

1. PARAB 3-4-2019 Meeting
Agenda Packet

Documents:

[2019-03-04 PARAB PACKET.PDF](#)

MANITOU SPRINGS PARK AND RECREATION ADVISORY BOARD
AGENDA FOR REGULAR MEETING
March 04, 2019 6:00 P.M. at City Hall 606 Manitou Ave.

I. CALL TO ORDER

II. APPROVAL OF AGENDA

III. APPROVAL OF MINUTES

- A. February 4, 2019

IV. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

(Please limit comments to 3 minutes)

V. PRESENTATIONS

- A. Planning Department / Minor Sub-division, request to waive fees

VI. REPORTS (5 mins)

- A. OSAC
B. PARAB
 1. PacMan report / update (Chris)

C. COUNCIL LIAISON

VII. PUBLIC SERVICES

- A. Monthly Report
B. Park Updates (10 mins)
 1. Estimates on Schryver softfall
 2. Estimates on tennis/pickleball court lighting
 3. Wheeler Park title search

C. PARAB Observations (10 mins)
 1. Schryver Playground / Concerns with placement of concrete curbing

VIII. OLD BUSINESS

- A. Review draft of Code Ordinance

IX. NEW BUSINESS

- A. URA Plaza park designs
B. Library bike rack

X. OTHER BUSINESS

- A.

XI. 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 ADA Coordinator Donna Kast at (719) 685-2554 or dkast@comsgov.com to discuss specific needs. Please provide a minimum of 3-5 day's advance notice. Interested citizens are invited to serve on any of the City's Boards or Commissions. Please contact the City Clerk for information or visit our website at www.manitouspringsgov.com.

PARAB 2019 Reg Mtg Sched: Jan n/a; Feb 4; Mar 4; Apr 1; May 6; Jun 3; Jul n/a; Aug 5; Sept TBD; Oct 7; Nov 4; Dec 2

MANITOU SPRINGS PARK AND RECREATION ADVISORY BOARD
AGENDA FOR REGULAR MEETING

Park and Recreation Advisory Board (PARAB)

Mission Statement:

The mission of the Park and Recreation Advisory Board (PARAB) is to ensure day-to-day procedures that protect and maintain the natural environment of our parks using best practices that support a resilient and sustainable system that is welcoming, clean, and safe. PARAB will engage and educate the public by supporting dynamic, healthy, and diverse activities while stewarding the natural resources that are the foundation of the parks.

Vision Statement:

Manitou Springs' park and recreation will connect people and the natural environment for the health and wellbeing of all.

Board:

Chair: Danu Fatt (2/28/21)
Vice Chair: Tim Bresnahan (2/28/21)
Secretary: Jenna Gallas (2/28/21)
Treasurer: (vacant)
Member:
Member: Christina Grow (2/28/20)
Member: Matt Cavanaugh (2/28/21)

City Staff: Public Services

Council Liaison: Nancy Fortuin

OSAC Liaison: Tim Bresnahan / Christina Grow

Alternates: Gail Cage (2/28/2020), Jan Johnson (2/28/2022), (vacant)

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**MANITOU SPRINGS PARK AND RECREATION ADVISORY BOARD
MINUTES FOR REGULAR MEETING**

February 4, 2019 6:00 P.M. at City Hall 606 Manitou Ave.

	Present:	Absent:
Members:		
Danu Fatt, Chair	x	
Jenna Gallas, Secretary & Treasurer	x	
Tim Bresnahan	x	
Christina Grow	x	
Matt Cavanaugh	x	
City Staff:		
Public Works Director- Shelley Cobau		x
Arborist- Alyssa McAlexander		x
Park Lead- Chris Hogan	x	
City Council Liaison: Nancy Fortuin	x	
Alternate Member: Gail Cage		x
Jan Johnson (Alternate)	x	

I. CALL TO ORDER

Ms. Fatt called the meeting to order at 6:11 pm

II. APPROVAL OF AGENDA

1. Ms. Gallas moves to approve agenda as written.
2. Ms. Grow seconded.
3. All approved.

III. ELECTION OF NEW OFFICERS

- A. Chair
 1. Mr Bresnahan moves to adopt Ms Fatt as chair.
 2. Ms Gallas seconds
 3. All in favor.
- B. Vice Chair
 1. Ms Gallas moves to have Mr Bresnahan
 2. Ms Fatt seconds
 3. All in favor.
- C. Secretary
 1. Ms Fatt nominates Ms Gallas
 2. Mr Cavanaugh seconds
 3. All in favor.

IV. APPROVAL OF MINUTES

- A. December 3, 2018
 1. Ms Gallas moves to approve
 2. Mr Cavanaugh seconds.
 3. All in favor.
- B. Strategic Planning January 15, 2019
 1. Mr Bresnahan moves to approve the minutes
 2. Ms Grow seconds.
 3. All in favor.

V. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

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**MANITOU SPRINGS PARK AND RECREATION ADVISORY BOARD
MINUTES FOR REGULAR MEETING**

(Please limit comments to 3 minutes)

- A. Judith Chandler attends to express interest in joining PARAB.
- B. Resident is interested in having the tennis/pickleball courts lit at night, Chris Hogan to get cost estimates for next month's meeting.

VI. PRESENTATIONS

A. .

VII. REPORTS (5 mins)

A. OSAC

- 1. Mr Bresnahan & Mr Cavanaugh attended. Ms Grow discusses topics to include Waldo Canyon project preliminary stages. Next Waldo meeting is April 17th. Once a plan is intact, the project will go to National Forestry. Rainbow Falls was also brought up. The falls will be open Feb 23 from 1-3. OSAC sending letters to property owners to consider donation of land along trails. Intemman trail will be rerouted due to erosion. A stairway to be removed before Pawnee. Wildcats and Medicine wheel to be contacted. Weed extraction days to be coordinated with City Arborist. Partnership with Mile High Youth Corp to be enacted for Summer 2019 and potential work share with Friends of the Peak as well. Trail signs to be designed without aid of City signage contractor. Time of meetings will change to 6 pm.

