



# MANITOU SPRINGS HOUSING ADVISORY BOARD REGULAR MEETING AGENDA

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

In Person: Memorial Hall  
606 Manitou Avenue

Manitou Springs, CO 80829

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



January 21, 2026

5:30 PM

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- A. CALL TO ORDER**
  - B. APPROVAL OF MINUTES**
    - 1. February 19, 2025
    - 2. August 20, 2025
    - 3. September 08, 2025
  - C. PUBLIC COMMENT ON NON-AGENDA ITEMS**
  - D. REPORTS**
    - 1. City Council Liaison
    - 2. Staff Liaison
  - E. OLD BUSINESS**
  - F. NEW BUSINESS**
    - 1. CPC and HAB Joint Meeting, February 11, 2026, Discussion
    - 2. Planning Department ADU Updates
    - 3. Election of Officers
    - 4. Standard Operating Procedure Review
    - 5. Staff Liaison - Agenda Structure Review (New Item Proposal)
  - G. ADJOURNMENT**

**Board Members:**

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

*3 alternate positions available*

**Staff and Liaisons:**

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

The City of Manitou Springs does not discriminate on the basis of disability in the admission to, access to, or operations of programs, services or activities. Reasonable accommodation will be provided to ensure equal access to all. Individuals who would like to request auxiliary aids or services should contact the ADA Coordinator at (719) 685-5481 or [jfryer@manitouspringsco.gov](mailto:jfryer@manitouspringsco.gov). You may also contact the City Clerk's Office at [cityclerk@manitouspringsco.gov](mailto:cityclerk@manitouspringsco.gov) or (719) 685-2554. Please provide a minimum of 3-5 days advance notice.

Interested citizens are invited to serve on any of the City's Boards or Commissions. Please contact the City Clerk's Office for more information or visit our website at: [www.manitouspringsgov.com](http://www.manitouspringsgov.com).



**MANITOU SPRINGS  
HOUSING ADVISORY BOARD**  
Regular Meeting Minutes  
Hybrid Meeting via Zoom and at  
Memorial Hall  
February 19, 2025



**A. CALL TO ORDER**

Chair Gerbig called the Housing Advisory Board (HAB) meeting to order at 5:31 PM.

**BOARD MEMBERS PRESENT FOR ROLL CALL:**

Chair Alison Gerbig  
Vice Chair Alea German  
Board Member Crystal Karr  
Board Member Anna Rebecca Allen  
Board Member T. Glenn Bosley-Mitchell  
Board Member Amy Mogck  
Alternate Board Member Nathan Nassif

**BOARD MEMBERS ABSENT FOR ROLL CALL:**

Board Member Michael Quintana (Arrived at 5:50 PM)

**STAFF PRESENT:**

Planning Director Fred Rollenhagen  
Planner II Zachary Davison

**B. PUBLIC COMMENT ON NON-AGENDA ITEMS**

There was no public comment.

**C. APPROVAL OF MINUTES**

Director Rollenhagen updated the board regarding HAB minutes, stating that minutes are missing from 2024 to present.

There was a brief discussion regarding the history of HAB minutes, in which Chair Gerbig explained the history of the minutes, and the board discussed who had previously taken the minutes.

Council Liaison Nancy Fortuin noted that HAB had voted to approve minutes during 2024. She added that Manitou Springs boards are expected to appoint a secretary to take the minutes each month.

There was a brief discussion about the utilization of Artificial Intelligence (AI) to draft minutes, during which Council Liaison Fortuin stated that there is no city policy regarding the use of AI.

Board Member Allen interjected and stated that she would be willing to serve as the Secretary and draft future minutes.

Director Rollenhagen stated that he would try to locate the 2024 minutes and that if AI drafted minutes are approved by the board, they would be acceptable.

**Note for the Record** - Board Member Quintana entered the meeting at 5:50 PM.

Board Member Allen shared her previous experience with taking minutes and stated that she is willing to transcribe the minutes from the video recording.

Board Member Quintana suggested that Enterprise could be utilized to transcribe the minutes.

Council Liaison Fortuin commented that a transcription is not the typical format for meeting minutes.

Vice Chair German stated that she found the minutes from January 2024 and could forward them to city staff.

