



# City of Colorado Springs

Regional Development  
Center (Hearing Room)  
2880 International Circle

## Meeting Minutes - Final Downtown Review Board

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Tuesday, November 5, 2024

9:00 AM

Regional Development Center (Hearing Room)  
2880 International Circle

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### 1. Call to Order and Roll Call

**Present:** 9 - Board Member Kuosman, Board Member Kronstadt, Board Member Hensler, Board Member Lord, Board Member Friesema, Board Member Mikulas, Board Member Luciano, Board Member Coats and Board Member Nolette

### 2. Changes to Agenda/Postponements

### 3. Communications

**Ryan Tefertiller, Urban Planning Manager**

Ryan Tefertiller, Urban Planning Manager, recognized Board Member Troy Coats, as he was appointed to a second term with the Downtown Review Board by City Council in September.

Mr. Tefertiller said there may not be action items for the December meeting and asked the board members to keep the date available until further notice.

### 4. Approval of the Minutes

**Motion by Board Member Hensler, seconded by Board Member Kuosman, to approve the minutes The motion passed by a vote of 8-0-1.**

**Aye:** 8 - Board Member Kuosman, Board Member Kronstadt, Board Member Hensler, Board Member Lord, Board Member Friesema, Board Member Mikulas, Board Member Luciano and Board Member Coats

**Abstain:** 1 - Board Member Nolette

[DRB 2294](#) Minutes for the September 3, 2024, Downtown Review Board Meeting

Presenter:

David Lord, Downtown Review Board Chair

**Attachments:** [DRB\\_Minutes\\_9.3.24\\_DRAFT](#)

### 5. Consent Calendar

## 6. Items Called Off Consent Calendar

## 7. Unfinished Business

## 8. New Business

- 8.A. [FBZN-24-001](#) A Conditional Use to convert an existing Mixed-Use Building to a Residential Childcare Facility, a Warrant to allow on-street parking to be counted toward meeting required parking standards, and a Minor Improvement Plan for the addition of new stairs on the back of the building, a small outdoor recreation area and reconfigured parking in the FBZ-T1 (Form-Based Zone Transition Sector 1) consisting of 7,600 square feet located at 123 and 127 East Las Animas Street. (Quasi-Judicial)

Presenter:

William Gray, Senior Planner, Urban Planning Division

**Attachments:** [Staff Report\\_E Las Animas Residential Childcare Facility\\_WEG FV](#)

[Attachment 1- Original Staff Report](#)

[Attachment 2-Project Map](#)

[Attachment 3-Zoning Map](#)

[Attachment 4-Project Statement](#)

[Attachment 5-Minor Improvement Plan](#)

Board Member Bob Nolette disclosed that he has a professional relationship with the owner of the property but feels that he can remain impartial and spoke to City Attorney Young Shin about this matter.

William Gray, Senior Planner, presented the E. Las Animas Childcare Facility application. The application includes a conditional use for a residential childcare facility, a warrant to allow one of the required off-street parking spaces to be provided by an on-street parking space and an improvement plan for rear stairs and recreation area. Standard public notice was done, and two comments were received. One comment was disclosing information regarding a neighboring bail bonds service with clientele that are in trouble with the law. The other comment was in support of the childcare facility. City agency review was done, City Fire and the applicant are working together to determine whether a fire pump is needed. SWENT is requiring a floodplain statement to be added to the cover sheet of the minor improvement plan and Planning will work with staff to determine CDI Fees. The application is PlanCOS compliant and meets review criteria.

**Board Member Questions**

Board member Hensler asked what drives agency review conditions when this is an existing office building and if these would have been addressed with a previous application. Mr. Gray said anytime a property is touched or an occupancy is changed it triggers a review. Board member Hensler asked if the applicant will be speaking on the play area in the back. Mr. Gray said yes.

Board member Nolette asked what the plans will be for metered parking on Las Animas and the impact on the area. Mr. Gray said he is not aware of any additional parking plans in the area. Mr. Tefertiller said the City is doing a curb management study for downtown and Old Colorado City. Staff is working with parking consultants and analyzing supply and demand of public and private parking. The outcome of the study could lead to a number of changes, but on a policy level for rates and hours, it could provide recommendations on the location of metered parking. Mr. Tefertiller said his advice to the board is to analyze the request based on existing conditions and future parking meters.

Board member Friesema asked if the use is changing in the east building and if the two buildings are together on the plan is due to the initial development plan. Mr. Gray said yes, and nothing is happening to the west building.

