



**TRANSPORTATION AND PARKING BOARD
REGULAR MEETING MINUTES
Tuesday, May 23, 2017**

I. CALL TO ORDER and APPROVAL OF AGENDA

A regular meeting of the Manitou Springs Transportation and Parking Board was held on Tuesday, May 23, 2017, in Council Chambers, 606 Manitou Avenue. Vice Chairman Minch called the meeting to order at 9:31am. The following were in attendance:

- PRESENT:** Vice Chair NEALE MINCH
Board Member JAY BEETON
Board Member JOY PORTER (left @ 10:45am)
Board Member VALERIE ROSENKRANTZ
- ABSENT:** Board Member SUSAN WOLBRUECK (excused)
Board Member L'AURA WILLIAMS (excused)
Chair BILL KOERNER (excused)
- STAFF:** Michelle Anthony, Senior Planner
Sherri Johnson, SP+ Facility Manager
Dane Lyon, SP+ Senior Manager
Tonya Myatt, SP+ Sign Specialist
- GUESTS:** Wade Burkholder, Planning Director
Lisa Quintana, Chamber Board Liaison
Nancy Fortuin, OSAC Chair
Randy Hodges, Metro District President
Dave Wood, Metro District Construction Consultant
Natalie Johnson, MAC and Creative District Director

Vice Chairman Minch asked everyone present to introduce themselves, welcomed the guests, and asked if there were any changes to the agenda.

MOTION:
Board Member Rosenkrantz moved to approve the agenda.

SECOND:
Board Member Beeton seconded the motion.

DISCUSSION:
There was no further discussion regarding the motion.

VOTE:
Motion passed, 4-0.

II. APPROVAL OF MINUTES

ITEM 1. April 25, 2017

MOTION:

Board Member Porter moved to approve the April Minutes with the following changes:

- The date on the page headers and in the first paragraph on the first page should be changed to the April date
- Page 7, bulleted list – item starting with “Not” should be “Note”

SECOND:

Board Member Rosenkrantz seconded the motion.

DISCUSSION:

There was no further discussion regarding the motion.

VOTE:

Motion passed, 3-0. (Board Member Beeton abstained as he was not present at the April meeting.)

III. PUBLIC COMMENT ON NONAGENDA ITEMS

Nancy Fortuin, Open Space Advisory Committee, stated she was interested in partnering with the board in regard to signs and mapping for Trails/Parks and Parking options. The board expressed agreement with assisting and partnering in any way they could.

IV. OLD BUSINESS

There was no Old Business to discuss.

V. NEW BUSINESS

ITEM 2. Discussion with Metro Board Representatives Regarding Wichita Parking Garage Development

Metro District Board President Randy Hodges introduced their project consultant Dave Wood and presented information on the work that had occurred thus far in their planning for a parking garage on the Wichita Lot at 708 Manitou Avenue. They had surveyed and were in the process of replatting the property into a single lot and had completed the geotechnical investigation on the property.

Mr. Hodges asked the board to provide assurance that the paid parking program was going to continue in order for the Metro Board to be able to plan financially for this project. Board Member Beeton stated that was not in the Transportation and Parking Boards control and suggested Mr. Hodges ask City Council for this assurance.

Mr. Hodges asked what the Board's recommendation would be regarding continued paid parking. Vice Chair Minch noted that the board had recommended some parking changes recently, but not removal of paid parking. Board member Porter stated that without paid parking there would be no free shuttle.

Natalie Johnson, MAC and Creative District Director, noted she had heard about discussions of Mani-Tuesday free parking day, but no free parking overall.

Mr. Wood informed the Board the preliminary design work for the garage was underway; the Metro District had contracted with an Architect in Denver for these services. The plan was for one ground level and two supported levels of parking, which would take the lot from 86 spaces to over 200. They did have a Hydrological Engineer and would need a Floodplain Permit. Once they had the design, the budget could be determined and then the District would approach financial institutions.

