meeting of the Manitou Springs Housing Advisory Board was held on June 19, 2024, in Memorial Hall at 606 Manitou Avenue. Chair Gerbig called the meeting to order at 6:05 pm. The following members and guests attended:

- PRESENT:** Chair, ALISON GERBIG
Member, MICHAEL QUINTANA
Member, AMY MOGCK
Member, CRYSTAL KARR
Alternate Member, BARBARA BUNN
- ABSENT:** Vice-Chair, ALEA GERMAN
- STAFF:** Ethan Shafer, Planner II
- ATENDEES:** None
- COUNCIL LIAISON:** Nancy Fortuin, City Council (absent)

B. APPROVAL OF MINUTES

No minutes to be approved.

C. PUBLIC COMMENTS ON NON-AGENDA ITEMS

There was no public comment.

D. NEW BUSINESS

ITEM 1. Summer Meeting Break Discussion and Planning

Work assignments for summer break were assigned for the board. A consensus was reached for the HAB to take July and August meetings off and to work independently on small tasks. There would be a retreat in September to rest priorities.

E. OLD BUSINESS

ITEM 1. Review Q1 and Q2 Action Items and Reports

There was a discussion regarding the possibility of shared Manitou Springs email accounts for ongoing Housing Advisory Board (HAB) document management. Planner Shafer spoke about confirming legal guidance on communication protocols along with open meetings law compliance before moving forward.

Planner Shafer reported developer interest in the Le Fun hotel site, and that multiple affordable housing developers have made inquiries into it. He explained that state legislature is expected to reduce parking requirements on transit routes and allow Accessory Dwelling Units (ADU) statewide.

There was a discussion about recent state ADU law requiring municipalities to allow ADUs in all single-family zones. Manitou Springs City Council had opposed the bill, but it passed at the state level. Members discussed Colorado Springs' accessory family suite as a potential path for manitou, allowing a separate living space but not unit. The board agreed and supported that it would support aging in place and multigenerational housing. A new state mandate was spoken about by Planner Shafer and Member Karr regarding local housing assessments, this was unfunded, but the resulting data would be valuable for planning alignment.

Member Bunn announced that she is stepping down after 3 years of service.

F. REPORTS

ITEM 1. Staff

Planner Shafer provided an update that a plan manitou webpage was live. Upcoming community engagement events were scheduled, and dates were provided to the board. He explained that the energy efficiency plan website was updated with current data.

G. ADJOURNMENT

Chair Gerbig adjourned the June 19, 2024, Regular Housing Advisory Board meeting at 7:15pm.



**CITY OF MANITOU SPRINGS
HOUSING ADVISORY BOARD
Meeting Minutes
Wednesday, September 18, 2024, 5:30 pm**



A. CALL TO ORDER

The Regular Meeting of the Manitou Springs Housing Advisory Board was held on September 18, 2024, in Memorial Hall at 606 Manitou Avenue. Chair Gerbig called the meeting to order at 5:30 pm. The following members and guests attended:

PRESENT: Chair, ALISON GERBIG
Vice-Chair, ALEA GERMAN
Member, MICHAEL QUINTANA
Member, CRYSTAL KARR

ABSENT: Member, AMY MOGCK

STAFF: Frederick Rollenhagen, Planning Director
Chelsea Royston, Senior Planner
Zach Davison, Planner I

ATENDEES: John Maynard, Resident
John Block and Rich Block, Applicants

COUNCIL LIAISON: Nancy Fortuin, City Council (Absent)

B. APPROVAL OF MINUTES

No approval of minutes.

C. PUBLIC COMMENTS ON NON-AGENDA ITEMS

There was no public comment.

D. NEW BUSINESS

ITEM 1. CON 2401 – 123 Manitou Avenue Concept Plan

Planner Royston gave a presentation regarding the concept plan for 123 Manitou Avenue. The site was formerly the Lefun Motel which was demolished in 2023. The proposed concept included Two 3-story buildings with a total of 78 units, and a total of 35.4 dwelling units per acre, which would require a variance. It would include underground and surface parking, amenity areas, and pull-down garages. This would require a Major Development Plan, Density Variance, Minor Subdivision, Grading Permit, and supporting studies. The Board’s role was expanded to include writing a letter supporting, opposing, or remaining neutral to City Council on the subject.