B. PARAB

- 1. Creek Walk Plaza project
 - a. Ms Fatt mentions meeting Feb 5 at the Manitou Art Center, 11 am with John Romero with NES with final design for East end plaza. "Informational Plaza" is the intent of land use. Ms Fatt advises that no trees can be planted due to the high degree of slope and too costly to add water bottle filling station. Planter barriers were suggested in addition to tall shrubbery to be between traffic and plaza for visual appeal and safety. Call for artists will be initiated for plaza artwork.
- 2. Design Manitou D14
 - a. Ms Fatt met with Principal and Vice Principal of the Manitou Springs High School to discuss design class' Ute Chief Pocket Park components. Field trip will occur Feb 5, and class has divided into 8 groups and has asked John Romero/NES to attend to discuss what options are viable. Class to wrap in mid February and 1-2 final designs will be presented to PARAB at future meeting.
- 3. Bike Rack update (Chris)
 - a. Ms Grow does not have an update at this time.

C. COUNCIL LIAISON

- 1. Ms Fortuin discusses Cog Railway equipment disposal, as COMS has right of first refusal. February 10 is deadline for decision and February 22 for final movement of railcars and all items. One suggestion was to have a car placed at Higginbotham flats to start ball rolling on Overlook Park. Save the Flats will also have to be contacted. Meeting at 11:30 am February 5th to discuss will occur in City Hall.

VIII.PUBLIC SERVICES

A. Monthly report

- 1. Chris Hogan speaks to saucers in SSP. He has asked company who will only sell new saucers. The repair \$2888.00 and to get new saucers (in Canada) \$2999.00 (both amounts to include freight). Chris will look into warranty information, it is possible that the current saucers could be repurposed.. Mr Cavanaugh move to recommend the purchase of new saucers. Ms. Fatt seconds, All in favor. Chris discusses 2 options (labyrinth module \$929) or (plexiglass bubble \$243) Mr Cavanaugh suggests children are more likely to use the bubble. Discussion continues around leaving the hole open instead of installing either one of the options. Chris to ask if they will supply the bubble as part of the warranty, given the original part is no longer manufactured. Ms Fatt motions that Mr Hogan is to review if the warranty is valid and will cover the cost and if not to move forward with purchasing the bubble for \$243. Ms Grow seconds, all in favor.

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2. Mr Hogan discusses playground at Schryver Park's softfall bids, which are upwards of \$35,000 for ADA softfall in playground area. Poured rubber is an option, but will not be permeable. 4 to 5 bids are out currently and city staff is awaiting responses. Ms Fatt asks if engineered woodchips can be used. Ms Kast is no longer the City ADA officer, the responsibility has been transferred to Mr Hogan. Potential is to create path that is ADA acceptable, instead of doing entire playground in rubber or other synthetic material. Preference is to use softfall.

B. Park Updates (10 mins)

1. n/a

C. PARAB Observations (10 mins)

1. n/a

IX. OLD BUSINESS

A. Urban Forestry Update

1. Tree Survey

- a. Mr Bresnahan indicates the plan has been completed and he is meeting in City Hall at 10:30 with Ally and Donna on Feb 5th. Plan implementation to be discussed as well as how generated data will have to be programmed into the City's GIS system. Management plan to assess and prioritize is part of the completed plan in addition to maintenance, health of tree, size both wide and tall, and exact location in 6 parks (minimum size and parameters required for each tree in survey). Recommendations for planting was also inquired on to include which species and what location. Mr Bresnahan hopes this will support Manitou becoming a "Tree City USA" city as well as other benefits regarding forestry assets.

2. Clarification of Tree Flagging

- a. Ms Fatt discusses that trees with ribbons are typically going to be cut down. How do we let people know that sometimes the flags mean trees will be saved vs cut down? There is a project behind the Chamber of Commerce where the trees are currently flagged to be saved, but still causes resident concern. Ms Fortuin discusses instead to develop a system of communication with contractors for clarity, and that the focus is on the tree survey and what good things regarding our Urban Forest are happening.

B. Approve funds for PEEPS (\$300)

1. Peeps are back and installed. Ms Fatt moves to approve the final payment of \$300 to the artist. Ms Gallas seconds, all in favor.

C. Approve Code Ordinance / SOP Drafts

1. Mr Cavanaugh discusses the ordinance and the exclusivity of parks with very little emphasis on recreation. He indicates that most functions do not mention recreation and he is interested in wordsmithing the ordinance to include recreation, namely, library. Ms Fortuin advises against indicating library in the ordinance as recreation which is passive vs the active recreation. The library is also managed by PPLD with building overseen by the City. Ms Fatt also advises that recreation in parks be included in the ordinance but that the library be excluded with the exception of the partnership between PPLD and PARAB to be indicated in the beginning partnership section. Mr Bresnahan reminds we are an advisory board that can recommend recreational activities and programming for our partners to oversee as this is not within the purview of PARAB to oversee. Mr Cavanaugh to revisit the ordinance and will send out to PARAB members before the end of February 2019.

2. Ms Fatt moves to approve the SOP draft as written, Mr Bresnahan seconds, all in favor.

D. Wheeler Park City property lines

1. Ms Fatt indicates there is \$12,000 for Ute Chief and Wheeler, the initial survey finished but does not include City property boundaries. Mr Hogan to look into boundaries and estimate for title search for Wheeler Park and get back to Ms. Fatt

X. NEW BUSINESS

- A. n/a

XI. OTHER BUSINESS

- A. n/a

XII. ADJOURN

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Ms. Fatt adjourns meeting at 7:45 PM

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From the desk of:

Michelle Anthony, AICP
 Senior Planner
 606 Manitou Avenue
 Manitou Springs, Colorado 80829

Office: 719-685-4398
 manthony@comsgov.com
 www.manitouspringsgov.com

Memorandum

DATE: February 27, 2019

TO: Park and Recreation Advisory Board (PARAB)

RE: MNS 1902 – Minor Subdivision – Waiver of Parks Fees – 107 Pinion Lane – Richard Marvin, Applicant

The Manitou Springs Zoning Regulations require one, whole platted lot in order for the Planning Department to issue a Property Improvement Permit (PIP), which authorizes the Regional Building Department to issue a Building Permit. Mr. Marvin has requested the replatting of his property into a single, whole lot in order to prepare for removal the existing garage and so he can obtain a permit to build a new garage in its place. (See the copy of the Subdivision Plat following this memo.)

When property is platted, Parks, Open Space and School Dedications or Fees are calculated. If the property is not located in a subdivision that previously either dedicated land for these purposes, or paid fees, then these can be collected from the property owner by the City.