Chair Gerbig motioned to elect Board Member Allen as secretary of the Housing Advisory Board. The motion was seconded by Vice Chair German. The motion was carried (7-0).

#### **D. NEW BUSINESS**

##### **1. Shared Google Drive**

Vice Chair German stated that a Google account was opened by HAB and presented the shared pages to the board members. She displayed the different folders of the drive, shared the board logo and provided login instructions.

Director Rollenhagen stated that he spoke with the City Attorney, and he advised that the information in the drive would be subject to the Colorado Open Records Act (CORA). He added that it would be a violation of the law to discuss the documents outside of meetings.

Board Member Quintana stated that using his personal Gmail account would be easiest for him, and other board members agreed.

## 2. Needed Definitions and Discussion

Chair Gerbig inquired of HAB if they wanted to develop their own set of definitions surrounding affordable housing or if they wanted to refer to other websites.

Board Member Mogck stated that she felt it is important for the board to develop their own set of definitions that are consistent with other area resources.

Board Member Allen suggested listing the definitions on the HAB website, including the definition of affordable housing, and added that the definitions could be alphabetized with a creative Manitou twist.

Board Member Mogck shared that there was a glossary of definitions on the Pikes Peak Housing Network website with links to pertinent websites.

Board Member Quintana stated that he liked the mythbusters page idea and that the area median income in some areas is unrealistic as to what people could afford.

Board Member Karr stated that a City of Colorado Springs employee had made a chart and suggested that the board could get permission to utilize the chart.

Alternate Board Member Nassif volunteered to help facilitate the webpage and create content.

Board Member Karr agreed to help with the technical aspect of the content creation of the glossary of definitions.

Director Rollenhagen stated that the HAB webpage would be an appropriate place to educate the public about housing affordability.

There was a brief discussion regarding the city's Facebook page, during which Director Rollenhagen stated that he would get more information on the usage of the Facebook page.

## **E. OLD BUSINESS**

### 1. Review Updates on 2025 Action Items

#### a. Energy Efficiency

Vice Chair German updated the board regarding her progress on educating others about the rebate program. She shared that she had contacted Marcus Electric regarding contacting local contractors for the energy efficiency rebates and explained that staff has the ability to approve the rebates.

Planner Davison stated that two were for toilet upgrades and one was for a furnace upgrade in December of 2024.

b. Pikes Peak Bulletin Article (March)

Board Member Allen stated that she had made significant progress on the article and shared that she had just completed six interviews with both landlords and tenants in Manitou Springs.

There was a general discussion regarding the article, during which Board Member Mogck confirmed that the article should be around 600 words and is due March 10, 2025. She also made a suggestion for maintaining anonymity of the interviews.

Board Member Quintana stated that he is not in favor of using real names in the article.

There was a discussion about whether HAB was utilizing city staff or the Public Information Officer (PIO) to vet the articles before submitting them to the Pikes Peak Bulletin (PPB), during which Board Member Mogck stated that the article was vetted by the Editor of the PPB and added that the board members were aware that they are writing as independent citizens.

Board Member Mogck clarified that the articles are not being written on behalf of HAB, but by individual board members as a rotation of content creation that other community groups are participating in. She voiced her frustration with the city staff turnover rate since becoming a HAB member.

Director Rollenhagen stated that he would get clarification from the PIO on City policies.

c. Pikes Peak Bulletin Article Topic and Volunteer Writer (May)

Chair Gerbig noted that another topic and volunteer board member is needed for May.

d. Other Action Items Updates

Planning Director Rollenhagen reported on the recent joint work session for Plan Manitou with the Planning Commission and City Council as a high-level discussion based on public and working group input. He noted that HAB's recommendation, including work related to Proposition 123, was shared with the consultant and is proposed to be included under ongoing priorities. This categorization reflects that the City has already committed to related goals, even if funding is not currently available. He added that this does not conflict with existing housing goals in Plan Manitou, and that Proposition 123 funding may help support their achievement.

There was a brief discussion about the Green Willow property. Director Rollenhagen clarified that, to his knowledge, the property owners have not approached the City to donate or sell the land. They received a demolition permit from the City but not yet from the Pikes Peak Regional Building Department. Although demolition has not started, the owners have submitted a preliminary redevelopment plan and appear to intend to redevelop the site themselves.

