



**CITY OF MANITOU SPRINGS
PLANNING COMMISSION
REGULAR MEETING MINUTES
Wednesday, JANUARY 8, 2020 6:05 pm**

I. CALL TO ORDER

A Regular meeting of the Manitou Springs Planning Commission was held in Council Chambers at 606 Manitou Avenue. Chairperson Delwiche called the meeting to order at 6:05 pm and declared a quorum present. The following Commission members attended:

PRESENT: Chairperson ALAN DELWICHE
Vice Chair JEANNE VROBEL
Commissioner JULIA SIMMONS
Alternate Commissioner JUSTIN WILSON

ABSENT: Commissioner MIKE CASEY (Excused)
Commissioner BRYANT "TIP" RAGAN (Excused)
Commissioner WHITNEY LEWIS (Excused)

STAFF: James Mayerl, Interim Planning Director
Michelle Anthony, Senior Planner
Aaron Schultz, Project Coordinator

GUESTS: Laura Neumann, Mobility Study/Hiawatha Project Manager

II. APPROVAL OF MINUTES

ITEM 1. December 11, 2019

MOTION:

Commissioner Wilson moved to approve the December 11, 2019 Regular Meeting Minutes of the City Planning Commission, as presented.

SECOND:

Vice Chair Vrobel seconded the motion.

DISCUSSION:

There was no discussion regarding the motion.

VOTE:

Motion passed, 3-0. Commissioner Simmons abstained as she was not present at the December 11, 2019 regular meeting of the City Planning Commission.

At this time, Chairperson 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.

III. UNFINISHED BUSINESS

ITEM 2. MNS 1801 – Minor Subdivision (Replat) – 708 Manitou Avenue – Kyle Fenner for the Manitou Springs Metropolitan District

Michelle Anthony, Senior Planner, presented the staff report dated January 3, 2020.

Ms. Anthony stated that the applicant had asked for a postponement to the February regular meeting.

MOTION:

Vice Chair Vrobel moved to postpone MNS 1801 – Minor Subdivision (Replat) at 708 Manitou Avenue to the February 8, 2020 regular meeting of the City Planning Commission.

SECOND:

Alternate Commissioner Wilson seconded the motion.

DISCUSSION:

There was no discussion regarding the motion.

VOTE:

Motion passed 4-0.

ITEM 3. MiCUP 1909 – Minor Conditional Use Permit (Vacation Rental) – 204 Crystal Hills Boulevard – Mark Buscarello, Applicant

Michelle Anthony, Senior Planner, presented the staff report dated January 3, 2020.

Ms. Anthony stated that staff received one letter immediately prior to the meeting and that the neighbor of the letter writer would have the opportunity to present the letter during public comment.

Vice Chair Vrobel inquired about a picture noted but not included in the letter. Ms. Anthony stated that she was not aware of the picture.

Mark Buscarello, 204 Crystal Hills Blvd, stated that he intended to hire a professional management firm and with their guidance would continue to determine what would be needed for a short-term rental.

Vice Chair Vrobel inquired about management plans. Mr. Buscarello stated that he was still unsure and intended to finalize management details after receiving a permit.

Vice Chair Vrobel inquired about parking. Mr. Buscarello stated that he had not considered Recreational Vehicles. The Commission discussed.

Alternate Commissioner Wilson inquired about smoking at the property. Mr. Buscarello stated that he understood the fire hazard and would approve of a condition prohibiting smoking at the site.

Chairperson Delwiche inquired about the applicant's intent to rent out rooms to multiple parties. Mr. Buscarello stated that he intended for all renters to be from the same party.

Paul McKittrick, 207 Crystal Hills Boulevard, stated that his wife had provided the letter. Mr. McKittrick stated that parking was a concern, particularly with mail delivery.

Mr. McKittrick said that several of his concerns including smoking and quiet hours had been addressed, but that he continued to have concerns about property values.

