



**TRANSPORTATION AND PARKING BOARD  
REGULAR MEETING MINUTES  
Tuesday, November 28, 2017**

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

A regular meeting of the Manitou Springs Transportation and Parking Board was held on Tuesday, November 28, 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  
Vice Chair NEALE MINCH (left at 10:25am)  
Board Member JAY BEETON  
Board Member JOY PORTER  
Board Member L'AURA WILLIAMS (left at 9:15am)  
Board Member VALERIE ROSENKRANTZ  
Board Member SUSAN WOLBRUECK
- ABSENT:** None
- STAFF:** Michelle Anthony, Senior Planner  
Sherri Johnson, SP+ Facility Manager  
Dane Lyon, SP+ Senior Manager  
Joe Leung, SP+ Regional Manager (left at 10:52am)
- GUESTS:** Becky Elder, Council Liaison  
John Mathis, Duclo Resident  
Karen Cullen, Ruxton Resident

**II. APPROVAL OF MINUTES**

**ITEM 1.** October 24, 2017

**MOTION:**

Board Member Porter moved approval of the October Meeting Minutes as presented.

**SECOND:**

Board Member Beeton seconded the motion.

**DISCUSSION:**

There was no further discussion regarding the motion.

**VOTE:**

Motion passed, 5-0. (Board Members Rosenkrantz and Wolbrueck abstained as they were not present for the October meeting.)

**III. PUBLIC COMMENT ON NONAGENDA ITEMS**

Discussion ensued about warnings being issued in the RPP areas. Staff reviewed the discussions which occurred previously with the Board; since warnings are within the purview of the enforcement personnel, the issuance of first time offender warnings in the RPP areas had not been taken to City Council.

Board member Wolbrueck related conversations with her neighbors who opposed warnings and noted the City had raised the ticket fines to modify behavior and issuing warnings didn't seem consistent with that action.

Board member Porter noted the Incline opening early had caused some issues and the City was trying to balance behavior and issues with illegal parking.

Board member Williams noted, as a business owner, she felt a one-time warning was fair before someone was given a \$70 ticket. She felt people parking in the RPP areas did not realize their mistake and the City didn't want them to feel like they wouldn't want to come back. She felt the warnings fostered a welcoming feeling.

John Mathis, a DuClo Resident, stated everyone parking illegally in an RPP was a first time offender and he watched people reading the signs and then ignoring them. He stated the signs were the first warning parking was not allowed. Mr. Mathis stated residents suffer the most when the RPP regulations were ignored.

Board member Minch asked if information on legal parking was being provided with the warnings. Parking Manager Sherri Johnson stated it was and 116 warnings had been issued over the Thanksgiving weekend.

Board member Minch noted there were really two areas in the City – Ruxton Avenue and everywhere else. He stated he supported the resident view and their quality of life.

Board member Beeton related an interaction he had with some illegal parkers where he warned them and they went ahead and left their vehicle. He was surprised at the lack of concern some people have regarding illegal parking and the fines and noted the onus is always on the operator of the vehicle and people needed to take personal responsibility.

Board member Minch noted there was a world of difference between the Thanksgiving weekend and mid-Winter parking.

SP+ Regional Manager Joseph Leung stated consistency in enforcement is the key and there shouldn't be differences in how areas are managed. He suggested if people know there is an established warning policy, then they may not pay as much attention to how they park.

Board member Williams asked how visitors would know about a warning policy. Mr. Mathis stated word spread and people use social media for this kind of information.

Mr. Leung stated some people are going to park regardless of seeing the signs or being told the rules, so that's why the City needed to issue tickets. The RPP areas were easier targets for this kind of behavior.

Board member Wolbrueck asked what issuing a warning cost the City. Ms. Johnson stated any cost was negligible.

Board member Wolbrueck asked how often the RPP areas were enforced. Ms. Johnson indicated the enforcement personnel try to go through those areas once an hour.

Board member Wolbrueck related her conversations with people parking around her house. Many of the residents in her neighborhood try to be ambassadors and let people know if they are parking where they will get a ticket and let them know where they can park legally. Many people use the excuse of “I’m just going to be 15 minutes” and then they walk away, even when they are told they can park downtown for free for 30 minutes.

Board member Jacobson indicated he would rather err on the side of residents.

**MOTION:**

Board member Minch moved to rescind the Board’s support of the first time warning policy in the RPP areas, noting the Parking Enforcement Officers have the discretion to issue warnings on a case-by-case basis if they feel the circumstances warrant this.

**SECOND:**

Board member Beeton seconded the motion.

**DISCUSSION:**

Board member Williams asked if a motion was needed procedurally. Chairman Koerner indicated the board was not sending a recommendation forward, but he wanted a vote taken for the record.

Council Liaison Elder asked if warnings were tracked in the ticket system. Ms. Johnson responded that they were.

