



**CITY OF MANITOU SPRINGS  
PLANNING COMMISSION  
REGULAR MEETING MINUTES  
Wednesday, February 10, 2016**

**I. CALL TO ORDER AND ELECTION OF OFFICERS**

A Regular meeting of the Manitou Springs Planning Commission was held Wednesday, February 10, 2016, in Council Chambers @ 606 Manitou Avenue. Vice Chair Vrobel called the meeting to order at 6:02pm and declared a quorum present. The following Commission members attended:

**PRESENT:** Vice Chair JEANNE VROBEL  
Commissioner LORI BURRIS  
Commissioner TIP RAGAN  
Commissioner JULIE WOLFE  
Commissioner ALAN DELWICHE  
Commissioner MIKE CASEY  
Commissioner GLORIA LATIMER

**ABSENT:** None

**STAFF:** Wade Burkholder, Director of Planning  
Michelle Anthony, Senior Planner

*Vice Chair Vrobel reviewed the meeting procedures for everyone present and asked if any Commissioner had Ex Parte Contacts or Conflicts of Interest to declare. Hearing none, the meeting continued.*

**ITEM 1.** Nominations and Election of Chair

**ITEM 2.** Nominations and Election of Vice Chair

**MOTION:**

Commissioner Wolfe moved to discuss elections at the end of the meeting.

**SECOND:**

Commissioner Latimer seconded the motion.

**DISCUSSION:**

There was no discussion regarding the motion.

**VOTE:**

Motion passed, 7-0

**II. APPROVAL OF MINUTES**

**ITEM 3.** January 27, 2016

**MOTION:**

Commissioner Ragan moved to approve the January Minutes as presented.

**SECOND:**

Commissioner Burris seconded the motion.

**DISCUSSION:**

There was no discussion regarding the motion.

**VOTE:**

Motion passed, 4-0. Commissioners Wolfe, Latimer and Casey abstained as they were not present for the January meeting.

**III. NOTICE OF COUNCIL ACTION**

There was no Council action to report.

**IV. UNFINISHED BUSINESS**

**ITEM 4. V 1511** - Lot Size/Density Variance (Allow Second Dwelling Unit) - 107 Oak Place - Andy Wells, Applicant

**ITEM 5. MNS 1504** - Minor Subdivision (Create One Lot) - 107 Oak Place - Andy Wells, Applicant

Senior Planner Michelle Anthony requested postponement of the request to the March meeting.

**MOTION:**

Commissioner Vrobel moved to postpone both requests to the March 9 Regular Meeting.

**SECOND:**

Commissioner Delwiche seconded the motion.

**DISCUSSION:**

There was no discussion regarding the motion.

**VOTE:**

Motion passed, 7-0.

**V. NEW BUSINESS**

**ITEM 6. MNS 1601** - Minor Subdivision (Create Two Lots) - 120 Manitou Avenue - Alessi & Associates, Inc. on behalf of Joseph Wojdyla , Joe-Ann Corporation, Applicant.

Senior Planner Michelle Anthony presented the staff reported dated February 5, 2016.

Commissioner Ragan asked staff if waiving the parks, open space and school fees was do with the previous platting of the property and if this was City code or just policy. Ms. Anthony replied that collection of these fees was only done when a property was platted initially and once paid no further fees would be collected for the same property. Commissioner Ragan asked staff to find out how other communities dealt with fees on

resubdivision as he would the Commission to look at whether the City could collect fees each time a property was reconfigured. Staff agreed to bring information back on this at a future date.

Commissioner Ragan stated that in regard to proposed Lot 2, he wanted to state for the record that the City should not consider any parking variance for development of that property. The expectation should be that whatever use and building was put on the property should suit the size and capacity of the property. Other Commissioners agreed with this statement. Commission Delwiche noted that parking variances were not usually granted for new development, but reuse of older buildings.

Commissioner Wolfe asked if the 14 dwelling units mentioned in the report would be allowed under mixed use? Staff noted that residential units on the property would be allowed only if there was an associated commercial use and in a mixed-use building and the 14 units was what the size of the property calculated to under the existing zoning.

Commissioner Latimer stated the character of the area under consideration was very park-like and wondered if there was any provision in the previous development approval that the property was supposed to be a park. Staff replied there was not and that was why park fees had been collected rather than dedication of park property.

