



**CITY OF MANITOU SPRINGS
CITY PLANNING COMMISSION**

Regular Meeting Minutes
Remote Meeting via Zoom
January 14, 2026

A. CALL TO ORDER

A Regular Meeting of the Manitou Springs City Planning Commission (CPC) was held via Zoom. 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 Roy Rosenthal
Commissioner Steven Graybill
Alternate Commissioner Frank DeLay
Alternate Commissioner Megan Day

COMMISSIONERS ABSENT FOR ROLL CALL:

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. December 10, 2025

Commissioner Rosenthal moved to approve the minutes. Commissioner DeLay seconded the motion. Vice Chair Wilson and Commissioner Graybill abstained due to absence from the December meeting. The motion carried (4-0).

C. PUBLIC COMMENT ON NON-AGENDA ITEMS

There was no public comment.

D. UNFINISHED BUSINESS

No unfinished business was discussed.

E. NEW BUSINESS

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

Planner Royston provided a presentation regarding Major Temporary Use Permit (MJT) 2503. The purpose of the project was stated to allow temporary parking lot surface at the Dillon Mobility Hub. Approval Criteria for MJTs were provided, which included the lot not being detrimental to public health or safety, and compatible with the Land Use and Development Code (LUDC). The Criteria of allowing off street parking was determined to be non applicable as the purpose of the lot was to provide parking.

Commissioner DeLay asked if there were any issues with dust during the past summer which may have impacted surrounding properties. Planner Royston answered that the Planning Department received no dust complaints and that dust mitigation was considered part of the development proposal. Applicant Felipe Lopez, acting on behalf of the City of Manitou Springs, explained that there were no issues with dust, and that snow on the lot melts very quickly.

Vice Chair Wilson moved to approve MJT 2503 based upon the findings that the request meets the review criteria for granting a Major Temporary Use Permit as stated in City Code Section 18.06.4.8. Commissioner Graybill seconded the motion. The motion passed unanimously (6-0).

2. Election of Officers

Vice Chair Wilson motioned to reelect Alan Delwiche as Chair. The motion passed (6-0).

Chair Delwiche motioned to reelect Justin Wilson as Vice Chair. The motion passed (6-0).

3. 2026 Meeting Schedule

Planner Royston explained that the proposed November 11, 2026 CPC Meeting lands on Veterans Day, and it was proposed that the meeting be moved to November 12, 2026. This date was accepted and revised.

4. Adoption of Standard Operating Procedures (SOP)

Planner Royston explained that the adoption of the SOP will help to maintain consistency in the Commission.

Chair Delwiche commented on the portion regarding alternate board members not being required to attend meetings. He stated his opinion that the language be changed to

“encouraged to attend every meeting, but not required to do so”. He also suggested that the rule regarding the motion and majority vote for an alternate member to be promoted to a voting member was unnecessary. He stated that he trusts staff to keep track of which alternates were voting members and that there is no need for a vote. Planner Royston explained that she could work with the City Clerk to change this language.

Commissioner Rosenthal moved to approve the adoption of the proposed SOP with modification of language regarding alternate attendance and the process of being promoted to voting member. Vice Chair Wilson seconded the motion. The motion passed unanimously (6-0).

F. OTHER BUSINESS

1. LUDC Revisions – Variances

Planner Royston reviewed previous discussions, existing criteria in the City Code and proposed revisions for the variance criteria. Proposed changes were presented for E2, F1, F2, and F4, which included definitions for terms like “nuisance” and “adjoining properties”, and the removal of language like “reasonable use”.

Commissioner Day asked the number of criteria required for obtaining a variance. Planner Royston answered that, as written all are required, but the requirements in code could be changed and recommended not going below three out of four.

Planner Royston suggested adding a “findings of fact” step to the variance approval process which would provide commissioners a chance to vote whether a given variance meets criteria, and give staff an opportunity to fill out a form whether the criteria were met according to the Commission. Chair Delwiche supported the addition of this section.

