



**CITY OF MANITOU SPRINGS
PARKING AUTHORITY BOARD
MEETING MINUTES
Friday, July 15, 2011 @ 8:00 am**

I. CALL TO ORDER

A Regular meeting of the Manitou Springs Parking Authority Board was held on Friday, July 15, 2011 in Council Chambers @ 606 Manitou Avenue. Chairman St.Cloud called the meeting to order at 8:05 a.m. The following were in attendance:

PRESENT: Chairman PHILLIP “VAL” ST.CLOUD
Board Member MARJORIE WHITE
Board Member SPENCER WREN
Board Member NEAL YOWELL

ABSENT: Board Member LISA QUINTANA
Vice Chair JAY ROHRER

STAFF: Michelle Anthony, City Planner
Matt French, Lead Parking Enforcement Officer
Jack Benson, City Administrator

GUESTS: Council Liaison COREEN TOLL
Councilman Rick Barry (left @ 8:20 a.m.)
Councilman Matt Carpenter (arrived @ 8:20 a.m.)
MSPD Lt. James Hopkins (arrived @ 8:25 a.m.)
Curt Heimsoth
Johnny Johnson

Chairman St.Cloud welcomed new Board Member Marjorie White and confirmed that she had received and reviewed the materials and studies pertinent to the PAB. Per Chairman St.Cloud's request, Ms. Anthony discussed the Board's mission.

II. APPROVAL OF MINUTES

ITEM 1. May 6, 2011 Meeting Minutes

Mrs. White pointed out that she was incorrectly referred to as “Mrs. Smith” on page 5.

MOTION: Mr. Wren moved to approve the minutes as amended.

SECOND: Chairman St.Cloud seconded the motion.

DISCUSSION: There was no discussion.

VOTE: Motion passed, 2-0 (Mrs. White abstained because she was not yet a Board member during the May 6 meeting and Mr. Yowell abstained because he was not at the May 6 meeting).

Councilman Barry requested to address the Board. Chairman St.Cloud asked for a motion to amend the meeting agenda.

MOTION: Mr. Yowell moved to amend the agenda as requested.

SECOND: Mr. Wren seconded the motion.

DISCUSSION: There was no discussion.

VOTE: Motion passed, 4-0.

Councilman Barry explained that he was there as a representative of the Manitou Springs Forward group and that the group would be conducting focus groups in the fall based on their key vision areas, one of which was transportation. Councilman Barry invited the Board to participate in the focus groups saying that the dates were yet to be determined but that he would let them know.

Councilman Barry left the meeting and Councilman Carpenter came in @ 8:20 a.m. Chairman St.Cloud mentioned that the Board's new Council liaison, Coreen Toll, was present and thanked her for coming to the meeting. They had a brief discussion about the parking studies and the importance of parking.

Noting that City Administrator Jack Benson was also in attendance, Chairman St.Cloud asked him if he wished to address the Board. Mr. Benson said that he was just there to listen but did mention that he had been part of the Council/PAB worksession on July 12 and felt that it had been productive.

Noting that MSPD Lt. James Hopkins had just walked in, Chairman St.Cloud told the Board about the parking issues that morning on Ruxton, especially mentioning that the military was there in force, and the runoff from the recent rains onto the newly-paved Barr Trail parking lot. Discussion began but Ms. Anthony suggested that it wait until Item V when the Barr Trail was officially on the agenda.

III. DISCUSSION REGARDING "PARKING SOLUTIONS" RECOMMENDATIONS – NEXT STEPS

Ms. Anthony, referring to the July 12 PAB/Council Worksession, said that Staff was tasked to come up with a scope of work and budget for a potential consultant. Staff would then bring the report to the PAB who would make a recommendation to Council. Ms. Anthony characterized the two main issues as being the potential impact on sales tax of paid on-street parking and starting a residential parking program. She finished by saying that Staff hoped to get the report to the Board during the August meeting.

Regarding the residential parking program, Chairman St.Cloud reiterated the complete and total gridlock on Ruxton and the wasting of gas while looking for a parking space.

Mr. Wren summarized that, regarding Item III, the Board would wait for Staff's report.

Ms. Anthony then referred to communication as one of the goals mentioned in the KezziahWatkins report and passed out a draft version of a brochure that she had been working on, noting that there would also be a map with parking options on the back. She asked the Board to read over the draft and give feedback. Ms. Anthony also mentioned that the brochure would go on the City's website in an expanded version.

