



**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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