



**CITY OF MANITOU SPRINGS
PLANNING COMMISSION
REGULAR MEETING AGENDA
Wednesday, NOVEMBER 8, 2017, 6:00 pm**



I. CALL TO ORDER and APPROVAL OF AGENDA

A Regular meeting of the Manitou Springs Planning Commission was held in Council Chambers @ 606 Manitou Avenue. Chairman Delwiche called the meeting to order at 6:00 pm and declared a quorum present. The following Commission members attended:

PRESENT: Chair ALAN DELWICHE
Vice Chair JEANNE VROBEL
Commissioner GLORIA LATIMER
Commissioner LORI BURRIS
Commissioner JULIE WOLFE
Commissioner MIKE CASEY
Commissioner JULIA SIMMONS

ABSENT: None

STAFF: Michelle Anthony, Senior Planner
Dylan Becker, Planner I

GUESTS: Coreen Toll, City Council Liaison

II. APPROVAL OF MINUTES

ITEM 1. October 11, 2017

MOTION:

Commissioner Latimer moved to approve the October Regular Meeting Minutes as presented.

SECOND:

Vice Chair Vrobel seconded the motion.

DISCUSSION:

There was no discussion regarding the motion.

VOTE:

Motion passed, 5-0. Chairman Delwiche and Commissioner Burris abstained as they were not present for the October Regular Meeting of the Planning Commission.

III. NOTICE OF COUNCIL ACTION

ITEM 2. An Ordinance regarding amendment of the Zoning Code to Regulate Site Plan and Lot Coverage. City Council will consider this request at their November 21, 2017 regular meeting.

ITEM 3. MJR 1701 – Major Development (Three-Story Mixed-Use Building) – 1335 Manitou Avenue – Todd Liming, Planning Matters, on behalf of Greg Wellens, Elezier Inc., Applicant. City Council will consider this request at their November 21, 2017 regular meeting.

ITEM 4. MaCUP 1706 – Major Conditional Use (Telecommunication Facility) – 107 Manitou Avenue – Colleen Nebel, Black and Veatch, on behalf of John Lee, SH Lee LLC, Applicant. City Council will consider this request at their November 21, 2017 regular meeting.

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.

IV. UNFINISHED BUSINESS

ITEM 5. MiCUP 1703 – Minor Conditional Use (Bed and Breakfast) – 358 Ruxton Avenue – Alexandria Hopper, Applicant **APPLICATION POSTPONED**

Michelle Anthony, Senior Planner, stated the Applicant was in the process of providing more information and had not yet completed the application. Ms. Anthony stated, for this reason, Staff was requesting postponement of the request until the December Regular Meeting of the Planning Commission.

MOTION:

Commissioner Wolfe moved to postpone MiCUP 1703 until the December Regular Meeting of the Planning Commission.

SECOND:

Commissioner Burris seconded the motion.

DISCUSSION:

There was no discussion regarding the motion.

VOTE:

Motion passed, 7-0.

V. NEW BUSINESS

ITEM 6. MiCUP 1704 – Minor Conditional Use (Vacation Rental) – 454 El Paso Boulevard – Shawn and Lisa Conary, Applicants

Michelle Anthony, Senior Planner, presented the City Memorandum dated November 3, 2017. Ms. Anthony stated there was a potential issue regarding one of the dwelling units proposed for Vacation Rental Use and Staff had advised the Applicants to provide evidence as to the creation/use of the unit in order to establish its legality as a dwelling unit.

MOTION:

Vice Chair Vrobel moved to postpone MiCUP 1704 until the December Regular Meeting of the Planning Commission.

SECOND:

Commissioner Latimer seconded the motion.

DISCUSSION:

There was no discussion regarding the motion.

VOTE:

Motion passed, 7-0.