Vice Chairman Minch asked if they had any idea of budget. Mr. Wood replied at this point any guess they had now could double; standard garage construction averaged about \$20,000 a space.

Board member Porter asked when there would be public comment. Mr. Wood replied there would be a public process with Major Development Plan through the Planning Commission and Historic Preservation Commission approval was required.

Mr. Wood stated the bridge current accessing the lot from Manitou Avenue was not sound and would be replaced with or without the garage construction.

Board member Rosenkrantz asked if the bridge was in the scope of the garage. Mr. Wood indicated the bridge would be part of the project and would come into the second level of parking and have a smaller footprint than what was in place currently.

Board member Rosenkrantz asked if the City took care of the bridge and was told that this was the Metro District's property.

Ms. Johnson asked about landscaping. Mr. Wood noted the bridge would be above grade level over the creek, so he would not anticipate landscaping along the creek or under the bridge.

Vice Chairman Minch asked about budget controls and were they at the point of determining go or no go. Mr. Hodges stated the Metro Board had been conferring with the City's Finance Director Rebecca Davis and they would not raise the district mill levy.

Vice Chair Minch asked if this was a Wichita or Hiawatha location conversation in regard to the parking garage construction. Mr. Hodges stated it was not; the Hiawatha property was not owned by the Metro District and the Wichita is owned by the District and its only option for garage construction. Mr. Hodges stated the District was not planning on asking for City funding for the garage. He noted the City provides some lot maintenance for the District, which the Metro Board paid for.

Vice Chair Minch asked if the Metro District would bond. Mr. Hodges stated they would and use their parking revenue for repayment. This was why they were concerned with any plans to remove paid parking.

Vice Chair Minch asked if Metro's revenues were sufficient to support bonds. Mr. Hodges stated they may have to raise the daily rate in the lot in order to increase revenue. He noted they had not come up with the amount, but he didn't anticipate it would be a major increase.

Vice Chair Minch noted the Chamber had an objective to extend the business season and asked about capacity utilization. Mr. Wood noted that two levels of covered parking would be more attractive for year-round use.

Vice Chair Minch asked about provisions for downtown residents. Mr. Hodges stated the board would continue the same permit program, but that there would be no spaces designated for residents.

Board member Rosenkrantz asked about the timeline for the project. Mr. Hodges replied the Schmishny Parking Lot would be paid off in mid-2018 and the plan was to start construction in late 2018 to early 2019.

Vice Chair Minch asked how long was construction anticipated. Mr. Wood responded the estimate was up to a year, but they didn't have a firm idea at this point. Could be nine months, but they hoped they might get it down to 6-8 months. A lot would depend on the engineering.

Mr. Hodges remarked that another concern was as the economy improves available contractors will become scarcer. Mr. Wood noted \$5-6 million is a small project for many firms.

Board member Rosenkrantz stated driving piles can be a nuisance and she hoped the Metro District would have clear communication with its neighbors. Mr. Wood stated they were not looking at structural piles at the present, but helical (spiral) piers, which were more cost effective.

Mr. Hodges noted they had also been working with the Mineral Springs Foundation, as well.

Vice Chairman Minch noted the drilling had been done about three months prior and asked if the outcome showed the subsurface would support the structure. Mr. Wood responded it would and the found hard limestone bedrock about 18 feet down, but no water percolated into the holes so they were very pleased. They did find there was some fill debris that would have to be removed and replaced with structural fill. Mr. Hodges stated the area of debris may have been used as an early dump.

Vice Chairman Minch confirmed that actual construction wouldn't start before October 2018. Mr. Hodges stated that was correct, once they had funding, although he wasn't sure about construction in winter.

Mr. Wood indicated the columns could be precast and the decking blanketed and warmed to get initial curing. There were sufficient periods of time when the weather was above freezing and the concrete would be tested to confirm design strength.

