



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>



October 15, 2025

5:30 PM

MEETING ADJOURNED IMMEDIATELY DUE TO LACK OF QUORUM.

- A. **CALL TO ORDER**
- B. **PUBLIC COMMENT ON NON-AGENDA ITEMS**
- C. **APPROVAL OF MINUTES**
- D. **NEW BUSINESS**
 - 1. Effective Meetings Presentation
 - 2. March 2026 HAB Meeting — Scheduling Conflict (Manni Awards)
- E. **OLD BUSINESS**
- F. **REPORTS**
 - 1. City Council Liaison Report (ADUs)
- 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)

2 alternate positions available

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

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.

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**

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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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EFFECTIVE MEETINGS AGENDA
Remote Meeting Via Zoom

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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.

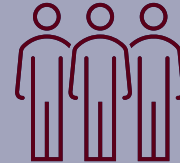




D1. Roles and Responsibilities



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.



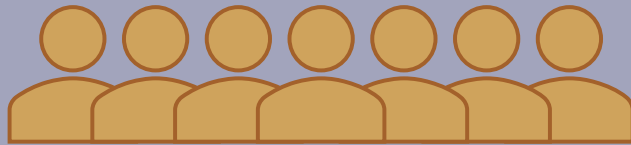
SHOULD THE BOARD ADOPT A MASCOT?

D2.

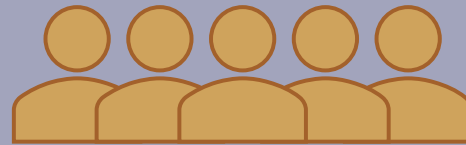
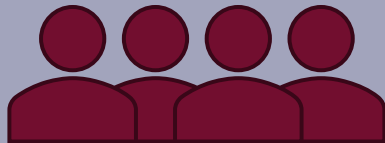
Understanding Quorum and Voting Requirements



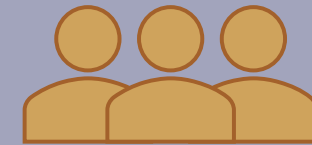
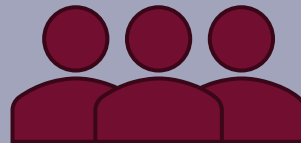
A Quorum is the minimum number of members that must be present at a board meeting to make the proceedings of that meeting valid.



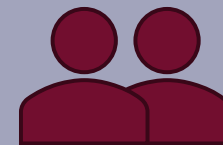
If you have 7 board members, how many do you need for a quorum?



What if you have 5 board members?



How about 3 board members?



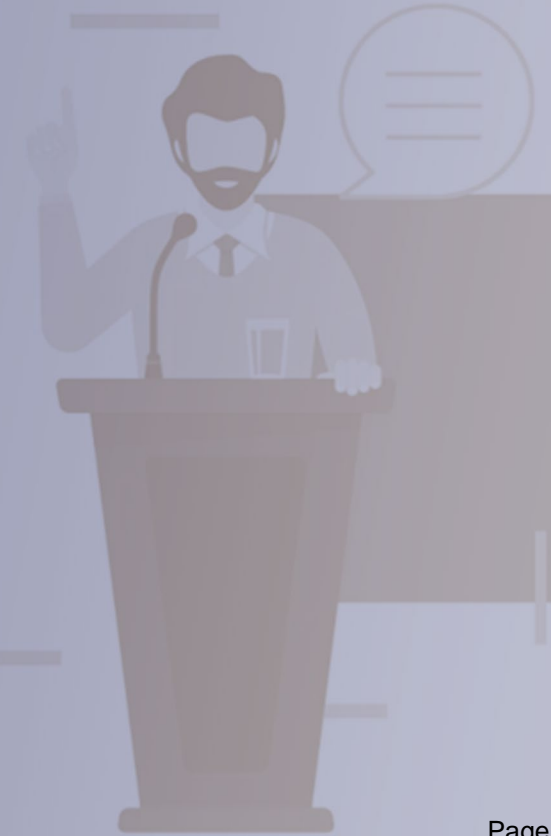
Per Manitou Springs Municipal Code, the motions are defined to require either a majority or two thirds vote of those present. (2.08.140)



D3. Code Requirements

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

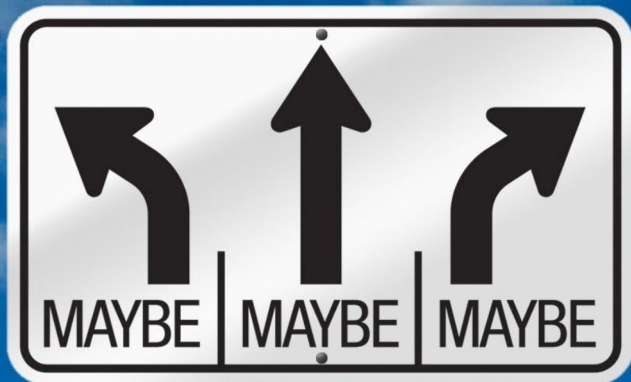
- All Boards and commissions shall consist of seven voting members and up to three Alternate Members (2.09.040).
- During the first board meeting of each calendar year the board shall elect a Chair, Vice Chair and Secretary (2.09.070).
- Per Manitou Springs Municipal Code each board and commission shall 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](#)



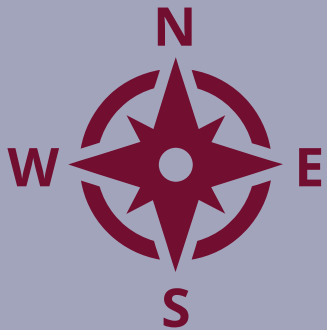


F1. Ethical Expectations

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



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



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... ATTACHMENTS (0) NOTES (0) SPEAKERS (0)

... C. ROLL CALL

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



Memorandum

Title: First Reading of Ordinance No. 1925 Concerning Accessory Dwelling Units, Occupancy Limits for Dwelling Units, and Parking Restrictions for Multifamily Residential Development

From: Frederick Rollenhagen, Planning Director

To: Mayor and City Council

CC: City Administrator Denise Howell

Allocated Time: 30 Minutes

October 7, 2025

Purpose:

The purpose of this ordinance is twofold; 1) it is intended to provide more opportunities to add more housing and more housing options, and 2) to assure that the City Municipal Code is in compliance with state legislation that was passed in 2024.

Background:

In 2024, the Colorado General Assembly passed four (4) bills that were signed into law by the Governor, that are a matter of mixed statewide and local concern and compel local municipal compliance. These laws intend to achieve the goal to build more housing and more affordable housing in the State.

HB 1007, Housing Occupancy Limits

This bill prohibits local governments from setting a maximum occupancy limit on a single dwelling unless the limit is based on 1) a demonstrated health/safety standard or 2) on governmental affordable housing program guidelines. It indicates that all occupancy limits, including those based on familial relationships, are void as of July 1, 2024.

HB 1152, Accessory Dwelling Units (ADUs)

This bill provides a land use regulation that allows ADUs for all municipalities with a population of 1,000 or more and are within a Metropolitan Planning District (MPO). Manitou Springs fits into these criteria. It requires the City to allow ADUs as a use by right, as an accessory use to any single-unit detached dwelling unit, in any zone district that allows single-unit detached dwelling units. The City also may not:

- a. Require new off-street parking spaces for the ADU except when no existing off-street parking exists, is in a zoning district that requires one or more parking spaces for the main dwelling unit, or is located on a block where on-street parking is prohibited.
- b. Require an ADU, or primary dwelling unit on the same lot to be owner-occupied.



c. Apply restrictive design or dimension standards that are not required for the primary dwelling unit. HOA rules that are more restrictive than these rules are now void (the City does not enforce any private HOA rules or covenants).

HB 1304, Minimum Parking Requirements

This bill prohibits local governments within an MPO and at least partially within a “transit service area” from enforcing minimum parking requirements for multifamily residential developments, residential adaptive reuse projects, and mixed-use projects with at least 50% residential uses. The Colorado Department of Local Affairs (DOLA) released a map identifying these areas in each community subject to the new law. A portion of Manitou Springs following the two established bus routes is located within a transit service area and would be subject to this law. See the attached map that shows these locations.

HB 1313, Transit-Oriented Communities

This bill provides new regulations (and grant funds) to upzone areas within a City to increase housing availability. This is required for cities considered to be “transit-oriented communities” (TOC). A TOC is a local government 1) entirely or partially within an MPO, 2) has a population of 4,000 or more, and 3) contains at least 75 acres of transit area. The Colorado Department of Local Affairs (DOLA) released a map identifying all transit-oriented communities and Manitou Springs is not one of them. Therefore, **this bill does not apply to any area within the City and today's ordinance consideration does not include any code amendments related to the 4th bill HB 1313.**

The Planning Commission held four (4) work sessions over the spring and summer months discussing these bills and identifying priorities that should be in a draft ordinance to consider. The information in these work sessions can be found in the City's Laserfiche Public Portal for May, June, July and August meetings in the Planning Commission's folder found here: [Welcome to Laserfiche Public Portal](#)

The City's legal council provided legal advice (attached) on the bills during the first work session held on May 14, 2025. At the end of the second work session on June 11th, Planning Commissioners and Housing Advisory Board members all communicated their feelings and concerns about what should be considered in a draft ordinance and what information they wanted to see to help inform them on a draft ordinance. The Planning Commission held a third working session on July 9th that focused on answering questions and providing information on potential impacts from accessory dwelling units (ADUs). Data and spatial information was provided that showed potential locations for ADU construction, and locations that would prohibit ADUs based on the Land Use and Development Code's current development standards. Overall, the data showed a far greater opportunity for existing garages, basements or other qualified structures to be converted into ADUs than there is available land for new structures to be constructed.