ITEM 7. SW 1702 - Subdivision Waiver (Encroachment into No Build Area) – 1335 Manitou Avenue– Todd Liming, Planning Matters, on behalf of Greg Wellens, Elezier Inc., Applicant

ITEM 8. VE 1701 – Vacation of Easement – 1335 Manitou Avenue– Todd Liming, Planning Matters, on behalf of Greg Wellens, Elezier Inc., Applicant

Michelle Anthony, Senior Planner, presented the Staff Report dated November 3, 2017.

Commissioner Latimer inquired if Staff interpreted the lack of opposition from Colorado Springs Utilities and phone and cable providers to mean all was well with the request. Ms. Anthony responded she did interpret it as such and commented the City's Public Services took precedence, followed by Colorado Springs Utilities. Ms. Anthony stated if those two entities were fine with the request, it was good as they were the most important and the phone and cable providers basically went wherever Colorado Springs Utilities told them to go.

Chairman Delwiche stated he did not recall going through a vacation of an easement before and inquired if it required final approval from City Council. Ms. Anthony responded the Vacation of the easement would go on to City Council for final approval, but the Commission had final approval of the Subdivision Waiver.

Hearing no further questions for, or comments from, Staff, Chairman Delwiche invited the Applicants to the podium.

Greg Wellens, 1680 South 21st Street, Colorado Springs, stated he agreed with the recommendations made by Staff and apologized for missing the last meeting.

Hearing no further questions for, or comments from, the Applicants, Chairman Delwiche opened the Public Hearing for comment. Hearing none, Chairman Delwiche closed the Public Hearing.

MOTION:

Commissioner Wolfe moved to approve SW 1702 and to forward a recommendation for approval of VE 1701 to City Council permitting encroachment into otherwise platted No Build Areas of Lot 1 and vacation of a portion of an original nineteen and a half foot (19.5 ft.) drainage easement to five feet (5 ft.) with the filing of the Arch at Manitou Springs Replat with the findings as follows:

1. "The City finds, upon the recommendation of the reviewing entities, that the currently platted nineteen and a half foot (19.5 ft.) drainage easement be reduced to five feet (5 ft.) as shown on the Arch at Manitou Springs Replat. The drainage easement at nineteen and a half feet (19.5 ft.) is unnecessary and impractical for future public use and will be replaced with easements that conform to the existing utilities and provide access to those facilities as shown."
2. The Subdivision Waiver is justified based on conditions peculiar to this site and without waiver an unnecessary hardship would be placed on the subdivider and potentially any future owner of Lot 1 with regard to access. The granting of the waiver is not detrimental to the public good and does not impair the intent and purpose of the Subdivision Regulations."

And the following conditions in addition to the findings:

1. Prior to filing, the plat shall be updated to include the following:
 - a. Any corrections noted as necessary by the City Engineer upon review of the final, draft plat
2. 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:

Vice Chair Vrobel seconded the motion.

DICUSSION:

There was no discussion regarding the motion.

VOTE:

Motion passed, 7-0

ITEM 9. SW 1703 – Subdivision Waiver (Encroachment into No Build Area) – 0 Manitou Terrace – Bill Koerner, Applicant

Michelle Anthony, Senior Planner, presented the Staff Report dated November 3, 2017. Ms. Anthony stated Staff had not received a corrected drawing from the surveyor and had advised the Applicant the request will need to be postponed to the December Regular Meeting of the Planning Commission.

MOTION:

Vice Chair Vrobel moved to postpone SW 1703 until the December Regular Meeting of the Planning Commission.

SECOND:

Commissioner Burris seconded the motion.

DICUSSION:

There was no discussion regarding the motion.

VOTE:

Motion passed, 7-0.

VI. OTHER BUSINESS

ITEM 10. Discussion Regarding Map and Listing of City-Initiated Rezonings

Michelle Anthony, Senior Planner, presented the City Memorandum dated November 3, 2017. Ms. Anthony also presented the maps associated with the rezonings and provided a few examples of parcels which were zoned incorrectly.

