



MANITOU SPRINGS CITY COUNCIL REGULAR MEETING AGENDA

City Council meetings are held in hybrid form by Zoom
(remote) or in-person at Memorial Hall.

Memorial Hall

606 Manitou Avenue

Manitou Springs, CO 80829

Remote: www.manitouspringsgov.com; click on meeting
link under "Government; City Council" page

Position	Name	Term Expires
Mayor	John G. Graham	January 6, 2026
At-Large	Judith Chandler	January 4, 2028
At-Large	John Shada	January 4, 2028
At-Large	Julie Wolfe	January 4, 2028
Ward 1	Mayor Pro Tem Natalie Johnson	January 6, 2026
Ward 2	Nancy Fortuin	January 6, 2026
Ward 3	Michelle Whetherhult	January 6, 2026

December 2, 2025

6:00 PM

THE CITY COUNCIL MAY TAKE ACTION ON ANY OF THE FOLLOWING AGENDA ITEMS AS PRESENTED OR MODIFIED PRIOR
TO OR DURING THE MEETING, AND ITEMS NECESSARY TO EFFECTUATE THE AGENDA ITEMS

A. CALL TO ORDER

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL

D. APPROVAL OF AGENDA

E. PUBLIC COMMENT ON NON-AGENDA ITEMS

F. CONSENT CALENDAR

1. October 21, 2025 City Council Meeting Minutes
2. November 18, 2025 City Council Meeting Minutes
3. Reappoint Justin Wilson to the City Planning Commission

G. BUSINESS

1. Consideration of Resolution No. 1625, A Resolution of the City of Manitou Springs City Council, Urging the Registered Electors of Manitou Springs Metropolitan District to Vote "YES" on the City's Plan for Dissolution of the Metropolitan District
2. Consideration of Approval of Easement Agreement for Crown Castle Towers 09 LLC; 338 Alpine Trail
3. Consideration of Resolution No. 1525, A Resolution Adopting an Updated Universal Fee Schedule

4. First Reading of Ordinance No. 2325, an Ordinance Adopting the Annual Budget and Appropriating Funds for Fiscal Year 2026 and Amending the Annual Budget for Fiscal Year 2025

H. HEARINGS

1. Continuation of Second Reading and Public Hearing of Ordinance No. 1925 Concerning Accessory Dwelling Units, Occupancy Limits for Dwelling Units, and Parking Restrictions for Multifamily Residential Development

I. RECEIVE OR ACT ON COUNCIL CORRESPONDENCE

J. CITY ADMINISTRATOR REPORT

K. EXECUTIVE SESSION

1. An Executive Session to discuss a Personnel Matter regarding an employee, pursuant to 5.1(a) of the Manitou Springs Municipal Charter. This executive session concerns the annual performance review of the City Administrator.

L. RETURN TO OPEN SESSION/BUSINESS

1. Formal Action Relative to 2025 City Administrator's Performance Evaluation

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.



Memorandum

Title: October 21, 2025 City Council Meeting Minutes

From: City Clerk's Office

To: Mayor and City Council

CC: City Administrator Denise Howell

Allocated Time: 5 Minutes

December 2, 2025

Purpose:

To review and approve the meeting minutes from the October 21, 2025 City Council meeting.

Background:

The City Council met in regular session on October 21, 2025.

Pros and Cons:

N/A

Fiscal Impact:

None.

Workload Impact:

Approximately four hours to attend the meeting and to prepare and review the minutes.

Recommended Action:

Approve the October 21, 2025 City Council regular meeting minutes through the approval of the consent calendar.

**CITY OF MANITOU SPRINGS
CITY COUNCIL**

Regular Meeting Minutes
606 Manitou Avenue
October 21, 2025

The City Council of Manitou Springs met in Regular Session on Tuesday, October 21, 2025, at 606 Manitou Avenue, in the City of Manitou Springs, County of El Paso, and State of Colorado.

COUNCIL MEMBERS PRESENT FOR ROLL CALL:

Mayor John Graham
Mayor Pro Tem Natalie Johnson
Councilor Judith Chandler
Councilor Julie Wolfe
Councilor Nancy Fortuin
Councilor Michelle Whetherhult

COUNCIL MEMBERS ABSENT FOR ROLL CALL:

Councilor John Shada (Excused)

A. CALL TO ORDER

Mayor Graham called the meeting to order at 6:01 PM.

B. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

C. ROLL CALL

All members of the City Council were present for the roll call, except for Councilor Shada.

D. APPROVAL OF AGENDA

Councilor Fortuin moved to approve the agenda as presented. The motion was seconded by Councilor Chandler. The motion carried unanimously (6-0).

E. PUBLIC COMMENT ON NON-AGENDA ITEMS

There was no public comment.

F. CONSENT CALENDAR

1. Presentation of Warrants
2. Consider Reappointing Karl Stang to the Pikes Peak Rural Transportation Authority Citizens Advisory Committee

Councilor Chandler moved to approve the consent calendar as presented. The motion was seconded by Councilor Fortuin. The motion carried unanimously (6-0).

G. BUSINESS

1. Consider Appointing Marion Ceruzzi to the Open Space Advisory Committee

Dave Conley, Chair of the Open Space Advisory Committee (OSAC) noted that Marion Ceruzzi is active in the community and has attended two committee meetings virtually. He added that the committee unanimously recommended her appointment.

Applicant Ceruzzi introduced herself and provided background as a molecular biologist and volunteers with several local organizations, including the Humane Society, Manitou Garden Club, Manitou Pantry, and the Women's Club. She expressed interest in serving on OSAC due to her passion for hiking, preservation of open space, and managing invasive species, noting that she is also a master gardener.

Mayor Graham expressed appreciation for OSAC and the applicant's willingness to serve the community.

Councilor Chandler moved to appoint Marion Ceruzzi to OSAC as an Alternate Member. The motion was seconded by Councilor Fortuin. The motion carried unanimously (6-0).

2. Consider Appointing Cassandra Bresnahan to the Open Space Advisory Committee

OSAC Chair Conley introduced Applicant Cassandra Bresnahan, noting her active involvement in the community and that she has attended at least one committee meeting. He shared that the committee unanimously recommended her appointment. He added that the committee is enthusiastic about the experience and energy both recommended applicants bring to the group.

Applicant Bresnahan introduced herself as a local physician who has lived in Manitou Springs for about 20 years and is raising her family in the community. She expressed her appreciation for the City's outdoor spaces and commitment to wellness, noting her regular involvement in local events and outdoor activities such as running, hiking, and biking. She stated that she values the improvements made to local trails and is eager to contribute to the committee's work.

Councilor Fortuin expressed appreciation for the high caliber of individuals serving on the City's boards and thanked Applicant Bresnahan for volunteering.

Councilor Fortuin moved to approve the appointment of Cassandra Bresnahan to OSAC as an Alternate Member. The motion was seconded by Councilor Wolfe. The motion carried unanimously (6-0).

H. HEARINGS

1. Second Reading and Public Hearing of Ordinance No. 2025, An Ordinance Vacating a Portion of the Old Man's Trail Right-of-Way Adjacent to the Property Known as 10 Old Man's Trail

Senior Planner Chelsea Royston stated that there have been no updates since the first reading of the ordinance on October 7, 2025.

Mayor Graham opened the public hearing at 6:12 PM. Due to no public comment, Mayor Graham subsequently closed the public comment portion of the hearing.

Councilor Wolfe moved to adopt on second reading Ordinance No. 2025, An Ordinance Vacating a Portion of the Old Man's Trail Right-of-Way Adjacent to the Property Known as 10 Old Man's Trail. The motion was seconded by Mayor Pro Tem Johnson. The motion carried unanimously (6-0).

2. Second Reading and Public Hearing of Ordinance No. 2125, An Ordinance Amending the Zoning Map of the City of Manitou Springs, Colorado, Rezoning 2 Parcels Also Known by Assessor's Office as Schedule Numbers 74054-26-002 and 74054-26-001 to Public Facility Zone District

Senior Planner Royston shared that there were no updates to the ordinance since the first reading on October 7, 2025.

Mayor Graham opened the public hearing at 6:14 PM. Due to no public comment, Mayor Graham subsequently closed the public comment portion of the hearing.

Councilor Whetherhult moved to adopt on second reading Ordinance No. 2125, An Ordinance Amending the Zoning Map of the City of Manitou Springs, Colorado, Rezoning 2 Parcels Also Known by Assessor's Office as Schedule Numbers 74054-26-002 and 74054-26-001 to Public Facility Zone District. The motion was seconded by Councilor Chandler. The motion carried unanimously (6-0).

3. Public Hearing for Major Development Plan Application MJR 2501 - Major Development Plan at Hiawatha Gardens

Senior Planner Royston presented the Major Development Plan (MJR) for Phases 1 and 2 of the Hiawatha Gardens project at 10 Old Man's Trail and 487 El Paso Boulevard, which includes rehabilitation of the existing building into an open-air pavilion, construction of a public restroom, parking lot, and pedestrian plaza. Senior Planner Royston described the site's design as compatible with surrounding uses, noting flood and stormwater mitigation features including a rain garden near Fountain Creek and

placement of the restroom outside the 100-year floodplain. She noted that all review criteria were met with the exception of three recommended conditions needed to satisfy the remaining requirements related to site design and landscaping. The recommended conditions were first recommended by staff to the City Planning Commission (CPC) and subsequently recommended by CPC to City Council for approval of MJR 2501.

Mayor Graham opened the public hearing at 6:27 PM. Due to no public comment, Mayor Graham subsequently closed the public comment portion of the hearing.

Councilor Chandler expressed enthusiasm and support for the project, noting her appreciation that the project has reached its current stage after many years and iterations.

Councilor Chandler moved to approve MJR 2501, based upon the recommendation of approval from CPC and findings that the request meets the review criteria for granting an MJR as set forth in City Code Section 18.06.4.13 with staff's conditions to include railing locations will be finalized wherever a wall height exceeds 30 inches adjacent to a pedestrian walkway in accordance with Section 18.03.5.7.C; A perimeter zone with a minimum width of 5 feet of inorganic matter shall be placed on the eastern edge of the pavilion per Section 18.03.6.3.G.1, and; The requisite number of shrubs and ornamental grasses (98) will be shown on the final landscape plan per Section 18.03.6.3. The motion was seconded by Councilor Wolfe. The motion carried unanimously (6-0).

4. Second Reading and Public Hearing of Ordinance No. 1925 Concerning Accessory Dwelling Units, Occupancy Limits for Dwelling Units, and Parking Restrictions for Multifamily Residential Development

Planning Director Fred Rollenhagen explained that the ordinance was updated to reflect four changes recommended by City Council at first reading. A new whereas clarifies that the revision does not meet the usual criteria for code amendments but is proposed to comply with statewide legislation. In the proposed ordinance, Accessory Dwelling Units (ADUs) would not be allowed as short-term rentals. The last sentence under use standards regarding density restrictions was removed. The ordinance would prohibit ADUs in front yards, with detached ADUs required behind the primary residence's rearmost facade and attached ADUs allowed on the side if they do not extend past the front facade. Director Rollenhagen also recommended clarifying that parcels containing multiple single-family residences would not be eligible for multiple ADUs, ensuring that an ADU is allowed only for a property with a single residence.

City Attorney Jeff Parker advised that adding a new subsection under Section 5 of the ordinance stating that an ADU shall not be located on a lot containing more than one single-family residence would clarify eligibility for parcels with multiple single-family homes.

Mayor Pro Tem Johnson expressed concern about limiting ADUs in the front yard, noting a building across the street from City Hall that may be suitable as an ADU. She added that heritage houses in the Old North End offer opportunities to convert garages

into attractive living units, and the restriction could inhibit such creative and appealing possibilities.

Councilor Fortuin stated that she would like to remove the sections limiting ADUs in front yards and garages, commenting that she finds the proposed code overly restrictive and unnecessary.

Councilor Chandler commented that she is comfortable with allowing ADUs in garages but is not in favor of newly built ADUs in front yards. She suggested restricting ADUs in front yards to preexisting structures.

Councilor Wolfe suggested that residents shouldn't be allowed to expand existing structures to qualify as an ADU in a front yard.

Mayor Pro Tem Johnson commented that focusing on highly specific details, such as the size or expansion of front-yard structures, may not be a productive use of City Council time because the likelihood of these issues coming before the Council is very low.

There was a brief discussion about how the Historic Preservation Code would apply to ADUs. Planning Director Rollenhagen confirmed that additional safeguards in the Historic District and Title 17 address structures visible from public rights-of-way, including those in front yards. He suggested that the Council consider how ADUs should be regulated outside the Historic District, where such design safeguards do not apply. He clarified that while there are no specific size restrictions in the Historic Preservation Code, the design and appearance of structures in the Historic District would be reviewed through the material change of appearance process.

City Administrator Denise Howell clarified that the proposed ordinance would allow for ADUs larger than 750 feet if 50% of the principal dwelling unit is greater.

Councilor Fortuin stated she remains committed to keeping the ordinance permissive, noting setbacks are in place and most properties have sufficient space for ADUs. She agreed with the Mayor Pro Tem that the community is unique and emphasized supporting property owners' ability to use their land as they see fit.

Mayor Graham opened the public hearing at 6:53 PM. Due to no public comment, Mayor Graham subsequently closed the public comment portion of the hearing.

Councilor Chandler reiterated support for using existing structures as ADUs but expressed concern that allowing new ADUs in front yards could impact property values, noting that many properties could feasibly accommodate a front-yard ADU.

Mayor Pro Tem Johnson stated that she is comfortable with limiting ADUs to preexisting structures in front yards, as suggested by Councilor Chandler.

Mayor Graham agreed with Councilor Chandler's suggestion.

Councilor Whetherhult stated that she is in favor of removing restrictions on ADUs in the front yard.

Councilor Wolfe stated that she is willing to compromise, expressing support for the suggestion to allow ADUs in the front yard for preexisting buildings.

City Attorney Parker advised that it is important to clarify what qualifies as an existing structure for ADU conversion and to set parameters on expansions, including limits on footprint and height.

Mayor Pro Tem Johnson suggested that the Council consider approving the ordinance and refer the matter to CPC for further refinement.

Councilor Wolfe stated that she would be opposed to garages being converted to an ADU to avoid creating problems with street parking.

Councilor Fortuin noted that the Housing Advisory Board (HAB) discussed that ADUs could attract younger residents and individuals who rely less on cars and more on public transportation, biking, and walking.

There was a brief discussion about the potential for a carport to be converted to an ADU, during which City Attorney Parker advised that without certain restrictions it would be an option, and furthermore, a second story could be allowed.

Councilor Chandler recommended that the ordinance be reviewed further.

Mayor Pro Tem Johnson stated she is in favor of eliminating garage restrictions and noted that having a garage does not necessarily equate to a parking space.

Mayor Graham commented that using a garage for a car can sometimes feel like a waste of valuable building space. He added that he would be in favor of removing the garage restriction to potentially revisit the issue later.

Councilor Whetherhult stated that she is comfortable with removing garage restrictions.

Councilor Fortuin stated that she would be opposed to restricting ADU to preexisting structures.

City Attorney Parker suggested that the provision could allow conversion of legal existing structures larger than 250 square feet, provided the footprint is not expanded. He advised that the Council should also address whether second stories or increasing the height of ADU structures would be permitted.

Councilor Wolfe supported the language suggested by the City Attorney and suggested that alterations increasing the height or footprint should be permitted. She added that the code could be revisited later if needed.

Mayor Pro Tem Johnson expressed opposition for restricting height expansion of a preexisting ADU, noting that there is a difference between adding height and adding another story.

Councilor Wolfe stated that she would be open to height adjustments for preexisting structures but opposed adding a second story.

Planning Director Rollenhagen advised that there would need to be a specific restriction to increasing the height, because in his experience he has seen that general allowances to increase the height can turn into a two-story addition.

There was a discussion about postponing the ADU ordinance and referring the ordinance to CPC, during which Planning Director Rollenhagen clarified that the emergency ordinance that was adopted by the City Council on July 15, 2025 meets state requirements.

Councilor Wolfe expressed concern about waiting too long to revisit the ordinance, noting that the ordinance in place does not have restrictions.

The consensus was that the Council would support limiting short term rentals, the clarification that the revision bypasses standard code criteria to comply with state law, as well as staff's recommendation to prohibit ADUs on lots with multiple single-family residences.

Mayor Graham moved to postpone Ordinance No. 1925 Concerning Accessory Dwelling Units, Occupancy Limits for Dwelling Units, and Parking Restrictions for Multifamily Residential Development to December 2, 2025 for second reading and public hearing, and to refer the ordinance to CPC for review of the sections pertaining restrictions of ADU structures in the front yard and garages. The motion was seconded by Mayor Pro Tem Johnson. The motion carried unanimously (6-0).

Note for the Record – The City Council took a break at 7:29 PM and reconvened at 7:46 PM.

5. Second Reading and Public Hearing of Ordinance No. 2225, An Ordinance of the City of Manitou Springs, Colorado, Amending the Manitou Springs Municipal Code to Allow Digital Publication of Certain Publication Notices

City Attorney Parker introduced the ordinance, explaining that it moves all legally allowable public notices from newspaper to digital publication to reduce costs, while retaining newspaper publication where required by law.

Mayor Graham opened the public hearing at 7:48 PM. Due to no public comment, Mayor Graham subsequently closed the public comment portion of the hearing.

Councilor Whetherhult moved to adopt on second reading Ordinance No. 2225, An Ordinance of the City of Manitou Springs, Colorado, Amending the Manitou Springs Municipal Code to Allow Digital Publication of Certain Publication Notices. The motion was seconded by Councilor Fortuin. The motion carried unanimously (6-0).

I. RECEIVE OR ACT ON COUNCIL CORRESPONDENCE

Councilor Fortuin expressed serious concern regarding repeated incidents involving Councilor Shada, including behavior that intimidated staff and residents. She noted a troubling pattern over three separate incidents and emphasized that, while she values

his contributions to the community, the behavior reflects poorly on the Council and the City. She respectfully requested that Councilor Shada consider resigning to prevent further escalation and to avoid the potential cost and divisiveness of a rumored recall election. She recommended placing the matter on a future agenda if he does not.

Councilor Wolfe stated that there has been a significant water flow along the lower part of Grand Avenue. She also shared that a neighbor raised concerns about the blighted condition of the Wheeler House with overgrown vegetation and deteriorating buildings.

Councilor Chandler thanked the Chamber of Commerce, the Women's Club and the Cliff House for hosting the 2025 Candidate Forum.

Mayor Pro Tem Johnson shared that the community has expressed interest in adding stops to the Route 33 bus at the pool and Pawnee Avenue. She indicated that she is comfortable placing a discussion regarding Councilor Shada on a future agenda.

There was a brief discussion about placing an item on a future agenda to discuss the matter regarding Councilor Shada. It was determined that the item would be placed on the November 18, 2025 agenda.

Councilor Wolfe stated that she feels it is important to hear from department heads before the all-day budget retreat.

There was a brief discussion about meeting with department heads before the budget retreat scheduled for November 22, 2025. City Administrator Howell advised that, given the upcoming election and the short turnaround for staff, a meeting could not be scheduled earlier.

Mayor Graham noted that questions and discussions regarding budget could be better addressed after the election and once revenue projections are clearer. He acknowledged that the budget process has been challenging due to delayed audits and lost revenue.

There was a brief discussion about department presentations for the budget retreat. City Administrator Howell explained that the presentations would allow for questions during and after, giving department heads the opportunity to share their work while keeping the session as concise as possible and accommodating staff workloads.

Councilors Chandler and Fortuin emphasized the importance of allowing all department heads sufficient time during budget presentations to fully brief the Council.

Mayor Pro Tem Johnson agreed with the importance of the budget presentations and added that the outcome of the retreat will largely depend on Ballot Issue 2A.

Mayor Graham shared that he recently toured the water treatment plant with the Mayor Pro Tem, noting that the hands-on experience provided valuable insight into city operations and ongoing work. He encouraged other Councilors to take similar tours when possible, describing them as an informative part of the budget process.

J. CITY ADMINISTRATOR REPORT

City Administrator Howell reported that staff hope to have Creek Walk completed by Friday, October 24, 2025.

K. EXECUTIVE SESSION

1. An Executive Session to determine positions relative to matters that may be subject to negotiations; developing strategy for negotiations; and instructing negotiators, pursuant to Section 5.1(d) of the Manitou Springs Municipal Charter. This executive session concerns the Manitou Springs Metropolitan District.

Mayor Graham read the purpose of the Executive Session into the record at 8:08 PM.

Councilor Chandler moved to enter the Executive Session for the stated purpose. The motion was seconded by Councilor Fortuin. The motion carried unanimously (6-0).

The City Council moved back to Regular Session at 8:53 PM. Mayor Graham confirmed the Executive Session was held solely for the stated purpose and that no formal decision was made.

ADJOURN

With no other items to discuss, Councilor Wolfe moved to adjourn the meeting. The motion was seconded by Councilor Chandler. The motion carried (6-0).
The meeting adjourned at 8:54 PM.

Attest:

John Graham, Mayor

Elena Krebs, City Clerk

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Memorandum

Title: November 18, 2025 City Council Meeting Minutes

From: City Clerk's Office

To: Mayor and City Council

CC: City Administrator Denise Howell

Allocated Time: 5 Minutes

December 2, 2025

Purpose:

To review and approve the meeting minutes from the November 18, 2025 City Council meeting.

Background:

The City Council met in regular session on November 18, 2025.

Pros and Cons:

N/A

Fiscal Impact:

None.

Workload Impact:

Approximately two hours to attend the meeting and to prepare and review the minutes.

Recommended Action:

Approve the November 18, 2025 City Council regular meeting minutes through the approval of the consent calendar.

**CITY OF MANITOU SPRINGS
CITY COUNCIL**

Regular Meeting Minutes
606 Manitou Avenue
November 18, 2025

The City Council of Manitou Springs met in Regular Session on Tuesday, November 18, 2025, at 606 Manitou Avenue, in the City of Manitou Springs, County of El Paso, and State of Colorado.

COUNCIL MEMBERS PRESENT FOR ROLL CALL:

Mayor John Graham
Mayor Pro Tem Natalie Johnson
Councilor Judith Chandler
Councilor John Shada
Councilor Julie Wolfe
Councilor Nancy Fortuin

COUNCIL MEMBERS ABSENT FOR ROLL CALL:

Councilor Michelle Whetherhult (Excused)

A. CALL TO ORDER

Mayor Graham called the meeting to order at 6:00 PM.

B. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

C. ROLL CALL

All members of the City Council were present for the roll call, except for Councilor Whetherhult.

D. APPROVAL OF AGENDA

Councilor Chandler moved to approve the agenda as presented. The motion was seconded by Councilor Fortuin. The motion carried unanimously (6-0).