**Applicant Presentation**

SherryLynn Boyles, CEO of Joint Initiatives for Youth and Families (JI), provided a summary of the project. Joint Initiatives priority is to establish an emergency youth shelter to provide shelter for abandoned youth. The shelter provides a 72-hour hold for youth in order to provide the county or other entities to review the situation and provide long term placement. The shelter provides formal testing for youth from 11 to 17 years of age. The goal is to have additional spaces to provide shelters for younger children in the future.

**Board Member questions**

Board member Hensler asked if the play area would be fenced in with concerns over the bail bonds location next door. Ms. Boyles said there are licensing requirements from the state which they will be complying with. There will be staff on site with the youth and will keep hourly logs. Fencing

is in the back space as well. Board member Hensler asked how many youth will be housed at a time. Ms. Boyles said the maximum number of youth is eight at a time.

### **Public Comment**

Raliegh Carter, commercial property owner on Las Animas, said the homeless population is increasingly bad. She said there has been trespassing and camping issues in the area.

### **Applicant Comment**

Ms. Boyles said they are aware of the homeless population in the area and feels that once they are moved in and staff and security are in place that would be sufficient and will increase security if needed.

### **Board Member questions**

Board member Mikulas asked why the applicant landed at this location and how being downtown serves the needs of this program. Ms. Boyles said they looked at several options and this was by far the best option. Being downtown is helpful and federal funders who look for accessibility. They want to ensure they are close to medical facilities in the area. Ms. Boyles said having an office within the property is important. Board member Mikulas thanked Ms. Boyles for the work with the youth.

Board member Hensler said she appreciates what the applicant is doing and thinks they adjacent lots are helpful.

**Motion by Board Member Hensler, seconded by Board Member Friesema, that this Planning Case be accepted Proposed Motions:**

**1. Approve the Conditional Use, Warrant and Minor Improvement Plan for the E Las Animas Residential Childcare Facility, based upon the findings that the application meets the approval criteria as set forth in Form-Based Code Section 2.5.4, Form-Based Code Section 5.4, and Form-Based Code Section 5.6 with the following conditions:**

#### **CONDITONS OF APPROVAL:**

##### **a. Planning.**

- Add the required Floodplain Statement to address the SWENT review comment.
- Determine applicable CDI Fees for the application.
- Revise plan title to "123 and 127 East Las Animas Minor Improvement Plan.

##### **b. Fire.**

- Address and verify with CSFD the need for a new Fire Pump.
- Revise Minor Improvement Plan to match decision regarding the Fire Pump.

c. **SWENT.**

- **The Drainage Memo is approved by SWENT.**

**The motion passed by a vote of 9-0.**

**Aye:** 9 - Board Member Kuosman, Board Member Kronstadt, Board Member Hensler, Board Member Lord, Board Member Friesema, Board Member Mikulas, Board Member Luciano, Board Member Coats and Board Member Nolette

## **9. Presentations**

### **9.A. DRB Work Plan and Other Updates**

Ryan Tefertiller, Urban Planning Manager, presented the draft work plan for the Downtown Review Board. City Charter requires boards and commissions to create an annual work plan and annual report. The draft work plan includes review and acted upon development applications, update the form-based code and update the Downtown Master Plan. The annual report will be drafted by staff for board review in January 2025. Mr. Tefertiller updated the board on two urban renewal plans that recently went before the City Planning Commission and both will require final action from City Council. Mr. Tefertiller also gave a project status on the Tejon Redesign and proposed renovations for Palmer High School.

Board member Kronstadt asked what their roles would be within the reboot of the Downtown Master Plan as it relates to the Downtown Partnership and the Downtown Development Authority. Mr. Tefertiller said there is an opportunity for formal and informal involvement. Staff will make the board aware of opportunities in the community.

Board member Hensler asked how goal two and three will interact with the form-based code. Mr. Tefertiller said the first two project updates are draft documents being reviewed by the city attorney's office. The engagement on form-based code changes should be coordinated closely with the master plan.

Chair Lord asked how long the process is for the master plan. Mr. Tefertiller said it should be done by late 2025. There has been community-wide discussion about the changes happening in the downtown area and they are optimistic that it be gathered and added to the documents.

Chair Lord asked if revenue from the parking authority will help pay for streetscape designs. Mr. Tefertiller said some parking enterprise money is

helping to supplement the project. Downtown Development authority is also helping to supplement the project.

**9.B.** [DRB 2295](#) Annual Ethics Training

Presenter: Young Shin, Associate Attorney

Attachments: [Ethics Code & OML Training](#)

Young Shin, City Attorney Office, presented the Annual Ethics Training to the board. Mr. Shin spoke on ethical topics that included gifts, open meetings, law and conflicts of interest.

**10. Adjourn**