



**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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