



**TRANSPORTATION AND PARKING BOARD  
REGULAR MEETING MINUTES  
Tuesday, July 25, 2017**

**I. CALL TO ORDER and APPROVAL OF AGENDA**

A regular meeting of the Manitou Springs Transportation and Parking Board was held on Tuesday, July 25, 2017, in Council Chambers, 606 Manitou Avenue. Chairman Koerner called the meeting to order at 8:32am. The following were in attendance:

**PRESENT:** Chair BILL KOERNER  
Board Member L'AURA WILLIAMS  
Board Member JOY PORTER  
Board Member VALERIE ROSENKRANTZ  
Board Member SUSAN WOLBRUECK

**ABSENT:** Vice Chair NEALE MINCH (excused)  
Board Member JAY BEETON (excused)

**STAFF:** Michelle Anthony, Senior Planner  
Sherri Johnson, SP+ Facility Manager  
Dane Lyon, SP+ Senior Manager (arrived 8:59am)

**GUESTS:** Lisa Quintana, Chamber Board Liaison  
Dave Wood, Metro District Construction Consultant (left at 10:05pm)  
Mike Barsotti, Metro District  
Nancy Fortuin, OSAC Chair  
David Chorepenning (left at 10:10am)  
Bob Todd, Councilman

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

Board Member Rosenkrantz stated there needed to be a scope for when the budget allowed for the long-range planning project.

Chairman Koerner asked the board to add Mike Graham for discussion as item 4 under Old Business.

**MOTION:**

Board Member Rosenkrantz moved to approve the agenda with that addition.

**SECOND:**

Board Member Williams seconded the motion.

**DISCUSSION:**

There was no further discussion regarding the motion.

**VOTE:**

Motion passed, 5-0.

## **II. APPROVAL OF MINUTES**

### **ITEM 1. May 23, 2017**

#### **MOTION:**

Board Member Porter moved to approve the May Minutes as presented.

#### **SECOND:**

Board Member Rosenkrantz seconded the motion.

#### **DISCUSSION:**

There was no further discussion regarding the motion.

#### **VOTE:**

Motion passed, 2-0. (Board Members Koerner, Williams and Wolbrueck abstained as they were not present at the May meeting.)

### **ITEM 2. June 27, 2017**

Staff noted there was not a meeting in June, so there were no minutes to review and approve.

## **III. PUBLIC COMMENT ON NONAGENDA ITEMS**

Board Member Wolbrueck stated there were some concerns in her neighborhood about parking enforcement in the RPP areas ending at 6pm, like the paid parking. Sherri Johnson responded that she, at least, was on duty regularly after 6pm and the RPPs were being checked.

Board Member Wolbrueck reported a lot of vehicles “standing” on Duclou waiting while passengers went downtown and to pick up employees. Discussion ensued regarding if there were “Rules for Standing” and it was suggested that these be drafted and put on a future agenda. Ms. Johnson indicated she would talk to the Police Department about this issue, noting vehicles could be ticketed if they were in No Parking areas or blocking driveways.

Board Member Porter stated that standing regulations could be difficult to enforce.

Board Member Williams noted that there is a limit on how long someone can idle a vehicle in Canada.

Board Member Rosenkrantz asked if it would help if there were yellow zones painted on either side of driveways so people were not pulling up so close that property owners couldn’t pull in or out. Board Member Wolbrueck agreed this would help.

The board discussed making downtown businesses aware of this issue and of any regulations that might be recommended for approval.

Chairman Koerner suggested placing this as an item on the next month’s agenda and talking to the Chamber to see if they had any ideas regarding the issue.

*Dane Lyon arrived at this point in the meeting.*

Councilman Todd reported after a column three-weeks prior in the Pikes Peak Bulletin he had received calls from citizens and felt there were some opportunities and thoughts he wanted to bring to the board:

- Parking garages – questions regarding if the City and the Metro District planned jointly for any future garages

Councilman Todd mentioned specifically there were suggestions that the City and Metro swap the Wichita and Hiawatha properties, noting that the Pikes Peak Rural Transportation Authority had funded \$600,000 of the Hiawatha purchase and 2/3 of the property had to remain as parking. He noted the City Council did not put the Hiawatha into the Historic District and the nonhistoric parts of the building could be stripped off, or just retain the dancehall portion if that were viable. It was suggested that the Hiawatha could replace Memorial Hall for the community events and then City Hall offices could further expand. He stated it was suggested there was better traffic flow around Hiawatha and suggestions regarding a snack bar, parking, chamber of commerce and a history museum were mentioned. Councilman Todd stated callers suggested the Wichita Lot was not the first choice for a parking garage and the City wouldn't build two, or at least not right away. There was more congestion and the location was in the middle of the Historic District. He stated ideally there would be a portal to portal traffic study done to inform any construction, but that would take time and also needed the cooperation of the City of Colorado Springs and the Cog Railway.

