



MANITOU SPRINGS CITY PLANNING COMMISSION REGULAR MEETING AGENDA

All upcoming CPC meetings are scheduled to be hybrid,
Zoom (remote) or in-person at Memorial Hall.

In Person: Memorial Hall

606 Manitou Avenue

Manitou Springs, CO 80829

Remote: A link is provided on the City's Official Website at

<https://www.manitouspringsgov.com/544/All-Boards-and-Commissions>

August 12, 2026

5:30 PM

A. CALL TO ORDER

B. APPROVAL OF MINUTES

1. CPC Minutes 05.13.26

C. UNFINISHED BUSINESS

D. PUBLIC COMMENT ON NON-AGENDA ITEMS

E. NEW BUSINESS

1. VAR 2609 - Variance to allow artificial turf in Landscaped Area - 306 Canon Avenue
2. VAR 2605 & VAR 2606 - Setback Variance and Lot Coverage Variance at 2 Grand Avenue
3. VAR 2607 and VAR 2608 - Maximum Lot Coverage Variance - 411 Pawnee

F. OTHER BUSINESS

G. NOTICE OF COUNCIL ACTION AND UPDATES

H. ADJOURNMENT

Commissioners:

Alan Delwiche, Chair (12/31/2026)
Justin Wilson, Vice Chair (12/31/2029)
Megan Day (12/31/2027)
Frank DeLay (12/31/2029)
Stephen Graybill (12/31/2026)
Keith Harper (12/31/2029)
Roy Rosenthal (12/31/2028)
Colton Berck, Alternate (12/31/2030)
Tom Lundgren, Alternate (12/31/2030)
Sean Warner, Alternate (12/31/2030)

No vacancies

City Council Liaison: Julie Wolfe

Staff:

Fred Rollenhagen, Planning Director
Chelsea Royston, Senior Planner
Erin Ringsred, Planner and Landscape Architect II
Zachary Davison, Planner II

The City of Manitou Springs does not discriminate on the basis of disability in the admission to, access to, or operations of programs, services or activities. Reasonable accommodation will be provided to ensure equal access to all. Individuals who would like to request auxiliary aids or services should contact the ADA Coordinator at (719) 685-5481 or jfryer@manitouspringsco.gov. You may also contact the City Clerk's Office at cityclerk@manitouspringsco.gov or (719) 685-2554. Please provide a minimum of 3-5 days advance notice.

Interested citizens are invited to serve on any of the City's Boards or Commissions. Please contact the City Clerk's Office for more information or visit our website at: www.manitouspringsgov.com.



**CITY OF MANITOU SPRINGS
CITY PLANNING COMMISSION**

Regular Meeting Minutes
Hybrid Meeting via Zoom and at Memorial Hall
May 13, 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
Commissioner Stephen Graybill
Commissioner Roy Rosenthal
Commissioner Keith Harper
Commissioner Frank DeLay
Commissioner Megan Day

COMMISSIONERS ABSENT FOR ROLL CALL:

Vice Chair Justin Wilson (Excused)

STAFF PRESENT:

Senior Planner Chelsea Royston
Planner II Erin Ringsred

GUESTS PRESENT:

CPC Attorney Kunal Parikh

B. APPROVAL OF MINUTES

1. 03.11.2026 CPC Minutes

Commissioner DeLay motioned to approve the March minutes. Commissioner Rosenthal seconded the motion. The motion passed unanimously (6-0).

2. 04.08.2026 CPC Minutes

Commissioner Rosenthal motioned to approve the March minutes. Commissioner DeLay seconded the motion. The motion passed 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. MJT 2602 – Major Temporary Use Permit (unimproved parking lot) at 101 Higginbotham Road

Planner Ringsred presented Major Temporary Use Permit (MJT) 2602 for a parking lot intended to serve visitors shuttling to and from Rainbow Falls. It was noted that no permanent improvements to the lot were proposed.

There was a discussion about whether the lot had changed since the Commission approved the MJT in 2025. Planner Ringsred and Applicant Greg Wellen from Adventures Out West, both confirmed that nothing had changed since the last approval.

Applicant Wellen explained that the County wanted Adventures out West to run the park and ride to Rainbow Falls. He stated that they had customers most days.

Commissioner Day motioned to approve MJT 2602. Commissioner Harper seconded the motion. The motion passed unanimously (6-0).

2. MJT 2603 – 515 Ruxton Avenue – Cog Railway Sunrise Trains

Planner Ringsred presented MJT 2603. She explained the request was to extend operating hours on four specific dates for the use of sunrise trains and to accommodate parking. She noted that the applicant has a current Conditional Use Permit (MaCUP) with operating hours conditionally limited to 7:00 AM to 9:00 PM. The requested extended operating hours dates were July 4, July 18, August 1, and September 26, 2026.

Applicant Ted Johnston, General Manager for Pikes Peak Cog Railway Company, shared that they were not able to do the sunrise trains last year due to staffing constraints.

Commissioner Graybill expressed appreciation for the sunrise train tradition.

Commissioner Graybill motioned to approve MJT 2603 with staff conditions. Commissioner Day seconded the motion. The motion passed unanimously (6-0).

3. Multiple Applications – two dwelling units

- a. MNR 2602 – Minor Development Plan for the new construction of two single household detached dwelling units on two lots
- b. VAR 2603 – Height Variance – thirty-five feet (35”) where twenty five feet (25”) is permitted.
- c. VAR 2604 – Front Setback Variance – ten feet (10”) where fifteen feet (15”) is required.

Planner Royston presented MNR 2602, VAR 2603, and VAR 2604 related to the construction of two new households at 944 Midland Avenue and 946 Midland Avenue on two lots. She explained that the MNR consolidated the applications for both properties into one. She provided an overview of the two properties, including the proposed structures, surrounding neighborhood context, and the natural slope of the lots.

Planner Royston reviewed the requested height variance, explaining that while Historic Preservation Commission (HPC) allows a 30-foot height limit, the applicants requested approval for up to 35 feet to allow for flexibility during construction.

Planner Royston also reviewed the front setback variance, explaining that the applicants requested a 10-foot front setback for the garages where 15 feet is required. She noted that the properties along Midland Avenue similarly adapted to the terrain and natural slope. Planner Royston outlined the MNR criteria and stated that the proposed massing, height and setback are generally consistent with the surrounding neighborhood. She further stated that the rear setback of the homes exceed rear setback requirements and that the driveway layouts would accommodate the minimum amount of required parking.

Planner Royston stated that approval of the MNR should be contingent on the approval of the two variances. Staff recommended that any applicant changes that would reduce the extent of the variance be administratively approved without CPC approval.

Chair Delwiche asked if sidewalks are required. Planner Royston said that because surrounding properties have no sidewalks, they are not required.

Commissioner Graybill noted that Midland Avenue is very narrow, and allowing a front setback variance would exacerbate the issue. He expressed concern about space on the road.

Planner Royston confirmed that there is 12 feet from the pavement to the property line.

There was a discussion about why the applicant was not required to seek height allowance from the HPC first. Planner Royston explained that the application for this property that went to the HPC allowed for administrative changes to a certain extent. She clarified that approving a 35-foot height variance would not be in HPC's purview.

Applicants Larry Gillan and Michelle Williams from LGA studios noted the variations of buildings they went through for the lot. Gillan explained that the garage placement was

intended to reduce roadway clutter, lower construction costs and maintain affordability for the home. He stated that the steeper roof pitches were proposed to better match the historic district. He noted that the current plan is below 35 feet in height but the variance was requested to allow for flexibility during construction. He added that the middle section of the roof is the only portion that would be affected by the additional height, and stated that the variance is not excessive. He also noted efforts to minimize construction traffic. He acknowledged the challenges of the lot and stated that efforts were made to design the project in a manner compatible with the surrounding neighborhood.

There was a discussion about previous proposed developments for the lot. Applicant Gillan stated that the earlier proposals were too expensive and explained that the revised design was intended to help maintain the property as affordable housing. Chair Delwiche clarified that the project does not legally qualify as affordable housing, but that the applicant is attempting to keep the cost down.

Applicant Gillan stated that properties behind the home would not see the massing of the property for the most part.

Nathan Reitz from Summit Ministries, the property owner, and Matt Gallar from Gallar homes, the contractor, noted challenges with the topography of the lot. Reitz reiterated the goal to build affordable housing for the neighborhood, while honoring and respecting neighbors. He noted the 10 to 12 foot wall of dirt on the property that already naturally masks the home, and added that the extra height requested would not affect neighbors. Gallar stated that the proposed plans were the easiest way to develop the lot, and that the positioning of the homes on the lot made the most sense from a drainage and cost standpoint.

Commissioner Graybill stated that is not convinced that the front setback meets the CPC variance criteria.

Chair Delwiche expressed concern about the setbacks and that there is not enough off-street parking. He also suggested that there may be an opportunity to keep the height permissible.

Commissioner Day stated that the driveway would have sufficient parking combined with the garage. She added that imposing a larger garage or more parking would increase the cost and reduce housing attainability.

Planner Royston stated that the code is vague in regards to driveways as parking spots, and noted that the streets and parking department had no issues with it.

Commissioner Rosenthal expressed that he is comfortable with allowing the requested height flexibility for construction purposes.

Planner Royston provided the criteria for the front setback and explained for why the property met the minimum amount of criteria.

There was a discussion about parking requirements. Planner Royston explained that two off-street parking spaces are required, and staff interpreted the driveway as a

possible parking space along with the garage. Planner Ringsred confirmed that the setback variance would not make the driveway too small to meet the definition of a parking spot.

Commissioner Day motioned to approve VAR 2604, regarding the front setback with staff conditions. Commissioner Harper seconded the motion. The motion passed (4-2), with Commissioner Graybill and Chair Delwiche opposed.

Planner Royston provided the variance criteria for a height variance. She explained that there was no anticipated reduction in light or air that would create an adverse impact. Planner Royston explained the applicants have met the minimum amount of criteria for height variance approval.

Commissioner Day motioned to approve VAR 2603, regarding the height, with staff conditions. Commissioner Rosenthal seconded the motion. The motion passed (5-1), with Chair Delwiche opposed.

Chair Delwiche commented that he thinks there was alternatives to meet the height calculations as established in code.

Commissioner Day motioned to approve MNR 2602 with staff conditions. Commissioner Harper seconded the motion. The motion passed (5-1), with Chair Delwiche opposed.

F. OTHER BUSINESS

Three potential alternate members introduced themselves, including, Tom Lundgren, 415 El Paso Boulevard, Sean Warner, 240 Via Linda Vista, and Colton Berck, 107 Oak Path.

G. NOTICE OF COUNCIL ACTION AND UPDATES

Planner Royston shared that City Council held a work session regarding variance criteria revisions. She noted that Council was in favor of administrative adjustments for Americans with Disabilities Act (ADA) standards, but did not support front yard encroachments or 15% dimensional adjustments, which would not be move forward. She added that staff would continue to advocate for CPC recommendations.

H. ADJOURNMENT

With no further business to discuss, Chair Delwiche adjourned the meeting at 7:01 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.



Title: VAR 2609 - Variance to allow artificial turf in Landscaped Area - 306 Canon Avenue
From: Fred Rollenhagen
To: City Planning Commission
Address of Proposal: 306 Canon Avenue
Applicant: Mark Wyant, President of Glenbrook Lodging Corp., owner of the Cliff House

August 12, 2026

Proposal:

The property owner, Glenbrook Lodging Corp., requests a variance from the required ground coverage of landscaped areas to allow the installation of synthetic turf. The Land Use and Development Code, Section 18.03.6.3 (General Landscape Standards) (G) requires that all landscaped areas shall consist of one hundred percent (100%) ground coverage in living vegetation (trees, ground covers, perennials, wildflower mix, shrubs, ornamental grasses, bulbs, and grass mixes, or turf grass), organic mulch, or rock mulch.

Seventy-five (75%) percent of each landscaped area shall be covered in living vegetation, which means that up to 25% of each landscaped area may be covered in organic mulch or rock mulch.

This request is to allow up to 583 square feet, or approximately 18.4% of the landscaped area, be covered in synthetic turf instead of mulch.