E. PUBLIC COMMENT ON NON-AGENDA ITEMS

Greg Wellens, with Adventures Out West, read a letter regarding the recent defeat of Ballot Issue 2A. He requested that the City Council form a working group consisting of council members, city staff, and representatives of the business community to collaborate on addressing the City's financial challenges. He emphasized the shared interest in Manitou Springs' long-term success and encouraged meaningful dialogue as

the City considers future budget decisions and potential ballot measures. He stated the letter was submitted on behalf of several Manitou business owners and campaign committee members.

F. POLICE DEPARTMENT AWARDS

Commander Corey Sevene announced that three awards were being presented to individuals recognized by supervisors or other city personnel. Evidence Specialist Ryan Karcher was presented with a Certificate of Appreciation for her service as backup Public Information Officer during a period of heightened communication needs. Commander Sevene noted that she volunteered for the role and performed it with professionalism, reliability, and responsiveness under pressure.

Sergeant Leo Strand presented School Resource Officer Gary Johnson with a Commander Citation for his professionalism, dedication, and service to the Manitou Springs School District. Sergeant Strand noted that Officer Johnson is a trusted and valued presence on campus, regularly supporting students at school and at events, engaging with families, and providing guidance to students in need.

Corporal Jeffrey Schulke recognized Officer Michaela Robertson for her determination and dedication in identifying impaired drivers and presented her with a Chief's Commendation. He noted that Officer Robertson made approximately 60 Driving Under the Influence (DUI) arrests in 2025, with an additional 20 completed while training new officers, accounting for more than half of the department's total DUI arrests for the year. Corporal Schulke commended her proactive policing, thorough investigations, and commitment to public safety, stating that she sets a strong example for fellow officers.

Mayor Graham thanked the Police Department on behalf of the City Council, noting that their work goes beyond law enforcement to fostering community, safety, and a sense of home in Manitou Springs.

Note for the Record – The City Council took a break at 6:12 PM and reconvened at 6:14 PM.

G. CONSENT CALENDAR

1. Presentation of Warrants
2. October 7, 2025 City Council Minutes

Note for the Record – This item was pulled from the consent calendar as requested by Councilor Chandler.

3. Consider Reappointing Cory Sutela to the Mobility and Parking Board
4. Consider Reappointing Karl Stang to the Mobility and Parking Board
5. Consider Reappointing Bill Koerner to the Mobility and Parking Board
6. Consider Reappointing Luke Prince to the Mobility and Parking Board

Councilor Chandler moved to approve the consent calendar as amended. The motion was seconded by Councilor Fortuin. The motion carried unanimously (6-0).

G2. October 7, 2025 City Council Minutes

Mayor Pro Tem Johnson moved to approve the minutes as presented. The motion was seconded by Councilor Fortuin. The motion carried (5-0) with Councilor Chandler abstaining.

H. BUSINESS

1. Consider Appointing Avrie Tomsik to the Historic Preservation Commission

Laura Kindseth, Chair of the Historic Preservation Commission (HPC) introduced Applicant Avrie Tomsik. Chair Kindseth highlighted Applicant Tomsik's bachelor's degree in architecture, her professional experience with an architectural firm in Colorado Springs, and her strong skills in reviewing construction documents, understanding modern building techniques, and assessing existing structures.

Applicant Tomsik shared that she has lived, studied, and worked in Manitou Springs her entire life. She explained that she developed an early interest in historic preservation during her college studies, where she focused on place-keeping and adaptive reuse. She expressed a desire to bring a younger perspective to the HPC, encourage community involvement, and help protect both local heritage and environmental sustainability.

Councilor Fortuin moved to appoint Avrie Tomsik to the HPC. The motion was seconded by Councilor Wolfe. The motion carried unanimously (6-0).

2. Discussion Regarding Complaints Concerning Council Member Shada's Alleged Conduct

Mayor Graham explained that concerns were raised in a previous meeting about Councilor Shada's conduct, including a letter requesting his resignation. He shared that the Council received many comments from residents and acknowledged public frustration. He clarified that the Council cannot remove or suspend a councilmember and that Councilor Shada's alleged actions are not applicable to the censure process in the City Code. Mayor Graham explained that only voters can remove a council member through a recall.

Councilor Shada stated that he does his best to serve the community, acknowledging that he sometimes falls short. He noted that he was elected by the voters and intends to continue serving unless the electorate chooses to remove him.

Councilor Wolfe expressed disappointment that the item was placed on the agenda, stating that the Council has experienced far more heated behavior during meetings without similar action being requested. She stated that disputes between individuals outside Council proceedings are not Council's business and cautioned against turning the matter into an investigative or accusatory process. She added that while disagreements and tempers occur, Council typically moves on to focus on its work, and she does not believe the situation warrants Council time or review.

Mayor Graham opened the floor for public comment.

Farley McDonough, with the Board of Directors for Visit Manitou Springs, read aloud a letter from the board, which was included in the packet.

Brenda Gillan, 6 Spencer Avenue and owner of The Art of Being Calm, stated that she is both a professional colleague and close friend of Councilor Shada. She expressed her support for him, noting that in the nine years she has known him, he has consistently demonstrated reliability, trustworthiness, and a calm, kind demeanor. She stated that she does not believe he would ever physically threaten anyone and shared examples of his neighborliness and community helpfulness, including assisting residents, supporting elderly neighbors, and helping her personally and professionally.

Angela Copeland-Wilks, owner of Manitou Winery and a board member of Visit Manitou Springs, appealed to Council as both a business owner and chamber representative. She stated that Councilor Shada's alleged behavior has been embarrassing for the business community and frequently circulated on social media. She expressed concerns about his conduct in relation to chamber matters and requested that he resign. She suggested that, if he does not resign, he should recuse himself from all future chamber-related discussions and decisions.

Ron Elgen, member of the Colorado Springs Parks and Recreation Advisory Council, stated that he had a recent interaction with Councilor Shada at an event at the Pikes Peak Cog Railway. He described the exchange as unprofessional, demeaning, and disrespectful for an elected official, and expressed concern about Councilor Shada's ability to appropriately manage his conduct in an official capacity. He encouraged Council and Councilor Shada to consider whether this behavior aligns with the expectations of the position.

Sally Fitzgerald, 143 Deer Path, stated that she has known Councilor Shada for over 20 years and believes there are multiple perspectives to every incident. She acknowledged that everyone has flaws and shared a personal example of Councilor Shada's kindness. She expressed that, in her experience, he has shown compassion and a genuine heart.

Mayor Graham closed the floor to public comment.

Councilor Chandler stated that all elected and appointed officials should uphold high standards of professionalism and stewardship. She said that it was inappropriate for Council to be placed in a position to evaluate alleged incidents that members did not witness and noted she regretted supporting the item being added to the agenda. She emphasized that there is a defined process for situations of this nature and that residents who have lost confidence in an elected official have the right to initiate a recall. She also stated strong opposition to anyone, especially non-residents, suggesting that any councilor recuse themselves from budget-related matters.

Councilor Wolfe stated that Ila Quinn, who was unable to attend, asked her to convey that she opposes any recommendation for Councilor Shada to resign and considers him an upstanding citizen who has been helpful to her and to the community.

Mayor Pro Tem Johnson agreed that Council's role is not to act as judge or jury but stated she does not condone the alleged behavior. She noted that the only appropriate action available to Council would be to request an investigation to clarify the allegations. She added that while she has valued working with Councilor Shada, she is troubled by the idea that community members may have been hurt by their interactions with him.

Mayor Graham acknowledged ongoing community concerns and repeated allegations involving Councilor Shada, noting that these issues have contributed to a lack of public confidence. He reiterated that Council has limited authority and that the decision ultimately rests with the voters. He also raised concerns about the city's potential liability if Council takes no action. While recognizing both positive and negative interactions he has observed involving Councilor Shada, he emphasized the importance of restoring confidence and minimizing discord for the next Council. He stated that an independent, third-party investigation would be the most objective way to address the situation and stated he would support moving forward with one.

Councilor Fortuin stated that she would support an investigation.

Councilor Chandler expressed opposition to an investigation, noting that no legal charges have been brought against Councilor Shada and that she does not have firsthand knowledge of the incidents described. She affirmed that residents have the right to pursue a recall.

Councilor Wolfe stated that she is strongly opposed to an investigation, citing budget constraints and expressing concern about spending taxpayer funds on incidents that occurred outside Council chambers. She disagreed with suggestions that the City could face liability in such circumstances, characterizing the concern as unfounded.

Councilor Shada agreed with Councilor Wolfe.

Mayor Graham commented that Council sentiment was split on pursuing an investigation and that a formal vote would likely result in a tie and therefore fail.

I. RECEIVE OR ACT ON COUNCIL CORRESPONDENCE

Councilor Chandler commended the Climate Action Work Group for hosting an outstanding potluck and awards event.

Councilor Wolfe raised a safety concern on Lovers Lane, noting a missing concrete barrier along an otherwise protected section above the creek. She stated the gap poses a significant hazard and requested temporary or partial protective measures, such as cones, markings, or an additional block that still allows stormwater flow. She asked that staff evaluate options to reduce the risk and consider immediate safety measures.

Mayor Graham noted that many areas in Manitou Springs have similar cliff or drop-off hazards but agreed the concern was worth reviewing.

City Administrator Denise Howell explained that staff has evaluated the site and that a permanent barrier cannot be installed without disrupting stormwater flow. The gap has existed for more than a decade, and similar conditions exist elsewhere along the road. She confirmed that staff can place an orange cone there as an interim safety measure until the full Lover's Lane improvements are completed.

Mayor Graham suggested exploring a temporary, portable chain-link barrier that would allow water to pass through while preventing falls.

J. CITY ADMINISTRATOR REPORT

City Administrator Howell reported on the following:

- The Greeni Awards were a success. Two employees were awarded the Canopy Award.
- The Turkey Shoot, hosted by the Fire Department, raised substantial funds.
- The Creek Walk Ribbon Cutting, which was earlier in the day, was a success.
- Discounted parking rates will be offered during the holiday season to support the local business community.
- City Council will have a budget meeting on Saturday, starting at 9:00 AM in Memorial Hall. The meeting is open to the public, but there will be no public comment.

Mayor Graham announced that the first reading of the budget ordinance will be on December 2, 2025 and the second reading and public hearing will be on December 11, 2025. He explained that Council does not usually take public comment during first readings, but with the limited time to get the budget approved they will be taking public comment during first reading for the budget ordinance.

K. EXECUTIVE SESSION

1. An Executive Session to determine positions relative to matters that may be subject to negotiations, develop a strategy for negotiations, and/or instruct negotiators, pursuant to Section 5.1(d) of the City of Manitou Springs Municipal Charter, concerning a personnel matter.
2. An Executive Session to hold a conference with the City Attorney pursuant to Section 5.1(c) of the City of Manitou Springs City Charter, concerning the dissolution of the Manitou Springs Metropolitan District.

Mayor Graham read the purpose of the Executive Session into the record at 6:58 PM.

Mayor Pro Tem Johnson moved to enter the Executive Session for the stated purpose. The motion was seconded by Councilor Chandler. The motion carried (6-0).

The City Council moved back to Regular Session at 8:01 PM. Mayor Graham confirmed the Executive Session was held solely for the stated purpose and that no formal decision was made.

ADJOURN

Mayor Pro Tem Johnson moved to adjourn the meeting. The motion was seconded by Councilor Chandler. The motion carried unanimously (6-0). The meeting adjourned at 8:01 PM.

Attest:

John Graham, Mayor

Elena Krebs, City Clerk

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



Memorandum

Title: Reappoint Justin Wilson to the City Planning Commission

From: City Clerk's Office

To: Mayor and City Council

CC: City Administrator Denise Howell

Allocated Time: 5 Minutes

December 2, 2025

Purpose:

For the City Council to review and consider approving the request for the reappointment of Justin Wilson to the City Planning Commissions (CPC).

Background:

Justin Wilson has been serving as a member of the Planning Commission since 2019, and his current term is set to expire on December 31, 2025. He currently serves as Vice Chair of the Commission. Given his thoughtful contributions, commitment to sound decisions in the Land Use and Development Code (LUDC), and effective leadership when chairing meetings, Chair Alan Delwiche has endorsed Vice Chair Wilson's request for reappointment.

Pros and Cons:

N/A

Fiscal Impact:

None.

Workload Impact:

Minimal.

Recommended Action:

Reappoint Justin Wilson as a regular member of the City Planning Commission through the approval of the consent calendar.

October 31, 2025

Ms. Kristen Dukoi
Deputy City Clerk
606 Manitou Avenue
Manitou Springs, CO 80829

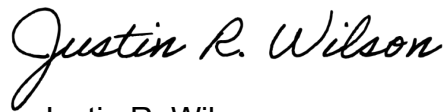
Re: Request to Extend as a Regular Member on City Planning Commission

Dear Ms. Dukoi,

I would like to express my interest in extending my tenure as a regular member of the Manitou Springs Planning Commission. I have served as a regular member of the Commission over the past four years and I would like to further help the Commission, the City of Manitou Springs, and its residents.

If selected for extension as a regular member, I know I can continue to provide effective guidance and review to the development of the City. Thank you again for your time and consideration.

Sincerely,


Justin R. Wilson

November 20, 2025

Mayor Graham and City Council,

I am writing to express my support for the reappointment of Justin Wilson to the planning commission. Throughout his tenure, Justin has always contributed thoughtful insights to our deliberations. Justin has been a leader in reminding the commission that is important to base decisions on the LUDC rather than on personal opinions. As vice chair Justin also has been extremely effective when chairing our meetings.

I recommend that you reappoint Justin to serve another term on the planning commission. His continued presence will contribute to the commission's effectiveness in addressing the important issues facing our city.

Sincerely,

Alan Delwiche

Chair, Planning Commission



Memorandum

Title: Consideration of Resolution No. 1625, A Resolution of the City of Manitou Springs City Council, Urging the Registered Electors of Manitou Springs Metropolitan District to Vote "YES" on the City's Plan for Dissolution of the Metropolitan District

From: Mayor John Graham

To: Mayor and City Council

CC: City Administrator Denise Howell

Allocated Time: 10 Minutes

December 2, 2025

Purpose:

For City Council to consider approving a resolution encouraging electors in the Manitou Springs Metropolitan District to vote in favor of the City's plan for dissolution of the District.

Background:

The Manitou Springs Metropolitan District (the "Metro") was established in 1989 by Downtown Manitou Springs merchants to provide a public parking lot. Through a bequest from Downtown businessman John Smischny, the Metro later acquired property and developed a second lot on western Manitou Avenue. For much of the Metro's lifespan, essential services were provided by the City of Manitou Springs through an Intergovernmental Agreement (IGA). That IGA was dissolved, effective earlier this year, thus making the Metro District directly responsible for all operations and maintenance issues such as snow removal, cleaning, striping of the parking lanes, legal and administrative matters, etc.

Meanwhile, the City of Manitou Springs has developed other parking facilities and established an in-house Parking Department and a Parking Enterprise Fund. The City Council has determined that the Metro's services and functions can be provided more efficiently by the City, and that having two parking authorities results in confusion and creates redundant administrative needs. City Council also believes that the original objectives of the Metro District have been met and that a unified parking management approach is essential for effective future operations. City Council believes that the dissolution of the District is in the best interests of the residents, business owners, and taxpayers.

Pros and Cons:

Pros:

Dissolution of the Metro District would simplify parking operations and management. It



would permit a single administrative approach for all public parking in Manitou Springs. This would reduce confusion over rates and policies and eliminate duplication of efforts. It would enhance efficiency and make parking operations simpler for users. It would enable better use of online tools for parking lot users.

Additionally, the Downtown area is served by a Business Improvement District (BID), which is responsible for maintenance of public areas with snow removal and street cleaning. Like the Metro District, this Special District was voted into existence by Downtown merchants and property owners who pay assessments and a small property tax for the BID's support. However, BID expenses substantially exceed the BID's revenues, creating a growing problem for the Downtown. Since the Metro and the BID serve largely the same area and the same interests, it would be worth considering how the Metro's assets might be, in part, directed to support BID needs.

Cons: None.

Fiscal Impact:

There would be undetermined legal and administrative costs in dissolving the Metro. However, these would be one-time costs, and these are anticipated to be modest compared to the on-going savings in efficiency that would result. Revenues from the two parking lots would accrue to the City's Parking Enterprise Fund and expenses would be paid from it.

Workload Impact:

Some additional work for staff during the transition. Afterward, there would be ongoing maintenance and operational needs. However, under the IGA, the City was already performing most, if not all, of the Metro's needs.

Recommended Action:

Move to adopt Resolution No. 1625, a resolution of the City of Manitou Springs City Council, urging the registered electors of Manitou Springs Metropolitan District to vote "yes" on the City's plan for dissolution of the Metropolitan District.

RESOLUTION

**A RESOLUTION OF THE CITY OF MANITOU SPRINGS CITY COUNCIL,
URGING THE REGISTERED ELECTORS OF MANITOU SPRINGS
METROPOLITAN DISTRICT TO VOTE “YES” ON THE CITY’S PLAN FOR
DISSOLUTION OF THE METROPOLITAN DISTRICT**

WHEREAS, the Manitou Springs Metropolitan District was formed by downtown Manitou Springs businesses in 1989 to provide parking facilities to promote easy and affordable access for people to visit downtown Manitou Springs; and

WHEREAS, the Metro District now owns and operates the Wichita and Smischny parking lots in Downtown Manitou Springs but operates independently of the other City-owned and managed parking lots as well as the on-street parking elsewhere throughout the City; and

WHEREAS, the City has developed other parking facilities and established an in-house Parking Department and a Parking Enterprise Fund. The City Council has determined that the Metro’s services and functions can be provided more efficiently by the City, and that having two parking authorities results in confusion and creates redundant administrative needs. Additionally, the City is in a far better position to provide or coordinate related amenities, such as restroom facilities and public transit services; and

WHEREAS, the City desires to have a single, integrated parking program for the benefit of its residents and visitors and to thereby promote convenience, efficiency, and clarity with a single set of policies and practices. City Council believes that the dissolution of the District is in the best interests of the residents, business owners, and taxpayers; and

WHEREAS, Manitou Springs residents in the Downtown face difficult and limited parking options, and the City desires to provide those residents with better options through an expanded and improved parking program; and

WHEREAS, the City believes a portion of the revenue from the parking lots should be considered for the maintenance, beautification, utility, or other enhancements of the Downtown; and

WHEREAS, both the City and the Metro District submitted dissolution plans to the District Court of El Paso County, Colorado. On Nov. 12, 2025, the Court ruled that the City’s plan complied with state requirements while the Metro District’s did not. The Court adopted the City’s plan and ordered a special election be held on the question of dissolution of the District; and

WHEREAS, We, the Manitou Springs City Council, are reaching out to the registered electors of the Manitou Springs Metro District to ask their support by voting “Yes” in favor of the dissolution.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL REPRESENTING MANITOU SPRINGS, COLORADO, THAT:

SECTION 1: The Manitou Springs City Council fully supports the adoption of the City's dissolution plan for the Metro District.

SECTION 2: The City Council urges all Metro District electors to vote in favor of the dissolution.

SECTION 3: This Resolution shall take effect immediately upon approval and adoption by the City Council.

Adopted at the meeting of the Manitou Springs City Council, Colorado, on this 2nd day of December 2025.

Mayor and Council:

By: _____

John Graham, Mayor

Attest:

Elena Krebs, City Clerk



Memorandum

Title: Consideration of Approval of Easement Agreement for Crown Castle Towers 09 LLC; 338 Alpine Trail

From: Frederick Rollenhagen, Planning Director

To: Mayor and City Council

CC: City Administrator Denise Howell

Allocated Time: 30 Minutes

December 2, 2025

Purpose:

The purpose of this action item is to consider approval of the attached easement agreement that would provide legal access and use to a portion of the telecommunications facility that is encroaching on potentially City-owned right-of-way.

Background:

Crown Castle Towers 09, LLC., the owner of the property and the telecommunications facility at 338 Alpine Trail, recently provided a survey and other information to City staff that appears to show a road known as Pine Tree Path, or Lincoln Road, running along the property line of 338 Alpine Trail. It shows a portion of the cell tower base encroaching onto said road. The owner inquired whether the City owns this road and if so, would request an easement for the encroaching improvement.

This telecommunications facility has a long history. Records indicate that City Council initially approved the facility in 1992 as an "Administrative Approval". Over the years, numerous improvements have been made to the facility; some which were approved administratively and some were approved by the City Planning Commission or City Council, depending on the scope of the improvement. Plans found in the property file did not show a road or street located in this location, so it appears the location of the road was unknown in previous approvals.

A 2015 survey prepared by Clark Surveying (attached) was provided and shows the Crown Castle property with the location of the telecom facility encroaching onto a road named "Pine Tree Path". The property owner also provided the original replatted Plan of the City of Manitou Springs dated 1882 with the subject property outlined in red.

The City's attorney was unable to find any basis for the Clark Survey or the other exhibit calling this Pine Tree Path, Lincoln Road, or Unnamed Road in the Plan of Manitou document. The attorney working on this for the title company has not found any basis either. The Clark Survey says that it is shown on the Plan of Manitou document as a



City right-of-way, but nobody can find that anywhere on the Plan of Manitou or in any other documents.

A City right-of-way is typically established via the platting process when the owner of the property dedicates it to the City as a roadway. A right-of-way can also be established by 20 years of continuous public use. C.R.S. § 43-2-201.

Pros and Cons:

Granting this easement does not appear to create an adverse impact on the city because the city is unaware of anyone using said property as access. No road maintenance activities are performed in this area and the property is not used as access to other properties. Therefore, staff has not identified any adverse impacts to granting this easement.

Fiscal Impact:

Staff has provided limited staff time on this matter other than conducting limited research for this Agenda item and communicating with the property owners. The property owners have agreed to pay the City \$2500 for the easement.

Workload Impact:

No workload impact, as a result of this easement, is expected.

Recommended Action:

The attorney for the title company and his client offered to draft up an easement with no warranties of title from City pursuant to which the City grants Crown Castle (the cell tower company) an easement for the tower that is located partially in the surveyed roadway. The easement indicates that, to the extent the City owns it, it grants to Crown Castle an encroachment easement until the Tower is removed or abandoned.

The property owners have offered the City \$2500 based on fair market value and the time the city's attorney and staff have spent on this matter. At this time, no one is aware, nor can identify, that the City has a right-of-way where the small portion of the cell tower is located. Our attorney has seen no evidence that the City has a right-of-way in this location, but the title company that insured title for the cell tower owner (Crown Castle) is willing to pay \$2,500 for an easement, which includes no representation by the City that the City owns the property.

It is recommended that an easement be granted. Said road is not being maintained by the City and does not appear to provide access to, nor is in use for any particular property within the City limits.