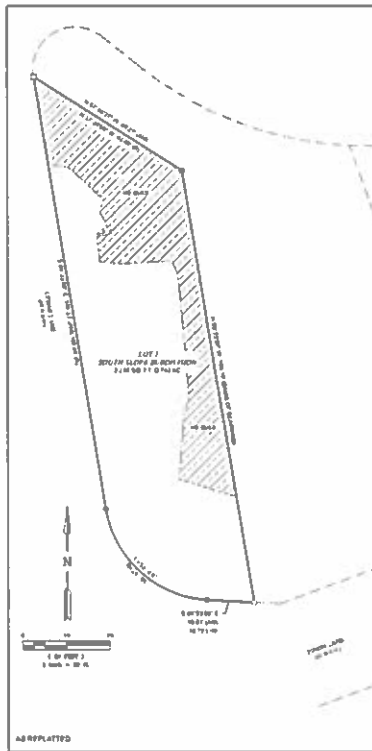
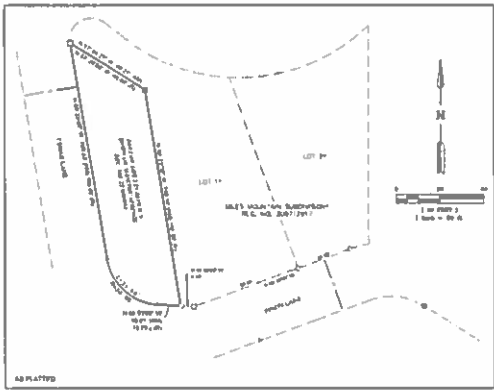
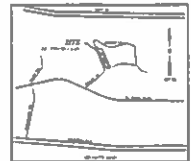
In the past, these fees have been waived when properties that are already developed are simply replatting to obtain a conforming legal description, but are not creating any greater demand than the existing conditions (such as additional lots or dwelling units).

The following is the chart the Planning Department uses to calculate Parks, Open Space and Schools dedication or fees:

Land Dedication Requirements	Acres	Square feet	
South Slope Subdivision (107 Pinion Lane)			
Size of Parcel		3,235	
# Dwelling Units	1		
Dedications	Square feet	Cost (\$.459sf)	Account
Schools (25% max.) <3 du/acre - 720 sq. feet ea. >3 du/acre – 480 sq. ft. ea.	480	\$220.32	SD14
Parks - 4%	129	\$59.21	PKLIE
Open Space (25% max.) 5% + 600 sq. ft. per du	761.75	\$349.64	OSLIE
	Square feet	Fees-in-Lieu	
Total dedication	1,371	\$629.17	

Mr. Marvin is requesting waiver of the collection of the Parks and Open Space fees because he is not creating any more impact than currently exists on his property, which has been developed for many years. Staff supports this request and asks that PARAB authorize waiver of \$59.21 in Park Fees.

SOUTH SLOPE SUBDIVISION
 A VACATION AND RECREATION TRAIL AT A PORTION OF LOT 2, IN BLOCK N IN THE TOWN OF MANITOU SPRINGS,
 LOCATED IN SECTION 5, TOWNSHIP 14 SOUTH, RANGE 67 WEST OF THE 4TH P.M.,
 CITY OF MANITOU SPRINGS, COUNTY OF EL PASO, STATE OF COLORADO



KNOW ALL MEN THESE PRESENTS
 That I, the undersigned, do hereby grant and convey to the City of Manitou Springs, Colorado, the following tract of land, to-wit:

LEGAL DESCRIPTION
 That portion of Lot 2 in Block N in the Town of Manitou Springs, Colorado, the portion of the land of said Lot 2, to-wit: the portion of said Lot 2, bounded on the north by the south line of Block N, on the east by the west line of Block N, on the south by the north line of Block N, and on the west by the east line of Block N, containing approximately 0.10 acre, more or less, as shown on the attached plat.

INTENT
 The undersigned do hereby grant and convey to the City of Manitou Springs, Colorado, the following tract of land, to-wit: the portion of said Lot 2, bounded on the north by the south line of Block N, on the east by the west line of Block N, on the south by the north line of Block N, and on the west by the east line of Block N, containing approximately 0.10 acre, more or less, as shown on the attached plat.

WITNESSETH
 That I, the undersigned, do hereby grant and convey to the City of Manitou Springs, Colorado, the following tract of land, to-wit: the portion of said Lot 2, bounded on the north by the south line of Block N, on the east by the west line of Block N, on the south by the north line of Block N, and on the west by the east line of Block N, containing approximately 0.10 acre, more or less, as shown on the attached plat.

TESTIMONY
 Wherefore, I, the undersigned, do hereby grant and convey to the City of Manitou Springs, Colorado, the following tract of land, to-wit: the portion of said Lot 2, bounded on the north by the south line of Block N, on the east by the west line of Block N, on the south by the north line of Block N, and on the west by the east line of Block N, containing approximately 0.10 acre, more or less, as shown on the attached plat.

APPROVAL
 The undersigned do hereby grant and convey to the City of Manitou Springs, Colorado, the following tract of land, to-wit: the portion of said Lot 2, bounded on the north by the south line of Block N, on the east by the west line of Block N, on the south by the north line of Block N, and on the west by the east line of Block N, containing approximately 0.10 acre, more or less, as shown on the attached plat.

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- LEGEND**
- ① All areas shown with dashed lines are to be reserved.
 - ② Areas shown with solid lines are to be reserved.
 - ③ Areas shown with dotted lines are to be reserved.
 - ④ Areas shown with cross-hatched lines are to be reserved.
 - ⑤ Areas shown with diagonal lines are to be reserved.
 - ⑥ Areas shown with horizontal lines are to be reserved.
 - ⑦ Areas shown with vertical lines are to be reserved.
 - ⑧ Areas shown with wavy lines are to be reserved.
 - ⑨ Areas shown with zig-zag lines are to be reserved.
 - ⑩ Areas shown with other patterns are to be reserved.

RECORDING INFORMATION
 This plat is subject to all existing liens and encumbrances and is to be recorded in the public records of the County of El Paso, State of Colorado, as soon as possible after the date of this plat.

PRELIMINARY FOR REVIEW ONLY

SCALE
 1" = 200'

NOTES
 1. The boundaries shown on this plat are based on the survey of the City of Manitou Springs, Colorado, and are subject to change if a more accurate survey is made.

2. This plat is subject to all existing liens and encumbrances and is to be recorded in the public records of the County of El Paso, State of Colorado, as soon as possible after the date of this plat.