Additionally, there is a greater capacity in the Low-Density Residential (LDR) and Hillside Low Density Residential (HLDR) for ADUs than there is in the General Residential (GR) zoning district due to larger lot sizes on average and more accessory structure space. During the fourth work session held on August 13th, the CPC reviewed specific draft code revisions, asked questions and provided general input and guidance.

Ordinance Detail

Please see the attached draft ordinance that was recommended for approval by the City Planning Commission, for review and consideration. This draft ordinance revises the Municipal Code for three things; 1) modification of Housing Occupancy Limits by revising the definition of the term "household", 2) allows Accessory Dwelling Units as a permitted accessory use in zoning districts where single-family residential units are permitted, and 3) modifies minimum parking requirements for new multifamily development in identified "transit service areas" as provided on the attached map provided by the Colorado Department of Local Affairs.

Housing Occupancy Limits

This draft ordinance modifies the definition of the term "household" to be in conformance with HB24-1007 which prohibits local governments from limiting the number of people who may live together in a single dwelling, regardless of familial relationship. Therefore, the new definition defines a household based on the maximum number of occupants permitted by applicable building codes, safety codes, the Housing Habitability Code or any other applicable state or federal law or regulations.

Accessory Dwelling Units

This draft ordinance creates a new section under "Residential Uses" that establishes a permitted use of, and regulates accessory dwelling units and allows them in the three zoning districts where single-family units are permitted (General Residential, Low-Density Residential, and Hillside Low-Density Residential). The ordinance defines an ADU as a dwelling unit that can be attached or detached from a single-family detached dwelling, or single-family attached dwelling that provides basic requirements for living, sleeping, cooking, and sanitation. ADUs are required to comply with the dimensional standards (setbacks, height limits, etc) applicable to the zone district in which it is proposed. One exception is that the ADU is not subject to density restrictions stated in the applicable dimensional standards table for each zoning district. Currently, the draft ordinance sets a minimum size for ADUs at 250 square feet in habitable space and a maximum size of no larger than the total habitable space found in the existing single-household unit onsite (HB 1152 only requires that communities allow ADUs between 500 and 750 square feet in size which provides quite a bit of discretion in this section). ADUs would be reviewed through the submittal of a Minor Site Plan which is reviewed and approved administratively. As a comparison, single-family homes are also reviewed



through the submittal of a Minor Site Plan so using this method to review ADUs would be consistent with our review of single-family units. At this time, the draft ordinance allows the current short-term rental regulations to be applied to an ADU if desired by an ADU owner. By allowing ADUs as this draft ordinance indicates, they are subject to all other codes adopted by the City including but not limited to; the International Residential Code and other applicable building codes administered by the Pikes Peak Regional Building Department and the City's Housing Habitability Code, Historic Preservation Regulations, and Fire Code.

The draft ordinance currently does not restrict an ADU from being used as a short-term rental (STR), but instead allows the STR regulations to apply.

The draft ordinance provides an exception for ADUs for hooking up to the City's water system to extend an existing service line of the associated principal dwelling unit to the ADU as long as the unit is individually metered. With this exception, staff recommends that the fee for this meter be half the cost of a new water tap. Additionally, the service line must be adequately sized for the number of units it services, as determined by the City Engineer. Finally, as per HB 1152, the draft ordinance requires one off-street parking space only when the ADU is in a location where on-street parking is prohibited.

Minimum Parking Requirements for new multifamily developments

This draft ordinance adds a new subsection under Section 18.03.8 — Mobility Requirements that provides an exception from the parking requirements for 1) new multifamily residential development, 2) adaptive reuse projects of an existing building for completely residential purposes, and 3) adaptive reuse of an existing building for a mix of users in which at least 50% of the resulting use is residential. These uses are not subject to the parking requirements when located within the designated Transit Service Area as per the Transit Service Area map that is prepared by the Colorado Department of Local Affairs (see attached). However, the City may require no more than one (1) space per unit for multifamily residential development with 20 or more units within the Transit Service Area, but only if supported by findings and substantial evidence showing that not enforcing said requirement will have a substantial negative impact that cannot be mitigated by other strategies, as outlined in House Bill 24-1304.

Pros and Cons:

Pros:

This ordinance allows for more capacity in the City for different housing types to be constructed. In this case, accessory dwelling units, the ordinance also lifts restrictions on the relationships of persons occupying a housing unit to allow more co-habitation of unrelated persons in existing housing units, but does so within the confines of exiting



building, fire, and habitability codes. It also reduces the parking requirements for new multifamily development in the defined transit service area to allow more development flexibility on those parcels of land.

Allowing ADUs allows private property owners to invest in, and financially benefit from, the added use and value of their property by having the opportunity to use their property for additional income.

Adopting this ordinance brings the City into conformance with the state housing legislation that was passed in 2024.

Cons:Some residents might be used to, and accepting of current neighborhood density and aesthetics in their neighborhoods, which this ordinance would change.

Fiscal Impact:

The exact fiscal impact resulting from adopting this ordinance is unknown at this time. However, staff does not anticipate a large number of ADU applications to be submitted as a result. Staff does not believe there will be a noticeable fiscal impact due to the possible construction of ADUs.

Workload Impact:

The workload impact resulting from adopting this ordinance is unknown at this time. However, staff does not anticipate a large number of new development applications to be submitted as a result. Staff believes that any increase in permit load will easily be absorbed with existing staffing.

Recommended Action:

Move to approve on First Reading, Ordinance No. 1925, an Ordinance of the City of Manitou Springs, Colorado, amending Chapters 13 and 18 of the Manitou Springs Municipal Code concerning accessory dwelling units, occupancy limits for dwelling units, and parking restrictions for multifamily residential developments and set a public hearing for October 21, 2025 at 6 pm.

ORDINANCE

AN ORDINANCE OF THE CITY OF MANITOU SPRINGS, COLORADO, AMENDING CHAPTERS 13 AND 18 OF THE MANITOU SPRINGS MUNICIPAL CODE CONCERNING ACCESSORY DWELLING UNITS, OCCUPANCY LIMITS FOR DWELLING UNITS, AND PARKING RESTRICTIONS FOR MULTIFAMILY RESIDENTIAL DEVELOPMENTS

WHEREAS, House Bill 24-1152 requires local governments that have a population of 1,000 or more and are within a Metropolitan Planning District (an "MPO"), to allow accessory dwelling units ("ADUs") as a use by right, and as an accessory use to any single-unit detached dwelling unit in any zone district that allows single-unit detached dwelling units by June 30, 2025;

WHEREAS, with limited exceptions, House Bill 24-1152 restricts local governments from (1) requiring the construction of a new off-street parking space in connection with the construction or conversion of an ADU; (2) requiring an ADU or any other dwelling unit on the same lot as an ADU to be owner-occupied; and (3) applying restrictive design or dimension standards for an ADU that is not required for the primary dwelling unit on the same lot;

WHEREAS, House Bill 24-1007 prohibits local governments from setting any sort of maximum occupancy limit on a single dwelling unit, unless the limit is based on either a demonstrated health and safety standard, or governmental affordable housing program guidelines;

WHEREAS, House Bill 24-1304 prohibits local governments within an MPO, and at least partially within an applicable transit service area, from enforcing minimum parking requirements for multifamily residential developments, residential adaptive re-use projects, and mixed-use projects with at least 50% residential uses within a transit service area;

WHEREAS, House Bill 24-1304 permits local governments to impose minimum parking requirements of no more than one space per unit for residential developments with 20 or more units, or that contain regulated affordable housing upon a showing (1) that not enforcing the requirement would have a substantial negative impact that cannot be mitigated by other strategies; and (2) that the findings are published and supported by substantial evidence within 90 days of receiving a development application;

WHEREAS, on July 15, 2025, the City Council approved Ordinance No. 1525, which amended the Manitou Springs Municipal Code with the intention to bring the City into immediate compliance with House Bill 24-1152, namely, by permitting ADUs in residential zone districts that allow detached single-family dwellings and by implementing an administrative review process for ADUs; and

WHEREAS, the City desires to amend Chapters 13 and 18 of the Manitou Springs Municipal Code to align with these recent State law changes affecting ADUs and minimum parking requirements.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MANITOU SPRINGS, COLORADO, THAT:

Section 1. Section 13.08.100 of the Manitou Springs Municipal Code is hereby amended to read as follows:

13.08.100 - Extension of service line prohibited.

A. Requirement for Separate Service Line. A separate and independent service line shall be provided for every building, and no connection with the water system shall be made by extending the service line from one property to another property. If any such property is subdivided, each resulting property is required to have its own separate water service line, which line shall be installed at the expense of the owner of the property.

B. Exceptions. Accessory dwelling units, as defined by Section 18.04.3.7, may extend the service line of the associated principal dwelling unit to connect to the accessory dwelling unit. Each unit must be individually metered. The service line must be adequately sized as determined by the City Engineer. All curb stops, including the main curb stop and the residence curb stop, shall be installed as determined by the City Engineer.

Section 2. Section 13.12.070 of the Manitou Springs Municipal Code is hereby amended to read as follows:

13.12.070 - Master metering—Responsibility of landlord.

Master metering shall be permitted of any apartment complex, motel or commercial or office-type building, provided all tenants of such structures rent from the same landlord. In all cases where master metering is permitted of two or more units, the landlord shall be responsible for paying the water and sewer bills. The connection of two or more distinct and separate commercial buildings used for different commercial activities to the same meter is prohibited. Accessory dwelling units must be metered independent of the associated principal dwelling unit.