**EASEMENT AGREEMENT
(BU 855758)**

THIS EASEMENT AGREEMENT ("Agreement") is entered into as of _____, 2025 by and between The City of Manitou Springs, Colorado, a Colorado home rule municipality, ("Grantor"), whose address is 606 Manitou Avenue, Manitou Springs, Colorado 80829, and Crown Castle Towers 09 LLC, a Delaware limited liability company ("Grantee") whose address is 2000 Corporate Drive, Canonsburg, PA 15317-8564. Grantor and Grantee are sometimes referred to collectively herein as the "Parties" and severally as a "Party."

Recitals

A. Grantor may own certain real property in El Paso County, Colorado, described as "Pine Tree Path" or "Lincoln Road" as shown in **Exhibit A**, attached hereto and made a part hereof, prepared by Cameron Fourth at Fourth Land Surveying, Inc. (the "Grantor's Property").

B. Grantee is the fee owner of that certain real property as more particularly described in the Warranty Deed recorded March 2, 2017 at Reception No. 217024830 El Paso County, Colorado (the "Crown Castle Property"); also known as 338 Alpine Trail, Manitou Springs, Colorado 80829; Assessor's Parcel ID: 7405200010.

C. The base of an existing cell tower owned and operated by Grantee (the "Cell Tower") encroaches approximately twelve and one-half (12½) feet onto the Grantor's Property (the "Encroachment"). The location of the Encroachment is also shown in **Exhibit A**.

D. Grantee desires to obtain and Grantor is willing to grant a non-exclusive easement over a portion of Grantor's Property for the purpose of permitting the Encroachment on Grantor's Property, subject to the terms and conditions of this Agreement.

NOW THEREFORE, in consideration of the foregoing and the promises and covenants contained herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties hereto agree as follows:

Agreement

1. **Incorporation of Recitals**. The foregoing recitals are incorporated herein as material terms of this Agreement.

2. **Grant of Easement**. Grantor hereby grants, bargains, sells and conveys to Grantee and Grantee's successors and assigns, a perpetual non-exclusive easement (the "Easement") on, over, under, through and across that portion of Grantor's Property (the "Easement Area"), for the purpose of operating, repairing, maintaining, altering and replacing the Cell Tower in the Easement Area and providing access for Grantee to operate, repair, maintain, alter and replace the Cell Tower in the Easement Area.

3. Notwithstanding the foregoing, the following restrictions and limitations shall apply to the Easement:

(a) The Easement shall remain in effect for as long as the Cell Tower remains in place. If the Cell Tower is ever completely demolished or destroyed, Grantee must reconstruct any new cell tower entirely within the Grantee's Property. In such event, this Easement shall automatically terminate, and Grantee shall restore the Easement Area to the condition of Grantor's adjacent property.

(b) Grantee shall have reasonable limited access to Grantor's Property as necessary to allow Grantee to operate, repair, maintain, alter or replace the Cell Tower, including the right to install, maintain, and upgrade utilities, including power and fiber, within the Easement Area.

(c) Grantee shall indemnify, defend and hold harmless Grantor for any liability, loss, claim or damage, including reasonable attorney's fees, sustained or incurred by Grantor as a result of, arising out of or relating to the Cell Tower and the use of the Easement; provided, however, Grantee shall have no obligation to indemnify Grantor for any liability, loss, claim or damages caused by Grantor's negligence or intentional misconduct.

(d) Grantor will not interfere with or disturb Grantee's quiet use and enjoyment of the Easement Area.

(e) Grantor expressly waives any claims, causes of action, or damages related to Grantee's prior use and occupancy of the Easement Area.

4. Easement Appurtenant. The Easement shall be appurtenant to Grantee's Property.

5. Grantor's Reserved Rights. Grantor expressly reserves the right to use the Easement Area for any purpose, so long as any such use by Grantor does not unreasonably interfere with Grantee's use of the Easement for its intended purposes.

6. Maintenance and Repairs. Grantee shall be responsible for operating, repairing, maintaining and altering the Cell Tower within the Easement Area in a good and safe condition at Grantee's sole cost and expense.

7. Provisions to Run With Land. All provisions of this Agreement, including all benefits and burdens, shall annex to and run with the lands of the Parties hereto, and shall bind and inure to the benefit of the Parties and their respective successors and assigns.

8. No Warranties of Title. Grantor makes no warranties or representations to Grantee concerning the Easement Area, including but not limited to warranties of title. Any and all warranties are expressly disclaimed by Grantor.

9. Remedies and Attorneys' Fees. In the event of breach, the non-defaulting Party shall have all rights and remedies available at law or equity, including specific performance. In the event of any dispute or litigation arising out of or relating to this Agreement, the prevailing party shall be awarded and paid its expenses, including reasonable attorneys' fees, from the non-prevailing party.

10. Counterparts. This Agreement may be executed in counterparts.

EXHIBIT A

A PORTION OF THE NORTHWEST QUARTER OF SECTION 5
TOWNSHIP 14 SOUTH, RANGE 67 WEST OF THE 6TH P.M.
CITY OF MANITOU SPRINGS, COUNTY OF EL PASO, COLORADO

NORTH 1/4 CORNER SEC. 5
FOUND 2" PIPE WITH 3.5"
PROPERLY MARKED BRASS CAP



BASIS OF BEARINGS

S02°52'34"W 1,649.25' (M)
S02°53'14"W 1,649.33' (R)
N89°41'44"E 3.53' (M)
S89°39'02"E 3.59' (R)
N13°59'28"E 3.32' (M)
N11°41'22"E 3.32' (R)
N15°11'46"E 49.07' (M)
N15°10'21"E 48.78' (R)

APPROXIMATE
LOCATION OF "PINE
TREE PATH" PER
REC. NO. 215900048

TOWER BASE

N20°29'06"E 79.78' (M)
N20°31'52"E 80.05' (R)

N39°25'19"E 24.40' (M)
N39°20'25"E 24.43' (R)

N44°37'34"E 69.36' (M)
N44°35'37"E 69.34' (R)

N02°20'24"E 75.91' (M)
N02°23'57"E 75.93' (R)

FOUND 1.5" WASHER,
"3' W.C., PLS 31548,"
FLUSH WITH GRADE

N50°16'08"W 46.90' (C)

N89°38'32"W 61.72' (C)

FOUND 0.5" IRON PIPE,
0.3' ABOVE GRADE

PARALLEL WITH AND 1949'
SOUTH OF SECTION LINE
(PER DEED CALL)

LEGEND

- FOUND NO. 5 REBAR WITH 1.25" PLASTIC CAP, PLS 31548, UNLESS OTHERWISE NOTED
- PLSS MONUMENT FOUND
- (R) RECORD VALUE PER SURVEY PLAT REC. NO. 215900048
- (M) MEASURED VALUE
- (C) CALCULATED VALUE
- ▨ AREA OF CONFLICT



CELL TOWER
SUPPORT BUILDING

GRAVEL ROAD

APPROXIMATE TOP
OF HIGHWALL

AREA WITHIN R.O.W.

APPROXIMATE TOE
OF HIGHWALL

1" = 40'



FORTH LAND SURVEYING, INC.

1586 S. 21st Street, Suite 10
Colorado Springs, CO 80904
Phone: 719-722-7446
E-mail: Cameron@ForthLS.com
Website: www.ForthLS.com





Legal Description

A parcel of land located in the Northwest Quarter of Section 5, Township 14 South, Range 67 West of the 6th P.M., City of Manitou Springs, County of El Paso, State of Colorado described as commencing at the North Quarter Corner of said Section 5, as monumented by a 2" iron pipe with a 3.5" brass cap stamped by the B.L.M. in 1974 and considering the east line of the said northwest quarter of Section 5 to bear South 02°52'34" West with all bearings herein relative thereto;

Thence along the said east line of the northwest quarter of Section 5 South 02°52'34" West a distance of 1,649.25 feet to a #5 rebar with a 1.25" plastic cap inscribed "PLS 31548" (Clark monument), said point being the POINT OF BEGINNING;

Thence South 02°47'55" West along the said east line of the northwest quarter of Section 5 a distance of 300.11 feet to a 0.5" iron pipe located approximately 1949 feet southerly of the north quarter corner of said Section 5;

Thence departing the said east line of the northwest quarter of Section 5 North 89°38'32" West parallel with and approximately 1949 feet south of the north line of the said northwest quarter of Section 5 a distance of 61.72 feet to the northerly right-of-way of US Highway 24;

Thence North 50°16'08" West along the said northerly right-of-way of US Highway 24 a distance of 46.90 feet to the west line of Parcel F as conveyed in Reception #222099684 and as monumented by a Clark monument set as a 3' witness corner;

Thence departing the said northerly right-of-way of US Highway 24 and along the said west line of Parcel F North 02°20'24" East a distance of 75.91 feet to a Clark monument located on the southerly right-of-way of "Pine Tree Path" as depicted in Reception #215900048;

Thence, departing the said west line of Parcel F the following 5 courses along the said southerly right of way of Pine Tree Path:

1. N44°37'34"E a distance of 69.36 feet to a Clark monument;
2. N39°25'19"E a distance of 24.40 feet to a Clark monument;
3. N20°29'06"E a distance of 79.78 feet to a Clark monument;
4. N15°11'46"E a distance of 49.07 feet to a Clark monument;
5. N13°59'28"E a distance of 3.32 feet to a Clark monument;

Thence departing the said southerly right-of-way of Pine Tree Path North 89°41'44" East a distance of 3.53 feet to the POINT OF BEGINNING, having an area of 17,104 square feet being also 0.393 acres, more or less.

Cameron Forth, PLS
Forth Land Surveying, Inc.
1586 S. 21st Street, Ste. 10
Colorado Springs, CO 80904
Phone: 719-722-7446
E-mail: Cameron@ForthLS.com



EL PASO COUNTY - COLORADO**7405200010**
W HIGHWAY 24Total Market Value
\$46,200**OVERVIEW**

Owner:	CROWN CASTLE TOWERS 09 LLC, ATTN: PROPERTY TAX
Mailing Address:	2000 CORPORATE DR CANONSBURG PA, 15317-8564
Location:	W HIGHWAY 24
Tax Status:	Taxable
Zoning:	HLDR
Plat No:	R00594
Legal Description:	THAT UNNUMBERED PART OF BLK C LY SLY OF N LN OF LOT 1 IF EXT ELY, ELY OF PINE TREE PATH AND NELY OF MANITOU BY-PASS MANITOU SPGS

MARKET & ASSESSMENT DETAILS

	Market Value	Assessed Value
Land	\$46,200	\$12,890
Improvement	\$0	\$0
Total	\$46,200	\$12,890

No buildings to show.

LAND DETAILS

Sequence Number	Land Use	Assessment Rate	Area	Market Value
1	VACANT LAND, LESS THAN 1.0	27.900	18677 SQFT	\$46,200

SALES HISTORY

	Sale Date	Sale Price	Sale Type	Reception
+	03/02/2017	\$136,000	Vacant Land; Non-Real Property Involved	217024830
+	10/26/2009	\$0	-	209123742
+	10/26/2009	\$0	-	209123741
+	10/26/2009	\$0	-	209123739
+	10/26/2009	\$0	-	209123738
	12/11/1990	\$0	-	-
	11/16/1988	\$0	Multiple Properties	-

TAX ENTITY AND LEVY INFORMATION

County Treasurer Tax Information

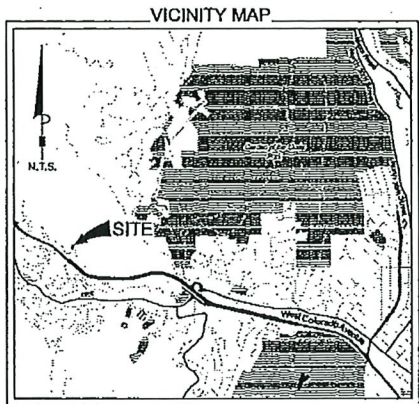
Tax Area Code: **HBH** Levy Year: **2023** Mill Levy: **71.757**

Taxing Entity	Levy	Contact Name/Organization	Contact Phone
EL PASO COUNTY	6.862	FINANCIAL SERVICES	(719)520-6400
EPC ROAD & BRIDGE SHARE	0.165	-	(719)520-6498
CITY OF MANITOU SPRINGS	11.408	REBECCA DAVIS	(719)685-5481
EPC-MANITOU SPGS ROAD & BRIDGE SHARE	0.165	-	(719)520-6498
MANITOU SPRINGS SCHOOL DISTRICT #14	49.208	SUZI THOMPSON	(719)685-2011
PIKES PEAK LIBRARY DISTRICT	3.061	RANDALL A GREEN	(719)531-6333
SOUTHEASTERN COLO WATER CONSERVANCY DISTRICT	0.888	JAMES BRODERICK	(719)948-2400



Disclaimer

We have made a good-faith effort to provide you with the most recent and most accurate information available. However, if you need to use this information in any legal or official venue, you will need to obtain official copies from the Assessor's Office. Do be aware that this data is subject to change on a daily basis. If you believe that any of this information is incorrect, please call us at (719) 520-6600.



PROPERTY INFORMATION BINDER LEGAL DESCRIPTION:

That unnumbered part of Block C, lying southerly of lot line of Lot 1, if extended easterly, easterly of Pine Tree Path and northerly of Manitou Bypass, Manitou Springs, El Paso County, Colorado.

The property described above is the same property described in Land Title Guarantee Company Title Commitment No. SC55047368 dated April 25, 2014.

WARRANTY DEED LEGAL DESCRIPTION:

That unnumbered part of Block C in the Town of Manitou, now a part of the City of Manitou Springs, lying southerly of the north line of Lot 1 extended easterly, excepting therefrom that portion described in Deed to the Department of Highways, State of Colorado, recorded in Book 2213 at Page 455 under Reception No. 576572, according to the plat thereof recorded in Plat Book A at Page 108, in El Paso County, Colorado.

The property described above is the same property described in Book 2577 at Page 422.

NOTES:

- Denotes recovered survey monument, marked as noted
- Denotes set survey monument, no. 5 rebar w/ 1/2" yellow plastic cap, "LS 31548"
- (M) Denotes measured bearing and/or distance.
- (R) Denotes record bearing and/or distance.
- (C) Denotes calculated bearing and/or distance.

LEGEND:

- Overhead Electric Line
- Utility Pole
- Guy Wire
- Chain-Linked Fence
- Barbed-Wire Fence

- This survey does not constitute a title search by Clark Land Surveying, Inc. to determine ownership, easements or rights of way of record. For all information regarding said matters of record, Clark Land Surveying, Inc. relied upon a Property Information Binder, issued by Land Title Guarantee Company, Order No. SC55047368, dated April 25, 2014 and additional documents provided by Land Title Guarantee Company.
- Base of bearings is the geodetic bearing of the east line of the subject parcel, monumented as shown and determined by static GPS observations. The geodetic bearing of said line is S25°34'W.
- Any underground utilities shown have been located from field survey information. The surveyor makes no guarantee that the underground utilities shown comprise all such utilities in the area, either in service or abandoned. The surveyor further does not warrant that the underground utilities shown are in the exact location indicated although he does certify that they are located as accurately as possible from the information available. This surveyor has not physically located the underground utilities.
- Easements and other record documents shown or noted on this survey were examined as to location and purpose and were not examined as to restrictions, exclusions, conditions, obligations, terms, or as to the right to grant the same.
- The lineal units used in this drawing are U.S. Survey Feet.
- Section 5, Township 14 South, Range 67 West of the 6th P.M. was laid out as a fractional section. The original north portion was completed October 28, 1883. The original south portion was completed September 28, 1871. BLM (GLO) plat and field notes were reviewed for this survey.
- Documents reviewed during course of this survey:
 - Plan of the City of Manitou (Bk. A, Pg. 108 - Map No. 593)
 - Addition No. 1 to Little Switzerland (Bk. N, Pg. 56 - Map No. 752)
 - Quit Claim Deed (Rec. No. 01986894)
 - Warranty Deed (Rec. No. 01768013)
 - Warranty Deed (Bk. 2577, Pg. 422 - Rec. No. 973443)
 - Deed (Bk. 2213, Pg. 455 - Rec. No. 576572)
 - Deed (Bk. 2431, Pg. 225 - Rec. No. 824009)
 - CDOT Right-of-Way Plans (F 017-1(2) SEC. 3)

SURVEYOR'S STATEMENT:

The undersigned Colorado Registered Professional Land Surveyor does hereby state and declare to Lois M. Quick Estate, Jack E. Quick (Representative) that the accompanying plat was surveyed and drawn under his direct responsibility and supervision and to the normal standard of practice by surveyors in the State of Colorado and accurately shows the described tract of land thereof, and that the requirements of Title 38 of the Colorado Revised Statutes, 1973, as amended, have been met to the best of his professional knowledge, belief and opinion.

This statement is neither a warranty nor guaranty, either expressed or implied.

W. Russell Clark
Colorado Professional Land Surveyor No. 31548
For and on behalf of Clark Land Surveying, Inc.

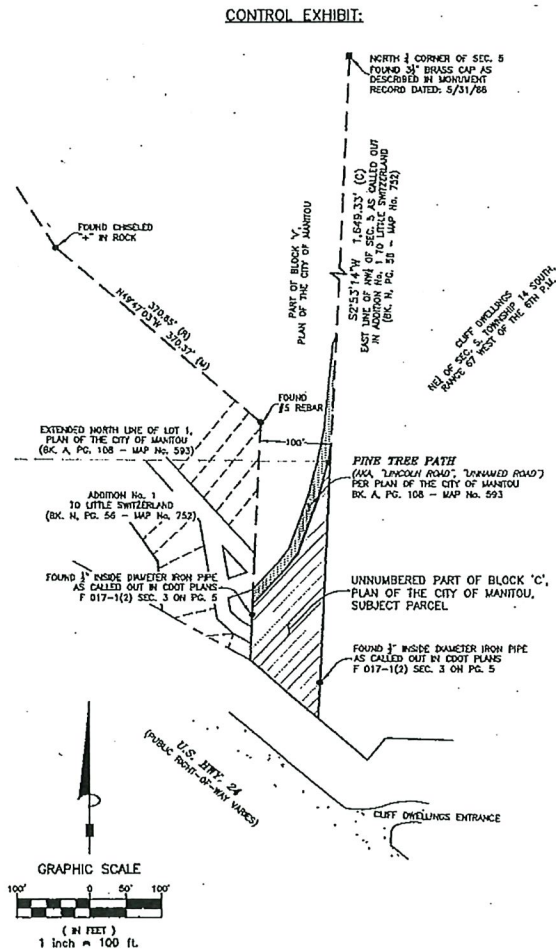
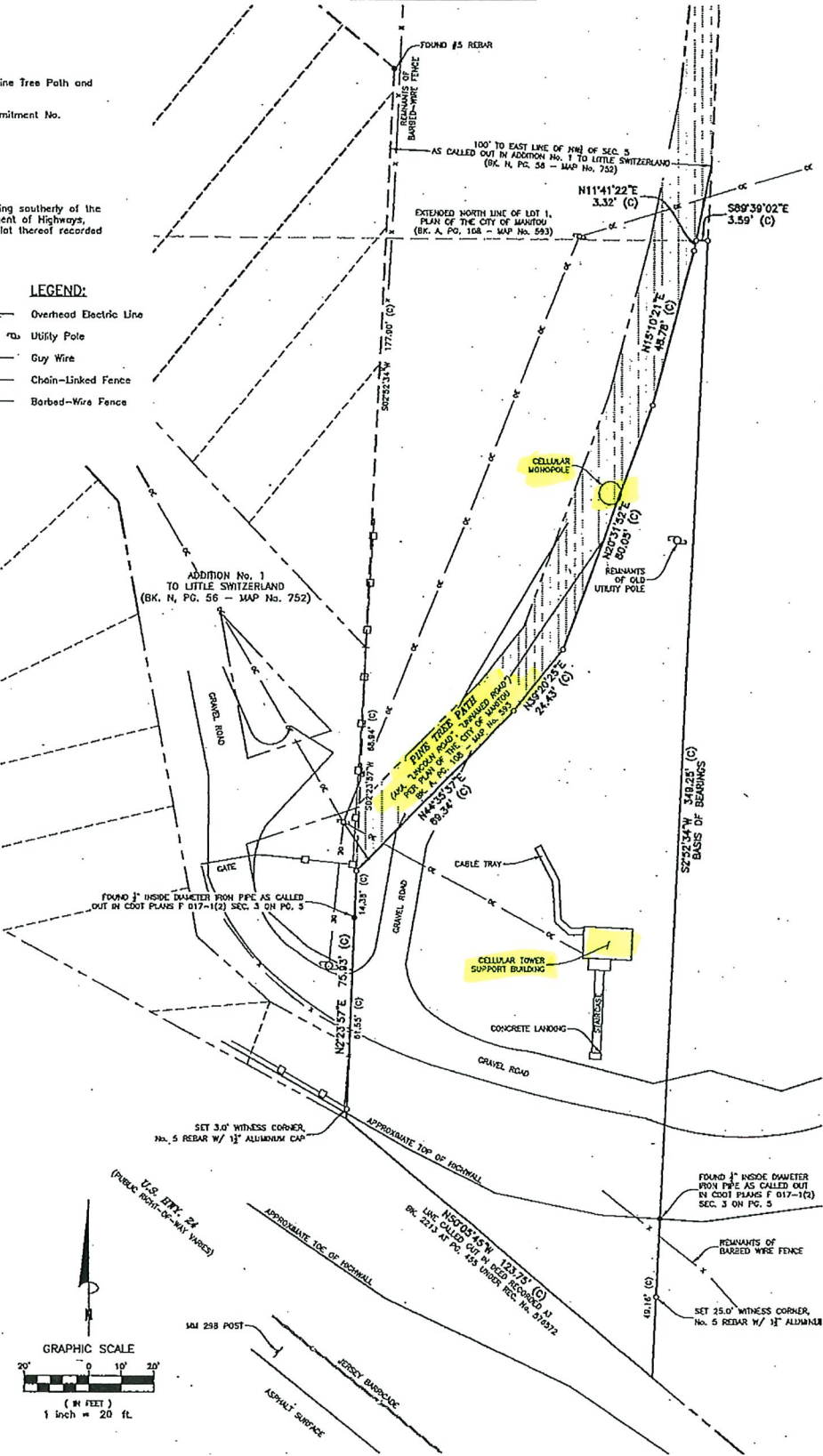
This survey plat is null and void without surveyor's original signature and seal.

DEPOSITING CERTIFICATE:

Deposited this _____ day of _____ A.D. 2015 at _____ o'clock _____ M. in Book _____ of Land Survey Plats, at Page(s) _____ Deposit Number _____ of the records of the Clerk and Recorder's Office of El Paso County, Colorado.