Zone District:

Downtown (DWTN)

Background & Existing Conditions:

The Cliff House on the subject property, was originally constructed in 1873 and was one of the first grand hotels constructed in Manitou Springs. Although it has gone through many modifications, additions and fires, it still retains much of its Queen Anne character (turrets, dormers, shingles, etc.) and its grand scale. Situated to the rear of the Bath House, the Cliff House makes a significant contribution to the resort climate of the town. It is currently used as a hotel and restaurant.

Application Detail:

VAR 2609 – Installation of Synthetic Turf in lieu of required organic mulch or rock mulch.

The Landscaping and Screening Standards found in the Land Use and Development Code (LUDC) require all landscaped areas to consist of one hundred percent (100%) ground coverage in living vegetation (trees, ground covers, perennials, wildflower mix, shrubs, ornamental grasses, bulbs, and grass mixes, or turf grass), organic mulch, or rock mulch. Further, at least seventy-five percent (75%) of each landscaped area shall be covered in living



vegetation which may include trees, ground covers, perennials, wildflower mix, shrubs, ornamental grasses, bulbs, and grass mixes or turf grass. This means that up to 25% of each landscaped area may be covered in organic mulch or rock mulch. The applicant is requesting a variance to the required ground coverage to allow the installation of synthetic turf encompassing approximately 583 SF. According to the applicant's narrative, that is approximately 18% of the total landscaped area. Staff will confirm these calculations prior to the public hearing.

Public Involvement:

The application was noticed via postcards to properties within 300 feet of the property boundaries, and via a poster placed on site. No comments have been received as of the publication of this report.

Findings & Review Criteria:

Landscaped Area in 18.07 is defined as the area devoted to and maintained for the growing of living plants, trees, ground covers, and nonliving material as allowed by Section 18.03.6.

18.06.4.2 E. Approval Criteria. No variance shall be authorized unless the Planning Commission finds that all the following criteria have been met. The endorsement of the variance by adjacent landowners does not relieve the applicant of the burden of meeting the requirements set forth in this section:

1. Not result in development of areas at risk of natural hazards, unless adequate mitigation is provided to the satisfaction of the Planning Director pursuant to the standards in Chapter 18.03; and
2. No adverse impact will result on adjacent properties;

18.06.4.2 F. Additionally, variance requests must meet a minimum of four (4) of the following criteria:

1. The applicant would suffer unnecessary hardship as a result of the application the LUDC, which hardship is not generally applicable to other lands or structures in the same zone district because of the unusual configuration of the applicant's property boundaries, unique circumstances related to the location of existing structures thereon, or the existence of exceptional topographic conditions thereon;

- According to the applicant's narrative, artificial turf is necessary for the planned croquet lessons and recreational play for hotel guests. Croquet requires an exceptionally smooth, level and durable playing surface that natural grass cannot provide due to weather, irrigation demands, maintenance requirements and foot traffic.

2. There are no design alternatives or alternative locations for structures that would eliminate the need for the requested variance or would reduce the amount of the variance required. The variance is the minimum variance that will make possible the reasonable use of the land or structure;



- According to the applicant's narrative, relocating the croquet area would either conflict with historic features, reduce usable guest space, or require greater disturbance to existing landscaping.

3. The enforcement of the provisions of the LUDC deprives the applicant of rights enjoyed by a majority of the other properties in the same zone district;

Staff is not aware of other properties in the Downtown zone district that have approved alternative landscaping materials.

4. The need for the variance is not the result of from actions of previous property owners or is an otherwise self-imposed hardship;

The request to remove live vegetation and replace it with artificial turf is being made by the current property owner and applicant.

5. There is a disability affecting the owners or tenants of the property or any member of the family of an owner or tenant who resides on the property, which impairs the ability of the disabled person to utilize or access the property;

There does not appear to be a related disability affecting owners or tenants of the property related to this request.

6. The variance request is required in order to preserve a contributing structure in a historic subdistrict.

The proposed application does not preserve a contributing structure in the historic subdistrict according to the application.

Staff Recommendation:

Should the City Planning Commission find it appropriate to approve the variance staff does not have any recommended conditions.

Motion Language Options:

VAR 2609 – Variance

Approve Variance 2609 based upon the findings that the request meets the review criteria for granting a variance as set forth in City Code Section 18.06.4.2.

Approve Variance 2609 based upon the findings that the request meets the review criteria for granting a variance as set forth in City Code Section 18.06.4.2., with conditions as follows...

Deny the Variance 2609 based upon the findings that the request does not meet the review criteria for granting a Variance, as set forth in City Code Section 18.06.4.2.

Postpone the Variance 2609 to a date certain for further consideration.

Mark Wyant

President

Glenbrook Lodging Corp.

Owner, The Cliff House at Pikes Peak

306 Canon Avenue

Manitou Springs, CO 80829

July 6, 2026

Mr. Frederick Rollenhagen

Planning Department

City of Manitou Springs

606 Manitou Avenue

Manitou Springs, CO 80829

Re: Request for Variance – Limited Installation of SYNLawn Artificial Turf

Dear Mr. Rollenhagen,

I hope this letter finds you well.

I am respectfully requesting a variance from the City's landscaping requirements to permit the installation of approximately 583 square feet of SYNLawn artificial turf within the front landscaped area of The Cliff House at Pikes Peak.

As illustrated in the enclosed landscape sketch, the total landscaped area surrounding the front of the building is approximately 3,175 square feet. The proposed SYNLawn installation represents only 583 square feet, or approximately 18% of the total landscaped area. Consequently, approximately 82% of the landscaped area will consist entirely of living plant material, exceeding the Land Use & Development Code requirement that at least 75% remain living vegetation.

Exhibit A – Landscape Area Calculations

Description	Square Feet	Percentage
Total Landscape Area	3,175	100%
Living Landscape	2,592	81.6%
Proposed SYN Lawn Area	583	18.4%

As shown above, the proposed artificial turf occupies only a small portion of the overall landscaped area while maintaining substantially more living landscape than required by the City's ordinance.

The proposed turf is confined to one small, clearly defined area adjacent to the building. Every other landscape bed on the property will contain live trees, shrubs, ornamental grasses, flowering perennials, and groundcover.

I have enclosed a complete plant schedule identifying every species being installed. These plantings have been carefully selected to comply with the City's landscaping standards and to complement the historic character of both The Cliff House and the City of Manitou Springs. It is my sincere desire to comply not only with the letter of the Land Use & Development Code, but also with its spirit by creating an attractive, sustainable landscape that enhances one of Manitou Springs' most treasured historic properties.

The purpose of the proposed SYN Lawn installation is unique. The Cliff House intends to offer croquet lessons and recreational play for our hotel guests as part of an outdoor activity that complements the elegance and tradition of this historic property. Croquet requires an exceptionally smooth, level, and durable playing surface that natural grass in this location cannot reliably provide due to seasonal weather, irrigation demands, maintenance requirements, and repeated foot traffic.

The historic layout and geometry of the existing front landscape create a uniquely suited location for this amenity. Relocating the croquet area elsewhere on the property would either conflict with historic features, reduce usable guest space, or require substantially greater disturbance to existing landscaping.

In selecting the proposed surface, I intentionally chose SYN Lawn because of its environmental benefits. Its EnviroLoc+ backing incorporates renewable soybean-based polymers in place of a significant portion of traditional petroleum-based materials, and the product is manufactured without intentionally added PFAS ('forever chemicals').

Equally important, installation of this limited area of SYNLawn will eliminate the ongoing irrigation requirements that a natural grass croquet lawn would otherwise demand. Given the City's emphasis on water conservation and periodic drought conditions, this represents a meaningful environmental benefit while maintaining approximately 82% living vegetation.

This request is intentionally modest. It involves only a small portion of the property's landscaping, preserves the overwhelming majority of living landscape, supports water conservation, and creates a distinctive outdoor recreation amenity for guests staying at one of Manitou Springs' landmark historic hotels.

I respectfully believe this request satisfies the intent of the Land Use & Development Code and meets the applicable criteria for a variance.

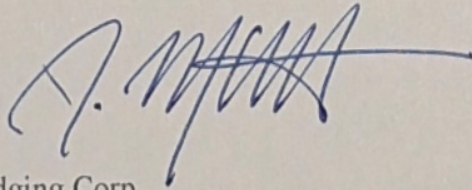
Thank you for your thoughtful consideration. Should you require any additional information, I would be pleased to provide it or meet with you at your convenience.

Respectfully,

Mark Wyant

President

Glenbrook Lodging Corp.

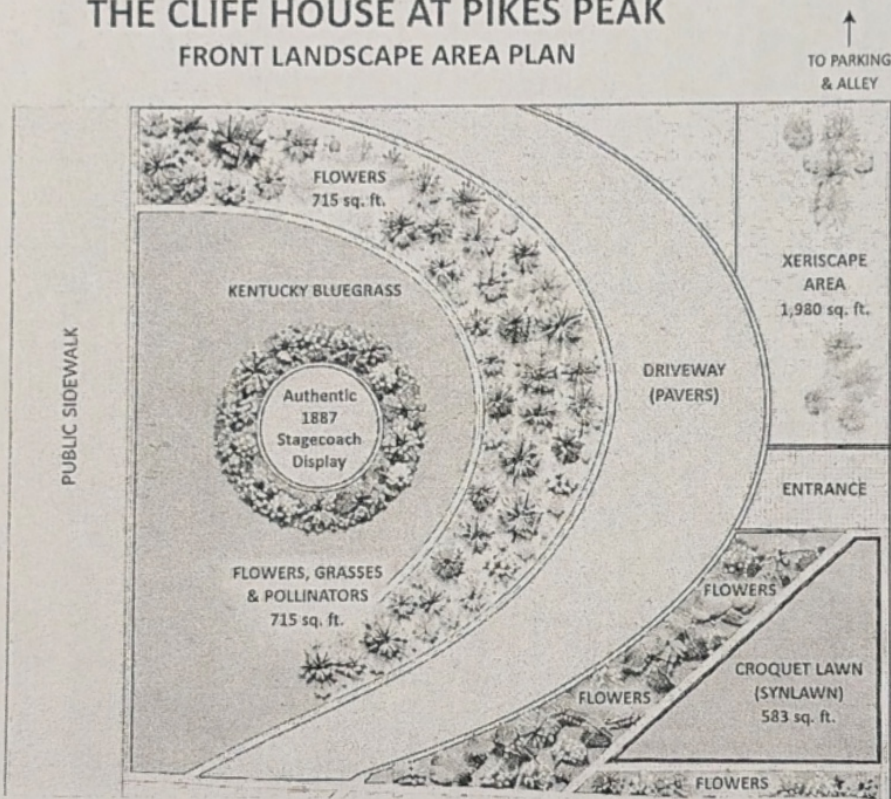
A handwritten signature in blue ink, appearing to read 'M. Wyant', with a long horizontal flourish extending to the right.

Enclosures:

- Landscape Area Sketch
- Plant Schedule
- Variance Application

iff House

THE CLIFF HOUSE AT PIKES PEAK FRONT LANDSCAPE AREA PLAN



LANDSCAPE AREA SUMMARY	
Total Landscape Area (including all beds)	3,175 sq. ft.
Total Area of Turf to Total	18%
Turf Area	583 sq. ft.
Total Landscape Beds (Living)	2,592 sq. ft.
Percent Living Landscape	82%



NOTES

- Total landscape area (including all beds) = 3,175 sq. ft.
- Turf (SYNLAWN) area = 583 sq. ft. (18%)
- Living landscape beds = 2,592 sq. ft. (82%)
- All bed areas, except the 583 sq. ft. turf area, will be planted with living material.
- SYNLAWN area requested to be allowed for croquet lessons and play for hotel guests.