1. Plan Manitou 2.0 February 12, 2025, CPC and City Council Follow-up

Chair Gerbig noted that it had been suggested that the board maintain regular review of Proposition 123 development goals, including the target of 47 units by 2026. She referenced past outreach efforts with Cheyenne Village and Peregrine as examples of encouraging affordable housing development, and proposed a similar approach for the Green Willow property. She offered to reach out to the property owners.

Vice Chair German supported Chair Gerbig's suggestion to reach out to the Green Willow property and suggested inviting them to a HAB meeting.

There was a brief discussion about an upcoming board meeting on March 20, 2025, during which Board Member Karr shared that representatives from the State of Colorado, the Department of Local Affairs (DOLA), and El Paso County would be attending the meeting to speak about affordable housing.

2. Prop 123 Development Goal – 47 Affordable Housing Units By 2026 (La Fon, Park Row Motel, Old Cheyenne Village)

Chair Gerbig noted that the La Fon and Peregrine projects appear to be at a standstill, with Peregrine pursuing Low Income Housing Tax Credit (LIHTC) funding.

Board Member Karr suggested inviting Paragon to the March meeting, so that they could hear about affordability from the representatives.

Board Member Allen agreed with Board Member Karr's suggestion.

A discussion ensued about inviting various entities in Manitou Springs to the March meeting. The consensus was that inviting any potential developers would be beneficial.

Council Liaison Fortuin added that sourcing funding for historic buildings and converting them into affordable housing could also be explored.

Council Liaison Fortuin asked whether the board had discussed the new state law requiring communities to take action on ADUs, noting that a policy must be in place by June. She indicated that City Council had raised this question and suggested Director Rollenhagen may have additional input.

Director Rollenhagen noted that ADUs are part of a broader set of state legislation passed last year, which may require certain actions by municipalities. He is consulting with the City Attorney to clarify what is mandated. The Planning Commission is reviewing the issue, and he will keep the board informed. He suggested a possible joint work session between the Planning Commission and HAB as the City moves forward with implementation.

Chair Gerbig stated that HAB would love to be a part of the ADU discussion.

## **F. REPORTS**

Board Member Nassif shared that he is serving on a subcommittee at Unity Congregation Church focused on repurposing the parsonage property, a strategic priority for the church. He also expressed concern about St. Andrews Church no longer operating and noted the importance of tracking changes in property and asset use related to affordable housing in the community.

Chair Gerbig suggested inviting committee members from the Congregational Church's small-scale housing project to attend the meeting and engage with DOLA and county representatives.

## **G. ADJOURNMENT**

Chair Gerbig adjourned the meeting at 7:01 PM.

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**MANITOU SPRINGS  
HOUSING ADVISORY BOARD**  
Regular Meeting Minutes  
Hybrid Meeting via Zoom and at Memorial Hall  
August 20, 2025



**A. CALL TO ORDER**

Vice Chair German called the Housing Advisory Board (HAB) meeting to order at 5:31 PM.

**BOARD MEMBERS PRESENT FOR ROLL CALL:**

Vice Chair Alea German  
Board Member Anna Rebecca Allen  
Board Member T. Glenn Bosley-Mitchell  
Board Member Amy Mogck  
Alternate Board Member Nathan Nassif

**BOARD MEMBERS ABSENT FOR ROLL CALL:**

Chair Alison Gerbig (Excused)  
Board Member Crystal Karr (Arrived at 5:35 PM)  
Board Member Michael Quintana (Arrived at 5:37 PM)

**STAFF PRESENT:**

Planning Director Fred Rollenhagen  
Planner II Zachary Davison  
Deputy City Clerk Kristen Dukoi

**STAFF PRESENT:**

City Council Liaison Nancy Fortuin

**B. PUBLIC COMMENT ON NON-AGENDA ITEMS**

There was no public comment.

**C. APPROVAL OF MINUTES**

**Note for the Record** – Board Member Karr arrived at 5:35 PM.

1. February 06, 2025
2. March 20, 2025
3. April 16, 2025
4. May 21, 2025
5. June 18, 2025
6. July 16, 2025

Board Member Nassif moved to approve all six meeting minutes as written. The motion was seconded by Board Member Karr. The motion was approved unanimously (6-0).

