



**TRANSPORTATION AND PARKING BOARD
REGULAR MEETING MINUTES
Tuesday, April 24, 2018**

I. CALL TO ORDER and INTRODUCTIONS

A regular meeting of the Manitou Springs Transportation and Parking Board was held on Tuesday, April 24, 2018, in Council Chambers, 606 Manitou Avenue. Vice Chairman Minch called the meeting to order at 8:36am. The following were in attendance:

- PRESENT:** Vice Chair NEALE MINCH
Board Member JOY PORTER
Board Member VALERIE ROSENKRANTZ
Board Member ROLF JACOBSON
- ABSENT:** Chair BILL KOERNER (excused)
Board Member JAY BEETON (excused)
- STAFF:** Michelle Anthony, Senior Planner
Sherri Johnson, SP+ Facility Manager
Dane Lyon, SP+ Senior Manager
Casey Robinson, SP+ Regional Manager, Municipal Services (by phone)
- GUESTS:** Dave Wood, Metro Board Consultant (left at 9:05am)

II. APPROVAL OF AGENDA

There were no changes to the agenda.

III. APPROVAL OF MINUTES

ITEM 1. February 27, 2018

MOTION:

Board member Porter moved to approve the February Minutes as presented.

SECOND:

Board member Jacobson seconded the motion.

DISCUSSION:

There was no further discussion regarding the motion.

VOTE:

Motion passed, 4-0.

ITEM 2. March 27, 2018

Ms. Anthony reported the March Minutes were not yet available and this item would be moved to the May agenda.

IV. PUBLIC COMMENT ON NONAGENDA ITEMS

Debbie Carley, owner of D&D Liquor and residential property with seven cottages between the 1000 block of Manitou and Waltham Avenues, stated she and her husband purchased the property in the 1990s and had never said anything before when the meters went in. However, with the creation of the RPP area west of their property on Manitou Avenue that their property was not part of, they wanted parking like they had when they bought the property. Mrs. Carley noted some of her tenants park on Waltham and they had a dumpster on the street on Waltham, but there was not enough parking for her tenants and they were complaining.

Board member Rosenkrantz asked if the Carley's property was in the paid parking area and Mrs. Carley responded it was.

Board member Jacobson asked how many spaces were on Manitou Avenue adjacent to the Carley's frontage. Mrs. Carley replied there were 5-6 spaces in front of her property.

Mrs. Carley stated she and her husband did not want tenants to park at their liquor store and didn't feel they should have to pay for parking. She stated their property was not the same as the Barker House and parking on Waltham was getting worse.

Vice Chairman Minch asked why the issue was being brought up at this time. Mrs. Carley stated her tenants were unhappy and the creation of the RPP were the reasons they were coming forward now.

Board member Jacobson asked if there were any neighbors in the area with more parking than they needed. Mrs. Carley stated there was a cut out across from the property on Waltham that used to be available to tenants, but it was not now.

Vice Chairman Minch asked staff to put this issue on the next agenda and bring information regarding the options for the property.

V. CONSENT CALENDAR

There were no Consent Calendar items to consider.

VI. OLD BUSINESS

ITEM 1. Updates for Spring 2018 Projects

a. Parking Identification and Availability - Presentation of New Technology - SP+
Casey Robinson and Dane Lyon presented information regarding SP+ recommending that the City move away from the sensor parking ID technology and if it was going to consider a system, move to a camera-based, license plate recognition program. Discussion ensued regarding this alternative technology and the digital signage it would feed information to.

Dave Wood stated unless the Metro District was involved in making the decisions, it was unlikely they would agree to the program. He stated the proposal had not addressed the Metro District's issues.

Ms. Anthony stated she understood there had been concerns with the signs being allowed by CDOT. She had met with CDOT and there were no issues with the proposed signs. Mr. Wood stated the signs were too costly.

Mr. Casey noted the project costs had come in higher than he anticipated. However, the sign estimates had been carried over from the sensor system and had not, yet, been refined.

Board member Porter asked about what sort of poles the cameras would be mounted on. Mr. Casey indicated they could be mounted on decorative metal poles and lower height than utility poles.

Board member Rosenkrantz asked if the cameras could be mounted on buildings where available and Mr. Casey confirmed this.

Mr. Casey advised the mounting would be on a case-by-case basis, but the return on investment was uncertain. He presented information on the propose Ambassador Program.

Vice Chairman Minch asked if the ambassadors could adjust the red/green lights on signs and the website. Mr. Casey indicated he would have to look into this.

Vice Chairman Minch stated that should be part of a trial period.

Board member Porter asked about the safety of the ambassadors. Mr. Casey advised SP+ had significant experience with this type of program, which was basically like working an event. Personnel would have full training and no one would be directing traffic or interacting with customers who was not qualified to.

Vice Chairman Minch asked Mr. Wood about the Metro District participation. Mr. Wood stated the District had its own ambassadors and would manage their lots directly.

Mr. Casey stated the cost of the Ambassador Program was a lot lower and could be tailored and adjusted as needs arise, and there would still be data gathering. He stated his observation was traffic congestion was affected by crosswalk usage and could also be helped via the variable message boards directing parkers to where there was availability.

Ms. Wood advised the TPB that he had received a text from Randy Hodges stating the Metro Board declined participation in the LPR system.

Board member Jacobson asked about cross-training the ambassadors and the PEOs. It was noted these personnel had different roles. Ms. Anthony advised it would be beneficial to have some personnel who were available for special events in the off-season.

Some discussion of directional signage ensued.