LEGEND

- SYNLAWN (Turf)
583 sq. ft.
- Xeriscape Areas
3,960 sq. ft.
- Driveway / Pavers
- Building (The Cliff House)
- Landscape Beds (Living Plants)

EXISTING CLIFF HOUSE

Scale
1" = 20'

CONTINUOUS CURB
CONC. C&G & SAW

0.0
VED.

STONE PORCH

553 sf

NEW STONE
WALL W/
HANDRAIL

AWNING ABOVE

81

20

81

NEW PROMENADE/
PAVERS

482 sf

L 300 7

L 300 7

PHASE 3
STONE FOUNTAIN
& FORMAL GARDEN

1256 sf

CONCRETE
DRAINAGE SHALE

STONE WALL

812 sf

STONE WALL

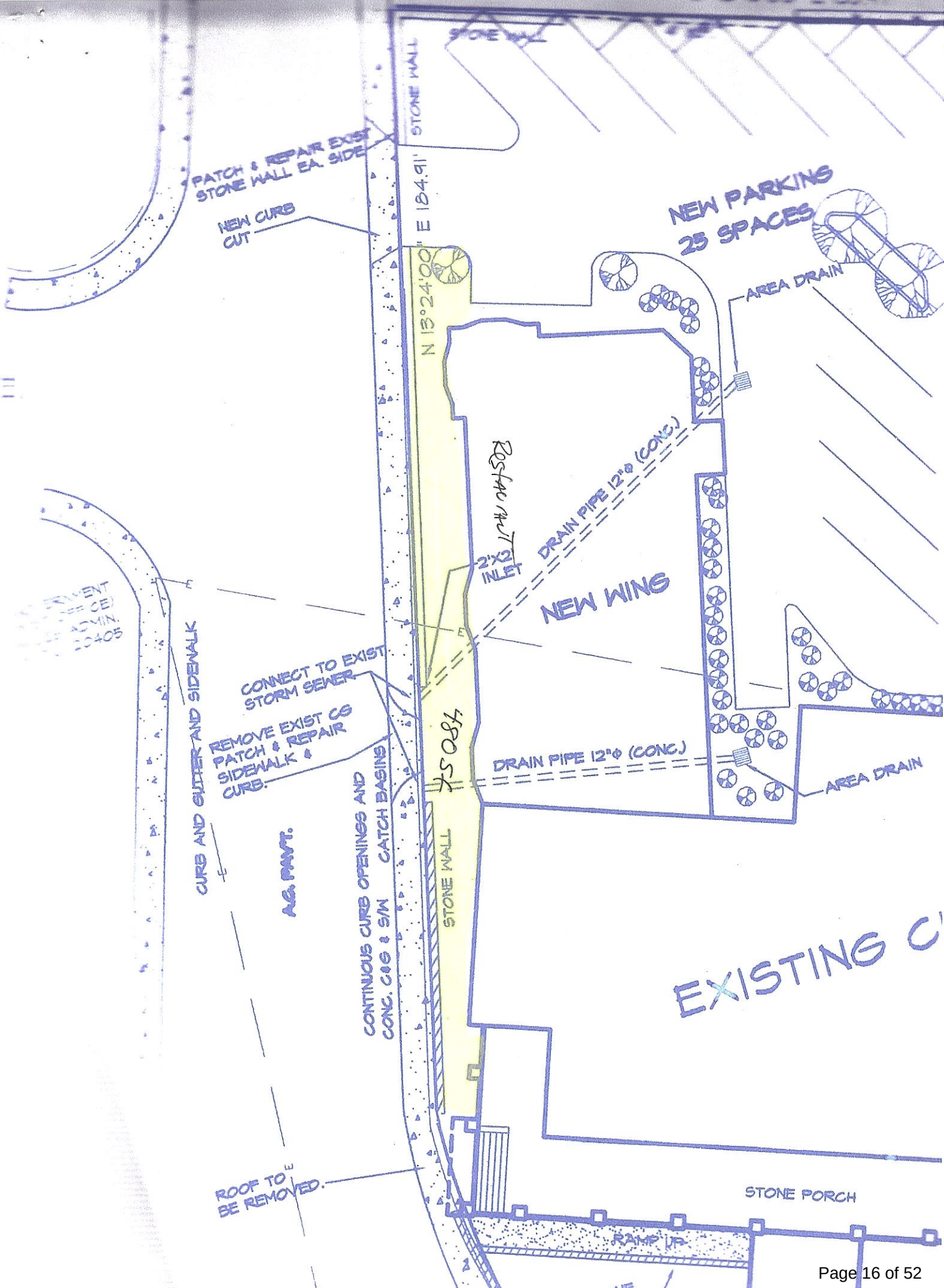
CANON AVENUE
40' ROW

MANITOU SPA
ST. LINES, CO 80906

JOHN RAMSEY
113 CANON AVE.
MANITOU SPRING

AG. PH

CONC. C&G



Scale
1" = 10'

EAST PATIO ADDITION

NEW BUILDING
-SEE A2.1

350 34

SEE
ENLARGED
RAMP PLAN

RAMP
1:12

RAMP
1:12

DECORATIVE
CONCRETE

N 41d. 49'19" W 30.87'

EXISTING SIDEWALK

EXIST.
GATE

39'-0"

11'-1"

7'-2 1/4"

S 52d 01'52" W 13.32'



Title: VAR 2605 & VAR 2606 - Setback Variance and Lot Coverage Variance at 2 Grand Avenue

From: Chelsea Royston, AICP

To: City Planning Commission

Address of Proposal: 2 Grand Avenue

Applicant: John Pearing and Joanne Pearing, Owners

August 12, 2026

Proposal:

The applicants request two variances to facilitate construction of a detached garage where a residential parking lot currently exists.

- Variance 2605 requests to reduce the setback adjacent to Canon Avenue to 7.5 feet where 15 feet is required.
- Variance 2606 requests to increase the lot coverage to 61% where 50% is the maximum permitted.

Zone District:

The property is zoned General Residential.

Background & Existing Conditions:

The site is approximately 0.3 acres. The primary structure on 2 Grand Avenue is a prominent historic structure, originally constructed in 1890 and renovated in 2020. The site has three frontages, on Grand Avenue, Canon Avenue, and Spencer Avenue. Section 18.05.2.1 outlines standards for Corner Lots and for Double Frontage Lots, however, the LUDC does not address triple frontage lots. Since there is no clear exemption or modified standards for triple frontage lots, staff interpreted the code to mean that each of the three frontages must adhere to the full front yard setback standard for the zone district, which is 15 feet for the General Residential Zone District. In addition, a 2020 survey of the property shows that the sidewalk encroaches into the private property at the corner of Canon Avenue and Spencer Avenue. Section 18.02.1.4.B.1 of the code, regarding measurement of setbacks, states "...If public infrastructure such as streets or sidewalks are located within the boundaries of a property, then the setback shall be measured from the back edge of the sidewalk or curb located closest to the interior of the subject property." The survey shows that there is a crescent of land measuring 6 feet at the widest of private property which does not count towards the setback due to the provision mentioned above. The current setback and the proposed variance are both measured from the back of the sidewalk as required.

The building has four residential condominium units, one per each floor of the structure.



Currently, three of the units utilize the parking lot accessed from Spencer Avenue and one unit parks in the smaller lot access from Canon Avenue. Each unit requires two off-street parking spaces. The site currently meets this requirement, and will continue to do so if the proposed garage is constructed. The proposed garage has three two-car bays, each of which will be allocated to one of the residential units. The structure is one story with attic access.

The Historic Preservation Commission (HPC) evaluated the proposed building massing, orientation, and materials. The Material Change of Appearance Certification application was approved on July 1st, 2026.

In the event the project moves forward, the following plans and permits are required prior to construction, along with any required supporting documents and studies:

- Minor Site Plan
- Grading and Erosion Control Permit
- Property Improvement Permit

Application Detail:

VAR 2505 - Setback Variance

The garage is proposed to be constructed to the north of the main structure, using the existing parking spaces and the Spencer Avenue driveway. In order to meet the turn radii for vehicles, the garage is being set closer to Canon Avenue. The applicant has identified a setback of 7.5 feet to accommodate the vehicle movements, as well as to provide a sufficient landing step for each of the two personal entrance doors, one on each end of the structure.

Section 18.02.1.4.B.6 regulates setbacks specific to corner lots, referred to as a "Vision Clearance Triangle", which shall be maintained for safe flow of pedestrian and vehicular traffic. The LUDC standardizes the triangle by "measuring from the point of intersection, a distance of twenty-five (25) feet along the *property lines* immediately adjacent to a street, road, railroad *right-of-way*, or nonresidential drive and connecting the points to create a triangle." Using the 2020 survey of the site, staff measured the setbacks, the vision clearance triangle and the proposed variance to setbacks. Should the setback variance be granted, the proposed structure would not encroach into the vision clearance triangle.

VAR 2506 - Lot Coverage Variance

The site currently has approximately 54% of the lot covered by impervious development. Prior to 2023, the code did not include residential driveways in calculations for lot coverage, making this a legal nonconformity. While the proposed garage makes use of existing parking area, the portion of the garage that would encroach into setbacks is the portion that would increase impervious area. Additionally, the owners installed artificial turf over a portion of the yard earlier in the year. This was recently brought to staff's attention through an inquiry on SeeClickFix and the owner opted to include the artificial turf as part of the lot coverage variance request. The variance request is to permit 61% lot coverage which includes the existing lot coverage, the proposed garage, and the non-compliant artificial turf.



Public Involvement:

The application was noticed in accordance with Section 18.06.3.7 of the Land Use and Development Code. No comments have been received as of the publication of this report.

Findings & Review Criteria:

Lot Coverage is defined as the percentage of a lot which is covered by impervious development, including but not limited to, the footprint of any buildings measured at grade, exterior building stairs, decks, covered porches, stoops, patios, overhangs, garages, carports, gazebos, sheds, outbuildings, and bays or portions of a building that project beyond the foundation and enclosed floor area, driveways, and parking areas. Eaves or roof overhangs three (3) feet and less, cornices, sills, canopies or other similar architectural features, public sidewalks, fences, and private or public streets are not included in calculating lot coverage.

Landscaped Area in 18.07 is defined as the area devoted to and maintained for the growing of living plants, trees, ground covers, and nonliving material as allowed by Section 18.03.6." Synthetic turf is not devoted to or maintained for growing living plant. Therefore synthetic turf does not meet the definition of landscape area.

The installation of synthetic lawn meets the definition of Development which is defined to include excavation and land disturbance. Installation of the proposed synthetic turf requires excavation of existing soil and vegetation, compacted subgrade, and oftentimes a compacted aggregate base beneath a manufactured surface, which alters infiltration in a manner comparable to a patio.

18.06.4.2 E. Approval Criteria. No variance shall be authorized unless the Planning Commission finds that all the following criteria have been met. The endorsement of the variance by adjacent landowners does not relieve the applicant of the burden of meeting the requirements set forth in this section:

1. Not result in development of areas at risk of natural hazards, unless adequate mitigation is provided to the satisfaction of the Planning Director pursuant to the standards in Chapter 18.03; and
2. No adverse impact will result on adjacent properties;

18.06.4.2 F. Additionally, variance requests must meet a minimum of four (4) of the following criteria:
1. The applicant would suffer unnecessary hardship as a result of the application the LUDC, which hardship is not generally applicable to other lands or structures in the same zone district because of the unusual configuration of the applicant's property boundaries, unique circumstances related to the location of existing structures thereon, or the existence of exceptional topographic conditions thereon;



- VAR 2605 - Setback Variance: Triple-frontage lots are rare to the point that they are not regulated by the LUDC. While the proposed project complies with the front and rear setbacks, the Canon Avenue setback is the only one requiring relief, which indicates that the third frontage is problematic in a way that other properties do not encounter. The radius of the property line at the intersection of Canon Avenue and Spencer Avenue is also much larger than is typical of a property corner. These circumstances combine to make an unusually restrictive setback for this portion of the property.
- VAR 2606 - Lot Coverage: The lot is approximately 80 feet wide along the Grand Avenue frontage and tapers to approximately 55 feet along the Spencer Avenue frontage. The narrower end of the lot is more difficult to develop while maintaining functionality, as the residents still need a portion of the lot to navigate into the garages.