Planner Royston then proposed a new “administrative adjustments” section in the code which would allow the Planning Director to approve minor variances up to 15% from dimensional standards, subject to certain exceptions. Administrative Adjustments would also include provisions for encroachment into front yard setbacks, which would allow new principal structures to meet the average front yard setbacks of adjacent lots on the same street frontage. Accessibility requirements for accommodation under the Americans with Disability Act (ADA) were shown as an adjustment to the variance requirements, as to not require a resident to defend their disability in front of a public body. Further adjustments included existing code provisions for Historic Districts along with building heights, which already exist elsewhere in code. The Planning Director would be able to approve these administrative adjustments as long as certain criteria were met.

Vice Chair Wilson spoke in favor of changing the definition of “adverse impact” to a “nuisance”. He also expressed support for increasing the impacted area for consideration in regards to obtaining a variance. He asked who is defining the objective for an application, and what the term “objective” means in regard to the code.

Commissioner Day asked if “purpose” would be a reasonable alternative to “objective”. Planner Royston explained that “objective” was meant to put the applicant under pressure to be persuasive and explain why their objective would be met by a variance.

Commissioner Rosenthal stated that the original intent of the language regarding variances overall was to approve something within the normal bounds of the community.

Chair Delwiche voiced concern regarding the proposed language for F2 to technically or financially infeasible. He stated that this was not clear. Planner Royston clarified her intent with the language was to allow for applicant flexibility in their application, so as to not cause these hardships to stop them from performing their project.

Commissioner Day stated that she liked the wording, and supported the idea that the Commission cannot enforce something too expensive. She stated that the language regarding solar energy devices was too narrow and should be expanded to allow broader solar access such as solar tubes or natural light.

Commissioner DeLay provided an example of how properties further than 300 feet away could still be adversely impacted such as homes on a Cul de sac as a reason not to define a specific distance from a property for adverse impacts. He also spoke in support of requiring all of the variance requirements rather than three. Chair Delwiche agreed with Commissioner DeLay.

Commissioner Rosenthal expressed support for only requiring three out of four requirements to allow commissioners more flexibility in voting consistently with the criteria, and added that the idea of an application being rejected because it does not meet one of the criteria is negative. Commissioner Day agreed with requiring three out of four because of the versatility of Manitou Springs. Commissioner Graybill also spoke in favor of three out of four.

Planner Royston noted that if a property outside of 300 feet is affected by a variance then most likely a property within the 300 feet would be affected. She asked if the requirement were to meet three out of four criteria, would it be any of the four or certain criteria.

Chair Delwiche commented that he does not think the term “nuisance” will solve the problem within the code regarding ambiguous language, and that “adverse impact” could still be appropriate. He added that administrative adjustments of 15% was too high for administrative approval. He spoke in favor of the administrative adjustment to allow for setback adjustments to be consistent with the street.

Commissioner Day said she liked “nuisance” because of the implications of the term. She added that it could be strict, and suggested other rules could be loosened if the term were adopted. She expressed support for the 15% administrative adjustment. Chair Delwiche stated “nuisance” was defined within the code and that it would not impact what variances were looking to do. Planner Royston explained that some definitions in the code could translate to variances, and they would be in the realm of

something the Commission could decide on. Vice Chair Wilson added that “nuisance” works well with variance rulings.

There was a brief discussion about the timeline for the revision process, during which Commissioner Graybill said he was comfortable with a hearing next month. Chair Delwiche voiced that he was skeptical about the revisions finding success with City Council, because the City Council may think that the code is opening up too much, and suggested that administrative approval could be tightened.

Director Rollenhagen reminded the Commission that there is a scheduled working session with the Urban Renewal Authority (URA) and the Housing Advisory Board (HAB) next month. He suggested the possibility of having the work session next month and taking all the items in the code revisions to public hearing in March.

Commissioner Graybill stated that he agreed and that if Director Rollenhagen thought it was a good idea to wait, then they should wait.

G. NOTICE OF COUNCIL ACTION AND UPDATES

Director Rollenhagen shared that Inauguration day for Manitou Springs happened on Tuesday, January 6, 2026 and confirmed that Councilor Julie Wolfe is still the CPC Council Liaison.

H. ADJOURNMENT

With no further business to discuss, Chair Delwiche adjourned the meeting at 6:50 PM.

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