Vice Chair Vrobel asked the Applicant to step forward and address the Commission.

Joseph Alessi, Alessi and Associates, represented the request and stated there were no problems meeting the requirements and conditions as recommended by the staff report.

Vice Chair Vrobel asked if there were any questions for the applicant. Hearing none, the meeting was opened for public comment. There was no comment; therefore Vice Chair Vrobel closed the Public Hearing.

**MOTION:**

Commissioner Delwiche moved to approve Minor Subdivision 1601 based on the criteria set forth in Chapter 16.10 of the Subdivision Code, to create Lots 1 and 2 in the Manitou Commercial Center Filing #1 with the following conditions:

- 1) Prior to filing, the plat shall be updated to include the following:
  - a) Correction of the width of Manitou Avenue (60' or 80')
  - b) Correction of the Floodplain Statement and boundary line shown graphically on each lot
  - c) An easement benefitting Lot 1 over the Storm Water Retention Area on Lot 2 and allowing for Lot 1's stormwater/drainage to travel across Lot 2 to that retention area shall be provided.
- 2) A copy of a current Title Insurance Policy shall be submitted for the Planning Staff's review to confirm there are no exceptions that would affect the plat.
- 3) An up-to-date Certificate of Taxes showing that all property taxes are current shall be submitted prior to filing of the plat.
- 4) The property owner shall execute a written easement agreement with the City of Manitou Springs for the existing, public utilities easements on the property prior to filing of the plat.

5) The Applicant has 90 days from the date of approval to provide all required information, corrections and additions, allow time for City review, and submit the final Mylar for filing or this approval will expire.

6) The Surveyor shall provide CAD drawings of the final, approved plat at the time of submission of the final Mylar for filing to allow the City to update its GIS data.

**SECOND:**

Commissioner Ragan seconded the motion.

**DISCUSSION:**

There was no discussion regarding the motion.

**VOTE:**

Motion passed, 7-0.

**VI. OTHER BUSINESS**

**ITEM 7. Review and Recommendation Regarding Ordinance Amending Chapter 18, Zoning, of the Manitou Springs Municipal Code to Conform to Changes Made to the Regional Building Code**

Senior Planner Michelle Anthony explained she was not able to complete the draft regulations and would present these at the next, regular meeting.

**MOTION:**

Commissioner Vrobel moved to postpone the items to the March 9 Regular Meeting.

**SECOND:**

Commissioner Ragan seconded the motion.

**DISCUSSION:**

There was no discussion regarding the motion.

**VOTE:**

Motion passed, 7-0.

**ITEM 1. Nominations and Election of Chair**

**MOTION:**

Commissioner Latimer nominated Commissioner Wolfe as Commission Chair.

**SECOND:**

Commissioner Ragan seconded the motion.

**DISCUSSION:**

Commissioner Casey asked for discussion. The Commission reviewed the duties of a Chair and who on the Commission had the most tenure. It was noted that Commissioner Vrobel was Vice Chair, so the natural

progression would be for her to become Chair and Commissioner Delwiche was the most senior member and had served previously as Chair, so was the most experienced.

Commissioner Wolfe stated she thought either Commissioner Vrobel or Commissioner Delwiche should be Chair.

Commissioners Latimer and Ragan withdrew their motion and second for the nomination.

**MOTION:**

Commissioner ???? nominated Commissioner Delwiche as Commission Chair.

**SECOND:**

Commissioner ?????? seconded the motion.

**DISCUSSION:**

Commissioner Delwiche stated he would be happy to serve as Chair.

**VOTE:**

Motion passed 6-0, with Commissioner Delwiche abstaining from voting for himself.

**ITEM 2.** Nominations and Election of Vice Chair

**MOTION:**

Commissioner Wolfe nominated Commissioner Vrobel as Commission Vice Chair.

**SECOND:**

Commissioner Delwiche seconded the motion.

**DISCUSSION:**

Commissioner Vrobel stated she was happy to continue to serve as Vice Chair.

**VOTE:**

Motion passed 6-0, with Commissioner Vrobel abstaining from voting for herself.

**VII. ADJOURNMENT**

Hearing no further business, the meeting was adjourned at 6:35pm.