CITY OF MANITOU SPRINGS
PLANNING COMMISSION
SUMMARY AGENDA
JULY 10, 2019

I. CALL TO ORDER

A Regular meeting of the Manitou Springs Planning Commission was held in Council Chambers at 606 Manitou Avenue. Chairman Delwiche called the meeting to order at 6:09 pm and declared a quorum present. The following Commission members attended:

PRESENT:	Chair ALAN DELWICHE Vice Chair JEANNE VROBEL Commissioner MIKE CASEY Commissioner BRYANT "TIP" RAGAN
ABSENT:	Commissioner WHITNEY LEWIS (excused) Commissioner JULIE WOLFE (excused) Commissioner JULIA SIMMONS (excused)
STAFF:	Kimberly Johnson, Planning Director Michelle Anthony, Senior Planner Dylan Becker, Planner I
GUESTS:	Hilary Graham, City Attorney's Office (via teleconference)

II. APPROVAL OF MINUTES

ITEM 1. June 12, 2019

MOTION:
Vice Chair Vrobel moved to approve the June 12, 2019 Regular Meeting Minutes of the City Planning Commission, as presented. With the following amendments:

SECOND:
Chairman Delwiche seconded the motion.

DISCUSSION:
There was no discussion regarding the motion.

VOTE:
Motion passed, 2-0. Commissioner Casey and Commissioner Ragan abstained, as they were not present for the June 12, 2019 Regular Meeting of the City Planning Commission.

III. NOTICE OF COUNCIL ACTION

ITEM 2. ORD 1019/RE 1901 – Rezone (Commercial to General Residential) – 17 Mayfair Avenue – Joshua and Aaron Smit on behalf of Owners Richard and Sharon Smit, Applicants. City Council approved First Reading of the Rezoning Ordinance as recommended on July 2, 2019. Second Reading is scheduled at the July 16, 2019, City Council meeting.

IV. COMMISSION TRAINING

Hilary Graham, City Attorney's Office, provided the Commission with legal training regarding the operation of the quasi-judicial and legislative commission.

Ms. Graham stated she had intended to show a video to the Commission which went over the legal basics regarding the role of the Commission and Commissioners but, as there seemed to be technical difficulties in getting the video to run, she would instead have the Commissioners review the video from home in their free time.

Hearing no questions for Ms. Graham, the training session ended.

At this time, Chairman Delwiche reviewed the meeting procedures for those present in the audience and asked if any Commissioner had Ex Parte Contacts or Conflicts of Interest to declare. Hearing none, the meeting continued.

V. UNFINISHED BUSINESS

ITEM 3. MNS 1801 – Minor Subdivision (Replat) – 708 Manitou Avenue – Kyle Fenner on behalf of Owner Manitou Springs Metropolitan District, Applicant **(Postponement to August Meeting Requested)**

Michelle Anthony, Senior Planner, presented the Staff Memorandum dated July 5, 2019. Ms. Anthony stated the Applicants were requesting postponement until the August 14, 2019 Regular Meeting of the City Planning Commission in order to work out the finishing details of the final plat which will be presented to the Commission.

Ms. Anthony stated, in reviewing the presented replat, it was determined the Creekwalk Trail alignment was dramatically different than the City had envisioned and the document needed to be reviewed by the Open Space Advisory Committee and the Parks and recreation Advisory Board.

MOTION:
Vice Chair Vrobel moved to postpone MNS 1801 for a Minor Subdivision to replat 708 Manitou Avenue to the August 14, 2019 Regular Meeting of the City Planning Commission.

SECOND:
Commissioner Ragan seconded the motion.

DISCUSSION:
There was no discussion regarding the motion.

VOTE:
Motion passed, 4-0.

VI. NEW BUSINESS

Chairman Delwiche inquired if a Variance Request still required five (5) votes or whether this had been updated with the recent Code changes. Ms. Anthony responded this was not amended under the new Code

revisions, but should have been. Ms. Anthony stated, at this time, a Variance Request still required five (5) votes to pass a motion.

Chairman Delwiche stated there were only four (4) Commissioners present, but Commissioner Simmons may arrive late. Chairman Delwiche inquired of the Variance Applicant for 208 Beckers Lane, if she preferred her item be postponed until the next regular meeting of the Commission or whether she wanted to sit through the entire meeting in hopes a fifth Commissioner arrived. Tammy Skufca, 208 Beckers Lane, stated she preferred to wait and see if another Commissioner arrived.

Chairman Delwiche inquired if there was a motion to rearrange the order of the agenda.

MOTION:
Commissioner Ragan moved to rearrange the agenda in order that Item 4 followed Item 7 on the agenda.

SECOND:
Vice Chair Vrobel seconded the motion.

DISCUSSION:
There was no discussion regarding the motion.

VOTE:
Motion passed, 4-0.