Commissioner Wolfe inquired if this was a partial list because she did not see the Spencer Avenue address or the Grand Avenue address Ms. Anthony had brought up in her examples. Ms. Anthony responded the reason for this was the property was actually addressed to Manitou Avenue, despite there being no frontage of the lot on the actual avenue. Commissioner Wolfe inquired what the process was going to be. Ms. Anthony responded it was a regular rezoning process and she would need to contact the Assessor's Office

in order to re-address the property. Ms. Anthony stated Staff would notify the property owners of the City's intent to rezone the properties and to check for any objections.

Commissioner Wolfe inquired if City Council had final approval. Ms. Anthony responded the final decision was the responsibility of City Council, but there would be no required action at this meeting from the Planning Commission. Ms. Anthony stated this discussion was just to bring the Commission up to speed on what was to come and it would take a good part of the next year to bring these rezonings forward. Ms. Anthony also asked the Commission to notify Staff of anything which had been potentially missed and Staff would be happy to add them to the list.

Chairman Delwiche stated he would like to point out addresses numbered four and six (#4 and #6) on El Paso Boulevard, in which the properties would go from Low Density Residential to Commercial, which he did not feel was appropriate and inquired what Staff's thinking was regarding those properties. Ms. Anthony responded it was likely an error created by Dylan Becker, Planner I, being unable to interpret her writing. Chairman Delwiche stated he recalled bringing up these properties at the last meeting in which the discussion came up and was concerned because he felt this was a good location for potential future residential development. Ms. Anthony responded there had not been any commercial requests regarding the properties, but there had been residential development requests and stated she felt the properties may fit better under the High Density Residential or General Residential Zoning. Chairman Delwiche stated the properties were located on the City's boundary with Colorado Springs and any development on the properties would be interesting, to say the least. Ms. Anthony responded there had been interest in the properties in the past and some discussion of getting Colorado Springs to de-annex some of the area to get some of the properties totally into Manitou Springs' City Limits, but there had been nothing filed to move the idea forward. Ms. Anthony stated the discussion would have to occur on a Council to Council level, but there had been some discussion with the Colorado Springs Planning Department and it was determined, if both municipalities decided to keep the jurisdictions as they were currently, there would need to be some coordination and joint processing between them. Chairman Delwiche commented he had seen a map of Colorado Springs' Future Land Use and they had identified the area as R-2, which was residential. Ms. Anthony stated this would allow a multi-family dwelling unit or single-family housing to be developed in the area.

Commissioner Latimer inquired how many parcels there were which required rezoning. Ms. Anthony responded this was the bulk of them, but there may be a few Staff had missed.

Commissioner Wolfe inquired if an Applicant came in tomorrow and asked to develop a residential home on a piece of land which was zoned Commercial, was there anything the City could do to stop them. Ms. Anthony responded the City could not stop them, but the Applicants would be required to go through the Conditional Use process or to rezone the property because a single-family home was not allowed in the Commercial Zone. Commissioner Wolfe inquired if there was a single-family house which was zoned Commercial and the owners wanted to turn it into a gas station or convenience store, there was no way of prohibiting them from doing so. Ms. Anthony responded, in that instance, as long as the development met the requirements, there would be little the City could do. Commissioner Wolfe inquired if it was possible for Staff to prioritize the properties which were zoned Commercial in a residential neighborhood in order to minimize the potential damage should something like this occur. Ms. Anthony responded Staff's next step was to look at which properties they were most concerned with and felt these properties may be the ones in which the City would receive the most push-back from owners.

Chairman Delwiche stated it was interesting 415 El Paso Boulevard, across from the Craftwood Inn, was zoned Commercial, but the Craftwood Inn was not, because it was zoned General Residential. Ms. Anthony

stated Red Crags, Rock Ledge, and On-a-Ledge had the potential in the future to become residences again, but the Craftwood Inn was never going to be a house again and it made more sense to get the property into the correct zoning.