By: Deputy

BOUNDARY DETAIL EXHIBIT:



Clark Land Surveying, Inc.
119 N. Wabash Ave. • Colorado Springs, CO 80903 • 719.333.8833
www.clarkland.com

No.	Description	By	Date

Notice: According to Colorado law you must detect in this survey within three years after you first discover such defect, in no event, may you commence an action for recovery of the date of the certification shown herein.

Improvement Survey Plat
Part of the NW1/4 of Sec. 5, T14S, R67W of the 6th P.M.
City of Manitou Springs
El Paso County, State of Colorado
Drawn By: KEC
Checked By: WRC
Date: 3/30/15
Sheet 1 of 1
Project No. 13153

WHEREAS The Colorado Springs Company, a corporation duly organized under the laws of the Territory of Colorado, and the original owner of all the land included in the first plat of Manitou, did on the 7th day of February, A.D. 1883, execute an amended plat of the town of Manitou which was duly filed for record in the office of the Recorder of El Paso County, Colorado, on the 7th day of February, A.D. 1883, and

WHEREAS the course of the boundary line between lots numbered fifteen (15) and sixteen (16), in Block "A" in said amended plat is marked "north 75° E", which boundary line also affects the boundary line of lots twelve (12), thirteen (13) and fourteen (14), in Block "A",

NOW, I, George H. Parsons, Secretary of the said The Colorado Springs Company, do hereby certify that the true course of said boundary line between said lots fifteen (15) and sixteen (16), in Block "A" is "north 71° E", which course is shown by the notes of W. B. Stewart, who made the survey of Manitou for the said amended plat and which said notes are now in the possession of the said The Colorado Springs Company. I further certify that the original amended plat of the town of Manitou now in the office of the said The Colorado Springs Company and under its custody and control shows that the true course of said boundary line is "north 71° E" and that the original plat is the one from which the copy was made and recorded in the office of the Recorder of El Paso County, and I further certify that the copy of the amended plat of the town of Manitou now on file in the office of the town clerk of

Manitou further shows that the true course of said boundary line is "north 71° E" and that such course is so marked both upon the original plat and upon the copy in the office of the town clerk of Manitou.

IN WITNESS WHEREOF, I have hereunto affixed my name and the corporate seal of the said The Colorado Springs Company.

State of Colorado, }
County of El Paso, } SS.

I, George H. Parsons, being duly sworn on oath and say that the foregoing certificate signed by me is true.

Subscribed and sworn to before me this 8th day of April A.D. 1891.

Notary Public
My commission expires Jan. 1, 1892.

State of Colorado, }
County of El Paso, } SS.

I, F. W. Baxter, being first duly sworn on oath, say that I am the town Surveyor of Manitou in El Paso County, Colorado, and that I have found by careful survey of said Block "A" mentioned above in the certificate of George Parsons, Secretary, that the course of the boundary line between lots numbered fifteen (15) and sixteen (16), in Block "A" marked upon said amended plat in the recorder's office of El Paso County as "north 75° E" to be an error and that the true course of said boundary line should be "north 71° E".

That I have examined the original amended plat of the town of Manitou now in the office of the said The Colorado Springs Company, and also the copy of such plat on file in the office of the town clerk of Manitou, and that the said boundary line between the said lots fifteen (15) and sixteen (16) is marked both upon original amended plat and said copy as "north 71° E".

Subscribed and sworn to before me this 9th day of April A.D. 1891.

Notary Public
My commission expires Jan. 1, 1892.



Memorandum

Title: Consideration of Resolution No. 1525, A Resolution Adopting an Updated Universal Fee Schedule

From: Rebecca Davis, CPFO, Finance Director

To: Mayor and City Council

CC: City Administrator Denise Howell

Allocated Time: 15 Minutes

December 2, 2025

Purpose:

To update the Universal Fee Schedule to account for the Rate Structure increases approved by Ordinance No. 0924 for City Water and Sewer Service on November 10, 2024, the Storm Drainage fee increase according to the rate structure study presented on 12/5/2023, and the Memorial Hall rental due to improved heating and cooling from the Energy Efficiency program approved by City Council in 2025. Also to remove Fire department fees for services that have been outsourced to Colorado Springs.

Below are the changes in the universal fee schedule:

The Memorial Hall Rental is in the section of the fees called "Public Facilities Rental Fees":

	\$	160.00		Plus additional fee per day - 100 - 200 people
Memorial Hall (City Hall)	\$	500.00	\$	520.00 Security Deposit
	\$	150.00	\$	160.00 Reserve another day for set-up or clean-up
Resident Use Fee	\$37/hour		\$47/hour	Monday-Friday 2 hours
	\$	415.00	\$	515.00 Saturday & Sunday - all day, per day
Non-Resident Use Fee	\$83/hour		\$93/hour	Monday-Friday 2 hours
	\$	760.00	\$	860.00 Saturday & Sunday - all day, per day

The Rate Study changes are under the "Public Works" section:

WATER RATES AND FEES	FEE / FINE		COMMENTS
13.36 Storm Drainage and Flood Management Utility	\$	21.00 \$ 22.00	Per month - On each water utility account. As of 2025 no longer discontinued with suspension of water/sewer account.



WATER & SEWER RATES AND FEES	FEE / FINE		COMMENTS
13.16.10 Water Rates Established			Rates approved by Ordinance 0924 11/19/2024
Service Charge per month for all customer classes	\$ 21.78	\$ 23.74	0.75" meter
	\$ 36.97	\$ 40.30	1.0" meter
	\$ 73.93	\$ 80.58	1.5" meter
	\$ 118.28	\$ 128.93	2.0" meter
	\$ 236.56	\$ 257.85	3.0" meter
Volume Charge per 1,000 gallons for Residential	\$ 10.27	\$ 11.19	First 7,500 gallons per month, per 1,000 gallons
	\$ 13.78	\$ 15.02	7,501 to 15,000 gallons per month, per 1,000 gallons
	\$ 17.43	\$ 19.00	Over 15,000 gallons per month, per 1,000 gallons
Volume Charge per 1,000 gallons for Commercial	\$ 11.98	\$ 13.06	Uniform Volume Rate per 1,000 gallons
Inactive Rate	13/month	\$ 14.17	Inactive amount per month to support infrastructure & capture water usage

The fees that are being removed are under "Protection Against Fire and Fire Review Fees" (below "Finance" in the schedule); they are in red with strike-throughs.

Background:

In 2015, City Council implemented a new fee setting structure by approving Ordinance 0215, which allowed the approval of fees within a Universal Fee Schedule, by Resolution, for all the fees set forth within the Manitou Springs Municipal Code. This fee schedule is updated as needed and at year-end for the next year's fees.

Pros and Cons:

Fiscal Impact:

The Rate Study changes will reflect the revenue outcomes of the rate study and the Memorial Hall change is, as yet, undetermined.

Workload Impact:

3 Hours

Recommended Action:

Move to adopt Resolution No. 1525, A Resolution Adopting an Updated Universal Fee Schedule

RESOLUTION

A RESOLUTION ADOPTING AN UPDATED UNIVERSAL FEE SCHEDULE

WHEREAS, on February 3, 2015, the City Council adopted Ordinance No. 0215, which revised all fee setting provisions within the City's Code to reflect that City fees shall hereafter be set by resolution of the City Council;

WHEREAS, on October 20, 2015, to implement the new fee setting structure outlined in Ordinance No. 0215, the City Council approved Resolution 4315 to adopt a universal fee schedule for all of the fees set forth within the Manitou Springs Municipal Code; and

WHEREAS, the City Council desires to update the universal fee schedule via the enactment of this Resolution.

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

SECTION 1: The City hereby adopts the Manitou Springs Universal Fee Schedule attached hereto as **Exhibit A** and incorporated herein as though fully set forth, and the previous fee schedule adopted by Resolution No. 1325 is hereby repealed in its entirety as of December 31, 2025.

SECTION 2: This Resolution shall be in full force and effect from after its passage and approval.

Adopted at the meeting of the City Council of the City of Manitou Springs, Colorado, on this 2nd day of December 2025, and effective January 1, 2026.

Mayor and Council:

By: _____
John Graham, Mayor

Attest:

Elena Krebs, City Clerk

City of Manitou Springs Fees and Fines

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City of Manitou Springs Fees and Fines

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City of Manitou Springs Fees and Fines

Department - Fee/Fine	Amount Fee/Fine	Fee/Fine Change	Comments	NOTES
Aquatic & Fitness Center				
Pool Fees	Fee/Fine		Comments	
Daily Rates	\$	6.25	Seniors (60+) / Youth / Disabled / Military / Police / Fire / Teachers*	
	\$	9.50	Adults (18+)	
	\$	-	2 & under (1 free per paid adult)	
Punch Cards - 10 punch	\$	41.00	Seniors (60+) / Youth / Disabled / Military / Police / Fire / Teachers	
	\$	66.00	Adults (18+)	
Punch Cards - 20 punch	\$	62.00	Seniors (60+) / Youth / Disabled / Military / Police / Fire / Teachers*	
	\$	110.00	Adults (18+)	
Membership				
Pass Cards - 3 months	\$	119.00	Seniors (60+) / Youth / Disabled / Military / Police / Fire / Teachers*	
	\$	194.00	Adults (18+)	
	\$	438.00	Family *Family discount calculated based on individual membership	
Pass Cards - 6 months	\$	209.00	Seniors (60+) / Youth / Disabled / Military / Police / Fire / Teachers*	
	\$	297.00	Adults (18+)	
	\$	607.00	Family *Family discount calculated based on individual membership	
Pass Cards - 12 months	\$	357.00	Seniors (60+) / Youth / Disabled / Military / Police / Fire / Teachers*	
	\$	581.00	Adults (18+)	
	\$	938.00	Family *Family discount calculated based on individual membership	
Family Memberships: Family (Prices based on 2 adults and 2 children) Each additional family member will be 50% off of the 3, 6 or 12 month individual membership fee based on their age group. This fee will be added to the total price of the Family Membership fee.				
Public Swim Lessons	\$	66.00	1-Session, 8 Classes	
Pool Rentals				
25 Yard Pool	\$	9.00	Single Lane Rental	
	\$	94.00	Non-Private Rental During Normal Hours	
	\$	165.00	Private Rental After Hours	
Kiddie Pool	\$	55.00	Non-Private Rental During Normal Hours	
	\$	110.00	Private Rental After Hours	
Multipurpose Room	\$	44.00	Non-Private Rental During Normal Hours	
	\$	94.00	Private Rental After Hours	
Birthday Party	\$	315.00	Non-Private Birthday Party (During Open Swim Only)	
	\$	615.00	Private Birthday Party (After Hours) Includes Pizza	
Youth Swim Team	\$	54.00	Off Season (2X Week) - Per month fee	
	\$	96.00	Summer Season (4X Week) - Per month fee	
Masters Swim Team	\$	54.00	2x/Week Per Month	
	\$	78.00	3x/Week Per Month	
	\$	12.00	Drop-In Fee	
City Clerk's Office				
City Clerk Fees	Fee / Fine		Comments	
Alcohol Affidavit	\$	35.00		
Application Fee	\$	35.00	Note: base fee for all application documents. Some application fees may be higher based on type of application.	

City of Manitou Springs Fees and Fines

Department - Fee/Fine	Amount Fee/Fine	Fee/Fine Change	Comments	NOTES
Certified Copies	\$ 20.00		Per document (does not include copies or printout fees)	
Notary Fee	\$ 5.00		Per Notary Public signature; not to exceed \$15	
Request for Noise Variance	\$ 35.00		Application Fee - On-Line Form (Public Events/Private Events/Construction)	
Memorial Placements	\$ 35.00		Application Fee	
Resolution #2314 Public Records Policy			Based upon State Regulations	
A. Copies, Printouts, Photographs, and Other Materials	\$ 0.25		Per page - public record copies	
	\$ 17.00		Per recording - audio recordings	
	\$ 83.00		Per recording - 911 recordings	
B. Research and Retrieval Time	\$ -		First hour of research and retrieval time	
	\$ 41.37		Each additional hour after the first hour	
	\$ 41.37		Requests under the CCJRA per hour for search and retrieval of criminal justice records. Matches CORA amount.	
Liquor License Fees	Fee / Fine		Comments	
Fermented Malt Beverage License - Off Premises	\$ 1,000.00		New City Application	
	\$ 3.75		New City License	
	\$ 1,003.75		Total City New License Fees	
	\$ 750.00		Transfer City Application	
	\$ 3.75		Transfer City License	
	\$ 753.75		Total City Transfer License Fee	
	\$ 100.00		Renewal City Application	
	\$ 3.75		Renewal City License	
	\$ 103.75		Total City Renewal License Fee	
Arts License	\$ 1,000.00		New City Application	
	\$ 41.25		New City License	
	\$ 1,041.25		Total City New License Fees	
	\$ 750.00		Transfer City Application	
	\$ 41.25		Transfer City License	
	\$ 791.25		Total City Transfer License Fee	
	\$ 100.00		Renewal City Application	
	\$ 41.25		Renewal City License	
	\$ 141.25		Total City Renewal License Fee	
Retail Establishment Permit	\$ 100.00		New City Application	
	\$ 25.00		New City License	
	\$ 125.00		Total City New License Fees	
Bed and Breakfast Permit	\$ 100.00		New City Application	
	\$ 25.00		New City License	
	\$ 125.00		Total City New License Fees	
	n/a		Transfer City Application	
	n/a		Transfer City License	
	n/a		Total City Transfer License Fee	
	\$ -		Renewal City Application	
	\$ 25.00		Renewal City License	
	\$ 25.00		Total City Renewal License Fee	
Beer and Wine License	\$ 1,000.00		New City Application	
	\$ 48.75		New City License	
	\$ 1,048.75		Total City New License Fees	
	\$ 750.00		Transfer City Application	
	\$ 48.75		Transfer City License	
	\$ 798.75		Total City Transfer License Fee	

City of Manitou Springs Fees and Fines

Department - Fee/Fine	Amount Fee/Fine	Fee/Fine Change	Comments	NOTES
	\$ 100.00		Renewal City Application	
	\$ 48.75		Renewal City License	
	\$ 148.75		Total City Renewal License Fee	
Brew Pub License	\$ 1,000.00		New City Application	
	\$ 75.00		New City License	
	\$ 1,075.00		Total City New License Fees	
	\$ 750.00		Transfer City Application	
	\$ 75.00		Transfer City License	
	\$ 825.00		Total City Transfer License Fee	
	\$ 100.00		Renewal City Application	
	\$ 75.00		Renewal City License	
	\$ 175.00		Total City Renewal License Fee	
Club License	\$ 1,000.00		New City Application	
	\$ 41.25		New City License	
	\$ 1,041.25		Total City New License Fees	
	\$ 750.00		Transfer City Application	
	\$ 41.25		Transfer City License	
	\$ 791.25		Total City Transfer License Fee	
	\$ 100.00		Renewal City Application	
	\$ 41.25		Renewal City License	
	\$ 141.25		Total City Renewal License Fee	
Liquor Licensed Drugstore	\$ 1,000.00		New City Application	
	\$ 22.50		New City License	
	\$ 1,022.50		Total City New License Fees	
	\$ 750.00		Transfer City Application	
	\$ 22.50		Transfer City License	
	\$ 772.50		Total City Transfer License Fee	
	\$ 100.00		Renewal City Application	
	\$ 22.50		Renewal City License	
	\$ 122.50		Total City Renewal License Fee	
Distillery Pub	\$ 1,000.00		New City Application	
	\$ 75.00		New City License	
	\$ 1,075.00		Total New City License Fees	
	\$ 750.00		Transfer City Application	
	\$ 75.00		Transfer City License	
	\$ 825.00		Total City Transfer License Fee	
	\$ 100.00		Renewal City Application	
	\$ 75.00		Renewal City License	
	\$ 175.00		Total City Renewal License Fee	
Hotel and Restaurant License	\$ 1,000.00		New City Application	
	\$ 75.00		New City License	
	\$ 1,075.00		Total New City License Fees	
	\$ 750.00		Transfer City Application	
	\$ 75.00		Transfer City License	
	\$ 825.00		Total City Transfer License Fee	
	\$ 100.00		Renewal City Application	
	\$ 75.00		Renewal City License	
	\$ 175.00		Total City Renewal License Fee	
Hotel and Restaurant License with Optional Premises	\$ 1,000.00		New City Application	
	\$ 75.00		New City License	
	\$ 1,075.00		Total City New License Fees	
	\$ 750.00		Transfer City Application	

City of Manitou Springs Fees and Fines

Department - Fee/Fine	Amount Fee/Fine	Fee/Fine Change	Comments	NOTES
	\$ 75.00		Transfer City License	
	\$ 825.00		Total City Transfer License Fee	
	\$ 100.00		Renewal City Application	
	\$ 75.00		Renewal City License	
	\$ 175.00		Total City Renewal License Fee	
Lodging and OR Entertainment License (Separate Licenses)	\$ 1,000.00		New City Application	
	\$ 75.00		New City License	
	\$ 1,075.00		Total New City License Fees	
	\$ 750.00		Transfer City Application	
	\$ 75.00		Transfer City License	
	\$ 825.00		Total City Transfer License Fee	
	\$ 100.00		Renewal City Application	
	\$ 75.00		Renewal City License	
	\$ 175.00		Total City Renewal License Fee	
Optional Premises License	\$ 1,000.00		New City Application	
	\$ 75.00		New City License	
	\$ 1,075.00		Total City New License Fees	
	\$ 750.00		Transfer City Application	
	\$ 75.00		Transfer City License	
	\$ 825.00		Total City Transfer License Fee	
	\$ 100.00		Renewal City Application	
	\$ 75.00		Renewal City License	
	\$ 175.00		Total City Renewal License Fee	
Retail Liquor Store License	\$ 1,000.00		New City Application	
	\$ 22.50		New City License	
	\$ 1,022.50		Total City New License Fees	
	\$ 750.00		Transfer City Application	
	\$ 22.50		Transfer City License	
	\$ 772.50		Total City Transfer License Fee	
	\$ 100.00		Renewal City Application	
	\$ 22.50		Renewal City License	
	\$ 122.50		Total City Renewal License Fee	
Special Event(Fermented Malt Beverage) - Fees are per event - Cannot transfer or renew	\$ 100.00		City Application	
			City License	
	\$ 100.00		Total City License Fees	
Special Event (Liquor)	\$ 100.00		City Application- fees are per event - cannot transfer or renew	
	\$ -		City License	
	\$ 100.00		Total City License Fees	
Tavern License	\$ 1,000.00		New City Application	
	\$ 75.00		New City License	
	\$ 1,075.00		Total City New License Fees	
	\$ 750.00		Transfer City Application	
	\$ 75.00		Transfer City License	
	\$ 825.00		Total City Transfer License Fee	
	\$ 100.00		Renewal City Application	
	\$ 75.00		Renewal City License	
	\$ 175.00		Total City Renewal License Fee	
Vintner's Restaurant License	\$ 1,000.00		New City Application	
	\$ 75.00		New City License	

City of Manitou Springs Fees and Fines

Department - Fee/Fine	Amount Fee/Fine	Fee/Fine Change	Comments	NOTES
	\$ 1,075.00		Total City New License Fees	
	\$ 750.00		Transfer City Application	
	\$ 75.00		Transfer City License	
	\$ 825.00		Total City Transfer License Fee	
	\$ 100.00		Renewal City Application	
	\$ 75.00		Renewal City License	
	\$ 175.00		Total City Renewal License Fee	
Application Fee for New License with Concurrent Review	\$ 1,000.00		New City Application	
	\$ -		New City License	
	\$ 1,000.00		Total City New License Fees	
Application Fee for Additional Liquor-Licensed Drugstore with Concurrent Review	\$ 1,000.00		New City Application	
	\$ -		New City License	
	\$ 1,000.00		Total City New License Fees	
Application Fee for Transfer of Ownership	\$ 750.00		City Application	
	\$ -		City License	
	\$ 750.00		Total City New License Fees	
Application Fee for Additional Liquor-Licensed Drugstore	\$ 1,000.00		City Application	
	\$ 22.50		City License	
	\$ 1,022.50		Total City New License Fees	
Change of Location	\$ -		City Application	
	\$ 750.00		City License	
	\$ 750.00		Total City License Fees	
Change of Trade / Corporate Name	\$ -		City Application	
	\$ -		City License	
	\$ -		Total City License Fees	
Corporation / LLC Change - per person	\$ -		City Application	
	\$ 100.00		City License	
	\$ 100.00		Total License Fees	
Duplicate License	\$ -		City Application	
	\$ -		City License	
	\$ -		Total License Fees	
Expansion / Add Optional Premises (to existing Hotel & Restaurant License)	\$ -		City Application	
	\$ -		City License	
	\$ -		Total License Fees	
Hotel / Tavern Manager's Registration	\$ -		City Application	
	\$ 75.00		City License	
	\$ 75.00		Total License Fees	
Late Renewal Application Fee	\$ 500.00		City Application	
	\$ -		City License	
	\$ 500.00		Total License Fees	
Application Reissue Fee (more than 90 days but less than 180 days of license expiration date)	\$ 500.00		City Fee	
Application Reissue Fine (more than 90 days but less than 180 days of license expiration date)	\$25/day		City Fee-Beyond 90-day expiration date	
Mini-Bar Permit (with Hotel & Restaurant License)	\$ -		City Application-Fee directed by State Law	
	\$ 48.75		City License	