VII. OTHER BUSINESS

ITEM 5. Concept Plan Discussion – Informal Concept Plan Discussion (Dillon Motel/Car Wash Sites) – 134-136 Manitou Avenue – Guman and Associates for Owner Roger Guzman

Michelle Anthony, Senior Planner, presented the Staff Memorandum dated July 5, 2019. Ms. Anthony stated the purpose of this informal discussion was to provide feedback to the property owner and discuss potential code changes related to the project.

Bill Guman, 731 N. Weber Street, Colorado Springs, stated his team was proposing to construct a tiny home community comprised of thirty-eight (38) tiny homes as a means to provide more affordable housing to the community's workforce. Mr. Guman stated the development was meant to accommodate single parents and minimum wage workers.

Mr. Guman stated the materials used in the proposed tiny homes would be equivalent to a traditional home.

Mr. Guman stated there would not be individual lots for each unit and the owners would be required to pay a lot fee for each home. Mr. Guman stated the tiny home owners would be under a Home Owners Association type situation with a deed of covenants.

Mr. Guman stated there was not currently anything in the City's Code which would permit this type of development and was working with Staff to potentially amend the code to allow for Planned Unit Development in the City.

Mr. Guman stated he was before the Commission this evening to get feedback and determine the interest of the Commission and community regarding this type of development.

Mr. Guman stated he had presented this concept to the Housing Advisory Board and received a positive outcome and feedback from the meeting in favor of the development. Mr. Guman stated he had also presented the concept to the Urban Renewal Authority Board who had informed him of potential financial assistance and cost sharing possibilities.

Mr. Guman stated he had also contacted the county's Floodplain Administrator, Keith Curtis, regarding the portion of the development which lay in the floodplain and was informed he would need to elevate the development at least one foot (1 ft.) above the base flood elevation.

Vice Chair Vrobel inquired if there were parking spaces included for each unit as part of the proposal. Mr. Guman responded each unit had at least one (1) parking space per unit and there were plans to provide some additional parking areas for guests along the right of way.

Vice Chair Vrobel inquired the motivation for proposing thirty-eight (38) units and wondered if allowing fewer units would allow for more parking. Mr. Guman responded the reason for this number was financial and was meant to maximize profits while capitalizing on the available space. Mr. Guman stated he was aware of the parking concerns within the community and would work with the property owner to alleviate those concerns as much as possible.

Vice Chair Vrobel inquired if buyers would purchase the tiny home and rent the lot space. Mr. Guman confirmed this was the case.

Commissioner Casey inquired if the cottages at the Dillon Motel would remain in situ. Mr. Guman responded the cottages would remain in place and would be rented on a nightly basis as opposed to sold. Mr. Guman also stated the car wash was also intended to remain in place although there had been some discussion of changing the use of this portion of the property.

Commission Casey inquired if the owners of the tiny homes would be permitted to use the pool at the Dillon Motel. Roger Guzman, 320 Manitou Avenue, responded he intended to do so, but there had been discussion regarding turning this area into a commercial retail space in the future once other development in the Urban Renewal Area took off.

Chairman Delwiche inquired the intentions regarding the narrow right of way which provided access to the tiny homes. Mr. Guman responded the proposal had a twenty-four foot (24 ft.) wide right of way on site, measured from curb to curb, and intended to consult with the Fire Department further regarding this issue.

Mr. Guman stated there had also been discussion regarding changing the ingress to the east side of the lot.

Ms. Anthony inquired the future intentions regarding the car wash. Mr. Guman responded there had been discussions regarding changing the use from a car wash to a pet grooming and washing business, but it was not yet determined at this time.

Mr. Guzman stated, regarding the desired price point and number of units, in order to keep the price point under one-thousand dollars ($1,000.00) a month, it required the thirty-eight (38) units to achieve this.

Mr. Guzman stated he was also interested in constructing a pedestrian footbridge which provided access to Fields Park.

Vice Chair Vrobel stated she felt the concept plan was wonderful, but had concern regarding parking as she felt one and a half (1.5) spaces per unit may prove problematic in conjunction with the narrow right of ways.

Chairman Delwiche inquired what the separation distance between the units would be. Mr. Guman responded the current distance was fifteen feet (15 ft.) between the units. Chairman Delwiche stated he would like the Applicants to consider the density and close proximity of the units to one another and whether fewer units would make the proposed development concept more desirable.

Commissioner Casey inquired if each unit would have their own water and sewer lines. Mr. Guman responded affirmatively.

Commissioner Casey stated he had heard rumor that part of this site was once an unofficial dump and encouraged the Applicants to look further into the matter regarding stability and potential contaminants. Mr. Guman responded he was currently working with people to further investigate this matter.

Commissioner Casey inquired if two (2) points of egress had been considered. Mr. Guman responded he was looking into options and the feasibility of doing so but had concerns this would further limit the potential number of units which may be developed.