Commissioner Wolfe inquired if taxes for the property owners would be affected by the rezonings. Ms. Anthony responded the taxes would not change because the Assessor's Office taxed on use, not zoning. Ms. Anthony stated taxes would only change if there were some unused lots adjacent to a commercial property, in which there was an indication those lots were to be used residentially, but it was very rare for an occurrence like this to take place. Commissioner Wolfe commented it sounded like a good project for an intern. Ms. Anthony stated it would be quite a project, but they would likely put Mr. Becker to the task if need be.

Commissioner Casey inquired if the mobile home park would no longer be zoned Commercial. Ms. Anthony responded Staff was proposing a change in zoning for the property but it would likely need to be further discussed with the Commission and the property did not really have the access to operate commercially unless there was an extension of the campground or any other non-residential use of the property.

Commissioner Casey inquired if any of the properties were owned by the City of Manitou Springs. Ms. Anthony responded she did not believe so, but there may be a couple of properties which the City had been wanting to rezone for some time but had not yet gotten to. Commissioner Casey commented there were some properties owned by the City of Manitou Springs and the City of Colorado Springs. Ms. Anthony stated there was an open space parcel in Crystal Hills which the City had obtained through a subdivision which needed to be rezoned to open space or parks. Commissioner Casey stated he was actually referring the parcels at the end of Ruxton Avenue which were owned by the City of Colorado Springs and also the Elementary School which was owned by the City of Manitou Springs. Ms. Anthony stated the Elementary School, Middle School, and High School owned by the City were all on the list, but the majority of the properties were owned by other agencies and entities. Commissioner Casey inquired if Staff wanted City owned property on the list. Ms. Anthony responded she did.

Commissioner Casey stated he noticed all of the properties across the street from Town Hall were zoned residential. Ms. Anthony responded that was correct, except for the property on the corner which was zoned Commercial.

Commissioner Casey inquired if the congregational church was actually zoned General Residential. Ms. Anthony stated it was currently zoned as such, which was a prime example of why Staff wanted to get these rezonings started in order to get these properties more accurately zoned to their uses and development. Ms. Anthony commented the Sunnyside Lot, which the church had purchased for parking, was actually zoned Commercial, despite the church being zoned General Residential. Chairman Delwiche commented according to the City's ordinances, churches could be zoned any way they wanted. Ms. Anthony stated although this was true, she felt it was not a good idea for the church to have split-zoning.

Commissioner Casey inquired if the spa near the church was also zoned General Residential. Ms. Anthony responded it was and the operators had a Conditional Use Permit to operate in that zone, but the property may fit better under the Downtown zoning as she did not think the property would ever go back to just residential use.

Commissioner Casey stated he assumed Staff would notify the property owners of their intent. Ms. Anthony responded notifying the property owners was the first thing Staff would do and nothing would be put on an

agenda or sent to the neighbors until a dialogue had occurred with the property owners. Commissioner Casey inquired if Home Owners Associations would be notified as well. Ms. Anthony responded they would be notified and contacted as well.

Hearing no further questions or comment for Staff, Chairman Delwiche opened the Public Hearing for comment.

Joyce Wolfe, 255 Via Linda Vista, stated she understood the property owners would be contacted regarding the rezonings and inquired if and how the neighbors of a property undergoing the process would be notified. Ms. Anthony responded as part of the formal process, the surrounding property owners within two-hundred feet (200 ft.) would be notified by letter of the upcoming meeting dates, in the Pikes Peak Bulletin, and the property itself would also be posted. Ms. Wolfe thanked Staff for the information.

Coreen Toll, City Council Liaison, inquired if the school properties were federal land. Ms. Anthony responded the schools were actually owned by the school district itself, but the post office was federally owned.

