



MANITOU SPRINGS CITY COUNCIL REGULAR MEETING AGENDA

City Council meetings are held in hybrid form by Zoom
(remote) or in-person at Memorial Hall.

Memorial Hall

606 Manitou Avenue

Manitou Springs, CO 80829

Remote: www.manitouspringsgov.com; click on meeting
link under "Government; City Council" page

Position	Name	Term Expires
Mayor	Natalie Johnson	January 4, 2028
At-Large	Mayor Pro Tem Judith Chandler	January 4, 2028
At-Large	John Shada	January 4, 2028
At-Large	Julie Wolfe	January 4, 2028
Ward 1	Nate Nassif	January 8, 2030
Ward 2	Carey Storm	January 8, 2030
Ward 3	Gloria Latimer	January 8, 2030

September 15, 2026

6:00 PM

THE CITY COUNCIL MAY TAKE ACTION ON ANY OF THE FOLLOWING AGENDA ITEMS AS PRESENTED OR MODIFIED PRIOR
TO OR DURING THE MEETING, AND ITEMS NECESSARY TO EFFECTUATE THE AGENDA ITEMS

A. CALL TO ORDER

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL

D. APPROVAL OF AGENDA

E. PUBLIC COMMENT ON NON-AGENDA ITEMS

F. CONSENT CALENDAR

1. September 1, 2026 City Council Meeting Minutes
2. Presentation of Warrants
3. Consideration of Resolution No.1626, A Resolution in Recognition and Support of the Highway 24 Signage Design Plans within the City of Manitou Springs

G. PRESENTATION

1. Monthly Financial Report
2. Incline Trail Update Presentation

H. BUSINESS

1. Republic Services Contract Amendment — Municipal Hauling

I. HEARINGS

1. Appeal of Planning Commission's Decision of VAR 2608 - Installation of Synthetic Turf at 411 Pawnee Avenue
2. Appeal of Planning Commission's Decision of VAR2609 - Variance to allow artificial turf in Landscaped Area - 306 Canon Avenue

J. RECEIVE OR ACT ON COUNCIL CORRESPONDENCE

K. CITY ADMINISTRATOR REPORT

ADJOURN

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.



Agenda Item Comment Form

This form is for citizens unable to attend a city council meeting, who wish to still provide comment for certain agenda items, or under the agenda section Public Comment on Non-Agenda Items

Contact Information

First Name *

Honey Lea

Last Name *

Gaydos

Street Address *

[REDACTED]

City *

Manitou Springs

State *

CO

Zip Code *

80829

E-mail *

[REDACTED]

Phone Number *

[REDACTED]

Which ward do you live in? *

Ward 3

Public Comment

City Council Agenda Item Number *

N/A

If comment is not regarding an agenda item input N/A

Your Position *

General comment

Comments

Mayor, City Council Members, and City staff:

First, I want to thank Council Member Gloria Latimer, Mayor Pro Tem Judith Chandler, Council Member Carey Storm, and City Engineer Ben Schmitt for meeting with residents in the park to discuss the Route 33 shuttle and traffic concerns on El Paso Boulevard. We appreciated their willingness to listen. During that meeting, Council Member Chandler was able to observe and document the frequency and noise of the buses firsthand.

I am speaking as a resident of the 100 block of El Paso Boulevard. Route 33 provides a valuable service, but its current operation in this residential area is excessively disruptive. Buses often arrive with little or no break between them. Their braking noise, loud external announcements, and extended idling—sometimes 20 minutes or more—make it difficult for residents to enjoy their homes, yards, porches, or open windows.

The bus staging at the park is also a serious concern. On Sunday, September 13, as many as eight small Metro buses were parked there. This disrupts the neighborhood and prevents residents and visitors from being able to enjoy the park as a quiet outdoor public space.

Mountain Metro has responded to concerns by saying that six new hybrid buses are being acquired. However, we were told that Manitou Springs and this area would not be prioritized for their use. We were also told that quieter electric idling would be available only when a bus has sufficient battery power; otherwise, the bus would operate and idle using its conventional engine. That does not provide a dependable solution to the noise and prolonged-idling problem residents are experiencing now.

I respectfully ask the City Council to work with Mountain Metro on concrete measures: reducing the concentration and frequency of buses on El Paso Boulevard where possible, limiting extended idling and loudspeaker use, and finding another location for staging or parking buses rather than the park.

We support public transit. We are simply asking for service that does not make normal enjoyment of this residential neighborhood and its park impossible.

Thank you.

Public comments submitted before 4 PM on the day of a city council meeting will be distributed to the city council and the appropriate staff prior to the meeting that evening.

Notice of Disclosure:

Comments submitted on this form become part of the public record and subject to disclosure under the Colorado Open Records Act, (CORA) C.R.S. § 24-72-201 to 206.

Signature

A handwritten signature in black ink on a light gray rectangular background. The signature reads "Honey Lea Gaydos" in a cursive script.

Date of Submission

09/13/2026



Memorandum

Title: September 1, 2026 City Council Meeting Minutes

From: City Clerk's Office

To: Mayor and City Council

CC: City Administrator Denise Howell

Allocated Time: 5 Minutes

September 15, 2026

Purpose:

To review and approve the meeting minutes from the September 1, 2026, City Council meeting.

Background:

The City Council met in regular session on September 1, 2026.

Fiscal Impact:

None.

Workload Impact:

Approximately five hours to attend the meeting, and to prepare and review the minutes.

Recommended Action:

Approve the September 1, 2026, City Council regular meeting minutes through the approval of the consent calendar.

**CITY OF MANITOU SPRINGS
CITY COUNCIL**

Regular Meeting Minutes
606 Manitou Avenue
September 1, 2026

The City Council of Manitou Springs met in Regular Session on Tuesday, September 1, 2026, at 606 Manitou Avenue, in the City of Manitou Springs, County of El Paso, and State of Colorado.

COUNCIL MEMBERS PRESENT FOR ROLL CALL:

Mayor Natalie Johnson
Councilor Judith Chandler
Councilor John Shada
Councilor Julie Wolfe
Councilor Nathan Nassif
Councilor Carey Storm
Councilor Gloria Latimer

A. CALL TO ORDER

Mayor Johnson called the meeting to order at 6:00 PM.

B. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

C. ROLL CALL

All members of the City Council were present for the roll call.

D. APPROVAL OF AGENDA

Councilor Latimer moved to approve the agenda as presented. The motion was seconded by Councilor Wolfe. The motion carried unanimously (7-0).

E. PUBLIC COMMENT ON NON-AGENDA ITEMS

Joan Stang, Manitou Springs Resident, provided an update regarding her 2022 traffic calming request for Crystal Park Road and expressed concern about ongoing speeding and aggressive driving in the neighborhood. She requested an update on traffic calming requests submitted to the City and assistance scheduling a meeting to discuss traffic calming in her neighborhood.

Ila Quinn, Manitou Springs Resident, expressed concern about the upcoming gas and electric project on Ruxton Avenue and stated that residents have requested an intervention plan since 2022 to prevent Pilot Knob Avenue from being used as an

access route to the Pikes Peak Cog Railway (COG), parking lots, and the Incline. She expressed concern about increased traffic, speeding, limited parking, and the lack of sidewalks, particularly given the children living on the block. She requested that the City develop a plan to address traffic access and safety concerns before the project begins.

City Administrator Denise Howell stated that a tentative date for a community conversation has been identified and that staff are working to secure a location. She anticipated that the meeting would be held during the first or second week of September.

F. CONSENT CALENDAR

1. August 11, 2026 City Council Meeting Minutes

Note for the Record – This item was pulled from the consent calendar as requested by Mayor Pro Tem Chandler.

2. August 18, 2026 City Council Meeting Minutes

3. Republic Services Contract Amendment – Municipal Hauling

Note for the Record – This item was pulled from the consent calendar as requested by Councilor Wolfe.

Mayor Pro Tem Chandler moved to approve the consent calendar as amended. The motion was seconded by Councilor Wolfe. The motion carried unanimously (7-0).

F1. August 11, 2026 City Council Meeting Minutes

Mayor Pro Tem Chandler noted that she was not present for the August 11, 2026 meeting, therefore the vote outcome at the top of page 5 should be (6-0).

Councilor Wolfe moved to approve the minutes as amended. The motion was seconded by Councilor Storm. The motion carried (6-0), with Mayor Pro Tem Chandler recusing.

F3. Republic Services Contract Amendment – Municipal Hauling

Councilor Wolfe suggested adding the contract expiration date of July 31, 2027, to the recitals of the amendment, in Section A. She noted that there had been several complaints about the contractor and that the contractor was the only bidder in response to the City's Request for Proposal (RFP). She stated that including the expiration date would make it easier for the public to know when the current contract expires.

There was a discussion about whether the contract included recycling. Parks and Recreation Director Gillian Rossi stated that recycling was included for the dumpsters located outside City Hall and the Public Services headquarters. She explained that recycling had been removed from the downtown and park trash cans due to high levels

of contamination, which resulted in most materials being sent to the landfill anyway. She acknowledged that the downtown and park bins are still labeled for recycling, which could be misleading, and stated that the labels could be changed.

Councilor Shada disagreed with the characterization that the materials in the downtown and park recycling bins were highly contaminated. He stated that photographs he had taken showed recyclable materials in the bins. He suggested that the City consider providing separate bins for specific recyclable materials, such as aluminum. Councilor Shada stated that he would vote against the contract and encouraged other Councilors to do the same, citing concerns that the contract did not reflect the community's values regarding recycling.

Director Rossi stated that the City had been working with Waste Connections for the past couple of years regarding recycling and that Waste Connections had recorded contamination in the downtown and park recycling bins.

Councilor Shada stated that the trash company has not attempted to recycle any of the material in the bins.

There was a discussion about the proposed contractor's willingness to provide recycling services. Director Rossi confirmed that Republic Services is willing to collect recycling from the downtown area. She explained that materials brought to the recycling facility cannot be processed as recycling if contamination exceeds 10% and would instead be transferred to the trash processing facility. She also clarified that Republic Services provides residential trash and recycling services for the City but does not currently provide municipal services.

Councilor Wolfe questioned whether Republic Services had experience with the City's municipal recycling bins and whether it would reach the same conclusions regarding contamination as the previous contractor.

Director Rossi stated that she had firsthand experience with substantial contamination in recycling bins during the summer. She noted that the recycling bins frequently contained mixed trash, including food and full cups of liquid. She offered to ask Republic Services whether the materials could be evaluated during the transition period.

Councilor Wolfe suggested that if recycling is an issue during the summer months, then the City could recycle 9 or 10 months out of the year.

Director Rossi confirmed that there is no fee if recycling is found to be contaminated.

Councilor Shada reiterated his concern that the City is not making a meaningful effort to recycle and suggested exploring alternatives, such as collecting specific recyclable materials separately. He also raised concerns that the bins have been labeled for recycling despite the materials being disposed of as trash.

Mayor Pro Tem Chandler stated that concerns about the City's recycling practices have been ongoing for several years. She described personally observing trash and recycling being collected together and expressed concern that the City has not been transparent with the community about its recycling practices. She agreed with Councilor Shada that the City should make a greater effort to provide recycling opportunities, noting that other similar tourist-based communities have implemented recycling through education and clear guidance. She suggested beginning with limited materials, if necessary, and supported reconsidering the contract to develop a plan that includes recycling services.

Jenny Johnson, General Manager of Republic Services, stated that Republic Services is willing to provide either trash and recycling services or trash-only services under the proposed contract. She explained that while Republic Services does not charge the City for contaminated recycling, high contamination levels can require additional transportation and disposal, increasing emissions. She emphasized Republic Service's commitment to sustainability and expressed a willingness to work with the City to develop an alternative solution if contamination is a concern.

There was a brief discussion about whether limiting public recycling bins to specific materials could reduce contamination. Republic Services General Manager Johnson stated that clear labeling could help reduce contamination but noted that public recycling bins typically experience higher contamination levels. She added that community education and outreach regarding acceptable and unacceptable recyclable materials could also help address the issue.

Councilor Wolfe suggested that the City consider limiting recycling bins to materials that are less likely to be contaminated, while the City works on a plan to educate the community.

There was a discussion about whether Republic Services had observed municipalities that were successful in reducing recycling contamination. General Manager Johnson stated that community outreach and education had resulted in reduced contamination, although it did not eliminate the issue. Additionally, she confirmed that pictures are most effective for informing the public on acceptable recycling materials.

Regarding the end date for the contract, City Attorney Zach Zalesne explained that the amendment already provides that the contractor will provide services through the end of the agreement's term. He advised that the expiration date is not included in the recitals because the original agreement controls the term and could be extended, making a specific date in the recitals potentially duplicative.

Councilor Shada moved to postpone the contract to return to the Council before October 1, 2026, and to refer the contract back to staff, so that a recycling plan could be included. The motion was seconded by Councilor Wolfe. The motion carried unanimously (7-0).

G. PRESENTATION

1. Proclamation No. 1126, 2026 Creek Week

Mary Wilson, Fountain Creek Watershed District Lead Outreach Coordinator, provided an overview of the Fountain Creek Watershed District and its mission to protect and enhance the health of the Fountain Creek Watershed. She highlighted the District's restoration, outreach, education, and volunteer programs, including Creek Week, the State's largest watershed-wide cleanup event. Wilson reported that Creek Week will take place September 26 through October 4, 2026, and encouraged residents to participate as crew leaders or volunteers. She noted that six cleanup events are planned in Manitou Springs and thanked the City for supporting the watershed-wide stewardship effort.

There was a brief discussion about larger restoration projects funded by Colorado Springs Utilities (CSU). Lead Outreach Coordinator Wilson highlighted the Southmoor Drive restoration project in the City of Fountain, completed in July 2025 at a cost of \$7,200,000. She explained that the project addressed significant erosion, sedimentation, and flooding issues that threatened nearby homes and businesses.

Lead Outreach Coordinator Wilson emphasized the importance of both recycling and properly disposing of waste, noting that materials that enter waterways are harmful regardless of whether they were originally intended for a landfill or recycling facility.

Councilor Shada read Proclamation No. 1126 into the record, proclaiming September 26 through October 4, 2026 as Creek Week.

Councilor Storm moved to approve Proclamation No. 1126. The motion was seconded by Councilor Latimer. The motion carried unanimously (7-0).

Linda Morlan, Manitou Springs Resident, expressed concern about deadwood in Fountain Creek.

Lead Outreach Coordinator Wilson stated that deadwood is not included in the Watershed's efforts due to the inherent risk with the large tools required for removal. She added that it is more of a focus in large creek restoration projects.

H. BUSINESS

1. Planned Sign Program Permit PSP 2601 – Hwy 24 “Manitou Springs” Sign

Executive Director Jenna Wells, Visit Manitou Springs, presented two options for the reverse side of the sign design for Council's consideration, one stating “Manitou Springs” and one stating “Thank you for visiting Manitou Springs”.

Councilor Wolfe expressed concern that the proposed sign could violate Colorado Department of Transportation (CDOT) regulations because it incorporates Visit Manitou Springs branding. She questioned whether the project should proceed before the applicable regulations are reviewed by the City Attorney, noting the risk of spending approximately \$60,000 on a sign that may need to be removed.

Public Services Director Ben Schmitt stated that CDOT had pre-reviewed the proposed sign and confirmed that it met their criteria. He explained that CDOT had reviewed the signage shown in the application, including the cursive lettering, text, background, and height, and had pre-approved the proposed design.

There was a discussion about branding, during which Director Schmitt confirmed that the current Visit Manitou Springs sign was not submitted to CDOT as part of the application. He added that he understood the branding provision to refer primarily to logos associated with specific businesses and stated that the City could raise the issue with CDOT to determine whether any changes to the proposed design would be necessary.

Executive Director Wells stated that the proposed signage does not exactly match the Visit Manitou Springs logo, and that she does not know to what percentage difference CDOT would consider the logo and the sign.

Councilor Latimer stated that she does not believe that branding is likely to be an issue.

Councilor Shada referenced federal signage regulations that he understood to restrict commercial logos, corporate sponsorships, and logos of nongovernmental organizations such as chambers of commerce and visitor bureaus. He noted that the staff memo referenced Visit Manitou Springs branding and stated that the proposed sign appeared virtually identical to the existing Visitor Center sign.

Councilor Wolfe stated that she prefers the “Manitou Springs” option for the reverse side of the sign, as many people driving by would not have visited the City.

Mayor Pro Tem Chandler stated her preference for the “Manitou Springs” option.

Councilor Latimer expressed support for the “Thank you for visiting Manitou Springs” option.

Councilor Shada stated that his preference would be for the sign to remain blank on the reverse side, as he felt that signage across the highway could distract drivers.

Councilor Nassif stated that he liked the overall design of the sign and preferred “Manitou Springs” on the reverse side. He acknowledged that drivers traveling in the opposite direction might reference the sign but expressed strong support for the quality and appearance of the design.

Planner Erin Ringsred clarified actions requested from the Council to move forward, including approval of the Planned Sign Program (PSP) 2601 with design and location. She added that CDOT will require a resolution to show City Council support.

Councilor Shada suggested that the City Attorney's office review the CDOT regulations related to branding and inquired about the Planning Departments view on the design related to branding.

Planner Ringsred stated that the Planning Department's review is based on the City's code which could be completely different from CDOT's definition of branding. She confirmed that the City has identified elements of Visit Manitou Springs branding in the proposed sign design.

Councilor Storm questioned whether having the City's legal team review the CDOT regulations and branding issue would be beneficial, when CDOT would evaluate the final application.

Director Schmitt stated that having the City Attorney review the matter would not be a good use of taxpayer dollars because CDOT would ultimately determine whether the cursive lettering constituted branding. He stated that he would obtain written confirmation from CDOT regarding its interpretation of the cursive lettering and bring the information back to Council.

Councilor Storm moved to approve the front sign design and direct staff to send an image of the Visit Manitou Springs logo to CDOT to compare to the proposed sign design and confirm that there is not a branding issue. The motion was seconded by Councilor Wolfe. The motion carried unanimously (7-0).

Councilor Storm moved to approve the "Manitou Springs" sign design option for the reverse side of the sign. The motion was seconded by Councilor Shada. The motion carried (7-0).

Director Schmitt reported that he evaluated three potential locations for monument signage. He stated that the existing location, the Crystal Hills Boulevard area, and a location on the eastbound side of Highway 24 near the Cave of the Winds exit are all acceptable, provided applicable CDOT clear zone requirements are met. He noted that the Crystal Hills Boulevard location would bring the sign closer to the jurisdictional boundary, while the existing location would require the sign to be placed behind guardrail or additional guardrail to be installed.

Councilor Shada expressed support for the Crystal Hills Boulevard location.

Note for the Record – The City Council took a break at 7:15 PM and reconvened at 7:26 PM.

Councilor Wolfe noted that the trees at the existing location could potentially obstruct the new sign if it is located east of the current position and behind the guardrail.

There was a discussion about nearby signs. Director Schmitt confirmed that the placement of the sign would need to meet CDOT requirements regarding the required distance between signs.

During a brief discussion about the sloped topography of the Crystal Hills Boulevard area location, Director Schmitt confirmed that the sign would be level with the highway.

Councilor Shada expressed concern about the safety and complexity of the existing location and the nearby highway exit. He inquired about the unofficial pull-off near the current sign.

Director Schmitt explained that unofficial pull-offs are not preferred by CDOT because they can create unsafe conditions. He confirmed that the sign's current location meets the technical requirements under which it was originally installed, although CDOT indicated a preference for guardrail improvements in the future. He added that if the sign is to be placed closer to the highway, then guardrail installation will be required.

There was a brief discussion about a third proposed location on the eastbound side of the highway. Director Schmitt stated that, while the City is focused on the westbound sign at this time, he identified a potential location for a secondary sign near Rainbow Falls for future consideration. He noted that the location is behind the guardrail, meets applicable requirements, and would place a monument sign ahead of a directional sign.

Councilor Nassif expressed concern about the proposed third location, particularly that placing the monument sign too close to a standard directional sign could cause drivers to overlook it. He suggested considering placement farther east and before the larger directional sign to give drivers more opportunity to see the sign.

Director Schmitt explained that moving the sign farther west would place it increasingly farther from the City's jurisdictional boundary as defined by the sign code.

Councilor Shada noted that there are currently no available funds in the budget for a second sign, and thanked Director Schmitt for following up on the inquiry regarding a location for a secondary sign.

Councilor Shada moved to approve the Crystal Hills Boulevard area location for the sign. The motion was seconded by Councilor Storm. The motion carried (7-0).

Councilor Storm moved to approve PSP 2601, under the condition that CDOT approved of the design. The motion was seconded by Councilor Latimer. The motion carried (7-0).

I. RECEIVE OR ACT ON COUNCIL CORRESPONDENCE

Councilor Wolfe shared that Ila Quinn had requested that Council collectively ask CSU to provide flaggers to prevent traffic from using the side streets as alternate routes during the Ruxton Avenue project.

There was a discussion about the potential cost of requesting flaggers for specific locations. Councilor Wolfe stated that her understanding was that CSU had already committed to a certain number of flaggers, so the request would only identify preferred locations rather than require additional flaggers or expense.

Councilor Shada expressed support for requesting that CSU discourage traffic from using Pilot Knob Avenue or Capitol Hill Avenue as alternate routes during periods of congestion on Ruxton Avenue. He suggested that appropriate signage and flagger direction could help discourage traffic from using these neighborhood streets, particularly traffic coming from the COG or traveling up Ruxton Avenue.

Public Services Director Schmitt stated that the City could request signs directing traffic to use local access only but noted that flaggers would need clear guidance on how to determine who qualifies as local traffic.

Mayor Johnson suggested that City staff could manage the traffic issue.

Director Schmitt stated that the City would continue coordinating with the contractor to discourage traffic from using local roadways. He explained that a public engagement meeting is anticipated in October to discuss the project's neighborhood impacts and traffic control plan, which remains under development as right-of-way acquisitions and CDOT approvals are completed. He added that one point of contact will be established for the project.

Councilor Latimer emphasized the importance of providing timely notification through multiple channels for public engagement meetings, noting that the project could affect businesses and nearby residents. She expressed concern that Global Positioning System (GPS) navigation may direct traffic onto narrow neighborhood streets to avoid congestion near the COG.

There was a brief discussion about an interactive budget tool. City Administrator Howell confirmed that Council had previously provided direction to move forward with budget books and that an interactive tool is no longer being pursued.

Councilor Latimer requested that the purpose of City Council Open Mic Nights be clarified, noting that there was confusion about the City's role and differing expectations at the last Open Mic Night.

J. CITY ADMINISTRATOR REPORT

City Administrator Howell shared that there is an Open House event at the Fire Department on Saturday, September 5, 2026.

K. EXECUTIVE SESSION

1. An Executive Session to hold a conference with the City Attorney to receive legal advice pursuant to Section 5.1(c) of the Manitou Springs Municipal Charter, concerning the Paragon redevelopment agreement with the Manitou Springs Urban Renewal Authority

Mayor Johnson read the purpose of the Executive Session into the record at 8:01 PM.

Mayor Pro Tem Chandler moved to enter the Executive Session for the stated purpose. The motion was seconded by Councilor Latimer. The motion was carried unanimously (7-0).

The City Council moved back to Regular Session at 9:07 PM. Mayor Johnson confirmed the Executive Session was held solely for the stated purpose and that no formal decision was made.

ADJOURN

With no other items to discuss, Councilor Latimer moved to adjourn the meeting. The motion was seconded by Councilor Shada. The motion carried unanimously (7-0). The meeting was adjourned at 9:08 PM.

Attest:

Natalie Johnson, Mayor

Elena Krebs, City Clerk

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.



Memorandum

Title: Presentation of Warrants
From: Nate Moore, Finance Director
To: Mayor and City Council
CC: City Administrator Denise Howell
Allocated Time: 5 Minutes

September 15, 2026

Purpose:

To present warrants, written from August 1, 2026, through August 31, 2026, to City Council.

Background:

City Code 4.2. Powers and duties of Council

...the Council shall have the responsibility and power to:

(d) Prepare and administer an annual budget, and post monthly in City Hall and make available to the public the line-by-line expenditures authorized by the council.

Fiscal Impact:

Total checks written: 169

Total amount: \$1,043,178.71

Workload Impact:

Minimal

Recommended Action:

Acknowledge presentation of the warrants by approval of the Consent Calendar.