City of Manitou Springs Fees and Fines

Department - Fee/Fine	Amount Fee/Fine	Fee/Fine Change	Comments	NOTES
	\$ 48.75		Total City License Fees	
Modification of Premises	\$ -		City Application	
	\$ 150.00		City License	
	\$ 150.00		Total City License Fees	
Temporary Permit	\$ 100.00		City Application	
	\$ -		City License	
	\$ 100.00		Total City License Fees	
Court Municipal (Judicial Department)				
Jury Fee			See: C.R.S. 13-10-114(3) if not assigned by Council	
1.32.120 Docket Fee AKA Court Costs	\$ 30.00			
Law Enforcement Special Revenue Fund	\$ 45.00			
See Fine Schedule- EXCEPT Parking offenses; Section 10.04.010				
Finance Department				
Business License Fees				
	Fee / Fine			
Ch 5.04.030 General Business License - Non Retail	\$ 72.00		New - Micromobility business license falls in this category per Finance Director. 5% excise to be paid monthly, Ebikes subject to 3.8% use tax per Finance Director.	
	\$ 44.00		Renewal	
Ch 5.04.030 General Business License - Retail	\$ 134.00		New	
	\$ 62.00		Renewal	
Ch 5.05.010 Entertainment & Amusement	\$ 134.00		New	
	\$ 25.00		Plus Additional per entertainment / amusement - New	
	\$ 72.00		Renewal	
	\$ 19.00		Plus Additional per entertainment / amusement - Renewal	
Ch 5.05.020 Restaurant	\$ 134.00		New	
	\$ 62.00		Renewal	
Ch 5.05.030 Service Station	\$ 134.00		New	
	\$ 62.00		Renewal	
Ch 5.05.040 Horse Drawn Vehicles and Pedicabs	\$ 134.00		New	
	\$ 62.00		Renewal	
Ch 5.07 Massage Establishment	\$ 134.00		New	
	\$ 62.00		Renewal	
Ch 5.08 & Ch. 5.09 Medical and Retail Marijuana			In addition to Planning fees (see Planning Dept section) a general business retail license is required (see Ch. 5.04.030)	
Ch 5.10 Non-Cigarette Tobacco Product Retail	\$ 184.00		New	
	\$ 174.00		Renewal	
Ch 18.40 Home Occupation	\$ 50.00		New	
	\$ 32.00		Renewal	
Other Finance Fees				
	Fee / Fine		Comments	
Ch 3.04 Collection fee	20.00%		When unpaid & overdue amounts owed to the City are referred to a collection agency, this additional percentage will be added	
Unaltered dog/cat/potbellied pig	No Fee		Unaltered guide dogs used by the blind, partially blind, deaf or partially deaf	
1-year license	\$ 35.00			
3-year license	\$ 75.00			
1-year license	\$ 20.00		Citizens over 65 years of age	
3-year license	\$ 55.00		Citizens over 65 years of age	
Altered dog/cat/potbellied pig			Unaltered guide dogs used by the blind, partially blind, deaf or partially deaf	

City of Manitou Springs Fees and Fines

Department - Fee/Fine	Amount Fee/Fine	Fee/Fine Change	Comments	NOTES
1-year license	\$ 20.00			
3-year license	\$ 40.00			
1-year license	\$ 10.00		Citizens over 65 years of age	
1-year license	\$ 25.00		Citizens over 65 years of age	
Late Fee	\$ 20.00		Late renewal fee in addition to license fee (30 days after license expiration)	
Ch 7.08 Kennel License	\$ 300.00			
Protection Against Fire & Fire Review Fees	Fee / Fine		Comments	
6.32.030 Fire inspection, plan reviews, & permits			When unpaid & overdue amounts owed to the City are referred to a collection agency, these additional charges will be added.	
Special Attendance	\$ 90.00		Per hour, 2 hour minimum	
Pre-plan Submittal Consult	\$ 80.00		Per hour, 2 hour minimum	
Development Plan Review	\$ 390.00			
Water Plan Review	\$ 140.00		Per structure & each hydrant / cistern connection	
	\$ 50.00		Plus additional per connection	
Construction Plan Review	\$ 575.00		A (Assembly building) -- Occupancies up to and including 100,000 square feet	
	\$ 1,650.00		A (Assembly building) -- Occupancies more than 100,000 square feet	
	\$ 550.00		B (Business building) -- Occupancies up to and including 50,000 square feet	
	\$ 1,650.00		B (Business building) -- Occupancies more than 50,000 square feet	
	\$ 775.00		E (Educational building) -- Occupancies	
	\$ 625.00		F (Factory-Industrial building) -- Occupancies	
	\$ 1,150.00		H (High-hazard building) -- Occupancies	
	\$ 650.00		I (Institutional building) -- Occupancies up to 60 patient beds	
	\$ 1,150.00		I (Institutional building) -- Occupancies 51 patient beds or more	
	\$ 775.00		M (Mercantile building) -- Occupancies up to and including 50,000 square feet	
	\$ 1,650.00		M (Mercantile building) -- Occupancies more than 50,000 square feet	
	\$ 550.00		R (Residential building) -- Occupancies up to and including 15 residential units	
	\$ 1,150.00		R (Residential building) -- Occupancies more than 15 residential units	
	\$ 550.00		S (Storage building) -- Occupancies	
	\$ 170.00		U (Miscellaneous building) -- Occupancies	
	\$ 120.00		Interior Remodel and Finishes	
6.32.040 Hazardous Materials				
Hazardous Materials	\$ 575.00		To review and inspect hazardous materials compliance in occupancies using, storing, or handling hazardous materials greater than the permit amounts as indicated in the applicable fire code	
6.32.050 High-pile Storage				
High-pile Storage	\$ 575.00		To review and inspect high-pile storage compliance in occupancies storing high-pile stock as defined by the applicable fire code	
Inspections				

City of Manitou Springs Fees and Fines

Department - Fee/Fine	Amount Fee/Fine	Fee/Fine Change	Comments	NOTES
Re-inspection after failed inspection	\$ 55.00		Per hour, 2 hour minimum	
Fire Sprinkler Plan Review	\$ 500.00		0--100 devices (sprinkler head, flow switch, retard chamber, etc...)	
	\$ 575.00		101--200 devices	
	\$ 675.00		201 or more devices	
	\$ 120.00		Plus Additional for each floor above the first floor	
	\$ 120.00		Plus Additional for each riser after the first riser	
Fire Alarm Plan Review	\$ 475.00		0--50 devices (smoke detector, pull station, horn/strobe, etc)	
	\$ 525.00		51--100 devices	
	\$ 625.00		101 or more devices	
Fixed Fire Plan Review	\$ 185.00		First system	
	\$ 70.00		Each additional system within the same business	
Shipping / Travel	\$ 90.00		Per hour--Retrofits, upgrades, or code compliance situations where only fire alarm monitoring is needed	
Special Permits	\$ 75.00		Effective for one year; 1) Bonfires, rubbish fires, or open burning; 2) Explosives & blasting caps; 3) Dry-cleaning plants; 4) Fireworks; 5) Installations alteration, removal, abandonment, retirement from service or other disposal of flammable or combustible-liquid tanks; 6) Erecting or operating a tent or air-supported structure covering an area in excess of 200 sq. feet unless used exclusively for camping.	
Structure Permit Fee for Public Events	\$ 28.00		Per structure (tents, canopies, etc...)	
6.32.060 In-House Inspections and Reviews				
Legend / Unit (with 2006 Equivalents)	\$ 90.00		Plan Review (p)	
	\$ 86.00		Inspection (i)	
Engine (e)	\$ 346.00		First Hour--On-Duty	
	\$ 117.00		Each Subsequent Hour--On-Duty	
	\$ 404.00		Overtime--first hour	
	\$ 176.00		Overtime--Each Subsequent Hour	
Brush Truck (2 person--without Engine) (b)	\$ 281.00		First Hour--On-Duty	
	\$ 52.00		Each Subsequent Hour--On-Duty	
	\$ 307.00		Overtime--first hour	
	\$ 79.00		Overtime--Each Subsequent Hour	
Plan Reviews	\$ 180.00		Development per plan (2 Plan Reviews)	
Pre-plan Submittal Consultations	\$ 180.00		Per hour (assessed after first 30 minutes, in 1/2 hour increments) (2 Plan Reviews)	
Hazardous Materials--see Chapter 2 of the International Fire Code of occupancy classification examples				
	\$ 354.00		A (Assembly building)--(2 Plan Reviews + 2 hours)	
	\$ 354.00		A (Assembly building)--(2 Plan Reviews + 2 hours)	
	\$ 531.00		A (Assembly building)--(3 Plan Reviews + 3 hours)	
	\$ 531.00		A (Assembly building)--(3 Plan Reviews + 3 hours)	
	\$ 354.00		A (Assembly building)--(2 Plan Reviews + 2 hours)	
	\$ 531.00		B (Business building)--(3 Plan Reviews + 3 hours)	
	\$ 708.00		E (Educational building)--(4 Plan Reviews + 4 hours)	
	\$ 708.00		F (Factory Industrial building)--Group 1--(4 Plan Reviews + 4 hours)	
	\$ 531.00		F (Factory Industrial building)--Group 2--(3 Plan Reviews + 3 hours)	

City of Manitou Springs Fees and Fines

Department - Fee/Fine	Amount Fee/Fine	Fee/Fine Change	Comments	NOTES
	\$ 885.00		H (High-hazard building) -- Group 1 -- (5 Plan Reviews + 5 hours)	
	\$ 708.00		H (High-hazard building) -- (4 Plan Reviews + 4 hours)	
	\$ 531.00		H (High-hazard building) -- (3 Plan Reviews + 3 hours)	
	\$ 708.00		H (High-hazard building) -- (4 Plan Reviews + 4 hours)	
	\$ 1,149.00		H (High-hazard building) -- Group 5 -- Up to and including 100,000 square feet -- (6 Plan Reviews + 7h)	
	\$ 1,503.00		H (High-hazard building) -- Group 5 -- 100,001 to 200,000 square feet -- (8 Plan Reviews + 9 hours)	
	\$ 618.00		H (High-hazard building) -- Group 5 -- 200,001 or greater square feet, each additional square foot or fraction thereof -- (3 Plan Reviews + 4 hours)	
	\$ 354.00		I (Institutional building) -- (2 Plan Reviews + 2 hours)	
	\$ 885.00		I (Institutional building) -- (5 Plan Reviews + 5 hours)	
	\$ 531.00		I (Institutional building) -- (3 Plan Reviews + 3 hours)	
	\$ 354.00		I (Institutional building) -- (2 Plan Reviews + 2 hours)	
	\$ 354.00		M (Mercantile building) -- Up to and including 50,000 square feet -- (2 Plan Reviews + 2 hours)	
	\$ 885.00		M (Mercantile building) -- 50,001 or greater square feet -- (5 Plan Reviews + 5 hours)	
	\$ 531.00		R (Residential building) -- Group 1 -- (3 Plan Reviews + 3 hours)	
	\$ 354.00		R (Residential building) -- Group 2 -- (2 Plan Reviews + 2 hours)	
	n/a		R (Residential building) --	
	\$ 354.00		R (Residential building) -- Group 4 (2 Plan Reviews + 2 hours)	
	\$ 531.00		S (Storage building) -- Group 1 -- (3 Plan Reviews + 3 hours)	
	\$ 354.00		S (Storage building) -- Group 2 (2 Plan Reviews + 2 hours)	
	\$ 354.00		U (Miscellaneous building) -- (2 Plan Reviews + 2 hours)	
High Piled Storage	\$ 528.00		Up to and including 75,000 square feet -- (3 Plan Reviews + 3 inspections)	
	\$ 1,056.00		75,001 or greater square feet -- (6 Plan Reviews + 6 inspections)	
Subsequent Plan Submittals	1.5x original Plan Review Fee		3rd & subsequent submittals	
Overtime Plan Reviews	\$ 270.00		First two hours or portion of thereof -- (+3 Plan Reviews)	
	\$ 135.00		per hour -- Subsequent hours -- (+1.5 Plan Reviews)	
Permit / Inspection	2 x Permit / Inspection Fee		Investigation (work without a permit), per incident	
Construction Permits	Peak consulting fees		Automatic Fire Extinguishing	
	Peak consulting fees		Fire alarm and detection systems	
	Peak consulting fees		Hydrants	
	Peak consulting fees		Standpipe systems	
	\$ 174.00		Temporary membrane structures, tents, and canopies -- (2 hours)	
	See Development Plan review		Fire lanes / site development	

City of Manitou Springs Fees and Fines

Department - Fee/Fine	Amount Fee/Fine	Fee/Fine Change	Comments	NOTES
Operational Permits - Special Events and Fairs	\$ 90.00		Review of street closures less than 3 blocks (all directions) - (1 Plan Review)	
	\$ 262.00		Review and inspection of street closures 3 - 6 blocks (all directions) - (1 Plan Review + 2 inspections)	
	\$ 393.00		Review and inspection of street closures greater than 6 blocks (all directions) - (1.5 Plan Reviews + 3 inspections)	
	\$ 87.00		per permittable tent - Additional review and inspection fee for each permittable tent as part of a street closure - (1 hour)	
Trip Fee	\$ 86.00		For third and each subsequent partial inspection - (1 inspections)	
Reinspections	\$ 129.00		First and each subsequent incident - (1.5 inspections)	
Overtime Inspections	\$ 258.00		First two hours or portion thereof -- (+3 inspections)	
	\$ 129.00		per hour -- Subsequent hours -- (+1.5 inspections)	
Search, Retrieval, and Copying of Documents and Records	\$ 20.00		per hour - Document search and retrieval (assessed in 1/4 hour increments)	
	\$ 20.00		per hour - Document search and retrieval from archives (assessed in 1/4 hour increments)	
	\$ 0.25		per page - Document copies and prints	
	\$ 10.00		per page -- Blueprint / Plotter copies and prints	
	\$ 5.00		per hour or portion thereof -- Inspection of documents	
	\$ 20.00		plus costs of photo processing - Photographs prints, full and/or partial roll	
	\$ 20.00		plus cost per print - Digital images base rate	
	\$ 20.00		per hour - Inspection, listening of recording or any audio / visual tape (assessed in 1/4 hour increments)	
	\$ 8.00		per tape -- Holding of tape for any criminal or civil matter	
	\$ 50.00		per hour or portion thereof -- Environmental and hazardous materials incident research	
Standby Fire Watch	\$ 129.00		per person, per hour (1.5 inspections)	
Emergency Services		Fee / Fine	Comments	
Engine or Truck Company (e)	\$ 346.00		First hour (On-Duty)	
	\$ 117.00		each Subsequent Hour (On-Duty)	
	\$ 404.00		First hour (Overtime)	
	\$ 176.00		each Subsequent Hour (Overtime)	
Brush Truck (Two Person - Without Engine) (b)	\$ 281.00		First hour (On-Duty)	
	\$ 52.00		each Subsequent Hour (On-Duty)	
	\$ 307.00		First hour (Overtime)	
	\$ 79.00		each Subsequent Hour (Overtime)	
EMS Transport Services		Fee / Fine	Comments	
Basic Life Support Transport	\$ 1,811.25		Base rate for BLS transport	
Advanced Life Support Transport	\$ 2,146.20		Base rate for ALS transport	
Advanced Life Support - Level 2	\$ 2,994.60		Base rate for ALS Level 2 transport	
	\$ 32.00		Rate per transport mile	
Mobility and Parking				
Parking Citation Fines		Fee / Fine	Comments	
Fine schedule for PARKING OFFENSES - Section 10.04.010				
1203 - Parking for Certain Purposes Prohibited				
1203(a) Greasing, painting, or repairing vehicle - 10.04.010(c)	\$ 25.00		First Citation	
	\$ 35.00		Second Citation after additional 2 hours	
	\$ 50.00		Third Offense after additional 2 hours	
1203(b) Displaying advertising	\$ 25.00		First Citation	

City of Manitou Springs Fees and Fines

Department - Fee/Fine	Amount Fee/Fine	Fee/Fine Change	Comments	NOTES
	\$ 35.00		Second Citation after additional 2 hours	
	\$ 50.00		Third Offense after additional 2 hours	
1203(c) Over 42 hours	\$ 25.00		First Citation	
	\$ 35.00		Second Citation after additional 2 hours	
	\$ 50.00		Third Offense after additional 2 hours	
1204 Stopping, Standing, or Parking Prohibited				
1204(1)(a) On sidewalk	\$ 55.00		First Citation	
	\$ 65.00		Second Citation after additional 2 hours	
	\$ 75.00		Third Offense after additional 2 hours	
1204(1)(b) Within an intersection	\$ 55.00		First Citation	
	\$ 65.00		Second Citation after additional 2 hours	
	\$ 75.00		Third Offense after additional 2 hours	
1204(1)(c) On a crosswalk	\$ 55.00		First Citation	
	\$ 65.00		Second Citation after additional 2 hours	
	\$ 75.00		Third Offense after additional 2 hours	
1204(1)(e) Alongside or opposite street excavation or obstruction when obstructs traffic	\$ 55.00		First Citation	
	\$ 65.00		Second Citation after additional 2 hours	
	\$ 75.00		Third Offense after additional 2 hours	
1204(1)(f) On the roadway side of any vehicle stopped or parked at the edge of curb or street	\$ 35.00		First citation	
	\$ 45.00		Second Citation after additional 2 hours	
	\$ 55.00		Third Offense after additional 2 hours	
1204(1)(g) On bridge or elevated highway structure or highway tunnel	\$ 25.00		First citation	
	\$ 35.00		Second Citation after additional 2 hours	
	\$ 45.00		Third Offense after additional 2 hours	
1204(1)(i) On controlled access highway	\$ 25.00		First Citation	
	\$ 35.00		Second Citation after additional 2 hours	
	\$ 45.00		Third Offense after additional 2 hours	
1204(1)(j) In area between roadways on divided highway	\$ 35.00		First Citation	
	\$ 45.00		Second Citation after additional 2 hours	
	\$ 55.00		Third Offense after additional 2 hours	
1204(1)(k) Any other place where official signs prohibit	\$ 35.00		First Citation	
	\$ 45.00		Second Citation after additional 2 hours	
	\$ 55.00		Third Offense after additional 2 hours	
1204(2)(a) Within 5' of public or private driveway	\$ 35.00		First citation	
	\$ 45.00		Second Citation after additional 2 hours	
	\$ 55.00		Third Offense after additional 2 hours	
1204(2)(b) Within 15' of a hydrant	\$ 150.00		First Citation	
	\$ 250.00		Second Citation after additional 2 hours	
	\$ 499.00		Third Offense after additional 2 hours	
1204(2)(c) Within 20' of a crosswalk at an intersection	\$ 35.00		First citation	
	\$ 45.00		Second Citation after additional 2 hours	
	\$ 55.00		Third Offense after additional 2 hours	
1204(2)(d) Within 30' upon approach to a flashing signal, stop sign, yield sign, or traffic control signal	\$ 35.00		First citation	
	\$ 45.00		Second Citation after additional 2 hours	
	\$ 55.00		Third Offense after additional 2 hours	

City of Manitou Springs Fees and Fines

Department - Fee/Fine	Amount Fee/Fine	Fee/Fine Change	Comments	NOTES
1204(2)(e) Within 20' of the driveway entrance to any fire station, or on the opposite side of the street from the entrance, or within 75' when posted	\$ 35.00		First Citation	
	\$ 45.00		Second Citation after additional 2 hours	
	\$ 55.00		Third Offense after additional 2 hours	
1204(3)(b) Fire Lane	\$ 150.00		First Citation	
	\$ 250.00		Second Citation after additional 2 hours	
	\$ 499.00		Third Offense after additional 2 hours	
1204(5) Moving a vehicle not lawfully under control into prohibited area or away from curb unlawful distance	\$ 35.00		First Citation	
	\$ 45.00		Second Citation after additional 2 hours	
	\$ 55.00		Third Offense after additional 2 hours	
1204(6) Violation of restrictions indicated by traffic control devices placed by local authority or violation of parking time limit - 10.04.010(f)	\$ 35.00		First citation	
	\$ 75.00		Second Citation after additional 2 hours	
	\$ 105.00		Third Offense after additional 2 hours	
1204(7) Parking adjacent to any yellow curb or designated "Reserved" - 10.04.010(g)	\$ 35.00		First Citation	
	\$ 45.00		Second Citation after additional 2 hours	
	\$ 55.00		Third Offense after additional 2 hours	
1204(8) Parking prohibited at designated bus stop, tour-bus stop, or trolley stop - 10.04.010(f)	\$ 55.00		First citation	
	\$ 65.00		Second Citation after additional 2 hours	
	\$ 75.00		Third Offense after additional 2 hours	
1204(9) Violation of restrictions indicated by traffic control devices placed by local authority or violation of parking time limit - 10.04.010(f)	\$ 35.00		First Citation	
	\$ 75.00		Second Citation after additional 2 hours	
	\$ 105.00		Third Offense after additional 2 hours	
1205 Parking at Curb or Edge of Roadway				
1205(1) Two way road more than 12" from curb	\$ 35.00		First Citation	
	\$ 45.00		Second Citation after additional 2 hours	
	\$ 55.00		Third Offense after additional 2 hours	
1205(1) One way road more than 12" from curb	\$ 35.00		First Citation	
	\$ 45.00		Second Citation after additional 2 hours	
	\$ 55.00		Third Offense after additional 2 hours	
1208 Parking Privileged for Person with Disabilities (see also 10.12.012)				
	\$ 150.00		First Citation	
	\$ 250.00		Second Citation after additional 2 hours	
	\$ 499.00		Third Offense after additional 2 hours	
1212 All Night Parking Prohibited (other than physicians or persons on emergency calls - when signed 3:00 a.m. - 6:00 a.m.)				
	\$ 35.00		First Citation	
	\$ 45.00		Second Citation after additional 2 hours	
	\$ 55.00		Third Offense after additional 2 hours	
10.12.010 Parking Prohibited Where and When				

City of Manitou Springs Fees and Fines

Department - Fee/Fine	Amount Fee/Fine	Fee/Fine Change	Comments	NOTES
10.12.010(A) Metered Parking On-Street - Failure to Pay or Expired Meter, Failure to comply with posted rules	\$ 35.00		First Citation	
	\$ 75.00		Second Citation after additional 2 hours	
	\$ 105.00		Third Offense after additional 2 hours	
10.12.010(B) Metered Parking On-Street - Failure to Pay or Expired Meter, Failure to comply with posted rules (no Reservation in Barr Lot)	\$ 70.00		First Citation	
	\$ 100.00		Second Citation after additional 2 hours	
	\$ 150.00		Third Offense after additional 2 hours	
10.12.012 Handicapped Parking Spaces (see also 1208)	\$ 150.00		First Citation	
	\$ 250.00		Second Citation after additional 2 hours	
	\$ 499.00		Third Offense after additional 2 hours	
10.12.014(C) Center Lane				
10.12.014(C)(1) Failure to Obtain/Display Required Permit or Placard	\$ 45.00		First Citation	
	\$ 45.00		Second Citation after additional 2 hours	
	\$ 45.00		Third Offense after additional 2 hours	
10.12.014(C)(2) with Vehicle Emergency Warning Lamps Flashing	\$ 45.00		First Citation	
	\$ 45.00		Second Citation after additional 2 hours	
	\$ 45.00		Third Offense after additional 2 hours	
10.12.014(C)(3) Over 15 Minutes and/or No Active Loading/Unloading	\$ 45.00		First Citation	
	\$ 45.00		Second Citation after additional 2 hours	
	\$ 45.00		Third Offense after additional 2 hours	
10.12.014(C)(4) Within 20' of a Pedestrian Crosswalk	\$ 50.00		First Citation	
	\$ 50.00		Second Citation after additional 2 hours	
	\$ 50.00		Third Offense after additional 2 hours	
10.12.015 Oversized Vehicles/Trailers/Recreational Vehicles	WARNING		First Citation	
	\$ 35.00		Second Citation after additional 2 hours	
	\$ 50.00		Third Offense after additional 2 hours	
10.12.019 Parking In Residential Permit Parking Area				
10.12.019 Failure to Display Permit	\$ 5.00		First Citation	
	\$ 10.00		Second Citation after additional 2 hours	
	\$ 15.00		Third Offense after additional 2 hours	
10.12.019 Unpermitted Parking RPP	\$ 70.00		First Citation	
	\$ 100.00		Second Citation after additional 2 hours	
	\$ 150.00		Third Offense after additional 2 hours	
10.12.030 Violation - Authority to Boot Vehicle (Removal Fee)	\$ 100.00		3 - 5 unpaid tickets	
	\$ 200.00		6 - 8 unpaid tickets	
	\$ 300.00		9 + unpaid tickets	
All parking offenses for which payment is not received within 30 days after the date of the offense, or which is not scheduled for a Court appearance, shall incur an additional fine of \$10.				
12.34.010 Roll-off dumpsters, storage pods, or other large immovable Objects				
12.34.010.A.3 Permit fees				
Paid Parking Areas:	\$ 100.00		1 week - on season *	
	\$ 50.00		1 week - off season **	