**VOTE:**

Motion passed, 6-1 (Board member Williams cast the negative vote).

Board member Rosenkrantz stated good online information on parking was missing and asked about the status of the new website. Staff noted the Council had not responded to her request for approval in her Monthly Report and she would follow-up with Council and/or the City Administrator to get this issue moving forward.

Board member Wolbrueck mentioned the signage meetings being arranged by Natalie Johnson. It was noted a presentation had been made at the last board meeting and both Planning and SP+ staff were participating in those meetings.

**IV. OLD BUSINESS**

**ITEM 2. 2018 Budget Request Update**

Chairman Koerner reported the \$121,000 requested by the TPB on the unfunded list for the 2018 Budget had been approved by the City Council.

Board discussion ensued regarding working with the Metropolitan District and the approval process for the Wichita parking garage. Ms. Anthony suggested if the board wanted a more direct role in planning of the garage, then it needed to talk to City Council about whether or not Council could direct the District. Council Liaison Elder indicated she didn’t have information for the board, but knew Council was educating itself in regard to the roles of and interaction between the Council and the District.

**MOTION:**

Board member Rosenkrantz moved to request that City Council direct, to the extent possible, the Metro District to take a more collaborative approach with the Transportation and Parking Board and participate together in the comprehensive study process for the benefit of the community.

**SECOND:**

Board member Beeton seconded the motion.

**DISCUSSION:**

There was no discussion regarding the motion.

**VOTE:**

Motion passed, 7-0.

*Board member Williams left at this point in the meeting.*

**ITEM 3.** Program Update to Provide Free/Reduced Parking to Residents – SP+

SP+ Senior Manager Dane Lyon reminded the board SmartCards were being phased out by T2, the maker of the City's parking meters, and SP+'s Technology Director advised this was old technology and the desired program should be provided another way. Mr. Lyon contacted ParkMobile regarding providing free and discounted parking through that system. Once a user set up their ParkMobile account, then the City would confirm with the company the person was a resident and a discount would be applied to the account. He noted it was likely the customer list would be provided quarterly, but this was a detail that hadn't yet been set up. He indicated this would be cost neutral for the City – no more expense than had been anticipated for the program – and would take much of the administrative burden off of the parking staff.

Board member Minch asked if there was a way to register license plates and provide free parking. SP+ staff stated it was possible, but would not provide for reduced parking, only free parking and would have more impact on the Parking Office staff.

Board member Porter suggested the board needed to look at the financials of providing this program other than had been discussed as there were a lot of residents and the City needed to evaluate any repercussions.

Mr. Leung noted one of the original issues was business owners and employees taking visitor parking on street and he cautioned against creating a system that would recreate this kind of dynamic with residents.

Board member Minch agreed, after hearing the discussion, the app should be tried.

Mr. Leung noted Boulder uses the ParkMobile app for aspects of its parking program.

Board member Rosenkrantz suggested posting a video on setting up the ParkMobile account on the new website.

Board member Wolbrueck noted if someone wanted the free and discount parking, then they would take the time to set up the account.

Ms. Anthony asked, in regard to the free parking, if this could be limited or would everyone using the app be able to access the free parking? It was noted the app was set up per license plate, so there would be more free parking potentially than had been anticipated per household.

Board member Minch suggested he details would have to be worked out, but first the board should try the app and see how it performed. Mr. Lyon suggested he provide promotion codes that board members could use to get real experience with how the system would work. He noted the system could also work for businesses who want to reward customers who they want to provide discount or even free parking to.

Board member Rosenkrantz asked if Mr. Lyon could see if there could be a pre-payment option with ParkMobile. Mr. Lyon agreed to look into this.

The board asked this item be placed on the next meeting agenda for follow-up.

*Mr. Minch noted he would need to leave the meeting early and asked that items 7 and 8 be moved up on the agenda and taken next. Chairman Koerner agreed and called up the following items.*

## **V. NEW BUSINESS**

### **ITEM 4. Discussion of Barr Lot Rates and Utilization**

Board member Minch reported there had been approximately 6,000 transactions in the Barr Lot in 2017, but there had been 21,000 transactions the previous year. The utilization of the Barr Lot was way down – about 1/8 of what it was in 2015.

Board member Jacobson questioned whether the board felt this was a success.

Board member Minch recommended the board look at how to increase utilization of the lot.

Board member Beeton noted Barr Camp was reporting significantly less traffic, but before the Incline the Barr Lot was well used. He questioned how to make the parking lot available to only Barr Trail users. Ms. Anthony noted it was not possible to restrict the lot to only Barr Trail users as that could not be enforced.

Board member Wolbrueck stated it hurt to have capacity unused when people are looking for parking.

Ms. Anthony suggested the fee needed to be adjusted; the lot was controlled now by the reservation system so controlling usage by the fee wasn't necessary.