Vice Chairman Minch stated the Chamber of Commerce's priority was decking the Wichita Lot. Mr. Hodges stated it was the Metro's priority as well.

Vice Chairman Minch asked if the Transportation and Parking Board supported the garage construction. The board consensus was yes, with further input that if there was additional parking capacity needed then the City should look at other areas to develop that capacity. Vice Chair Minch felt it was important to capture this consensus.

Mr. Wood stated he was aware the board was interested in implementing the automated space identification system and that would not be needed for this structure. Given the snow removal in this area, he doubted that system would last more than two years.

Ms. Anthony noted that was an initial concern and there were issues with those systems when they were first introduced, however the company recommended to the City was located in Denver and very familiar with its system performance with snow and snow removal. The City's parking management consultant had advised there were not the same issues with the newer systems.

Board member Rosenkrantz asked when the preliminary design would be prepared. Mr. Wood indicated he expected this in the next month or so.

The board asked for the Metro District to update it regarding this project in 2-3 months.

VI. OTHER BUSINESS

ITEM 3. Discussion Regarding Comprehensive Signage Planning – Tonya Myatt, SP+

Senior Planner Michelle Anthony welcomed Ms. Myatt and stated the purpose of her visit was to gather information on the City's parking signage, get input from the board on issues and desires, and walk the parking management areas to see how signs were working or not.

Dane Lyon, SP+ Senior Manager, indicated that he had performed a signage inventory and overview that would assist Ms. Myatt in this effort. Currently signage was inconsistent and the intent was to provide planning for cohesive and well-designed signage that would help increase traffic flow. He indicated the outcome of the project would be recommendations for changes and he anticipated a phased plan so the most urgent needs could be addressed first, if the City was not able to implement changes universally all at once.

Ms. Myatt stated she had 20-years' experience in functional design and wayfinding and also did parking layouts for SP+. She would recommend sign sizes, heights, fonts and colors, also correct messaging and locations to minimize gaps in information.

Vice Chair Minch confirmed Ms. Myatt was an internal consultant with SP+.

Board member Porter indicated the board was looking for "Manitou design" using the City Logo or other uniform look unique to Manitou.

Ms. Fortuin stated she hoped to see a sense of place in the signage as this was important. She noted signage was needed for pedestrians and bicycles as well as vehicles.

Mr. Lyon stated it was important to include other aspects of travel as well.

Ms. Anthony remarked, however, that the scope of this project would not provide directional signage to trails.

Ms. Fortuin stated Manitou Springs was a walkable community and the City should be removing barriers and putting incentives in place to encourage walkability.

Mr. Lyon stated the end goals were the same and he supported helping and coordinating with other efforts.

Board member Beeton advised matching parking needs and information with what people wanted to do – downtown shoppers want to shop and dine downtown, hikers want to get to trails. Hikers in particular need to be taking the shuttle and it would be beneficial to inform people of their options.

Board member Rosenkrantz asked if the City Public Information officer should be involved in the project and website. Ms. Anthony replied there was no information officer or staff member designated in this role.

Vice Chair Minch asked who else needed to be involved in revising and advising this project. Ms. Anthony indicated the Public Services Department needed to be involved in any public signage.

Vice Chair Minch asked what the timeframe for the initial recommendations would be. Ms. Myatt indicated approximately three weeks. She remarked that she hoped to get GIS data from the City, but would have to have this converted for us in Autocad and she had a friend that could do that. Planning Director Wade Burkholder indicated that was fine and he would send Ms. Myatt an information release form.

Ms. Johnson stated the Creative District's interest in this was to make sure there were directions to the Post Office, Schools, etc., in order to connect businesses to key locations.

Board member Rosenkrantz stated most of the current signage was "Pay Here" and online the messaging was regarding paying tickets. This caused agitation and the desire was to move toward a friendlier tone.

Ms. Anthony noted that wayfinding for major traffic generators was needed.

Board member Rosenkrantz suggested maps and "You Are Here" at various locations.