Report Criteria:

Report type: Summary

Check Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount	
08/26	08/06/2026	22094	615	CARDMEMBER SERVICE	10-202-100	1,086.95	M
08/26	08/07/2026	22095	615	CARDMEMBER SERVICE	10-202-100	5,421.57	M
08/26	08/12/2026	22096	615	CARDMEMBER SERVICE	10-202-100	199.00	M
08/26	08/19/2026	22097	615	CARDMEMBER SERVICE	10-202-100	5,504.83	M
08/26	08/21/2026	22098	615	CARDMEMBER SERVICE	52-202-100	134.10	M
08/26	08/25/2026	22099	615	CARDMEMBER SERVICE	10-202-100	390.57	M
08/26	08/25/2026	253742	20221207	WOOLCOCK, JAIME	10-202-100	630.00-	V
08/26	08/24/2026	254062	20221207	NAPPER-DUBOIS, BETH	10-202-100	200.00-	V
08/26	08/25/2026	254077	20221207	WOOLCOCK, JAMIE	10-202-100	150.00-	V
08/26	08/21/2026	254153	20221105	GRANITE TELECOMMUNICATIONS LLC	52-202-100	464.52-	V
08/26	08/12/2026	254174	20220826	WHENTOWORK LLC	10-202-100	412.00-	V
08/26	08/03/2026	254195	20221186	633 CONSTRUCTION LLC	53-202-100	55,498.73	
08/26	08/03/2026	254196	145724	AMAZON CAPITAL SERVICES	52-202-100	292.58	
08/26	08/03/2026	254197	1410	BOBCAT OF THE ROCKIES	10-202-100	146,603.01	
08/26	08/03/2026	254198	358	BOUND TREE MEDICAL, LLC.	10-202-100	222.32	
08/26	08/03/2026	254199	726	BURLAP BAG	10-202-100	240.60	
08/26	08/03/2026	254200	266	COLORADO DEPT OF PUBLIC HEALTH	52-202-100	1,143.00	
08/26	08/03/2026	254201	20221163	DAVIS PARTNERSHIP, P.C.	26-202-100	20,313.08	
08/26	08/03/2026	254202	658	EL PASO COUNTY PUBLIC HEALTH LABORATORY	52-202-100	368.00	
08/26	08/03/2026	254203	160344	FLAIR DATA SYSTEMS	10-202-100	4,076.55	
08/26	08/03/2026	254204	20200294	FLEMING MASONRY INC.	29-202-100	3,180.00	
08/26	08/03/2026	254205	682	FP MAILING SOLUTIONS	10-202-100	104.85	
08/26	08/03/2026	254206	436	HOME DEPOT CREDIT SERVICES	10-202-100	27.45	
08/26	08/03/2026	254207	20220727	KAPLAN KIRSCH LLP	52-202-100	95.00	
08/26	08/03/2026	254208	144777	L.N. CURTIS & SONS	10-202-100	623.82	
08/26	08/03/2026	254209	56	LOWE'S	54-202-100	175.20	
08/26	08/03/2026	254210	855	ROCKY MOUNTAIN AIR SOLUTIONS	52-202-100	1,841.74	
08/26	08/03/2026	254211	145602	SITEONE LANDSCAPE SUPPLY	10-202-100	652.95	
08/26	08/03/2026	254212	1027	WESTERN PAPER DISTRIBUTORS, INC.	10-202-100	200.85	
08/26	08/06/2026	254213	145724	AMAZON CAPITAL SERVICES	10-202-100	260.68	
08/26	08/06/2026	254214	170	CIRSA	10-202-100	1,835.91	
08/26	08/06/2026	254215	20221253	CMYK/RGB LLC	29-202-100	831.25	
08/26	08/06/2026	254216	145	INTERSTATE BATTERIES	10-202-100	486.78	
08/26	08/06/2026	254217	1118	MELCON COMMUNICATIONS LLP	10-202-100	3,050.00	
08/26	08/06/2026	254218	2021089	NATIONSEARCH.COM LLC	10-202-100	82.47	
08/26	08/06/2026	254219	20221265	NAVARI PLATFORM INC.	10-202-100	8,284.88	
08/26	08/06/2026	254220	187	O'REILLY AUTO PARTS / FIRST CALL	10-202-100	13.18	
08/26	08/06/2026	254221	18922	PREFERRED DOCUMENT SOLUTIONS	10-202-100	57.49	
08/26	08/06/2026	254222	20221181	WHISTLE EXPRESS CAR WASH	10-202-100	56.00	
08/26	08/07/2026	254223	137	BILL'S EQUIPMENT AND SUPPLY INC	10-202-100	50.15	
08/26	08/07/2026	254224	125	CEM SALES & SERVICE	10-202-100	2,238.50	
08/26	08/07/2026	254225	20221218	FILTERBUY INC	55-202-100	99.50	
08/26	08/07/2026	254226	20221254	JPS PORTABLE RESTROOM LLC	10-202-100	1,020.00	
08/26	08/07/2026	254227	1009	MARCUS ELECTRIC LLC	10-202-100	1,020.00	
08/26	08/11/2026	254228	20211028	BEARS ACCESS SOLUTIONS LLC	55-202-100	8,503.80	
08/26	08/11/2026	254229	170001	TRAX CONSTRUCTION INC.	26-202-100	114,574.57	
08/26	08/12/2026	254230	145724	AMAZON CAPITAL SERVICES	10-202-100	423.91	
08/26	08/12/2026	254231	20211028	BEARS ACCESS SOLUTIONS LLC	10-202-100	1,680.62	
08/26	08/12/2026	254232	665	COLORADO DIVISION OF FIRE PREVENTION	10-202-100	35.00	
08/26	08/12/2026	254233	1806	COMCAST	55-202-100	1,112.24	
08/26	08/12/2026	254234	144578	EMPIRE FLUID POWER, INC.	10-202-100	498.75	
08/26	08/12/2026	254235	202119	EXPRESS SERVICES, INC.	10-202-100	902.40	
08/26	08/12/2026	254236	188	GALLS, LLC	10-202-100	9.24	

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
08/26	08/12/2026	254237	346	GLASER WELDING / GLASER STEEL	10-202-100	105.15
08/26	08/12/2026	254238	144777	L.N. CURTIS & SONS	10-202-100	1,869.42
08/26	08/12/2026	254239	160255	LIFEMED SAFETY, INC.	10-202-100	66.02
08/26	08/12/2026	254240	20221058	LINDE GAS & EQUIPMENT INC.	10-202-100	70.65
08/26	08/12/2026	254241	194	RAMPART	10-202-100	326.20
08/26	08/12/2026	254242	529	ROCKY MOUNTAIN RESERVE	10-202-100	233.54
08/26	08/12/2026	254243	20220309	SOUTHERN TIRE MART LLC	10-202-100	152.00
08/26	08/12/2026	254244	20221166	TOFFEL, LESLIE E	10-202-100	302.00
08/26	08/12/2026	254245	1027	WESTERN PAPER DISTRIBUTORS, INC.	10-202-100	494.76
08/26	08/12/2026	254246	20220120	WM CORPORATE SERVICES, INC.	54-202-100	1,322.80
08/26	08/12/2026	254247	551	XEROX FINANCIAL SVCS/MARLIN LEASING CORP	10-202-100	1,223.05
08/26	08/14/2026	254248	37	AFLAC	10-202-100	34.40
08/26	08/14/2026	254249	20220883	DIVISION OF CHILD SUPPORT	10-202-100	312.00
08/26	08/19/2026	254250	358	BOUND TREE MEDICAL, LLC.	10-202-100	1,287.69
08/26	08/19/2026	254251	684	COLORADO FIREFIGHTER HEART AND	10-202-100	1,414.00
08/26	08/19/2026	254252	20220387	DANCING GOOSE THERAPEUTICS, LLC	10-202-100	200.00
08/26	08/19/2026	254253	20221088	GAINWELL TECHNOLOGIES	10-202-100	325.55
08/26	08/19/2026	254254	188	GALLS, LLC	10-202-100	113.25
08/26	08/19/2026	254255	436	HOME DEPOT CREDIT SERVICES	10-202-100	477.38
08/26	08/19/2026	254256	170027	SAVATREE LLC	10-202-100	500.00
08/26	08/19/2026	254257	231	VERIZON WIRELESS	10-202-100	4,468.90
08/26	08/21/2026	254258	688	ADAM'S MOUNTAIN CAFE'	10-202-100	238.00
08/26	08/21/2026	254259	144506	ADVANCE AUTO PARTS	10-202-100	615.19
08/26	08/21/2026	254260	20200132	ALLEN, MICHAEL T	10-202-100	1,650.00
08/26	08/21/2026	254261	145724	AMAZON CAPITAL SERVICES	10-202-100	1,435.98
08/26	08/21/2026	254262	426	AMERICAN LOCK & KEY	55-202-100	407.90
08/26	08/21/2026	254263	20220036	AMERITAS LIFE INSURANCE CORP	10-202-100	817.20
08/26	08/21/2026	254264	20220811	BARCO PRODUCTS LLC	10-202-100	1,239.58
08/26	08/21/2026	254265	20220956	BASELINE ENGINEERING CORPORATION	10-202-100	3,941.00
08/26	08/21/2026	254266	1410	BOBCAT OF THE ROCKIES	10-202-100	255.68
08/26	08/21/2026	254267	20221267	BRACHTENBACH, CONNIE	10-202-100	2,000.00
08/26	08/21/2026	254268	726	BURLAP BAG	10-202-100	1,439.95
08/26	08/21/2026	254269	2021025	CHAVEZ CONSULTING INC., LLC	26-202-100	11,681.25
08/26	08/21/2026	254270	144747	CHIEF PETROLEUM CO	53-202-100	107.98
08/26	08/21/2026	254271	177	COLORADO SPRINGS UTILITIES	53-202-100	53,534.13
08/26	08/21/2026	254272	1806	COMCAST	10-202-100	137.65
08/26	08/21/2026	254273	642	CORE & MAIN LP	52-202-100	1,150.67
08/26	08/21/2026	254274	145514	CRAIG'S POWER EQUIPMENT	10-202-100	72.97
08/26	08/21/2026	254275	20220908	DATAWORKS PLUS LLC	10-202-100	450.00
08/26	08/21/2026	254276	658	EL PASO COUNTY PUBLIC HEALTH LABORATORY	52-202-100	368.00
08/26	08/21/2026	254277	144502	EON OFFICE PRODUCTS	10-202-100	89.32
08/26	08/21/2026	254278	202119	EXPRESS SERVICES, INC.	10-202-100	1,128.00
08/26	08/21/2026	254279	503	FEDERAL EXPRESS	52-202-100	16.63
08/26	08/21/2026	254280	1024	GOODYEAR AUTO SERVICE CTR	10-202-100	1,312.92
08/26	08/21/2026	254281	20221105	GRANITE TELECOMMUNICATIONS LLC	52-202-100	952.27
08/26	08/21/2026	254282	681	HACH COMPANY	52-202-100	101.20
08/26	08/21/2026	254283	443	HINKLE & COMPANY, PC	10-202-100	7,300.00
08/26	08/21/2026	254284	148807	HOFFMANN, PARKER, WILSON & CARBERRY	55-202-100	30,318.28
08/26	08/21/2026	254285	436	HOME DEPOT CREDIT SERVICES	10-202-100	102.37
08/26	08/21/2026	254286	20221234	INDOFF LLC	10-202-100	630.00
08/26	08/21/2026	254287	20220780	JOHN DEERE FINANCIAL	53-202-100	467.92
08/26	08/21/2026	254288	15009	JR ENGINEERING LLC	39-202-100	48,618.00
08/26	08/21/2026	254289	144886	KIEWIT INFRASTRUCTURE CO	10-202-100	339.24
08/26	08/21/2026	254290	144777	L.N. CURTIS & SONS	10-202-100	458.40
08/26	08/21/2026	254291	145563	LIGHTNING BOLT, INC.	10-202-100	4.10
08/26	08/21/2026	254292	202158	MACDOUGALL & WOLDRIDGE PC	52-202-100	84.00
08/26	08/21/2026	254293	20220651	MBI - MEDICINE FOR BUSINESS AND INDUSTRY	10-202-100	70.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
08/26	08/21/2026	254294	20200221	MES SERVICE COMPANY LLC	10-202-100	735.75
08/26	08/21/2026	254295	142006	MIDWEST BARRICADE CO, INC.	10-202-100	168.00
08/26	08/21/2026	254296	145606	MILE HIGH ACE HARDWARE	55-202-100	512.06
08/26	08/21/2026	254297	169	NAPA AUTO PARTS	10-202-100	17.18
08/26	08/21/2026	254298	20220037	NEW YORK LIFE	10-202-100	952.62
08/26	08/21/2026	254299	20221086	NOMATIX	39-202-100	4,168.75
08/26	08/21/2026	254300	20221067	NTIVA ACCOUNTING DEPT	10-202-100	24,240.37
08/26	08/21/2026	254301	20220774	ORGANIC GARDENING SERVICES LLC	10-202-100	1,980.00
08/26	08/21/2026	254302	138	PHIL LONG MOTOR CITY	10-202-100	216.49
08/26	08/21/2026	254303	20211010	ROADSAFE TRAFFIC SYSTEMS INC	55-202-100	975.00
08/26	08/21/2026	254304	144342	ROCKY TOP RESOURCES, INC.	52-202-100	53.94
08/26	08/21/2026	254305	143	SCHMIDT CONSTRUCTION	55-202-100	264.55
08/26	08/21/2026	254306	20200287	SHELDON'S AUTO REPAIR	10-202-100	618.72
08/26	08/21/2026	254307	2004	SHRED-IT USA	10-202-100	51.45
08/26	08/21/2026	254308	145602	SITEONE LANDSCAPE SUPPLY	10-202-100	700.77
08/26	08/21/2026	254309	17001	STAPLES BUSINESS ADVANTAGE	10-202-100	37.99
08/26	08/21/2026	254310	662	TAYCO SCREEN PRINTING	10-202-100	976.00
08/26	08/21/2026	254311	940	TIMBER LINE ELECTRIC	52-202-100	4,437.35
08/26	08/21/2026	254312	170001	TRAX CONSTRUCTION INC.	26-202-100	306,046.80
08/26	08/21/2026	254313	144398	UNIVAR SOLUTIONS	52-202-100	1,674.91
08/26	08/21/2026	254314	203	UTILITY NOTIFICATION CENTER OF COLORADO	52-202-100	146.80
08/26	08/21/2026	254315	20220874	VERNON, ADAM	55-202-100	2,546.00
08/26	08/21/2026	254316	10065	WASTE CONNECTIONS	10-202-100	5,917.64
08/26	08/21/2026	254317	10064	WASTE CONNECTIONS	10-202-100	723.81
08/26	08/21/2026	254318	202195	WATTERS H2O SERVICES	52-202-100	7,670.00
08/26	08/21/2026	254319	1027	WESTERN PAPER DISTRIBUTORS, INC.	10-202-100	2,018.97
08/26	08/21/2026	254320	20200273	WOLFCO COMMERCIAL SERVICES	10-202-100	575.00
08/26	08/24/2026	254322	144290	CITY OF COLORADO SPRINGS	10-202-100	2,100.00
08/26	08/25/2026	254323	144506	ADVANCE AUTO PARTS	10-202-100	133.40
08/26	08/25/2026	254324	145724	AMAZON CAPITAL SERVICES	10-202-100	2,571.11
08/26	08/25/2026	254325	20220956	BASELINE ENGINEERING CORPORATION	10-202-100	470.00
08/26	08/25/2026	254326	1410	BOBCAT OF THE ROCKIES	10-202-100	17,044.11
08/26	08/25/2026	254327	690	CENTURYLINK	52-202-100	2,576.63
08/26	08/25/2026	254328	144983	CINTAS FIRE	10-202-100	1,058.52
08/26	08/25/2026	254329	20221255	COLORADO SPRINGS GARAGE FLOORS, LLC	25-202-100	1,080.00
08/26	08/25/2026	254330	177	COLORADO SPRINGS UTILITIES	55-202-100	3,482.99
08/26	08/25/2026	254331	622	EL PASO COUNTY CLERK & REC	10-202-100	5,873.88
08/26	08/25/2026	254332	202119	EXPRESS SERVICES, INC.	10-202-100	1,099.80
08/26	08/25/2026	254333	436	HOME DEPOT CREDIT SERVICES	52-202-100	1,544.16
08/26	08/25/2026	254334	144886	KIEWIT INFRASTRUCTURE CO	10-202-100	332.62
08/26	08/25/2026	254335	20221058	LINDE GAS & EQUIPMENT INC.	10-202-100	26.35
08/26	08/25/2026	254336	56	LOWE'S	10-202-100	91.50
08/26	08/25/2026	254337	1118	MELCON COMMUNICATIONS LLP	10-202-100	3,050.00
08/26	08/25/2026	254338	169	NAPA AUTO PARTS	10-202-100	394.56
08/26	08/25/2026	254339	20221207	NAPPER-DUBOIS, BETH	10-202-100	200.00
08/26	08/25/2026	254340	20220774	ORGANIC GARDENING SERVICES LLC	10-202-100	1,980.00
08/26	08/25/2026	254341	749	RESPEC	52-202-100	235.00
08/26	08/25/2026	254342	143	SCHMIDT CONSTRUCTION	10-202-100	341.25
08/26	08/25/2026	254343	587	UL LLC	10-202-100	2,080.20
08/26	08/25/2026	254344	613	CLAYTON HOLDINGS, LLC	55-202-100	33,342.08
08/26	08/27/2026	254345	20220883	DIVISION OF CHILD SUPPORT	10-202-100	312.00
08/26	08/27/2026	254346	20221207	WOOLCOCK, JENNIFER	10-202-100	630.00
08/26	08/27/2026	254347	20221207	WOOLCOCK, JENNIFER	10-202-100	150.00
08/26	08/28/2026	254348	145724	AMAZON CAPITAL SERVICES	10-202-100	500.15
08/26	08/28/2026	254349	726	BURLAP BAG	10-202-100	359.10
08/26	08/28/2026	254351	646	FERGUSON WATERWORKS	10-202-100	21.59
08/26	08/28/2026	254352	188	GALLS, LLC	10-202-100	185.65

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
08/26	08/28/2026	254353	160263	TALL TIMBERS TREE & SHRUB SERVICE INC	10-202-100	425.00
08/26	08/28/2026	254354	1124	CLEARWAY ENERGY GROUP LLC	52-202-100	8,558.05
Grand Totals:		169				1,043,178.71

Report Criteria:

Report type: Summary

Check.Type = {<>} "Adjustment"



Memorandum

Title: Consideration of Resolution No.1626, A Resolution in Recognition and Support of the Highway 24 Signage Design Plans within the City of Manitou Springs

From: Erin Ringsred, Planner/Landscape Architect II and Frederick Rollenhagen, Planning Director

To: Mayor and City Council

CC: City Administrator Denise Howell

Allocated Time: 5 Minutes

September 15, 2026

Purpose:

Approval of Resolution No. 1626, a resolution in recognition and support of the Highway 24 Signage Design Plans by the Manitou Springs City Council

Background:

The Chamber of Commerce is proposing a monument sign project on Highway 24. The proposed project would first remove the existing monument sign east of exit 299 that contains the City of Manitou Springs' previous logo. The proposed monument sign would contain the Visit Manitou Springs branding.

On August 11, 2026, City Council heard during a work session, the Manitou Chamber of Commerce's proposal to replace the existing sign.

On September 1, 2026 City Council approved the Planned Sign Program Application as noted:

- Location – Approved Location #2: East of Crystall Hills Blvd Bridge on Hwy 24, on the north side of Hwy 24, east of the regulatory sign “Exit 299, Manitou Ave ½ Mile”
- East Face Graphic – As Presented
- West Face Graphic – “Manitou Springs” Option selected

Existing Conditions

The existing sign uses the previous City Logo current as of 2020, but it is not the City's current logo. The graphic portion of the monument sign has become sun faded with age. Text and graphics are present on the east side of the sign but not the west. The monument sign is made up of timber, metal and a variety of plastic.



Proposed Construction

The proposed sign is 160" wide, 24" deep, and 140" tall. The signage materials include aluminum, printed vinyl, and acrylic. No lighting is proposed as part of the signage. In order to provide nighttime legibility, all text on the sign will be made up of "high performance white reflective vinyl".

Fiscal Impact:

The Chamber is not requesting additional funds from City Council as part of this request. Jenna Wells from the Chamber will be available to discuss the proposal and its financials.

Workload Impact:

Additional City Staff hours after approval would be limited to assistance coordinating with CDOT.

Recommended Action:

Move to adopt Resolution No. 1626, a resolution in recognition and support of the Highway 24 signage design plans within the City of Manitou Springs.

**A Resolution in Recognition and Support of the Highway 24
Signage Design Plans within the City of Manitou Springs**

Whereas, effective Highway 24 signage is a necessary economic development tool, attracts cultural tourists, supports mobility efforts, and creates pride in the Manitou Springs community; and

Whereas, the Manitou Springs Chamber of Commerce, Visitors Bureau and Office of Economic Development supports economic growth, environmental and social sustainability, resiliency, financial vibrancy, and collaboration; and

Whereas, it is important to use effective signage to direct and manage traffic into and out of our city;

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF
MANITOU SPRINGS, COLORADO THAT:**

Section 1:

The Manitou Springs City Council supports the signage designs submitted by the Manitou Springs Chamber of Commerce for new gateway signage.

Section 2:

This resolution shall take effect immediately upon approval and adoption by City Council.

Adopted at the meeting of the City Council of the City of Manitou Springs Colorado, on this 15th day of September 2026.

Mayor and Council:

Attest:

Natalie Johnson, Mayor

Elena Krebs, City Clerk



Memorandum

Title: Monthly Financial Report
From: Nate Moore, Finance Director
To: Mayor and City Council
CC: City Administrator Denise Howell
Allocated Time: 10 Minutes
September 15, 2026

Purpose:

In order to ensure fiscal responsibility, these financial reports are to be presented to Council monthly, so decisions made for the fiscal year are made with confidence.

Background:

Council wants a monthly report presented to see the current status of the City's revenues and expenditures, and any analysis that can be received from these reports so they have financial awareness in guiding the City during the fiscal year.

Fiscal Impact:

None

Workload Impact:

Minimal

Recommended Action:

Informational purposes only.

