



**CITY OF MANITOU SPRINGS  
CITY PLANNING COMMISSION**  
Regular Meeting Minutes  
Hybrid Meeting via Zoom and at Memorial Hall  
December 10, 2025

**A. CALL TO ORDER**

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

**COMMISSIONERS PRESENT FOR ROLL CALL:**

Chair Alan Delwiche  
Commissioner Carey Storm  
Commissioner Roy Rosenthal  
Commissioner Gloria Latimer  
Alternate Commissioner Frank DeLay  
Alternate Commissioner Megan Day

**COMMISSIONERS ABSENT FOR ROLL CALL:**

Vice Chair Justin Wilson  
Commissioner Stephen Graybill  
Alternate Commissioner Keith Harper

**STAFF PRESENT:**

Planning Director Frederick Rollenhagen  
Senior Planner Chelsea Royston

**GUESTS PRESENT:**

CPC Attorney Kunal Parikh

**B. APPROVAL OF MINUTES**

1. CPC Minutes 11.12.2025

Commissioner Latimer moved to approve the minutes. Commissioner Storm seconded the motion. Commissioner Storm abstained due to absence from the November meeting. The motion carried unanimously (3-0).

### **C. PUBLIC COMMENT ON NON-AGENDA ITEMS**

Mike Yan, the owner of the Days Inn in Manitou Springs, shared concerns about construction at the Dillon Motel. He stated that he has received multiple customer complaints about noise. He inquired if the construction at the lot was completed or if more was anticipated.

Chair Delwiche clarified that this was not within the purview of the CPC.

Planner Royston explained that there would be no further construction at the Dillon Motel site. There were further phases planned, but the funding for this was yet to be obtained.

### **D. UNFINISHED BUSINESS**

No unfinished business was discussed.

### **E. NEW BUSINESS**

1. MJT 2503 – 134 and 142 Manitou Avenue Dillon Mobility Hub Temporary Use Permit

Planner Royston requested a continuation of Major Temporary Use Permit 2503 to the January 14, 2025, CPC meeting.

Commissioner Storm motioned to move MJT 2503 to the January 2025 CPC meeting. The motion was seconded by Commissioner Rosenthal. The motion carried unanimously. (6-0)

### **F. OTHER BUSINESS**

1. LUDC Updates – Density, Height, and Variance Criteria

Director Rollenhagen summarized previous work sessions on the Land Use Development Code (LUDC) and showed sections of the Variance Criteria which should be reviewed and redefined, including adverse impacts, hardship, design alternatives, rights enjoyed by others in same zone, and self-imposed hardship. Natural hazards and historic preservation related relief were regulated elsewhere, and a disability related variance criterion was presented as a possible new section.

The current rule regarding natural hazard variances was shown to be that the variance cannot result in development areas at risk of natural hazards unless adequately mitigated. Commissioner Storm asked what the standards were for adequately mitigating a natural hazard. Planner Royston explained that technical documents were referred to experts in specific fields in regard to different hazards.

Director Rollenhagen pointed out that adverse impacts and adjacent are not defined within the code, in regard to adverse impacts on adjacent properties. Chair Delwiche voiced that determining what constitutes an adverse impact is a matter of Commission judgement. Commissioner Rosenthal proposed using the phrase adjacent and nearby properties in the code. Planner Royston presented an example of 300 feet that is used for public notification as a possibility. Commissioner Latimer agreed with Chair Delwiche that definitions would be too strict in some situations. Planner Royston suggested that adverse impact could be defined, while adjacent could be left up to CPC judgement.

There was a discussion regarding the definition of unique hardship. Chair Delwiche pointed out that the Commission has had trouble with the definition of reasonable use. Commissioner Latimer and Chair Delwiche discussed Manitou's complex history with hillside development, and voiced concern about encouraging too much building on slopes, versus allowing reasonable use. The term reasonable use was voiced by Chair Delwiche to be one of the hardest to define. Planner Royston cited the American Planning Association's (APA's) universal criterion of "whether there are alternative means to obviate the owner's predicament" as a possible solution to reasonable use.

Director Rollenhagen explained that the intention of rights enjoyed by others in the same zone criteria was to ensure that strict enforcement of code does not deprive applicants of commonly enjoyed rights by other properties in the district. Chair Delwiche raised the question regarding homes built before code revisions and whether they should be judged to the same standards. Planner Royston provided that Colorado Springs and Pueblo have rules regarding setbacks that adjust to adjacent properties. This was explained to provide a more predictable way to respect existing neighborhoods while maintaining safety constraints.

Self-imposed hardship was defined as whether the need for a variance is due to current or previous owners. Director Rollenhagen stated that the goal was to allow a variance for residents to clean up their property from a situation caused by a previous owner. Commissioner Rosenthal inquired why residents should not be allowed to clean up their own property from their own work. Planner Royston suggested that the current language regarding previous property owners could mirror the Historic Preservation Code which allows a 10-year building permit moratorium on illegally demolished historic resources, to discourage demolition for redevelopment. A short discussion ensued regarding self-imposed hardship versus prior owner actions.

Disability criteria were provided as a proposed new section. The purpose was explained by Director Rollenhagen to allow for disability-related needs to justify a variance. This criterion was explained to be only one of four that must be met to approve a variance. Commissioner Day voiced her concerns that the proposed new section could be unnecessary hardship for residents. There was a discussion regarding current versus possible future mobility issues, and how this could relate to the current definition of a disability. Director Rollenhagen stated that he would review the matter with Attorney Parikh to ensure legal sufficiency.

The historic resources criterion was explained to be regulated elsewhere. Director Rollenhagen provided that Title 17 within the City Code already provides the ability for the Historic Preservation Commission (HPC) to allow reduced side setbacks within the historic district.

Chair Delwiche commented that a little more flexibility in the variance code would help, yet too many variances would be bad for the community.

Planner Royston clarified that the goal was to make the criteria more effective, rather than more subjective or less stringent. The main goal was to provide a legally defensible decision.

Commissioner Day noted the complicated nature of the current criteria and that the APA provided criteria was far simpler and affords flexibility. She proposed lowering the number of criteria that must be met.

Director Rollenhagen stated that staff would review APA general criteria along with defining reasonable use. He laid out the four APA variance rules, including that the variance is not contrary to the public interest, there are special conditions pertaining to the parcel that warrant variance, literal enforcement of the code would result in unnecessary hardship and the spirit of the ordinance is observed and justice done.

## **G. NOTICE OF COUNCIL ACTION AND UPDATES**

Director Rollenhagen shared that the City Council approved the Accessory Dwelling Unit (ADU) ordinance with the Commission's recommendation for certain criteria. He then acknowledged and thanked outgoing commissioners, as well as thanked Commissioner Mike Casey who recently resigned.

## **H. ADJOURNMENT**

With no further business to discuss, Chair Delwiche adjourned the meeting at 7:00 PM.

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