2. There are no design alternatives or alternative locations for structures that would eliminate the need for the requested variance or would reduce the amount of the variance required. The variance is the minimum variance that will make possible the reasonable use of the land or structure;

- VAR 2605 - Setback Variance: The applicants indicated that different orientations of the garage could reduce the amount of setback variance requested, but would likely still require a lot coverage variance. Additionally, the proposed orientation of the garage is best suited to the Historic District Design Guidelines.
- VAR 2606 - Lot Coverage: The six-car design is intended to meet the off-street parking requirements for three of the units. There is no smaller footprint which achieves the same goal.

3. The enforcement of the provisions of the LUDC deprives the applicant of rights enjoyed by a majority of the other properties in the same zone district;

- VAR 2605 - Setback Variance: Some structures in the immediate vicinity have a zero-foot setback and are considered legal nonconforming, which is not typically considered a right that the subject property does not have.
- VAR 2606 – Lot Coverage: It is common in the city for lots to exceed maximum lot coverage. Though, typically, when lots exceed maximum lot coverage, it is because the lot does not meet minimum lot size and is legally nonconforming. The percentage of lot coverage per resident, or per unit, could be considered as this property is required to support more vehicles off-street than a smaller single household residential lot.

4. The need for the variance is not the result of from actions of previous property owners or is an otherwise self-imposed hardship;

- VAR 2605 - Setback Variance: The Architectural Inventory Form completed in 2001 supports the applicant's statement that 8 Grand Avenue was previously the carriage house for the subject property. The inventory estimates 1935 as the time when the carriage house was legally separated from the subject property.
- VAR 2606 – Lot Coverage: It can be assumed that the property associated with 8 Grand Avenue once belonged to the subject property as well.



5. There is a disability affecting the owners or tenants of the property or any member of the family of an owner or tenant who resides on the property, which impairs the ability of the disabled person to utilize or access the property;

- VAR 2605 - Setback Variance: no disability was stated in the owner's application
- VAR 2606 – Lot Coverage: no disability was stated in the owner's application

6. The variance request is required in order to preserve a contributing structure in a historic subdistrict.

- VAR 2605 - Setback Variance: While this property is a Contributing Structure in the Historic District, the proposed application does not preserve a structure.
- VAR 2606 – Lot Coverage: While this property is a Contributing Structure in the Historic District, the proposed application does not preserve a structure.

Staff Recommendation:

Should the City Planning Commission find it appropriate to approve the two variances staff does not have any recommended conditions.

Motion Language Options:

VAR 2605 – Variance (Setback)

Approve Variance 2605 at 2 Grand Ave, based upon the findings that the request meets the review criteria for granting a variance as set forth in City Code Section 18.06.4.2.

Approve Variance 2605 at 2 Grand Ave, based upon the findings that the request meets the review criteria for granting a variance as set forth in City Code Section 18.06.4.2., with conditions as follows...

Deny the Variance 2605 at 2 Grand Ave, based upon the findings that the request does not meet the review criteria for granting a Variance, as set forth in City Code Section 18.06.4.2.

Postpone the Variance 2605 at 2 Grand Ave to September 9, 2026, for further consideration.

VAR 2606– Variance (Maximum Lot Coverage)

Approve Variance 2606 at 2 Grand Ave, based upon the findings that the request meets the review criteria for granting a variance as set forth in City Code Section 18.06.4.2.

Approve Variance 2606 at 2 Grand Ave, based upon the findings that the request meets the review criteria for granting a variance as set forth in City Code Section 18.06.4.2., with conditions as follows...

Deny the Variance 2606 at 2 Grand Ave, based upon the findings that the request does not meet the review criteria for granting a Variance, as set forth in City Code Section 18.06.4.2.

Postpone the Variance 2606 at 2 Grand Ave to September 9, 2026, for further consideration.



June 19, 2026

John F. Pearring, Jr. & Joanne M. Pearring
2 Grand Ave.
Manitou Springs, CO 80904
jfpearing@gmail.com
Cell: 719-351-2755

Approval Criteria

We believe the variance request for Canon Ave. and Spence Ave. setbacks meets the criteria as outlined:

1. The setback request does not result in development of areas at risk of natural hazards. Adequate drainage and erosion is provided, hopefully to the satisfaction of the Planning Director pursuant to the standards in Chapter 18.03; and
2. There should be no adverse impact on adjacent properties. The current parking slots allowed for parking in the existing parking lot area remain the same, and use the same entrance apron already available.

Variance requests must meet a minimum of four (4) of the following criteria:

1. **Y** - The applicant would suffer unnecessary hardship as a result of the application the LUDC, which hardship is not generally applicable to other lands or structures in the same zone district because of the unusual configuration of the applicant's property boundaries, unique circumstances related to the location of existing structures thereon, or the existence of exceptional topographic conditions thereon;
2. **Y** - There are no design alternatives or alternative locations for structures that would eliminate the need for the requested variance or would reduce the amount of the variance required. The variance is the minimum variance that will make possible the reasonable use of the land or structure;
3. **Y** - The enforcement of the provisions of the LUDC deprives the applicant of rights enjoyed by a majority of the other properties in the same zone district;
4. **Y** - The need for the variance is not the result of from actions of previous property owners or is a an otherwise self-imposed hardship;
5. **X** There is a disability affecting the owners or tenants of the property or any member of the family of an owner or tenant who resides on the property, which impairs the ability of the disabled person to utilize or access the property;
6. **X** The variance request is required in order to preserve a contributing structure in a historic sub district.

The four criteria marked yes (**Y**) are explained:

1. The parking area of six cars currently on the parking lot footprint — which has been in place for 10 years with an asphalt pavement, and at least 40 years as a dirt parking area— barely meets the requirements for each 10' by 20' parking space.

The current parking lot footprint is an area 36' to 40' wide (tapering narrower as the lot gets closer to the 2 Grand Avenue back entrance), and 60' feet long. To build a garage with 22' interior depth and 10' interior width for each vehicle impacts the accessibility of vehicles attempting to enter a garage opening. The garage size must be 62' long and 24' deep to have an interior space of 22' deep and 20' wide for each garage.

Minimum parking codes are 8'6" by 18' for garage parking spaces. Most new garages are 10' by 20', still not leaving any room in front of a vehicle for storage. We are adding 2 more feet to accommodate 12" storage shelves or a small work bench. The setback requirements of 15' do not allow us to build a garage. We need a variance of 7'6" instead of a full 15' setback as required.

We need to extend the garage into the 4' deep hillside by eight feet in order to meet the 62' length and 24' depth. Even if we were build the garage only 4' into the hillside, we would be at an 11' setback. The required setback, again, is 15' for a "front facing" designation of a commercial building.

2. Joanne and I have researched the idea of a garage that only offers 1 parking space for each of the three condos (101, 102, & 103) that are serviced by this parking lot. Or, we considered limiting unit 103 (the top-most condo) with only 1 parking space in order to meet the "front facing" setback for Spencer Avenue.

Neither option solves the Canon Avenue setback requirement, which still needs a variance request for Canon Avenue. Penalizing one condo, or down-sizing all three condos is a non-starter, anyway. Units #101, 102 and 103 average over 2,000 square feet. 90% for homes over 2000 square feet in the Pikes Peak area have a 2-car garages.

We can't place the garage any closer to the building due to the water run-off coming from the backside and westside French drain that uses the 18 foot area with a rock catchment area. 2 Grand Avenue drainage.

Reasonable use of the land or structure allows only the option we present — a 7'6" variance.

3. The two garages immediately adjacent to the 2 Grand Avenue property have no setback distances from the sidewalks. We are not asking for a similar no setback variance, but to align the back end of the 2 Grand Avenue parking lot as if the Spencer and Canon Avenues were not "front facing" but met the city's code for "side facing" requirements. Currently, the city has these two street designations for Spencer and Canon as "front facing." The 2 Grand Avenue lot has three "front facing" streets, an anomaly of sorts in Manitou. The "front" of 2 Grand Ave. is on Grand Avenue and the garages will sit on the current "back parking lot," entering off Spencer Ave.

We added an exit safety mirror on the existing parking lot to allow visual scan for any traffic coming east, down the hill, on Spencer Avenue. The two-story building at the west of the

parking lot exit apron is the original "carriage house for 2 Grand Ave. It sits on the edge of the sidewalk.

When cars stop at the Spencer stop sign, turning onto Canon Avenue, they will have an unobstructed view of traffic coming from the south up Canon Avenue, if the 7.5' variance is allowed. Drivers will need to be careful looking to their left, however, because the stone wall that edges the #2 Spencer Avenue to their left does hamper their view 50 yards up the street.

All of the houses and garages on Spencer Avenue sit near the sidewalk and have no setbacks.

4. The fourth variance criteria, "The need for the variance is not the result of from actions of previous property owners or is a an otherwise self-imposed hardship," is correct as stated. In fact, the original garage for 2 Grand Avenue was the garage building directly to the west of our property that was separated, I believe, in a "lot" adjustment many years ago.

For clarity, the 7'6" setback request is determined solely by the northeast corner placement of the proposed garage. The setback for the building headed south on Canon Avenue ends up at 10' when it reaches the opposite, southeast, corner. This is due to the sway in the lot corner as it turns up Spencer. The actual setback of the north side of the proposed garage reaches the required 15' at the garage's northwest corner.

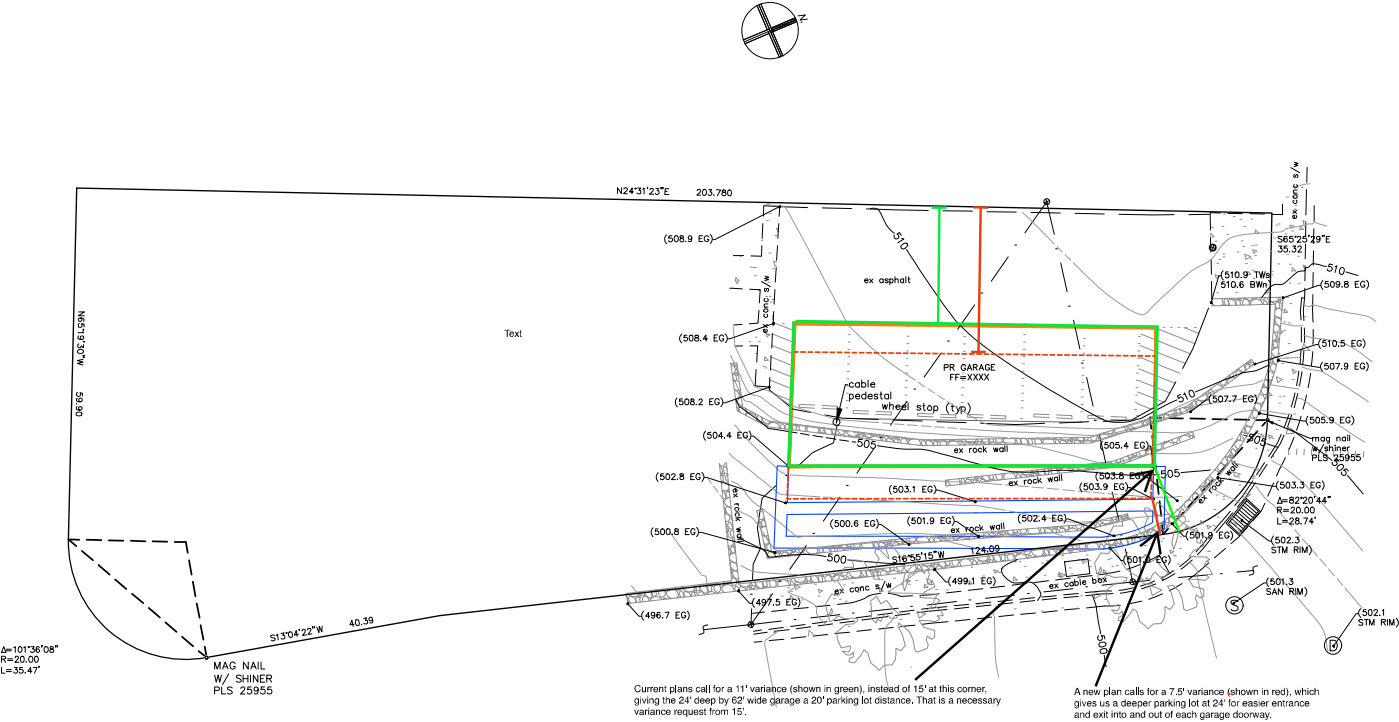
The "commercial" status of the property is the source of the 15' setback. This garage is for residential purposes, not as a commercial venture.