Mike Lambert, 16 Via Maria Theresia, stated he noticed a property which was on the map, but not on the list at 10 Via Maria Theresia. Ms. Anthony responded Staff was proposing this rezoning because it conformed more to the actual use of the property and the High Density Residential Zone stated it should be located adjacent to or near Commercial Zoning. Mr. Lambert stated the property was located adjacent to a Low Density Residential Zone. Ms. Anthony responded there was Commercial Zoning directly across the street from the property.

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

Chairman Delwiche inquired if the Western Cabins, which were currently zoned more residential, should also be rezoned to High Density Residential even though they had a Conditional Use to operate in that zone. Ms. Anthony responded it was something Staff could look into and discuss with the property owner, but there was the possibility of the property falling back into a commercial operation.

Ms. Toll stated as she looked at all of these changes, perhaps there should be some consultation with the Housing Advisory Board. Ms. Anthony responded in agreement.

ITEM 11. Discussion Regarding Vacation Rental Regulations – Experience to Date, Questions, Issues

Michelle Anthony, Senior Planner, presented the City Memorandum dated November 3, 2017.

Commissioner Wolfe inquired if it would be simpler to clarify the regulations as to how the measurements were done in order to indicate the separation distance was always the perimeter. Ms. Anthony responded she agreed and to also clarify multiple units under one ownership. Ms. Anthony commented if the property at 733 Manitou Avenue, the Mona Lisa Property, which came before the Commission last month with a multi-unit short term rental request, was to be turned into condominiums under separate ownership, the separation distance would kick in and disallow multiple units from being used as short-term rentals. Ms. Anthony further commented the Spa Building, having separate units under separate ownerships, meant only one unit could operate as a short-term rental, even though there were actually two in the building, due to the separation distance requirements.

Ms. Anthony stated there had been some recent discussion with City Council by one or two potential property owners who had wanted to operate a short-term rental, but City Council did not want to entertain changing the regulations. Ms. Anthony stated City Council wanted to change the way the distance separation was calculated by either using the frontage, or perimeter, or by reducing the requirements.

Ms. Anthony stated if the City revised the regulations to address Bed & Breakfasts and Vacation Rentals as the same type of entity, it would add some units to the map, however Staff had not yet evaluated whether this would put the City at close to the maximum allowed under the Code. Ms. Anthony stated it was determined, after looking at the property density in the City, the City could allow up to fifty-nine (59) properties to be utilized as short-term rentals and without Bed & Breakfasts, the City recognized around forty (40) properties had gone through the process thus far. Commissioner Wolfe stated she felt this would affect future applications. Ms. Anthony responded it would because those properties would then have the distance separation applied to them, which would block out more of the map.

Commissioner Wolfe inquired, with respect to the short-term rental properties within the Commercial or Downtown Zones, if those would be single family homes, as well as, apartment buildings. Ms. Anthony responded on the west end of the Commercial Zone there were more residences and houses than in other areas, but in the Downtown Zone, there were much fewer actual houses.

Commissioner Wolfe inquired what the next step was in the process. Ms. Anthony responded depending on what the Commission wanted to do, Staff would take a stab at drafting some revisions for discussion and later a recommendation from the Commission to City Council.

Commissioner Latimer inquired if there were any other major violations of issues Staff had noticed. Ms. Anthony responded there were not any more she could think of at this point, but she felt these were the major issues Staff had struggled with. Ms. Anthony stated Staff was not comfortable with taking up the issues City Council had no interest in addressing or changing, but Council had not yet heard about the issues brought up at this meeting.

Commissioner Wolfe inquired if the City would include the existing operations such as Bed & Breakfasts and hotels by right and then determine whether there was any space left for other potential operations. Ms. Anthony responded she felt Staff would likely go about the issue in that manner.

Vice Chair Vrobel inquired if Bed & Breakfasts would be considered as one unit or multiple. Ms. Anthony responded it would be considered one (1) property. Vice Chair Vrobel commented she felt the City should include the Bed & Breakfasts on the map and in the separation distances because there were not many of them.