The applicant John Block from Paragon Realty provided a presentation that spoke about why he purchased the site and explored various uses for the site. It was determined that housing would be the most viable option and explained his view of creating attainable housing for Manitou's workforce. Rick Block from Kephart Architects emphasized the integration of the building design with local culture. It was explained that the parking would be through an understructure, and that the project would align with workforce needs and limited site options in Manitou.

Member Karr questioned labelling the project attainable, because of average local income and a rent to income mismatch. Chair Gerbig noted interest in supporting density variances to promote housing. Vice Chair German asked what code change would most help developers, Applicant Block suggested easing density limits and allowing design flexibility to accommodate workforce housing. Chair Gerbig proposed including green design for the building such as solar or other efficient measures.

Applicant Block explained he would submit the formal variance request by October 11 with a planning commission hearing in November. If they were to be denied, the applicant stated that the project would be paused, or the site would be sold again because of cost infeasibility.

John Maynard, resident, advocated density flexibility to allow for senior and multi-unit housing. He noted that the Barker House operates at 126 units per acre. He spoke about how variances are essential for good design and that codes should encourage quality development.

Vice Chair German motioned that the HAB draft a letter of support for CON 2401 and a density variance, including a recommendation for incorporating energy efficient design, exploring options to reduce utility costs, and continuing collaboration with the HAB during project design. Member Karr seconded the motion. The motion passed. (3-1)

ITEM 2. 2025 Goals

Vice Chair German motioned to move agenda item 2025 Goals to the October meeting due to time restraints. Member Karr seconded the motion. The motion passed unanimously (4-0)

E. OLD BUSINESS

No old business

F. REPORTS

ITEM 1. Staff

Planner Royston introduced Zach Davison, a new city planner. Planner Royston confirmed that the planning department would consult the city attorney and ADA (Americans with Disability Act) coordinator on creating a publicly accessible repository for HAB documents.

Director Rollenhagen spoke about the HABs budget request remains flat, consistent with other boards, and that any additional funding requests must be included in the November 12, 2024, City Council presentation.

G. ADJOURNMENT

Chair Gerbig adjourned the September 18, 2024, Regular Housing Advisory Board meeting at 7:05pm.



**CITY OF MANITOU SPRINGS
HOUSING ADVISORY BOARD
Meeting Minutes
Wednesday, October 16, 2024, 5:30 pm**



A. CALL TO ORDER

The Regular Meeting of the Manitou Springs Housing Advisory Board was held on October 16, 2024, in Memorial Hall at 606 Manitou Avenue. Chair Gerbig called the meeting to order at 5:31 pm. The following members and guests attended:

- | | |
|-------------------------|---|
| PRESENT: | Chair, ALISON GERBIG
Member, CRYSTAL KARR
Member, Amy Mogck |
| ABSENT: | Vice-Chair, ALEA GERMAN
Member, MICHAEL QUINTANA |
| STAFF: | Frederick Rollenhagen, Planning Director
Zach Davison, Planner I |
| ATENDEES: | T. Glenn Bosley-Mitchell (Prospective Member)
Rebecca Allen (Prospective Member) |
| COUNCIL LIAISON: | Nancy Fortuin, City Council |

B. APPROVAL OF MINUTES

No approval of minutes.

C. PUBLIC COMMENTS ON NON-AGENDA ITEMS

There was no public comment.

D. NEW BUSINESS

ITEM 1. 2025 Goals

Director Rollenhagen presented, summarizing the HAB’s 2023 and 2024 goals. The board then discussed progress and achievements from 2024. These accomplishments included partnerships and outreach with multiple groups such as Pikes Peak Housing Network and Department of Local Affairs (DOLA). The Energy Efficiency Program was aligned with Colorado Springs utilities for consistency, and the goal was to simplify the program. Member Mogck published nine housing-related articles in the Pikes Peak Bulletin, and was noted as a major success for the board. The board issued a letter of support for a workforce housing project at 123 Manitou Avenue, which was currently seeking a variance.