CITY OF MANITOU SPRINGS
REPORT OF SALES TAX COLLECTIONS/TAXABLE SALES

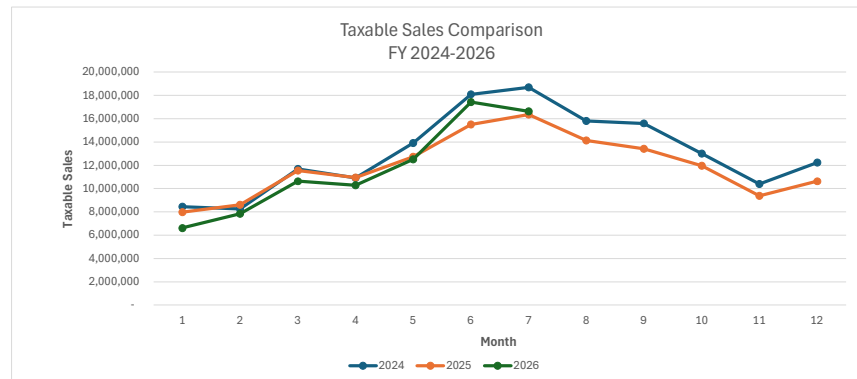
For the period from JULY 2024-2026

Sales tax percentage as of 2020: 3.9% as of July (3.5% General Fund, .1% Open Space Fund, .3% MACH).
 Sales tax percentage as of 2022: MJ for City increased from 6% to 10% (State 1.5%, Regular Sales Tax 3.9%, City 10%)
 Sales tax percentage as of June 2025: MJ for City reduced from 10% to 5%, State 1.5%, Regular Sales Tax 3.9%

MONTH	2024 3.9% MJ 11.5% COLLECTED	2024 TAXABLE SALES		2025 3.9% MJ 11.5% COLLECTED	2025 TAXABLE SALES		% Change in Sales 25/24		2026 3.9% MJ 6.5% COLLECTED	2026 TAXABLE SALES		Change in Sales Tax Collected % 26/25		% CHANGE in Sales 26/25		% CHANGE in Sales 26/24	
		MONTH	YEAR TO DATE		MONTH	YEAR TO DATE	MONTH	YEAR		MONTH	YEAR TO DATE	Month	YEAR	MONTH	YEAR	MONTH	YEAR
JANUARY	\$ 609,510	8,456,010	\$ 8,456,010	\$ 575,575	7,987,620	\$ 7,987,620	-5.5%	-5.5%	\$ 301,090	\$ 6,617,365	\$ 6,617,365	-47.7%	-47.7%	-17.2%	-17.2%	-21.7%	-21.7%
FEBRUARY	\$ 515,600	8,257,169	\$ 16,713,180	\$ 587,309	8,598,881	\$ 16,586,501	4.1%	-0.8%	\$ 349,083	\$ 7,838,492	\$ 14,455,857	-40.6%	-44.1%	-8.8%	-12.8%	-5.1%	-13.5%
MARCH	\$ 821,993	11,679,058	\$ 28,392,237	\$ 723,401	11,544,602	\$ 28,131,103	-1.2%	-0.9%	\$ 452,161	\$ 10,624,046	\$ 25,079,903	-37.5%	-41.6%	-8.0%	-10.8%	-9.0%	-11.7%
APRIL	\$ 721,089	10,919,069	\$ 39,311,306	\$ 608,367	10,941,331	\$ 39,072,434	0.2%	-0.6%	\$ 427,819	\$ 10,280,395	\$ 35,360,298	-29.7%	-38.7%	-6.0%	-9.5%	-5.8%	-10.1%
MAY	\$ 848,548	13,915,677	\$ 53,226,983	\$ 645,448	12,722,762	\$ 51,795,196	-8.6%	-2.7%	\$ 516,678	\$ 12,504,053	\$ 47,864,352	-20.0%	-34.8%	-1.7%	-7.6%	-10.1%	-10.1%
JUNE	\$ 1,101,563	18,097,878	\$ 71,324,861	\$ 694,305	15,493,155	\$ 67,288,351	-14.4%	-5.7%	\$ 717,082	\$ 17,429,383	\$ 65,293,734	3.3%	-27.9%	12.5%	-3.0%	-3.7%	-8.5%
JULY	\$ 1,073,914	18,678,877	\$ 90,003,738	\$ 722,032	16,354,682	\$ 83,643,033	-12.4%	-7.1%	\$ 683,163	\$ 16,646,857	\$ 81,940,592	-5.4%	-24.3%	1.8%	-2.0%	-10.9%	-9.0%
AUGUST	\$ 898,429	15,799,874	\$ 105,803,613	\$ 629,358	14,143,769	\$ 97,786,802	-3.6%	-1.4%			\$ 81,940,592	-100.0%	-33.5%	-100.0%	-16.2%	-100.0%	-22.6%
SEPTEMBER	\$ 964,549	15,592,261	\$ 121,395,874	\$ 595,481	13,425,659	\$ 111,212,461	-4.7%	-1.8%			\$ 81,940,592	-100.0%	-40.4%	-100.0%	-26.3%	-100.0%	-32.5%
OCTOBER	\$ 800,580	13,002,427	\$ 134,398,301	\$ 535,960	11,963,618	\$ 123,176,079	-4.9%	-2.1%			\$ 81,940,592	-100.0%	-45.4%	-100.0%	-33.5%	-100.0%	-39.0%
NOVEMBER	\$ 708,626	10,389,665	\$ 144,787,966	\$ 424,052	9,379,859	\$ 132,555,938	-9.7%	-8.4%			\$ 81,940,592	-100.0%	-48.9%	-100.0%	-38.2%	-100.0%	-43.4%
DECEMBER	\$ 778,374	12,236,094	\$ 157,024,060	\$ 473,176	10,634,929	\$ 143,190,867	-13.1%	-8.8%			\$ 81,940,592	-100.0%	-52.2%	-100.0%	-42.8%	-100.0%	-47.8%
YEAR-TO-DATE	\$ 9,842,775	157,024,060		\$ 7,214,464	143,190,867				\$ 3,447,076								

BY VENDOR TYPE

FOR REPORTED MONTH (July) SALES ONLY																	
1 Amusement/Bars	37,791	\$ 969,000	4,102,876	30,225	\$ 775,000	3,436,009	-20.0%	-16.3%	30,236	775,270	3,299,964	0.0%		0.0%	-4.0%	-20.0%	-19.6%
2 Shops-Gift, etc.	206,166	\$ 5,286,308	21,252,134	196,315	\$ 5,033,718	20,959,451	-4.8%	-1.4%	203,245	5,211,416	21,588,436	3.5%		3.5%	3.0%	-1.4%	1.6%
3 Stores-Food/Gas	7,254	\$ 185,995	1,118,874	6,931	\$ 177,718	1,027,677	-4.5%	-8.2%	8,279	212,280	2,152,307	19.4%		19.4%	109.4%	14.1%	92.4%
4 Motels, B&B, etc.	114,974	\$ 2,948,051	10,153,544	107,982	\$ 2,768,769	10,258,160	-6.1%	1.0%	98,540	2,526,674	8,916,686	-8.7%		-8.7%	-13.1%	-14.3%	-12.2%
5 Restaurants	97,612	\$ 2,502,872	10,050,188	92,830	\$ 2,380,256	10,557,696	-4.9%	5.0%	94,304	2,418,049	10,647,655	1.6%		1.6%	0.9%	-3.4%	5.9%
6 Other in City	462,586	\$ 3,003,805	18,974,535	134,719	\$ 1,295,374	12,420,994	-56.9%	-34.5%	54,297	522,091	3,867,584	-59.7%		-59.7%	-68.9%	-82.6%	-79.6%
Subtotal	926,383	\$ 14,896,031	65,652,151	569,002	\$ 12,430,836	58,659,988	-16.5%	-10.7%	488,901	11,665,779	50,472,632	-14.1%		-6.2%	-14.0%	-21.7%	-23.1%
7 Utz & Monthly Svc	14,160	\$ 363,077	3,327,026	16,656	\$ 427,077	3,907,041	17.6%	17.4%	16,661	427,211	3,606,750	0.0%		0.0%	-7.7%	17.7%	8.4%
8 Outside City	133,371	\$ 3,419,769	21,024,562	136,374	\$ 3,496,769	21,076,005	2.3%	0.2%	177,601	4,553,867	27,861,209	30.2%		30.2%	32.2%	33.2%	32.5%
	1,073,914	\$ 18,678,877	90,003,738	722,032	\$ 16,354,682	83,643,033	-12.4%	-7.1%	683,163	16,646,857	81,940,592	-5.4%		1.8%	-2.0%	-10.9%	-9.0%





2026 Monthly Financial Report

August 2026

This report presents an analysis of the City's Enterprise Funds revenues and expenses, consisting of comparisons to budget and the unaudited prior year.

ENTERPRISE FUND EXPENSES

	Jan-Aug '25	Jan-Aug '26		% '26 Actuals to Budget
	Actuals	Actuals	2026 Modified Budget	(66.67% thru the year)
Water	\$ 1,969,806.69	\$ 1,729,707.17	\$ 2,939,555.84	58.84%
Wastewater	\$ 1,057,973.34	\$ 941,449.23	\$ 1,955,243.70	48.15%
Storm Drainage	\$ 239,319.21	\$ 378,547.81	\$ 760,061.37	49.80%
Mobility & Parking	\$ 2,612,456.77	\$ 2,216,095.80	\$ 3,836,605.08	57.76%
SUBTOTAL ENTERPRISE EXP	\$ 5,879,556.01	\$ 5,265,800.01	\$ 9,491,465.99	55.48%

*Mobility & Parking 2026 expenses includes \$1,000,000 in transfers to the General Fund.

ENTERPRISE FUND REVENUES

	Jan-Aug '25	Jan-Aug '26		% '26 Actuals to Budget
	Actuals	Actuals	2026 Modified Budget	(66.67% thru the year)
Water	\$ 1,506,033.29	\$ 3,104,643.70	\$ 3,033,400.00	102.35%
Wastewater	\$ 1,087,637.63	\$ 1,207,123.85	\$ 1,766,727.00	68.33%
Storm Drainage	\$ 409,318.93	\$ 468,952.21	\$ 815,000.00	57.54%
Mobility & Parking	\$ 2,341,049.64	\$ 1,941,030.83	\$ 3,730,700.00	52.03%
SUBTOTAL ENTERPRISE REV	\$ 5,344,039.49	\$ 6,721,750.59	\$ 9,345,827.00	71.92%



2026 Monthly Financial Report

August 2026

This report presents an analysis of the City's General Fund revenues and expenditures, consisting of comparisons to budget and the audited prior year.

GENERAL FUND EXPENDITURES

	Jan-Aug '25	Jan-Aug '26	2026 Modified Budget	% '26 Actuals to Budget (66.67% thru the year)
	Actuals	Actuals		
Legislative/City Council	\$ 270,496.59	\$ 387,066.87	\$ 581,226.00	66.59%
City Clerk	\$ 252,077.54	\$ 285,932.53	\$ 432,200.00	66.16%
Judicial	\$ 63,334.22	\$ 48,157.99	\$ 88,150.00	54.63%
Executive	\$ 701,343.11	\$ 628,145.97	\$ 898,202.00	69.93%
Finance	\$ 452,644.67	\$ 539,618.11	\$ 705,615.00	76.47%
Neighborhood Services	\$ 70,213.05	\$ 73,167.74	\$ 130,438.00	56.09%
Planning	\$ 345,029.46	\$ 311,032.22	\$ 562,266.00	55.32%
Police	\$ 1,543,419.55	\$ 1,575,467.87	\$ 2,471,361.00	63.75%
Fire	\$ 770,184.32	\$ 878,555.09	\$ 1,381,228.00	63.61%
EMS Transport	\$ 544,168.94	\$ 561,748.00	\$ 929,600.00	60.43%
Public Service	\$ 819,375.26	\$ 697,725.68	\$ 1,334,874.00	52.27%
Parks & Recreation	\$ 1,037,406.36	\$ 821,960.87	\$ 1,328,127.00	61.89%
Pool & Fitness	\$ 442,064.46	\$ 438,979.10	\$ 647,567.00	67.79%
SUBTOTAL OPERATING	\$ 7,311,757.53	\$ 7,247,558.04	\$ 11,490,854.00	63.07%
Economic Development	\$ 504,313.11	\$ 412,491.99	\$ 635,237.00	64.94%
Intergovernmental & Other	\$ 8,595.00	\$ 5,452.00	\$ 10,870.00	50.16%
Transfers Out	\$ 933,716.22	\$ 1,623,719.73	\$ 2,090,600.00	77.67%
SUBTOTAL NON-OPERATING	\$ 1,446,624.33	\$ 2,041,663.72	\$ 2,736,707.00	74.60%
Committed/Assigned	\$ 61,615.30	\$ 817,714.67	\$ 1,358,673.00	60.18%
TOTAL EXPENDITURES	\$ 8,819,997.16	\$ 10,106,936.43	\$ 15,586,234.00	64.85%

Current Analysis: Year-to-date departmental expenditures are less than last year and approximately 3.5% less than where we should be at on the budget timeline. Total revenues are slightly up from last year, even with sales tax down 30%. Mobility & Parking transfers of \$1,000,000 can be found under the 'Administrative Support' line and contribute to the sales tax deficit.

GENERAL FUND REVENUES

	Jan-Aug '25	Jan-Aug '26		% '26 Actuals to Budget (66.67% thru the year)
	Actuals	Actuals	2026 Modified Budget	
Sales Tax *	\$ 3,678,149.83	\$ 2,550,693.34	\$ 4,900,000.00	52.05%
Property Tax **	\$ 1,073,687.32	\$ 1,231,466.63	\$ 1,215,270.00	101.33%
Specific Ownership Tax **	\$ 76,252.52	\$ 75,054.75	\$ 120,000.00	62.55%
Public Utilities Franchise Tax **	\$ 255,434.21	\$ 236,033.65	\$ 400,000.00	59.01%
Auto Use Tax **	\$ 254,575.28	\$ 202,040.26	\$ 350,000.00	57.73%
General Use Tax	\$ 42,332.60	\$ 71,520.20	\$ 80,000.00	89.40%
Amusement Tax	\$ 851,616.94	\$ 833,934.48	\$ 1,400,000.00	59.57%
Lodging Tax	\$ 160,112.14	\$ 164,159.80	\$ 310,000.00	52.95%
Telephone Franchise Tax	\$ 8,750.00	\$ 7,500.00	\$ 15,000.00	50.00%
Cable TV Franchise Tax	\$ 20,536.42	\$ 18,511.87	\$ 42,000.00	44.08%
Penalties/Interest on Taxes	\$ 824.23	\$ 1,457.43	\$ 1,000.00	145.74%
TOTAL TAXES	\$ 6,422,271.49	\$ 5,392,372.41	\$ 8,833,270.00	61.05%
Liquor License and App Fees	\$ 7,049.70	\$ 7,451.25	\$ 10,500.00	70.96%
Planning Fees	\$ 19,747.72	\$ 24,950.76	\$ 78,468.75	31.80%
Business License Fees	\$ 18,970.27	\$ 15,791.30	\$ 25,000.00	63.17%
Other Licenses/Permits	\$ 14,313.00	\$ 13,365.60	\$ 19,500.00	68.54%
TOTAL LICENSES & PERMITS	\$ 60,080.69	\$ 61,558.91	\$ 133,468.75	46.12%
Highway User Tax **	\$ 98,848.55	\$ 83,892.86	\$ 175,447.82	47.82%
Cigarette Tax **	\$ 2,676.39	\$ 3,177.98	\$ 7,200.00	44.14%
Road & Bridge	\$ 16,136.47	\$ 17,953.23	\$ 17,000.00	105.61%
Auto License Fees	\$ 9,473.19	\$ 9,646.15	\$ 16,000.00	60.29%
TOTAL GOV'T SHARED	\$ 127,134.60	\$ 114,670.22	\$ 215,647.82	53.17%
Event Fees	\$ 9,547.00	\$ 20,248.00	\$ 25,000.00	80.99%
Police Services	\$ 30,614.27	\$ 50,641.98	\$ 59,000.00	85.83%
Fire Protection/Plans Review	\$ 52,346.05	\$ 32,155.43	\$ 52,300.00	61.48%
EMS Transport Revenue	\$ 113,863.00	\$ 143,869.95	\$ 400,000.00	35.97%
Swimming Pool Fees/Sales	\$ 96,726.27	\$ 124,197.65	\$ 117,500.00	105.70%
Memorial Hall Use Fees	\$ 11,382.00	\$ 3,002.00	\$ 15,000.00	20.01%
Park Use Fees	\$ 4,932.00	\$ 3,036.00	\$ 8,000.00	37.95%
Recreational Program Fees	\$ 3,617.75	\$ 1,554.00	\$ 3,700.00	42.00%
TOTAL SERVICES CHARGES	\$ 323,028.34	\$ 378,705.01	\$ 680,500.00	55.65%
FINES & FEES REVENUE	\$ 31,919.74	\$ 33,907.54	\$ 47,000.00	72.14%
Grants/Contrib/Donations/Misc.	\$ 44,316.04	\$ 3,259.46	\$ 4,025.00	80.98%
Investment Interest	\$ 233,281.23	\$ 191,100.73	\$ 275,000.00	69.49%
Cemetery Sales	\$ 47,228.77	\$ 66,522.40	\$ 70,000.00	95.03%
Proceeds from Sales of Assets	\$ 586.37	\$ 97,985.80	\$ 75,450.00	129.87%
TOTAL OTHER	\$ 325,412.41	\$ 358,868.39	\$ 424,475.00	84.54%
Administrative Support	\$ 205,721.92	\$ 1,186,753.28	\$ 1,780,130.00	66.67%
Committed/Assigned Rev	\$ 321,538.25	\$ 309,773.32	\$ 520,300.00	59.54%
TOTAL REVENUES	\$ 7,817,107.44	\$ 7,836,609.08	\$ 12,634,791.57	62.02%
*January-June	**January-July			



Memorandum

Title: Incline Trail Update Presentation
From: Denise Howell, City Administrator
To: Mayor and City Council
CC: City Administrator Denise Howell
Allocated Time: 45 Minutes

September 15, 2026

Purpose:

Provide City Council with an update.

Background:

A Site Development and Management Plan was completed on Feb 4, 2011 and the City of Colorado Springs and the City of Manitou Springs entered into an Intergovernmental Governmental Agreement on March 26, 2012, to open the incline. One of the items that was outlined in the IGA was to installation of temporary port-a-lets with the expectation that permanent bathrooms would be built at the base of the incline.

Fiscal Impact:

Workload Impact:

Recommended Action:

This is for informational purposes.

Incline Trail Update

PARKS, RECREATION, AND CULTURAL SERVICES

Manitou Springs City Council
September 15th, 2026

Skyler Rorabaugh, Director
Eric Becker, Parks Operations Manager

Trailhead Development

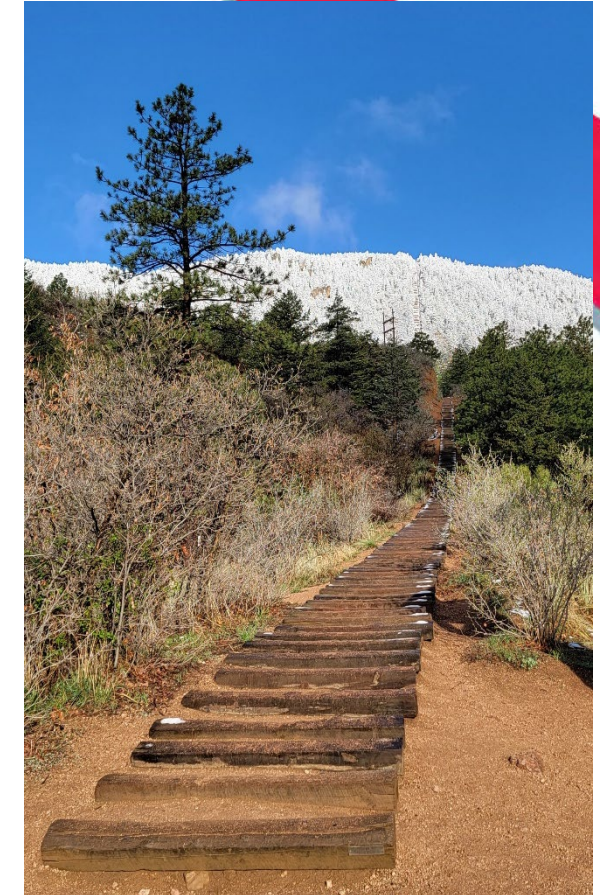
Feasibility Study



City of Colorado Springs PRCS pursuing a Feasibility Study for Future Trailhead Development with Kimley-Horn Consultants

This study will evaluate four adjacent locations for:

- Construction area for a medium-capacity restroom, multiple stalls
- Public access to handwashing and drinking water (not available at existing portable toilets)
- Trailhead ‘hub’ location for information, regulation, and other pertinent signage
- Improved trail-to-trailhead connectivity
- Environmental and/or regulatory constraints
- Utility availability for water, sewer, and electricity
- General constructability including site grading, materials, facility type and size



Credit: Kersten

Trailhead Development Feasibility Study

Study Deliverables:

- Ranked evaluation of the proposed four locations considering site constraints, opportunities, and amenities
- High-level opinion of probable cost for construction
- Anticipated utility, operation, and maintenance costs
- Document to guide decision making for further design, support for future grants, and stakeholder involvement/investment



Credit: Shelby Johnson

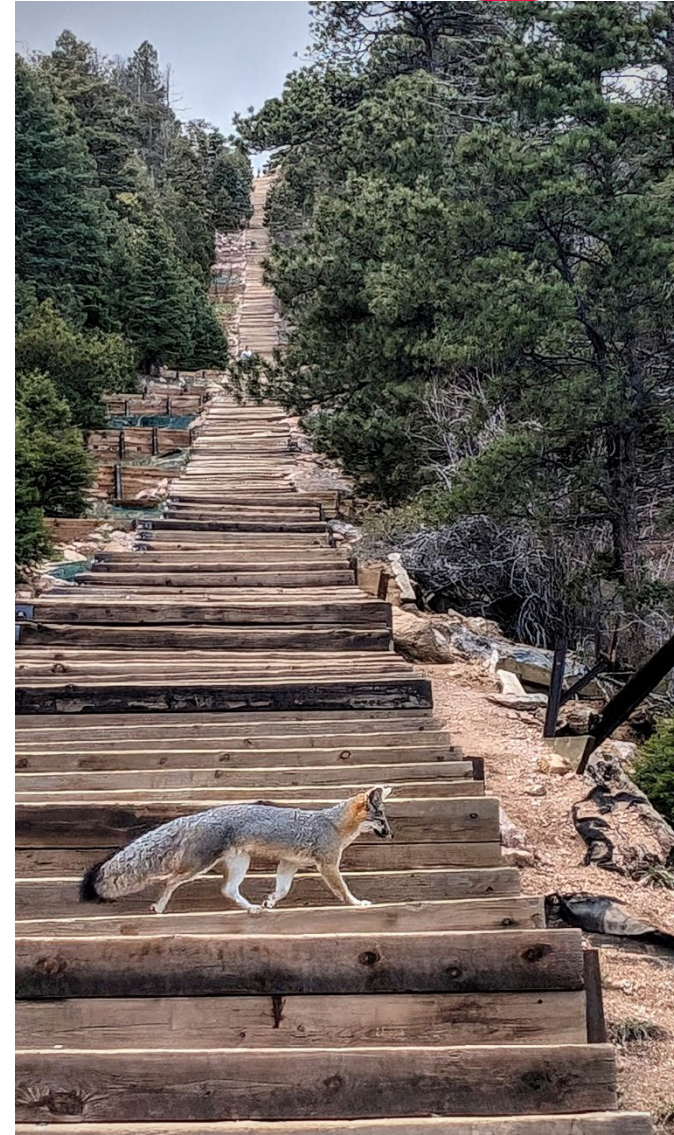


Trailhead Development Feasibility Study

Timeline: Approximately 10-12 weeks after contract execution (October 2026)

Next Steps:

- Staff-led prioritization of one location
- Further coordination with property owner(s)
- Pursue funding for further design and construction



Credit: Luke Prince



Manitou Incline Maintenance Assessment



MANITOU INCLINE MAINTENANCE ASSESSMENT

Prepared for:
Incline Friends
Manitou Springs, Colorado

Prepared by:
Olsson
1525 Raleigh Street, Suite 400
Denver, CO 80204

October 2024
Olsson Project No. 024-04368



Eco-Counter Slab Installation Step #407



- Person traveling UP and compresses *both* the front then back row of SLABs, they are counted correctly as UP.
- Person traveling DOWN and compresses *both* the back then front row of SLABs, they are counted correctly as DOWN.
- Regardless of real direction of travel, when *only* the front row of SLABs are stepped on but the back row are skipped, an "UP" count is made.
- Regardless of real direction of travel, when *only* the back row of SLABs are stepped on, but the front row are skipped, a "DOWN" count is made.
- Real direction of travel is detected reliably *only when* both SLABs are compressed. Otherwise, direction is assumed as either UP (front row only) or DOWN (back row only).

Incline Reservations vs. Users

Location: Manitou Incline

Reservations vs. Users: 2026 YTD

Month	Alluvi (Reservations)		Eco-Counter (Users)	% Reservations vs. Users
	Reservations Made	*Capacity/ Month	Total (Up)	
January	5,755	25,110	6,396	90%
February	5,734	22,680	8,940	64%
March	12,921	25,110	16,748	77%
April	12,552	24,300	15,582	81%
May	19,603	33,480	18,785	96%
June	22,005	31,320	28,058	78%
July	22,910	32,940	26,286	87%
August	15,666	33,480	23,479	67%
September		30,510		#DIV/0!
October		32,400		#DIV/0!
November		25,110		#DIV/0!
December		25,110		#DIV/0!

*Capacity/Month is calculated by multiplying total number of available reservation slots per day by total available days in each month.

Monthly Reservations by Site (Manitou Incline)

Timeframe: 2020 - 2026

Source: Alluvi

Year	Jan.	Feb.	March	April	May	June	July	August	Sept.	Oct.	Nov.	Dec.	TOTAL/Yr.	Avg./Month
2026	5,755	5,734	12,921	12,552	19,603	22,005	22,910	15,666					117,146	14,643
2025	4,028	4,111	14,807	14,462	23,897	27,162	27,913	22,802	17,047	15,983	11,094	20,535	203,841	16,987
2024	28,242	27,462	31,472	34,125	26,020	27,494	29,413	25,958	18,571	17,025	10,709	7,298	283,789	23,649
2023	16,177	15,659	28,717	37,196	42,175	45,374	51,940	46,787	43,888	40,391	36,878	32,943	438,125	36,510
2022	18,601	15,430	29,613	39,573	46,057	48,353	53,607	49,032	37,726	40,582	22,817	18,038	419,429	34,952
2021	16,089	14,377	21,334	24,448	44,176	46,313	48,246	38,352	38,285	39,660	25,316	23,492	380,088	31,674
*2020	-	-	-	-	-	-	-	22,534	27,951	27,208	20,134	17,024	114,851	22,970
TOTALS	88,892	82,773	138,864	162,356	201,928	216,701	234,029	221,131	183,468	180,849	126,948	119,330	1,957,269	25,912
Avg./Mo.	14,815	13,796	23,144	27,059	33,655	36,117	39,005	31,590	30,578	30,142	21,158	19,888		

*Reservation system implemented in August of 2020.