Sincerely,



John F. Pearring, Jr
719-351-2755
jfpearring@gmail.com
109 Pawnee Ave.
Manitou Springs, CO 80829

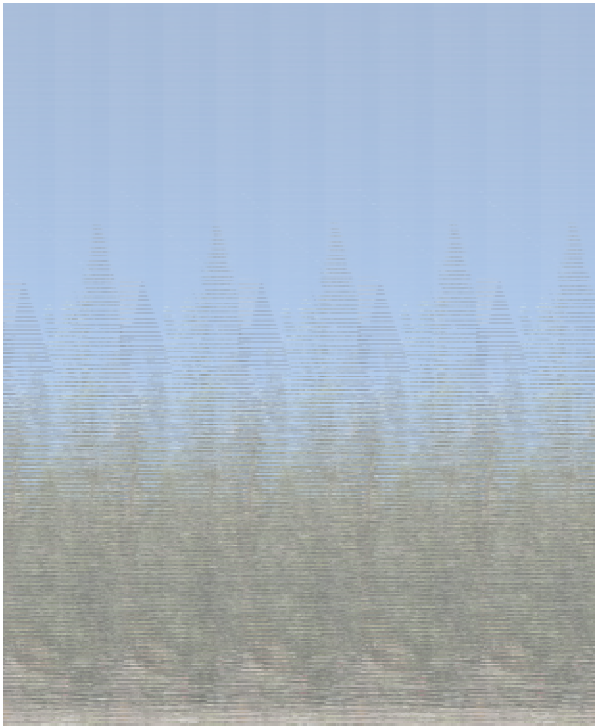
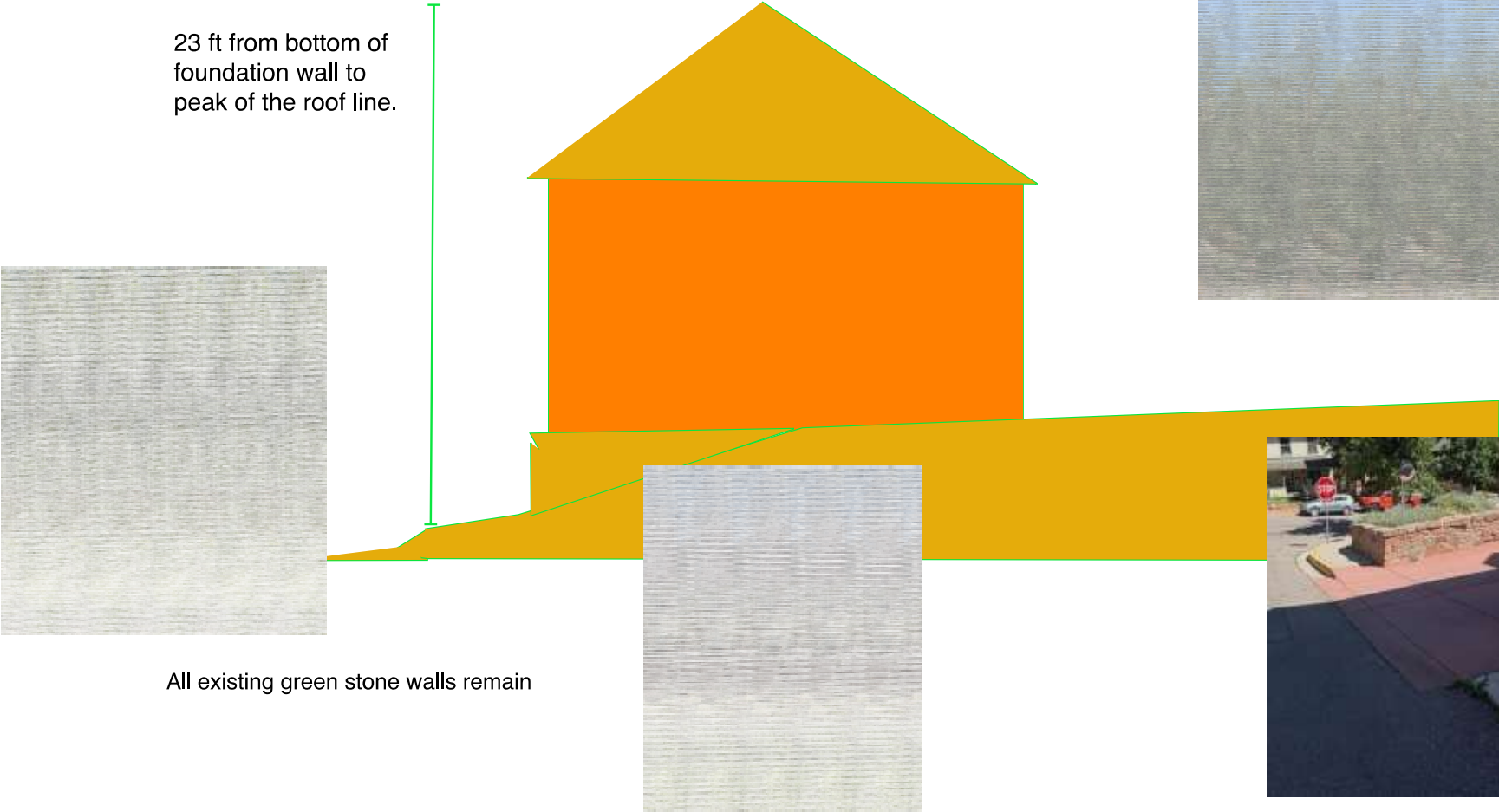
Depiction of 7.5' variance and 11' variance for 2 Grand Avenue garages



Location of 2 Grand Avenue garages



Elevation and placement in existing spot at 2 Grand Avenue garages

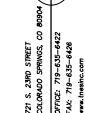


Setback of garages (the original 2 Grand Avenue garage) next door





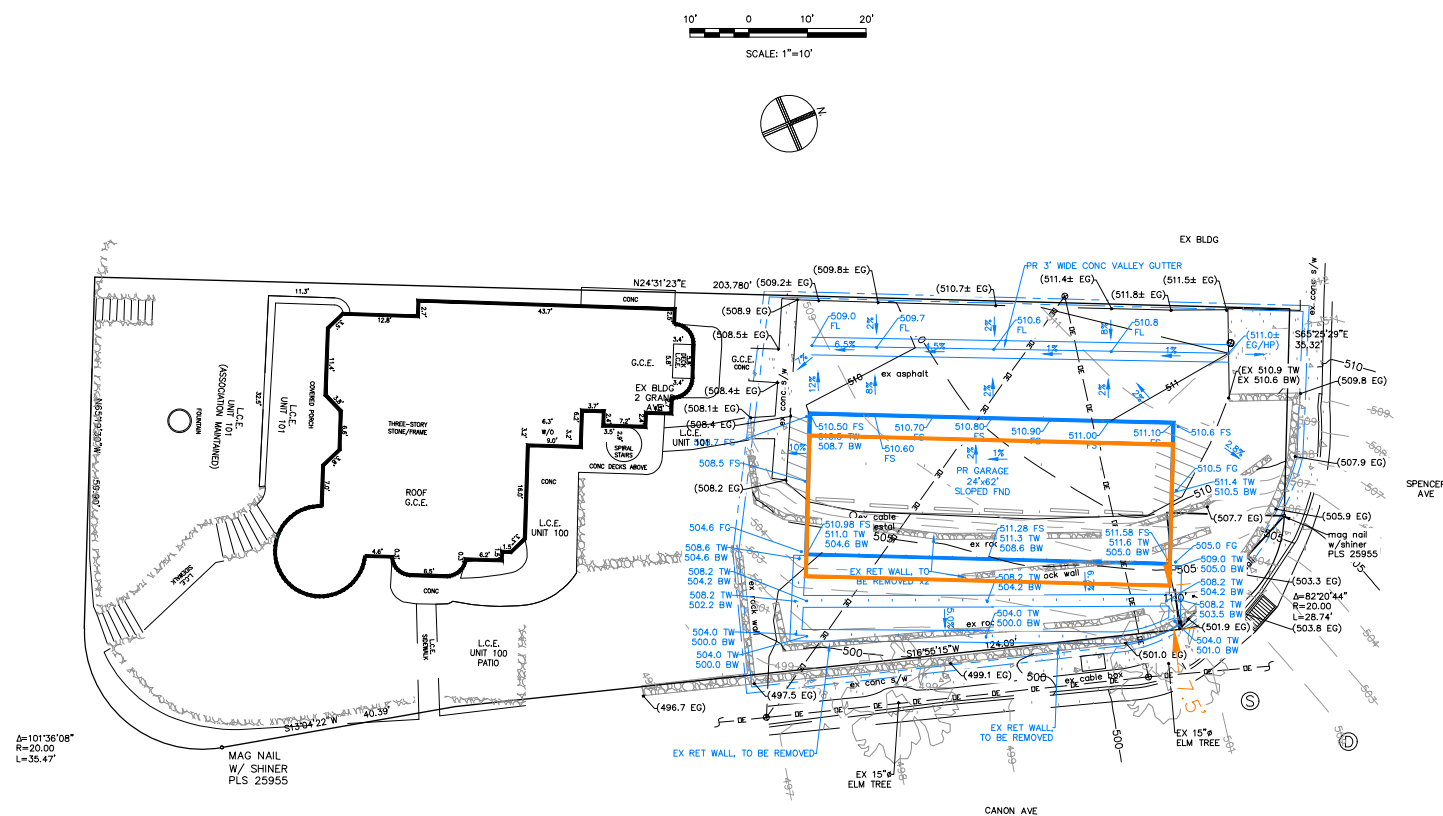
PREPARED FOR:
JOHN & JOANNE PEARRING
ATTN:
109 PAWNEE AVE
MANITOU SPRINGS, CO 80829
719.351.2755



2 GRAND AVENUE

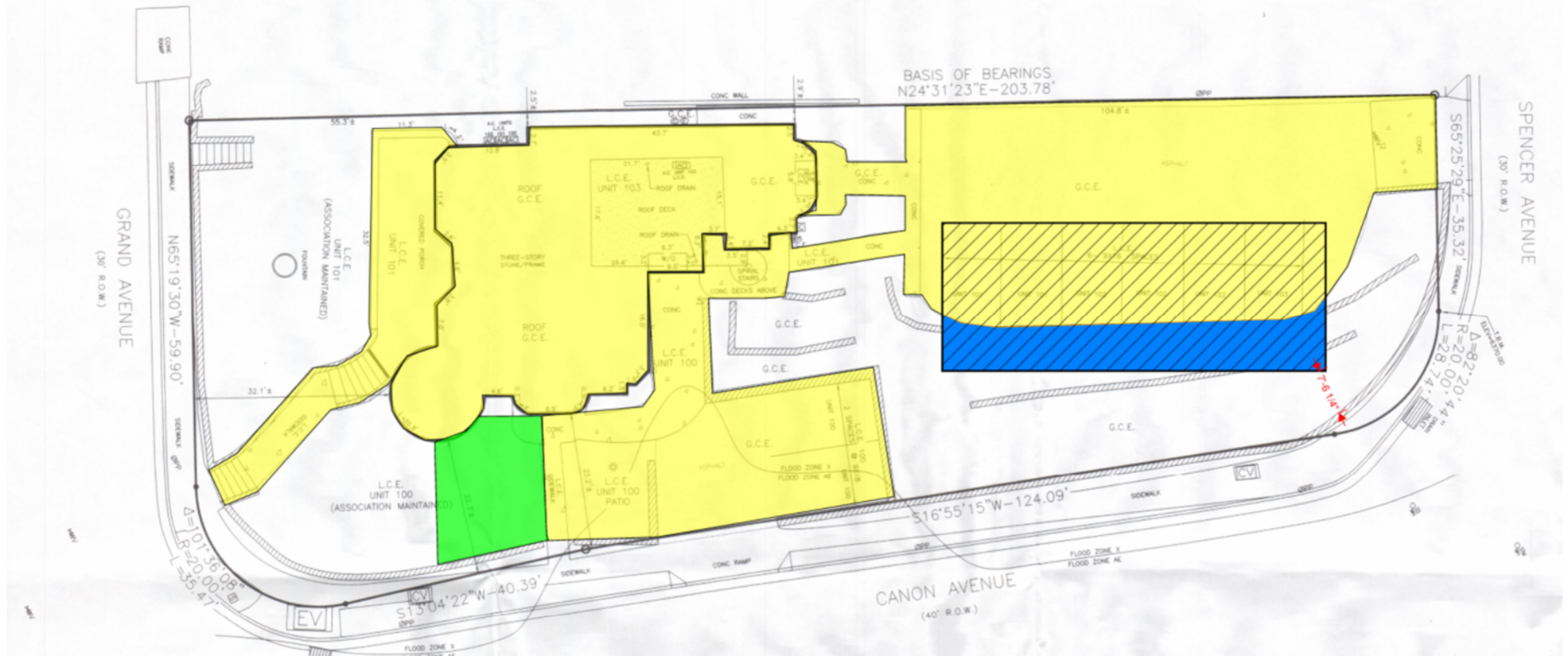
EXHIBIT

DESIGNED BY JF
DRAWN BY DLF
CHECKED BY JF
H-SCALE AS SHOWN
V-SCALE N/A
JOB NO. 2529.00
DATE ISSUED 09/05/
SHEET NO. 2 OF



2 GRAND AVENUE CONDOMINIUMS

A CONDOMINIUM PLAT OF LOT 1, RINGED PEAR SUBDIVISION
City of Manitou Springs, County of El Paso, State of Colorado