The focus areas for 2025 were discussed. They included advancing affordable housing using proposition 123 in the city. Expand and increase participation in the energy efficiency program. Invite experienced affordable housing developers to speak to the board to see what challenges developers are facing. A goal was to continue Member Mogek's work in local publications to educate on housing. The board was to review the draft housing goals once they were released.

E. OLD BUSINESS

No old business

F. REPORTS

ITEM 1. Staff

Planner Davison was announced to be the HAB liaison, and a Plan manitou draft was to be expected in early 2026.

Council Member Fortuin spoke about the reviewed city budget, which had a reserve of about 6 million. Upcoming sewer and water rate increases were announced. She also reported on declining child demographics in Manitou.

G. ADJOURNMENT

Chair Gerbig adjourned the October 16, 2024, Regular Housing Advisory Board meeting at 6:34pm.



**CITY OF MANITOU SPRINGS
HOUSING ADVISORY BOARD
Meeting Minutes
Wednesday, December 18, 2024, 5:30 pm**



A. CALL TO ORDER

The Regular Meeting of the Manitou Springs Housing Advisory Board was held on December 18, 2024, in Memorial Hall at 606 Manitou Avenue. Chair Gerbig called the meeting to order at 5:31 pm. The following members and guests attended:

PRESENT: Chair, ALISON GERBIG
Vice-Chair, ALEA GERMAN
Member, CRYSTAL KARR
Member, GLENN BOSLEY-MITCHELL
Member, ANNA REBECCA-ALLEN
Member, AMY MOGCK

ABSENT: Member, MICHAEL QUINTANA

STAFF: Frederick Rollenhagen, Planning Director
Zach Davison, Planner I

ATENDEES:

COUNCIL LIAISON: Nancy Fortuin, City Council

B. APPROVAL OF MINUTES

No approval of minutes.

C. PUBLIC COMMENTS ON NON-AGENDA ITEMS

Nate Nassif, New Manitou Resident, spoke about attending to learn about civic opportunities.

D. NEW BUSINESS

ITEM 1. New HAB Members

New board members Rebecca Allen and Glenn Bosley-Mitchell were introduced.

ITEM 2. Manitou Climate Action Working Group Expo

Chair Gerbig and Member Bosley-Mitchell attended the Climate Action Working Group Expo to engage with residents about housing issues. Chair Gerbig spoke about a survey she conducted at the expo, which

revealed that most attendees supported affordable housing, and most had never heard of the energy efficiency program. Residents suggested more visibility for HAB programs, and the board discussed feasibility for online posting.

ITEM 3. Review of 2025 Goals and Assignments

The 2025 goals for the HAB were defined by Director Rollenhagen and Chair Gerbig. Goal one was explained to be increasing the visibility, accessibility, and engagement with the energy efficiency program. Vice Chair German was named to lead outreach, while Director Rollenhagen and Planner Davison would work on online outreach.

Goal two was participation in Plan Manitou 2.0 and the reviewal of housing related goals within the plan. Goal three was to develop a questionnaire for prospective developers. Goal four was to obtain information from Colorado Springs and El Paso County on potential partnership and funding opportunities. Goal five was to continue research on proposition 123 initiatives and funding opportunities. Council Member Fortuin noted 18 developable acres remain in Manitou. Goal Six was to develop a housing needs survey and the city would clarify the scope of the project. Goal seven would be to identify affordable housing development opportunities within Manitou.

Member Mogck was assigned to continue writing articles in the Pikes Peak Bulletin every other month.

E. OLD BUSINESS

No old business

F. REPORTS

ITEM 1. Staff

Council Member Fortuin praised Chair Gerbig's presentation to City Council. Recent council actions were shared which included an adopted natural medicine ordinance, approved city budget, New Parking lot at the Dillon Motel, and a directed redesign of Hiawatha Gardens.

The Planning Department focus was explained by Director Rollenhagen to be the release of Plan Manitou 2.0.

G. ADJOURNMENT

Chair Gerbig adjourned the December 18, 2024 Regular Housing Advisory Board meeting at 6:50pm.