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MAP LAND SURVEYING
 1800 Broadway, Suite 3
 Colorado Springs, CO 80905
 Ph: (719) 520-1823
 www.maplandsurveying.com

REVISIONS			
NO.	DESCRIPTION	BY	DATE

SOUTH SLOPE SUBDIVISION A MINOR SUBDIVISION LOCATED IN SECTION 5, TOWNSHIP 14 SOUTH, RANGE 67 WEST OF THE 4TH P.M., CITY OF MANITOU SPRINGS, COUNTY OF EL PASO, STATE OF COLORADO

PROJECT NO. 875
 SHEET NO. 1 OF 1
 DATE: 10/15/2015
 DRAWN BY: [Name]
 CHECKED BY: [Name]
 APPROVED BY: [Name]



COUNCIL BILL NO. _____

ORDINANCE NO. _____

ORDINANCE

AN ORDINANCE AMENDING TITLE 2 OF THE CITY OF MANITOU SPRINGS MUNICIPAL CODE REGARDING THE ADMINISTRATION OF BOARDS AND COMMISSIONS

WHEREAS, the City desires to update its municipal code to make more efficient its processes regarding boards and commissions;

WHEREAS, having adopted the Manitou Springs Climate Action Plan on June 17, 2008, the City Council finds and determines that the impacts of climate change affect many aspects of the watershed and local government and, therefore, climate change and its effects should be considered by the City's boards and commissions when determining policies and legislation that best serve the health, safety and welfare of the citizens of the City;

WHEREAS, having adopted the Plan Manitou in July 2017 as the City's Comprehensive Plan, the City Council finds and determines that this document should also guide recommendations of the City's boards and commissions when considering policies and legislation that best serve the health, safety and welfare of the citizens of the City; and

WHEREAS, the amendments set forth herein will allow for clearer delineation of powers, duties, and authority and greater consistency regarding boards and commissions.

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

Section 1: Title 2 of the Manitou Springs Municipal Code is hereby amended by the addition of a new Chapter 2.09 "Boards and Commissions" to read as follows:

CHAPTER 2.09 – BOARDS AND COMMISSIONS

2.09.010 – Creation

Pursuant to the authority conferred by state statutes and the City Charter, there is hereby created a park and recreation advisory board, an open space advisory committee, a planning commission, a transportation and parking board, a historic preservation commission, and a housing advisory board which shall hereinafter for the purposes of this title be referred to as "boards and commissions" or "board or commission." The park and recreation advisory board, open space advisory committee, housing advisory board, and transportation and parking board shall act in a purely advisory role to City Council; whereas, the other boards and commissions may carry out duties imposed by statute or this Code.

2.09.020 – Applicability

The provisions of this title shall apply to all boards, committees, and commissions except when specified otherwise in the section specifically addressing each individual board, committee, or commission.

2.09.030 – Definitions

"Board" means a City Council appointed group advisory in nature that has no authority to act on behalf of or legally bind the City.

"Commission" means a City Council appointed group possessing limited quasi-judicial decision-making power that otherwise is only advisory in nature and has no authority to act on behalf of or legally bind the City.

"Committee" means a City Council appointed group advisory in nature that has no authority to act on behalf of or legally bind the City.

2.09.040 – Members and Alternates; Appointments and Requirements

- A. All members of any board or commission shall be residents of the City and shall be appointed by City Council. In making appointments, City Council shall strive to select members representative of all community demographic and stakeholder groups. If any member ceases to reside in the City, membership shall immediately terminate. All boards and commissions shall consist of seven voting members. No member of the City Council and no City employee shall serve as a member of a board or commission. A person shall serve on no more than a total of two boards or commissions, and may only serve as an officer on one board or commission at a time.

- B. The City Council may appoint alternate members to any board or commission, not to exceed three alternate members. Alternates are invited and requested to attend all meetings of the board or commission, but are not required to do so. Alternate members may take part in the discussion of any matter that comes before a board or commission, except for quasi-judicial matters, in which they may not participate unless they have been appointed in the place of an absent member. An alternate member may not vote on any matter unless designated to do so by the chairperson of the board or commission, in place of an absent member.

C. Process to appoint a new member to a Board, Committee or Commission

- 1. Interested Party submits letter of interest and qualifications to City Clerk
- 2. City Clerk logs it and submits to Chair of Board, Committee or Commission Chair at least one week before the next meeting of that Board, Committee or Commission.

3. Chair contacts interested party and invites to a meeting to ensure expectations are understood and shared (or interested party can attend meeting first and then submit letter of interest and qualifications).
4. Chair sends email to City Clerk expressing BC or C's support of application or reasons for non-support.
5. City Clerk schedules review by City Council at next regular meeting. Packet includes Letter of Interest and Qualifications along with BC or C's endorsement.
6. City Clerk notifies applicant to appear at City Council when review is scheduled (City Clerk can use scheduling discretion if applicant is not available at next regularly scheduled meeting).
7. City Clerk includes paper copy of appointment letter (including date of appointment and duration of term) along with Recreation Center voucher for Mayor to sign and present to appointee at the meeting.

D. Process for Extending a Board, Committee or Commission member or switching from Alternate to Regular Member or Visa Versa

1. Two months before expiration of term City Clerk notifies member that their term is about to end and offer them the opportunity to reapply.
2. At the same time, City Clerk notifies applicable BCC Chair of status change of member.
3. Member will submit a letter to the City Clerk of interest to extend or switch status.
4. Chair will also submit a letter stating the BCC's support of extension of switching status.
5. City Clerk will schedule on the Consent Calendar at next regular meeting of City Council and include packet with Letter from applicant as well as BCC's written recommendation.
6. If a member is not reappointed the City Clerk will notify the Pool and Recreation Center to let them know the member no longer qualifies for free membership.

2.09.050 – Terms of Office and Appointment

Appointments to all boards and commissions shall be made by the City Council for four (4) year terms unless a greater or lesser term is established by the

Council. Members shall serve without compensation. The initial terms of any membership shall be as follows: Two members shall be appointed to a one-year term, two members shall be appointed to a two-year term, two members shall be appointed to a three-year term and one member shall be appointed to a four-year term. Thereafter, as the terms expire, all appointments shall be for a period of four years. Any members whose term expires may seek reappointment. Term limits shall not apply. For boards and commissions in existence as of **[insert effective date of this Ordinance]**, existing terms of all members no longer in an initial term of office for the seat they hold, shall be extended to four years.