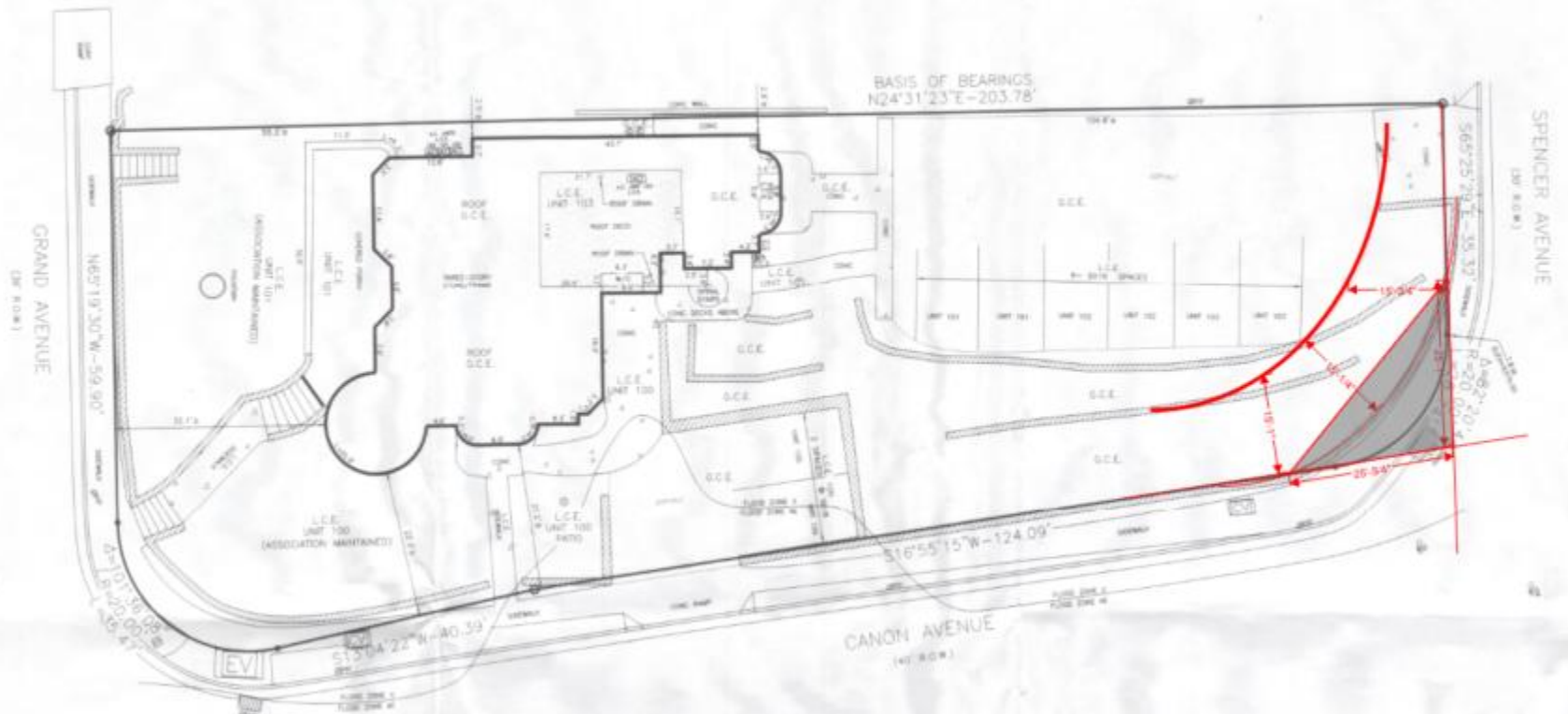
total property size 13,243 square feet

	parking	4,437	square feet
	house	2,100	square feet
	front paving and patio	661	square feet
	artificial turf	367	square feet
	portion of proposed garage not on parking lot	495	square feet

existing lot coverage	54%
lot coverage with artificial turf	57%
lot coverage with garage	58%
lot coverage with garage and turf	61%

2 GRAND AVENUE CONDOMINIUMS

A CONDOMINIUM PLAT OF LOT 1, RINGED PEAR SUBDIVISION
City of Manitou Springs, County of El Paso, State of Colorado



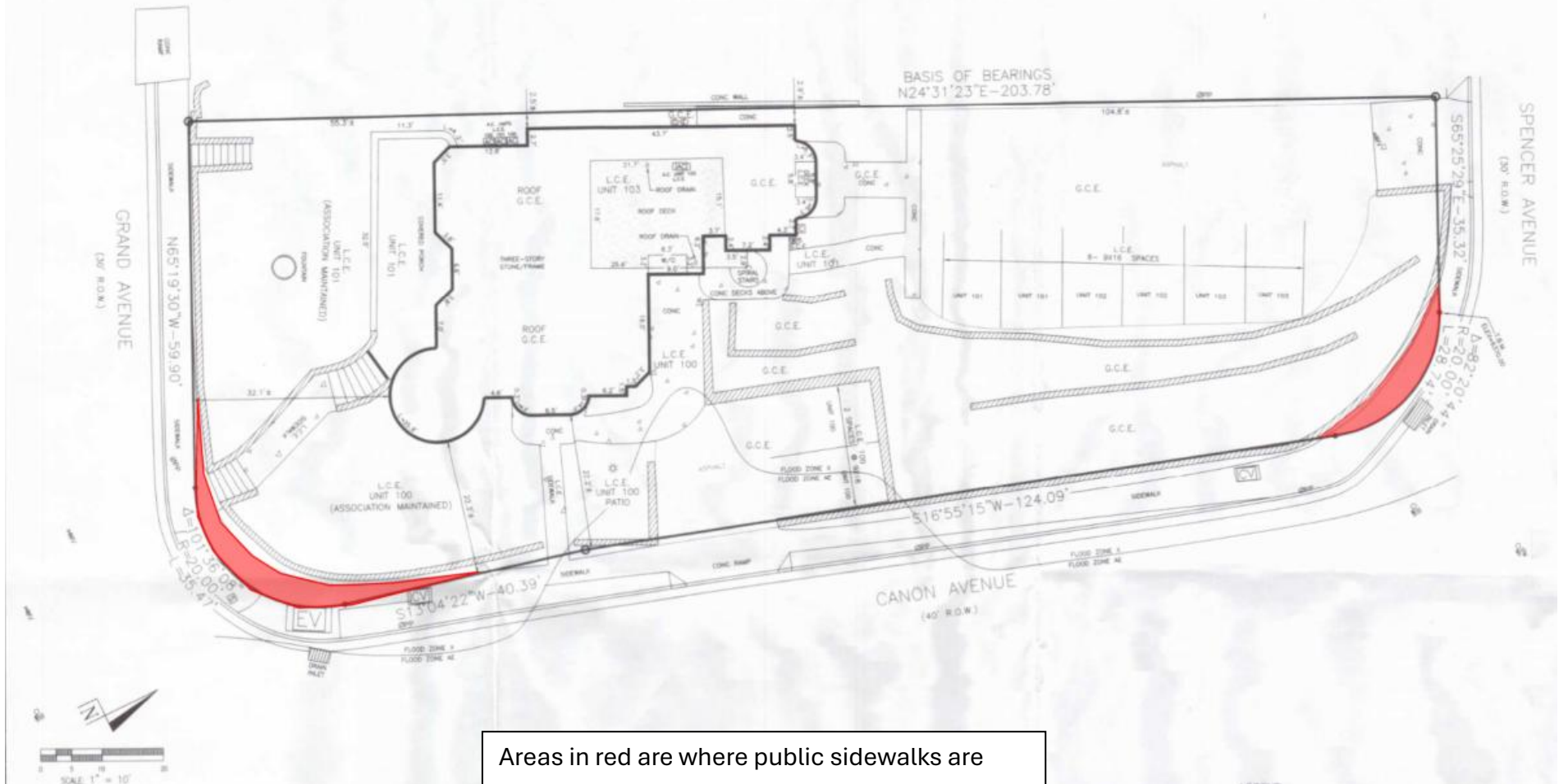
The gray triangle is the Vision Clearance Triangle

The red line is the existing 15-foot setback.

The proposed 7.5 foot setback would not encroach into the gray Vision Clearance Triangle.

2 GRAND AVENUE CONDOMINIUMS

A CONDOMINIUM PLAT OF LOT 1, RINGED PEAR SUBDIVISION
City of Manitou Springs, County of El Paso, State of Colorado



Areas in red are where public sidewalks are within the private property boundaries. In these cases, the setbacks are measured from the back of the sidewalk, rather than from the property boundary.



Title: VAR 2607 and VAR 2608 - Maximum Lot Coverage Variance - 411 Pawnee
From: Erin Ringsred
To: City Planning Commission
Address of Proposal: 411 Pawnee Avenue
Applicant: Cathy Brown

August 12, 2026

Proposal:

The property owner, Cathy Brown, requests two variances from the maximum lot coverage standard of 35% for the Low Density Residential zone district, established in Table 18.02.2.2-1.

1. VAR 2607 an increase of approximately 5% (714 sf) for a driveway extension and associated retaining wall (Driveway Project). to increase the lot coverage percentage beyond the maximum allowed
2. VAR 2608 an increase of approximately 5% (741 sf) for the regrading and installation of synthetic turf and retaining wall to increase the lot coverage percentage beyond the maximum for the “Backyard” project

Zone District:

Low Density Residential (LDR)

Background & Existing Conditions:

The subject property at 411 Pawnee Ave is a 14,211-square-foot-lot with a single-family home where the zone district minimum is 8,700 SF. The existing lot coverage is 47% where 35% is the maximum. The property is accessed through a driveway on an access easement across 409 Pawnee; the driveway in the easement on the adjacent property does not count towards the property’s lot coverage square footage. The property contains a three car garage where only two spaces are required for the LDR zone district. The property was constructed 2004.

The subject property was platted with a trail and conservation easement along the southern and eastern boundaries of the property, walls and pavement are not allowed to be constructed within that easement. The property is abutted on the west and north sides by properties zoned Low Density Residential. On the South and East Sides, the property is abutted by Open Space.