Section 3. Section 18.03.8.2(A) of the Manitou Springs Municipal Code is hereby amended to read as follows:

18.03.8.2 - Applicability.

A. New Development.

1. All new development shall provide off-street parking and loading areas in accordance with this section.

2. Minimum parking requirements for (a) new multifamily residential development, (b) adaptive reuse projects of an existing building for completely residential purposes, and (c) adaptive reuse of an existing

building for a mix of users where at least 50% of the resulting use is residential, do not apply to the areas shown on the Transit Service Area map that is prepared by the Colorado Department of Local Affairs.

3. The City may require more than one parking space per unit for multifamily residential developments with twenty (20) or more units within the Transit Service Area, if supported by findings and substantial evidence showing that not enforcing said requirement will have a substantial negative impact that cannot be mitigated by other strategies, as outlined in House Bill 24-1304.

Section 4. A new Subsection 18.04.3.7 is hereby added to Section 18.04.3 of the Manitou Springs Municipal Code to read as follows:

18.04.3.7 - Accessory Dwelling Unit (ADU).

A. Defined. A subordinate dwelling unit located on the same lot as and attached or detached from a single-family detached dwelling, or single-family attached dwelling that provides basic requirements for living, sleeping, cooking, and sanitation.

B. Use Standards.

Accessory dwelling units is a permitted use on all lots that allow a principal dwelling unit, including without limitation properties that are zoned Planned Development. An accessory dwelling unit shall be subject to the dimensional standards that are established for each zone district or Planned Development with the following exceptions:

1. Number. Only one (1) ADU shall be permitted for each principal dwelling unit on a lot. However, ADUs shall not be subject to density restrictions stated in the applicable dimensional standards table. Any additional ADUs shall be subject to the density restrictions;

2. Size. The ADU shall be no less than two hundred and fifty (250) square feet in habitable space and no more than fifty percent (50%) of the square feet of the principal dwelling unit or seven hundred and fifty (750) square feet, whichever is larger. In no event shall the ADU exceed the square footage of the principal dwelling unit; and

3. Dimensional standards. An ADU shall be subject to the same dimensional standards that apply to principal dwelling units as found in Table 18.02.2.1-1.

C. Density measurements found in Section 18.02.1.4 shall not apply to an accessory dwelling unit.

D. A water tap fee, and a sewer tap fee of ½ the respective water and sewer tap fees for a single-family residence shall be paid to the city for an accessory dwelling unit prior to issuance of a building permit. Should the property on which the accessory dwelling unit is located is subdivided so that the accessory dwelling unit is located on a lot separate from the primary residence, separate water and sewer service lines running from the accessory dwelling unit to the water and sewer mains shall be required and new full single-family residential water and sewer tap fees shall be paid to the City.

Section 5. Table 18.04.2.5-1 in Section 18.04.2.5 of the Manitou Springs Municipal Code is hereby amended by the addition of "Accessory Dwelling Unit" under the "RESIDENTIAL USES" category immediately after "Mobile or Manufactured Home Park." Additionally, the designation "A" shall be entered next to the Accessory Dwelling Unit category under the columns for GR, LDR, and HLDR zone districts to read as follows:

Table 18.04.2.5-1: Table of Allowed Uses					
Use Category	Use Type	GR- General Res	LDR- Low Density Res	HDR- High Density Res	HLDR- Hillside Low Density
Household Living	Accessory Dwelling Unit	A	A		A

Section 6. Subsection A of Section 18.04.5.4 of the Manitou Springs Municipal Code is hereby amended to read as follows:

18.04.5.4 - Short-Term Rental.

A. Defined. The rental of a dwelling unit, or a portion thereof, that is rented for purpose of lodging for terms of not less than one day and not more than twenty-nine days also known as a vacation rental.

Section 7. A new Subsection 7 is hereby added to Section 18.06.4.11(B) of the Manitou Springs Municipal Code to read as follows:

18.06.4.11 - Minor Site Plans.

7. The construction or alteration of an accessory dwelling unit as defined under Section 18.04.3.7.

Section 8. The definition of "Household" in Section 18.07.3 of the Manitou Springs Municipal Code is hereby amended to read as follows:

18.07.3 - Zoning and Subdivision Terms.

Household – The number of persons occupying each dwelling unit shall not exceed the maximum permitted by the applicable adopted building or safety code, the Housing Habitability Code, or by any applicable state or federal law or regulations, or by affordable housing guidelines applicable to the dwelling unit.

Section 9. If any article, section, paragraph, sentence, clause or phrase of this ordinance is held to be unconstitutional or invalid for any reason, such decision shall not affect the validity or constitutionality of the remaining portions of this ordinance. The City Council hereby declares that it would have passed this ordinance and each part or parts hereof irrespective of the fact that any one part or parts be declared unconstitutional or invalid.

Section 10. This ordinance is deemed necessary for the protection of the health, welfare and safety of the community.

Section 11. This ordinance shall take effect five (5) days after publication following final passage.

Passed on first reading and ordered published this ____ day of _____ 2025.

City Clerk, Elena Krebs

A Public Hearing on this ordinance will be held at the October 21, 2025, City Council meeting. The City Council Meeting will be held at 6:00 P.M. at City Hall, 606 Manitou Avenue, Manitou Springs, Colorado.

Ordinance Published: _____, 2025. (in full)

City's Official Website and City Hall

Passed on second reading and adopted by Council this ____ day of _____ 2025.