- Incline fees

Callers also suggested it was time that charging for the Incline's use should be initiated.

Discussion regarding how this would get moved forward ensued. Ms. Anthony indicated that the appropriate forum was the Incline Management Committee.

Chairman Koerner related the background of discussions about charging a fee and the intergovernmental agreement (IGA) between Manitou and Colorado Springs. He suggested the IGA be opened up for renegotiations and both City's work jointly on a fee structure, maintenance and staffing.

Board member Porter suggested it would not be as simple as one staff person and there are large groups at times. She noted the City wanted people to come to the Incline, but how to manage that was the question.

Board member Wolbrueck asked about liability. Chairman Koerner offered that it could be treated like a ski area in regard to that issue. People are using at their own risk.

Board member Wolbrueck wondered if there was this kind of change, where would the money go and would the merchants see it. It was noted this would be part of a visioning process and the economic capacity would need to be estimated. Chairman Koerner noted the restricted funds from the Barr Trail Parking Lot was a good example of how to track the monies and restrict their usage.

Board member Wolbrueck stated those types of agreements were good at establishing big buckets of funds, but not the small buckets.

Nancy Fortuin stated she worked on the Incline Management Plan and had been involved with the oversight management. She felt most of the monies would go to Incline maintenance and maybe emergency services, but wasn't sure about any expectations for downtown benefit.

Councilman Todd stated he would contact Randy Hodges to relate the same feedback that he presented to the Metro District.

#### **IV. OLD BUSINESS**

##### **ITEM 3. Three Hour Free Parking in the Off-Season**

###### **MOTION:**

Board Member Rosenkrantz moved to place this item on the October Agenda.

###### **SECOND:**

Board Member Porter seconded the motion.

###### **DISCUSSION:**

Lisa Quintana asked if considering in October would be too late for implementation over the winter. Staff and the Board acknowledged that if this were to be recommended, it would need to go quickly to the Council for approval.

There was no further discussion regarding the motion.

###### **VOTE:**

Motion passed, 5-0.

##### **ITEM 4. 100 Block of Ruxton – Mike Graham**

Mr. Graham was not present, but Parking Manager Johnson noted he had related concerns to her, if they were the same he wanted to present. She reported Mr. Graham spoke to her about there being a way to only allow someone to pay to park for two hours one time a day (not over and over) and he wanted the 15-minute free parking to be 30 minutes.

Board member Wolbrueck offered to speak with Mr. Graham to make sure these were his issues and so the board was clear about what, exactly, he wanted.

Staff and Board member Wolbrueck were asked to report at the next meeting.

#### **V. NEW BUSINESS**

##### **ITEM 5. Changing Kiosks to Parking Increments of Less than 1-Hour**

Discussion ensued regarding changing the parking kiosks to take payments for less than one hour and to increase the free parking to 30 minutes.

Board member Wolbrueck stated the owner of the Arcade had mentioned this to her.

Board member Williams stated if she only needs to go somewhere for a short period and she has to pay for an hour, she felt ripped off.

Board member Porter noted it was only a dollar, but the issue was more the perception.

Ms. Anthony suggested that SP+ needed to look at all the features of the kiosks and make sure of what was and was not possible in regard to programming and she also wanted them to weigh in on any pros and cons or unintended consequences of allowing increments of less than an hour.

**MOTION:**

Board Member Rosenkrantz moved to place discussion regarding accepting payment for under an hour and changing the 15-minute parking to 30 minutes on the October Agenda.

**SECOND:**

Board member Williams seconded the motion.

**DISCUSSION:**

There was no further discussion regarding the motion.

**VOTE:**

Motion passed, 5-0.

**ITEM 6.** Initial Presentation of Spencer Avenue RPP – Sherri Johnson, SP+ Facilities Manager

Parking Manager Sherri Johnson updated the Board on the request for an RPP area in the first block of Spencer Avenue. She noted there were a significant number of units within that first block and little off-street, or on-street parking to serve those units. Ms. Johnson related she had spoken to some of the owners or tenants farther up on Spencer and in the area who indicated they don't need an RPP. She would manage this RPP with the Grand Avenue RPP area, but needed to go through the separate meetings and process to add it to that management. It was noted the yellow curb on the south side of Spencer needed to be repainted. Board members asked to be informed when the neighborhood meeting was scheduled.

*Dave Wood noted he needed to go to another appointment and left at this point in the meeting.*

**ITEM 7.** Marking of Parking Spaces in the Downtown

Board member Williams asked about marking of parking spaces, particularly on Canon Avenue, noting that people don't always park well with unmarked spaces.

*David Chorepenning stated he appreciated the cordial meeting and left at this time.*

Chairman Koerner stated this was a Public Services issue.

Board member Rosenkrantz indicated the painting of standardized spaces impacts the parking inventory.

Board member Wolbrueck indicated she felt the lack of individual spaces wasted inventory and a little thing like painting spaces could have a big impact.