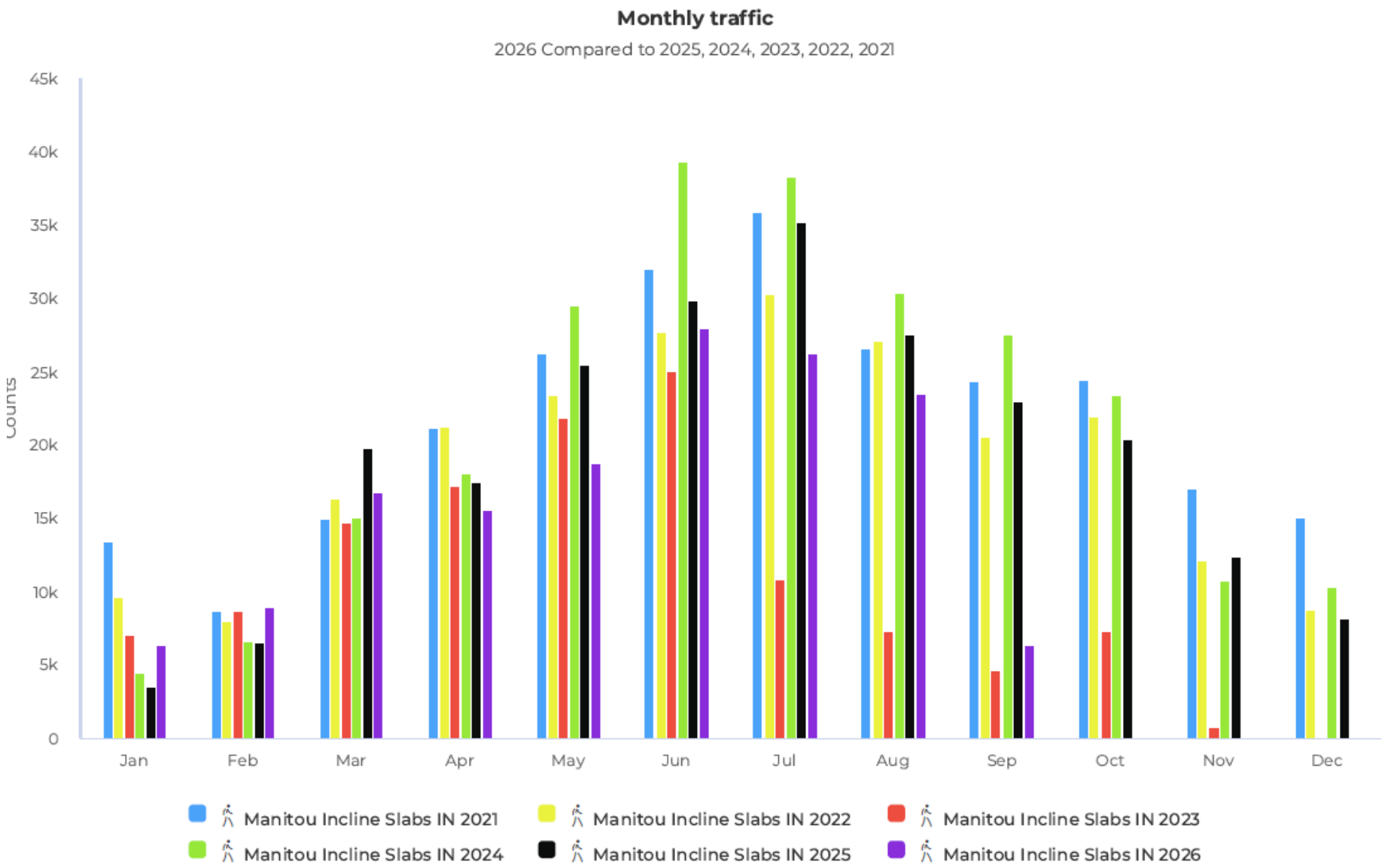
Users: 2021 thru 2026 (YTD)

Month	Source: Eco-Counter						Avg./Month
	2026	2025	2024	*2023	2022	2021	
January	6,396	3,540	4,475	7,059	9,692	13,430	7,432
February	8,940	6,543	6,595	8,679	7,945	8,722	7,904
March	16,748	19,804	15,070	14,680	16,336	15,049	16,281
April	15,582	17,434	18,024	17,246	21,304	21,198	18,465
May	18,785	25,498	29,510	21,873	23,355	26,243	24,211
June	28,058	29,902	39,422	25,077	27,774	32,095	30,388
July	26,286	35,209	38,241	10,807	30,261	35,938	29,457
August	23,479	27,567	30,389	7,299	27,174	26,667	28,515
Sept.	-	23,005	27,574	4,682	20,660	24,396	20,063
October	-	20,458	23,387	7,266	22,014	24,470	19,519
November	-	12,456	10,731	805	12,133	17,031	10,631
December	-	8,207	10,398	1	8,737	15,112	8,491
TOTAL	144,274	229,623	253,816	125,474	227,385	260,351	18,446

*Eco-Counter failed in 2023. New SLABs placed in January 2024.



Incline Monthly Traffic Comparison 2021 - August 2026

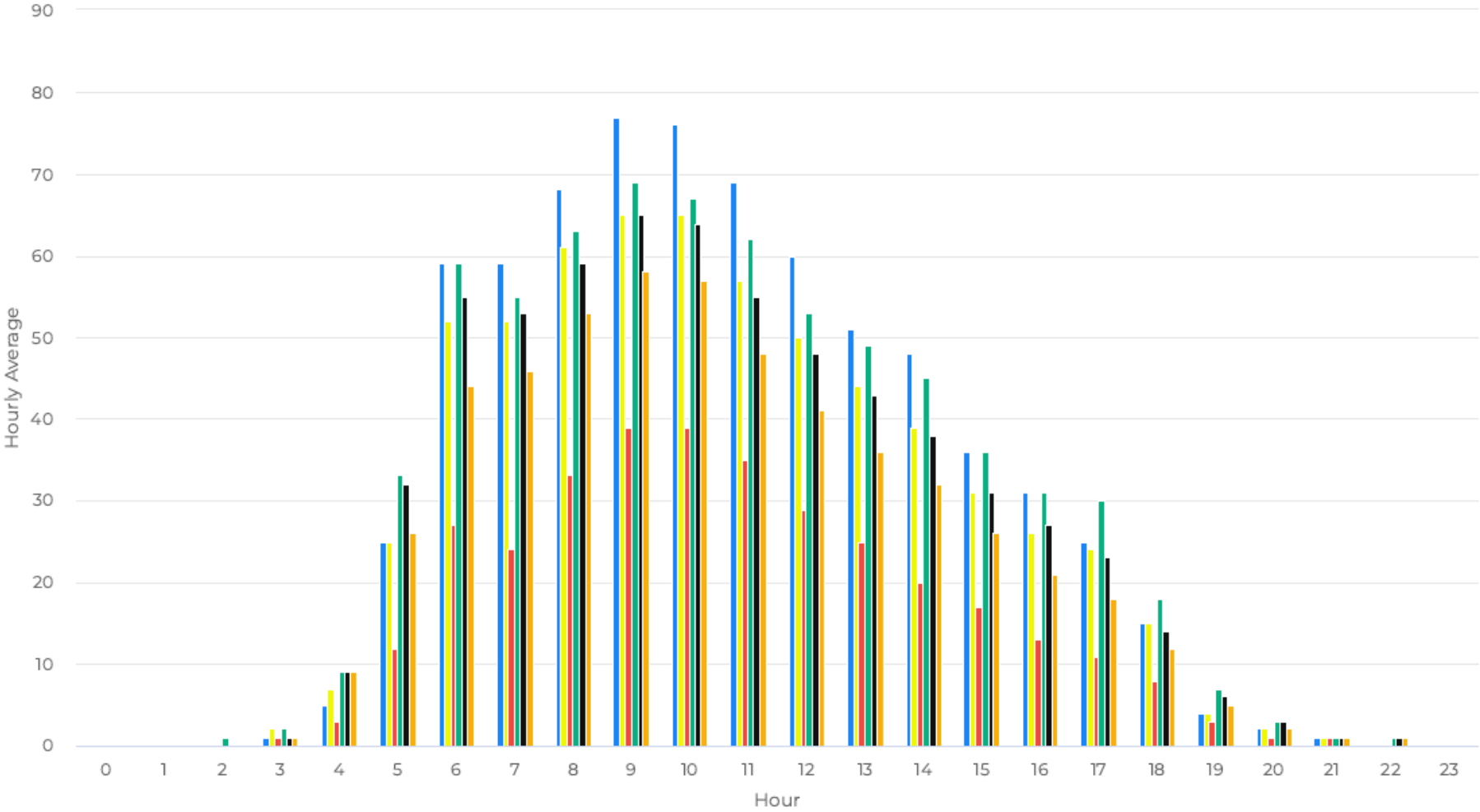


Incline Average Hourly Traffic Comparison 2021 - August 2026



Hourly Profile
Average hourly traffic

2026 Compared to 2025, 2024, 2023, 2022, 2021



- Manitou Incline Slabs IN 2021
- Manitou Incline Slabs IN 2022
- Manitou Incline Slabs IN 2023
- Manitou Incline Slabs IN 2024
- Manitou Incline Slabs IN 2025
- Manitou Incline Slabs IN 2026

THANK YOU





Memorandum

Title: Republic Services Contract Amendment — Municipal Hauling

From: Gillian Rossi, Parks & Recreation Director

To: Mayor and City Council

CC: City Administrator Denise Howell

Allocated Time: 10 Minutes

September 15, 2026

Purpose:

City Council to approve Amendment with Republic Services to include Municipal Hauling services in addition to the Residential Single Hauler services. City staff and representatives from Republic Services will share information on sustainability related to municipal recycling and information currently available about recycling in Manitou Springs.

Background:

In 2009, the City adopted an ordinance establishing the Single Hauler Trash Services Program. Following the City's most recent Request for Proposals (RFP) process in 2020, Alpine Disposal (now Republic Services) was selected to provide residential trash and recycling collection services, while Springs Waste Systems (now Waste Connections) was selected to provide municipal waste hauling services.

In 2025, the City executed an amendment with Republic Services extending the residential trash and recycling collection agreement until mid-2027. Earlier this year, the City subsequently approached Waste Connections regarding a similar extension of the municipal waste hauling agreement to align both contracts through 2027. This approach would have allowed the City to issue a single RFP for both residential and municipal hauling services, ensuring the City and its residents receive the most cost-effective and efficient services available.

Waste Connections declined the extension request and elected to allow the current agreement to expire on October 1, 2026, in accordance with the terms of the contract. As a result, the City issued an RFP in July 2026 seeking proposals for municipal waste hauling services. Following the evaluation process, Republic Services was selected as the preferred provider.

Because the City already has an existing agreement with Republic Services for residential trash and recycling collection services through 2027, staff determined that amending the current agreement to include municipal waste hauling services would be



the most efficient approach. This amendment will consolidate services under a single provider and align both the residential and municipal service terms.

This amendment is intended to extend municipal waste hauling services through 2027, allowing the City to conduct a comprehensive RFP process for both residential and municipal hauling programs simultaneously and ensuring the City and its residents continue to receive the most effective and cost-competitive services available.

The amendment was presented on the Consent Calendar at the September 1, 2026, Regular Meeting. The original amendment did not include recycling hauling for the downtown and parks receptacles. A representative from Republic Services explained that bringing contaminated recycling to their facility can result in more emissions being used to drive the contaminated recycling to a trash processing facility. The amendment, as presented, was denied by City Council, and staff were directed to rework the amendment to include recycling hauling into the contract and to identify processes to better educate the public about what should be placed in municipal recycling bins. An updated amendment that includes recycling hauling for *all* municipal receptacles is being presented, along with the original amendment. The original amendment cost is \$73,238; the updated amendment cost is \$76,440. The duration of the contract amendment is 10/02/2026 to 07/31/2027.

Fiscal Impact:

\$73,238.00 (original amendment) or \$76,440.00 (updated amendment to include recycling)

Workload Impact:

N/A

Recommended Action:

Move to approve an amendment with Republic Services to include Municipal Hauling services in addition to the Residential Single Hauler services. Provide direction on recycling education in the City of Manitou Springs.

AMENDMENT TO RENEWABLE AGREEMENT FOR SERVICES

This Amendment to Renewable Agreement for Services (“Amendment”) is being entered into on the effective date of September 15, 2026 (“Effective Date”) by and between the City of Manitou Springs, 606 Manitou Avenue, Manitou Springs, Colorado, 80829, a Colorado municipal corporation (“City”) and Alpine Disposal, Inc. d/b/a Republic Services of Colorado Springs, an independent contractor with a principal place of business at 650 Santa Fe Street, Colorado Springs, CO 80903 (“Contractor”) (collectively, the “Parties”).

RECITALS

- A. Contractor and City are Parties to a Renewable Agreement for Services that was effective July 29, 2020, and amended July 16, 2025 (as amended, the “Agreement”).
- B. On or around July 31, 2026, Contractor submitted a bid to the City to provide commercial and City building solid waste and recycling services, and City has accepted Contractor’s bid.
- C. The Parties desire to add the awarded commercial solid waste and recycling services to the Agreement.

AMENDMENT

NOW, THEREFORE, in consideration of the mutual covenants contained in the Agreement, and for good and valuable consideration, the receipt and sufficiency of which the Parties acknowledge, the Parties agree that the Agreement is amended as follows:

- 1. Commercial Services. The Parties agree that the Services set forth in Exhibit B attached to this Amendment are added to the Agreement and will begin on October 1, 2026. Contractor will provide these commercial Services through the end of the Term of the Agreement.
- 2. Capitalized Terms. Capitalized terms used but not otherwise defined in this Amendment shall have the meanings assigned to them in the Agreement.
- 3. Continuing Effect. Except as expressly modified or amended by this Amendment, all terms and provisions of the Agreement shall remain in full force and effect. In the event of a conflict in meaning between the Agreement and this Amendment, this Amendment shall prevail.
- 4. Counterparts. This Amendment may be executed in on or more counterparts, each of which shall be deemed an original and all of which combined shall constitute one and the same instrument. Facsimile and/or electronic copies of the Parties’ signatures shall be valid and treated the same as original signatures.

[Signatures on next page]

IN WITNESS WHEREOF, the Parties have entered into this Amendment to be effective as of the Effective Date above.

Alpine Disposal, Inc. d/ba/ Republic Services
of Colorado Springs

City of Manitou Springs

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

Exhibit B

COST COMPARISON MATRIX

Instructions:

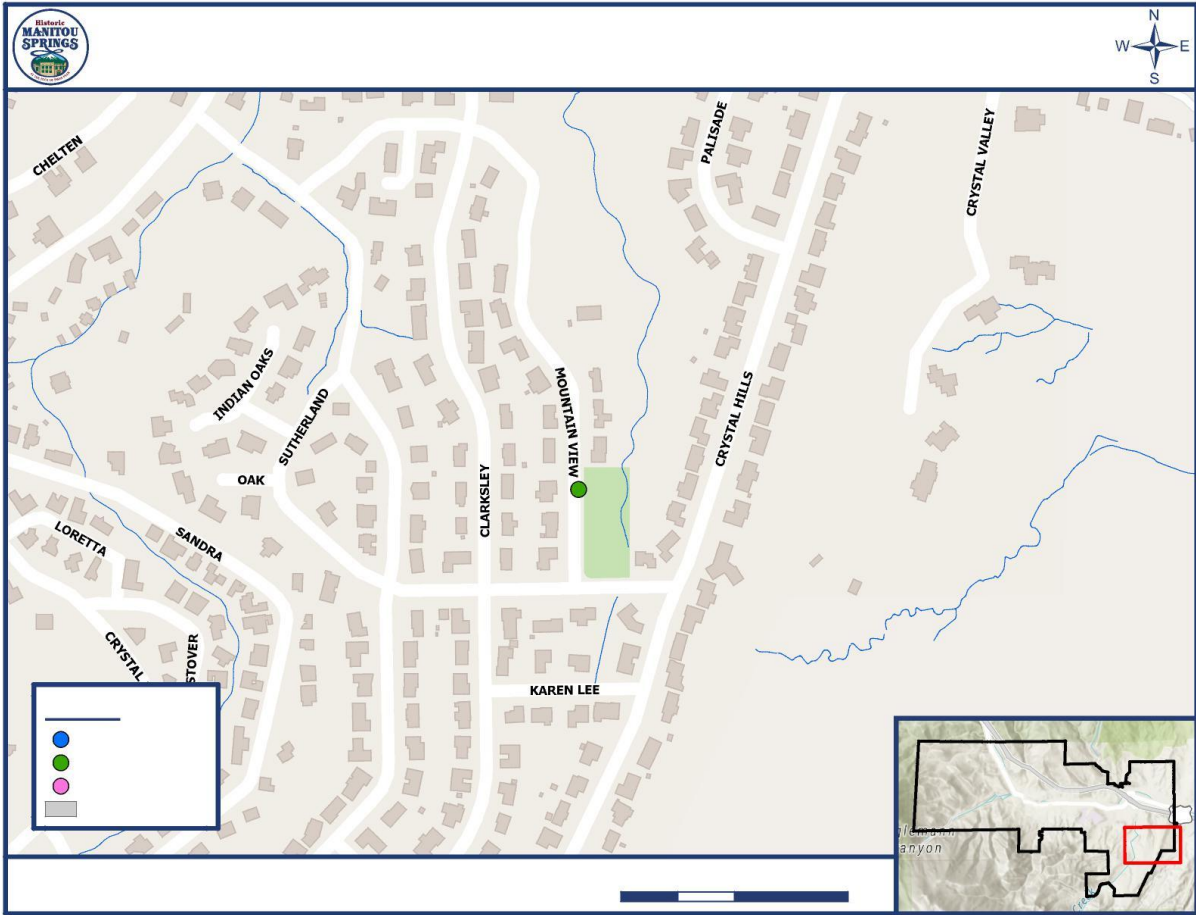
1. Complete this estimate as part of your proposal.

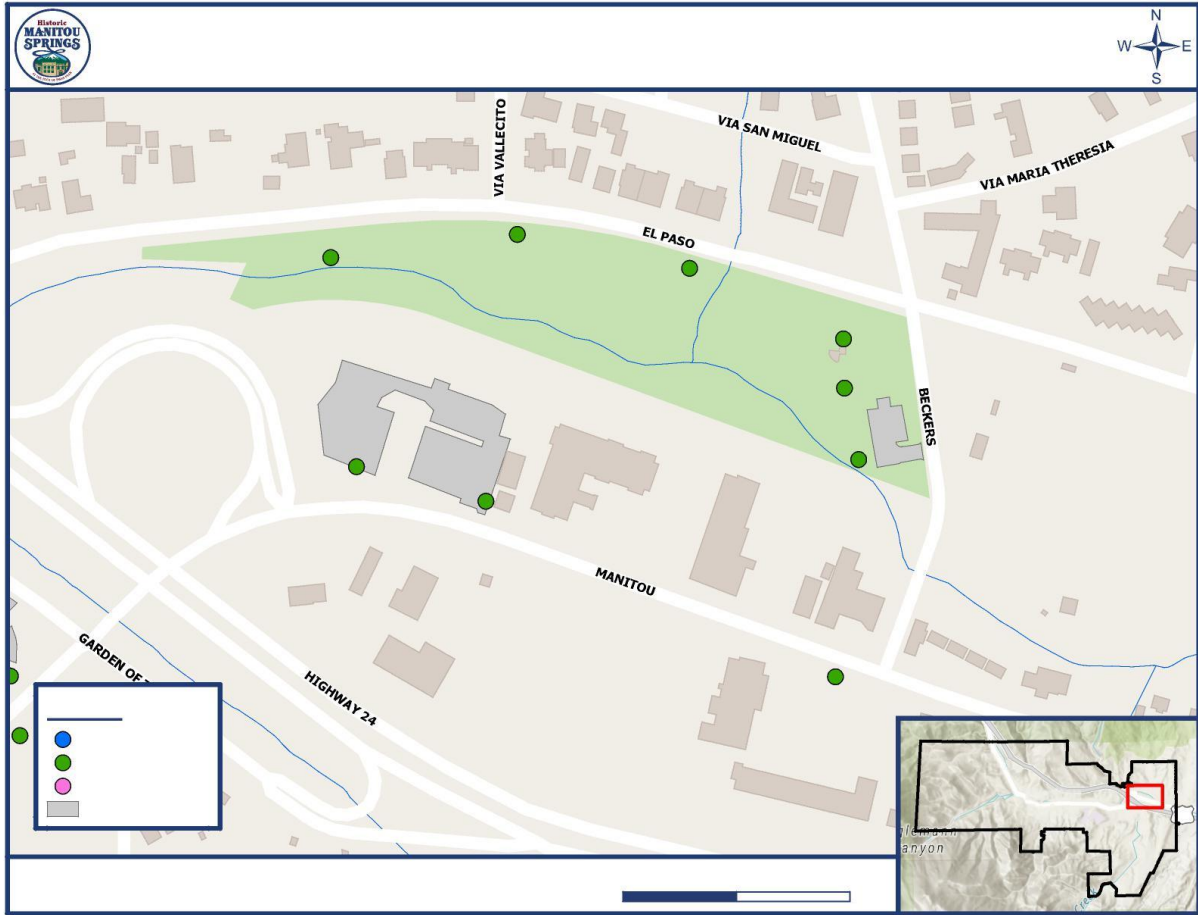
****Failure to complete and return this submittal page with your proposal may be cause for rejection.***

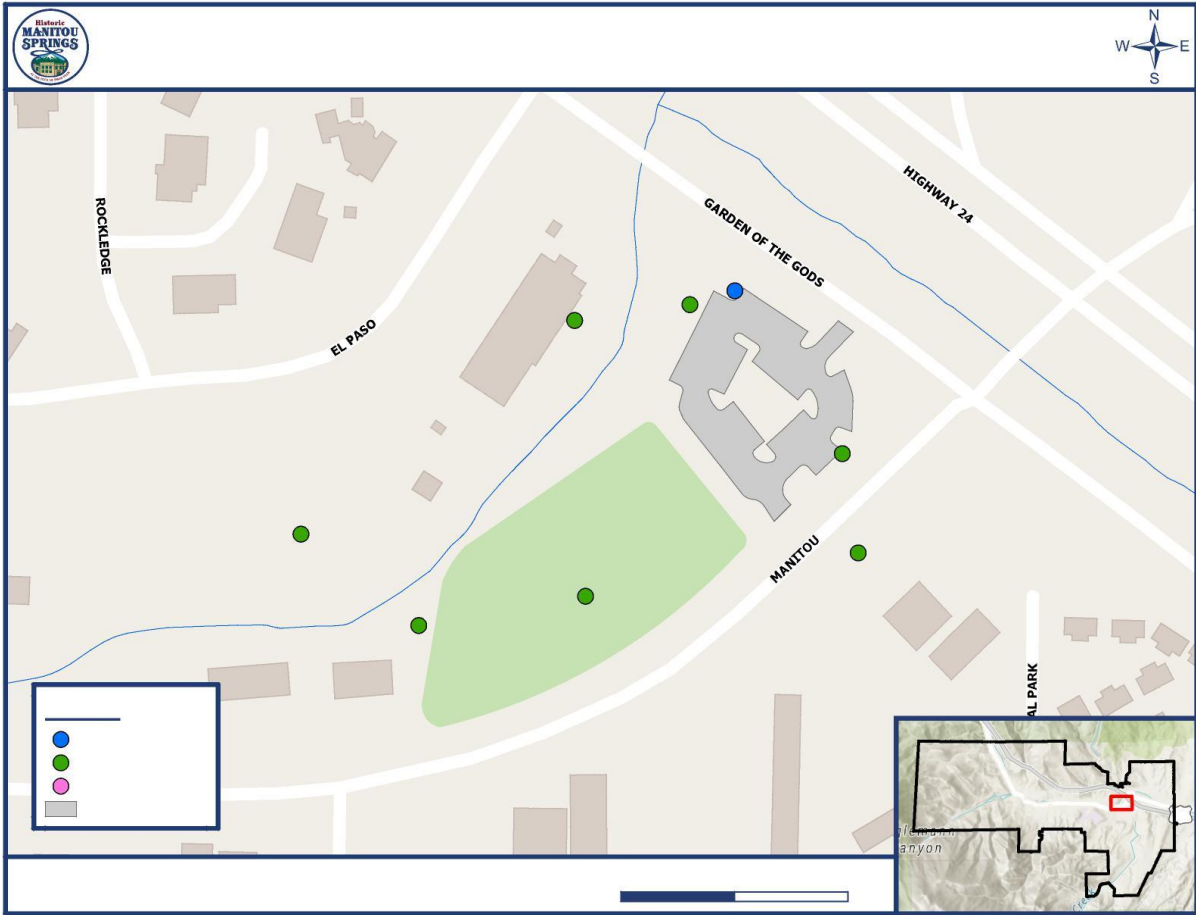
Size (Quantity)	Cost per Month (May – September)
*40 Gallon: Trash (79) 6x/week	\$4,864.24
*40 Gallon: Recycle (79) 6x/week	\$4,864.24
3 Yard Dumpster: Trash (6) 3x/week	\$1,250.94
3 Yard Dumpster: Recycle (2) 2x/month	\$69.50
Size (Quantity)	Cost per Month (October – April)
*40 Gallon: Trash (79) 3x/week	\$2,432.12
*40 Gallon: Recycle (79) 3x/week	\$2,432.12
3 Yard Dumpster: Trash (6) 3x/week	\$1,250.97
3 Yard Dumpster: Recycle (2) 2x/month	\$69.50