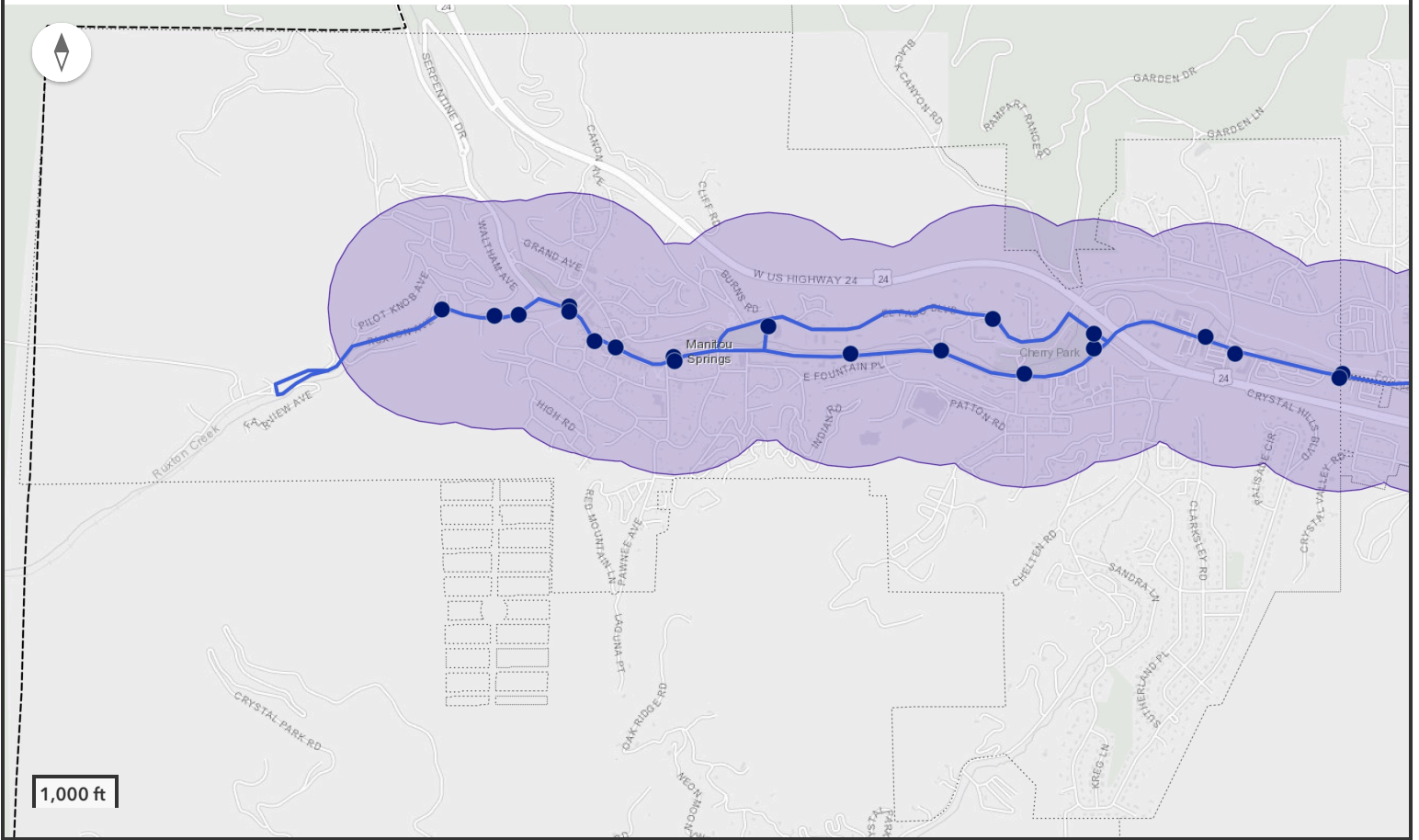
Mayor, John Graham

Attest: _____
City Clerk, Elena Krebs

Published: _____, 2025 (in full)
City's Official Website and City Hall



Maps for HB24 1304 Minimum Parking Requirements



Applicable Transit Stops and Stations HB24 1304

- Bus
- Light/Commuter Rail
- Commuter BRT

Applicable Transit Routes HB24 1304

- Bus
- Rail
- Commuter BRT

Applicable Transit Service Areas HB24 1304 Dissolved

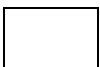


Reference layers

Municipalities and counties in metropolitan planning organizations



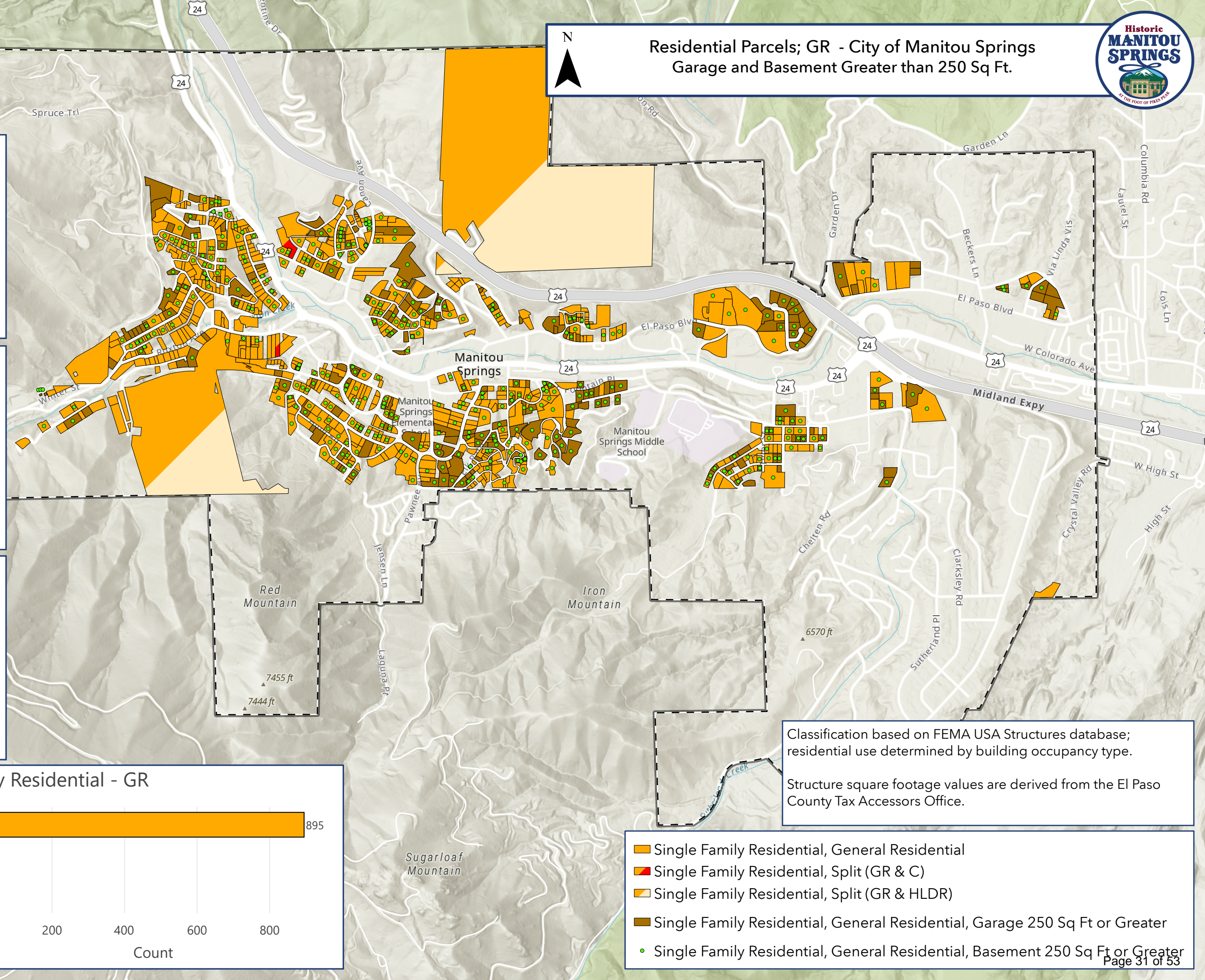
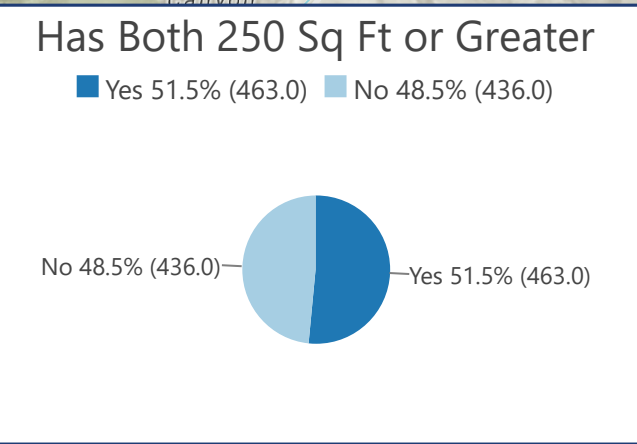
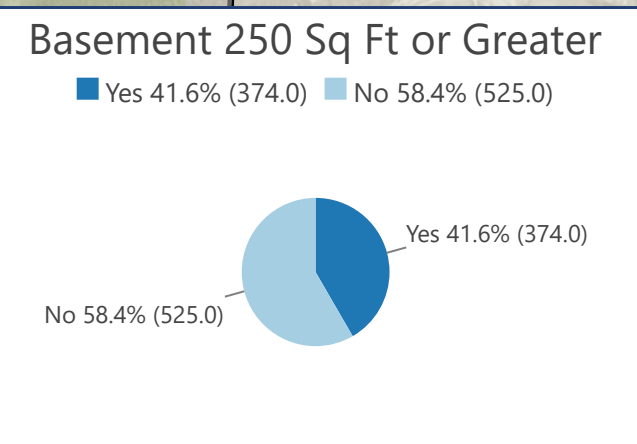
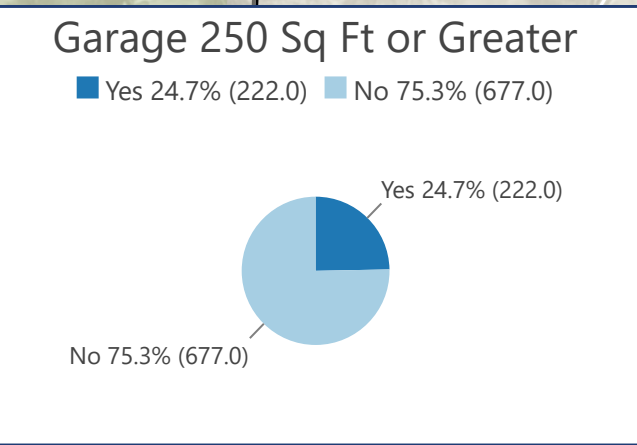
Colorado metropolitan planning organizations





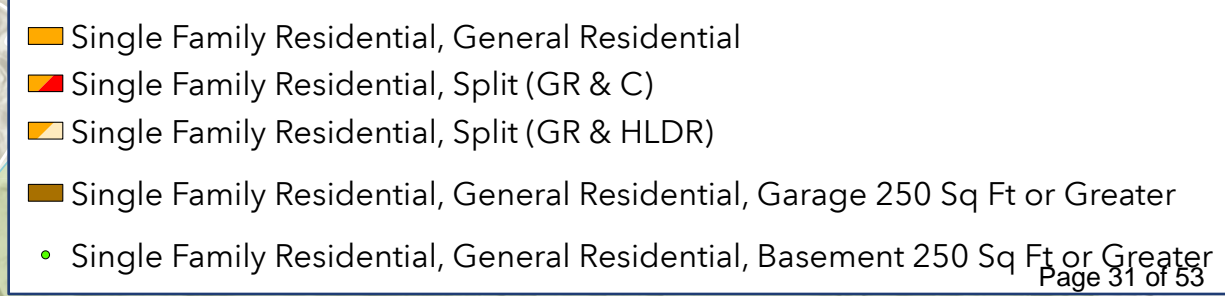
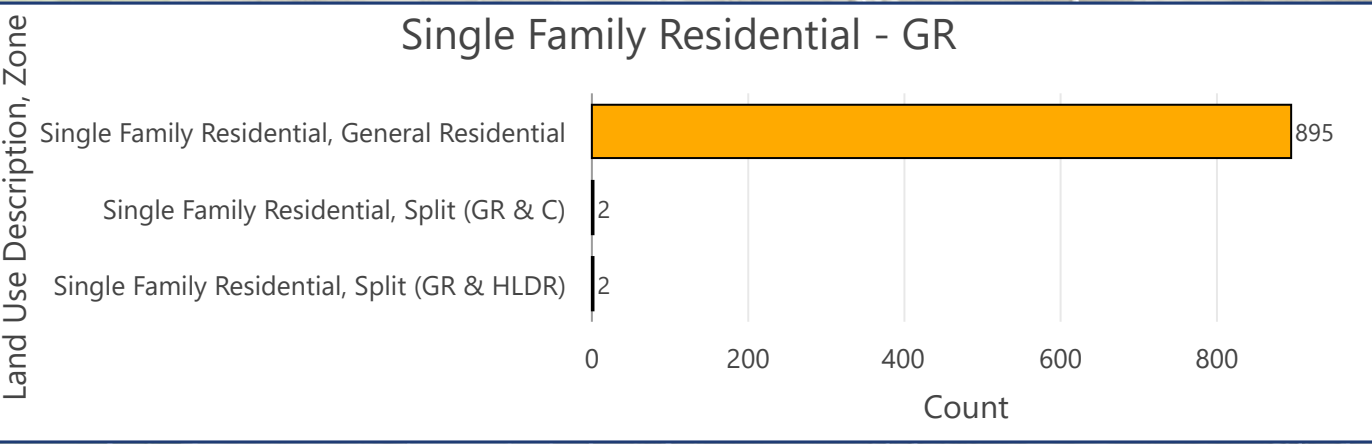
Residential Parcels; GR - City of Manitou Springs

Garage and Basement Greater than 250 Sq Ft.