The property owner received a letter containing a wildfire assessment on June 16, 2025 from the Fire Department as part of the wildfire home assessment program. The letter has been included as an attachment to the application due to the property owners’ reference of this document in their application



Application Detail:

VAR 2607 – Maximum Lot Coverage Variance for the Installation of a Driveway Extension “Driveway”

The Low Density Residential Zone District requires a maximum lot coverage of 35%. The applicant is requesting a variance from the maximum lot coverage to allow the proposed driveway extension encompassing 714 SF abutted on two sides by a retaining wall ranging from 0.61 feet to 5.21 feet. The proposed surfacing is concrete, but the applicant has indicated they would be open to gravel as well. Both materials would be considered an increase to maximum lot coverage of 5% where 47% coverage already exists.

VAR 2608 – Maximum Lot Coverage Variance for the Installation of Synthetic Turf “Backyard”

The Low Density Residential Zone District requires a maximum lot coverage of 35%. The applicant is requesting a variance to the maximum lot coverage to allow the installation of synthetic turf encompassing 741 SF and a retaining wall. The proposed retaining wall ranges in height from 0.13 feet to 3.47 feet. The proposed synthetic turf area would be bordered on two sides by retaining walls one existing and one proposed.

Public Involvement:

The application was noticed via postcards to properties within 300 feet of the property boundaries, in the newspaper and via a poster placed on site. No comments have been received as of the publication of this report.

Findings & Review Criteria:

Lot Coverage is defined as the percentage of a lot which is covered by impervious development, including but not limited to, the footprint of any buildings measured at grade, exterior building stairs, decks, covered porches, stoops, patios, overhangs, garages, carports, gazebos, sheds, outbuildings, and bays or portions of a building that project beyond the foundation and enclosed floor area, driveways, and parking areas. Eaves or roof overhangs three (3) feet and less, cornices, sills, canopies or other similar architectural features, public sidewalks, fences, and private or public streets are not included in calculating lot coverage.

Landscaped Area in 18.07 is defined as the area devoted to and maintained for the growing of living plants, trees, ground covers, and nonliving material as allowed by Section 18.03.6.” Synthetic turf is not devoted to or maintained for growing living plant. Therefore synthetic turf does not meet the definition of landscape area.



The installation of synthetic lawn meets the definition of Development which is defined to include excavation and land disturbance. Installation of the proposed synthetic turf requires excavation of existing soil and vegetation, compacted subgrade, and oftentimes a compacted aggregate base beneath a manufactured surface, which alters infiltration in a manner comparable to a patio.

18.06.4.2 E. Approval Criteria. No variance shall be authorized unless the Planning Commission finds that all the following criteria have been met. The endorsement of the variance by adjacent landowners does not relieve the applicant of the burden of meeting the requirements set forth in this section:

1. Not result in development of areas at risk of natural hazards, unless adequate mitigation is provided to the satisfaction of the Planning Director pursuant to the standards in Chapter 18.03; and
2. No adverse impact will result on adjacent properties;

18.06.4.2 F. Additionally, variance requests must meet a minimum of four (4) of the following criteria:

1. The applicant would suffer unnecessary hardship as a result of the application the LUDC, which hardship is not generally applicable to other lands or structures in the same zone district because of the unusual configuration of the applicant's property boundaries, unique circumstances related to the location of existing structures thereon, or the existence of exceptional topographic conditions thereon;
 - a. VAR 2607 – Driveway: The applicant stated the hardships are inadequate parking, in adequate turnaround area and emergency access. MSFD has reviewed the request and statement that the driveway extension is needed to improve ambulance turnaround capabilities. MSFD stated that the expanded driveway is insufficient for an ambulance turn radius, and if the request is granted on the basis of emergency access, this driveway would need to be striped as a fire lane with no parking being allowed on the driveway extents. Additionally, the driveway is a existing nonconforming driveway, the driveway slope measures 20% at the steepest segment and measures 170' long.
 - b. VAR 2608 – Backyard: The installation of sod as an alternative is not a requirement by the Land Use Development Code (LUDC). The LUDC encourages the installation of native living vegetation that is water wise.
2. There are no design alternatives or alternative locations for structures that would eliminate the need for the requested variance or would reduce the amount of the variance



required. The variance is the minimum variance that will make possible the reasonable use of the land or structure;

a. VAR 2607 – Driveway: The applicant has stated that a smaller area would not meet their turnaround needs. The area requested appears to be the maximum allowable as the adjacent area is encumbered by the trail and conservation easement.

b. VAR 2608 – Backyard: The installation of sod would be permitted without variance.

3. The enforcement of the provisions of the LUDC deprives the applicant of rights enjoyed by a majority of the other properties in the same zone district;

a. VAR 2607 – Driveway: Single Household Detached dwellings within the LDR zone district are required to have two off-street parking spots. 411 Pawnee has three off-street parking spots within their garage structure.

The existing driveway meets the criteria outlined in 10.12.011 driveway meets the criteria for determining valid driveways.

b. VAR 2608 – Backyard: The nature of the City of Manitou Springs mountainous topography results in many residents not having flat yards, flat being defined as a 2% cross slope. Additionally, synthetic turf areas are not a common amenity in Manitou Springs neighborhoods.

4. The need for the variance is not the result of from actions of previous property owners or is an otherwise self-imposed hardship;

a. VAR 2607 – Driveway: The structure and associated driveway contributing to the property's coverage and access was constructed in 2004

b. VAR 2608 – Backyard: The structure and associated driveway contributing to the property's coverage and access was constructed in 2004

5. There is a disability affecting the owners or tenants of the property or any member of the family of an owner or tenant who resides on the property, which impairs the ability of the disabled person to utilize or access the property;

a. VAR 2607 – Driveway – no disability was stated in the owners application

b. VAR 2608 – Backyard – no disability was stated in the owners application



6. The variance request is required in order to preserve a contributing structure in a historic sub district.

a. VAR 2607 – Driveway: The property is not in a historic district

b. VAR 2608 – Backyard: The property is not in a historic district

Staff Recommendation:

Should the City Planning Commission find it appropriate to approve the two variances staff does not have any recommended conditions. Per code section 18.06.4.23 a grading and erosion control permit, property improvement permit, and building permit will be required to permit these improvements.

Motion Language Options:

VAR 2607 – Variance (Maximum Lot Coverage Driveway)

Approve Variance 2607 at 411 Pawnee Ave, based upon the findings that the request meets the review criteria for granting a variance as set forth in City Code Section 18.06.4.2.

Approve Variance 2607 at 411 Pawnee Ave, based upon the findings that the request meets the review criteria for granting a variance as set forth in City Code Section 18.06.4.2., with conditions as follows...

Deny the Variance 2607 at 411 Pawnee Ave, based upon the findings that the request does not meet the review criteria for granting a Variance, as set forth in City Code Section 18.06.4.2.

Postpone the Variance 2607 at 411 Pawnee Ave, to September 9, 2026, for further consideration.

VAR 2608– Variance (Maximum Lot Coverage Backyard)

Approve Variance 2608 at 411 Pawnee Ave, based upon the findings that the request meets the review criteria for granting a variance as set forth in City Code Section 18.06.4.2.

Approve Variance 2608 at 411 Pawnee Ave, based upon the findings that the request meets the review criteria for granting a variance as set forth in City Code Section 18.06.4.2., with conditions as follows...

Deny the Variance 2608 at 411 Pawnee Ave, based upon the findings that the request does not meet the review criteria for granting a Variance, as set forth in City Code Section 18.06.4.2.



Postpone the Variance 2608 at 411 Pawnee Ave, to September 9, 2026, for further consideration.

Catherine Brown
411 Pawnee Ave.
Manitou Springs, CO 80829
[REDACTED]

To: Manitou Springs Planning Department
Re: Second Amended Variance Request
Date: July 7, 2026

This Variance Application is submitted by the above homeowner, regarding the above property. The original Pre-Application Conference Summary divided the work to be done on the property into two sections: Wall+Area 1(hereinafter “Driveway”) and Wall+Area 2 (hereinafter “Backyard”). We will follow this designation in our Request, although we consider the two areas to be one project, as the work is to be performed by the same landscape contractor.

Our Amended Variance Request submitted June 17, 2026, used an ILC, with dimensions hand drawn by the homeowner and the square footage determined by Planning Staff. Going forward, Homeowner prefers to use the Grading Plan as it was prepared with a surveyor and engineers, and reflects the actual scope of our project.

In total, the two parts of our request, if approved, would raise the existing lot coverage from 47% to 56%.

DRIVEWAY VARIANCE REQUEST

Summary: A Variance to Code Section 18.02.2.2 (lot coverage shall not exceed 35%) will not adversely impact neighboring properties and should be granted.

Request: A variance is requested to pave a portion of our lot (714sf), thus increasing lot coverage by 4%. The increased coverage is required to address the inadequate driveway and turn-around space at the residence. We would prefer to pave the area with concrete, to match the concrete in front of our garages. We would, however, use gravel or native grasses if concrete is not approved. On the site plan, this area is to the southwest of the home.

Response to Pre-Application Meeting Summary Checklist: This Variance Request is in response to the Pre-Application Conference Summary.

Description of the Property: The residence is at the top of a steep drive, shared with our neighbor to the west. There is no or very limited parking on Pawnee Avenue. The current driveway and pad in front of the garages, allows for one way uphill traffic. Parking and turning around is difficult for passenger cars, almost impossible for commercial vehicles. Our retaining walls have been hit, some trucks have refused to deliver to our home, visiting our home requires a multi-point turn to drive down the driveway frontwards, rather than backing down the drive to leave. The steepness of the drive makes it difficult to safely back down. When service work is done at our house, we cannot leave our garage. The portion of our property where the expansion is proposed abuts the Iron Mountain Open Space and is rocks, weeds, grasses, a bush or two, and one small cottonwood (which the MSFD has advised us to remove). The space is unusable.

Description of the Request: Our proposal is to level and pave, with concrete, that portion of our lot that is currently rocks, weeds, native grasses, small bushes, plus one volunteer cottonwood tree. The area in its current state is unusable. We do not believe this area has ever been landscaped. This level, paved area would allow for easier turnaround for our guests. Our proposal includes a small retaining wall to stabilize the sloping south side, with native flowering plants and bushes atop it. The retaining wall and all work will be outside trail access easements. It is our intent to limit the wall's highest point to under 4' tall. If that is not possible, we will obtain a building permit.

Approval Criteria:

1. The work will not impact areas at risk of natural hazards; if anything, it will lessen fire danger on the lot.
2. The work will not adversely impact adjacent properties. The increased footprint of development on the property will be visible to only one neighbor, and only from a pergola and a small window, if that neighbor really strains to see it. The drainage from the lot will not be altered.

Additional Criteria: This project meets the following four (of six) criteria:

1. **Unnecessary Hardship** – In addition to the general access and turn around issues mentioned above, the expanded area is desired for easier emergency access to the property. While emergency personnel were able to reach our home during an emergency, the EMS parked on Pawnee Avenue, rolled the gurney up our drive, and then rolled the injured party strapped to the gurney down the steep drive. Thankfully, the emergency occurred in September, when the drive was dry. If the paved area were expanded, an ambulance could safely drive up and turn around at the top of our drive.
2. **Alternatives** – The proposed project is the only location for an expanded drive and the smallest useable size for its purposes. The expansion we are proposing is similar to a trapezoid. A total of 714sf, the additional paved space added to our existing drive, is the smallest size which would allow a Honda CRV, which has a turning radius of approximately 37 feet, to make a U-Turn. A Jeep Cherokee would require a simple three point turn, while larger and commercial vehicles would require more maneuvering, but still far fewer than is currently required. Any smaller driveway expansion would not meet our turnaround needs. If a concrete drive is not acceptable, we would use gravel.
3. **Other property owners** – All of our neighbors, including those on Eagle Ave., have adequate onsite parking and turnaround space.
4. **Self-Imposed Hardship** – The hardship was not self-imposed.

BACKYARD VARIANCE REQUEST

Summary: A Variance is required to make requested landscape changes. If granted, this variance will not adversely impact neighboring properties.

Request: A variance is requested to raise and level a portion (741sf) of our lot and install synthetic turf. Lot coverage for this portion of our request would increase by 5%. The goal is to provide a useable, low maintenance, natural appearing, fire wise lawn area for outdoor recreation.

Response to Pre-Application Meeting Summary Checklist: This Variance Request is in response to the Variance Application Review Letter. The Pre-Application Conference Summary did not specify that a variance was required for this project.