Commissioner Ragan stated he was in favor of the proposed development concept, but had concerns regarding the amount of hardscaping regarding the development. Commissioner Ragan encouraged the Applicants to consider having a parking lot as opposed to individual spaces for each unit as a potential means to alleviate this concern and to make the development more attractive overall.

Hearing no further comment from, or questions for, the potential developers, Chairman Delwiche opened the Public Hearing for public comment.

Tammy Skufca, 208 Beckers Lane, stated she was interested in the Applicants looking into the ingress and egress to the property as there was already a lot of traffic in the area with Maggie's Farm and Loaf-N-Jug.

Hearing no further comment from the public, Chairman Delwiche closed the Public Hearing.

ITEM 6. 2020 Budget Discussion

Kimberly Johnson, Planning Director, stated she and Senior Planner, Michelle Anthony, had been working on putting the budget together and wanted to receive feedback from the Commission prior to requesting certain budget items to City Council.

Ms. Johnson stated the City needed a total overhaul of the Zoning Code and the priority items, as determined by City Council, were the Short-Term Rental Regulations, the Accessory Dwelling Unit Regulations, Planned Unit Development Regulations, 5G Small Cellular Regulations, and the Public Notice Regulations. Ms. Johnson stated she expected the overhaul to take a couple of years to complete and would be very expensive.

Ms. Johnson stated Ms. Anthony had wanted to supply to quasi-judicial boards and commissions with tablets or laptops for use in meetings to view the packet materials. Ms. Johnson stated she wanted feedback regarding whether this was something the Commissioners were interested in using as she did not want to spend the money if there was no interest or if the Commissioners wanted to use their own devices instead.

Chairman Delwiche commented he liked the idea of not using paper, but felt it was still useful to have full size drawings as this could be difficult to see the whole picture on a tablet or laptop. Vice Chair Vrobel and Commissioner Ragan agreed.

Ms. Johnson stated she also felt Staff needed more money in the budget for training and professional development as well.

Ms. Johnson stated she was also seeking money to hire part-time personnel to attend all of the board and commission meetings and to take meeting minutes. Ms. Johnson stated she had brought this idea up at the Department Head Meeting and there was also interest from the City Clerk's Office regarding City Council meetings and minutes. Ms. Johnson stated Planner I, Dylan Becker, spent a lot of time attending the meetings and producing the minutes for these boards and felt his time could be better spent on other things. Chairman Delwiche commented it did seem very inefficient to have Mr. Becker spending his time on minutes when he was better used elsewhere.

Ms. Johnson stated the Code Enforcement Officer was in need of software which would allow him to access permit and code information in the field and better manage his cases and inspections. Ms. Johnson stated Staff was currently looking into a total software package which would include permitting, plan review, and code enforcement capabilities under one (1) system.

ITEM 7. Discussion Regarding Establishing Short-Term Vacation Rental Planning Team

Kimberly Johnson, Planning Director, presented a document regarding Community Collaboration and Empowerment Process and the Community Engagement Planning Team. Ms. Johnson stated the idea was for the Planning Team to have members from the Planning Commission, Housing Advisory Board, and members of the public which would establish the engagement process. Ms. Johnson stated once the process had been established the actual engagement would be taken over by an organization called the Council of Neighborhoods and Organizations.

Ms. Johnson stated she was looking for two (2) volunteers from the Commission for the Short-Term Rental Planning Team and two (2) volunteers for the Accessory Dwelling Unit Team.

Vice Chair Vrobel volunteered to be on the Accessory Dwelling Unit Team.

Chairman Delwiche stated he had already volunteered for the Accessory Dwelling Unit Team and was willing to do double duty by volunteering for the Short Term Rental Planning Team. Ms. Johnson stated it seemed like a lot to handle to commit to both teams and stated, as Chairman Delwiche was already on the Accessory Dwelling Unit Team, it was best to see if there were other volunteers for the Short Term Rental Planning Team.

Commissioner Casey stated if no one else stepped forward for the Short Term Rental Planning Team, he was willing to volunteer as a last resort.

ITEM 4. V 1908 – Variance (Side Yard Setback) – 208 Beckers Lane – Tammy Skufca, Applicant

Michelle Anthony, Senior Planner, stated the Code required five (5) votes to approve a variance request and there were only four (4) Commissioners present at the meeting this evening. Ms. Anthony recommended postponement of the request to the next regular meeting.

MOTION:
Vice Chair Vrobel moved to postpone V 1908 at 208 Beckers Lane to allow a Side Yard Setback of 6 inches (6") where 10' is required in order to construct a garage to the August 14, 2019 Regular Meeting of the City Planning Commission.

SECOND:
Commissioner Ragan seconded the motion.

DISCUSSION:
There was no discussion regarding the motion.

VOTE:
Motion passed, 4-0.

VIII. ADJOURNMENT
Hearing no further business before the Commission, Chairman Delwiche adjourned the meeting at 8:27 pm.