Classification based on FEMA USA Structures database; residential use determined by building occupancy type.

Structure square footage values are derived from the El Paso County Tax Accessors Office.

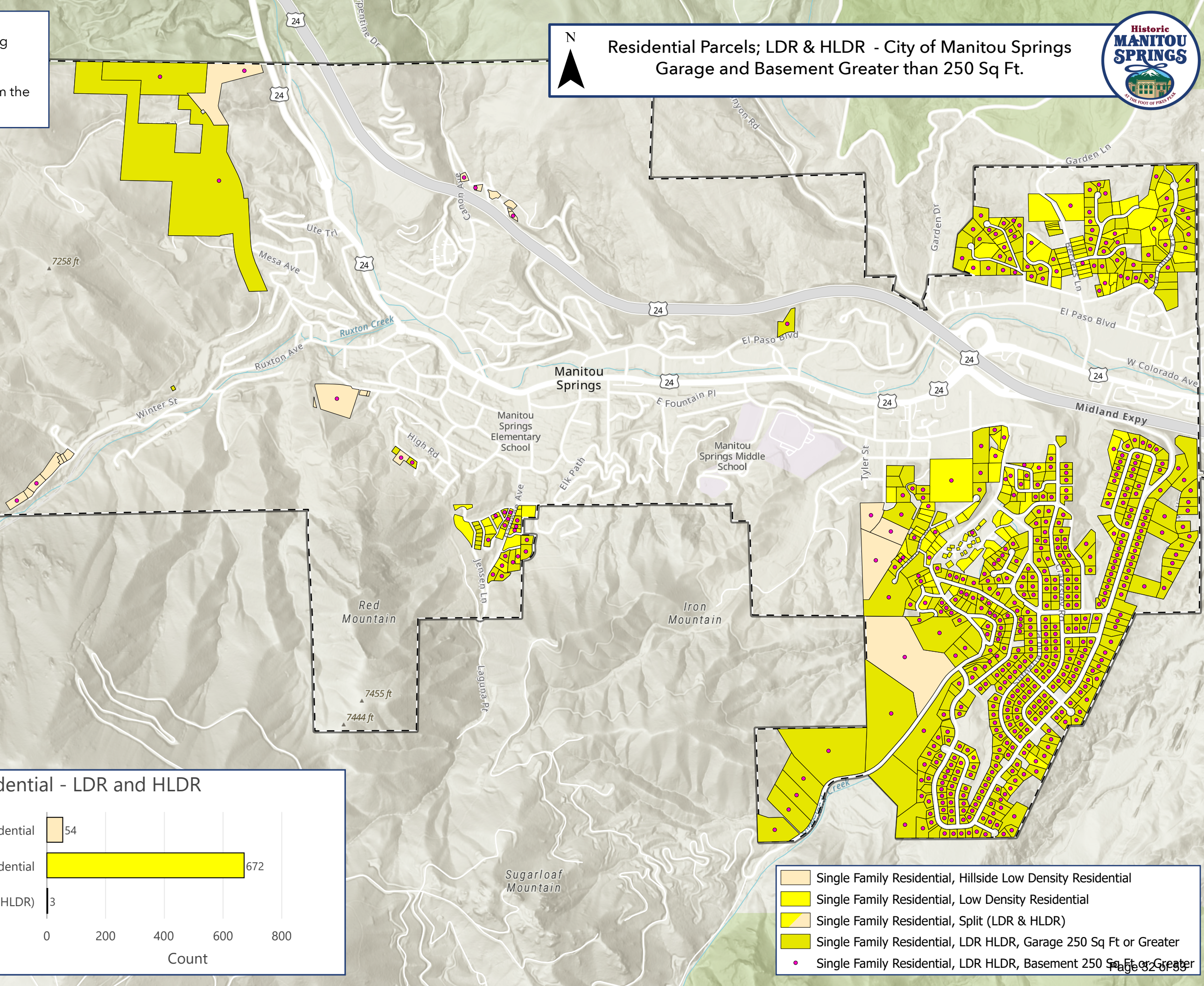
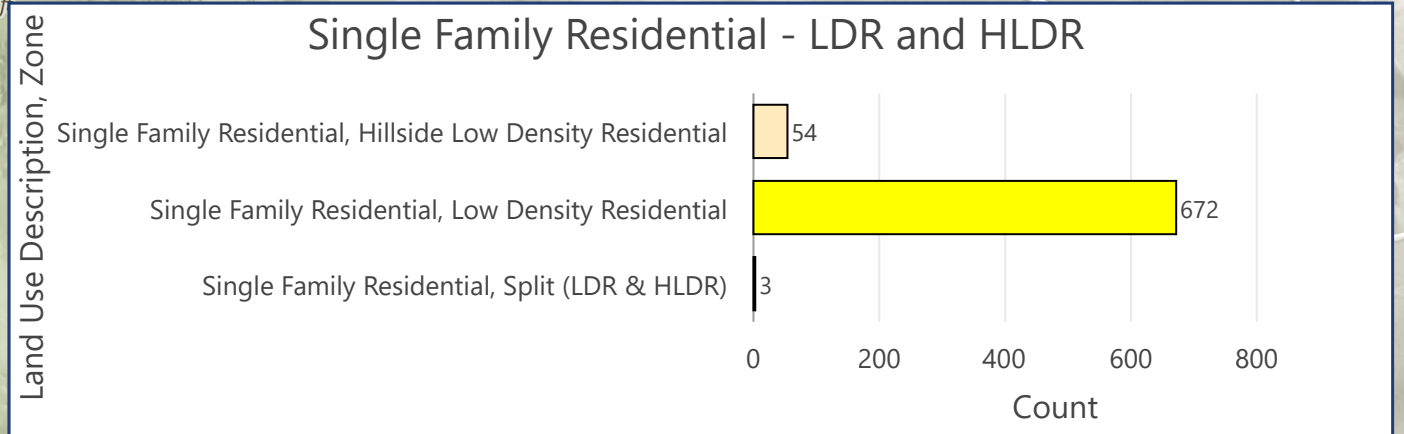
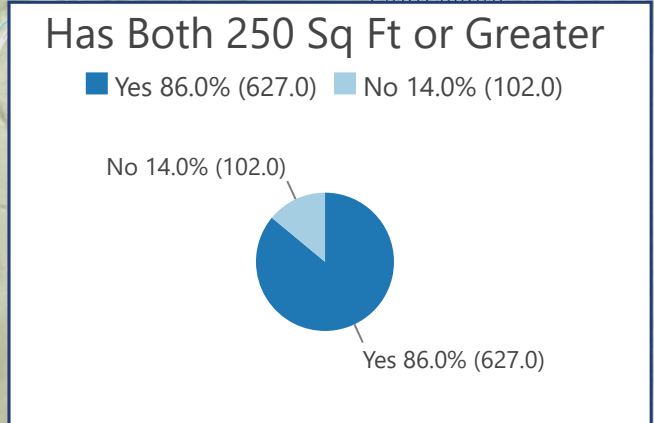
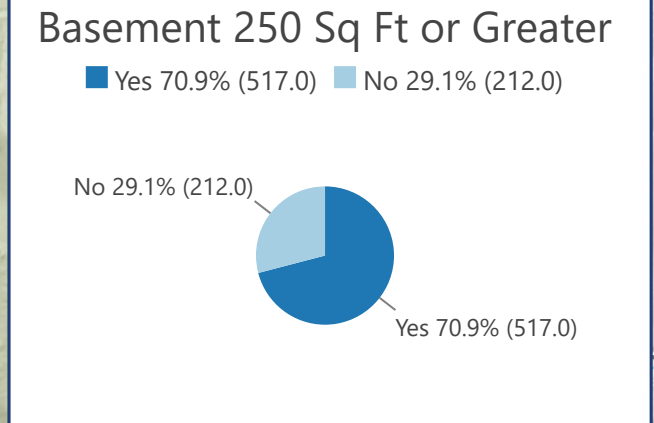
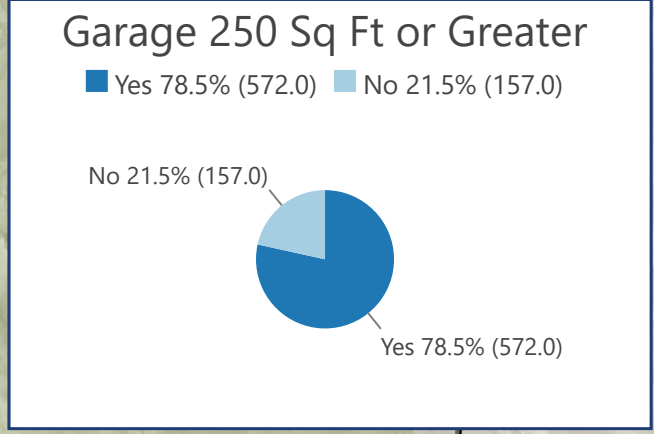




Residential Parcels; LDR & HLDR - City of Manitou Springs
Garage and Basement Greater than 250 Sq Ft.