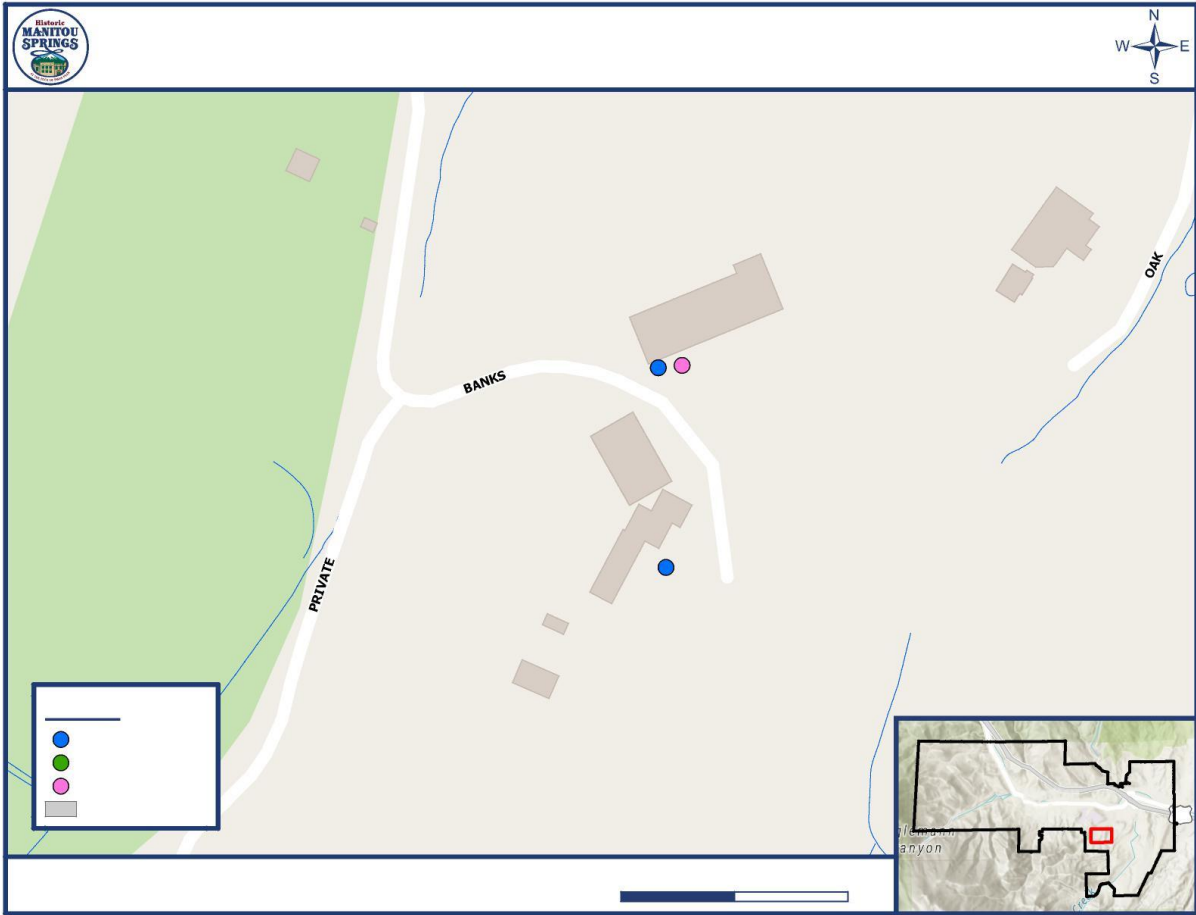


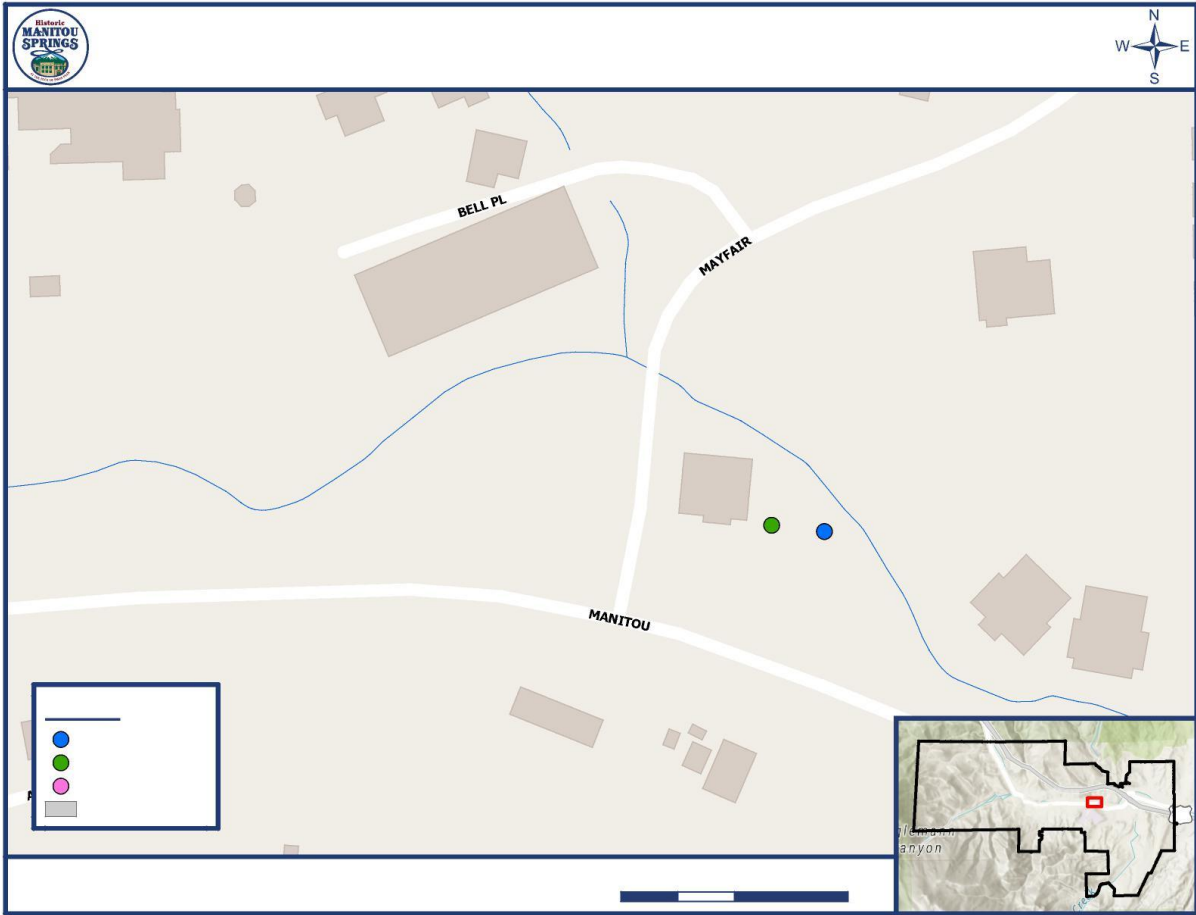
****Figure 1 Combined Trash/Recycle Receptacle (40-gallon)***

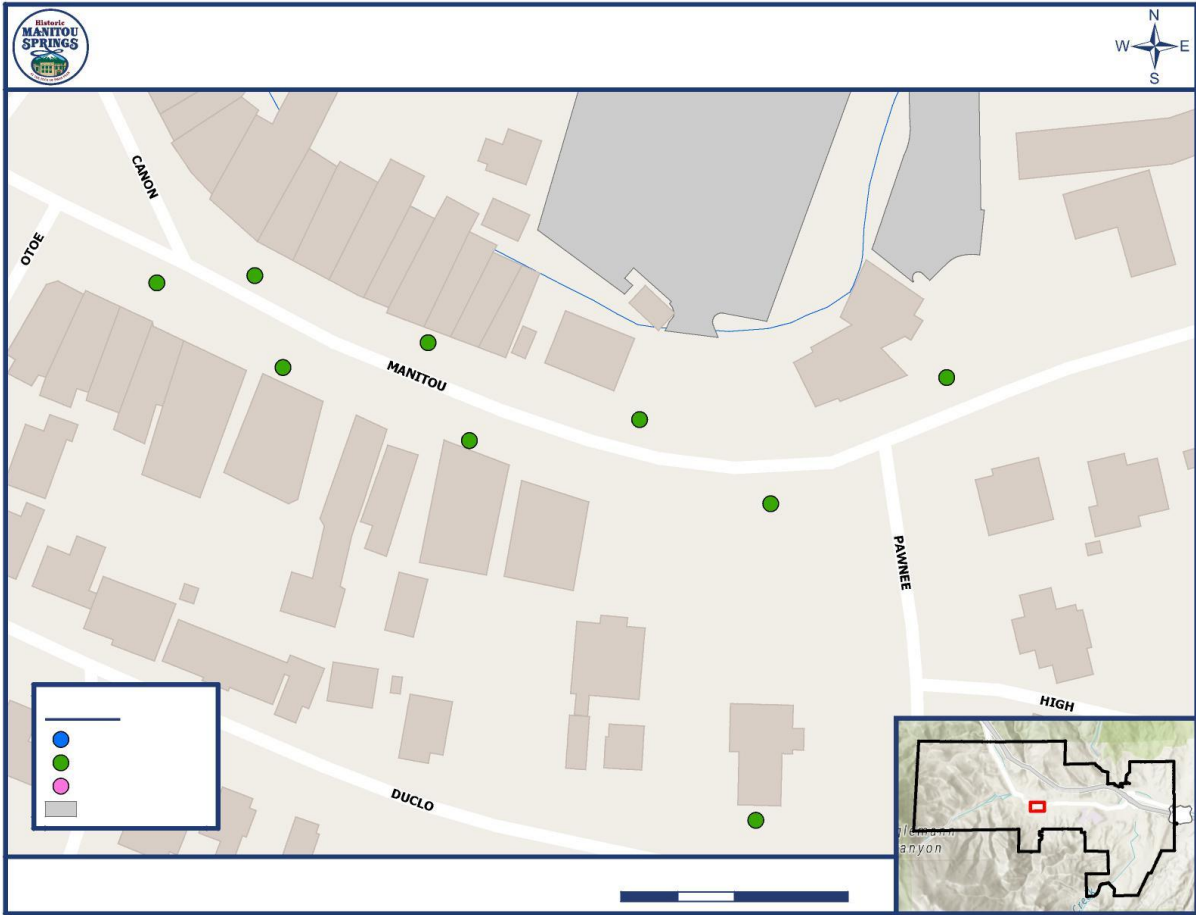


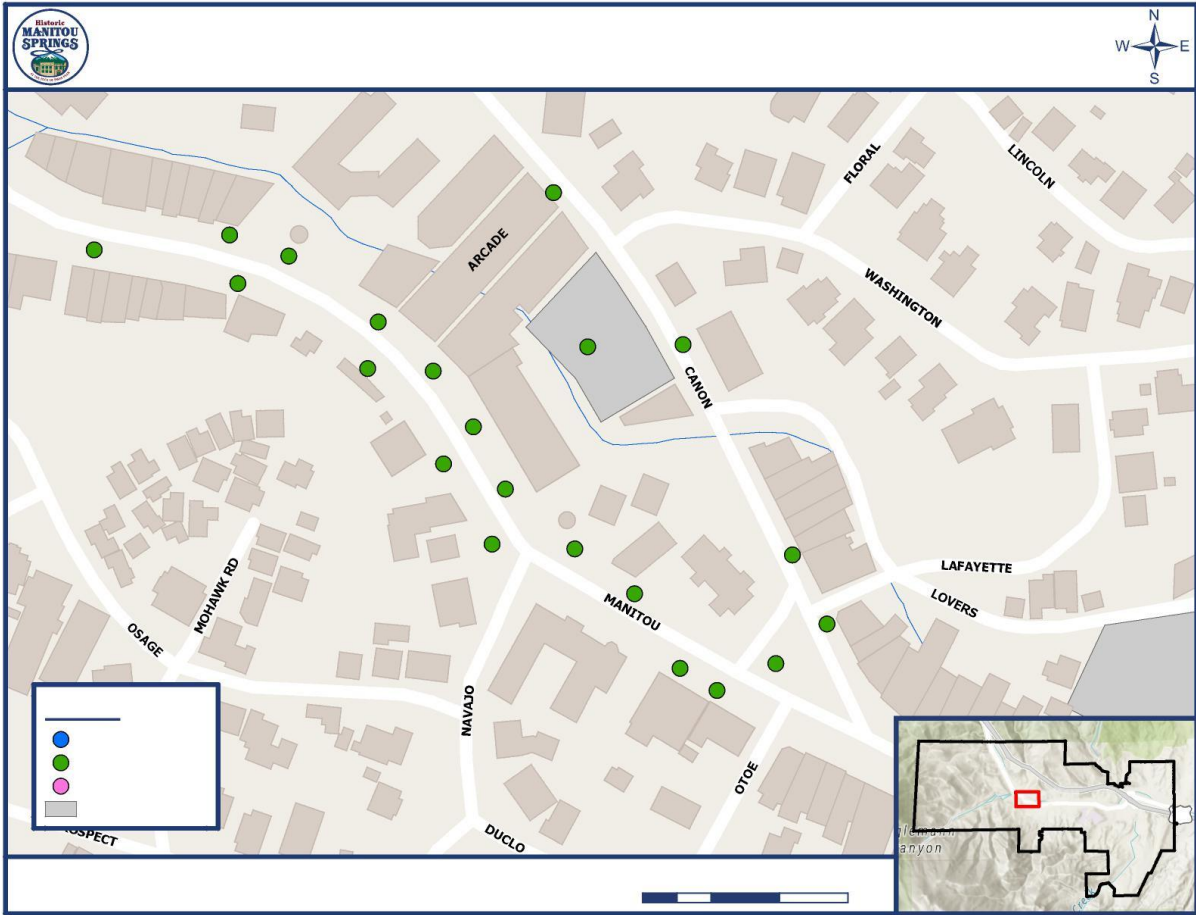


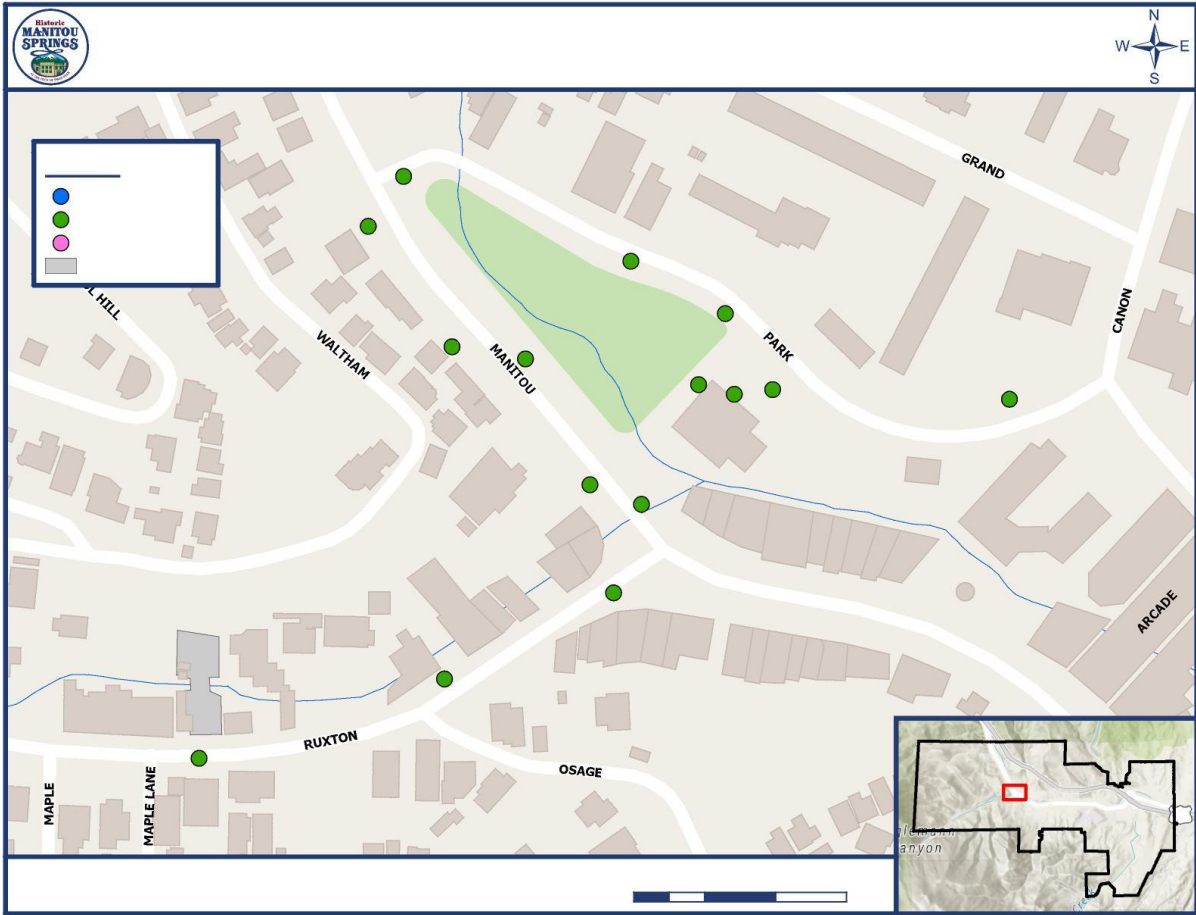


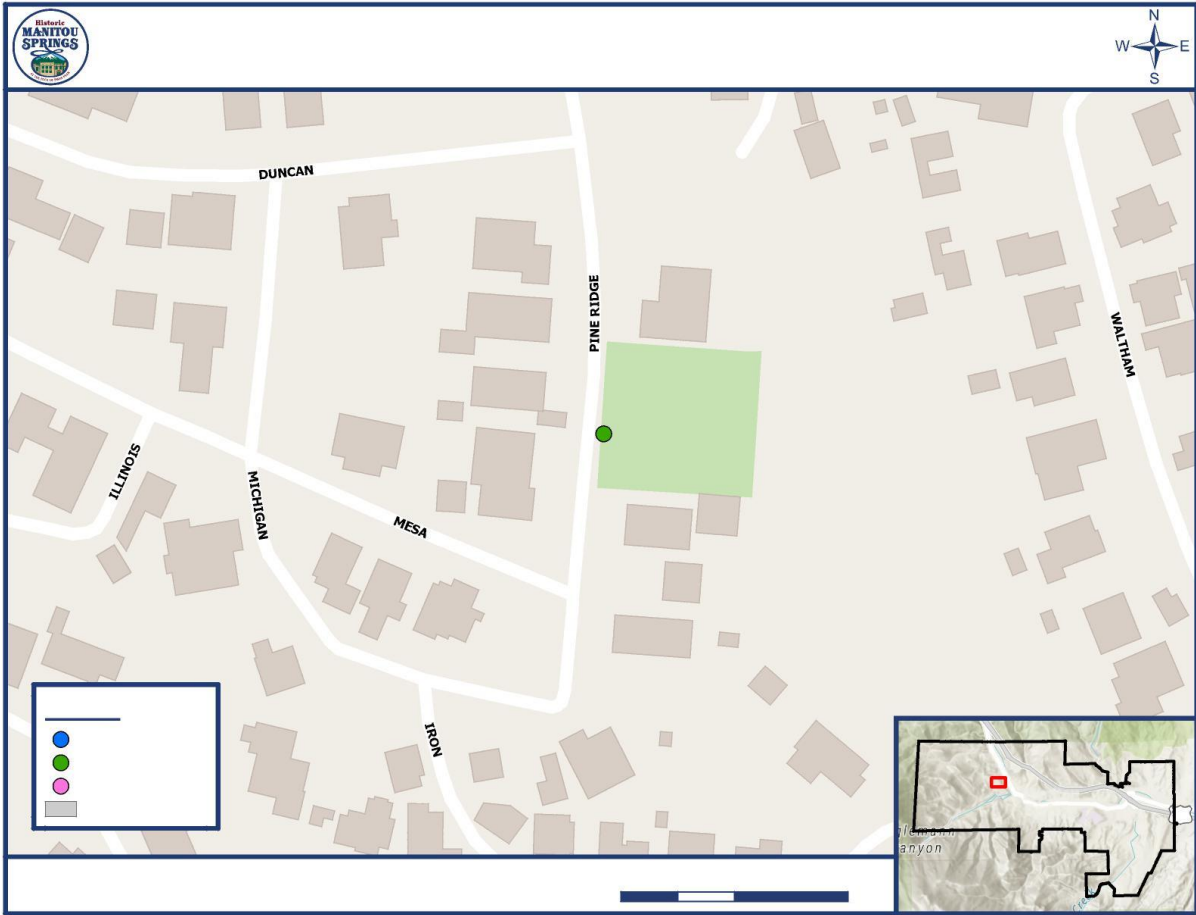


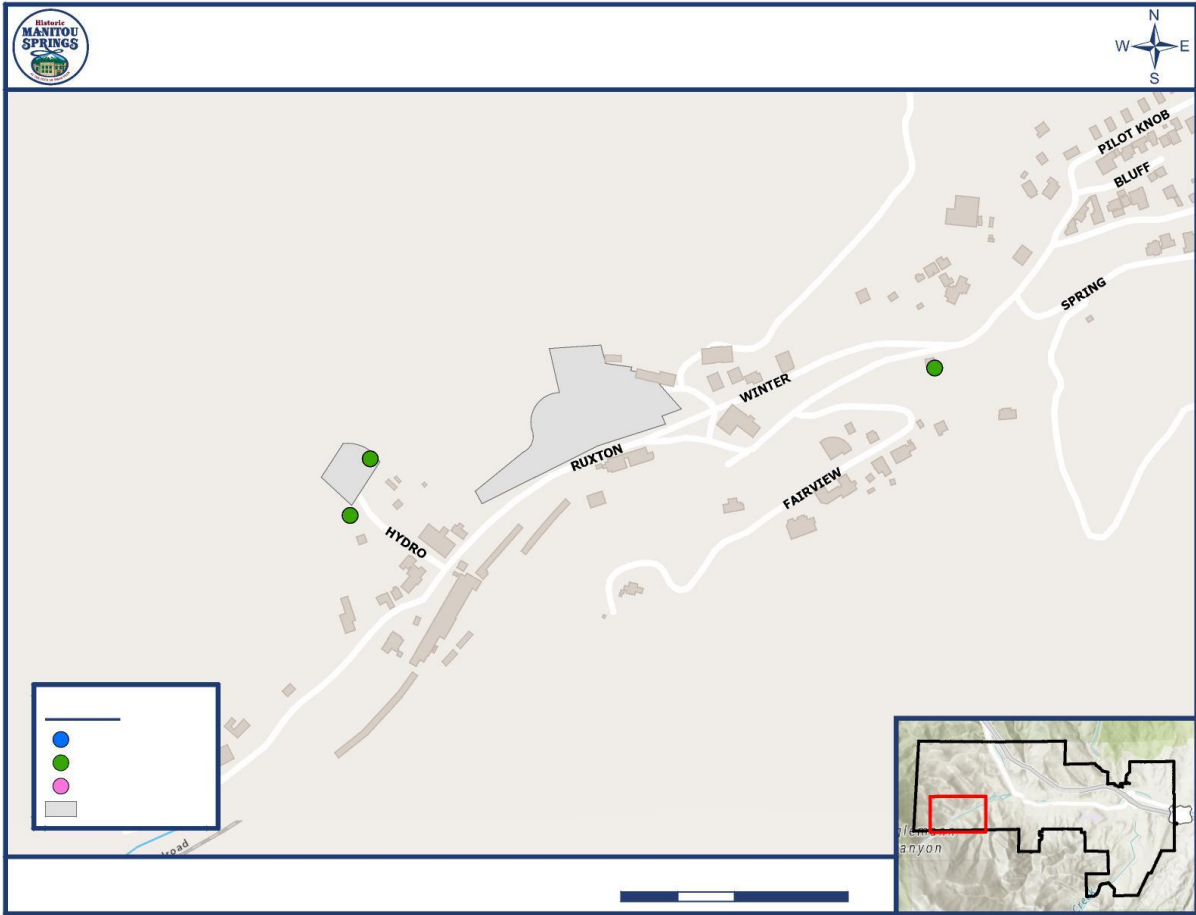












AMENDMENT TO RENEWABLE AGREEMENT FOR SERVICES

This Amendment to Renewable Agreement for Services ("Amendment") is being entered into on the effective date of September 15, 2026 ("Effective Date") by and between the City of Manitou Springs, 606 Manitou Avenue, Manitou Springs, Colorado, 80829, a Colorado municipal corporation ("City") and Alpine Disposal, Inc. d/b/a Republic Services of Colorado Springs, an independent contractor with a principal place of business at 650 Santa Fe Street, Colorado Springs, CO 80903 ("Contractor") (collectively, the "Parties").

