



**CITY OF MANITOU SPRINGS  
CITY PLANNING COMMISSION**  
Regular Meeting Minutes  
Hybrid Meeting via Zoom and at Memorial Hall  
February 11, 2026

**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  
Vice Chair Justin Wilson  
Commissioner Roy Rosenthal  
Commissioner Steven Graybill  
Commissioner Frank DeLay  
Commissioner Megan Day

**COMMISSIONERS ABSENT FOR ROLL CALL:**

Commissioner Keith Harper (Excused)

**STAFF PRESENT:**

Planning Director Frederick Rollenhagen  
Senior Planner Chelsea Royston

**GUESTS PRESENT:**

CPC Attorney Kunal Parikh  
**From the Housing Advisory Board (HAB):**  
HAB Chair Alison Gerbig  
HAB Board Member Amy Mogck  
**From the Urban Renewal Authority (URA) Board:**  
URA Executive Director Electra Johnson  
URA Chair Farley McDonough

## **B. APPROVAL OF MINUTES**

### 1. CPC Minutes January 14, 2026

Vice Chair Wilson moved to approve the minutes. Commissioner Rosenthal seconded the motion. The motion carried unanimously (6-0).

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

There was no public comment.

## **D. UNFINISHED BUSINESS**

No unfinished business was discussed.

## **E. NEW BUSINESS**

### 1. STR 2601 – Short Term Rental at 219 Crystal Hills Blvd

Planner Royston provided a presentation regarding STR 2601. The structure and interior of the property were reviewed. The request was explained to be for renting the whole home or just the bottom level, depending on if the owners are home at the time.

Chair Delwiche commented about a previous rule in which a property required an offsite manager within a certain distance. Planner Royston explained that a local property manager is still required but local is not defined.

Applicant Lisa Yens, 219 Crystal Hills Boulevard, explained that their intention with the rental is to have someone occupy their property when they travel for two months of the year. The whole home is planned to be rented in January and February, and the bottom floor would be rented for the rest of the year.

Commissioner Graybill asked if the applicant had spoken to their neighbors about the rental possibility. Applicant Yens confirmed that they did.

Chair Delwiche inquired about who would manage the property during their two month absence. Applicant Yens replied that their daughter would manage the property, or they would hire a property manager.

Vice Chair Wilson motioned to approve STR 2601 based on the findings that the request meets the review criteria for granting a Short Term Rental Permit, as set forth in City Code Section 18.06.4.5, with no conditions. Commissioner Delay seconded the motion. The motion carried unanimously (6-0).

## 2. MNR 2601 – Minor Development Plan at 607 Ruxton

Planner Royston provided a presentation regarding MNR 2601. The plan was explained to be a mixed-use addition to an existing structure. It would add a garage, workshop and living space. Allowing a mixed use addition to the residence was shown to bring the use into conformance with the zone district, which is commercial. Approval criteria for an MNR was explained, and the property was shown to be in compliance with the requirements. Alternative Compliance rules for complying with development standards were explained and justifications for alternate compliance were shown.

Commissioner Day asked if there were any intersecting requirements from the Historic Preservation Commission (HPC). Planner Royston explained that the property was opted out of the Historic Preservation District when it was originally formed, so the District does not have purview.

Applicants, Michael Soulek, 607 Ruxton Avenue, and Electra Johnson, 327 Oak Place, shared that they had originally attempted to do a waiver of replat, but could not because they did not have enough records. It was explained that the plan is to make the property more livable for Applicant Soulek and his family, and that the impact to the subdivision is expected to be minor.

At 6:03 PM the floor was opened for Public Comment, Rick Johnson, 616 Ruxton Avenue, asked how the development would impact his view from his land. Applicant Johnson explained that the grade change in the land would make it so the addition would not impact any view for nearby properties.

Chair Delwiche motioned to approve MNR 2601 based upon the findings that the request meets the review criteria for granting an MNR as set forth in City Code Section 18.06.4.12. Commissioner Graybill seconded the motion. The motion carried unanimously (6-0).

## **F. OTHER BUSINESS**

### 1. Joint Work Session with Housing Advisory Board and Urban Renewal Authority

Director Rollenhagen gave a presentation regarding the Land Use and Development Code (LUDC) revisions that were to be covered. Maximum zoning densities were explained in each zoning district. The Colorado Model Land Development Code was explained and compared. Density and dimension maximums of similar municipalities were reviewed.

HAB Chair Gerbig asked about a variance that was requested by the La Fun Motel Site. Director Rollenhagen explained that the site did not request increased density in the variance. It was explained that in a variance, properties can request a 25% increase in zoning density. Planner Royston spoke about the fact that they did request a variance to increase density to increase to 35 dwelling units per acre. The La Fun Site was explained to not meet the standards for the density increase by 25% because they did

not meet federal standards for affordability. URA Executive Director Johnson added that in a new application to the Colorado Housing and Finance Authority (CHFA) they were attempting to increase the zoning density for the La Fun to 50 dwelling units.

HAB Member Mogck asked if the Area Median Income (AMI) in the code revisions could be targeted to a specific vulnerable population. URA Executive Director Johnson explained that some jurisdictions use deed restrictions for specific groups. Planner Royston noted that enforcement can be challenging without dedicated housing authority capacity. The AMI targeting concept was confirmed to not be currently specified within the LUDC density bonus section.

URA Executive Director Johnson shared that the URA would like to recommend a density increase to 30 Dwelling Units per Acre (DUA) for relevant districts, and to rezone the URA area to Mixed-Use Commercial. It was suggested that rezoning be initiated by the City and structured to avoid undue procedural or financial burden on property owners. Recommended building height changes were provided including 39 feet for the South side and 35 feet for North side.

HAB Member Mogck said that she believed the URA recommendations are reasonable.

Planner Royston shared that current height limitations are 30 feet but require additional setbacks for additional height.

Commissioner Day commented that density caps are restricting housing development, and that the schools are atrophying in enrollment, citing a lack of affordable housing as the reason. She stated that the development of the La Fun Site would have supported the community and that higher density caps should be implemented.

Vice Chair Wilson stated that the density numbers seem arbitrary and that dimensional standards were what really mattered.

Commissioner Rosenthal supported the URA density recommendation.

Commissioner Day noted that zoning codes are rarely updated. She added that no one has been able to take advantage of the 25% bonus for lot density and that the density should be increased solely.

URA Executive Director Johnson said high construction costs are a reason for a lack of use of the density bonus.

Planner Royston stated that ensuring the density bonus provision is consolidated into an easily found section of the code as part of the administrative adjustments update is a goal.

The idea of unlimited density was discussed and how height limitations would restrict the density by itself.

The Commission indicated general support for moving forward with increased density and height flexibility, including a maximum residential density increase to 30 Dwelling units per acre in Commercial and Mixed-Use Commercial Zones, maintaining the 25%

density bonus opportunity, supporting the URA height recommendations and including the Commercial District in any density change discussion.

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

Director Rollenhagen shared that City Council had changed the code and added a section in which City Council can approve what it refers to as existing inadvertent encroachments to allow for old structures to remain indefinitely in certain spots with an encroachment agreement or easement.

### **H. ADJOURNMENT**

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

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