City of Manitou Springs Fees and Fines

Department - Fee/Fine	Amount Fee/Fine	Fee/Fine Change	Comments	NOTES
	\$ 300.00		2 weeks - on season *	
	\$ 100.00		2 weeks - off season **	
	\$ 400.00		Up to 30 days - on season *	
	\$ 200.00		Up to 30 days - off season **	
			Additional months or portions thereof charged 100% based fee up to three months in any 12-month period	
All Other Streets or Sidewalks:	\$ 30.00		1 week - on season *	
	\$ 15.00		1 week - off season **	
	\$ 75.00		2 weeks - on season *	
	\$ 40.00		2 weeks - off season **	
	\$ 300.00		Up to 30 days - on season *	
	\$ 200.00		Up to 30 days - off season **	
* On-season is May 1 through September 30				
** Off-season is October 1 through April 30				
Moving & Construction Permit Fees				
	Fee / Fine		Comments	
Construction Activity Permits	\$ 25.00		One on-street parking space for a specific vehicle up to one day (8 hours)	
	\$ 15.00		Each add'l day over one, per day, up to 10 days. A discount may be applied at the discretion of the City for multiple permits issued for the same construction site and/or for multiple days over 10.	
Moving Permits	\$ 15.00		One on-street parking space for a specific vehicle up to one day (8 hours)	
	\$ 35.00		Two on-street parking spaces for a specific vehicle up to one day (8 hours)	
	\$ 60.00		Three or more on-street parking spaces for a specific vehicle up to one day (8 hours)	
	\$ 5.00		Each add'l day over one, per day	
Center Lane Permit Fees				
	Fee / Fine		Comments	
10.12.014 Delivery vehicle of Manitou Ave center lane				
D. Application, eligibility, & requirements for delivery permits	\$10.00 initial/ \$3.00 annual renewal		Application - delivery permit	
E. Application, eligibility, & requirements for Merchandise Pickup placards			Application fee - merchandise pick-up placard	
	\$ 10.00		1st Replacement	
	\$ 15.00		2nd Replacement	
	\$ 20.00		3rd or more Replacement	
Parking Lot Permit Fees				
	Fee / Fine		Comments	
Canon Lot Permit	\$30.00/mon		Annual Permit 24/7/365 Jan - Dec	
PM Permit	\$ 50.00		4PM to 10AM	
Senior Lunch Program Permit	\$0 - no charge		Up to 10 permits for Senior Lunch Program M-F 11am - 1:30pm Jan - Dec	
Prospect Lot - 833 Prospect Pl (owned by City - 40 +/- spaces)	\$ 80.00		Annual Permit 24/7/365 Jan - Dec	
Smischny Lot - 1134 Manitou Ave (owned by Metro District - 42 spaces)	\$ 240.00		Annual Permit 24/7/365 Jan - Dec	
Wichita Lot - 708 Manitou Ave (owned by Metro District - 85 spaces)	\$ 240.00		Annual Permit 24/7/365 Jan - Dec	
PM Permit	\$ 50.00		4PM to 10AM	
Residential Parking Permit Fees (RPP)				
	Fee / Fine		Comments	

City of Manitou Springs Fees and Fines

Department - Fee/Fine	Amount Fee/Fine	Fee/Fine Change	Comments	NOTES
Permit #1	Free		Each Residential Dwelling Unit (HOUSEHOLD) demonstrating need within a designated RPP Area will be provided one Permit minimum	
Permit #2	Free		Subject to availability of parking inventory, a second permit may be issued	
Permit #3	\$25.00/ household		Issuance of Permits 3-5 will be considered only after it is established that there is sufficient on-street inventory and demonstration of need	
Permit #4	\$ 30.00			
Permit #5	\$ 40.00			
Resident Guest/Day Pass Permits	Included in initial permits		Guest Hang Tags - Up to two per dwelling *This will be charged per permit up to 10	
	\$1.00 per		Day Pass Hang Tags - Up to 10 unless add'l approved by RPP Manager	
Non-Resident Permits	\$ 5.00		Non-Resident Owner Permit	
			Non-Resident of RPP Area Permit - Subject to availability within RPP Area	
Business/Employee Permit	\$ 5.00		Business located in RPP Area	
			Business located outside RPP Area - Subject to availability within RPP Area	
			Lodging and B&B (in RPP)	
			Church/Religious/Civic	
Workman/Realtor	\$ 5.00		Day Pass - Specific to RPP Area	
	\$ 75.00		Yearly Permit - Good for all RPP Areas	
	\$ 30.00		Temporary Constructions - Good for up to 45 days	
Replacement of Lost or Stolen Tags	\$ 10.00		Replacement of Lost or Stolen Tags	
10.12.18 Permit to Block Driveway in RPP	\$ 30.00		Permit to allow occupant of property to block residential driveway in RPP area	
Downtown Employee Parking Permit	\$ 100.00		Permit to allow downtown employees to park in 400 Manitou Ave. or the Prospect Lot.	
Parking Rates		Fee / Fine	Comments	
Zone 1 (Summer May1 - Sept 30)	\$ 2.00		1-3 hours *See seasonal rate proposal, pricing may vary based on occupancy data	
	\$ 5.00		4-5 hours *See seasonal rate proposal, pricing may vary based on occupancy data	
	\$ 10.00		6+ hours *See seasonal rate proposal, pricing may vary based on occupancy data	
Zone 1 (Winter M-Th, Oct 1 - April 30)	\$ 1.50		each hour 1-3 hours *See seasonal rate proposal, pricing may vary based on occupancy data	
	\$ 2.00		each hour 4-5 hours *See seasonal rate proposal, pricing may vary based on occupancy data	
	\$ 5.00		each hour 6-7 hours *See seasonal rate proposal, pricing may vary based on occupancy data	
	\$ 10.00		each hour 7+ hours *See seasonal rate proposal, pricing may vary based on occupancy data	
Zone 1 (Winter F,Sa,Sun, Oct 1 - April 30)	\$ 2.00		each hour 1-3 hours *See seasonal rate proposal, pricing may vary based on occupancy data	
	\$ 5.00		each hour 4-5 hours *See seasonal rate proposal, pricing may vary based on occupancy data	
	\$ 10.00		each hour 6+ hours *See seasonal rate proposal, pricing may vary based on occupancy data	
Zone 2 (Year-round)	\$ 1.50		each hour 1-3 hours *See seasonal rate proposal, pricing may vary based on occupancy data	

City of Manitou Springs Fees and Fines

Department - Fee/Fine	Amount Fee/Fine	Fee/Fine Change	Comments	NOTES
	\$ 2.00		each hour 4-5 hours *See seasonal rate proposal, pricing may vary based on occupancy data	
	\$ 5.00		each hour 6-7 hours *See seasonal rate proposal, pricing may vary based on occupancy data	
	\$ 10.00		7+ hours *See seasonal rate proposal, pricing may vary based on occupancy data	
Zone 3 Economy (Year Round)	\$5 all day		*See seasonal rate proposal, pricing may vary based on occupancy data	
Other Locations			*See seasonal rate proposal	
Public Lots	See Zone Fees		See Zone Fees	
	See Zone Fees		Lots are now included in zones, no all day option	
Barr Trail Parking Lot	\$20/ vehicle per day		*See seasonal rate proposal, pricing may vary based on occupancy data	
Dillon Mobility Hub	Zone 2 (Year - Round)		* See seasonal rate proposal, pricing may vary based on occupancy data	
Special Event Fee			ALL paid parking transactions for spaces serving events	
Emergency Management/Fire Mitigation Fee			ALL Parking Transactions	
Winter Street and Ruxton Ave south of Osage	\$2.00		each hour ***See Note below	
*** There is no paid parking in Ruxton RPP.				
Ruxton Ave from Manitou Ave to Osage Ave	\$ -			
Hiawatha Gardens parking spaces, reserved for exclusive use by event organizer (Event policy attached to end of fee schedule)	Included in Zone 2		Request must be submitted to Parking Dpt., at least 30 days prior to event for use of portion of the parking lot, no more than 1/2 of the area.	
Hiawatha Gardens Reservation	\$ 16.00		3 hour reservation	
	\$ 25.00		5 hour reservation	
	\$ 50.00		All Day reservation	
Parking Passcard	TBD		Pricing to be determined by Department	
Resident Parking Recharge	TBD		Pricing to be determined by Department	
Mobile Payment Convenience Fee per transaction	\$ 0.40		Convenience fee to cover cost of mobile parking service.	
*Progressive Rate Structure - Parking rates may change in \$0.25 - \$0.50 increments up or down per hour based on occupancy data per zone. Barr Trail Lot rates may change in increments of \$2.50 up or down based on occupancy data.				
Electric Vehicle Public Charging Service	Fee / Fine		Comments	
			15% ADMIN FEE OVER CSU RATES CHARGED	
Direct Current Fast Charger (DCFC)				
On-Peak, per kWh \$0.5400 + 15%	.62/kWh			
Off-Peak, per kWh \$0.2200 + 15%	.25/kWh			
Idle Rate, per minute \$0.3000 + 15%	.35/min		Idle rate applicable 15 minutes after charge is complete	
Electric Vehicle Public Charging Service			Time-of-Day -- Level 2	
On-Peak, per kWh \$0.3100 + 15%	.36/kWh			
Off-Peak, per kWh \$0.1200 + 15%	.14/kWh			
Idle Rate, per minute \$0.1000 + 15%	.12/min		Idle rate is applicable 15 minutes after charge is complete	
Neighborhood Services				
Ch 6.08 Nuisances	\$ 275.00		Abatement of conditions of nuisance	
	\$ 125.00		Per hour	
Trash Violation- Citation (Daily	\$ 250.00		1st First offense in 12 month period	
	\$ 400.00		2nd Second offense in 12 month period	
	\$ 700.00		3rd Additional offense in 12 month period	
			4th Mandatory Citation to Appear in Court	

City of Manitou Springs Fees and Fines

Department - Fee/Fine	Amount Fee/Fine	Fee/Fine Change	Comments	NOTES
Compliance Reinspection fine	\$ 250.00		First inspection for compliance following a notice to abate shall not incur a fee, each reinspection for compliance shall carry a \$250 fine.	
Property Clean Up	\$ 1,100.00		Minimum Charge (1-2 Hours)	
	\$ 700.00		Each additional hour	
	\$ 400.00		Use of Heavy Equipment per hour	
Disposal of Biohazard, Chemical, and/or Waste Materials	Actual		Additional Charge	
Parks and Recreation				
Crystal Valley Cemetery Fees				
	Fee / Fine		Comments (Amended 1/1/2025)	
12.28.040 Full Burial Plot	\$ 866.00		Resident	
	\$ 1,458.00		Non-Resident	
	\$ 315.00		Resident infants under 6 months	
	\$ 391.00		Non-Resident infant under 6 months	
Cremation Plot	\$ 394.00		Resident	
	\$ 605.00		Non-Resident	
12.28.091 Green Burials	\$ 1,077.00		Resident	
	\$ 1,678.00		Non-Resident	
Columbarium	\$ 925.00		One Niche - Resident (includes first engraving, first Opening/Closing)	
	\$ 1,850.00		One Niche - Non-Resident (includes first engraving, first Opening/Closing)	
	\$ 625.00		Ossuary - Resident (includes engraving & opening/closing)	
	\$ 1,250.00		Ossuary - Non-Resident (includes engraving & opening/closing)	
	\$ 250.00		Additional Niche engraving (1st engraving included in cost of Columbarium niche purchase)	
Maintenance Fee	10%		All customers - Added at time of purchase of Plot/Niche	
12.28.150 Opening/Closing	\$ 1,077.00		Full Burial & Green Burial	
	\$ 2,154.00		Full Burial & Green Burial Saturdays & Sundays. Per ordinance Sat & Sun are double the weekday fees. Holidays not allowed	
	\$ 1,181.00		Full Burial without an enclosure or vault in non-green burial plot - requires additional maintenance	
			Full Burial without an enclosure or vault in non-green burial plot - requires additional maintenance - Saturdays & Sundays. Per ordinance Sat & Sun are double the weekday fees. Holidays not allowed	
	\$ 336.00		Infants under 6 months	
	\$ 672.00		Infants under 6 months Saturdays & Sundays. Per ordinance Sat & Sun are double the weekday fees. Holidays not allowed	
	\$ 551.00		Cremation - Note - if more than one cremation to be interred in a full burial plot at the same time, then maximum fee charged is the rate for Full Burial	
	\$ 1,102.00		Cremation Saturdays & Sundays. Per ordinance Sat & Sun are double the weekday fees. Holidays not allowed Note - if more than one cremation to be interred in a full burial plot at the same time, then maximum fee charged is the rate for Full Burial	

City of Manitou Springs Fees and Fines

Department - Fee/Fine	Amount Fee/Fine	Fee/Fine Change	Comments	NOTES
	\$ 150.00		Columbarium Niche (Final or Additional Opening/Closing) - (1st Opening/Closing included in cost of Columbarium niche purchase)	
			Columbarium Niche (Final or Additional Opening/Closing) - (1st Opening/Closing included in cost of Columbarium niche purchase) Saturdays & Sundays. Per ordinance Sat & Sun are double the weekday fees. Holidays not allowed	
12.28.090 Burials	\$ 142.00		Plus Additional per hour after 4 p.m. Monday - Friday	
Disinterment	\$ 1,181.00		Full Burial & Cremains	
	\$ 604.00		Infants and children under 10 years old - Full Burial & Cremains	
12.28.160 Transfer recordation	\$ 50.00			
Deed/Burial rights reissuance	\$ 50.00			
Private & Special Event Fees				
	Fee / Fine		Comments	
Applications:				
Private Event Application	\$ 35.00			
Minor Special Event Application	\$ 55.00			
Major Special Event Application	\$ 175.00			
Demonstration Application	\$ 35.00			
Events and Demonstrations Deposit - Road Closures	\$ 500.00			
Blocked Paid Parking Spot	\$0.50/hour			
Rates for use of City Staff for Events	\$ 50.00			
Law Enforcement	\$75/hr			
Parking Enforcement	\$ 50.00			
Public Works	\$ 50.00			
Ch 12.24.020 Vending Permits	\$ 15.00		Per booth, per day	
Banners	\$ 230.00		Hang Banner above street	
	\$ 85.00		Street Light Banners - per street light pole	
PUBLIC FACILITIES RENTAL FEES				
	Fee / Fine		Comments	
Alcohol Affidavit			See City Clerk Fees	
Request for Noise Variance			See City Clerk Fees	
Structure Permit Fee			See Fire Department Fees	
Application Fee	\$ 35.00			
The Fields				
Security Deposit	\$ 100.00		Private events	
	\$ 500.00		Special Event or Demonstration	
Resident Use Fee	\$ 145.00		Per day- up to 200 people	
	\$ 145.00		Plus additional fee per day - 201-500 people	
Non-Resident Use Fee	\$ 240.00		per day- up to 99 people	
	\$ 240.00		Plus additional fee per day - 100+ people	
Mansions Pavilion				
Security Deposit	\$ 100.00		Private events	
	\$ 300.00		Special Event or Demonstration	
Resident Use Fee	\$ 110.00		Per day- up to 99 people	
	\$ 110.00		Plus additional fee per day - 100 - 200 people	
Non-Resident Use Fee	\$ 160.00		Per day- up to 99 people	
	\$ 160.00		Plus additional fee per day - 100 - 200 people	
Memorial Hall (City Hall)	\$ 500.00	\$ 520.00	Security Deposit	
	\$ 150.00	\$ 160.00	Reserve another day for set-up or clean-up	
Resident Use Fee	\$37/hour	\$47/hour	Monday-Friday 2 hours	

City of Manitou Springs Fees and Fines

Department - Fee/Fine	Amount Fee/Fine	Fee/Fine Change	Comments	NOTES
	\$ 415.00	\$ 515.00	Saturday & Sunday - all day, per day	
Non-Resident Use Fee	\$83/hour	\$93/hour	Monday-Friday 2 hours	
	\$ 760.00	\$ 860.00	Saturday & Sunday - all day, per day	
Memorial Park				
Security Deposit	\$ 100.00		Private events	
	\$ 500.00		Special Events or Demonstrations	
Resident Use Fee	\$ 145.00		Per day - up to 99 people	
	\$ 55.00		Plus additional fee per day - 100-200 people	
	\$ 145.00		Plus additional fee per day - 500+ people	
Non-Resident Use Fee	\$ 240.00		per day- up to 99 people	
	\$ 240.00		Plus additional fee per day - 100+ people	
Schryver Park				
Full Park Use				
Security Deposit	\$ 100.00		Private events	
	\$ 500.00		Special events or Demonstrations	
Resident Use Fee	\$ 145.00		Per day- up to 99 people	
	\$ 145.00		Plus additional fee per day - per each group of additional 50 people	
Non-Resident Use Fee	\$ 240.00		Per day- up to 99 people	
	\$ 240.00		Plus additional fee per day - per each group of additional 50 people	
Seven Minute Spring Gazebo and Amphitheater				
Security Deposit	\$ 100.00		Private events	
	\$ 300.00		Public or Special events	
Resident Use Fee	\$ 290.00		3 hours	
	\$ 437.00		all day	
Non-Resident Use Fee	\$ 381.00		3 hours	
	\$ 533.00		all day	
Soda Springs Park with Bud Ford Pavilion				
	\$ 250.00		Key Deposit	
Security Deposit	\$ 150.00		Private events	
	\$ 500.00		Public or Special events	
Resident Use Fee	\$ 145.00		Per day- up to 99 people	
	\$ 145.00		Plus additional fee per day - 100+ people	
Non-Resident Use Fee	\$ 240.00		Per day- up to 99 people	
	\$ 240.00		Plus additional fee per day - 100+ people	
Bud Ford Pavilion - pavilion only (formerly Soda Springs Pavilion)				
	\$ 250.00		Key Deposit	
Security Deposit	\$ 100.00		Private events	
	\$ 300.00		Public or Special events	
Resident Use Fee	\$ 110.00		Per day	
Non-Resident Use Fee	\$ 200.00		Per day	
If a Public Services employee is called out during non-working hours because of a problem caused by the applicant's use, per man-hour with minimum of 2 hours will be billed to applicant				
	\$ 50.00		Per hour rates also applied to cleaning - with minimum of 2 hours.	
Planning Department				
Development Review Fees	Fee / Fine		Comments	
			(Planning Updated 3/1/2023)	
Rezoning *	\$ 1,090.00			
Concept Plan *	\$ 550.00			
Conditional Use Permit *	\$ 1,090.00			

City of Manitou Springs Fees and Fines

Department - Fee/Fine	Amount Fee/Fine	Fee/Fine Change	Comments	NOTES
Variance *	\$ 650.00		Per Variance for the first two variances, then \$250 per each additional variance	
Major Development Plan * **	\$ 1,200.00		With Preliminary Landscape Plan	
	\$ 1,450.00		With Final Landscape Plan	
	\$ 1,000.00		Major Development Plan - Deposit	
Minor Development Plan * **	\$ 600.00		No required landscape plan required	
	\$ 650.00		With Preliminary Landscape Plan	
	\$ 700.00		With Final Landscape Plan	
	\$ 950.00		Minor Development Plan - Deposit	
Minor Modification *	\$ 220.00			
Minor Site Plan *	\$ 160.00		New Residential	
	\$ 220.00		New Commercial	
	\$ 110.00		Commercial or Residential Additions	
Hillside Development Plan *	\$ 190.00			
Final Landscape Plan	\$ 200.00		When not included in a Major or Minor Development Plan	
Grading Permit *	\$ 550.00		For Major Development	
	\$ 220.00		For Minor Development	
	\$ 950.00		Grading Permit - Deposit	
Temporary Sign Permit	\$ 55.00			
Regular Sign Permit	\$ 80.00			
Planned Sign Program	\$ 200.00			
Signs installed or placed without permits	2x Sign Permit Fee			
Annexation * **	\$ 1,090.00		Less than 3 acres	
	\$ 950.00		Less than 3 acres - Deposit	
	\$ 1,650.00		3 to 100 acres	
	\$ 2,500.00		3 to 100 acres - Deposit	
	\$ 1,900.00		101 + acres	
	\$ 44.00		Per additional acre above 101 acres	
	\$ 2,500.00		101 + acres - Deposit	
Wireless Facility Permit	\$ 510.00		New	
	\$ 290.00		Annual Rental Fee for Small Cell/5G on City Owned Property- Right of way, Equipment, Pole, etc. (per facility)	
Subdivision Review Fees	Fee / Fine		Comments	
Major Subdivision * **	\$ 650.00			
	\$ 950.00		Major Subdivision - Deposit	
Minor Subdivision * **	\$ 330.00			
	\$ 950.00		Minor Subdivision - Deposit	
Revised Final Plat *	\$ 350.00			
Waiver of Replat *	\$ 200.00			
Boundary Adjustment *	\$ 200.00			
Vacations - Easement *	\$ 380.00			
Vacations - Rights-of-Way *	\$ 600.00			
Waiver *	\$ 430.00			
Historic Preservation Review Fees	Fee / Fine		Comments	
Material Change of Appearance Certification	\$ 130.00			
Demolition (Administrative)	\$ 175.00			
Demolition (City Council)	\$ 900.00		Commercial (first 1000 sqft)	
	\$ 60.00		Commercial (each additional 1000 sqft)	
	\$ 2,000.00		Demolition (City Council) - Deposit (Commercial)	
	\$ 330.00		Residential (first 1000 sqft)	
	\$ 33.00		Residential (each additional 1000 sqft)	