**Note for the Record** – Board Member Qiuntana arrived at 5:37 PM.

Board Member Mogck pointed out that there were tracked changes on the July 16, 2025 minutes. A discussion ensued in which it was determined that the July Minutes would be revised and presented to the board during the September meeting.

#### **D. NEW BUSINESS**

1. Colorado Sunshine Law Presentation

Deputy Clerk Dukoi gave a presentation on the Colorado Sunshine Law, which focuses on transparency and informs the methods by which public meetings are conducted. Open Meetings Law states that a gathering of three or members in which public business is being discussed is considered an open meeting. She explained that HAB was considered a public body, so the law does apply to the board. She reviewed where a public meeting could occur, such as through social media, email, or phone conversations. Deputy Clerk Dukoi clarified that a quorum is considered the majority of members and explained the definition of a meeting. She stated that 24 hours' notice is required for public posting of meetings and agendas. She clarified the definition of an executive session, which is a session that is a closed portion of a meeting and shared that no formal action can be taken during executive sessions. She outlined best practices for public meetings, noted that emails are subject Colorado Open Records Act (CORA) requests and explained how a “daisy chain” could trigger an open meeting.

- a. Q & A

Board Member Karr stated that the interactive format was helpful for her.

There was a brief discussion about meeting notice requirements for meetings in which no decisions would be made. Deputy Clerk Dukoi stated that if three or more members are expected to attend then the meeting would trigger the open meetings law, indicating notice would be required based on attendance.

There was a discussion about whether HAB is subject to Open Meetings Law. Deputy Clerk Dukoi stated that as an advisory board to the City Council, the board's work can influence public decision-making and confirmed that HAB is subject to the law.

## 2. Colorado Open Records Act (CORA) Presentation

Deputy Clerk Dukoi presented on CORA, which states that all public records should be available for inspection by any person at reasonable times. She further defined what is and is not considered a public record.

### a. Q & A

Board Member Nassif inquired about the typical number of CORA requests each year.

Deputy Clerk Dukoi estimated the Clerk's Office receives about five a month.

## **E. OLD BUSINESS**

There was no old business at this time.

## **F. REPORTS**

### 1. Draft ADU Ordinance Presentation - Planning Department

Director Rollenhagen stated that there would be a City Council meeting in October to review the Accessory Dwelling Unit (ADU) ordinance, which would give HAB time to discuss advisory options during the September meeting. The proposed ordinance is being presented in response to legislation recently passed by the state. He stated that the discussion will include minimum parking requirements and housing occupancy limits. He reviewed House Bill 24-1007 on housing occupancy limits, House Bill 1152 on ADUs, and House Bill 1304 on minimum parking requirements. Director Rollenhagen explained that the revisions how ADUs connect to water and sewer service, and modify the city's review process. Under the proposed Title 13 provisions, ADUs would not require separate service lines and may extend from the primary dwelling unit. However, the ADU line must be metered separately. Director Rollenhagen outlined the statutory definition of an ADU and shared the City Planning Commission's (CPC) viewpoints on short-term rentals concerning ADU usage. He stated that height requirements would continue to apply under the revised code and that compliance requires allowing ADUs of at least 500 to 750 square feet. CPC is also discussing allowing ADUs to be smaller, but not larger than the associated single-family residence. Director Rollenhagen stated that ADUs should comply with the setback requirements of the single-family dwelling units and that historic district requirements would still be enforced.

## 2. Discussion

### a. Draft ADU Ordinance

Board Member Quintana inquired about the short-term rental provisions being duplicated within the city code.

Vice Chair German commented that Manitou Springs Municipal Code regarding short-term rentals could change, and the dual listing could be useful for the future of affordable housing through ADUs.

Board Member Nassif inquired about the short-term rental percentage.

Director Rollenhagen stated that only 2% of Manitou Springs' housing could qualify as a short-term rental and noted that short-term rentals could not be within 500 feet of one another, which is an even more restrictive requirement.