Effective Meetings

MAKING EVERY MEETING MATTER



MANITOU SPRINGS CITY CLERK'S OFFICE
EFFECTIVE MEETINGS AGENDA
Remote Meeting Via Zoom



TODAY

RIGHT NOW, PM

-
- A. CALL TO ORDER**
 - B. ROLL CALL**
 - C. APPROVAL OF AGENDA**
 - D. MEETING STRUCTURE**
 - 1. Roles and Responsibilities
 - 2. Understanding Quorum and Voting Requirements
 - 3. Code Requirements
 - E. MEETING PROCEDURES AND BEST PRACTICES**
 - 1. Motion Commotion
 - 2. Turning Discussion into Action
 - 3. Do's and Don'ts
 - 4. Toolkit for Success
 - F. ETHICS**
 - 1. Ethical Expectations
 - 2. Recusals
 - G. ADJOURN**

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. You may also contact the City Clerk's Office at 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.

MANITOU SPRINGS CITY CLERK'S OFFICE
EFFECTIVE MEETINGS AGENDA
Remote Meeting Via Zoom

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B. Roll Call

Taking roll is essential for the record and establishing quorum. The Clerk's Office recommends that the Chair, Secretary or Staff formally call on members to take roll.

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C. Approval of Agenda

The board may approve the agenda as amended or as presented and in doing so the board is agreeing to follow the agenda from top to bottom or in the approved amended order.



E1. Motion Commotion

HOW TO PLAY

1. Chair calls the item and opens discussion.
2. A member makes a motion.
3. Another seconds.
4. Members discuss, then vote.
5. Clerk announces the outcome.

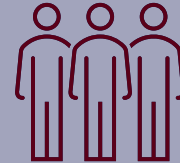




D1. Roles and Responsibilities



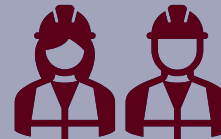
The **CHAIR** runs board meetings and oversees assigned tasks as needed.



ALTERNATE MEMBERS are not required to attend meetings but may participate in non quasi judicial discussions. Alternates may only vote when filling in for absent regular members and promoted through the appropriate process.



In the absence of the Chair for any reason, the **VICE CHAIR** will fulfill the duties the Chair is usually responsible for.



STAFF LIAISONS will assist with remote technologies, provide reports as noticed on the agenda, and answer questions regarding rules of order.



The **SECRETARY** who may be a board member or staff is responsible for the board's minutes.



COUNCIL LIAISONS provide procedural direction to the board and relay the City Council's position to the board. Council Liaisons are not required to attend meetings.



REGULAR MEMBERS are expected to attend all meetings, unless excused, participate in discussion, and vote on motions.



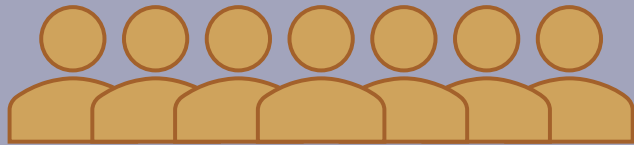
SHOULD THE BOARD ADOPT A MASCOT?

D2.

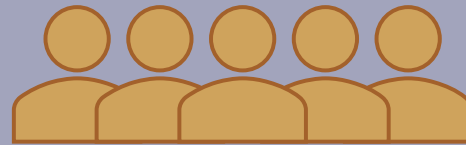
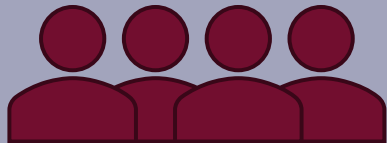
Understanding Quorum and Voting Requirements



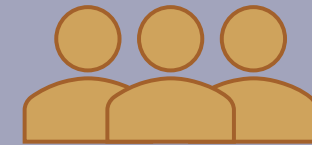
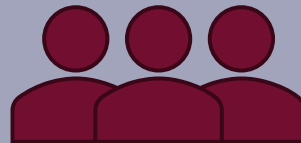
A Quorum is the minimum number of members that must be present at a board meeting to make the proceedings of that meeting valid.



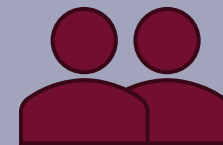
If you have 7 board members, how many do you need for a quorum?