Vice Chair Vrobel stated that there are methods to submit a complaint or comment on existing short-term rentals. Ms. Anthony provided additional detail.

Hearing no further comment, Chairperson Delwiche closed the meeting to public comment.

Chairperson Delwiche stated that a requirement that the guests and property owner utilize off-street parking on the property. The Commission discussed.

The Commission discussed whether to allow recreational vehicles.

Commissioner Simmons inquired whether bear-proof containers would be addressed. The Commission discussed whether it would be necessary.

MOTION:

Vice Chair Vrobel moved to approve MiCUP 1909 – Minor Conditional Use Permit for operation of a short-term vacation rental at 204 Crystal Hills Boulevard with the following conditions:

1. The vacation rental shall accommodate no more than six (6) guests in a maximum of 3 passenger vehicles, or no more than one RV and two passenger vehicles. The property owner and vacation rental guests shall be instructed they are not allowed to park on-street.
2. All advertisements and/or listings for the vacation rental shall contain the approval number (MiCUP 1909) and copies of advertisements and/or listings must be submitted to the Planning Department for retention in the property file. The advertisement(s) and postings shall provide information on parking restrictions regarding the number and types of vehicles.
3. Information, such as location and distance from the subject property, for the selected management company shall be provided to the Planning Department for approval and inclusion with the owner's contact information on the business license.
4. A final guest notice complying with 18.89.040.G (1-7) shall be submitted to the Planning Department for review and approval prior to issuance of a City Business License. The Notice must include information stating that smoking is prohibited on the premises and information for accommodations for pets, with the restriction that pets may not be left outside when the guests are away from the property or overnight and providing guests information so they are wildlife aware in regard to pet (and their own) safety.
5. In a conspicuous location for the guests, the owner shall post emergency evacuation procedures for wildfire/flooding. Staff recommends a map showing an evacuation route be added to the posted notice and guests also be made aware of the potential for flooding on Manitou Avenue.
6. The owner shall obtain a business license from the City of Manitou Springs and the required tax licensing prior to listing the property for vacation rental operation.

SECOND:

Alternate Commissioner Wilson seconded the motion.

DISCUSSION:

Ms. Anthony provided a recommendation for phrasing the conditions of approval.

VOTE:

Motion passed 4-0.

Ms. Anthony stated that any changes to the conditions proposed by the rental management company would require the applicant to appear again before the City Planning Commission.

ITEM 4. RE 1903 – Rezone (Commercial to General Residential – Public Hearing) – 444 East Fountain Place – Karen Cullen, Applicant, on behalf of Gordon White, Owner

Michelle Anthony, Senior Planner, presented the staff report dated January 3, 2020.

Karen Cullen, 208 Ruxton Avenue, representing owner Gordon White, stated that a residential use at the site is desirable. She stated that the owner intends to start work soon, but that he is waiting for an assessment by Colorado Springs Utilities.

Hearing none, Chairperson Delwiche closed the meeting to public comment.

MOTION:

Commissioner Simmons moved to forward RE 1903 to the City Council for Rezoning the property known as 444 East Fountain Place from Commercial to General Residential with the following findings:

- A. The request complies with the purpose and intent of Plan Manitou;
- B. The request complies with all applicable statutory provisions and the request is justified based on sound Zoning practice;
- C. The character of the property and much of the immediate, surrounding area, is residential, with long-standing, single-family development on East Fountain Place;
- D. The subject site has access to utilities and is served by the maintained public street; the rezoning will have no adverse impact on the provision of public facilities and services;
- E. The proposed rezoning is compatible with the surrounding land uses;
- F. The subject land is suitable for the intended, residential use.

SECOND:

Vice Chair Vrobel seconded the motion.

DISCUSSION:

There was no discussion regarding the motion.

VOTE:

Motion passed 4-0.