RECITALS

- A. Contractor and City are Parties to a Renewable Agreement for Services that was effective July 29, 2020, and amended July 16, 2025 (as amended, the "Agreement").
- B. On or around July 31, 2026, Contractor submitted a bid to the City to provide commercial and City building solid waste and recycling services, and City has accepted Contractor's bid.
- C. The Parties desire to add the awarded commercial solid waste and recycling services to the Agreement.

AMENDMENT

NOW, THEREFORE, in consideration of the mutual covenants contained in the Agreement, and for good and valuable consideration, the receipt and sufficiency of which the Parties acknowledge, the Parties agree that the Agreement is amended as follows:

- 1. Commercial Services. The Parties agree that the Services set forth in Exhibit B attached to this Amendment are added to the Agreement and will begin on October 1, 2026. Contractor will provide these commercial Services through the end of the Term of the Agreement.
- 2. Capitalized Terms. Capitalized terms used but not otherwise defined in this Amendment shall have the meanings assigned to them in the Agreement.
- 3. Continuing Effect. Except as expressly modified or amended by this Amendment, all terms and provisions of the Agreement shall remain in full force and effect. In the event of a conflict in meaning between the Agreement and this Amendment, this Amendment shall prevail.
- 4. Counterparts. This Amendment may be executed in on or more counterparts, each of which shall be deemed an original and all of which combined shall constitute one and the same instrument. Facsimile and/or electronic copies of the Parties' signatures shall be valid and treated the same as original signatures.

[Signatures on next page]

IN WITNESS WHEREOF, the Parties have entered into this Amendment to be effective as of the Effective Date above.

Alpine Disposal, Inc. d/ba/ Republic Services
of Colorado Springs

City of Manitou Springs

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

EXHIBIT B

COST COMPARISON MATRIX

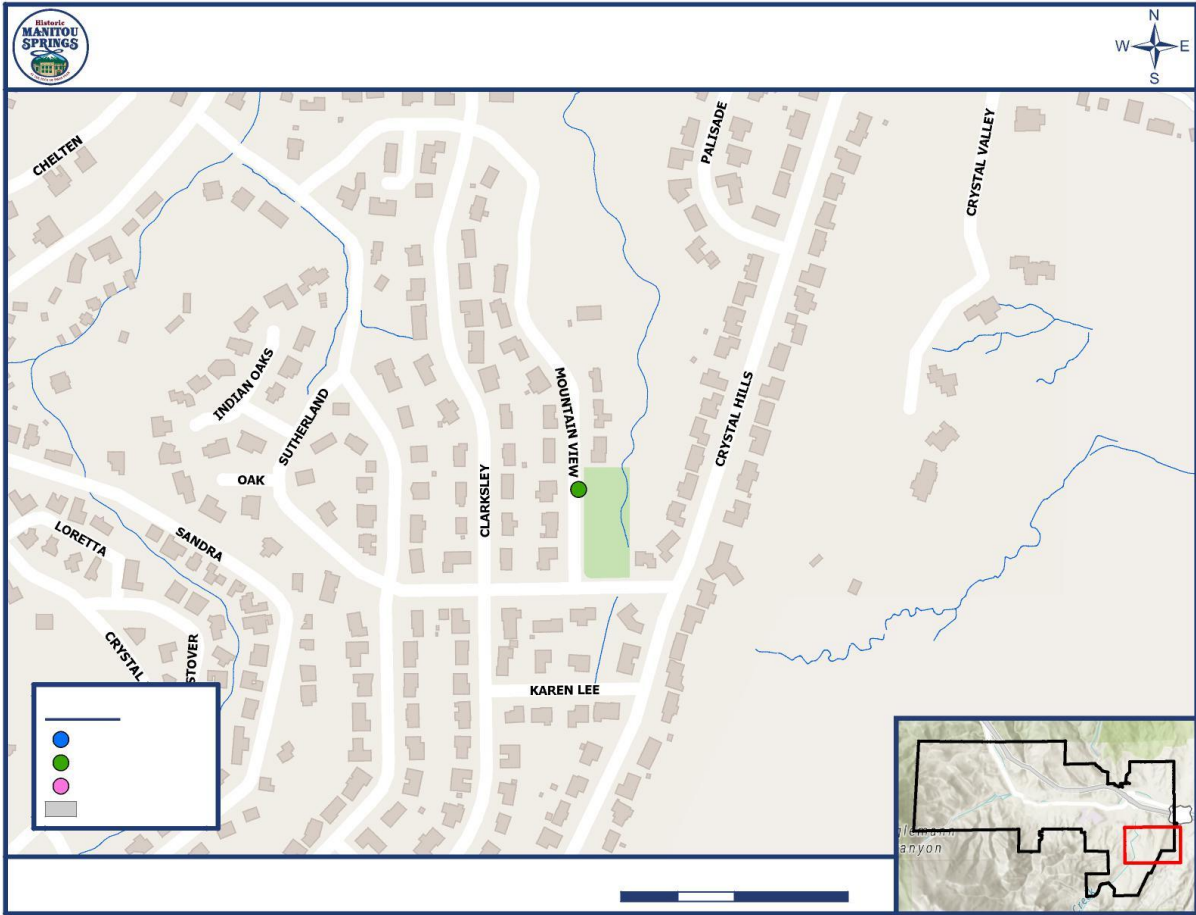
Instructions:

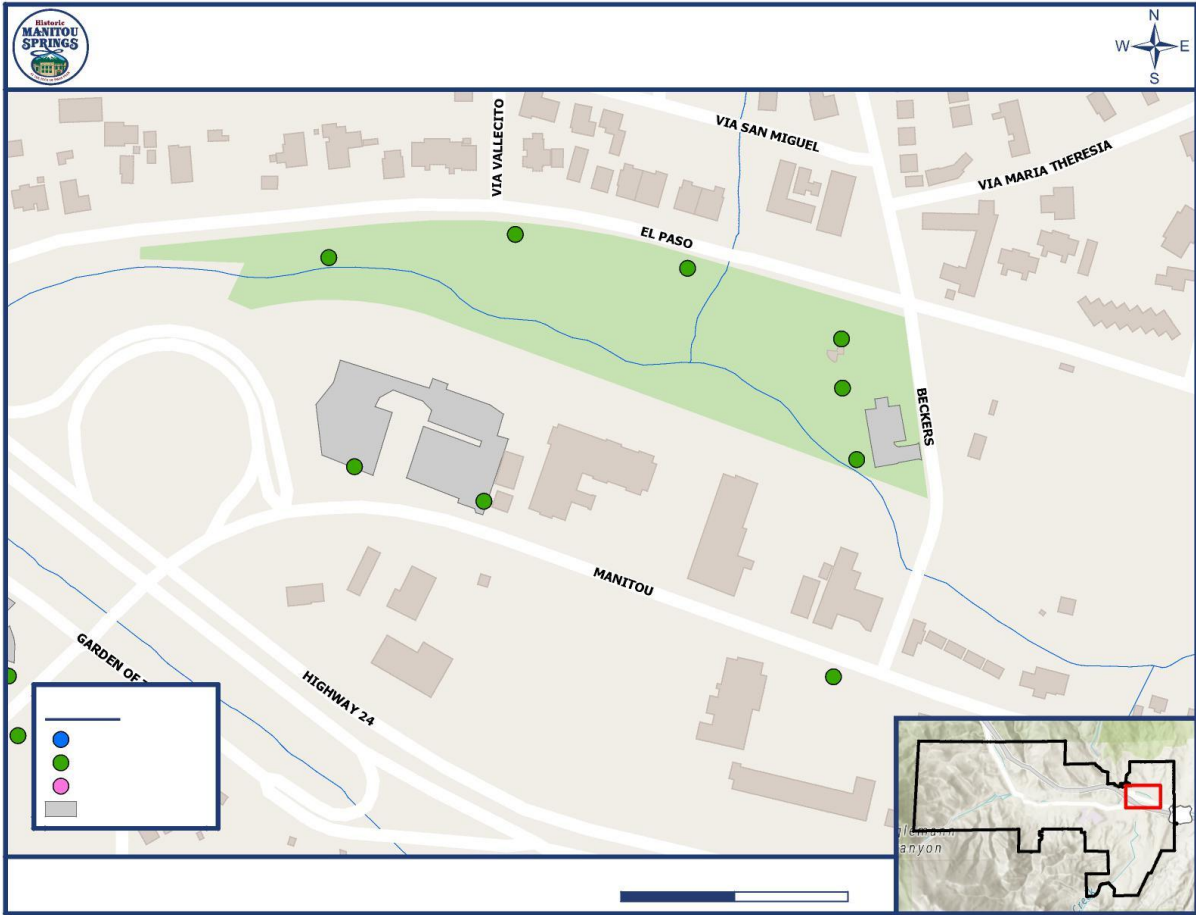
1. Complete this estimate as part of your proposal.

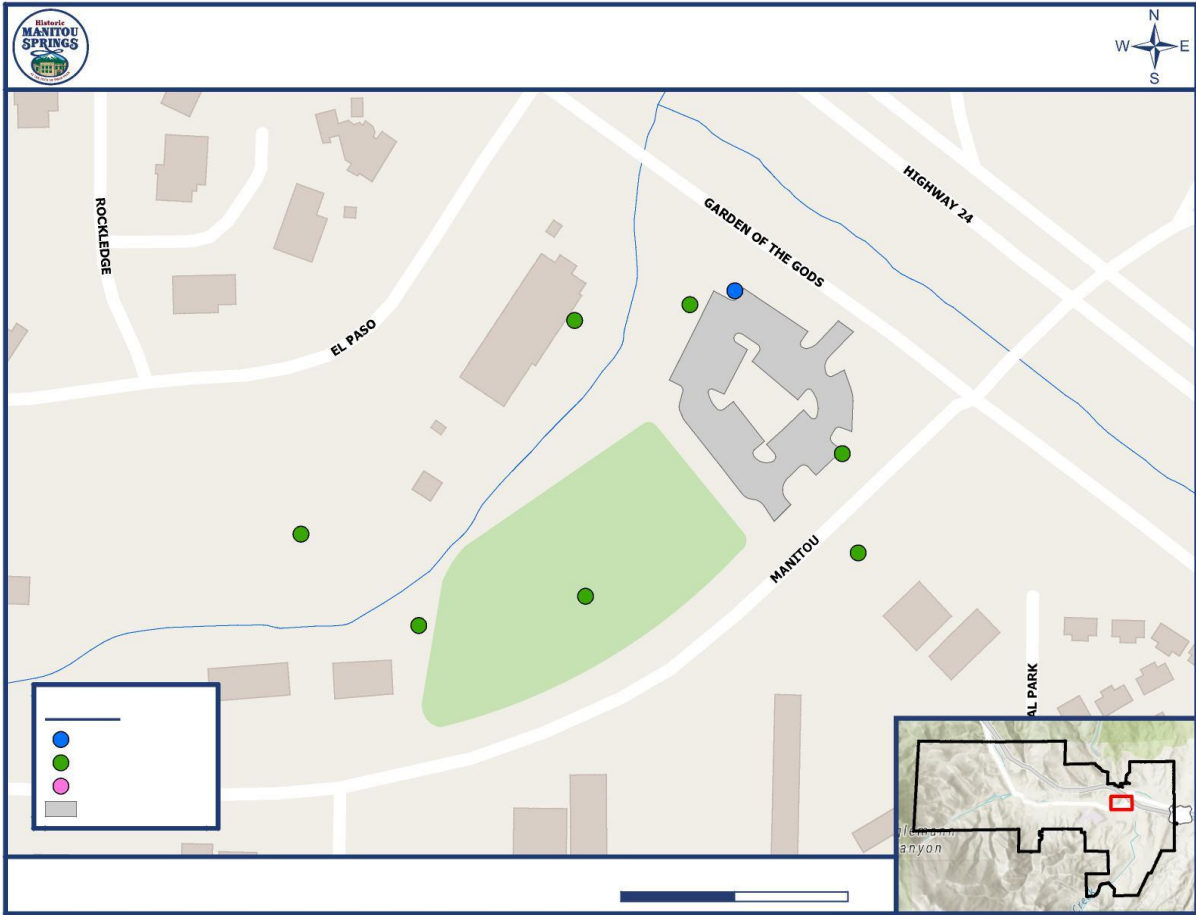
****Failure to complete and return this submittal page with your proposal may be cause for rejection.***

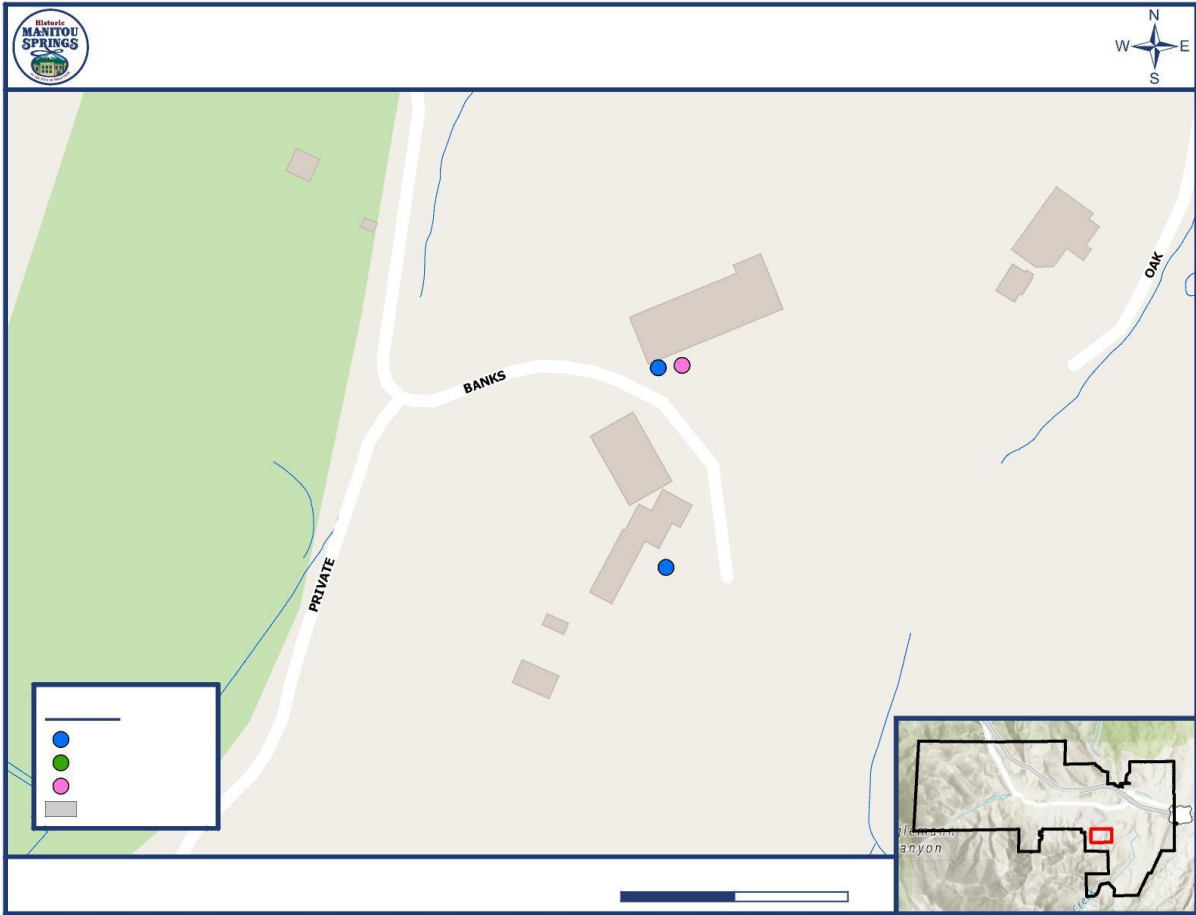
Size (Quantity)	Cost per Month (May – September)
*40 Gallon: Trash (79) 6x/week	\$4,617.95
*40 Gallon: Trash (79) 6x/week	\$4,617.95
3 Yard Dumpster: Trash (6) 3x/week	\$1,250.94
3 Yard Dumpster: Recycle (2) 2x/month	\$69.50
Size (Quantity)	Cost per Month (October – April)
*40 Gallon: Trash (79) 3x/week	\$2,308.97
*40 Gallon: Trash (79) 3x/week	\$2,308.97
3 Yard Dumpster: Trash (6) 3x/week	\$1,250.97
3 Yard Dumpster: Recycle (2) 2x/month	\$69.50