Vice Chair Minch stated Ms. Myatt could get information currently used by the Chamber as a starting point.

Board member Rosenkrantz asked if the output provided by Ms. Myatt would need to be in GIS format and it was agreed that any products would need to be converted from Autocad.

Board member Rosenkrantz asked Chamber Board Liaison Lisa Quintana what her preferences were for major location signs as a business owner. Ms. Quintana suggested the information needed to be looked out from a visitor's perspective and she felt the City was over-signed and losing some parking capacity.

Ms. Fortuin suggested wayfinding signs in all parking lots and showed Ms. Myatt an example of a map. She advised there was a new hiker map; GIS data on Parks and Trails was created during the POST Master Plan. She suggested wayfinding for public restrooms and parks. Ms. Fortuin noted OSAC and PARAB had funding for signage for Parks and Trails. It was noted the Transportation and Parking Board currently did not have sign funds and would have to ask Council for these.

Vice Chair Minch noted visuals and where restrooms were located were good for visitors. He suggested looking at COSTrails.com.

Board member Porter suggested noting distances for pedestrians.

Board member Rosenkrantz also suggested RPP areas needed to be signed and mapped.

VII. UPDATES

Board Member Beeton asked if there had been progress with the Cog Railway's Parking Plan. Ms. Anthony stated there had been no further information submitted and the Cog and City's Attorneys were now discussing who would be responsible for or at least participate in what.

- Barr Trail Lot Fee Recommendation – *Ms. Anthony noted this was on the June 6 City Council Agenda. Board member Porter stated she was concerned that the City was losing revenue from the Barr Trail Lot as it was empty now most of the time. Sherri Johnson, SP+ Facilities Manager indicated she was having staff man the lot on weekends, who were turning away vehicles without reservations in order to gain compliance with that program.*
- Recommendations Responding to Chamber Survey and Recommendation for No Ticket Days – *Ms. Anthony noted these would be heard by City Council on June 6.*
- Bicycle Event Subcommittee – No Report
- Employee Parking at Elementary School – *Ms. Anthony reported she had sent an agreement to the School Principal but had not had a response.*
- Complaints/Input Regarding Need for Change Machines – No Report
- Shuttle Music Project – No Report
- Changing Meters to Accept Less than 1-Hour Increments – On next meeting agenda
- Shuttle Operations – information provided in Board packets
- Incline Management Committee – no meeting in May
- Metro District Minutes – no further minutes available
- Parking Management Report
- Financial Report

Board Member Porter left at this point in the meeting.

Vice Chairman Minch asked for clarification on the proposed Smartcard program – would this be provided annually or on a one-time only basis. Ms. Anthony indicated her understanding was it was once a year. The board confirmed the intention was this was an annual benefit provided to residents.

Ms. Johnson remarked that she wanted to do annual RPP passes instead of those being good forever. The board agreed to discuss this on the next agenda.

Board member Rosenkrantz mentioned the website information she had previously drafted and sent by email had not yet been discussed. The board reviewed the information.

Vice Chair Minch questioned 5 million people traveled through Manitou Springs. Ms. Rosenkrantz stated she got the number using data from the Chamber of Commerce, Garden of the Gods (about 3 million annually) and the City's shuttle ridership.

Mr. Lyons indicated he needed a map for the information cards he was working on.

Vice Chair Minch reviewed the monthly parking report, noting an increase in citation revenue and \$4000 of this was expired license plates and tickets for parking in the Barr Lot without a reservation. There was a small increase in on-street citations. Further, ticket numbers were down, but revenue was up because some fines, such as in Barr Lot, had been increased. He noted Barr Lot seemed to be getting repeat offenders.

VIII. FUTURE AGENDA ITEMS

There was no discussion regarding these items listed on the agenda.

IX. ADJOURNMENT

Hearing no further business before the Board, Vice Chairman Minch adjourned the meeting at 11:05am.

Submitted by Michelle Anthony, Senior Planner