IV. NEW BUSINESS

ITEM 5. MaCUP 2001 – Major Conditional Use Permit (Telecommunications Facility) – 117 Manitou Avenue – Colleen Nebel, Black & Veatch, Applicant, on behalf of Operator Verizon Wireless and Property Owner John Lee **POSTPONEMENT TO FEBRUARY MEETING REQUESTED**

Michelle Anthony, Senior Planner, stated the application was incomplete and that the applicant had requested postponement to cure the notice requirement and obtain the required letters.

Ms. Anthony noted that due to the applicant's request for postponement, tolling, which is required for this type of application, would not be impacted.

MOTION:

Vice Chair Vrobel moved to postpone MaCUP 2001 – Major Conditional Use Permit (Telecommunications Facility) at 117 Manitou Avenue to the February 8, 2020 regular meeting of the City Planning Commission.

SECOND:

Alternate Commissioner Wilson seconded the motion.

DISCUSSION:

There was no discussion regarding the motion.

VOTE:

Motion passed 4-0.

V. OTHER BUSINESS

ITEM 6. Discussion and Recommendation Regarding Ordinance Revising Section 18.44 of the Zoning Regulations Amending Public Notice Requirements

Michelle Anthony, Senior Planner, presented the staff report dated January 3, 2020.

Commissioner Simmons inquired about the purpose and process for creating the proposed amendment. Ms. Anthony stated the revisions had been drafted by the City Attorney.

Chairperson Delwiche asked that a marked copy of the ordinance changes be provided to City Council for clarity when they consider the changes. Ms. Anthony stated that she would.

Hearing none, Chairperson Delwiche closed the meeting to public comment.

MOTION:

Vice Chair Vrobel moved to recommend adoption of the revisions to Chapter 18.44 of the Municipal Code regarding Public Notice, Hearing and Appeals pursuant to the Zoning Code to the Manitou Springs City Council.

SECOND:

Commissioner Simmons seconded the motion.

DISCUSSION:

There was no discussion regarding the motion.

VOTE:

Motion passed 4-0.

ITEM 7. Presentation on Mobility Study

Laura Neumann, Mobility Study and Hiawatha Gardens Project Manager, presented a 35-page PowerPoint regarding the City's Mobility Study, conducted by KimleyHorn on behalf of the Cities of Manitou Springs and Colorado Springs and the Broadmoor Cog Railway.

Commissioner Simmons inquired about the Mobility Hub at Hiawatha Gardens. Ms. Neumann stated that the intent is for the proposed mobility hubs to incorporate regional connections. She stated that the future of Hiawatha Gardens would be an additional conversation.

Commissioner Simmons inquired about the planning horizon for parking facilities. Ms. Neumann stated that steps will need to be taken to address to interim and long-term solutions.

Ms. Neumann stated that the Cog Railway is in agreement to match \$500,000 from the City or more to address parking solutions, including the City's original cost to acquire the Hiawatha Gardens site.

Chairperson Delwiche inquired about the engagement process for residents, particularly on Ruxton. Ms. Neumann stated that the Ruxton Functionality Study is a part of and separate study that includes extensive residential input. She also stated that communication and alternate transportation would help address or mitigate some of the negative impact.

Karen Cullen, 208 Ruxton Avenue, stated that she was concerned with removing spaces from the residential area due to changing dynamics in the neighborhood. She stated that the parking needs change annually with new property owners and tenants, and reducing the number of spaces could amplify parking problems.

Ms. Cullen stated that she is aware of the issues regarding traffic on Ruxton, but is concerned with the financial obligations of providing parking off-site.

The Commission discussed the cost of a parking garage and the ability to meet the opening date of the Cog Railway, as well as financial and other assistance from the Manitou Springs Urban Renewal Authority.

VI. NOTICE OF COUNCIL ACTION and UPDATES

There was Notice of Council Action and Updates to report.

VII. ADJOURNMENT

Hearing no further business before the Commission, Chairperson Delwiche adjourned the meeting at 7:32 pm.

Minutes prepared by Aaron Schultz, Project Coordinator.