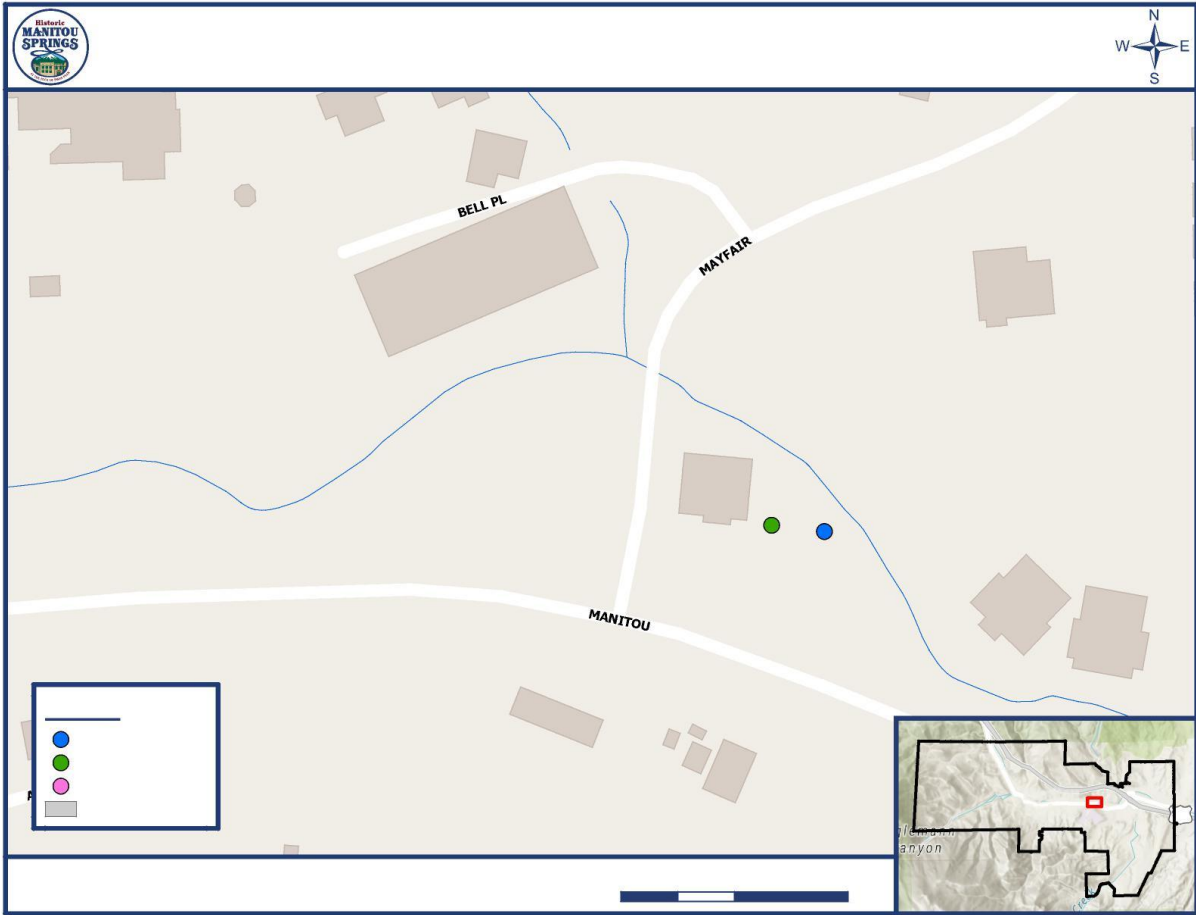


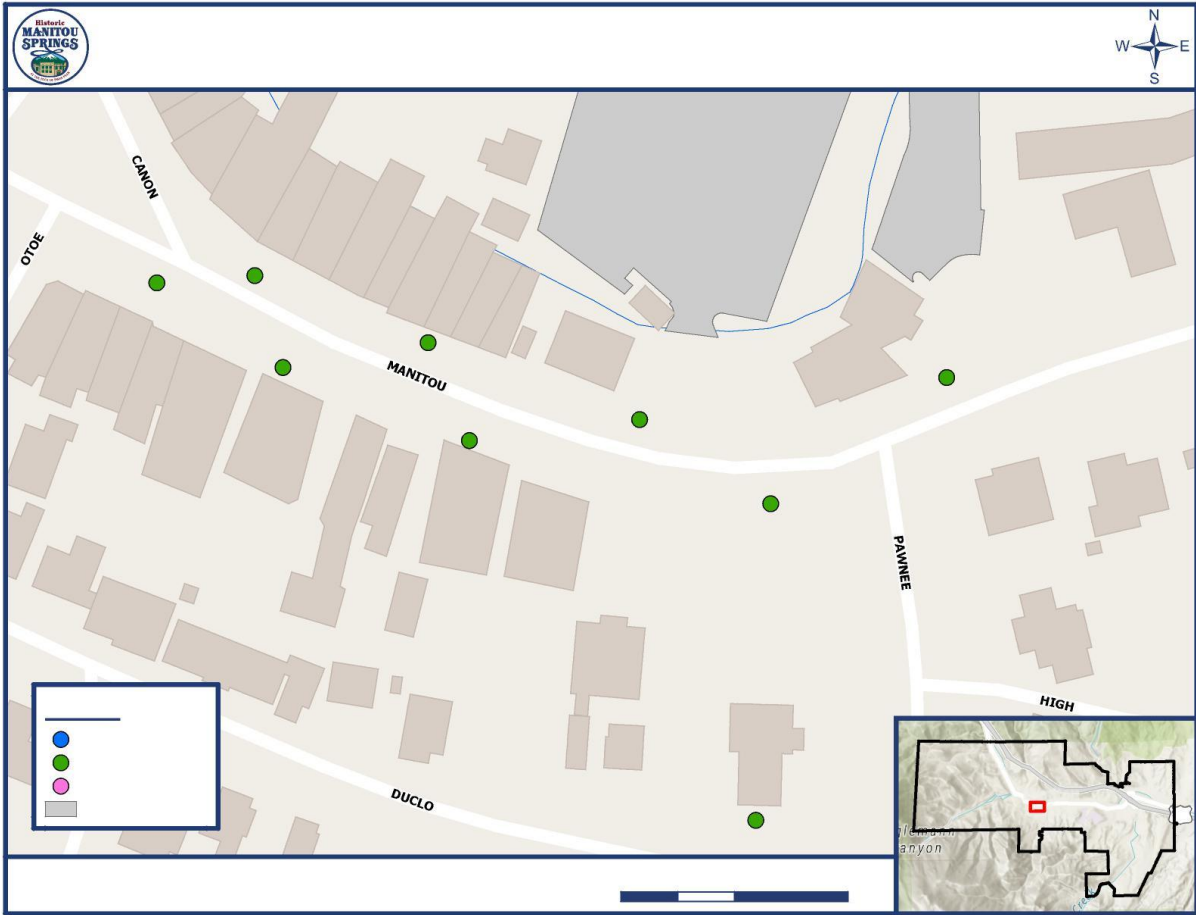


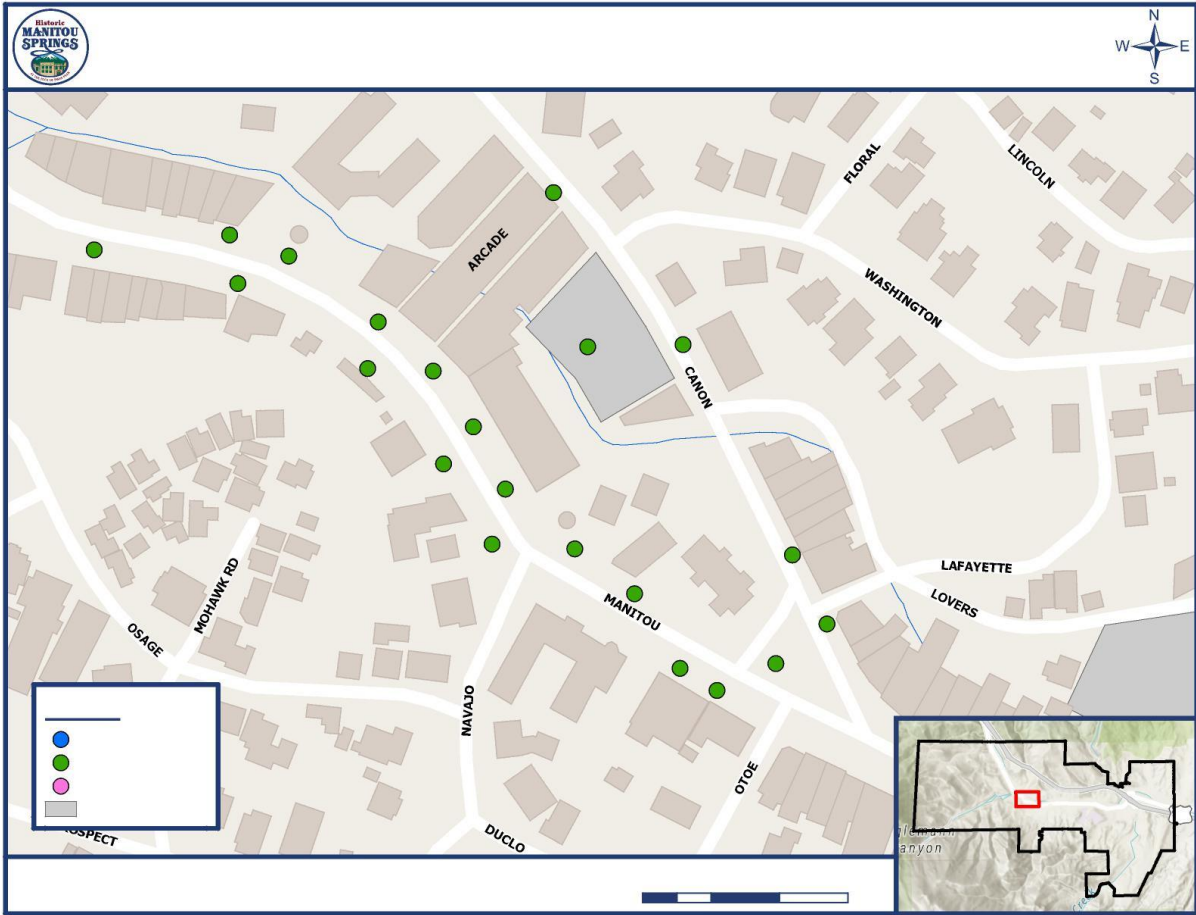


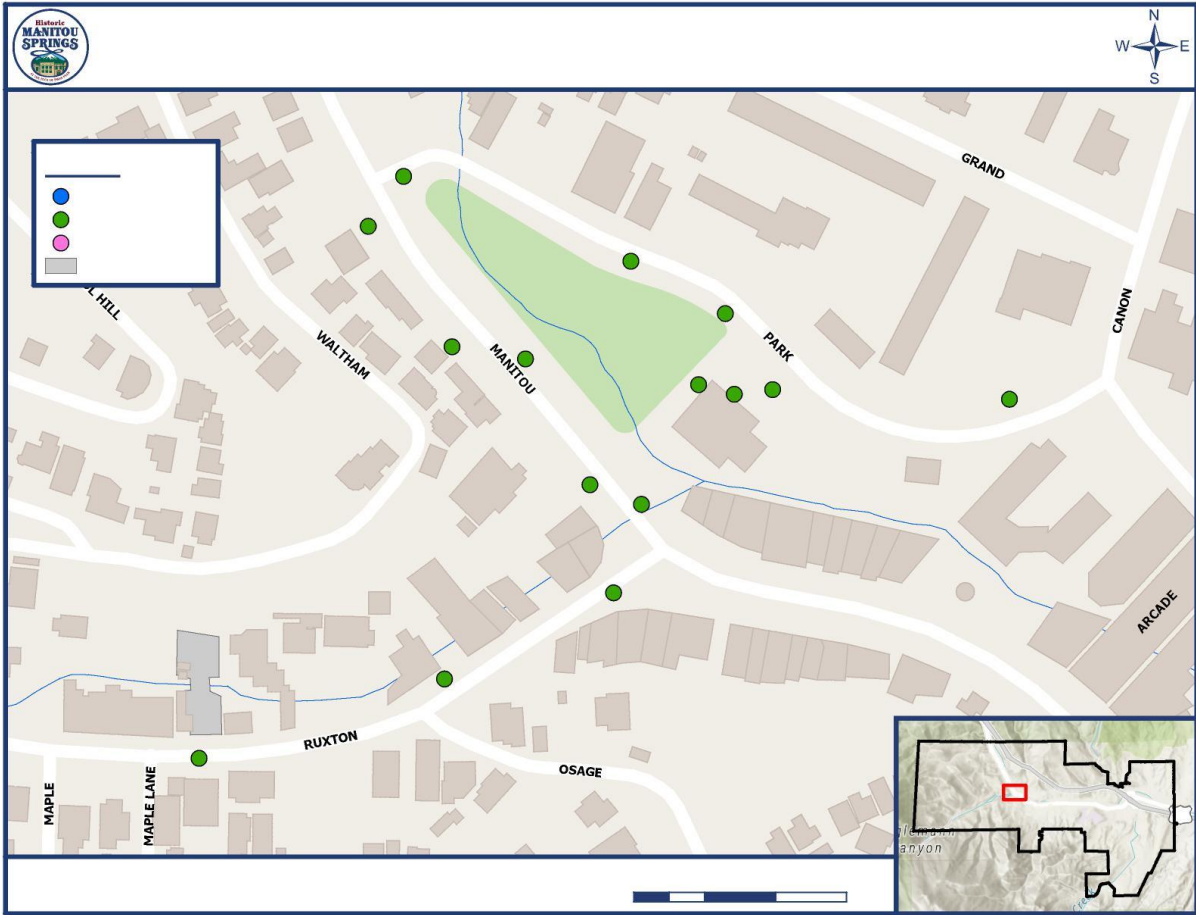


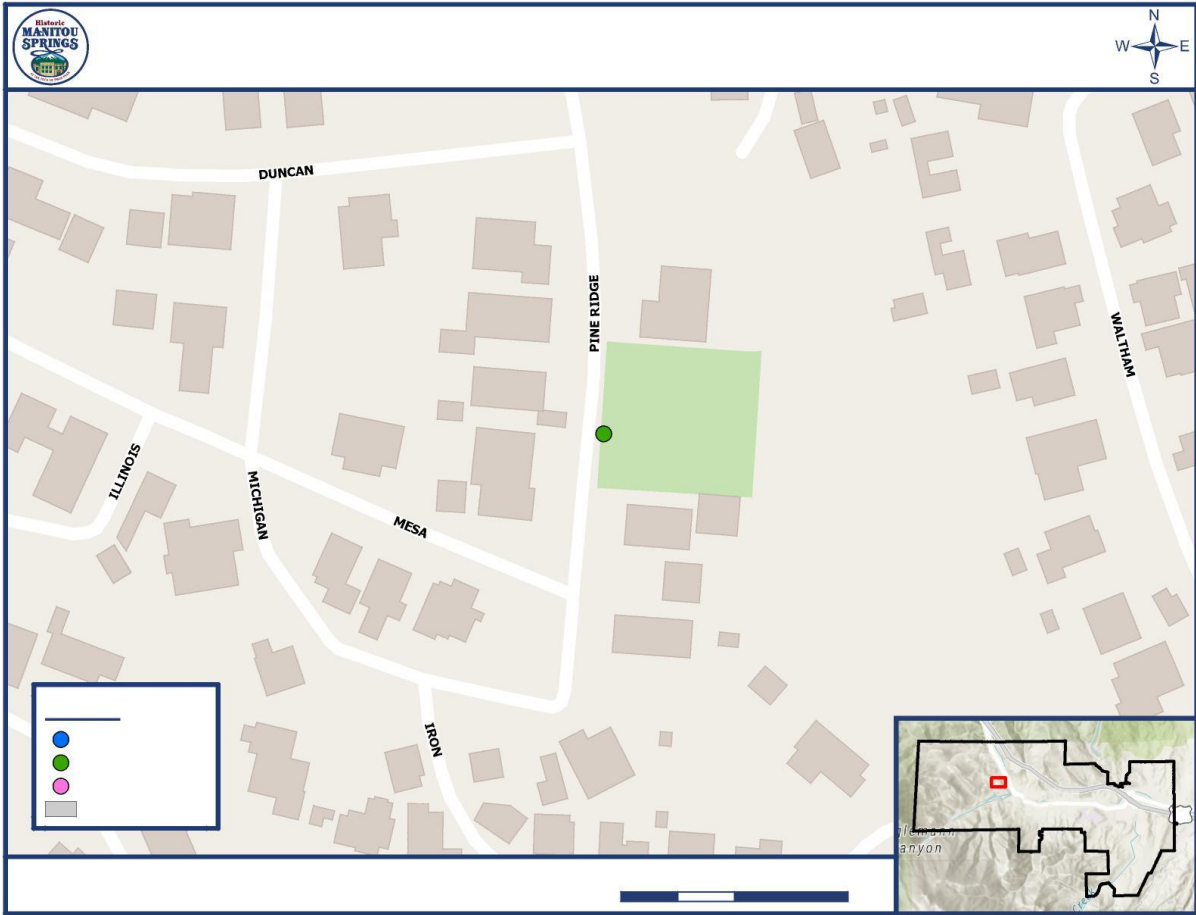


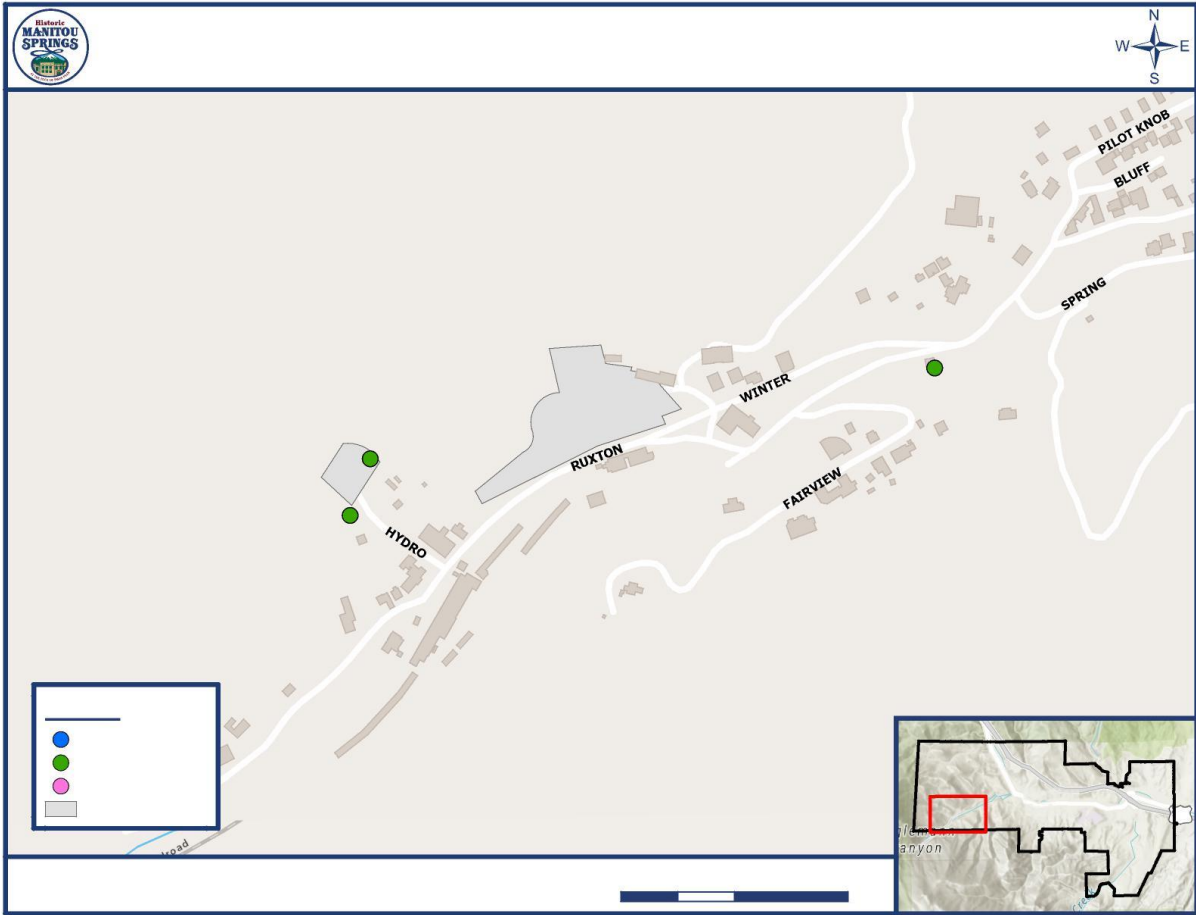












Recycling Education – City of Manitou Springs



Decals on a majority of the receptacles along Manitou Avenue and in the park system.





Memorandum

Title: Appeal of Planning Commission's Decision of VAR 2608 - Installation of Synthetic Turf at 411 Pawnee Avenue

From: Erin Ringsred, Planner/Landscape Architect II, Frederick Rollenhagen, Planning Director

To: Mayor and City Council

CC: City Administrator Denise Howell

Allocated Time: 30 Minutes

September 15, 2026

Purpose:

The applicants, Curtis and Cathy Brown of 411 Pawnee Avenue, filed an appeal of the City Planning Commission's decision to deny their variance request VAR 2608. The variance request was for the applicant to exceed the maximum lot coverage for their property by an additional 5% for the installation of synthetic turf.

This item has been prepared in accordance with Section 18.06.3.9.E Appeals of Planning Commission Decisions. All materials will be presented as they were for the Planning Commission hearing. An additional comment from the public was received and is attached. Draft CPC Minutes of this item are attached for viewing. They are not approved as the CPC did not meet in September to consider them. A recording of the meeting may be viewed on the city's YouTube channel here:

<https://www.youtube.com/live/IQUJnITqmF0?si=cy-kiwt-ZI973Ab>

Background:

Please see the attached staff report written for the Planning Commission meeting.

Fiscal Impact:

Not applicable

Workload Impact:

Not applicable

Recommended Action:

City Planning Commission previously denied this application at their regular meeting on August 12, 2026.



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:

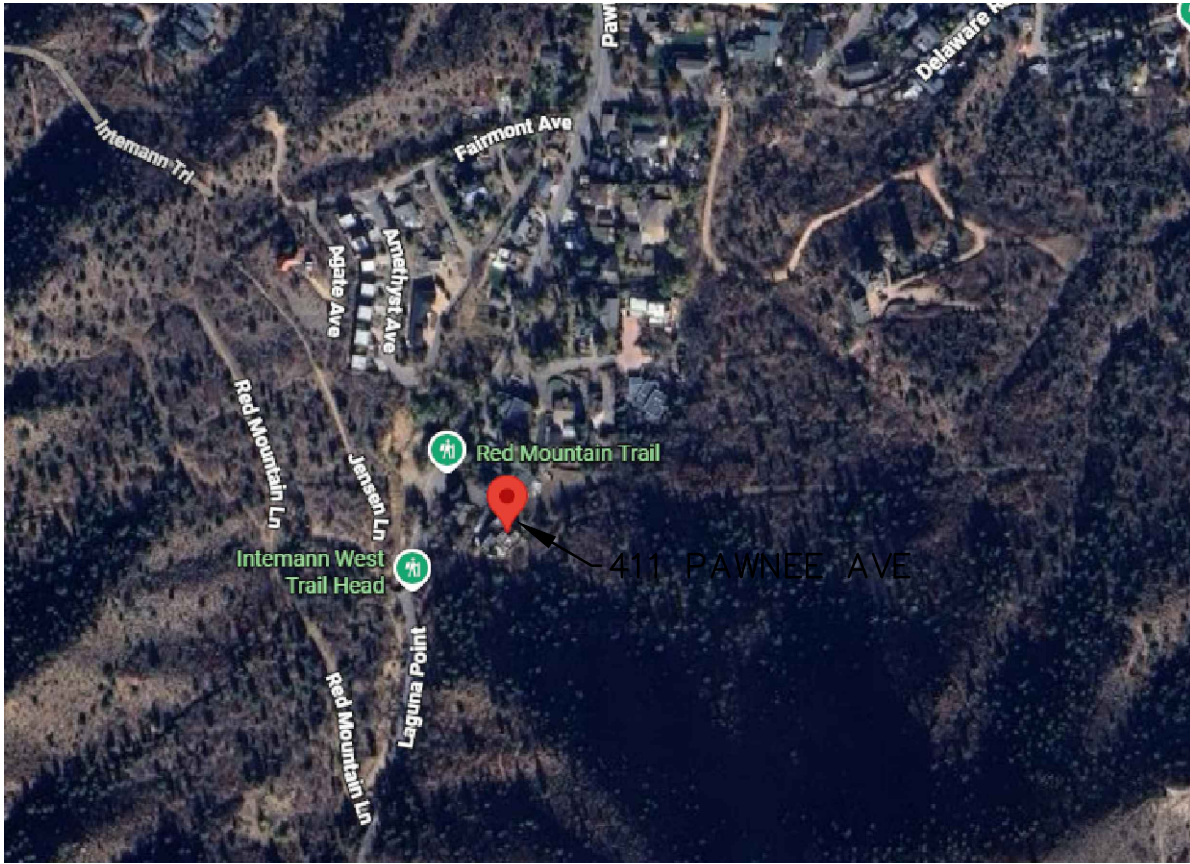
1. The work will not impact areas at risk of natural hazards; if anything, it will lessen fire danger on the lot.
2. The work will not adversely impact adjacent properties. The drainage from the lot will not be altered.

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 —
- 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

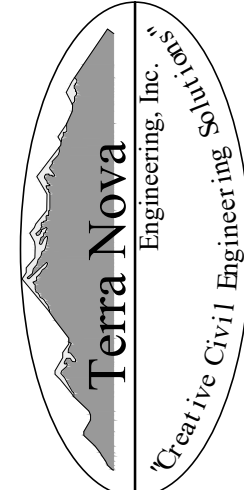
- 6302 — EXISTING CONTOURS — MINOR
- 6300 — EXISTING CONTOURS — MAJOR
- 01 — PROP CONTOURS — MINOR
- 00 — PROP CONTOURS — MAJOR
- — PROPERTY LINE
- ← PROP FLOW
- 61.00 FG PROP FINISHED GRADE
- 61.0 BW FINISHED GRADE AT BOTTOM OF WALL (BLDG WALLS MAY BE DIFFERENT)
- 61.0 TW FINISH GRADE AT TOP OF WALL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



City Planning Commission

411 PAWNEE AVENUE

VAR 2607 AND VAR 2608

AUGUST 12, 2026

Proposal



The applicant is requesting two variances from the maximum lot coverage standard of 35% for the Low Density Residential zone district. The existing lot coverage is 47% if both variances are granted the total lot coverage would be 57%

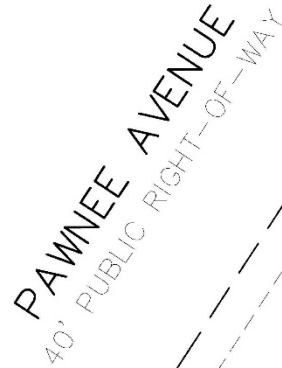
- 1. VAR 2607 an increase of approximately 5% (714 sf) for a driveway extension and associated retaining wall (Driveway Project). to increase the lot coverage percentage beyond the maximum allowed
- 2. VAR 2608 an increase of approximately 5% (741 sf) for the regrading and installation of synthetic turf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

Existing Conditions:

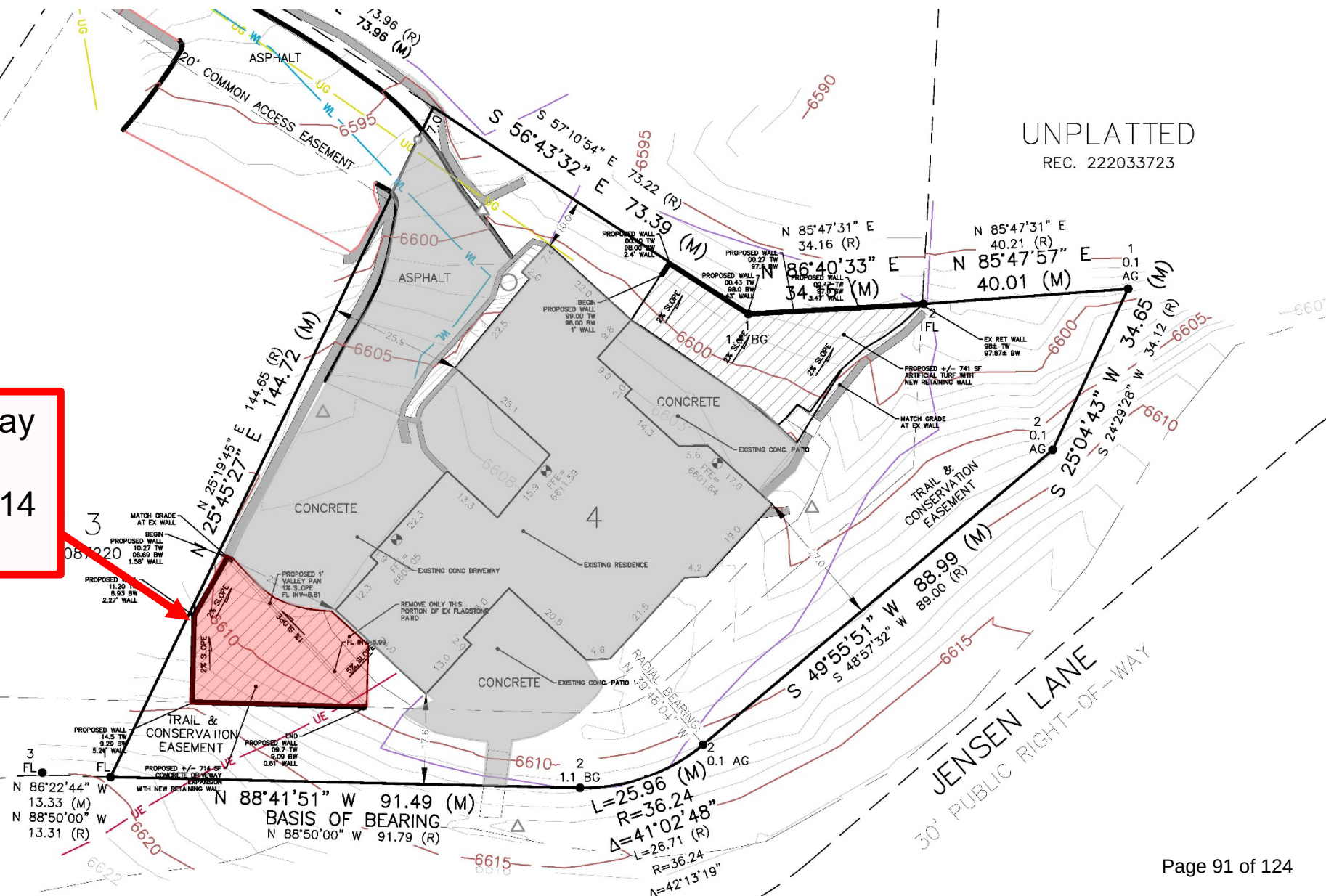
- The property is zoned Low Density Residential
- The site is approximately 14,211 square feet
 - The property contains a single-family home
 - Existing conditions provide 3 off-street parking spaces where only two are required.
- Existing lot coverages is 47% where 35% is the maximum
 - Prior to 2023 LUDC update, residential driveways/ parking spaces were not included in lot coverage calculations.

VAR 2607 – Driveway Extension





UNPLATTED
REC. 222033723

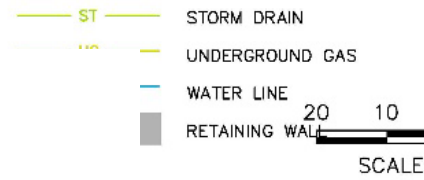




VAR 2608 – Backyard



1.2 BG





Findings & Review Criteria

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;



Findings & Review Criteria

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 2607 – Maximum Lot Coverage - Driveway Extension: The applicant stated the hardships are inadequate parking, inadequate 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.
- VAR 2608 – Maximum Lot Coverage – 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



Findings & Review Criteria

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

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 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
- VAR 2608 – Backyard: The installation of sod or drought tolerant vegetation would be permitted without variance.



Findings & Review Criteria

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

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 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.
- 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



Findings & Review Criteria

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

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 2607 – Driveway: The structure and associated driveway contributing to the property's coverage and access was constructed in 2004
 - VAR 2608 – Backyard: The structure and associated driveway contributing to the property's coverage and access was constructed in 2004



Findings & Review Criteria

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

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 2607 - Driveway: no disability was stated in the owner's application
- VAR 2608 – Backyard: 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 2607- Driveway: The property is not in a historic district
- 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



Proposed Motion Language

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.