2.09.060 – Quasi-judicial Hearings

In any quasi-judicial or public hearing held before any commission, all evidence and testimony shall be presented publicly. The commission may use its expertise, technical competence, and specialized knowledge in evaluating evidence presented to it and shall have the power to weigh any evidence accordingly.

2.09.070 – Officer Positions

Each board, ~~committee~~ and commission shall appoint a chair, vice-chair, and secretary (who may be a City employee) annually and shall operate in accordance with its rules of procedure as set forth by the Council. ~~If deemed necessary by the board or commission, a treasurer may be appointed.~~

2.09.080 – Rules of Procedure

A. Each board and commission shall hold all meetings open to the public, after posting full and timely notice of date, time, place, and subject matter of the meeting at the City's designated posting locations, and provide an opportunity for public comment at the meeting. Full and timely notice shall be deemed to be ~~notice at least forty eight~~**forty-eight (4848)** hours prior to the date and time of the meeting. All boards and commissions shall meet regularly at least once each month, except when a quorum is not available, or there is no business to address. Each board and commission's secretary shall keep minutes of its meetings and records of its transactions, which are to be made publicly available. Additional meetings may be called by the chairperson of the board, any four board members or the city administrator ~~with-on at least twenty four~~**forty-eight (2448)** hours' written notice. ~~The Chair will have final authority to establish the agenda, but will collaborate with other members and staff in developing the agenda.~~ A majority of the appointed non-vacant seats shall constitute a quorum.

B. Each Board, Committee and Commission will establish and maintain its own written standard operating procedures (SOP) which will ~~guide their~~**the processes and operations.** In no instance will an SOP supercede this Ordinance. At a minimum, the SOP will include information on open meeting requirements, process

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for selecting which alternate will vote in the event of absence of a regular member (and more than one alternate is present), and training for members.

2.09.090 – Authority

- A. Boards and commissions shall exercise their authority and shall be accountable in alignment with the Plan Manitou, as it may be amended from time to time, with the City Council's goals as set by City Council, and with other City Council adopted rules or regulations. Unless otherwise provided by law, no board or commission, and no member of any board or commission shall have authority to act on behalf of the City, including without limitation approving contracts, negotiating deals, spending or allocating City funds, and negotiating transactions involving real or personal property. City boards and commissions may, however, represent the interests of the City of Manitou Springs without legally binding the City to any position or action.
- B. Each board and commission shall develop an annual plan for its area of focus, which reflects City priorities established through City Council's annual goals. ~~Each board and commission may develop and present for City Council approval standard operating procedures to guide their processes and operations.~~ In collaboration with City staff, each board and commission shall submit an annual budget to City Council, which furthers the accomplishment of that plan. Once funding has been approved through the budgeting process, each board and commission may offer recommendations to the City ~~Council~~ staff on the expenditure of those funds.
- C. No board or commission and no member of any board or commission shall have the authority to direct any City employee or to make operational decisions for the City.

D. Remediation when Advisory Board and Staff disagree on an issue, policy, project or budget recommendation:

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2.09.100 – Recommendations to Council

Each board and commission shall deliver recommendations to the City Council concerning its budget provisions and other matters within its purview from time to time as directed by the Council, or as initiated by the board and commission. City Council may provide direction to boards, committees, and commissions regarding specific matters upon which the City Council desires boards and commissions to investigate and provide recommendations. Boards and commissions shall follow such direction and provide their recommendations to City Council via the means directed by the City Council.

2.09.110 – Removal

- A. Grounds for removal. The City Council, by majority vote of members in attendance, may remove any member for a conflict of interest violation, any other violation of applicable law, regulation, or policy, nonattendance to duty, failure to attend three consecutive regularly scheduled meetings without a leave of absence approved by a majority of the board or commission, or any other good cause. Council shall fill any vacancy for the remainder of the vacated position's term. If there is less than one year remaining on the term, a person may, but need not, be appointed to fill the remainder of that term and the next full term.

- B. Good cause. For purposes of this Section, "good cause" shall include without limitation, conviction of a crime other than a minor traffic or similar minor offense, any activity the City Council determines is contrary to the City's best interests or reflects negatively on the City's image and reputation, such as rude behavior, harassment, or threats directed towards City employees, the public, contractors, consultants, or other individuals, or acting beyond the scope of his or her authority. To constitute good cause, such activity need not occur when the individual is acting in his or her capacity as a member of a board or commission.

- C. Procedure. The following procedure shall be followed to remove a member of a board, committee or commission:
 - 1. A petition for removal shall be delivered to the City Clerk's Office. A petition for removal shall state in writing the basis for removing a member, and may only be delivered by one or more City Council members (including the Mayor). City Council should obtain input from the pertinent Board, Committee or Commission prior to considering removal of a member.

 - 2. Upon receipt of a petition for removal, the City Council shall meet in public session to discuss whether the petition sets forth sufficient grounds to consider removal. No additional evidence or third-party testimony shall be accepted during this meeting.

 - 3. If the City Council determines that sufficient grounds exists to consider a removal, a hearing shall be scheduled, and notice shall be delivered to the affected board or commission member setting forth the grounds for removal, the location, date, and time of the hearing, and informing the subject member that he or she may present evidence and testimony in response to the petition.

4. At the hearing, testimony and evidence concerning the grounds for removal may be presented by the City Council member(s) who filed the petition for removal. The affected member may present testimony and evidence. Strict rules of evidence need not be followed, as the matter is administrative in nature. No Council member shall recuse him or herself from the decision-making process because he or she filed the petition for removal.
5. At the conclusion of the hearing, the City Council shall render a decision, which shall be reduced to writing and approved at a subsequent City Council meeting.

2.09.120 – Staff and Council Liaison Role

A.. Staff Liaison: The City Administrator shall assign City personnel to assist boards and commissions with budget proposals or any other duties as is necessary for the boards or commissions to adequately perform their functions.

B. Council Liaison: Shall regularly report on their advisory body actions and recommendations and upcoming considerations to City Council as a body including strategic decisions and priorities. Liaison positions should be appointed collaboratively by Council in consultation with the board, committee or commission. There should be training for new Council members regarding liaison expectations and responsibilities. The liaison report to Council should be formalized and consistently submitted (either verbally or in writing). Liaisons should communicate to advisory bodies in writing on Council decisions regarding advisory body recommendations.

