



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



A. CALL TO ORDER

Chair Gerbig called the Housing Advisory Board (HAB) meeting to order at 5:30 PM.

BOARD MEMBERS PRESENT FOR ROLL CALL:

Chair Alison Gerbig
Board Member Anna Rebecca Allen
Board Member T. Glenn Bosley-Mitchell
Board Member Amy Mogck
Alternate Board Member Nate Nassif

BOARD MEMBERS ABSENT FOR ROLL CALL:

Board Member Crystal Karr
Vice Chair Alea German
Board Member Michael Quintana

STAFF PRESENT:

Deputy City Clerk Kristen Dukoi
Court Clerk Daniele Owens
Planning Director Frederick Rollenhagen
Planner II Zachary Davison

B. PUBLIC COMMENT ON NON-AGENDA ITEMS

There was no public comment.

C. APPROVAL OF MINUTES

1. September 21, 2022
2. August 16, 2023
3. February 21, 2024
4. April 17, 2024
5. June 19, 2024
6. September 18, 2024
7. October 16, 2024
8. December 18, 2024

Chair Gerbig moved to approve all the meeting minutes as presented. Board Member Bosley-Mitchell seconded the motion. The motion carried (4-0).

D. REPORTS

1. Presentation: City Clerk – Training on Effective Meetings

Deputy Clerk Dukoi and Court Clerk Owens gave a presentation regarding effective meetings. Topics included the importance of roll call and tracking absences, the procedure for approving the agenda, roles and responsibilities of board members, requirements for voting and quorum, and relevant municipal code requirements. Motions were practiced as a process for turning a discussion into action. Appropriate and inappropriate discussion language was reviewed, with examples. Ethical and conflict-of-interest expectations were outlined.

E. NEW BUSINESS

1. March 2026 HAB Meeting – Scheduling Conflict (Manni Awards)

Chair Gerbig motioned to move the March HAB meeting to an alternate day to be determined at the next meeting. Board Member Bosley-Mitchell seconded the motion. The motion carried (4-0).

2. ADU Survey Discussion

Board Member Mogck summarized a survey that she and Board Member Nassif put together regarding Accessory Dwelling Units (ADUs). The survey will be placed in the next meeting packet for member review.

There was a brief discussion regarding the distribution method of the survey. Options included digital and in person opportunities. Board Member Nassif noted that the original intent of the survey was to help support and inform about the first and second readings of the City Council ADU ordinance, but the survey could still be useful as an educational tool.

Director Rollenhagen emphasized the importance of staff coordination, including the involvement of the City Administrator, and noted that extra time to examine the survey would be beneficial.

3. Acknowledgments of Council Member Nancy Fortuin

Council Liaison Nancy Fortuin updated the Board on the requested \$2,000 allocation for HAB, noting that it is uncertain due to budget restrictions and the 2A ballot measure not passing, which is expected to result in budget cuts. She shared that, in review of the ADU ordinance, the City Council consensus was to not allow short term rentals. There is an on-going debate over front and side yard restrictions and covered parking rules. The ordinance was not approved on second reading and the emergency ordinance will remain in effect at this time.

There was further discussion about the ADU ordinance, during which Director Rollenhagen provided the current City Planning Commission (CPC) recommendation for ADUs.

Board Member Nassif raised concern about how restrictive the recommendation is, and suggested that ADUs could have more flexibility in regard to placement.

Board Member Mogck shared concerns about restrictive placement opinions on Council, adding that she felt it was a personal bias and in direct conflict to the States agenda to provide more affordable housing.

Board Member Bosley-Mitchell stated his opinion that the ruling would be far too restrictive.

Chair Gerbig agreed and supported no ADU limitations as long as they meet code and other requirements.

Chair Gerbig moved to authorize the draft of a HAB letter to City Council opposing the ADU restrictions proposed. Board Member Bosley-Mitchell seconded the motion. The motion carried (5-0).

F. OLD BUSINESS

There was no discussion.

G. ADJOURNMENT

With no further business to discuss, Chair Gerbig adjourned the meeting at 7:16 PM.

If you need this document in an alternative format, such as large print, accessible PDF, or Braille, please contact the City Clerk's Office at cityclerk@manitouspringsco.gov or (719) 685-2554.