City of Manitou Springs Fees and Fines

Department - Fee/Fine	Amount Fee/Fine	Fee/Fine Change	Comments	NOTES
State Historic Tax Credit Application Fees (Project Costs - 2014 Program)	\$ 1,500.00		Demolition (City Council) - Deposit (Residential)	
\$5,000 - \$15,000	\$ 98.00		Part 1 Application	
	n/a		Part 2 Application	
\$15,001 - \$50,000	\$ 348.00		Part 1 Application	
	n/a		Part 2 Application	
\$50,001 - \$100,000	\$ 498.00		Part 1 Application	
	n/a		Part 2 Application	
\$100,001 +	\$ 748.00		Part 1 Application	
	n/a		Part 2 Application	
Property Improvement & Building Permit Review Fees	Fee / Fine		Comments	
Property Improvement Permit - Use Tax	\$ 0.038		Modification - 3.8% of cost of material (fee amended due to MACH passage)	
	\$ 0.83		Square foot - including basement and attached garage	
	\$150 + 2x Use Tax		Property Improvement Permit late fee of 200% of the normal application fee (two times the normal fee)	
	\$ 30.00		Minor Work (decks, fences, retaining walls, etc)	
	\$ 100.00		Demolition (nonhistoric)	
Building Permit - Fire Review Fees	\$ 360.00		Commercial	
	\$ 144.00		Residential	
	\$ 30.00		Minor Work (decks, fences, retaining walls, etc)	
Appeals	Fee / Fine		Comments	
Appeals of Administrative or Commission Decisions	\$ 150.00			
Flood Management & Watershed	Fee / Fine		Comments	
Flood Management Variance	\$ 500.00			
	\$ 250.00		Flood Management Variance - Deposit	
Watershed District Permit Application	\$ 100.00			
Marijuana	Fee / Fine		Comments	
Recreational	\$ 2,000.00		Initial Operating License Fee	
	\$ 2,000.00		Renewal Operating License Fee	
	\$ 5,000.00		Initial Operating Marijuana License	
	\$ 5,000.00		Renewal Operating Marijuana License f	
	Cost		Background Check Fee	
	\$ 998.00		Transfer of Ownership Fee	
	\$ 1,000.00		Change in Location Fee	
	\$ 2,500.00		Transfer of Ownership Fee	
	\$ 2,500.00		Change of Location Fee	
Medical	\$ 2,000.00		Initial Operating License Fee	
	\$ 2,000.00		Renewal Operating License Fee	
	\$ 5,000.00		Initial Operating Marijuana License	
	\$ 5,000.00		Renewal Operating Marijuana License	
	Cost		Background Check Fee	
	\$ 1,000.00		Transfer of Ownership Fee	

City of Manitou Springs Fees and Fines

Department - Fee/Fine	Amount Fee/Fine	Fee/Fine Change	Comments	NOTES
	\$ 1,000.00		Change in Location Fee	
	\$ 2,500.00		Transfer of Ownership Fee	
	\$ 2,500.00		Change of Location Fee	
Micromobility	Fee / Fine		Comments	
Micromobility Program License Fee	\$ 3,000.00		5.13.010F	
Land Rental Fee	\$ 200.00		Equipment installed on City owned property or Right of Way; Annual fee per facility	
Technology/Professional Fees	Varies		Fees associated with review assessed at the cost incurred by the City	
Micromobility-share vehicle retrieval fines	\$ 96.00		First offense	
	\$ 192.00		Second offense	
	\$ 288.00		Third offense	
Other Permits, Certifications, and Letters	Fee / Fine		Comments	
Revocable Permit *	\$ 55.00		* Additional review by Colorado Springs Utilities billed directly to the applicant	
Revocable License *	\$ 120.00		* Additional review by Colorado Springs Utilities billed directly to the applicant	
Revocable License * (Annual Renewal)	\$ 55.00		* Additional review by Colorado Springs Utilities billed directly to the applicant	
Short-Term Rental Permit (New)	\$ 350.00			
Annual Renewal	\$ 120.00			
Long-Term Occupancy Permit (New)	\$ 350.00			
Long-Term Occupancy Permit (Annual Renewal)	\$ 120.00			
Temporary Use Permit (Minor)	\$ 100.00			
Temporary Use Permit (Major)	\$ 200.00		Long-Term Occupancy Permit (5-year Renewal)	
Zoning Verification or Certification Letter	\$ 55.00			
With Inspection	\$ 200.00			
Rebuild Letter	\$ 55.00			
Legal Nonconforming Use/Structure Letter	\$ 55.00			
Miscellaneous Administrative Fees	Fee / Fine		Comments	
Postage fees (per postcard)	\$ 0.60			
Poster fee (per poster)	\$ 5.00			
Recording fee	Per El Paso County Recorder		Recording fee may vary depending on document type and are set by the El Paso County Recorder's Office	
Certificate of Occupancy Inspection	\$ 248.00		First two inspections shall not incur a fee, each additional inspection shall carry a \$250 fine	
Notes				
* Review by Colorado Springs Utilities will be billed directly to the applicant at a rate published in the Utilities Rules & Regulations Tariff				
** Land dedication, or fees-in-lieu, may be required for Parks, Open Space, and Schools per Title 18 of the Municipal Code.				
1. Application deposits may be waived by the Planning Director as appropriate. Deposits are collected to reimburse the city for any technical and/or professional services				
2. Development application review fees will be waived for all public school projects.				
3. Development application review fees may be partially reimbursed for developments containing affordable units recorded in a development agreement held by the City				
4. All fees shall be paid in full at the time of application submittal.				
5. Poster and postage fees must be paid prior to a public hearing or issuance of an approval letter.				
6. Recording fees must be paid prior to issuance of an approval letter.				

City of Manitou Springs Fees and Fines

Department - Fee/Fine	Amount Fee/Fine	Fee/Fine Change	Comments	NOTES
Police Department				
Ch 9.56 Alarms	\$ 25.00		One time fee - registration of alarm system	
Copies & Printouts	\$ 0.25		Per page	
Fingerprints	\$ 15.00		Per card, full set of fingerprints	
Notarization			See City Clerk fees	
Sex Offender Registration	\$ 20.00			
Vin Inspection	\$ 20.00		per Vin #	
	\$ 83.00		Per recording - 911 recordings	
Public Works				
Stormwater Rates and Fees				
13.36 Storm Drainage and Flood Management Utility	\$ 21.00	\$ 22.00	Per month - On each water utility account. As of 2025 no longer discontinued with suspension of water/sewer account.	
Street Rates and Fees				
12.04.060 / 070 Excavation Permit Fees	\$ 50.00		Application Fee	
	\$0		Excavation on private property for landscaping, tree planting, or other minor projects may not require excavation fees unless it affects municipal systems. Reach out to Public Services if questions; Application and Inspection fees still apply	
	\$ 160.00		Excavation less than 100' long, no intersection*	
	\$ 215.00		Excavation from 100' - 500' long, no intersection*	
	\$ 310.00		Excavation from 501'+ long, no intersection*	
	\$ 310.00		Additional fee for excavations in intersections	
			Road closure - See Traffic Management Fee	
			**note - Fire Dept, Police Dept, and Public Services Dept must be notified	
Compaction Test Deposit	\$ 1,000.00		Upon receipt of accepted compaction tests or proof of Flow-Fill use, deposit will be returned. Test results must be emailed to Streets Superintendent within 15 business days.	
12.06 Cutting, Refilling, and Resurfacing of Public Streets	\$ 275.00		Additional fee for excavation in ROW if within 1 year period of newly paved/installed street	
	\$ 110.00		Additional fee for more than 60 square feet if within 1 year period of newly paved/installed street	
12.22 - Permit for Installation/Replacement of Concrete jobs	\$ 160.00		Less than 100' long	
Sidewalk, driveway, curbs, gutter, crosspan, etc...				
Concrete work without permit	2x permit cost		1st offense	
	3x permit cost		Each offense after the 1st offense	
Inspection Fees			(See Charges and Fees for Sewer Services and Water Connections)	
	\$ 100.00		Street	
	\$ 100.00		Curb / Gutter	
	\$ 100.00		Sidewalk / Driveways / other concrete work	
	\$ 100.00		Drainage	
Excavation without permit	2x permit cost		1st offense	
	3x permit cost		Each offense after the 1st offense	
(*) Performance Bonds for \$5,000 with 1-year minimum or \$10,000 with 3-year minimum are required as well as a current Certificate of Insurance				
Traffic Management Fees				
	Fee / Fine		Comments	

City of Manitou Springs Fees and Fines

Department - Fee/Fine	Amount Fee/Fine	Fee/Fine Change	Comments	NOTES
	\$ 50.00		Application Fee (note - if the Traffic Management Request application is submitted with the Excavation Permit application, only one application fee for both applications will apply.)	
	\$ 50.00		Road closure, per day	
	\$ 100.00		Install/Replace Signage	
	\$ 150.00		Install Replace Signage with post	
Traffic Control Services by City Staff	\$ 300.00		per day (8 hours max) - up to 3 crew members (only if City Staff is available)	
	\$ 150.00		For each additional crew member after 3 - per day (8 hours max)	
Traffic Cones for rent	\$ 4.00		Rental traffic cones - daily rate for each individual traffic cone	
10.02.030 Traffic Engineer-Requests by the Public	fee based on cost		Members of the public may request changes to or studies of any of the items within the powers and duties of the Traffic Engineer.	
Water & Sewer Rates and Fees				
	Fee / Fine		Comments	
13.16.10 Water Rates Established			Rates approved by Ordinance 0924 11/19/2024	
Service Charge per month for all customer classes	\$ 21.78	\$ 23.74	0.75" meter	
	\$ 36.97	\$ 40.30	1.0" meter	
	\$ 73.93	\$ 80.58	1.5" meter	
	\$ 118.28	\$ 128.93	2.0" meter	
	\$ 236.56	\$ 257.85	3.0" meter	
Volume Charge per 1,000 gallons for Residential	\$ 10.27	\$ 11.19	First 7,500 gallons per month, per 1,000 gallons	
	\$ 13.78	\$ 15.02	7,501 to 15,000 gallons per month, per 1,000 gallons	
	\$ 17.43	\$ 19.00	Over 15,000 gallons per month, per 1,000 gallons	
Volume Charge per 1,000 gallons for Commercial	\$ 11.98	\$ 13.06	Uniform Volume Rate per 1,000 gallons	
Inactive Rate	13/month	\$ 14.17	Inactive amount per month to support infrastructure & capture water usage	
13.16.030 Rates and Charges - Sewer rates established)			Rates approved by ordinance 11/19/2024	
A.1. Flat fee for Sewer (all customers with sewer)	\$ 22.00	\$ 22.77		
A.2. Volume Charge per 1,000 gallons	\$ 9.04	\$ 9.36	Residential allocation	
	\$ 9.04	\$ 9.36	Commercial - actual metered water	
13.16 Turn-on/Turn-off - Fees and Penalties				
13.16.050 B.	\$ 42		Fee to restore service after it has been turned off for delinquency + delinquent amount	
13.16.050 C.	\$ 30		Fee for each turn-on performed by the city after it has been turned off at the request of the owner, unless emergency shut off.	
13.16.050 D.	\$ 10		Fee charged for each turn-on performed by other persons after it has been turned off at the request of the owner (private turn on)	
13.16.070	\$ 10		Water Turn-off for failure to pay bill by due date.	
13.20 Charges for Connection to Water System				
Water System Improvement Fee				

City of Manitou Springs Fees and Fines

Department - Fee/Fine	Amount Fee/Fine	Fee/Fine Change	Comments	NOTES
13.20.040 A.	\$ 17,400		Single-family residence	
13.20.040 B.1/13.20.040 B.2/13.20.040 B.3	\$ 14,800		For each dwelling unit - Duplex Residential OR Multi-Family Units (85% of Single-family residence fee)	
Commercial Users - based on size of Tap to Main (in inches)	\$ 21,000		0.75"	
	\$ 28,000		1.0"	
	\$ 56,000		1.5"	
	\$ 68,000		2.0"	
	\$ 480,000		4.0"	
	\$ 1,200,000		6.0"	
13.20.040 C.				
Water Tapping Charges - based on size of Tap (in inches)				
Size of Tap - .075"	\$ 150			
Size of Tap - 1.0"	\$ 150			
Size of Tap - 1.5"	\$ 250			
Size of Tap - 2.0"	\$ 250			
Size of Tap - 4.0"	\$ 1,500			
Size of Tap - 6.0"	\$ 1,500			
Size of Tap - 8.0"	\$ 1,500			
13.20.040 Expansion of Demand Fee - Water: Remodeling or Reconstruction that incorporates water in excess of what is currently installed	\$ 120		1 - 3 Additional Fixtures, Appliances, or Facilities	
	\$ 250		4 or more Additional Fixtures, Appliances, or Facilities	
Water Connection Inspection Fees	\$ 100		Single-family residence	
	\$ 110		For each dwelling unit - Duplex Residential Units	
	\$ 150		For each dwelling unit - Multi-family Residential Units	
13.20.050 Schedule of Charges and Fees for Sewer Services				
	\$ 5,300		Single-family residence	
	\$ 4,100		For each dwelling unit - Duplex Residential Units (85% of Single-family residence fee)	
Commercial Users - based on size of Tap to Main (in inches)	\$ 6,000		4.0"	
	\$ 7,000		6.0"	
	\$ 8,000		8.0"	
	\$ 9,000		10.0"	
Inspection Fees	\$ 100		Single-family residence	
	\$ 110		For each dwelling unit - Duplex Residential Units	
	\$ 150		For each dwelling unit - Multi-family Residential Units	
	\$ 120		1 - 3 Additional Fixtures, Appliances, or Facilities	
	\$ 250		4 or more Additional Fixtures, Appliances, or Facilities	
Late Fee - Backflow Testing			HB24-1344 requires the testing, inspection, and repair of backflow devices.	
If not completed by October 1	\$ 200		Fine One	
If not completed by November 1	\$ 300		Fine Two (In addition to Fine 1)	
If not completed by December 1	\$ 600		Fine Three & Water Turn-off for failure to comply with State regulations. (In addition to Fines 1 & 2). Note: Water Restoration fee applicable when turning water back on.	
13.28 Water Usage for Irrigation and Other Outside Purposes				
13.28.040	\$ 150		Exemption or partial exemption from water use restrictions	

City of Manitou Springs Fees and Fines

Department - Fee/Fine	Amount Fee/Fine	Fee/Fine Change	Comments	NOTES
13.28.050	\$ 150		Alternate watering plan during periods of water use restrictions	
Ch 6.26 Solid Waste Disposal	\$ 345		Application for Certification of designation	
13.12 Water Meters				
New Water Meter Installation	\$ 462		Meter/ERT/Register	
Water Meter Replacement	\$ 462		Meter/ERT/Register -Exception- Mechanical failure of equipment	
Inspection Fees	\$ 110		Inspection of water meter not installed by the City (eg: meters for irrigation water - 13.12.050).	
Customer Requested Meter Removal/Install	\$ 75		For both removal and install to cover cost of personnel	
Meter Tampering Fine	\$ 1,000		Municipal code. 13.12.002 & 13.12.006 Court fines may also apply, if brought before the Judge.	
Charge when access is denied				
	\$ 75		During regular business hours; per denied access; When clear access is denied for two successive meter readings, or for any other function after written notice is mailed to the customer or conspicuously posted on the premises, and no response is made by the customer to such notice within 10 days, an appointment is thereafter made with the customer for reading the meter or performing such other function	
	\$ 300		During off-duty hours and weekends; per denied access & requested on/off service.	



Memorandum

Title: First Reading of Ordinance No. 2325, an Ordinance Adopting the Annual Budget and Appropriating Funds for Fiscal Year 2026 and Amending the Annual Budget for Fiscal Year 2025

From: Rebecca Davis, CPFO, Finance Director

To: Mayor and City Council

CC: City Administrator Denise Howell

Allocated Time: 45 Minutes

December 2, 2025

Purpose:

Per the Colorado Department of Local Affairs, local governments levying property tax must adopt their budgets before certifying the mill levy to the county (C.R.S. 39-5-128(1)). The Budget Appropriation Ordinance is being presented to City Council tonight for first reading in order to meet this requirement.

Background:

As per C.R.S. 29-1-105, the proposed Budget was presented to the City Council on October 14, 2025, to meet the deadline for presentation to the governing board by October 15, 2025.

Work sessions were held on:

11/22/2025 Saturday Retreat

10/28/2025 Boards & Commissions Presentation

The Ordinance being presented to you covers the General fund and thirteen other funds. Total expenses for all fourteen funds are \$28,312,367, net of interfund transfers.

To view the online budget, click [here](#).

Pros and Cons:

Pro: Establishes the budget for next year and is required by state law.

Con: There are no Cons to approving next year's budget at first reading.

Fiscal Impact:

The ending 2026 General Fund unassigned fund balance is forecasted to be \$4,335,868. This is 36.40% of the General Fund expenditures of \$14,551,266 minus the Cog Reimbursement of \$690,000, the Capital Improvements fund transfer of \$1,400,000, and the EDC payment to the Visit Manitou Springs (Chamber) \$550,000,



which totals \$11,911,266 in Operational expenditures.

The following changes from the October 14th budget presentation are reflected in the recommended budget:

- Sewer Enterprise Fund - added Lease Purchase 2026 payment of \$41,340
- Mobility and Parking Enterprise Fund - added Lease Purchase 2026 payment of \$51,785

Workload Impact:

Multiple hours by staff and boards and commissions

Recommended Action:

Move to approve on first reading, Ordinance No. 2325, an Ordinance adopting the annual budget and appropriating funds for fiscal year 2026 and amending the annual budget for fiscal year 2025 with changes as decided upon at first reading, and set a public hearing for December 11, 2025, at 6:00 p.m. or as soon thereafter as the matter may be heard.

**AN ORDINANCE ADOPTING THE ANNUAL BUDGET AND APPROPRIATING FUNDS FOR FISCAL YEAR 2026 AND
AMENDING THE ANNUAL BUDGET FOR FISCAL YEAR 2025**

SECTION 1: The City of Manitou Springs FY 2026 annual Budget attached hereto as Exhibit A is hereby adopted and the following amounts hereby appropriated.

SECTION 2: The City of Manitou Springs FY2025 Annual Budget is hereby revised to the Amended FY2025 amounts shown:

**GENERAL FUND
SUMMARY OF GENERAL FUND REVENUES & EXPENDITURES**

	ACTUAL	ORIGINAL BUDGET	FINAL AMENDED BUDGET	ORIGINAL BUDGET
	2024	2025	2025	2026
REVENUES/AVAILABLE FUNDS:				
Taxes	\$ 12,847,476	\$ 12,508,650	\$ 9,539,811	\$ 8,884,770
Licenses & Permits	114,003	103,500	103,000	98,000
Intergovernmental Revenues	316,660	167,724	168,403	229,648
Interfund Transfers	289,575	311,807	711,807	1,780,130
Charges for Services	535,421	692,650	758,100	698,100
Fines & Forfeitures	30,928	76,015	44,715	46,215
Miscellaneous Revenues	824,273	582,700	480,368	372,700
Assigned/Committed Revenues	1,217,390	414,900	502,030	451,700
SUBTOTAL--Current Year Revenues				
(net of assigned revenues)	\$ 14,958,336	\$ 14,443,046	\$ 11,806,204	\$ 12,109,563
Prior Year Ending Fund Balance	7,035,837	8,396,397	8,396,397	6,777,571
TOTAL AVAILABLE GF FUND				
REVENUES (net of assigned)	\$ 21,994,173	\$ 22,839,443	\$ 20,202,601	\$ 18,887,134
EXPENDITURES:				
Legislative (City Council)	287,928	414,075	463,566	489,070
City Clerk	264,484	363,278	365,535	465,315
Judicial Department	95,143	124,587	118,246	83,372
Executive Department (Admin)	1,019,070	1,114,830	1,098,860	963,850
Finance Department	712,978	1,121,365	711,995	707,575
Neighborhood Services	104,321	186,226	123,744	134,903
Planning Department	677,481	660,020	615,870	563,445
Police Department	2,041,875	2,379,002	2,404,547	2,540,940
Fire Department	1,307,209	1,378,899	1,493,033	1,469,098
EMS Transport Department	770,870	832,259	857,700	855,950
Public Services Department (Streets)	1,403,112	1,675,605	1,465,720	1,401,344
Parks & Recreation (&facilities in 2023)				
Department	1,492,816	1,556,293	1,592,102	1,412,770
Swimming Pool & Fitness(under P&R)	686,414	698,977	662,327	691,927
SUBTOTAL-- Expenditures by				
Department	\$ 10,863,701	\$ 12,505,416	\$ 11,973,245	\$ 11,779,559
Economic Development	1,331,208	647,600	647,600	1,325,237
Intergovernmental Outlays & Misc	40,906	46,470	46,181	46,470
Assigned/Committed Expenditures	747,748	253,000	256,065	260,000
SUBTOTAL--Operating & Non-				
Operating Expenditures	\$ 12,235,815	\$ 13,199,486	\$ 12,667,026	\$ 13,151,266
(NET OF ASSIGNED EXP.)				
TRANSFERS TO OTHER FUNDS				
Capital Improvements Fund	2,035,767	1,400,000	758,000	1,400,000
SUB TOTAL--Transfers To Other Funds	\$ 2,035,767	\$ 1,400,000	\$ 758,000	\$ 1,400,000
TOTAL UNASSIGNED EXPEND. &				
TRANSFERS	\$ 14,271,582	\$ 14,599,486	\$ 13,425,026	\$ 14,551,266

	ACTUAL	ORIGINAL BUDGET	FINAL AMENDED BUDGET	ORIGINAL BUDGET
	2024	2025	2025	2026
ENDING BALANCE--				
Unreserved*	\$ 8,396,397	\$ 8,239,957	\$ 6,777,571	\$ 4,335,868
Revenues more (or less) than expenditures	\$ 686,754	-\$ 156,440	-\$ 1,618,822	-\$ 2,441,703
FUND BALANCE COMMITTED FOR BARR	480,721	649,921	736,721	935,721
FUND BALANCE ASSIGNED FOR PARAB	21,590	17,890	18,043	14,343
FUND BALANCE COMMITTED FOR IMAGING TECHNOLOGY	12,188	12,988	13,036	13,836
FUND BALANCE ASSIGNED FOR FIRE DONATIONS	3,384	3,384	3,384	3,384
FUND BALANCE ASSIGNED FOR POLICE DONATIONS	7,090	7,690	7,690	3,290
FUND BALANCE ASSIGNED FOR POOL DONATIONS	3,061	3,061	-	-
FUND BALANCE ASSIGNED FOR HPC DONATIONS	5,457	5,457	5,457	5,457
FUND BALANCE ASSIGNED FOR PARKS&RECREATION DONATIONS	3,851	3,851	3,851	3,851
FUND BALANCE ASSIGNED FOR PUB ART DEDUCTIBLES	8,420	8,420	8,420	8,420
FUND BALANCE ASSIGNED LIBRARY-CAP IMPROVEMENTS	-	-	-	-
FUND BALANCE ASSIGNED KIWANIS DONATIONS- REC	6,872	1,872	2,001	2,001
GENERAL FUND TOTAL FUND BALANCES	\$ 8,949,031	\$ 8,954,491	\$ 7,576,174	\$ 5,326,171
OTHER FUNDS EXPENDITURES:				
Transportation Fund	264,082	54,500	54,000	54,000
Open Space Fund	200,971	666,340	666,340	348,450
Law Enforcement Special Rev. Fund	24,428	17,420	17,420	15,450
Conservation Trust Fund	67,184	133,000	133,000	153,000
PPRTA Fund	515,133	945,673	1,110,673	1,024,229
El Paso Blvd Park Fund	50,326	85,820	85,820	113,850
MACH Fund	389,860	627,202	385,712	478,405
Downtown Public Facilities Fund		141,211	141,211	-
Capital Improvement Fund	3,136,276	2,542,550	4,460,808	1,262,042
Assigned East End Taxes	332,424	750,000	140,935	3,000,000
Assigned Carnegie Library	4,131,864	-	355,517	-
Assigned Hiawatha Gardens	52,706	375,000	954,117	500,000
Assigned Cemetery Software	6,063		7,308	-
Water Enterprise Fund	3,219,951	6,817,904	10,382,696	2,609,906
Sewer Enterprise Fund	136,104	1,821,221	2,257,129	2,062,646
Storm Drainage Enterprise Fund	335,480	734,086	661,002	743,424
Mobility & Parking Enterprise Fund	3,654,009	7,241,692	4,484,727	4,577,829
Assigned Barr Trail	758,199			-
SUBTOTAL--Current Year Exp.	17,275,060	22,953,619	26,298,415	16,943,231
Less: Interfund Transfers To Other Funds (this includes the MACH Grants to Library & Hiawatha Gardens)	3,370,696	1,936,807	1,720,239	3,442,130
NET OTHER FUNDS EXPENDITURES	\$ 13,904,364	\$ 21,016,812	\$ 24,578,176	\$ 13,501,101

Section 2: This ordinance shall be in full force and effect from and after five (5) days following its final passage as provided by law.