Classification based on FEMA USA Structures database; residential use determined by building occupancy type.
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Manitou Springs Housing Advisory Board

Manitou Springs City Council
c/o Manitou Springs Planning Dept
606 Manitou Ave
Manitou Springs, CO 80829

RE: Accessory Dwelling Unit Ordinance

Like many other communities across the nation, Manitou Springs (Manitou) has a housing affordability crisis. This issue is further complicated by limited development opportunities given geographic/environmental constraints, zoning code restrictions, along with a perception that an increase in new builds would jeopardize the neighborhood “character and charm”. As a result, Manitou has had very few new single family or multifamily properties built over the past decade.

Colorado’s House Bill 1152 (HB 1152) was signed into law to address housing affordability issues by requiring municipalities that meet certain criteria to allow accessory dwelling units (ADUs) by right in any zone district that allows single detached dwelling units. While Manitou’s zoning code currently allows ADUs, it applies stricter standards than are allowable under HB 1152. HB 1152 firmly aligns to the Manitou Springs Housing Advisory Board’s (HAB’s) charter and mission which is designed to support, inform, and encourage diverse and affordable housing options within Manitou. While we recognize that there is no silver bullet to solve such a complex problem, ADUs contribute to a diversified suite of solutions and may be particularly helpful for seniors who desire to age in place, workers who desire to live where they work, and residents who desire to see their neighborhoods remain socio-economically diverse; i.e., limit gentrification.

The HAB appreciates and supports the Planning Department’s effort to develop an ordinance that meets the requirements of HB 1152 while balancing the needs of our community such as protecting neighborhood integrity and viewsheds. We expect that new ADUs will appropriately increase density over time. The goal is not to maximize density nor to increase city revenue through fees or property taxes.

The HAB has the following specific comments on the draft ordinance.

- The HAB strongly supports encouraging affordability for newly developed ADUs targeting monthly housing costs that accommodate Manitou’s workforce without spending more than 30% of their income on housing.¹

¹ See the U.S. Department of Housing and Urban Development’s definition of *Affordable Housing*: https://archives.huduser.gov/portal/glossary/glossary_a.html.

- The HAB strongly supports prohibiting new ADUs from being used as short-term rentals. Allowing ADUs as short-term rentals is contrary to the motivation to allow them by-right. While there are no openings for new short-term rental licensing applications under current regulations, this ordinance could change in the future.
- The HAB supports applying the existing development standards for the zoning district to ADUs. These standards related to setbacks, lot coverage, and slope steepness will naturally limit the number of new detached ADUs that could be constructed. Based on this and analysis conducted by the Planning Department, the HAB expects greater opportunities with conversion of existing structures (i.e. garages or basements) as attached ADUs.
- Consider revising the size requirements to accommodate larger and smaller ADUs. The HAB suggests allowing for the maximum ADU size to scale with that of the principle unit. The following suggested revised language also accommodates efficient small ADU designs leveraging habitability codes to regulate the minimum size allowable per occupant.
 - *“Accessory dwelling units shall be no more than the greater of 750 square feet or 50% of the principle unit in habitable space”*
- Clarify the parking requirements for ADUs in the code. HB 1152 limits the conditions under which off-street may be required for a new ADU. The HAB suggests adding code language to clarify the parking requirements.
- Clarify how the setback requirements apply to conversions of non-conforming existing structures to ADUs. The HAB suggests that the setback requirements do not apply in these instances.
- The HAB strongly encourages that appropriate monitoring and compliance processes are in place so ADUs are used as they are intended.
- The HAB strongly encourages that the City Planning Commission and City Planning Department have strong vetting procedures in place to ensure that Corporate Developers (and similar) cannot negatively take advantage of HB 1152.
- The HAB strongly encourages an effective public education campaign that provides clarity around the new ADU requirements and various “what if” scenarios to ensure that any potential concerns or resentments are fully understood or mitigated.

The HAB appreciates the opportunity to provide these comments and welcomes questions and conversations.

Sincerely,



Alea German, Vice-Chair

On behalf of the Manitou Springs Housing Advisory Board



Consideration of Title 13 and Title 18 Code Revisions

HOUSING OCCUPANCY LIMITS, ACCESSORY DWELLING UNITS,
MINIMUM PARKING REQUIREMENTS FOR MULTI-FAMILY
DEVELOPMENT



Titles 13 and 18 Code Revisions

Code Revisions in response to State Land Use Legislation:

1. HB24 – 1007: Housing Occupancy Limits
2. HB24 – 1152: Accessory Dwelling Units
3. HB24 – 1304: Minimum Parking Requirements for new Multi-Family Development



Titles 13 and 18 Code Revisions

CPC Work Sessions

- * May, June, July, August
- * City Attorney Legal Memo
- * HAB Participation
- * Review potential Impacts of ADUs
- * Review of draft language



Titles 13 and 18 Code Revisions

Housing Occupancy Limits

Modifies the definition of the term “household”:

18.07.3 - Zoning and Subdivision Terms.

Household - Household means the greater of: (1) any number of persons who are related by blood, marriage, adoption, guardianship, domestic partnership or other duly authorized custodial relationship as verified by official public records such as drivers licenses, birth or marriage certificates; or (2) a group not in excess of five persons living together as a single housekeeping unit.

The number of persons occupying each dwelling unit shall not exceed the maximum permitted by the applicable adopted building code or safety code, the Housing Habitability Code, or by any applicable state or federal law or regulation, or by affordable housing guidelines applicable to the dwelling unit.



Titles 13 and 18 Code Revisions

Minimum Parking Requirements

Excepts out certain new multi-family development within the designated "Transit Service Area" from minimum parking requirements.

18.03.8 - Mobility Requirements

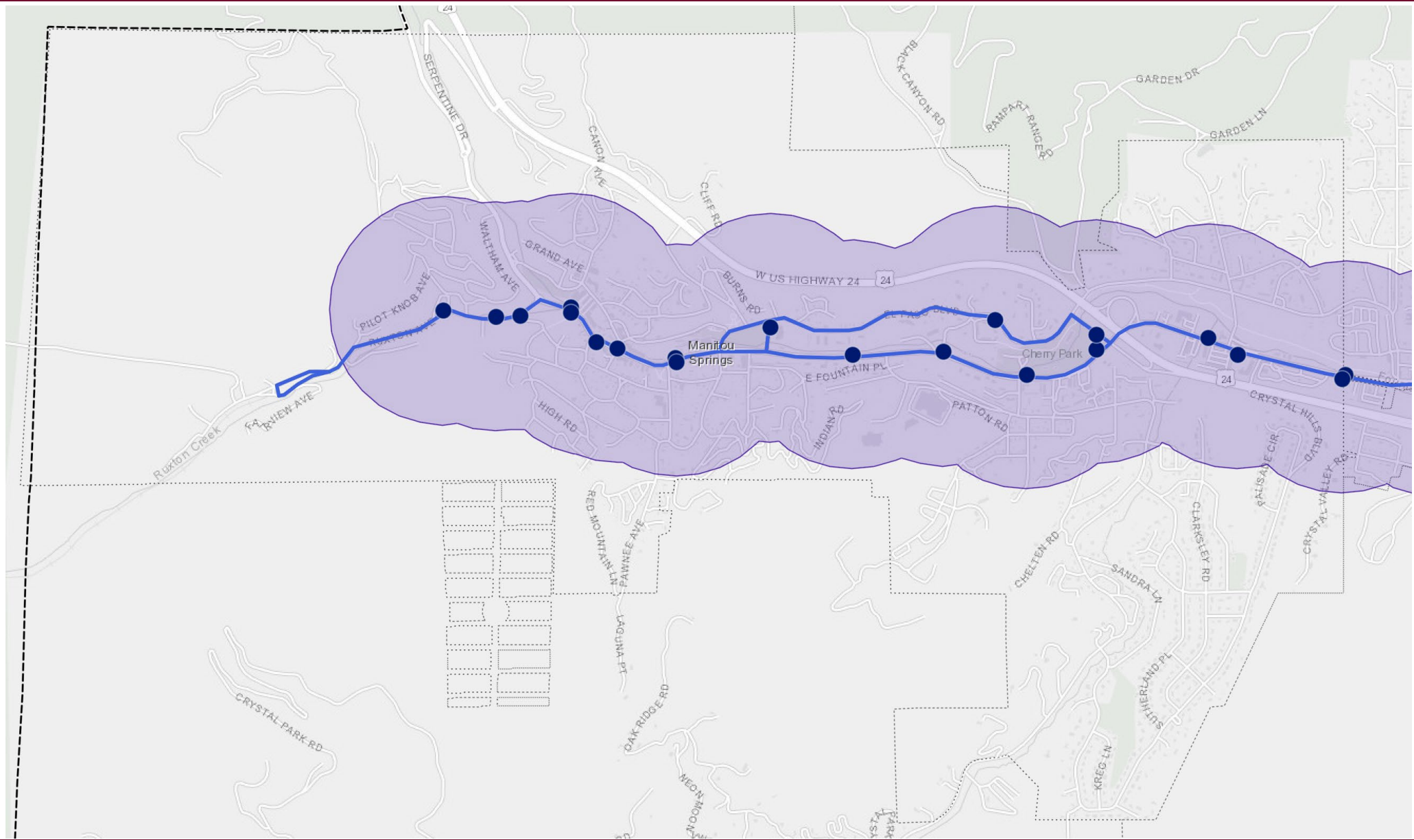
18.03.8.2 Applicability.