2.09.130 – Sub-committees

From time to time, each board or commission may establish temporary or standing sub-committees. No action may be taken by the subcommittee without authorization by the full board or commission. All subcommittee recommendations must be submitted to the appropriate board, or commission prior to being presented to City Council.

2.09.140 – Remote participation.

Members of any board or commission may participate in meetings remotely, and any remote participation shall be pursuant to rules and regulations adopted by the City Council, as may be amended.

Section 2: Chapter 2.16 of the Manitou Springs Municipal Code is hereby repealed and reenacted to provide as follows:

CHAPTER 2.16 – PARK AND RECREATION ADVISORY BOARD

2.16.010 – Power and duties.

The Park and Recreation Advisory Board advises City Council how to protect and maintain the natural and built environment of City parks using the best practices that support a resilient and sustainable system that is welcoming, clean, and safe. In addition, the Board shall have the following powers and duties:

- A. Research and provide to City Council information regarding local needs for recreation programming, park and recreation assets, and urban forestry.
- B. Inform the public about recreation programs ~~and~~ interacts with the city administrator and other city staff, School District No. 14, ~~the~~ El Paso Park and Recreation District, ~~and~~ the Colorado Springs Park and Recreation department and the Manitou and PPLD, as directed by City Council to further its duties.
- C. Recommend priorities for parks, recreation facilities and equipment.
- D. Foster innovative ideas, continue to develop park and recreation plans, and participate in policy development for City parks.
- E. Communicate and collaborate among PARAB, City Council, the community, and other advisory boards or commissions.
- F. Advocate for responsible staffing for parks and recreation, continue to be good stewards of parks and recreation, and continue to promote good stewardship of the parks.
- G. Offer recommendations to City Council on how to protect, maintain, and enhance the City's park and forestry assets, and recreation equipment and programs.
- H. Research and recommend to City Council a set of standard operating procedures concerning management and expansion of the City's park and forestry assets, and from time to time, to propose modifications to the same.
- I. Research and identify specific grant opportunities for park, recreation and forestry-related programs and notify City Council of the same.
- J. Take direction from City Council and provide City Council advice on any park and forestry question addressed to the Board by Council.
- K. Make recommendations to City Council concerning the budget provisions for park, recreation and forestry assets, and maintenance expansion.
- L. Hear citizen comments concerning the Board's areas of focus at its regular meetings.

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- M The Board may have the responsibility to recommend expenditures from certain City funds.

Section 3: Chapter 2.19 of the Manitou Springs Municipal Code is hereby repealed and reenacted to provide as follows:

CHAPTER 2.19 – OPEN SPACE ADVISORY COMMITTEE

2.19.010 – Power and duties.

The Open Space Advisory Committee shall make recommendations to City Council for planning, maintenance, management, and stewardship of the City’s open spaces and trail system. In addition, the Committee shall have the following powers and duties:

- A. Provide guidance to City Council on how to implement City documents relevant to open space and trails.
- B. Develop and update an open space plan for review and approval by City Council, which plan includes:
 - 1. Criteria for selecting lands in and around the City for designation as open space. The criteria shall include but not be limited to: visibility from all parts of the City, recreational potential, wildlife habitat and development issues;
 - 2. Priorities for acquiring lands that meet the selected criteria to include availability and price; and
 - 3. Acquisition strategies for the selected lands including but not limited to, use of the revenues from the open space special revenue funds as matching funds for public and private grants to acquire open space, new parks and trails; purchasing the selected lands outright; purchasing the development rights to said lands.
- C. Review lands currently under City ownership and recommend them to the City Council for inclusion or non-inclusion in the open space zone.
- D. Develop a management or stewardship plan for each open space parcel or bundle of parcels for consideration by City Council. Such plans shall include without limitation a fire mitigation plan and provisions to address illegal transient camping.

- E. Review potential acquisitions or donations of lands to the City and recommend them to the City Council for inclusion or non-inclusion in the open space zone.
- F. Review open space zone designation requests from owners of open lands in and around the City and recommend them to the City Council for inclusion or non-inclusion in the open space zone.
- G. Develop a trail system plan that includes criteria to prioritize and build new trails; funding strategies and budgets for building new trails and maintaining existing trails; and plans for establishing legal rights of way on trails.
- H. Provide advice and make presentations to the City Council, or boards or commissions of the City on open space and related question as requested.
- I. Make recommendation to the City Council on budget issues concerning the implementation of the open space plan and other open space budget issues as requested.
- J. Recommend to City Council new policies for adoption pertaining to trails and open space.
- K. Collaborate with adjoining jurisdictions on trails and open space as directed by City Council.
- L. Develop an evaluation process to measure progress in achieving the open space and trails plans.
- M. Make recommendations to City Council regarding planning for signage on open space properties and trails.
- N. Provide a liaison to regional trails and open space organizations as appropriate.
- O. Work with friends groups and volunteer projects that operate in any fashion on City open space and trails properties.
- P. Provide an ex-officio liaison with the Parks and Recreation Advisory Board.
- Q. Hear citizen comments concerning the Committee's areas of focus at its regular meetings.
- R. Make presentations to the City Council on progress toward achieving the objectives of the committee as requested.

S. Make recommendations to City Council on platting and replatting actions regarding land dedications and fees in lieu of land dedications.

Section 4: Chapter 2.20 of the Manitou Springs Municipal Code is hereby repealed and reenacted to provide as follows:

CHAPTER 2.20 – PLANNING COMMISSION

2.20.010 - Powers and duties.

The planning commission shall have the power and the duty to formulate and approve a master plan for the city and to make careful and comprehensive surveys and studies of present and future growth of the city with due regard to its relation to neighboring territories. The plans shall be made with the general purpose of guiding and accomplishing a coordinated, well-adjusted and harmonious development of the city and its environs which will, in accordance with present and future needs, best promote the health, safety, morals, order, and economy in the process of development; including among other things adequate provision for traffic, beautification, promotion of safety from fire and other dangers, adequate provision of light and air, the promotion of healthful and convenient distribution of population, the promotion of good civic design and arrangement, wise and efficient expenditures of public funds and the adequate provision of public utilities and other public requirements. The planning commission shall review all proposed subdivisions, proposed zoning and such other matters related to planning as deemed advisable. The decisions of the planning commission shall be purely advisory in nature to city council, except for those specific items for which council determines the planning commission shall have approval authority. In these specific instances, if the action taken by the planning commission is unfavorable, the applicant may appeal the same to the city council. A request that city council hear an appeal must be made within ten days of the planning commission decision. The city council may amend or alter the master plan, but only after the planning commission has had the opportunity to comment upon the proposed amendment. Any changes to the zoning regulations or zoning map shall be incorporated into the master plan via an amendment to the master plan.