Proposed Motion Language

- 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.

From: [Kathy Tuten](#)
To: [Planning Dept](#); [Jean Garrity](#)
Subject: Re: Cliff house landscaping variance
Date: Wednesday, September 9, 2026 8:21:51 PM

Hello again

I understand both the cliff house and 411 Pawnee have requested an appeal of the previous denial by council for a variance for artificial turf.

I would again ask the council to hold firm in their decision to deny variances in both of these cases.

Artificial turf is an inappropriate material for use in a historic town such as Manitou. It retains heat, degrades into microplastics, and does not support the efforts of Manitou to be a pollinator city. There are many water conserving / low or nearly no maintenance plant options which do provide environmental benefit.

As for the cliff house in particular. My comments below still stand. There was no need to destroy established perennial beds which have existed through previous exterior jobs such as painting and roofing. It is clear from the exterior and photos of the interior that little if any actual effort to adhere to national historic trust preservation standards has been made in the current owners "improvements". At a minimum, the variance should continue to be denied. Resorting the historic perennial plantings should also be required. In no way should artificial turf be allowed, it is not in keeping with the historic nature of the property, it is an eyesore, and harmful rather than beneficial to the environment.

Thank you

Kathy Tuten

Sent from my iPhone

> On Aug 12, 2026, at 4:51 PM, Kathy Tuten <ktuten@me.com> wrote:

>

> Hello

>

> I'd like to express my vehement opposition to allowing any artificial turf to remain installed at the cliff house. There have been established xeric gardens in place at the cliff house for decades. We have lived in Manitou for over 21 years and have appreciated the care and planning of the extensive drought tolerant plantings. The willful destruction of these gardens is disgusting.

>

> The installation of artificial turf provides no benefit to pollinators, traps heat and is harmful as well is visually ugly. The cliff house is a historically significant property within Manitou and should be maintained as such.

>

> It seems the current owner has zero regard for national historic trust preservation guidelines, given their use of inappropriate materials both inside and outside of the building.

>

> I ask that the committee deny the applicant's variance and require the property to restore the historic perennial plantings.

>

> Sincerely

> Kathy Tuten

> 15 Washington Ave

> Manitou Springs, CO 80829

>

> Sent from my iPhone



**CITY OF MANITOU SPRINGS
CITY PLANNING COMMISSION**

Regular Meeting Minutes
Hybrid Meeting via Zoom and at Memorial Hall
August 12, 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 5:36 PM and declared a quorum present.

COMMISSIONERS PRESENT FOR ROLL CALL:

Chair Alan Delwiche
Vice Chair Justin Wilson
Commissioner Frank DeLay
Commissioner Stephen Graybill
Commissioner Keith Harper
Alternate Commissioner Tom Lundgren (Voting)
Alternate Commissioner Sean Warner (Voting)

COMMISSIONERS ABSENT FOR ROLL CALL:

Commissioner Megan Day
Commissioner Roy Rosenthal (Excused)
Alternate Commissioner Colton Berck (joined at 6:12 PM)

STAFF PRESENT:

Planning Director Frederick Rollenhagen
Senior Planner Chelsea Royston
Planner and Landscape Architect II Erin Ringsred

GUESTS PRESENT:

Planning Commission Attorney Mandy Bruning

B. APPROVAL OF MINUTES

1. CPC Minutes 05.13.26

Commissioner Graybill moved to approve the minutes as presented. The motion was seconded by Vice Chair Wilson. The motion was carried (7-0).

C. UNFINISHED BUSINESS

There was no discussion.

D. PUBLIC COMMENT ON NON-AGENDA ITEMS

There was no public comment.

E. NEW BUSINESS

1. VAR 2609 – Variance to allow artificial turf in Landscaped Area 306 Canon Avenue

Planning Director Rollenhagen presented the case. He explained that a previous approval by the Historic Preservation Commission (HPC) regarding the driveway did not require a new landscape plan. The variance application was submitted because the original landscaping, on the previously approved landscape plan, was removed without permits and replaced with synthetic turf which is not an approved landscaping material.

Applicant Mark Wyatt addressed the Commission and indicated the reasons for the synthetic turf as amenity space for guests of the Cliff House. He also stated that the previous landscaping was not viable and needed to be removed.

Chair Delwiche opened the public comment portion of the hearing at 6:09 PM.

Director Rollenhagen previously indicated that one letter in support of the application and one letter in opposition had been received.

Chair Delwiche closed the public comment portion of the hearing at 6:10 PM.

As Commissioners deliberated, Commissioner Lundgren stated that he is in favor of synthetic turf but that the variance approval criteria still need to be met. There was more discussion regarding the nuances of when and where synthetic turf is allowed or prohibited by code.

Chair Delwiche moved to deny the Variance 2609. Commissioner Harper seconded the motion. The motion carried unanimously (7-0).

Note for the Record – Alternate Commissioner Berck arrived at 6:12 PM.

2. VAR 2605 & VAR 2606 – Setback Variance and Lot Coverage Variance at 2 Grand Avenue

Planner Royston presented the applications. The application was for a detached six car garage to accompany the four condominium units on site and the design was approved by HPC in July. The lot coverage variance request included a small portion of the lot covered with synthetic turf.

Applicant John Pearing addressed the Commission and indicated that any alternative design would make vehicle access more difficult due to the turn radius. He also informed the Commission that the reason for the proposed synthetic turf area is to create a play surface for children living in the unit that accesses the area. He also indicated that grass is difficult to grow in the heavily shaded area.

Chair Delwiche opened the public comment portion of the hearing at 6:37 PM.

Curt Heimsoth, 408 Canon Avenue, spoke in opposition of the applications. The main objections expressed were related to the height, roof pitch, and massing of the proposed garage. He indicated that the project would negatively impact the viewshed from his property and could make traffic more difficult in the area.

The public comment portion of the hearing was closed at 6:43 PM.

Commissioner Graybill moved to deny Variance 2605 (setback). Chair Delwiche seconded the motion. The motion carried unanimously (7-0).

Commissioner Graybill moved to deny Variance 2606 (Lot Coverage). Commissioner Harper seconded the motion. The motion carried unanimously (7-0).

3. VAR 2607 and VAR 2608 – Maximum Lot Coverage Variance – 411 Pawnee

Planner Ringsred presented the applications to increase the maximum lot coverage for driveway expansion and for installation of artificial turf. Her presentation included a statement from Manitou Springs Fire Department that the proposed expansion of the driveway would not result in adequate turnaround area for an ambulance and would not change how the property is accessed in an emergency.

Applicants Curtis and Cathy Brown addressed the Commission and explained the difficulty commercial vehicles have in maneuvering the existing driveway. They also expressed their desire to have a flat yard space with artificial turf.

Chair Delwiche opened the public comment portion of the hearing at 7:09 PM.

Geoff Heim, 409 Pawnee Avenue, spoke in favor of the applications.

The public comment portion of the hearing was closed at 7:13 PM.

Commissioner Graybill moved to approve Variance 2607 (driveway). Vice Chair Wilson seconded the motion. The motion carried (6-1) with Chair Delwiche opposed.

Commissioner DeLay moved to deny Variance 2608 (backyard). Chair Delwiche seconded the motion. The motion carried unanimously (7-0).

F. OTHER BUSINESS

There was no discussion.

G. NOTICE OF COUNCIL ACTION AND UPDATES

Planning Director Rollenhagen updated the Commission on the Local Impact Accelerator Grant project that the Public Services Department is working on. He added that staff may seek CPC input on the project soon.

Director Rollenhagen also indicated that City Council will hear the code amendments recommended by the Commission in the spring.

Finally, Director Rollenhagen stated that the City has begun work to create a Water Supply Element to include in Plan Manitou, the City's Comprehensive Plan.

H. ADJOURNMENT

With no further business to discuss, Chair Delwiche adjourned the meeting at 7:17 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.



Memorandum

Title: Appeal of Planning Commission's Decision of VAR2609 - Variance to allow artificial turf in Landscaped Area - 306 Canon Avenue

From: Frederick Rollenhagen, Planning Director

To: Mayor and City Council

CC: City Administrator Denise Howell

Allocated Time: 30 Minutes

September 15, 2026

Purpose:

The applicants are appealing the City Planning Commission's decision for Variance VAR 2609. At this time, however, the applicant is requesting that this item be opened and immediately continued to Tuesday, October 6th, 2026. The applicant is unable to attend the meeting due to family emergency reasons as indicated on the first exhibit attached.

This item has been prepared in accordance with Section 18.06.3.9.E Appeals of Planning Commission Decisions. All materials will be presented as they were for the Planning Commission hearing. An additional comment from the public was received and is attached. Draft CPC Minutes of this item are attached for viewing. They are not approved as the CPC did not meet in September to consider them. A recording of the meeting may be viewed on the city's YouTube channel here:

<https://www.youtube.com/live/IQUJnITqmF0?si=cy-kiwt-ZI973Ab>

Background:

See attached Planning Commission Staff Report

Fiscal Impact:

Not applicable

Workload Impact:

Not applicable

Recommended Action:

City Planning Commission previously denied this application at their regular meeting on August 12, 2026.

From: Mark Wyant <dmark22@mac.com>

Sent: Thursday, September 10, 2026 3:06 PM

To: Frederick Rollenhagen <frollenhagen@manitouspringsco.gov>

Cc: carroll Hillebrand <CHillebrand@thecliffhouse.com>; Alex Gonzalez <ccalexg@gmail.com>

Subject: Re: Variance appeal

Frederick

The reason I have to continue this is very simple: my mother of 94 years is currently and has been in ICU at Presbyterian Hospital in Dallas with pneumonia. We are cautiously optimistic that she will recover but she has a long way to go and I am an only child. My father and her husband died over 25 years ago so the responsibility and her care is mine.

Sincerely

D. Mark Wyant

President

Glenbrook Lodging Corp

The Cliff House at Pikes Peak



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 SYNLawn 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 SYNLawn 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 SYNLawn 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.

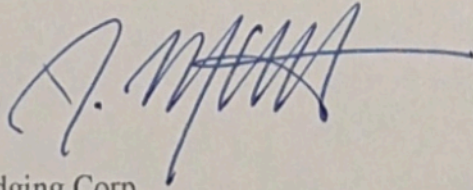
Thank you for your thoughtful consideration. Should you require any additional information, I would be pleased to provide it or meet with you at your convenience.

Respectfully,

Mark Wyant

President

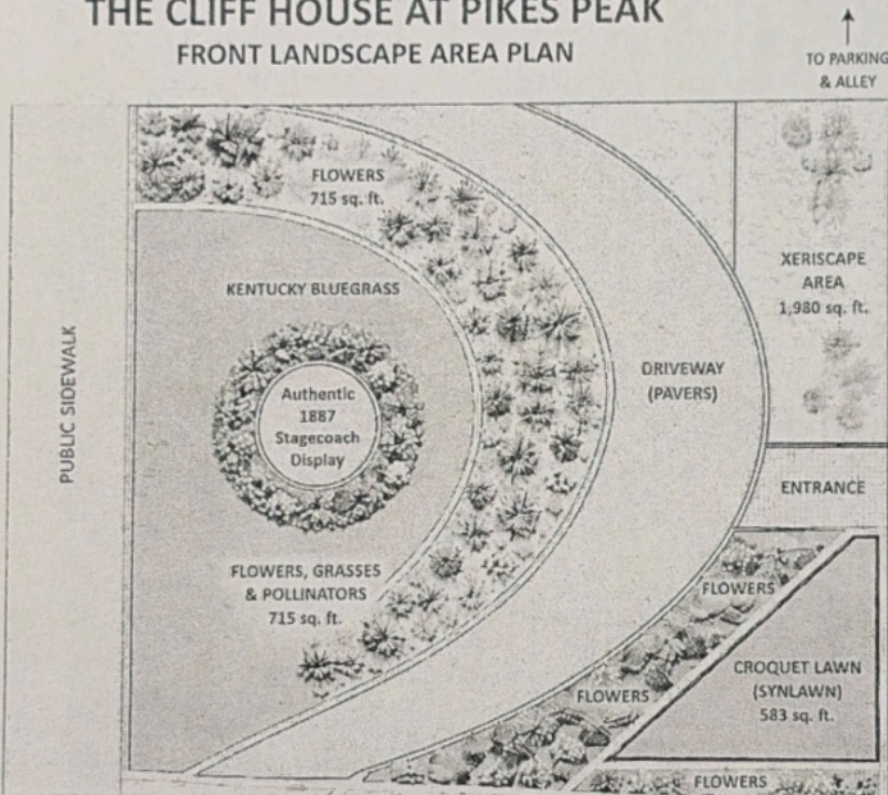
Glenbrook Lodging Corp.

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

Enclosures:

- Landscape Area Sketch
- Plant Schedule
- Variance Application

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

20' E
20' WED.

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

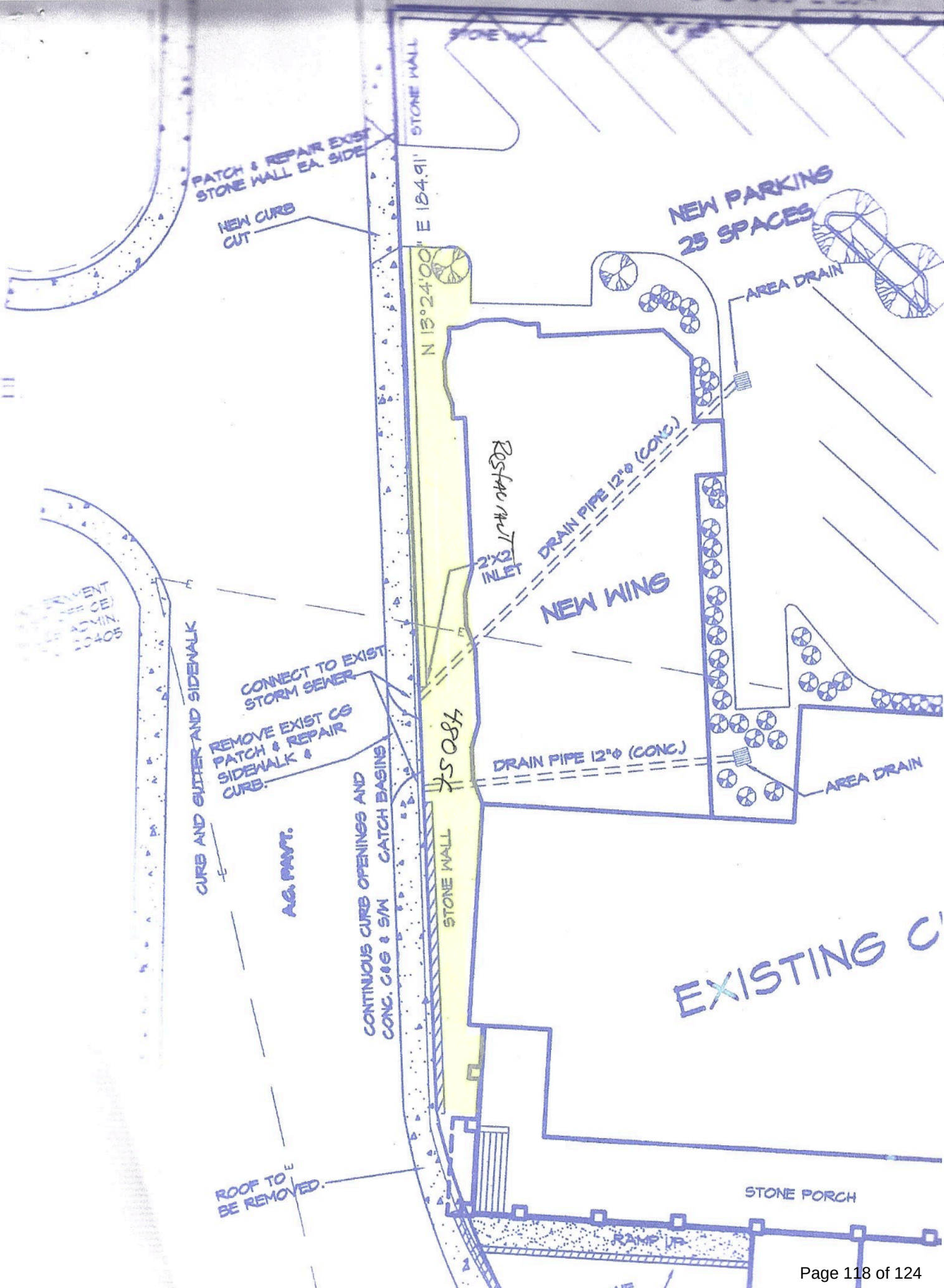
CANON AVENUE
40' R.O.W.

ANITOU SPA
ST. LINES, CO 80906

JOHN RAMSEY
113 CANON AVE.
MANITOU SPRING

A.C. 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

140

169

24

68

PUB UT EAST
PENTED

N 41d. 49'19" W 30.87'

EXISTING SIDEWALK

EXIST.
GATE

11'-1"

39'-0"

7'-2 1/4"

S 52d 01'52" W 13.32'
77' 5 1/4"

From: [Kathy Tuten](#)
To: [Planning Dept](#); [Jean Garrity](#)
Subject: Re: Cliff house landscaping variance
Date: Wednesday, September 9, 2026 8:21:51 PM

Hello again

I understand both the cliff house and 411 Pawnee have requested an appeal of the previous denial by council for a variance for artificial turf.

I would again ask the council to hold firm in their decision to deny variances in both of these cases.

Artificial turf is an inappropriate material for use in a historic town such as Manitou. It retains heat, degrades into microplastics, and does not support the efforts of Manitou to be a pollinator city. There are many water conserving / low or nearly no maintenance plant options which do provide environmental benefit.

As for the cliff house in particular. My comments below still stand. There was no need to destroy established perennial beds which have existed through previous exterior jobs such as painting and roofing. It is clear from the exterior and photos of the interior that little if any actual effort to adhere to national historic trust preservation standards has been made in the current owners "improvements". At a minimum, the variance should continue to be denied. Resorting the historic perennial plantings should also be required. In no way should artificial turf be allowed, it is not in keeping with the historic nature of the property, it is an eyesore, and harmful rather than beneficial to the environment.

Thank you

Kathy Tuten

Sent from my iPhone

> On Aug 12, 2026, at 4:51 PM, Kathy Tuten <ktuten@me.com> wrote:

>

> Hello

>

> I'd like to express my vehement opposition to allowing any artificial turf to remain installed at the cliff house. There have been established xeric gardens in place at the cliff house for decades. We have lived in Manitou for over 21 years and have appreciated the care and planning of the extensive drought tolerant plantings. The willful destruction of these gardens is disgusting.

>

> The installation of artificial turf provides no benefit to pollinators, traps heat and is harmful as well is visually ugly. The cliff house is a historically significant property within Manitou and should be maintained as such.

>

> It seems the current owner has zero regard for national historic trust preservation guidelines, given their use of inappropriate materials both inside and outside of the building.

>

> I ask that the committee deny the applicant's variance and require the property to restore the historic perennial plantings.

>

> Sincerely

> Kathy Tuten

> 15 Washington Ave

> Manitou Springs, CO 80829

>

> Sent from my iPhone



**CITY OF MANITOU SPRINGS
CITY PLANNING COMMISSION**

Regular Meeting Minutes
Hybrid Meeting via Zoom and at Memorial Hall
August 12, 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 5:36 PM and declared a quorum present.

COMMISSIONERS PRESENT FOR ROLL CALL:

Chair Alan Delwiche
Vice Chair Justin Wilson
Commissioner Frank DeLay
Commissioner Stephen Graybill
Commissioner Keith Harper
Alternate Commissioner Tom Lundgren (Voting)
Alternate Commissioner Sean Warner (Voting)

COMMISSIONERS ABSENT FOR ROLL CALL:

Commissioner Megan Day
Commissioner Roy Rosenthal (Excused)
Alternate Commissioner Colton Berck (joined at 6:12 PM)

STAFF PRESENT:

Planning Director Frederick Rollenhagen
Senior Planner Chelsea Royston
Planner and Landscape Architect II Erin Ringsred

GUESTS PRESENT:

Planning Commission Attorney Mandy Bruning

B. APPROVAL OF MINUTES

1. CPC Minutes 05.13.26

Commissioner Graybill moved to approve the minutes as presented. The motion was seconded by Vice Chair Wilson. The motion was carried (7-0).

C. UNFINISHED BUSINESS

There was no discussion.

D. PUBLIC COMMENT ON NON-AGENDA ITEMS

There was no public comment.

E. NEW BUSINESS

1. VAR 2609 – Variance to allow artificial turf in Landscaped Area 306 Canon Avenue

Planning Director Rollenhagen presented the case. He explained that a previous approval by the Historic Preservation Commission (HPC) regarding the driveway did not require a new landscape plan. The variance application was submitted because the original landscaping, on the previously approved landscape plan, was removed without permits and replaced with synthetic turf which is not an approved landscaping material.

Applicant Mark Wyatt addressed the Commission and indicated the reasons for the synthetic turf as amenity space for guests of the Cliff House. He also stated that the previous landscaping was not viable and needed to be removed.

Chair Delwiche opened the public comment portion of the hearing at 6:09 PM.

Director Rollenhagen previously indicated that one letter in support of the application and one letter in opposition had been received.

Chair Delwiche closed the public comment portion of the hearing at 6:10 PM.

As Commissioners deliberated, Commissioner Lundgren stated that he is in favor of synthetic turf but that the variance approval criteria still need to be met. There was more discussion regarding the nuances of when and where synthetic turf is allowed or prohibited by code.

Chair Delwiche moved to deny the Variance 2609. Commissioner Harper seconded the motion. The motion carried unanimously (7-0).

Note for the Record – Alternate Commissioner Berck arrived at 6:12 PM.

2. VAR 2605 & VAR 2606 – Setback Variance and Lot Coverage Variance at 2 Grand Avenue

Planner Royston presented the applications. The application was for a detached six car garage to accompany the four condominium units on site and the design was approved by HPC in July. The lot coverage variance request included a small portion of the lot covered with synthetic turf.

Applicant John Pearing addressed the Commission and indicated that any alternative design would make vehicle access more difficult due to the turn radius. He also informed the Commission that the reason for the proposed synthetic turf area is to create a play surface for children living in the unit that accesses the area. He also indicated that grass is difficult to grow in the heavily shaded area.

Chair Delwiche opened the public comment portion of the hearing at 6:37 PM.

Curt Heimsoth, 408 Canon Avenue, spoke in opposition of the applications. The main objections expressed were related to the height, roof pitch, and massing of the proposed garage. He indicated that the project would negatively impact the viewshed from his property and could make traffic more difficult in the area.

The public comment portion of the hearing was closed at 6:43 PM.

Commissioner Graybill moved to deny Variance 2605 (setback). Chair Delwiche seconded the motion. The motion carried unanimously (7-0).

Commissioner Graybill moved to deny Variance 2606 (Lot Coverage). Commissioner Harper seconded the motion. The motion carried unanimously (7-0).

3. VAR 2607 and VAR 2608 – Maximum Lot Coverage Variance – 411 Pawnee

Planner Ringsred presented the applications to increase the maximum lot coverage for driveway expansion and for installation of artificial turf. Her presentation included a statement from Manitou Springs Fire Department that the proposed expansion of the driveway would not result in adequate turnaround area for an ambulance and would not change how the property is accessed in an emergency.

Applicants Curtis and Cathy Brown addressed the Commission and explained the difficulty commercial vehicles have in maneuvering the existing driveway. They also expressed their desire to have a flat yard space with artificial turf.

Chair Delwiche opened the public comment portion of the hearing at 7:09 PM.

Geoff Heim, 409 Pawnee Avenue, spoke in favor of the applications.

The public comment portion of the hearing was closed at 7:13 PM.

Commissioner Graybill moved to approve Variance 2607 (driveway). Vice Chair Wilson seconded the motion. The motion carried (6-1) with Chair Delwiche opposed.

Commissioner DeLay moved to deny Variance 2608 (backyard). Chair Delwiche seconded the motion. The motion carried unanimously (7-0).

F. OTHER BUSINESS

There was no discussion.

G. NOTICE OF COUNCIL ACTION AND UPDATES

Planning Director Rollenhagen updated the Commission on the Local Impact Accelerator Grant project that the Public Services Department is working on. He added that staff may seek CPC input on the project soon.

Director Rollenhagen also indicated that City Council will hear the code amendments recommended by the Commission in the spring.

Finally, Director Rollenhagen stated that the City has begun work to create a Water Supply Element to include in Plan Manitou, the City's Comprehensive Plan.

H. ADJOURNMENT

With no further business to discuss, Chair Delwiche adjourned the meeting at 7:17 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.