Councilwoman Toll suggested putting the information in the City newsletter. Ms. Anthony agreed and noted that the deadline for the 2nd quarter submission was nearing.

Mrs. White asked about the purpose of the 3-hour parking limit within the same block explaining that someone she knew had parked, left, then come back later in the day and parked on the opposite side of the street but still received a ticket. Ms. Anthony explained that it was to control the use of on-street parking by business owners and employees. Per Chairman St.Cloud's request, Mr. French added that each block was zoned and that the handhelds saved the license plate numbers but they couldn't tell if the car had left for a few hours and come back.

Mrs. White then wondered if the signs indicating the 3-hour parking limit also explained that one could not come back and park in the same block. Ms. Anthony said that if a person parked over 3 hours and it was their first time doing so, they would not receive a ticket. Instead they would receive a warning with an explanation and added that parking enforcement had a pretty generous warning policy to help educate everyone how the parking program worked. In answer to Mrs. White's question, Ms. Anthony said that it was hard to have a sign that said everything.

Mr. Wren confirmed with Ms. Anthony that the first offense would get a warning.

Chairman St.Cloud asked if there was a time stamp so that parking enforcement would know if a car had left for a number of hours. Mr. French said no, not until a ticket was printed. He went on to explain that the only way would be to go back to chalking or by making each space a different zone, which would require the parking enforcers to log out of each zone for each space. He mentioned a town in Iowa that allowed 3-hour parking only once a day without any zones. Mr. French also said that there were less than 100 people who received tickets for going over the 3-hour limit and it was only the people who tried to "beat the system".

Ms. Anthony reiterated that the goal was to educate the regular parkers and Mr. French stressed that he was not out to "get" people.

Mr. Yowell asked if there would be more money in the budget to upgrade the handhelds. Mr. French explained that to accomplish what they had been discussing required GPS and that each car would need it. Ms. Anthony suggested exploring the possibility of splitting the zones so that there was a different one on each side of the street.

Mr. Wren felt that it was a nonissue since offenders were first given a warning and suggested that the Board move on to the next item. Mr. French agreed adding that the worst case scenario was a ticket for only \$15.

Chairman St.Cloud confirmed with Mrs. White that her questions had been answered.

IV. EVENT PARKING PLANNING AND MANAGEMENT

Ms. Anthony confessed that she had not had much time to devote to this item but still wanted to talk briefly about the Board's vision.

Councilman Carpenter handed out a copy of the parking plan used by iManitou for the recent wine festival and noted that they had routes for trolleys as well as alternate places to park such as Tajine Alami and the school's lots. Councilman Carpenter reported that MSPD Chief Smith had said that they had gone above and beyond regarding their parking plan and it was Councilman Carpenter's opinion that all events should be required to have such parking plans and implement them, not Staff. He also mentioned that the wine festival had had an impressive outreach program using ads and the radio.

Discussion ensued.

Mr. Yowell felt that the wine festival's plan was an excellent template and wondered if it could be distributed.

In response to a suggestion made by Chairman St.Cloud, Ms. Anthony said that Staff preferred that the events have their parking plan in place *before* going before Council for approval. Regarding Mr. Yowell's suggestion, she would like to keep the information simple with perhaps a checklist and places to contact. But beyond all that, the Board needed to figure out how the parking plan would roll into the process. Would the parking plan be reviewed by Staff? Reviewed by the Board? What would that do to the timeframe and application process? Ms. Anthony thought that she could get to the point of a couple of pages of instructions for the Board and other stakeholders to review.

Mr. Wren noted that Carnivale and the Coffin Races used to be neighborhood events but had turned into community assets and that they would need to step up. He added that no one had approached the Cog for parking but they would be willing to donate some parking during Carnivale because it was a less busy time of the year.

Ms. Anthony suggested putting the Cog on a list of potential parking contacts and added that it was her intention to develop a checklist/outline that she would present to the Board during their next meeting.

Chairman St.Cloud mentioned that he wanted the PAB financials at every or every other meeting but there was a problem so he indicated that he would speak with the Finance Director. He also said that the Board had not seen a financial statement at all in 2011. Mr. Benson said that he could help with that issue.

V. UPDATES

- **Board Recruitment**

Chairman St.Cloud mentioned that there was one Board opening. Mr. Wren thanked Mrs. White for joining the Board. Ms. Anthony agreed and pointed out that without Mrs. White they would not have had a quorum. Councilwoman Toll suggested soliciting new Board members through the newsletter.