Signs at ADA spaces were mentioned.

Staff was asked to request Public Services representative attend the August meeting and discuss the reasoning behind marked and unmarked spaces, etc.

Board member Williams asked about reworking the board's Mission Statement and was informed this could be done at a future meeting.

## **VI. OTHER BUSINESS**

### **ITEM 8. Presentation of Comprehensive Signage Plan**

Dane Lyon with SP+ stated he had anticipated more of a plan, with a focus on paid parking, but the internal consultant had not provided much information to work with.

Board member Rosenkrantz stated the City needed signage that got away from the "hand over your money" impression.

Board member Williams stated more signs were needed.

Mr. Lyon stated he wanted to continue to work on a plan and with the focus on transportation and movement.

Board member Williams stated the cones put out at the Wichita Lot indicating it was full needed to have a sign saying that and perhaps directing vehicles to other lots or back to the free parking at the Hiawatha lot.

Chairman Koerner asked if Mr. Lyon wanted input on what was provided. Mr. Lyon stated he did.

Ms. Anthony asked about no mapping being provided, but the City had given the consultant GIS files in order to provide mapping.

Parking Manager Johnson asked if this could just be initial information and more was to come. Mr. Lyon stated there was no indication of that and it appeared this was the product.

Ms. Fortuin stated she expected wayfinding and transit incorporated into signage. She suggested perhaps the board should talk to the Creative District sign consultant.

Chairman Koerner suggested what was needed is consistency across the board and asked if that consultant and Mr. Lyon could confer.

Ms. Fortuin suggested that City Council could direct that there be integration if that was necessary.

Board member Porter stated there could be too many of even beautiful signs.

Board member Wolbrueck did not want to see sign pollution.

Ms. Anthony suggested a worksession with other sign plan partners.

Chairman Koerner suggested the City Logo be more prominent and he also would like to see rounded corners on all signs.

Board member Rosenkrantz suggested installation of locator maps around town, using some of the same information as on the webpage, and a wayfinding focus.

Chairman Koerner suggested maps and information that would work on cell phones or something like Google maps to help people find the lots and other features they were looking for. Discussion regarding submitting information on the parking lots to Google maps and making Manitou Parking an identified business on Google ensued.

Board member Rosenkrantz stated the Welcome and Entering Paid Parking should be separated and more emphasis on the branding of the City.

Ms. Anthony stated she didn't believe it was necessary to go to City Council for the stakeholders to work together. She suggested the signage in place was put in for a specific reason, but the program may have moved beyond needing people to know they were entering a paid parking area, which was a frequent complaint before the signs went up.

#### **ITEM 9. Transportation and Parking Website – Review of Scope of Services**

Board member Williams stated she was not impressed with the InFront website and asked why this proposal was solicited. Ms. Anthony replied that this was the City's current webpage provider.

Board member Rosenkrantz suggested what was needed was good graphics and she had provided some information to Ms. Anthony.

Chairman Koerner remarked that he liked the Palo Alto, California, website with a good link back to the City's website.

Discussion ensued about how to put parking on Google Maps as a business and it was noted either a suite number at City Hall or using the Hiawatha lot as the location would work. The board wondered about use of click through buttons.

Board member Williams stated she would be glad to work on development of information for the new website and could meet with Staff after 1pm on certain days of the week.

**ITEM 10. Scheduling Board Retreat and Working on 2018 Budget Proposal**

Discussion ensued regarding allocation of a portion of the parking revenue to parking-related projects.

Councilman Todd suggested the board focus on what's really needed and their project priorities.

Chairman Koerner asked if a special meeting was needed.

Board member Porter noted she had a lot of work conflicts in August with trying to set additional meeting dates.

Staff agreed to send out a doodle poll to see about scheduling a Retreat, at which time the 2018 Budget request could also be discussed.

**VII. UPDATES**

- Staff Reported on City Councils actions at their meeting June 6 regarding the recommendations on the Barr Trail Lot Fee, the response to the Chamber Survey, and the recommendation for No Ticket Days, which was not approved
- Bicycle Event Subcommittee Report – Staff reported no progress had been made on this and she was doubtful any events could be planned for this year.
- Employee Parking at Elementary School – Staff reported she had received the agreement back from the School District too later to implement the employee summer parking, but there was now paperwork ready for next summer.
- Complaints/Input Regarding Need for Change Machines – no complaints to report
- Shuttle Music Project
- Shuttle Operations
- Incline Management Committee Minutes
- Metro District Minutes
- Parking Management and Financial Report – Ms. Johnson thanked the board for their support regarding asking for funding to allow additional and new handheld units to be leased.

**VIII. FUTURE AGENDA ITEMS**

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

**IX. ADJOURNMENT**

Hearing no further business before the Board, Chairman Koerner adjourned the meeting at 11:35am.

*Submitted by Michelle Anthony, Senior Planner*