Vice Chairman Minch asked if the hours the ambassadors at the Wichita Lot worked consistent with the proposed program. Ms. Anthony advised that if the Metro District was not going to participate in the City's ambassador program, then those fund could be deleted or the personnel deployed elsewhere.

Discussion regarding how data would be collected and reported ensued. Mr. Casey indicated the lots would call in to the ambassador supervisor on a regular basis, at least hourly, to report vehicles and any pertinent information.

Mr. Wood remarked the Metro District had managed without electronic data. Ms. Anthony noted information was helpful.

Mr. Wood stated Colorado Springs sign companies would be less expensive.

Vice Chairman Minch suggested the ambassadors needed to be engaging and have “Manitou” training. Mr. Casey agreed.

Ms. Anthony suggested looking at ways to provide the ambassadors shade and shelter, and this might also be a good place to have some items of tourist information.

Discussion regarding implementation timeline ensued. Mr. Casey indicated the program could be in place a month after approval.

Vice Chairman Minch noted a presentation was needed at the Metro District to ascertain whether they would agree to participate.

MOTION:

Board member Rosenkrantz moved to recommend to City Council that it proceed with the proposed ambassador program subject to the approval of the Metro District’s participation in the lots it owns.

SECOND:

Board member Porter seconded the motion.

DISCUSSION:

There was no discussion regarding the motion.

VOTE:

Motion passed, 4-0.

b. Website and Mobile App Update - “Beta” Testing and Roll Out - SP+

Mr. Lyon reported there was a phone conference that day to discuss the website and confirm the schedule and date the site would be ready for testing. Brief discussion ensued about what needed to be shown on the map and not showing the RPP areas too literally so not to encourage parking in the non-RPP areas.

Vice Chairman Minch noted the Chamber was having a function the next week and would be asking business owners if they support the parking garage at the Wichita Lot and paid parking at the Hiawatha Lot, and if the shuttle route were expanded how they would recommend it be paid for.

Ms. Anthony stated here concerns that some of the questions were not appropriate at this point in time and could create the impression that the City was in a process of considering charging at the Hiawatha or expanding the shuttle program, which it was not. There had only been some information ideas mentioned and no formal action or process.

Vice Chairman Minch agreed and indicated he would see about limiting the question to how businesses felt about parking.

Board member Porter agreed to look at the questions as she had experience with surveys.

c. Wayfinding Static Directional and Site Identification Signs - Report on CDOT Coordination - Staff Ms. Anthony stated she met with a CDOT representative and needed to apply for a permit for the wayfinding signage that would be placed in CDOT right-of-way. Discussion regarding going to the Metro Board to determine their participation occurred. The Board consensus was to take this program to City Council for approval.

ITEM 2. Coordinated Construction Information – Status

The Mayor was not present so there was no discussion regarding this item.

ITEM 3. Communications - Shuttle Advertising

Ms. Anthony presented information she had gathered from Lamar Advertising regarding the interior and exterior advertising on the shuttles. She noted the Chamber recommended the interior advertising and indicated it would participate in the expense and usage.

MOTION:

Board member Porter moved to recommend to the City Council that the interior advertising on the shuttles, estimated at \$1,500 for the rest of the year, be leased with the Chamber and used for Incline rules and information, website and parking promotion, and other city promotion.

SECOND:

Board member Jacobson seconded the motion.

DISCUSSION:

There was no future discussion regarding the motion.

VOTE:

Motion passed, 4-0.

ITEM 4. Status of Free/Reduced Rate Parking to Residents/Businesses - SP+

The board consensus was to discuss this item the next month.

Vice Chairman Minch adjourned the Regular meeting at 10:00am to go into executive session as stated in the next item on the agenda

VII. NEW BUSINESS

ITEM 1. An Executive Session to Consider the Purchase or Sale of Property for a Public Purpose Pursuant to Section 5.1(B) of the Manitou Springs Municipal Charter, Relating to Public Parking and Transportation.

Vice Chairman Minch called the Regular meeting to order at 10:45am after adjourning the executive session.

VIII. OTHER BUSINESS

ITEM 1. Barr Trail Lot Usage

Discussion regarding the lack of usage at the Barr Lot and the worsening data since the Cog Lot had become available to hiker parking ensued. The board agreed the reservation system should be dropped and a flat rate of \$5 per vehicle imposed.

MOTION:

Board member Jacobson moved to recommend to the City Council that the Barr Lot management be changed to discontinue the reservation system, reinstall the pay station and impose a fee of \$5 per vehicle as soon as possible, with multiple day's purchase of parking available to accommodate Barr Camp. Mr. Jacobson noted that with the closure of the Cog, traffic on Ruxton would be lessened so the reservation system was not needed for congestion and revenues to fund the shuttles and other commitments, like repairs and maintenance of the Barr Trail.

SECOND:

Board member Rosenkrantz seconded the motion.

DISCUSSION:

There was no discussion regarding the motion.

VOTE:

Motion passed, 4-0.

IX. UPDATES

- Shuttle Operations
- Parking Management and Financial Report
- SP+ Contract Renewal - Contract Drafted and Being Reviewed by SP+
- Ruxton Avenue Study – In Process
- Transportation and Parking Comprehensive Plan – On-Hold
- TPB Scope and Standard Operating Procedures – Future Subcommittee Meeting Dates TBD

X. FUTURE AGENDA ITEMS

- Rules/Signage for “Standing” Vehicles in RPPs and Other Areas
- RFP for Ticket Collection Services

XI. ADJOURNMENT

Hearing no further business before the Board, Vice Chairman Minch adjourned the meeting at 11:00am.

Submitted by Michelle Anthony, Senior Planner