- **Barr Trail Paid Parking**

Ms. Anthony updated the Board regarding the kiosk saying that it had been mailed and should be received sometime next week. Public Works was scheduled to pour the pad but it

would need 1-2 weeks to cure after the mounting hardware was put it. The kiosk would take only credit cards and the cost would be \$5/24 hours with the ability to pay up to ten days in advance.

Discussion ensued regarding the parking lot layout, where the kiosk would go, and signage (including signs to indicate that the lot was for Barr Trail hikers and campers only).

Councilman Carpenter mentioned that he had witnessed three cars going the wrong way in the lot, one almost resulting in an accident. Ms. Anthony noted his statement and said that she would look into it.

Mr. Yowell asked for an update regarding the planned fencing. Ms. Anthony explained that nothing could happen until the IGA with Colorado Springs was finalized.

Discussion ensued.

Johnny Johnson spoke from the audience saying that she was taking an environmental science class and that attending the PAB meeting was part of her lab. She commented that the Incline was listed in the top 10 nationally for hikers. Shouldn't we be making money off of it?

Discussion ensued.

Ms. Johnson referred to the Board opening saying that, as a resident, she may be interested but wondered if she had to be a business owner. Ms. Anthony suggested changing one of the existing members to a different designation; it could be worked out.

Per Ms. Anthony's update, discussion ensued regarding signs and marking of pedestrian walkways and crosswalks on Ruxton Avenue.

Mr. Wren encouraged Staff to get the kiosk pad done ASAP.

- **Parking Enforcement Report**

Discussion ensued regarding the new Parking Enforcement Officer shirts and hats.

Discussion ensued regarding the Parking Enforcement vehicle.

Mr. French told the Board about the new PEOs Justin Zimmerman and Joseph Hendrickson. He then went on to say that the Barr Trail lot had really improved and that the number of tickets issued had gone down by half. Mr. French also said that there were really 45 spaces in that lot if one counted the motorcycle spaces. He then referred to and discussed the May lot reports contained in the packet and the June reports that were handed out separately.

Per Chairman St.Cloud's question, Mr. French said that there were a lot less complaints and that he was constantly trying to lessen the number of tickets issued. There was maybe only one person per week who said that they had tried to pay but who had still gotten a ticket. Per Councilwoman Toll's question, Mr. French said that in that situation he would explain the whole process and then reduce the ticket to a warning. He also mentioned that the machines

were set up to not charge the cards multiple times. Discussion ensued regarding other mistakes people made and how the PEOs handled them. Per Chairman St.Cloud's next question, Mr. French said that they were getting more suggestions than complaints.

Mr. Yowell wondered if the PEOs were going more places and Mr. French replied that they had started doing that after the Coffin Races last year. Ms. Anthony also mentioned that the PEOs worked closely with the Code Enforcement Officer who could either issue a warning/ticket or notify a PEO. Mr. French added that the PEOs did the same for the Code Officer.

Mr. French next updated the Board regarding the PEOs days and hours of coverage.

Councilman Carpenter asked Mr. French to explain what the problem was with the kiosk in the Canon lot. Mr. French said that the CPU was draining the battery instead of using the solar panel. Ms. Anthony said that she had contacted the Duncan salesperson and had gotten some results.

Councilman Carpenter suggested looking at the possibility of putting motorcycle spots in the "triangles" near the bump-outs downtown. Mr. French explained that it was illegal to park within 20' of a crosswalk per CDOT rules. Ms. Anthony said that Staff would look into it.

VI. DISCUSSION REGARDING NONAGENDA ITEMS

Curt Heimsoth, 502 Canon Avenue, suggested raising funds through a "transportation user fee" that would be added to an event ticket. He explained his thinking in that the quality of life related to tourism was not increasing for residents, just for business owners so the fee would put it on the tourists/visitors whereas a tax would be felt by the residents. Mr. Heimsoth also suggested that the Board become the "Transportation" Authority Board instead of just parking.

Discussion ensued.

Discussion ensued regarding making the PAB an enterprise.

VII. FUTURE AGENDA ITEMS and SCHEDULE NEXT MEETING

- Next meeting: August 12, 2011
- Ordinances – Boot Regulations; Requiring Parking "Between the Lines"
- Draft scope of work/budget for consultant
- Draft Event Parking checklist/outline

VIII. ADJOURNMENT

With no further business to conduct, Chairman St.Cloud adjourned the meeting at 10:02 a.m.