Passed on first reading and ordered published this 2nd day of December, 2025.

City Clerk, Elena Krebs

A Public Hearing on Ordinance No. 2325 will be held at the December 11, 2025 City Council meeting. The Council Meeting will be held at 6:00 P.M. at City Hall, 606 Manitou Avenue, Manitou Springs, Colorado and/or by Zoom.

Ordinance Published: _____, 20____.

City's Official Website and City Hall

Passed on second reading and adopted by Council this 11th day of December, 2025.

Mayor, John Graham

Attest: _____ City Clerk, Elena Krebs

Published: _____, 20_____ (by title or in full)

City's Official Website and City Hall



Memorandum

Title: Continuation of Second Reading and Public Hearing 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

December 2, 2025

Purpose:

The purpose of this second meeting is for Council to consider the recommendation by the City Planning Commission (CPC) of two specific draft Use Standards. While most of the draft Ordinance was adopted by Council during its meeting on October 21st, two draft Use Standards were remanded back to the CPC for additional consideration.

Background:

During the second reading of Ordinance No. 1925 on October 21st, the City Council remanded to the City Planning Commission two draft Use Standards for further consideration and recommendation before Council took action on them. The rest of the Ordinance was adopted by Council with the exception of these two specific items. The Use Standards that were remanded for further CPC consideration were;

E. ADUs shall not be located in front yards. The minimum front setback for a detached ADU shall be the rearmost facade of the primary residence. The minimum front setback for an attached ADU shall be the frontmost facade of the primary residence.

F. ADUs shall not result in the loss of covered parking spaces. This provision is intended to prohibit the conversion of garages, carports, or other similar covered parking spaces into ADUs.

Pros and Cons:

Pros: This section of the ordinance would allow for more capacity in the city for different housing types to be constructed; in this case, accessory dwelling units. 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. Allowing ADUs advances the goals and objectives of Plan Manitou 2.0 that speak to encouraging a diverse range of housing types and living situations to support housing options, and promoting re-investment in and rehabilitation of the City's housing stock.

Cons: Some residents might be used to, and accepting of current neighborhood density



and aesthetics in their neighborhoods, which this ordinance would change. Going with the CPCs recommendation also would not protect existing private parking as much as the City Council's remand language.

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:

Staff does not anticipate a large number of new development applications to be submitted as a result of the approval of this Ordinance. Staff believes that any increase in permit load can be handled with existing staffing without undue impact.

Recommended Action:

The City Planning Commission (CPC) recommends approving Use Standard No. E with modifications as follows:

E. ADUs shall not be located in front yards. The minimum front setback for a detached ADU shall be the rearmost facade of the primary residence. ~~The minimum front setback for an attached ADU shall be the frontmost facade of the primary residence.~~

The CPC does not recommend the adoption of Use Standard No. F at all.

The CPC agreed with the restriction on permitted locations for detached ADUs to reduce visual impacts on front yards. However, the CPC wanted to permit more flexibility for attached ADUs and therefore does not recommend additional restrictions for those building types. Noting that the Manitou Springs Historic District Design Guidelines currently regulate accessory structure construction in front yards already, the CPC felt that, as long as an ADU is attached to the existing primary dwelling unit, there will be less of an impact, and enough oversight by the HPC within the Historic District, and sufficient setbacks from property lines already in place to assure impacts of attached ADUs are minimized.

Alternatively, the CPC decided not to approve Use Standard No. F at all because it felt it is too restrictive. The Parking Code currently requires off-street parking to be maintained for the primary residential use, and the CPC felt the current Parking requirements are sufficient to assure the protection of adequate existing parking.

Additionally, restricting detached ADUs to the rear of the residence through the adoption of No. E also addresses the elimination of any parking structures currently in



front or side yards.

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;

WHEREAS, the City Council has considered the criteria for amendments to the City's land use regulations set forth in Section 18.06.4.1(D)(7) of the Manitou Springs Municipal Code, and has determined that this particular criteria will not be met, but that the City Council has

determined to adopt these new regulations to comply with the requirements of the statewide legislation set forth in House Bills 24-1152, 24-1007, and 24-1304; 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. Tables 18.02.2.1-1, 18.02.2.2-1, and 18.02.2.4-1 are hereby revised by the addition of a footnote #3, footnote #2, and footnote #1 respectively to the “Minimum Front Setback – Permanent and Temporary Accessory Structures” headings to read as follows:

Not applicable to ADUs. Pursuant to Section 18.04.3.7(E), “ADUs shall not be located in front yards. The minimum front setback for a detached ADU shall be

the rearmost façade of the primary residence. The minimum front setback for an attached ADU shall be the frontmost façade of the primary residence.”

Section 4. Section 18.03.8.2(A) of the Manitou Springs Municipal Code is hereby amended to read as follows:

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 5. 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;

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. An accessory dwelling unit shall not be permitted for use as a short-term rental as defined under Section 18.04.5.4.

~~E. ADUs shall not be located in front yards. The minimum front setback for a detached ADU shall be the rearmost façade of the primary residence. The minimum front setback for an attached ADU shall be the frontmost façade of the primary residence.~~

~~F. ADUs shall not result in the loss of covered parking spaces. This provision is intended to prohibit the conversion of garages, carports, or other similar covered parking spaces into ADUs.~~

G. An ADU shall not be located on a lot or parcel of land if that lot or parcel of land contains more than one single family residence.

H. 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 6. 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 7. Subsection A of Section 18.04.5.4 of the Manitou Springs Municipal Code is hereby amended to read as follows:

Defined. The rental of a dwelling unit, or a portion thereof, that is rented for the purpose of lodging for terms of not less than one (1) day and not more than twenty-nine (29) days, also known as a vacation rental. An accessory dwelling unit, as defined under Section 18.04.3.7, shall not be used as a short-term rental.

Section 8. Section 18.04.24.1(A)(5) of the Manitou Springs Municipal Code is hereby amended to read as follows:

Accessory structures, other than legal accessory dwelling units, may not include any sanitary or kitchen facilities.

Section 9. A new Subsection 7 is hereby added to Section 18.06.4.11(B) of the Manitou Springs Municipal Code to read as follows:

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

Section 10. The definition of "Household" in Section 18.07.3 of the Manitou Springs Municipal Code is hereby amended to read as follows:

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

Section 13. 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

November 24, 2025

Housing Advisory Board

Formal Recommendation Letter to City Council

Re: Removing Proposed ADU Code Changes E and F, and Modifying G

Council Members,

The Housing Advisory Board recommends that the City Council not adopt the proposed ADU code changes labeled Section E and Section F in the current draft of Section 18.04.3.7. These code changes were sent back to the Planning Commission. After another review, we believe they will make it much harder for residents to build ADUs in our town.

This recommendation aligns with the statement HAB already made: the City Council should not implement Sections E or F.

Now, since HAB has another chance to review this document, HAB also recommends that Section G be changed to allow ADU development on a lot or parcel that contains more than one single-family residence.

The Planning Commission Code Changes Create Barriers to Building ADUs

The Planning Commission's version includes:

- Section E, which says ADUs cannot be in the front yard
- Section F, which says garages cannot be turned into ADUs
- Section G, which adds limits already controlled by zoning

Not only do these code changes create barriers, but they also conflict with the statewide effort to increase affordable housing, and they are inconsistent with our Community Master Plan and HAB's mission to encourage diverse and affordable housing options.

Removing These Codes Allows Flexibility and Adaptability

ADUs offer flexibility in design and can be built in various configurations, including detached, attached, or internal conversions, to fit different property types and spaces.

Fire Safety Is Already Regulated Through Existing Code

Concerns about fire safety are understandable, but all ADUs must meet the same life-safety, fire-resistance, utility, and access requirements as any other structure. The building code and fire code already control these issues. Sections E, F, and G do not improve fire

safety. They do not change fire-resistance ratings, access requirements, utility standards, or separation distances. Fire-safety protections already exist without these added code changes.

Aesthetic Preferences Are Not a Valid Basis for New Barriers

Some recent council members voiced concerns about ADU placement based on opinion and appearance preferences. However, aesthetic preference is not a legal basis for limiting where a homeowner may place an ADU. This mountain town features steep slopes, irregular lots, non-standard yards, and a mix of architectural styles. The Historic District already has strict design protections, and ADUs are not allowed there.

Outside the Historic District, aesthetic differences are expected with the unique diversity appreciated within our community. Placement restrictions based on appearance alone create unnecessary barriers unrelated to safety, health, or land-use function.

Our Town Already Has a Strict Code That Limits ADU Development

Manitou has some of the strictest code in the region: height limits, setback rules, slope rules, historic rules, fire access rules, utility limits, and lot-coverage limits. All these codes tightly control where and how an ADU can be built.

Because our code is already strict, adding more placement rules makes ADUs nearly impossible for many homeowners.

ADUs Will Be Limited Here, Even with the State Mandate

The State of Colorado mandated ADUs because towns like ours made them nearly impossible to build. Our non-standard parcels and historic buildings already limit ADU development.

Even with the mandate, rough projections show fewer than 500 homes in the entire town would qualify or have resources to build an ADU. That small number shows that adding barriers like Sections E, F, and G makes something already limited almost impossible.

These Code Changes Do Not Work in a Historic Mountain Town

Many Manitou properties have unusual shapes, steep grades, or tiny yards, which means many do not have a ‘front yard’ or ‘back yard’ that fits these rules. Some homes have only one feasible place for an ADU.

These Code Changes Go Against What the Community Has Told the City Repeatedly

Surveys and consultants the City has paid to conduct show the same result: People want more affordable housing options. ADUs are one of the few realistic tools we have in a built-

out mountain town. These consultant studies cost public money, and ignoring their findings wastes taxpayer dollars.

If the City restarts planning work, rewrites the Master Plan, or shifts ADU standards again, that will require new consultants, new studies, and more spending. With a \$4 million budget shortfall, asking taxpayers to fund more studies is irresponsible. We already have the data, the community feedback, and a state mandate requiring fewer barriers.

Removing These Code Changes Helps Seniors, Workers, Families, and Property Owners

Removing Sections E and F supports seniors who want to age in place, families needing housing options for loved ones, workers needing homes close to their jobs, and homeowners needing flexibility to stay stable in a high-cost town.

ADUs are small, safe, often energy-efficient, regulated structures. Homeowners should be allowed to choose a feasible location on their lot while meeting existing safety and dimensional codes.

Recommendation Recap

HAB recommends removing and not adopting Sections E and F and modifying Section G to allow development.

Allow homeowners to decide where to place an ADU, as long as they comply with the town's existing safety and dimensional codes.

These added barriers do not improve safety, they do not protect the town's character, and they do not help residents. They make ADUs harder to build in a municipality where they are already rare and keeping unnecessary barriers in place conflicts with state law, community input, and our own housing needs.

HAB appreciates your consideration and welcomes any questions.

Respectfully submitted,

Alison Gerbig, Board Chair

On behalf of The Manitou Springs Housing Advisory Board



Consideration of Title 18 Code Revisions

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



Title 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



Title 18 Code Revisions

CPC Public Hearing: September 10, 2025

City Council First Reading: October 7, 2025

- * Requested to see limitations on;
 1. Construction in front yards
 2. Conversion of covered parking spaces to ADUs
 3. ADUs use as STRs
 4. NO ADUs on properties that currently contain multiple single-family residences

City Council Second Reading: October 21, 2025

- Council approved limitations regarding STRs and no ADUs on properties that contain multiple single-family residences
- Remand for CPC consideration/recommendation; construction in front yards and conversion of covered parking spaces to ADUs.



Title 18 Code Revisions

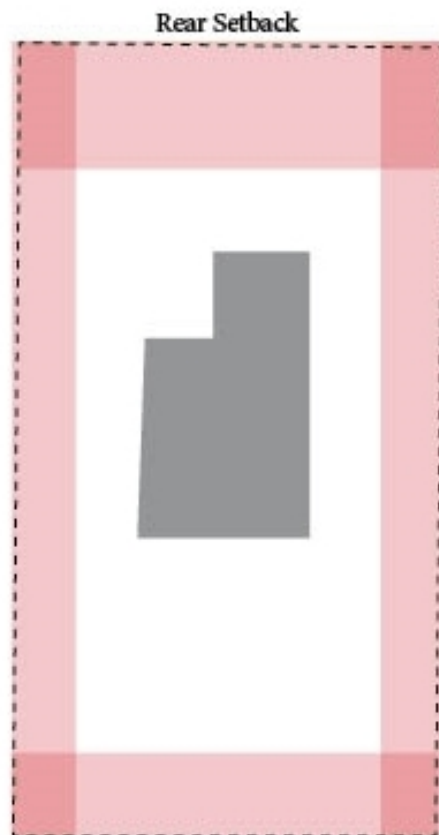
CPC Consideration of City Council Remand: November 12, 2025

E. ADUs shall not be located in front yards. The minimum front setback for a detached ADU shall be the rearmost facade of the primary residence. ~~The minimum front setback for an attached ADU shall be the frontmost facade of the primary residence.~~

~~F. ADUs shall not result in the loss of covered parking spaces. This provision is intended to prohibit the conversion of garages, carports, or other similar covered parking spaces into ADUs.~~

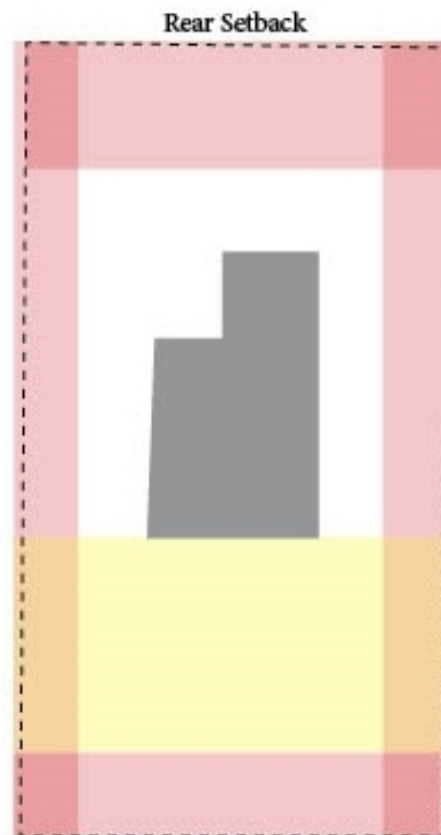


Detached ADU eligibility with proposed condition



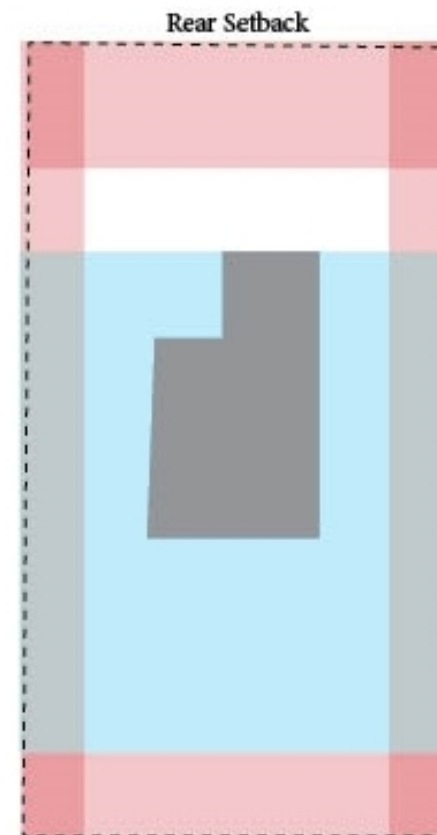
Street Frontage (front setback)

General Residential



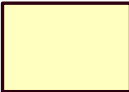
Street Frontage (front setback)

General Residential Setbacks

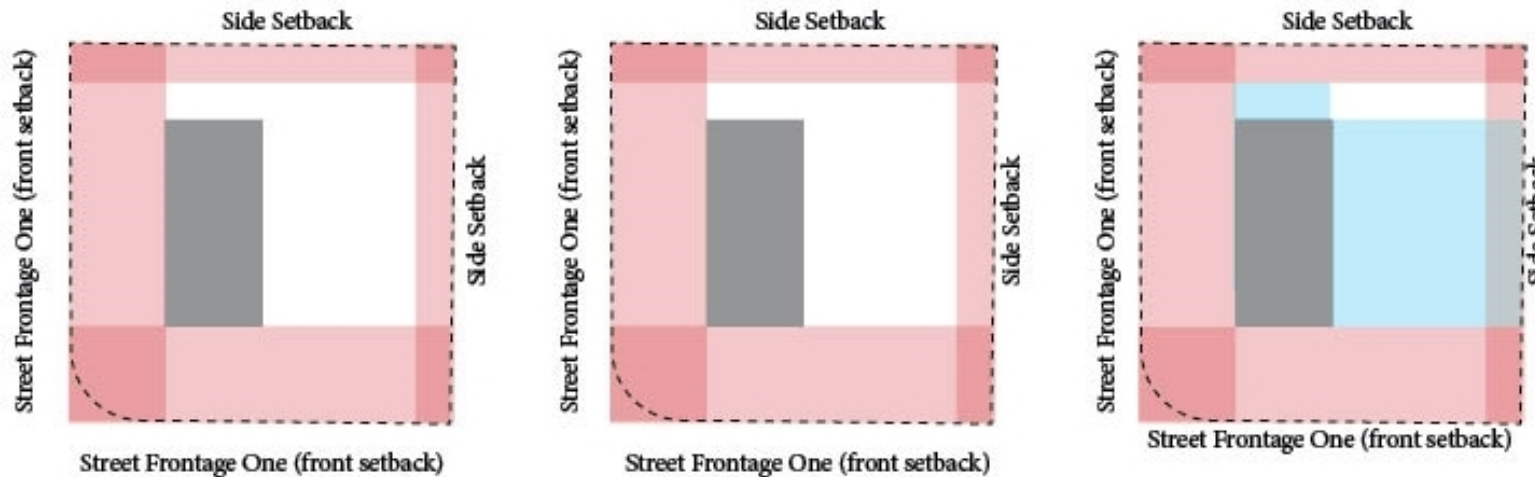


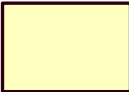
Street Frontage (front setback)

General Residential Setbacks

-  Setbacks for Primary and Accessory Structures Existing
-  Historic Design Guidelines limiting additions or accessory structure in front of primary structure
-  Additional area restricted by City Council's proposal

Detached ADU eligibility with proposed condition (example corner lot)



-  Setbacks for Primary and Accessory Structures Existing
-  Historic Design Guidelines limiting additions or accessory structure in front of primary structure
-  Additional area restricted by City Council's proposal

General Residential Setbacks
(not in a historic district)
18.05.2.1.D

General Residential Setbacks
(in a historic district)
4.4 Historic Design Guidelines "Locating an addition on the front of an historic structure is inappropriate"

General Residential Setbacks
(Scenario Proposed by Council)



Title 18 Code Revisions

- Language as Recommended by CPC

E. ADUs shall not be located in front yards. The minimum front setback for a detached ADU shall be the rearmost facade of the primary residence. ~~The minimum front setback for an attached ADU shall be the frontmost facade of the primary residence.~~

- a. Permit more flexibility for attached ADUs
- b. Historic District Guidelines currently oversee/restrict development in front yards
- c. Current setbacks assure impacts of attached ADUs are minimized.

~~F. ADUs shall not result in the loss of covered parking spaces. This provision is intended to prohibit the conversion of garages, carports, or other similar covered parking spaces into ADUs.~~

- a. Parking Code currently requires off-street parking to be maintained for current uses.
- b. Restricting detached ADUs to the rear of the residence eliminates the possibility of front and side yard parking structures being converted and eliminated.



Title 18 Code Revisions

Motion Language Options

1. Approve the draft Use Standard E. as recommended by CPC
2. Approve the draft Use Standards E. and F. as remanded by City Council
3. Approve draft Use Standards E. and F. with amendments as proposed
4. Do not approve draft Use Standards E. or F.



Memorandum

Title: Formal Action Relative to 2025 City Administrator's Performance Evaluation

From: Mayor John Graham

To: Mayor and City Council

CC: City Administrator Denise Howell

Allocated Time: 30 Minutes

December 2, 2025

Purpose:

As part of the annual performance evaluation of the City Administrator, City Council must officially deliberate, move, and vote on any related matters in Regular Session.

Background:

The performance evaluation will take place in an Executive Session. However, any official action is required to take place in Regular (public) Session. This reserves the matter on the agenda as part of the public notice process.

Pros and Cons:

Pros:

Reserves an opportunity for Council to officially memorialize the evaluation process following Executive Session.

Cons:

No motion or official action can be taken in an Executive Session. Without a provision for official business, this could delay memorializing Council's intentions or cause it to be forgotten altogether.

Fiscal Impact:

Minimal.

Workload Impact:

Minimal.

Recommended Action:

Conduct City business in Regular Session, as/and if needed.