What if you have 5 board members?



How about 3 board members?



Per Manitou Springs Municipal Code, the motions are defined to require either a majority or two thirds vote of those present. (2.08.140)



D3. Code Requirements

The Manitou Springs Municipal Code can be found on the [City's Website](#).

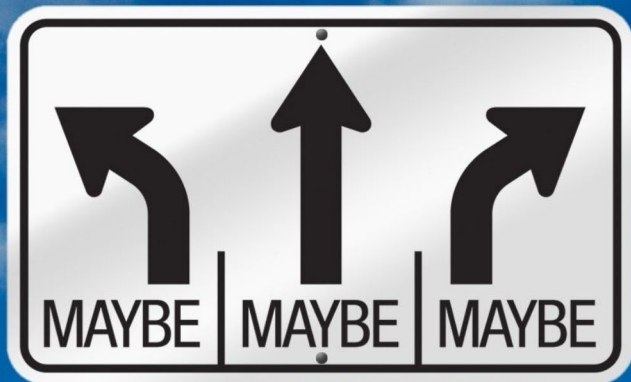
- All Boards and commissions shall consist of seven voting members and up to three Alternate Members (2.09.040).
- During the first board meeting of each calendar year the board shall elect a Chair, Vice Chair and Secretary (2.09.070).
- Per Manitou Springs Municipal Code each board and commission shall provide the opportunity for public comment (2.09.080(A)).
- Each board shall establish and maintain its own written standard operating procedures (2.09.080(B)).





E2. Turning Discussion into Action

The board should make a motion whenever taking formal action, such as adopting a position, making a recommendation to Council, authorizing expenditures, or initiating any activity on behalf of the board beyond information gathering or discussion.




Complete, Actionable & without ambiguity

- Consider **Who** is involved in the action.
- Include all specifics of **What** action is to be taken.
- Clearly define **When** the action should occur.
- Note **Where** the action shall take place.
- If applicable, indicate **Why**.






E3. Do's and Don'ts






CLEAR DISCUSSION

-  **Do:** Be efficient and concise, but always support transparency and public engagement.
-  **Don't:** Assume everyone has prior knowledge or skip important context.

SO MOVED

-  **Do:** Use “So Moved” for routine items like approving the agenda or minutes to keep meetings efficient.
-  **Do:** Ask for a “Point of Clarification” if unclear about a “So Moved” motion.
-  **Don't:** Use “So Moved” for complex or non-routine motions that require clear wording.

APPROVING MINUTES

-  **Do:** Ensure minutes are clear and detailed enough to be understood by anyone.
-  **Do:** Review minutes carefully before approving, even if you weren't present at the meeting.
-  **Do:** Report clerical errors (typos, misspellings, dates) directly to the secretary for correction.
-  **Do:** Save corrections about context, tone, or substantive content for the meeting.
-  **Don't:** Require attendance at the meeting to approve minutes.



E4. Toolkit for Success

CONSENT CALENDAR

a bundle of items that is voted on without discussion, as a package. This allows the board to differentiate between routine matters that do not need discussion and more complex issues on the agenda.

BOARD CORRESPONDENCE

a brief agenda section where members can raise issues or ideas for future meetings. It's meant for quick mentions only, not detailed discussion or decisions during the current meeting.

[CIVIC CLERK BOARD PORTAL](#)



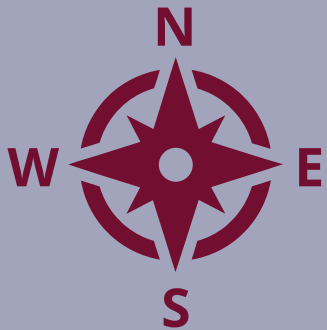


F1. Ethical Expectations

As an advisory board member, you are a steward of public trust. Your actions should reflect integrity, transparency, and accountability at all times.

KEY EXPECTATIONS:

- Act in the public interest. Decisions and recommendations must serve the community, not personal agendas.
- Be respectful and fair. Engage with fellow members, staff, and the public with professionalism and civility.
- Maintain transparency. Keep discussions and decisions in the open. Avoid side conversations, email chains, or private meetings that could violate public trust.
- Avoid using your position for personal gain. Your role is to advise, not to influence for personal or professional benefit.