Director Rollenhagen stated that the city needs to change its definition of "household" to align with new state legislation and to make the creation and approval of ADUs more accessible. He explained that the law prohibits municipalities from requiring minimum parking for ADUs located within a transit service area or for multi-family developments under 20 units. He added that while the city can require up to one parking space for a family unit, the requirement cannot be applied to ADUs. He also noted that the city can not require off-street parking for multi-family units unless it can justify the requirement to the Department of Local Affairs (DOLA) and other state entities.

### b. Strategies to Encourage or Require Affordable Housing in ADUs

Vice Chair German suggested allowing smaller ADUs as a strategy to support lower-cost units. She proposed setting a minimum size standard based on habitability requirements and recommended allowing ADUs smaller than the current limits, noting that well-designed units around 350 square feet can still meet safety and livability standards. She also suggested defining maximum size as the greater of 750 square feet or 50% of the principal dwelling.

Board Member Karr expressed support for larger units and concern for the livability of smaller units.

Several Board Members indicated that they had lived in smaller spaces.

Vice Chair German emphasized that new construction could focus on designs well suited for functionality in smaller living spaces.

Board Member Karr added that housing affordability affects the community's ability to attract and retain young families, noting that most local students are currently choiced in. She emphasized the importance of maintaining a community with a mix of income levels and expressed concern that very small units may not meet the needs of families.

Board Member Mogck expressed support for Vice Chair German's suggestion and for the concerns regarding affordability for families. She added that ADUs may not be the solution for younger families, but could be a good solution for aging in place and youth interested in living in the City.

Board Member Quintana questioned the benefit of allowing very small ADUs. He noted that while residents may accept tradeoffs to live in the community, limiting how small units can be may help ensure people are not forced to make significant concessions to live in Manitou Springs.

Planner Davison noted that some Manitou Springs hotels offer a portion of their rooms as long-term rentals, showing that small-scale living already exists in the community.

**Note for the Record** – Board Member Karr left the meeting at 7:10 PM.

c. Community Education on ADUs

There was a brief discussion about nonconforming buildings and potential ADU conversion, during which Director Rollenhagen explained that it would likely be allowed so long as the nonconformity is not expanded.

Board Member Mogck commented that information on conversion of nonconforming structures would be important for community education, as Manitou Springs has many unique spaces.

Director Rollenhagen noted that the City currently has a few handouts and pamphlets on different use types, and that something similar could be released for ADUs.

Vice Chair German offered to draft a letter to the Council, which the board could review at the next meeting.

**G. ADJOURNMENT**

Vice Chair German adjourned the meeting at 7:24 PM.

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**MANITOU SPRINGS  
HOUSING ADVISORY BOARD**  
Regular Meeting Minutes  
Hybrid Meeting via Zoom and at Memorial Hall  
September 9, 2025



**A. CALL TO ORDER**

Vice Chair German called the Housing Advisory Board (HAB) meeting to order at 5:31 PM.

**BOARD MEMBERS PRESENT FOR ROLL CALL:**

Vice Chair Alea German  
Board Member Anna Rebecca Allen  
Board Member Amy Mogck  
Board Member Crystal Karr  
Board Member Michael Quintana  
Alternate Board Member Nathan Nassif

**BOARD MEMBERS ABSENT FOR ROLL CALL:**

Chair Alison Gerbig (Excused)  
Board Member T. Glenn Bosley-Mitchell (Arrived at 6:30 PM)

**STAFF PRESENT:**

Planner II Zachary Davison  
Planning Director Fred Rollenhagen

**GUESTS PRESENT:**

City Council Liaison Nancy Fortuin

**B. PUBLIC COMMENT ON NON-AGENDA ITEMS**

There was no public comment.

**C. APPROVAL OF MINUTES**

1. July 16, 2025

Board Member Allen inquired about the best minute notation practices.

Planner Davison explained the city's standards for meeting minutes.

Vice-Chair German said that a more detailed summary of the minutes is helpful for her.

Board Member Nassif moved to approve the minutes as presented. The motion was seconded by Vice Chair German. The motion was carried (6-0).

## **D. NEW BUSINESS**

### **1. Accessory Dwelling Units**

- a. Discussion of the ADU comment letter and HAB attendance at the Planning Commission meeting (September 10, 2025)

Board Members discussed the ADU comment letter and potential revisions, including density increases, affordability, and aging in place.