Commissioner Casey stated it was fairly easy to regulate out the hotels/motels from the Bed & Breakfasts, and inquired if the Bed & Breakfasts were included in the separation distance requirements, why not simply increase the number of allowable properties from fifty-nine (59) to sixty-four (64). Ms. Anthony responded Staff would need to bring that information back to the Commission for discussion. Commissioner Wolfe commented she felt this was a better idea because the public could comment. Ms. Anthony commented she felt Staff could do some analysis and bring some regulations before the Commission and if the addition of Bed & Breakfasts to the separation distance put the number of operations at fifty-nine (59), the Commission could then consider changing the percentage of allowable properties in the Code. Vice Chair Vrobel commented there were not many Bed & Breakfasts. Ms. Anthony stated most of the Bed & Breakfasts were operating as Vacation Rentals and were not shown on the map.

Commissioner Casey inquired, after the discussion with City Council, if the direction was for the regulations to remain as written. Ms. Anthony responded, as far as the distance separation, yes. Commissioner Casey stated the concern he had was Vacation Rentals which operated on Manitou Avenue in the Commercial and Downtown Zones affecting a residential area and did not feel short-term rentals in those zones should have an impact on the ones operating in residential zones as far as the separation distance was concerned. Ms. Anthony responded it would be similar to making it a use by right in those zones. Chairman Delwiche stated he did not like the idea because he felt it could potentially take away from residential housing for people who live here, especially on the east end which will be zoned for mixed-use.

Commissioner Simmons commented if the goal was to preserve residential housing, the City could define Bed & Breakfasts as a residence which must be maintained in addition to the units which are rented, so the City would then have retained some of the housing. Ms. Anthony responded if there was a duplex which had one unit where someone lived and one unit for short-term rental, there was still a loss to housing and a Bed & Breakfast renting out rooms was technically not a housing option as it was a single-family home renting out rooms as Vacation Rentals. Commissioner Simmons stated she was more referring to a mother-in-law unit. Ms. Anthony responded if there was a separate, second unit, it could potentially preserve and function for housing, but if it were rooms in a single-family home, it would not.

Commissioner Wolfe stated the Commission should also address the character of the neighborhood and single-family homes renting out individual rooms because if it got out of hand, it could be detrimental to a community like ours and had been to similar communities. Commissioner Simmons commented if it was a mother-in-law unit, it would also effectively eliminate the possibility of more housing because the main structure was used as a short-term rental, which had turned into a big battle in a similar situation on the island of Maui. Chairman Delwiche stated the Housing Advisory Board had gone to something in Glenwood Springs and all of the mountain communities in the state seemed fairly impressed with the City of Manitou Springs' ordinance because they were all facing a similar situation where they were losing housing due to short-term rentals. Ms. Anthony stated she felt ultimately the ordinance was the right thing for the community and thought, if the Commission was in agreeance, Staff could look into changing the regulations so short-term rentals in the Commercial or Downtown Zones would be a use by right, thereby not having an impact on the residential short-term rentals.

Commissioner Casey inquired what was wrong with the Spa Building being all short-term rentals. Chairman Delwiche responded it would cause the City to lose residential housing options. Commissioner Wolfe commented the difference was the character of the neighborhood. Chairman Delwiche stated the trend was to integrate residential and commercial and to make walkable communities. Chairman Delwiche further stated the City was trying to move towards a more residential character. Ms. Anthony stated removing the separation distance requirement by making short-term rentals a use by right in certain zones, there was potential for more short-term rental units in those zones, but there was still a cap at fifty-nine (59) properties.

Coreen Toll inquired how many vacation rentals were in operation of the total units in the spa building. Ms. Anthony responded there were currently two (2) short-term rentals out of nineteen (19) units in operation there. Commissioner Casey commented most of them were second homes as well. Ms. Anthony stated a lot of the condominium units in the area were second homes or part-time homes.