2.20.020 - Staff.

The planning director or his designee shall attend meetings of the planning commission, serving as the staff advisor to the planning commission. The planning director or his designee shall be responsible for keeping a record of the proceedings of the planning commission. Such other staff assistance and professional and technical services as necessary will be provided within the appropriations made by the city council. The city attorney shall serve as legal advisor to the planning

commission, but shall not be required to attend meetings except when requested to do so by the city administrator.

Section 5: Chapter 2.24 of the Manitou Springs Municipal Code is hereby repealed and reenacted to provide as follows:

CHAPTER 2.24 – TRANSPORTATION AND PARKING BOARD

2.24.010 – Power and duties

The Transportation and Parking Board shall review and make recommendations to the City Council regarding undertaking and adopting parking management studies and strategic planning. In addition, the Board shall have the following powers and duties:

- A. Review and make recommendations to City Council concerning a parking professional or contractor to manage the City's parking assets, to recommend the adoption of policies to maximize the effective utilization of these assets, and to be accountable to the City Council ~~and the Transportation and Parking Board for budgeted revenues and expenditures for parking facilities.~~
- B. Review and make recommendations to the City Council concerning the acquisition, funding, construction and operation of transportation and parking facilities within the City, including surface parking and proposals for future parking lots and structures.
- C. Recommend and track policies, programs and expenditures concerning transportation and parking as approved by the City Council.
- D. Advise City Council on multi-modal access, facilities and programs, including bicycle, pedestrian and transit transportation, within the City, and recommend strategies for implementation of transportation programs operated by or on behalf of the City.
- E. Make recommendations to the City Council on parking management functions, parking fees, parking enforcement procedures, installation of pay to park devices, internet-based parking applications, and provisions for parking permits within the City.
- F. Recommend to the City Council the purchase or lease of interests in property for parking and transportation purposes within or without the City, including provisions for funding such acquisitions.

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G. Investigate and report to Council on use of various federal, state, local or private sources of funding as may be available to fund parking and transportation services, enforcement, expansion or construction of parking and transportation facilities.

H. Review the parking requirements in the City's development codes and make recommendations to the City Council concerning such requirements.

I. Hear citizen comments concerning the Board's areas of focus at its regular meetings.

J. Recommend to City Council how to inform the public about parking and transportation facilities and services through use of, without limitation, a transportation and parking website, maps and signage, and public information announcements.

K. Recommend to City Council ways to provide and promote parking and transportation alternatives within the City.

L. Develop and recommend to City Council long-range plans for parking and transportation, including a capital improvement plan for parking and transportation facilities.

Section 6: Chapter 2.50 of the Manitou Springs Municipal Code is hereby repealed and reenacted to provide as follows:

CHAPTER 2.50 – HOUSING ADVISORY BOARD

2.50.010 - Powers and Duties

The Housing Advisory Board shall have the following powers and duties:

A. The recommendations of the Housing Advisory Board shall be based on the goals, policies, objectives, and actions of Plan Manitou, as adopted and amended. Should a recommendation be made that does not have a basis in Plan Manitou, the Board shall note this and outline why such recommendation is being made.

B. Assist with implementation of the established action items related to housing in the *Housing and Neighborhoods* and *Land Use and Built Environment* elements in Plan Manitou and monitor/report on the City's housing-related goals as outlined in Plan Manitou, or as may be amended or adopted in any subsequent plans relating to housing quality or affordability.

C. Recommend a minimum standard for housing habitability in the City.

D. Recommend definitions of affordable, workforce, senior, transitional, or other housing types for the City.

E. Recommend programs and methods to increase the availability and diversity of affordable rental and homeownership housing for the City's low- and moderate-income citizens.

F. Research and identify issues with safe, sustainable and habitable housing and make recommendations to the City Council regarding solutions and programs addressing those issues.

G. Make recommendations to City Council regarding budget needs and financial impacts of facilitation of and addressing long-term needs of housing quality and affordability.

H. Encourage upgrades that improve safety, sustainability, resiliency, energy efficiency, durability, quality and long-term affordability in existing housing stock.

I. Develop strategies to improve housing conditions in aging and historic neighborhoods in coordination with the City's Historic Preservation goals.

J. Review, evaluate and make recommendations to the governing boards, commissions, agencies, and/or staff regarding zoning, subdivision, housing code, and building code amendments and financial incentives to encourage desired upgrades in housing quality and affordability.

K. Facilitate community education, involvement, and outreach related to the federal Fair Housing Act, City building codes, City housing codes, and maintaining safe and affordable housing.

L. Research and secure funding, grants and donations for projects and programs, as approved by the City Council, to increase the safety and quality of housing and the availability of affordable housing.

M. Identify and work with local, regional and state partners to collaboratively address housing quality and affordability needs as identified by Plan Manitou and any additional research.

~~2.50.020 Membership~~

~~City Council shall appoint a Council Liaison to the Board. The Liaison will not be a voting member. Identified community members, regional partners and other persons who may possess expertise important to the Board, but who do not qualify for or seek appointment to the Board as advisory Board members, shall be~~

Commented [NAF4]: The following sections were deleted at the first reading in Dec 17.

~~entitled to receive Board packets and participate in Board discussions, but shall not be compensated or voting members.~~

~~2.50.030 – Professional Services~~

~~— The Board may find additional professional and technical services are necessary and these will be provided within appropriations made for such by the City Council. Such services may involve hiring regular support outside of City Staff, or professional assistance for a specific program or project.~~

~~2.50.040 – Funds~~

~~— The City shall create revenue and expenditure line item(s) into which all donations, grants, City revenues, or other funding received and expenses disbursed for the Board's activities and any housing programs undertaken by the City. The City finance director or designee shall track and provide a monthly report to the Board regarding revenues and expenses and shall ensure that funds are only used for designated programs and expenses.~~

Section 7: Chapter 2.52 of the Manitou Springs Municipal Code is hereby repealed and reenacted to provide as follows:

CHAPTER 2.52 – HISTORIC PRESERVATION COMMISSION

2.52.010 – Powers and duties.