Description of the Property: Our home is surrounded by native grasses and scrub, and backs to open space.

Description of the Request: Our proposal is to raise and level part of the northeast portion of our lot that slopes toward the north, and is currently rocks, weeds, native grasses, small bushes, plus a scrub oak. The area, in its current state is unusable. We do not believe this area has ever been landscaped. This area, once level, would allow a play area for children and adults. Our proposal includes a small retaining wall to stabilize the raised and leveled area. If the project interferes with utility work, we understand that it is at our risk. There are no applicable trail easements on this portion of our lot.

The turf to be installed is SYNLawN, which is flame resistant and flame retardant. It allows water to drain at a rate of more than 400 inches per hour.

Approval Criteria:

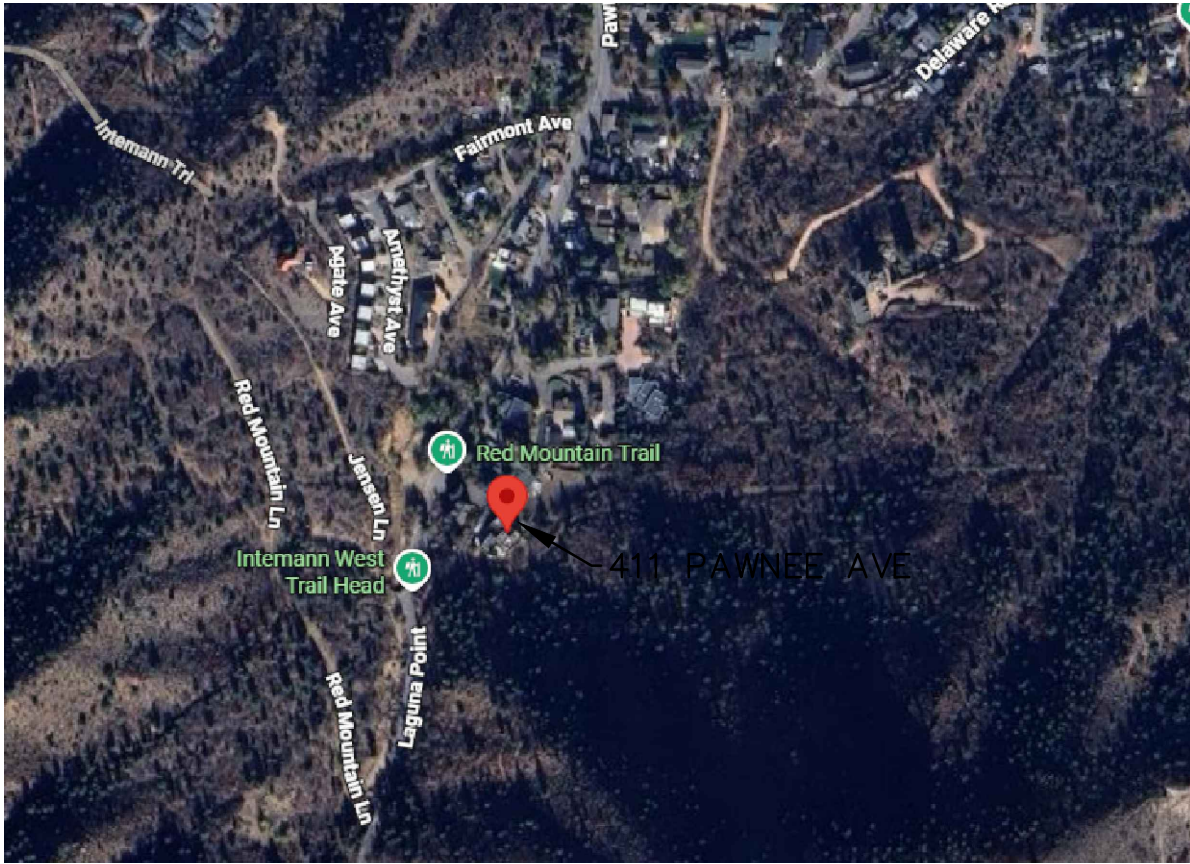
1. The work will not impact areas at risk of natural hazards; if anything, it will lessen fire danger on the lot.
2. The work will not adversely impact adjacent properties. The drainage from the lot will not be altered.

Additional Criteria: This project meets the following four (of six) criteria:

1. **Unnecessary Hardship:** A denial of the request to install turf would result in us installing sod. The water use, fertilizer use, and energy use over the years would have a far greater environmental impact than the synthetic turf we have chosen.
2. **Alternatives:** If the installation of synthetic turf is not approved, we will install a sprinkler system and sod.
3. **Other property owners** – The area proposed to be raised and leveled is on the northeast side of our home, and abuts an unlandscaped, unenclosed portion of one neighbor's lot. The work will not adversely impact adjacent properties. The drainage from the lot will not be altered. Further, the great majority of our neighbors have flat lawn areas, most with a retaining wall.
4. **Self-Imposed Hardship** – The hardship was not self-imposed.

NOTES:

1. SURVEY AND PROPOSED LAYOUT PROVIDED BY OTHERS.
2. CONTRACTOR TO FIELD VERIFY EXISTING RETAINING WALL LOCATIONS AND HEIGHTS.
3. ALL BOTTOM OF WALL (BW) CALLOUTS THAT ARE NOT BUILDING WALLS ARE FOR THE BOTTOM OF WALL AT GRADE. THEY DO NOT REPRESENT THE BOTTOM OF THE CONSTRUCTED WALL OR FOOTING, WHICH IS NOT SPECIFIED ON THESE PLANS.



VICINITY MAP
NOT TO SCALE

SYMBOL LEGEND

- SET NAIL WITH 1-1/2" ALUMINUM WASHER MARKED "WC 7.0, PLS 32439" FLUSH WITH ASPHALT
- 1 ● FOUND 1" YELLOW PLASTIC CAP MARKED "PLS 13830" GRADE AS NOTED
- 2 ● FOUND #4 REBAR GRADE AS NOTED
- 3 ● FOUND 1-1/2" RED PLASTIC CAP MARKED "PLS 9008" GRADE AS NOTED
- (M) MEASURED BEARING AND/OR DISTANCE
- (R) RECORDED BEARING AND/OR DISTANCE
- AG ABOVE GROUND
- BG BELOW GROUND
- FL FLUSH WITH GROUND
- CLEANOUT
- ☐ TELEPHONE PEDESTAL
- FENCE — BARBED WIRE
- FENCE — CHAIN LINK
- ST — STORM DRAIN
- UG — UNDERGROUND GAS
- WL — WATER LINE
- RETAINING WALL



20 10 0 20
SCALE: 1" = 20'



PROPERTY DESCRIPTION:
LOT 4 COSGRAVE SUBDIVISION

APPLICANT:
CATHERINE BROWN
411 PAWNEE AVE
MANITOU SPRINGS, CO 80829

PROPERTY OWNER:
CATHERINE BROWN
411 PAWNEE AVE
MANITOU SPRINGS, CO 80829

ADDRESS:
411 PAWNEE AVE, MANITOU SPRINGS, CO 80829

BENCHMARK:
UNK

GRADING LEGEND

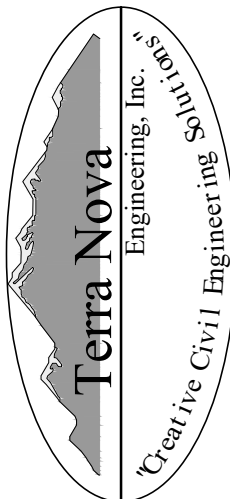
- 6302 — EXISTING CONTOURS — MINOR
- 6300 — EXISTING CONTOURS — MAJOR
- 01 — PROP CONTOURS — MINOR
- 00 — PROP CONTOURS — MAJOR
- — PROPERTY LINE
- ← PROP FLOW
- 61.00 FG PROP FINISHED GRADE
- 61.0 BW FINISHED GRADE AT BOTTOM OF WALL (BLDG WALLS MAY BE DIFFERENT)
- 61.0 TW FINISH GRADE AT TOP OF WALL (BLDG WALLS MAY BE DIFFERENT)
- ~~~~~ PROPOSED RET WALL

THIS DESIGN WAS PREPARED UNDER MY DIRECT SUPERVISION
FOR AND ON BEHALF OF TERRA NOVA ENGINEERING, INC.

L DUCETT, PROFESSIONAL ENGINEER
COLORADO P.E. NO. 32339

REVISIONS		NO.	DESCRIPTION	DATE
UNTIL SUCH TIME AS THESE PLANS ARE REVISED BY THE APPROPRIATE REVIEWING AGENCIES, TERRA NOVA ENGINEERING, INC. APPROVES THEIR USE FOR THE PURPOSES DESIGNATED BY WRITTEN AUTHORIZATION.				

PREPARED FOR:
CATHERINE BROWN
ATTN:



721 S. 23RD STREET
COLORADO SPRINGS, CO 80904
OFFICE: 719-635-6422
FAX: 719-635-6426
www.tnresinc.com

411 PAWNEE AVE

GRADING PLAN
GRADING SHEET

DESIGNED BY LD	
DRAWN BY LD	
CHECKED BY LD	
H-SCALE AS SHOWN	
V-SCALE N/A	
JOB NO. 2639.00	
DATE ISSUED 6/23/26	
SHEET NO. 1 OF 1	

Area of proposed driveway extension



Area of proposed driveway
extension



Area of proposed driveway extension



View of "Backyard"
Improvement Area



View Towards "Backyard"
Improvements





Curtis and Cathy Brown,

6/16/2025

Thank you for your interest in the wildfire home assessment program. The assessment for your properties at **411 Pawnee Ave, Manitou Springs, Colorado** is as follows. Below is a list of items that we discussed and areas that can still be improved. I hope this helps. Please keep in mind that the wildfire assessment program is a minimum national standard that is recommended by Manitou Springs Fire Department, but others may have stricter guidelines.

Manitou Fire Adaptive Community recommends the following: (*My recommendations are italicized*).

- Clear and keep clear leaves and other debris from gutters, eaves, porches and decks. This prevents embers from igniting your home.
- Remove dead vegetation from under your deck and within 10 feet of the house.
- Remove anything stored underneath decks or porches.
- Screen or box-in areas below patios and decks with wire mesh to prevent debris and combustible materials from accumulating.
- Remove flammable materials (firewood stacks, propane tanks, dry vegetation) within 30 feet of your home's foundation and outbuildings, including garages and sheds. If it can catch fire, do not let it touch your house, deck or porch.
- Wildfire can spread to treetops. If you have trees on your property, prune so the lowest branches are 6 to 10 feet from the ground (*limb up 1/3 of its height until it reaches the minimum stated*).
- Keep your lawn hydrated and maintained. If it is brown, cut it down to reduce fire intensity. Dry grass and shrubs are fuel for wildfire. (*Keep grasses around the house low*) *Keep any and all plants well hydrated throughout the year*.
- Do not let debris and lawn cuttings linger. Dispose of these items quickly to reduce fuel for fire.
- Inspect shingles or roof tiles. Replace or repair those that are loose or missing to prevent ember penetration.
- Cover exterior attic vents with metal wire mesh no larger than 1/8 inch to prevent sparks from entering the home.
- Enclose under-eave and soffit vents or screen with metal mesh to prevent ember entry.

Maintaining your home goes a long way in increasing its chances of survival during wildfire. Keep your grasses low, and up to you if you want to take the little juniper bushes out in the back on front of house. Please keep in mind that we are happy to



CITY OF MANITOU SPRINGS FIRE DEPARTMENT
620 MANITOU AVE. MANITOU SPRINGS, CO. 80829



come out and re-inspect anytime you feel the need. We are also glad to come out to speak with your neighbors if they wish to invite us out.

Manitou Springs Fire Department only recommends these changes to better defend your property and what you perform is up to you. Your insurance provider or others may have stricter guidelines beyond what we listed above. These recommendations do not guarantee your homes survival or safety in the event of a wildfire.

Thank you again for your time and interest,

Michael Willie

Lieutenant

Manitou Springs Fire Department