



**CITY OF MANITOU SPRINGS
CITY PLANNING COMMISSION**

Regular Meeting Minutes
Hybrid Meeting via Zoom and at Memorial Hall
November 12, 2025

A. CALL TO ORDER

A Regular Meeting of the Manitou Springs City Planning Commission (CPC) was held at Manitou Springs Memorial Hall, 606 Manitou Avenue. Chair Delwiche called the meeting to order at 5:30 PM and declared a quorum present.

COMMISSIONERS PRESENT FOR ROLL CALL:

Chair Alan Delwiche
Vice Chair Justin Wilson
Commissioner Stephen Graybill
Commissioner Roy Rosenthal
Commissioner Gloria Latimer
Commissioner Mike Casey
Alternate Commissioner Keith Harper
Alternate Commissioner Frank DeLay (Non-Voting)
Alternate Commissioner Megan Day (Non-Voting)

COMMISSIONERS ABSENT FOR ROLL CALL:

Commissioner Carey Storm

STAFF PRESENT:

Planning Director Frederick Rollenhagen
Senior Planner Chelsea Royston
Project Manager Erin Ringsred
Deputy City Clerk Kristen Dukoi
Court Clerk Daniele Owens

GUESTS PRESENT:

CPC Attorney Kunal Parikh

B. APPROVAL OF MINUTES

1. CPC Minutes 10.08.2025

Vice Chair Wilson moved to approve the minutes. Commissioner Rosenthal seconded the motion. Commissioners Latimer and Casey abstained due to their absence from the October meeting. The motion carried unanimously (5-0).

C. PUBLIC COMMENT ON NON-AGENDA ITEMS

There was no public comment.

D. UNFINISHED BUSINESS

No unfinished business was discussed.

E. NEW BUSINESS

1. Effective Meetings Board Training – Clerk's Office

Deputy Clerk Dukoi and Court Clerk Owens gave a presentation regarding effective meetings. Topics included the importance of roll call and tracking absences, the procedure for approving agendas and making changes, and examples of motions to reorder agendas. The presentation also covered roles and responsibilities of board members, requirements for voting and quorums, and relevant municipal code requirements for boards and commissions. The process for turning a discussion into action was explained. Appropriate and inappropriate discussion language was reviewed, with examples. Ethical and conflict-of-interest expectations were outlined.

2. Consideration of Title 18 Code Revisions for ADUs

Director Rollenhagen gave a presentation regarding Title 18 Code Revision considerations, including housing occupancy limits, Accessory Dwelling Units (ADUs), and minimum parking requirements for multi-family developments. Director Rollenhagen explained that the City Council directed the CPC to consider and recommend rulings on construction in front yards and conversion of covered parking spaces to ADUs. A drafted ADU ordinance was reviewed, along with possible code revision language.

There was a discussion regarding the conversion of garages to ADUs. Director Rollenhagen confirmed this is possible and noted that creating an ADU within an existing garage is more likely than building new structures because of city development constraints.

Commissioner Latimer asked whether an ADU garage would still meet the code requirements of not reducing parking spaces, if there is still adequate parking in a driveway.

Director Rollenhagen stated that the state does not allow the enforcement of extra parking for ADUs. He explained that it's possible for adequate parking to exist even if a garage is converted.

Planner Ringsred noted that Historic Preservation Guidelines restrict front yard ADUs.

Commissioner Casey stated that if the goal is to create living space, it should be the owner's choice whether to use a garage or not. He also voiced that a front yard ADU wouldn't be an asset to a neighborhood.

Commissioner Day voiced her opinion to deny both proposed code revisions, denying front yard ADUs and conversion of covered parking spaces.

Commissioner Latimer expressed support for banning ADUs in front yards. She added her support that ADUs in covered parking spaces should be allowed as long as they don't go below the minimum level of parking required for a property.

A discussion ensued about covered parking spaces becoming ADUs, and how adequate parking would be maintained in some areas. The motion language regarding ADUs in front yards was also discussed.

Commissioner Latimer moved to recommend to City Council to include the first limitation that prohibits ADUs in front yards by imposing front setbacks equal to the rear most façade of the primary residence for detached ADUs, and imposing front setbacks equal to the frontmost façade of the primary residence for attached ADUs. Motion was seconded by Commissioner Casey.

After discussion about attached ADUs, Commissioner Latimer amended her original motion to delete the second sentence restricting attached ADUs. Chair Delwiche provided a second. Commissioners Rosenthal and Graybill opposed. The motion passed. (5-2)

Planner Ringsred provided a possible viewpoint on parking. She explained that parking minimums for single family residential homes in a legal non-conforming lot require one parking spot, and two for more standard lots. She suggested that the language could contain the denial of a converted parking spot ADU if it places them below the minimum.

Chair Delwiche moved that the commission recommend that the City Council not implement the provision that would prohibit ADUs if they result in the loss of covered parking spaces. Commissioner Casey seconded the motion. The motion carried unanimously (7-0).

3. LUDC Updates – Density, Height, Variance Criteria

Director Rollenhagen gave a presentation regarding Land Use Development Code (LUDC) revisions. He compared Manitou Springs to communities of similar size and economy in terms of density and dimensional allowances in zoning districts. He outlined variance criteria for the commission to review including Natural Hazard Areas, Adverse Impacts, Unique Hardship, No Alternatives, Rights Enjoyed by Others, Self-Imposed Hardship, and introduced a possible new code section related to disabilities. He also noted that the historic resource variance provision already exists within the Historic District Guidelines.

Commissioner Day stated that she is in favor of a higher commercial density to increase affordable housing possibilities.

Chair Delwiche commented that higher density could reduce the character of the city.

The consensus was to postpone density discussions until the commission has more information. A possible meeting with the Housing Advisory Board (HAB) was discussed.

F. OTHER BUSINESS

There was no other business.

G. NOTICE OF COUNCIL ACTION AND UPDATES

Director Rollenhagen shared that the Hiawatha Gardens entitlements were approved by City Council in October. He explained that the project is expected to move forward with permitting and construction.

Chair Delwiche reviewed the reappointment procedure and confirmed that Vice Chair Wilson was requesting reappointment.

H. ADJOURNMENT

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

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