A. New Development.

1. All new *development* shall provide off-street parking and loading areas in accordance with this section.

2. Minimum Parking Requirements for a) new multifamily residential development, b) Adaptive Reuse projects of an existing building for completely residential purposes, and c) Adaptive Reuse of an existing building for a mix of users in which at least 50% of the resulting use is residential, do not apply to the areas shown on the Transit Service Area map that is prepared by the Colorado Department of Local Affairs.

The City may require no more than one (1) space per unit for multifamily residential development with twenty (20) or more units within the Transit Service Area, if supported by findings and substantial evidence showing that not enforcing said requirement will have a substantial negative impact that cannot be mitigated by other strategies, as outlined in House Bill 24-1304.





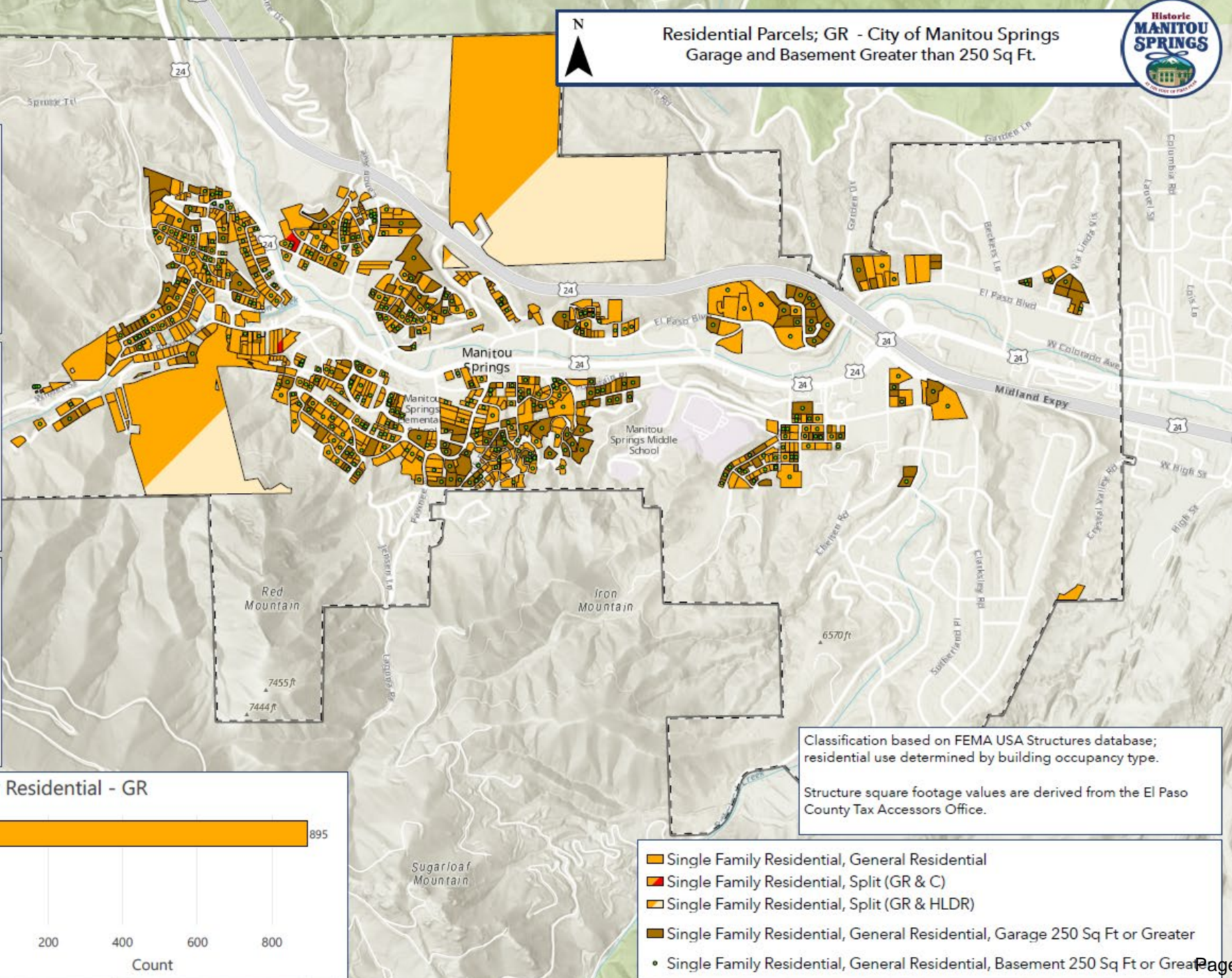
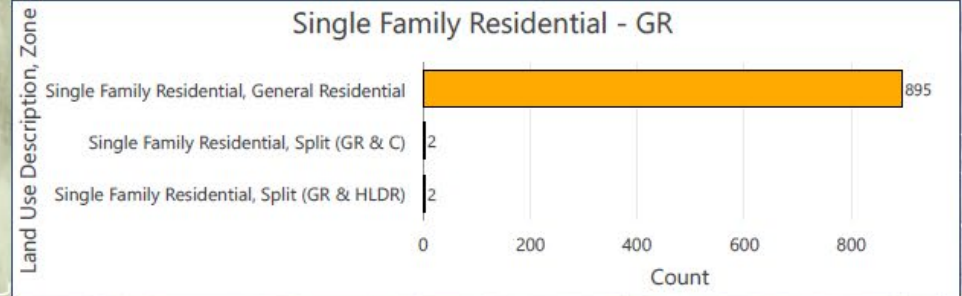
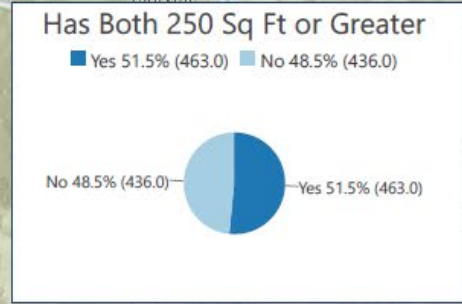
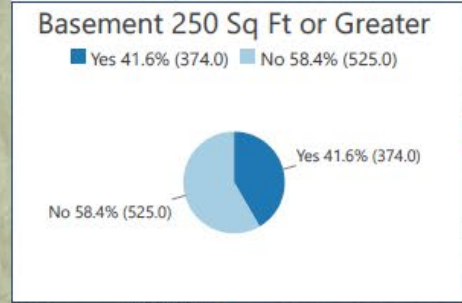
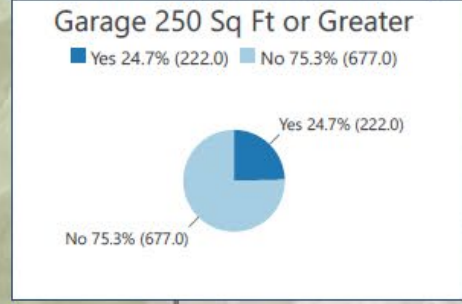
Titles 13 and 18 Code Revisions

Accessory Dwelling Units

- * Establishes a permitted use of , and regulates, accessory dwelling units (ADU).
- * Allows them in General Residential, Low-Density Residential, and Hillside Low-Density Residential zoning districts
- * Can be internal, attached to, or detached from a conforming single-family home
- * Must comply with dimensional standards for zone district (setbacks, height)
- * Not subject to density restrictions
- * Subject to Historic Preservation Code, Fire Code, Housing Habitability Code, all applicable building codes
- * Min/max square footage: 250 Min/Max: no more than 50% of the square feet of principal dwelling or 750 sq ft, whichever is larger.
- * No STR restrictions
- * Only where on-street parking is prohibited, 1 off-street parking space per unit is required



Residential Parcels; GR - City of Manitou Springs
Garage and Basement Greater than 250 Sq Ft.