Ms. Johnson stated the Cog at \$5 parking would always draw parking away from the Barr Lot.

The board discussed adjusting the rate for the Barr Lot, perhaps down to \$5 an hour.

Ms. Anthony suggested this discussion be placed on the next meeting agenda and she also wanted to look into the possibility of using the reservation system for the on-street parking on Ruxton as well.

Board member Beeton stated the City was applying band-aids to the Incline problem and at some point needed to take action to solve it.

Board member Rosenkrantz stated the Cog needed to be included in the discussions as well as the Incline, would be the ideal starting point. Use of shuttles to bring Cog customers and Incline hikers up Ruxton was mentioned.

Board member Porter suggested since the Cog wasn't currently open they weren't getting customers, so there was plenty of capacity for Incline parking.

Board member Wolbrueck stated requiring everyone to shuttle in may not work as visitors might not want to take the extra time shuttling would require in order to do the Cog.

Board member Rosenkrantz stated there needed to be a start to the conversation.

Chairman Koerner indicated with the Cog charging \$5, then the City may need to compete in regard to the Barr Lot fee, but the Cog would always be most convenient for hikers.

Board member Porter suggested the word should be "collaborate" not "compete."

Mr. Leung stated he would provide information at the next meeting.

Chamber Director Leslie Lewis noted they had worked out a deal with the Cog to use its parking lot for Black Friday shoppers, but with the Incline opening early that agreement was not feasible. The Chamber was very unhappy with the way opening the Incline had been handled.

#### **ITEM 5. Presentation of Parking Transaction Bridge to Evaluate Potential Effects of Management Changes**

Board member Minch advised a "bridge" was a connection between two points of data and he had developed this examine the reduction in transactions in the parking program. His findings indicated:

- Paid parking ending at 6pm reduced transactions by about 15%
- The Canon and Park Avenue construction reduced parking capacity by about 38%, which correlated to about 12,000 transactions
- The Incline closure had not effect on this year's transactions because it was closed the same time last year
- The shuttle ridership had increased by 7-8,000 riders from last September to this September

Board member Minch stated this type of evaluation can be used to model proposed changes to the program in order to evaluate their effect. He noted the Canon/Park closure could have had more information disseminated and alternatives discussed, such as providing alternative parking and more shuttles on the weekends.

Board member Rosenkrantz asked if the traffic plan for the bridge project had been reviewed by the board. Ms. Anthony replied it had not.

Board member Minch indicated he did not have data on the actual impact of the loss of parking, but 38% was compelling.

Board member Wolbrueck asked SP+ representatives what other communities do when significant capacity is effected by construction. She stated the City tended not to solve problems holistically.

**MOTION:**

Board member Rosenkrantz moved to request City Council direct parking mitigation be included in plans for capital projects which impacted more than 30 parking spaces and consider the merchant and community impacts.

**SECOND:**

Board member Minch seconded the motion.

**DISCUSSION:**

Board member Wolbrueck stated the TPB should at least have a seat at the table.

Board member Rosenkrantz stated the board should review traffic management plans.

**VOTE:**

Motion passed, 7-0.

Before leaving the meeting, Board member Minch reported the 30-minute free usage had doubled to about 30% of transactions from the previous 15-minutes free usage of about 15% of transactions. He noted this seemed to be increasing each month, as well. Board member Minch stated he felt the increase was due to the 30 minutes being more usable.

Chairman Koerner wondered if there could be any correlation made with sales tax increasing. Board member Minch stated he felt there was not a change in the numbers of people coming to town, but some were now not paying.

Mr. Leung indicated 30 minutes would not provide much time for shopping. Ms. Anthony remarked the free parking was likely being used for other purposes and she agreed the increase was due to the usability of the greater time, but also felt the word was getting out on the feature.

Board member Minch indicated business owners were making comments similar to Ms. Anthony's.

*Board member Minch left at this point in the meeting.*

**ITEM 6.** Discussion Regarding TPB Agenda Format

Chairman Koerner proposed restructuring the agenda to streamline the meetings. He recommended adding a Consent Calendar and changing the numbering scheme to start with "1" under each agenda category.

Board member Porter stated in her experience the TPB was not the kind of board that would use a Consent category.

Ms. Anthony stated no other advisory board had a consent category and she did not feel this would be a help as the board needed discussion of most items.

Board member Jacobson stated he was willing to try it.

Board member Rosenkrantz agreed to try the changes suggested by the Chairman.

Board member Beeton stated the board might not have consent items, but he was willing to give it a try.

Chairman Koerner stated the Consent category could contain minutes and items coming from staff.

Board member Porter stated she did not want to avoid discussion.

Board member Wolbrueck asked if items under Consent could still be discussed. Ms. Anthony confirmed they could.