The Historic Preservation Commission shall have the following powers and duties:

- A. Review and approve, conditionally approve or deny alterations to existing resources or new construction in the Historic District through the Material Change of Appearance Certification process, hereinafter referred to as MCAC.
- B. Review and make recommendations to the City Council regarding demolition of certain resources within the Historic District.
- C. Review and make recommendations to the City Council regarding designation of Historic Districts.
- D. Implement public awareness and incentive programs to promote Historic Preservation.
- E. Make recommendations to the City Council regarding the Historic Preservation element(s) of the City's Vision Plan.
- F. Take steps to encourage or bring about preservation of resources.

G. As directed by City Council, review and comment on land use, housing, redevelopment and other types of planning and programs undertaken by an agency of the City, the county or state as they relate to the resources of the City.

H. Recommend to the City Council the purchase of fee, or less than fee, interests in property for the purposes of Historic Preservation.

I. Investigate and report to the City Council on the use of various federal, state, local or private funding sources and mechanisms available to promote Historic Preservation.

J. Promote the Preservation and historic character of resources in Historic Districts.

K. Participate in, promote and conduct public information, educational and interpretive programs pertaining to resources.

L. Make recommendations to the City Council on the designation of resources and Historic Districts in accordance with this Chapter.

M. Establish and maintain a list of resources within any Historic District. The Commission shall also publicize and periodically update the Resources Inventory.

N. Make recommendations to the City Council on the Demolition of Resources, as provided for in Chapter 17.04.

O. Each Commission member shall attend meetings and, in preparation for such, shall visit sites, read the provided materials, and take whatever actions necessary to become familiar with the issues (absent ex parte contacts).

P. Prepare and recommend for City Council approval Design Guidelines for the review of applications for Material Changes of Appearance.

Q. Render advice and guidance, upon the request of the property owner or occupant, on new construction or the restoration, alteration, landscaping or maintenance of any property either outside Historic District boundaries or withdrawn from participation in a Historic District.

R. Perform any other functions requested by the City Council.

2.52.020 – Membership.

The city shall appoint both professional and lay commission members and alternates who have a demonstrated interest, knowledge or training in fields closely related to historic preservation such as history, architecture, landscape architecture, archeology, planning the building trades, real estate or law. At least three of the

seven regular members should be professionals in preservation related disciplines such as architecture, architectural history, archaeology, history, American studies, American civilization, cultural geography or cultural anthropology. When professionals from the above disciplines are not represented in the commission membership, the city shall seek additional expertise in the unrepresented area when considering National Register of Historic District nominations, or when any other actions are taken which may affect properties and which are normally evaluated by professionals in that discipline.

2.52.030 - Staff.

The Planning Staff shall perform the following duties on behalf of the Historic Preservation Commission:

- A. Administer the City's historic preservation office.
- B. Conduct citywide surveys and updates to help maintain the Resource Inventory.
- C. Consult with other City departments regarding Design Guidelines and resource surveys performed in conjunction with proposed projects.
- D. Serve as Secretary to the Commission.
- E. Maintain the City's records regarding the withdrawal status of properties within the Historic District.
- F. Render advice and guidance on new construction or the restoration, alteration, landscaping or maintenance of any Resource.
- G. Make recommendations to the Historic Preservation Commission, Planning Commission and City Council regarding proposed projects involving structures in a Historic District.
- H. Determine the completeness of applications.
- I. Perform such other functions as provided for in Section 2.52.010 and Chapter 17 or any other applicable law.

Section 8: If any article, section, paragraph, sentence, clause or phrase of this ordinance is held to be unconstitutional or invalid for any reason, such decision shall not affect the validity or constitutionality of the remaining portions of this ordinance. The City Council hereby declares that it would have passed this ordinance and each part or parts hereof irrespective of the fact that any one part or parts be declared unconstitutional or invalid.

Section 9: This ordinance is deemed necessary for the protection of the health, welfare and safety of the community.

Passed on first reading and ordered published this ____ day of _____, 2017.

City Clerk, Donna J. Kast

A Public Hearing on this ordinance will be held at the _____, 2017, City Council meeting. The Council Meeting will be held at 6:00 P.M. at City Hall, 606 Manitou Avenue, Manitou Springs, Colorado.

Ordinance Published: _____, 2017 (in full)
City's Official Website and City Hall

Passed on second reading and adopted by Council this ____ day of _____, 2017.

Mayor, Nicole Nicoletta

Attest: _____
City Clerk, Donna J. Kast

Published: _____, 2017 _____ (by title if not amended, or in full if amended)
City's Official Website and City Hall

PARKS and CEMETERY

- i. **Arborist Report**
 1. The Urban Tree Study has been completed.
 2. The arborist has been working with Roy Chaney to help assure we reduce human/beaver conflict in Schryver Park and along Fountain Creek.
 3. Arborist has been working on resolving issues with plots at the Crystal Hills Cemetery.
- ii. **Bill Bauer Park**
 1. Routine maintenance.
- iii. **Cemetery**
 1. Routine maintenance.
 2. Staff is working with the software developer to resolve issues with tracking burial locations.
 3. Staff is working with the City's surveyor to restore displaced location markers.
- iv. **Fields Park**
 1. Routine maintenance.
 2. Graffiti was removed from the sign.
- v. **Library Park**
 1. Routine maintenance.
- vi. **Mansions Park**
 1. Routine maintenance.
- vii. **Memorial Park**
 1. Routine Maintenance
 2. cleanup after Fruit Cake Toss.
 3. ADA swing removed and replaced.
- viii. **Pocket Parks and Gardens**
 1. Routine maintenance .
 2. With the resignation of the City's gardener, an RFB will be issued to onboard a company to handle gardening.
- ix. **Schryver Park**
 1. Electric Cars outlets were installed and became operational.
- x. **Seven Minute Park**
 1. Routine maintenance.
- xi. **Soda Springs Park**
 1. Routine maintenance
 2. Stair rails were replaced/repaired.
- xii. **Tot Lot**
 1. Staff met with the property owner onsite on 10/11/18 to locate the split rail fence and determine final steps for the Tot Lot project. Staff has secured all needed fencing materials and will be placing the fencing at the earliest opportunity.
- xiii. **Mabel Willie Park**



1. Routine maintenance.
- xiv. Ute Chief Gusher Park
 1. Routine maintenance
- xv. Wheeler Park
 1. Routine maintenance.
 2. PARAB would like staff to order a Title Report for Wheeler Park, this was discussed at the October 1 PARAB meeting—no progress this month.