Liaison Fortuin stated that overarching priorities might be helpful for Council's review.

Vice-Chair German summarized changes to the ADU comment letter that were discussed or recommended.

Board Member Quintana moved to approve the ADU comment letter. Board Member Karr seconded the motion. The motion passed unanimously (6-0).

- b. Strategies to encourage or require affordable housing in ADUs.

The Board discussed strategies to promote the requirement of affordable housing within the City of Manitou Springs.

Board Member Karr stated that the Pikes Peak Bulletin was no longer in need of content, so the next piece might have to be a paid published piece.

- c. Community education and outreach on ADUs

Board Member Karr inquired about tabling at both city and local events.

Liaison Fortuin suggested the upcoming election forum as a potential place to table.

Board Member Allen concurred with the tabling location idea.

Board Members discussed suggestions on various events and locations within Manitou Springs for tabling.

Board members discussed creating a survey for resident usage that would collect ideas surrounding affordable housing within the municipality of Manitou Springs.

Board Member Karr volunteered to create the survey questions.

## 2. HAB Budget Presentation

- a. Preparation for City Council presentation (October 28, 2025)

The Board discussed preparing for the October 28, 2025, presentation to the City Council.

**Note for the Record** – Board Member Bosley-Mitchell entered the meeting at 6:30 PM.

- b. Review and discussion of draft presentation slides

There was no further discussion.

## 3. Housing Colorado Conference

- a. Discuss priority presentation.

Board Members discussed Chair Gerbig and Secretary Allen's attendance of the Housing Colorado Conference and suggested potential sessions to attend. The consensus was that attending Board Members should choose sessions they feel would be most beneficial to HAB.

## **E. OLD BUSINESS**

There was no old business at this time.

## **F. REPORTS**

Liaison Fortuin updated Board Members about current City Council actions.

Director Rollenhagen updated Board Members about upcoming maximum occupancy limit changes from the Planning Department.

## **G. ADJOURNMENT**

Vice Chair German adjourned the meeting at 7:06 PM.

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# Housing Advisory Board Standard Operating Procedures

## **PURPOSE**

This set of Standard Operating Procedures (SOP) is intended to guide the activities and procedures of the Manitou Springs Housing Advisory Board (HAB). These procedures do not supersede any City Ordinance and are in support of the city. The board shall act in accordance with Chapters 2.09 and 2.50 of the Manitou Springs Municipal Code, the latter of which was established by Ordinance No. 0917.

## **IMPLEMENTATION AND REVIEW**

Housing Advisory Board will implement this SOP with a majority vote. The SOP shall be reviewed annually, and any changes made with a majority vote. Votes will be recorded by the Secretary and changes to the SOP will be made by the Chair or Secretary, who shall maintain the official version of the SOP.

## **NONDISCRIMINATION**

No person or organization shall be excluded from participating in, be denied the benefits of, or be subject to discrimination by the board, on the grounds of race, age, national origin, religion, creed, gender, sexual orientation, or handicap.

## **OPEN MEETINGS LAW**

The board shall comply with Open Meetings Law (C.R.S. §§ 24-6-101 — 24-6-502).

- Meetings with three or more members of any local public body, or a quorum, whichever is less, at which any public business is discussed or at which any formal action is to be taken is an Open Meeting.
- Public Notice is required at least 24 hours in advance with specific agenda information where possible, for any meeting where formal action occurs or at which a majority or quorum of the Board is in attendance or expected to be in attendance.
- Meeting Minutes are required for meetings where formal action occurs or could occur.
- Executive Sessions are not open to the public and are held under very limited circumstances. Staff Liaisons and the City Clerk's Office can provide additional assistance for the requirements of holding an Executive Session.

## **OFFICES AND ALTERNATES**

The board shall appoint a Chair, Vice Chair and Secretary at the first meeting of each calendar year, by a motion, second and majority vote. The City Clerk's Office shall be notified of appointments within one week of the meeting each year (2.09.070).

### **Chair**

- Collaborates with the Staff Liaison to create agendas for meetings.
- Conducts meetings, including ensuring the board stays on track with the approved agenda.
- Signs and executes any agreements approved by the board (if applicable).
- Maintains the official Housing Advisory Board SOP (the Secretary may assume responsibility for this if the board so chooses).