Commissioner Casey inquired if there were multiple units on a property used as short-term rentals, would they be counted as a single Vacation Rental or multiple. Ms. Anthony responded as long as they were under one ownership, they would be counted as one (1) rental in the count. Commissioner Casey stated he felt this was the way it should be.

Commissioner Casey inquired if the Vacation Rental at 12 Narrows was active. Ms. Anthony responded the owner had waited almost twelve months before obtaining his business license and was now in his first year of operation, which would require he operate two weeks out of the year.

Ms. Anthony stated she would come back to the Commission with Bed & Breakfasts as Vacation Rentals, look at the total number this would create, and report back to better understand and discuss the impacts. Ms. Anthony also stated she would come back with regulations closing the loopholes on the hotel/motel definitions.

Commissioner Wolfe inquired if Staff could look into the impact of some partial waiver for the Commercial and Downtown Zones where they would be counted in the total but have no impact on the residential zones. Ms. Anthony responded Staff could do some analysis and make a map to show the Commission the impacts. Vice Chair Vrobel commented she did not think the Commission should bother. Ms. Anthony stated if the Commission did not want to go the route of making short-term rentals in the Downtown and Commercial Zones a use by right, they could simply exempt those zones from the separation distance requirement. Commissioner Wolfe stated the scary thing was it seemed counter-productive to do so considering the objective was to improve and maximize residential space. Commissioner Wolfe stated she withdrew her request.

Commissioner Latimer inquired if there would be a Public Hearing. Ms. Anthony responded there would be.

Chairman Delwiche inquired if Ms. Toll had any input. Ms. Toll thanked the Commission for their hard work and recognized there was still need for further work on the issue. Ms. Toll commented she felt overall this had been a success for the City.

Vice Chair Vrobel commented the Vacation Rental craze was nothing more than a fad and with time they would likely become less popular.

ITEM 12. Presentation of Kezziah-Watkins Report, Suggested Revisions to Combined Board and Commission Ordinance, and Creation of CPC Bylaws

Michelle Anthony, Senior Planner, apologized and stated she did not have the time to get this information put together for the Commission, but would have something for them at the next Regular Meeting. Ms. Anthony stated she intended to draft by laws and rules of procedure which would also serve as the standard operating procedure for the Commission.

Commissioner Wolfe inquired if the boards would be allowed to view and comment on this before the Commission addressed the matter. Ms. Anthony responded they would. Commissioner Wolfe commented she thought it would be helpful for her to know how each individual board responded. Ms. Anthony stated each Commission would only get to see their own rules of procedure, not necessarily another board's, but they were all very similar.

Chairman Delwiche stated it seemed like the Planning Commission's rules of procedures was stricter than other boards and commissions. Ms. Anthony responded this was because the Planning Commission was quasi-judicial. Commissioner Casey inquired what quasi-judicial meant. Ms. Anthony responded it meant the Commissioners were somewhat serving as judges and involved in decision making directly. Commissioner Casey inquired if the Historic Preservation Commission was the same way. Chairman

Delwiche responded it was. Ms. Anthony commented when you are at a point where you were actually making final decisions, it was different than something which was just advisory.

Coreen Toll, City Council Liaison, commented, regarding the boards, the intention was to have as much similarity and consistency under one ordinance, but have separate books for their standard operating procedures. Ms. Anthony commented the procedures were meant to be adapted for each specific board or commission. Commissioner Latimer inquired if all of the boards were advisory. Ms. Toll responded the boards were advisory and the commissions were quasi-judicial. Ms. Anthony commented at least for the City of Manitou it was, but other municipalities had Planning Boards which did the same thing.

VII. ADJOURNMENT

Hearing no further business before the Commission, Chairman Delwiche adjourned the meeting at 7:13 pm.

Minutes Prepared by Dylan Becker, Planner I