Board member Wolbrueck stated this was a decision the board needed to deal with since she was going on City Council. Discussion is critical and she would not want to see the board do anything to limit this. City Council was counting on the TPB to do its work and limiting discussion would be detrimental to that focus. She stated it would be okay to try but it would need to be changed if this proved to limit discussion. She also noted she was okay with renumbering the agenda categories.

The board agreed to trying the changes as proposed by the Chair.

***Chairman Koerner called for a short meeting recess at 10:45am. The meeting resumed at 10:52am.***

***Mr. Leung left at this point in the meeting.***

**ITEM 7.** Discussion Regarding Transportation and Parking Board Scope

**ITEM 8.** Discussion of Draft TPB Bylaws

Chairman Koerner recommended a subcommittee work on the board scope and bylaws, noting he had concerns with the current bylaws draft.

Board member Rosenkrantz asked what the source of the bylaws edits was. Ms. Anthony replied she had provided the current draft.

Board member Rosenkrantz stated the current draft did not follow the recommendations of the consultants, Kezziah Watkins and that report and the City's Comprehensive Plan needed to be woven into the document.

Chairman Koerner noted the Chair should oversee the agenda. He asked for subcommittee volunteers to join him. Board members Porter and Beeton agreed to serve. Board member Rosenkrantz was asked to provide her comments pertaining to the Master Plan.

## **VI. OTHER BUSINESS**

### **ITEM 9. Discussion Regarding December 2017 Meeting Date**

Staff advised the board the December meeting would fall the day after Christmas and questioned whether there would be a quorum. Ms. Anthony recommended the board either move the December meeting to earlier in the month, or given all the holiday activity asked if the board would want to cancel the December meeting and just hold a meeting at the regular date in January. The board agreed to not hold a December meeting. It was noted a worksession might be scheduled to discuss the SP+ contract proposal, depending on the timing of City Council consideration.

### **ITEM 10. Discussion Regarding Mitigating the Present and Future Impact of the Incline on Transportation and Parking**

It was noted this item had not been discussed earlier in the meeting as shown on the agenda.

Chairman Koerner stated there were some great ideas about how to deal with the Incline and he had been speaking with Colorado Springs Parks representatives regarding implementing more management. It had been related to him Colorado Springs' higher management wanted to see the northern trail implemented before any other management changes.

Board member Beeton stated that was not going to work and both Colorado Springs and Manitou Springs were party to the Incline agreement, which could be reopened without Colorado Springs approval.

## **VII. UPDATES**

- Transportation and Parking Website by SP+ – Approval by City Council Requested
- Traffic Engineer Ordinance - Council Consideration at December 5 Meeting
- Spencer Avenue RPP – Council Consideration at December 5 Meeting
- Manitou Avenue RPP – Council Consideration at December 5 Meeting
- Shuttle Operations – Staff reported on the increase in shuttle ridership in October
- Parking Management and Financial Report
- Ruxton Avenue Study – Starting January 2018
- Complaints/Input Regarding Need for Change Machines – Ms. Johnson reported there had been no complaints about removal of the change machines and suggested this be dropped off the agenda. The board agreed.

## **VIII. FUTURE AGENDA ITEMS**

- Rules for “Standing” Vehicles in RPPs and Other Areas – Ms. Johnson reported the Police Chief has advised parking personnel this was the same as parking, so they can be told to move on.

Ms. Anthony asked if this included double parked or vehicles in drive aisles. Ms. Johnson confirmed it did and enforcement personnel would issue parking or obstructing traffic tickets.

Board members asked if this information should be added to signs in the RPP (No Standing or Double Parking). It was recommended this item be kept on the agenda for that purpose.

Chairman Koerner stated the signage project underway that would mandate appearance would not be applicable to traffic signage.

Board member Wolbrueck suggested painting something like “RPP Only” on the road or curbs in RPP areas as that type of sign was noticed by drivers. The board asked Mr. Lyon to include this concept in his comprehensive parking sign plan.

- RFP for Ticket Collection Services – no discussion
- Downtown or Near Downtown Resident Parking Study (Long-Range and Continuing)
- Downtown Employee Parking Study and Program (Long-Range)  
Ms. Anthony noted the above items would be included as part of the Master Planning project, so she would take off the agenda.
- Scope for Transit Planning RFP  
Board member Rosenkrantz asked about this item. Ms. Anthony noted it was from discussions about using a private company or the City operating its own system. There were issues with issuing an RFP that could interfere with Mountain Metro providing the service. Ms. Anthony indicated there would be some transit evaluation in the Master Plan, so this would be removed from the agenda, as well.

Board member Beeton noted paid parking at the Hiawatha and purchase of property on Higginbotham for parking should be items addressed in the Master Plan.

## **IX. ADJOURNMENT**

Hearing no further business before the Board, Chairman Koerner adjourned the meeting at 11:30am.

*Submitted by Michelle Anthony, Senior Planner*