### **Vice Chair**

- In the absence of the Chair the Vice Chair shall perform all duties of the Chair.

### **Secretary**

- May be a city employee.
- Records minutes of all regular and special meetings. Submits minutes to the board and ensures minutes are published once approved.
- Tracks the rotation of Alternates for promotions to voting member.

### **Alternates (2.09.040(B))**

- May attend every meeting but is not required to do so.
- May participate in discussion but are not allowed to vote unless promoted to a voting member by the board.

## **MEETINGS**

### **Regular Meetings**

Meetings shall be held on the third Wednesday of the month at 5:30 pm. All upcoming board meetings are scheduled to be hybrid (Zoom and in-person at Memorial Hall). In the event a regular meeting falls on a holiday, the board will agree to another day (and location if need be) or cancel the meeting.

### **Special Meetings**

In accordance with Open Meetings Law, The Chair or City Administrator may call a Special Meeting for any business that may normally be transacted at a Regular Meeting.

### **Work Sessions**

A Work Session may be called by the Chair, in compliance with Open Meetings Law public notice. Work Sessions are for the purpose of discussion only, and no action shall be taken at a Work Session. Minutes are not required for a Work Session.

### **Agendas**

The Staff Liaison and Chair shall work together to create the agenda prior to meetings.

- Each Agenda shall include Call to Order, Roll Call, and Adjournment.
- Approval of the Agenda shall be included for Regular and Special Meetings to allow the Board to agree to follow the agenda from top to bottom.
- Public Comment shall be included for Regular Meetings as required by the City's Municipal Code (2.09.080(A)).

### **Rules of Order**

- The Chair shall state the time when calling the meeting to order for the record.
- During Roll Call, the board shall determine if any members are absent or excused.
  - Board Members may be excused by a motion, second and majority vote. The motion shall include dates for excusal if the member is expected to take an extended leave of absence.
  - If any member arrives late or leaves early, the Chair shall announce the time that the member has arrived or left for the record. The Chair shall announce if a quorum is still present or not, as well.
  - If it is determined that a quorum is not present, the Chair, or Board shall immediately adjourn the meeting.
- An Alternate may be called upon for an entire meeting or a specific topic if the board does not have a complete, seven voting members present.
  - If more than one Alternate is present at a meeting, **the Alternate shall be chosen by seniority or alphabetically by last name.**
  - The Alternate rotation will be tracked by the Secretary.
  - The chosen Alternate will be promoted to voting member during the meeting by a motion, second and majority vote.
- Executive Sessions shall be conducted in accordance with Open Meetings Law and by the following procedures.
  - Prior to entering the Executive Session, the Chair shall read the purpose of the session into the record.
  - A Board Member shall make a motion to enter Executive Session for the stated purpose. The board may enter with a second and approval by majority vote.
  - Upon returning to the public portion of the meeting the Chair shall confirm that the session was held solely for the stated purpose and that no formal action was taken.
  - The time that the Executive Session was entered and the time the board returned shall be recorded.
- Meetings shall be adjourned by a motion, second and majority vote.

### **Attendance**

On the Friday prior to a scheduled meeting, the Staff Liaison shall remind the board of the upcoming meeting and request confirmation of attendance. Board Members shall confirm their attendance with the Chair and Staff Liaison no later than 12:00 p.m. (noon)

on the day prior to the meeting.

### **Quorum**

A majority of the appointed non-vacant seats shall constitute a quorum (2.09.080(a)).

In the event a quorum is not present at the start of the meeting the chair shall call the meeting to order at the scheduled time and state that there is not a quorum present. The Chair shall announce if the board will wait for more members to present themselves, including the designated time that the present members shall wait. If the board is unable to establish a quorum after the designated waiting period, then the meeting shall be adjourned and the chair shall announce a designated time for the rescheduled meeting or that the rescheduled meeting date is to be determined. No public business shall be discussed during the process of establishing a quorum to ensure that a majority of the board is present for agenda item discussions. The meeting minutes shall include only the Call to Order and Adjournment sections.

Alternatively, upon seeing that no quorum is present prior to calling the meeting to order the Chair may announce that the meeting is cancelled. Anytime a meeting is cancelled after the agenda is published the agenda shall be published again with a "Cancelled" watermark.