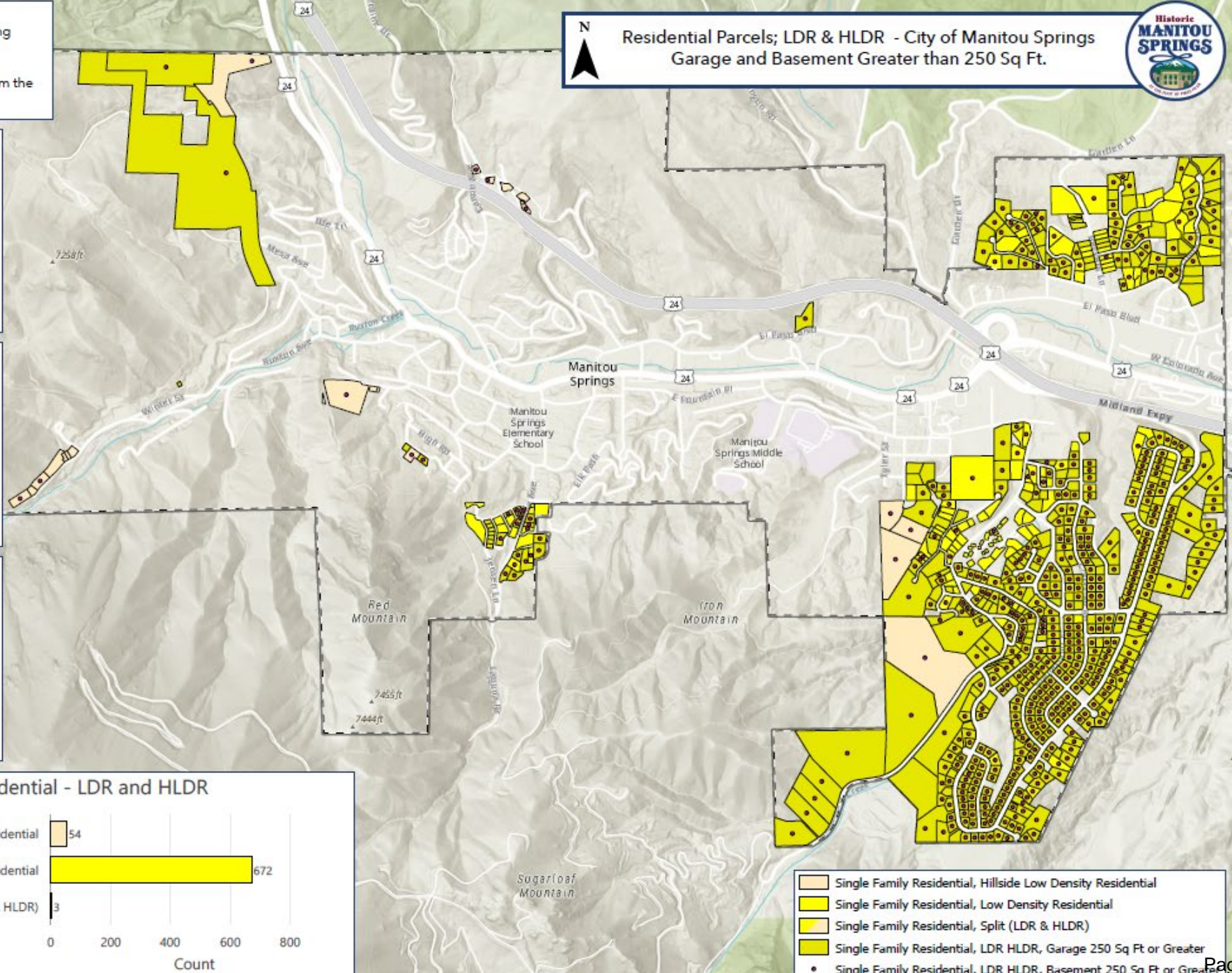
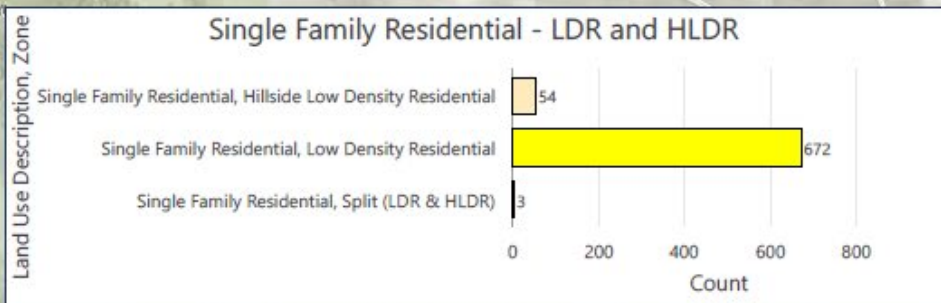
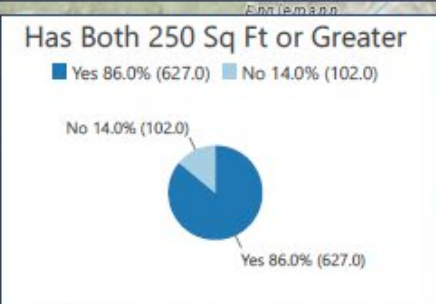
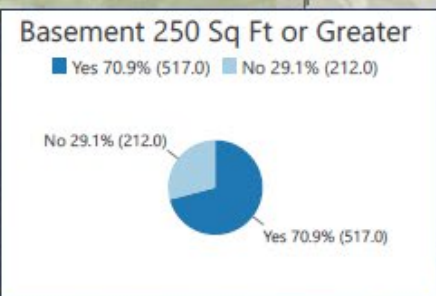
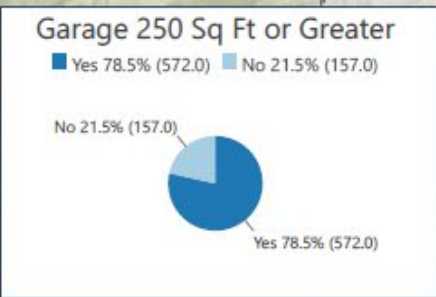
Classification based on FEMA USA Structures database; residential use determined by building occupancy type.
Structure square footage values are derived from the El Paso County Tax Accessors Office.

- Single Family Residential, General Residential
- Single Family Residential, Split (GR & C)
- Single Family Residential, Split (GR & HLDR)
- Single Family Residential, General Residential, Garage 250 Sq Ft or Greater
- Single Family Residential, General Residential, Basement 250 Sq Ft or Greater

Classification based on FEMA USA Structures database; residential use determined by building occupancy type.

Structure square footage values are derived from the El Paso County Tax Accessors Office.

Residential Parcels; LDR & HLDR - City of Manitou Springs
Garage and Basement Greater than 250 Sq Ft.



Titles 13 and 18 Code Revisions

18.04.3 Residential Uses.

18.04.3.7 Accessory Dwelling Unit

A. Defined. A subordinate dwelling unit located on the same lot as and attached or detached from a single-family detached dwelling, or single-family attached dwelling that provides basic requirements for living, sleeping, cooking, and sanitation.



Titles 13 and 18 Code Revisions

18.04.3 Residential Uses.

18.04.3.7 Accessory Dwelling Unit

B. Use Standards

Accessory dwelling units is a permitted use on all lots that allow a principal dwelling unit, including without limitation properties that are zoned Planned Development. An accessory dwelling unit shall be subject to the dimensional standards that are established for each zone district or Planned Development with the following exceptions:

1.Number. Only one (1) ADU shall be permitted for each principal dwelling unit on a lot. However, ADUs shall not be subject to density restrictions stated in the applicable dimensional standards table. Any additional ADUs shall be subject to the density restrictions;

2.Size. The ADU shall be no less than two hundred and fifty (250) square feet in habitable space and no more than fifty percent (50%) of the square feet of the principal dwelling unit or seven hundred and fifty (750) square feet, whichever is larger. In no event shall the ADU exceed the square footage of the principal dwelling unit; and

3.Dimensional standards. An ADU shall be subject to the same dimensional standards that apply to principal dwelling units as found in Table 18.02.2.1-1.



Titles 13 and 18 Code Revisions

18.04.3 Residential Uses.

18.04.3.7 Accessory Dwelling Unit

C. Density measurements found in Section 18.02.1.4 shall not apply to an accessory dwelling unit.



Titles 13 and 18 Code Revisions

18.06.4.11 Minor Site Plans.

- B. Applicability. A *Minor Site Plan* is required before issuance of a Building Permit for:
- 7. The construction or alteration of an accessory dwelling unit as defined under Section 18.04.3.7



Titles 13 and 18 Code Revisions

13.08.100 - Extension of service line prohibited.

A. Requirement for Separate Service Line. A separate and independent service line shall be provided for every building, and no connection with the water system shall be made by extending the service line from one property to another property. If any such property is subdivided, each resulting property is required to have its own separate water service line, which line shall be installed at the expense of the owner of the property.

B. Exceptions. Accessory dwelling units, as defined by Section 18.04.3.7, may extend the service line of the associated principal dwelling unit to connect to the accessory dwelling unit. Each unit must be individually metered. The service line must be adequately sized as determined by the City Engineer. All curb stops, including the main curb stop and the residence curb stop, shall be installed as determined by the City Engineer.



Titles 13 and 18 Code Revisions

13.12.070 Master metering – Responsibility of landlord.

Master metering shall be permitted of any apartment complex, motel or commercial or office-type building, provided all tenants of such structures rent from the same landlord. In all cases where master metering is permitted of two or more units, the landlord shall be responsible for paying the water and sewer bills. The connection of two or more distinct and separate commercial buildings used for different commercial activities to the same meter is prohibited. **Accessory dwelling units must be metered independent of the associated principal dwelling unit.**

Titles 13 and 18 Code Revisions

Additional Information:

Letter submitted by the Manitou Springs Housing Advisory Board





Titles 13 and 18 Code Revisions

Findings and Review Criteria

Section 18.06.4.1 states that recommendations and approval decisions to the LUDC shall adhere to the following approval criteria:

1. The amendment is not likely to result in significant adverse impacts upon the natural environment (including air, water, noise, stormwater management, wildlife, and vegetation) or such impacts will be substantially mitigated;

This amendment does not appear to result in significant adverse impacts because all existing Codes and development standards will apply to ADUs.

2. The amendment is necessary for, or supportive of, the protection of health, safety, and welfare of the community;

This amendment appears to support the protection of community health, safety and welfare because any ADU development must conform to the City's existing codes and development standards.



Titles 13 and 18 Code Revisions

3. The amendment is consistent with the Comprehensive Plan and the intent stated in this LUDC;

This amendment appears to be consistent with Plan Manitou 2.0 as it supports furthering the housing goals identified in Plan Manitou 2.0, namely:

Goal HN – 1: Encourage a diverse range of housing types and living situations to support safe, affordable, and accessible housing options that meet the needs of residents of all ages, abilities, and income levels.

Goal HN – 2: Promote re-investment in and rehabilitation of the City's housing stock to promote safe, energy-efficient, and resilient homes.

Goal HN – 3: Collaborate with local, regional, state, and federal partners to meet the city's affordable housing needs.

4. The amendment is consistent with any prior approvals, official plans or policies that apply:

This amendment is intended to comply with state legislation and remain consistent with the City's existing Municipal Code.

5. The amendment will not significantly increase nonconformities.

This amendment does not create or support non-conforming uses or development.



Titles 13 and 18 Code Revisions

Motion Language Options

1. Approve the draft ordinance as written
2. Approve the draft ordinance with amendments as specified
3. Deny the draft ordinance