F2. Recusals

You must recuse yourself from discussions or decisions when a conflict of interest exists.

What's a Conflict of Interest?

- Any situation where your personal, financial, or professional interests could influence your participation. If the outcome could benefit you, your family, your employer, or close associates.
- Even the appearance of a conflict can damage public trust.

How to Recuse:

1. State intention to recuse on the record — clearly and briefly.
2. Step away from the discussion table or leave the room during the agenda item.
3. Do not participate in the discussion, vote, or attempt to influence others in any way.



G.

Adjourn



ANY QUESTIONS?

THANK YOU, PRESENTATION ADJOURNED





Board Portal Cheat Sheet

1. Log into the [Board Portal](#).

Agendas

06/11/2025 5:30 PM City Planning Commission Regular Meeting and Joint Work Session with the

06/10/2025 6:00 PM City Council Work Session

06/04/2025 5:30 PM Historic Preservation Commission Regular Meeting Agenda

06/03/2025 6:00 PM City Council Regular Meeting Agenda

2. Select the agenda you wish to review.

← AGENDAS Agendas

3. The packet can be viewed in a separate tab for reference.

Agenda Packet

4. In the portal, select an agenda item to add notes to.

... B. PLEDGE OF ALLEGI... C. ROLL CALL

REVIEW ATTACHMENTS (0) NOTES (0) SPEAKERS (0)

5. Notes will save automatically. Notes (Private) Auto Saved

6. View notes through the Notes tab in the bottom toolbar.

NOTES

May 13, 2025 City Council Special Meeting Minutes
07/31/2025 4:47 PM
Don't Forget!

Art on the Avenue 2025 Review and Authorization
07/31/2025 4:47 PM
Here are my notes!

7. Navigate to the item by clicking on the note. Here you can open individual item attachments.

Attachments

Memorandum PDF

City Council Minutes 05-13-25 - DRAFT PDF

MOTIONS CHEATSHEET

Title 2, Chapter 8, Section 140

Updated: 9/25/2025

Action	Script	Can Interrupt Speaker?	Needs A Second	Debatable	Amendable	Votes
Adjourn	"I move to adjourn."	⊘	✓	⊘	⊘	Majority
Recess	"I move that we Recess until..."	⊘	✓	⊘	✓ Only Time & Duration	Majority
Postpone Temporarily	"I move to temporarily postpone the matter."	⊘	✓	⊘	⊘	Majority
Close Debate	"I move to close debate" or "I move the previous question"	⊘	✓	⊘	⊘	2/3
Limit or Extend Debate	"I move to limit the time to __ minutes." or "I move to extend the time by __ minutes."	⊘	✓	✓ Type & Time of Limitations	✓ Type & Time of Limitations	2/3
Postpone to a Definite Time	"I move to temporarily postpone the matter until..."	⊘	✓	Reasons for Postponement ✓ & Date of Reconsideration	✓ Date of Reconsideration	Majority
Refer	"I move to refer the matter to (board, commission, etc.) for..."	⊘	✓	✓ As to Referral	✓ As to Referral	Majority

Action	Script	Can Interrupt Speaker?	Needs A Second	Debatable	Amendable	Votes
Amend	"I move to amend the motion by..."	⊘	✓	✓ If Applied to a Debatable Motion	✓	Majority
Postpone Indefinitely (not for quasi-judicial items)	"I move to postpone the matter indefinitely."	⊘	✓	✓	⊘	Majority
Resume Consideration	"I move to resume consideration of..."	⊘	✓	⊘	⊘	Majority
Reconsider	"I move to reconsider our action to..."	✓	✓	✓	⊘	Majority
Introduce Main Motion	"I move to... (business action)"	⊘	✓	✓	✓	Majority
Special Motions <i>Title 2, Chapter 8, Section 150</i>						
Objecting to Consideration	"I move to reconsider our action to..."	✓	⊘	⊘	⊘	2/3
Suspend Rules	"I move to... (business action)"	✓	✓	⊘	✓ Only Time & Duration	Majority