## **MEMBERSHIP STATUS**

### **Board Member Appointment**

Any Manitou Springs Resident interested in serving on the Board should contact the City Clerk's Office or Visit the City's website at [www.manitouspringsgov.com](http://www.manitouspringsgov.com). Applicants should attend at least one board meeting and submit an official application to the City Clerk's Office prior to scheduling the application for the City Council's review and decision.

### **Reappointment**

If a Board Member's Term is coming to an end and they wish to be reappointed and continue to serve the board, they may write a letter of interest to the City Council and submit it to the City Clerk's Office. The letter of interest shall be submitted at least one month prior to the end of the member's term.

### **Applicant Board Review**

Upon notification of a membership application, the Chair will reach out to the applicant and invite them to a meeting, if the applicant is not already known to the board. The Chair may add the applicant to an upcoming agenda to discuss with the board and determine the board's recommendation.

### **Resignations**

If any Board Member is planning to resign for any reason, a letter of resignation shall be submitted to the Chair, Staff Liaison, and City Clerk's Office.

### **Grounds for Removal (2.09.110)**

Any conflict-of-interest violation, any other violation of applicable law, regulation, or policy, or non-attendance to duty, failure to attend three consecutive regularly scheduled meetings without a leave of absence approved by the board, or any other good cause is grounds for removal by the City Council. A request to remove a Board Member may be submitted to the City Clerk's Office by one or more members of the City Council and

ultimately would be decided by the City Council.

## **TRAINING**

- During onboarding, an orientation packet will be provided by the Chair, Secretary or Staff Liaison to new members, which will include Chapter's 2.09 and 2.50 of the Manitou Springs Municipal Code, the Housing Advisory Board SOP, the Annual Plan and Housing Advisory Board Budget.
- In the event that the city hosts board training event Housing Advisory Board Members are expected to attend.

## **ANNUAL PLAN & BUDGET**

Annually the board will work with staff to prepare its budget presentation, including the board's accomplishments and goals for the City Council. The Staff Liaison will advise the board of the timeline.

DRAFT



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January 16, 2026

Housing Advisory Board (HAB) Members

**RE: Discussion and Adoption of Updated Agenda Structure**

Dear Board Members,

**1. Background**

The Housing Advisory Board operates under the framework of Ordinance No. 0917 and Ordinance No. 1219. The latter amended Municipal Code Chapter 2.50 to focus exclusively on the Board's "Powers and Duties."

As the Board begins its work for the year, Staff is providing an overview of these specific duties, such as researching housing needs and monitoring "Plan Manitou" goals, to support the Board's strategic planning. To better facilitate these duties, Staff has also prepared a revised Agenda Structure for the Board's consideration.

**2. Context**

Because Chapter 2.50 lists specific deliverables, such as "researching and identifying issues" (Duty F) and "identifying and working with partners" (Duty M), it is beneficial for the Board's meeting format to explicitly support these activities. A consistent agenda structure ensures that time is allocated not just for reacting to new business, but for proactively discussing the research and policy goals outlined in the Code.

**3. Proposed Agenda Enhancements**

Staff propose the following adjustments to the standard agenda format to improve information flow and alignment with Chapter 2.50:

- Prioritizing Reports: "Reports" (Council and Staff) will be moved to proceed "New Business." This ensures Board Members are briefed on the latest City Council Actions and relevant housing data before entering into deliberation on discussion or actionable items.
- New Section: "Future Agenda Items or Agenda Setting": A standing item added to the conclusion of every meeting to facilitate structured planning. This section is strictly for identifying specific topics and deliverables for upcoming meetings. Staff suggest the assignment of up to two Board Members to be responsible for researching and preparing the items. This directly supports Duty F ("Research and identify issues...and make



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recommendations”) by allowing the Board to collaboratively plan its future workload rather than operate month-to-month.

#### **4. Staff Recommendation**

Staff recommend that the Board discuss the duties outlined in Chapter 2.50 and vote to adopt the revised Agenda Structure to guide future meetings.

Sincerely,

Zachary Davison  
HAB Staff Liaison

CC: HAB January 21, 2026, Agenda