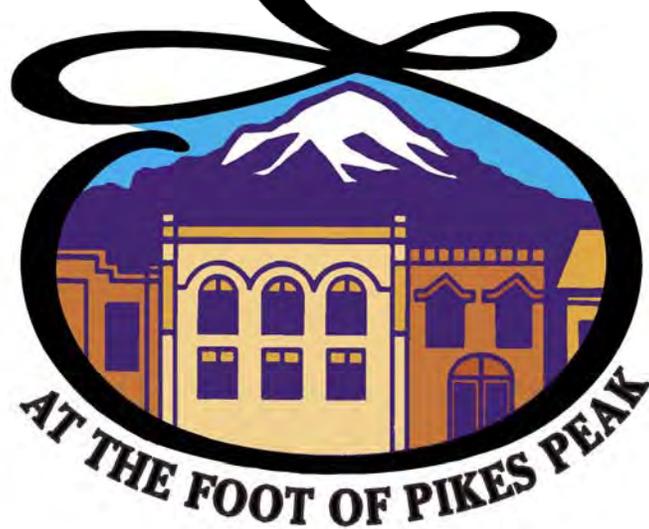


Historic
MANITOU
SPRINGS



GUIDELINES AND PROCEDURES
For
RESIDENTIAL PERMIT PARKING

Effective May 1, 2013

**CITY OF MANITOU SPRINGS
GUIDELINES AND PROCEDURES
For
RESIDENTIAL PERMIT PARKING**

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I. Introduction

The Manitou Springs City Council passed Ordinance 0813 in April 2013 amending the Code of Ordinances of the City of Manitou Springs and authorizing the Parking Authority Board (PAB) and the Residential Parking Permit Manager (Staff) to designate permit parking along City of Manitou Springs' streets. The ordinance was passed as a result of citizen requests to regulate uncontrolled non-resident parking practices in their neighborhoods. The Residential Permit Parking (RPP) Program was created to mitigate adverse and chronic levels of non-resident parking along streets with adjacent residential properties.

Generally, on-street parking is a beneficial function of a roadway and open to all users. Parking issues can occur in residential areas where adjacent or nearby land uses do not provide an adequate supply of off-street parking for their associated parking demand. Typical land uses that may cause overflow parking in residential areas include, but are not limited to: local attractions, special events, downtown businesses, and entertainment activities. Residents in areas that have significant on-street commuter or spillover parking may have concerns about the availability of parking for themselves and their guests, traffic safety, emergency vehicle access, and impacts on delivery and other basic services. The implementation of RPP is to address primarily quality of life issues; safety or mobility issues may enjoy some degree of relief due to RPP, but they along with nuisance or security issues are more appropriately addressed through other means or programs.

The desired outcome of RPP is to increase the amount of on-street parking available to residents and their guests while balancing the needs of others who desire to park along the street. The program does not guarantee or assign specific spaces for specific residents. Vehicles parked in designated RPP parking areas during the restricted hours are subject to being ticketed if they do not properly display a valid parking permit, even if the vehicle is owned by a resident.

This statement of departmental policy is to clarify the practices and procedures that will be used by the City of Manitou Springs and clarifying the duties and responsibilities of the Staff in facilitating the direction of Council.

II. Authority and Scope

- A. Ordinance No. 0813 passed and approved in April 2013 enables the designation of "Residents Only" parking along specific streets. A copy of the ordinance appears in Appendix A.
- B. The City Council, PAB and RPP Manager retains the authority to revise or modify these guidelines and procedures as necessary.
- C. These guidelines and procedures are effective immediately.
- D. The City Council, PAB and RPP Manager (with proper notification to the PAB and the City Council) retain the authority to initiate, install, modify, or remove residential permit parking following the procedures as established by the City of Manitou Springs and to issue, modify, or revoke permits for cause independent of this policy.

III. Purpose and Intent

A. The purpose of the Residential Permit Parking (RPP) program is to:

1. Mitigate adverse and chronic levels of commuter or non-resident parking along street segments with adjacent residential properties.
2. Issue permits for residential units that are dependent upon on-street parking where there are identified parking deficiencies that cannot be accommodated with on-site parking.
3. Provide relief in residential areas experiencing a loss of available on-street parking due to changes in parking patterns, implementation of other parking restrictions, or installation of parking meters.
4. Address residential properties that were established or constructed prior to when minimum required on-site parking requirements had not been established by city code.

B. The intent of the Residential Permit Parking (RPP) program is to:

1. Regulate parking within a designated RPP area in the least restrictive manner that best mitigates the documented or apparent problem.
2. Not guarantee or assign specific on-street parking spaces for permit holders or their visitors.
3. Require vehicles parked during restricted hours to properly display a valid parking permit, even if the vehicle is owned by a resident, or be subject to citation.
4. Implement RPP in coordination with other laws, ordinances, and regulations regarding on-street parking.
5. Specifically exclude RPP from the Downtown Parking Management Area of the City of Manitou Springs. For the purposes of this policy, the boundaries of this area are shown in Appendix F.
6. Not provide properties which have the required off-street parking for their legal usage the maximum number of parking permits. Such properties may not be eligible for consideration. If available, guest permits can be obtained if no additional on-site parking is available.
7. Not address the lack of off-street minimum accessible parking space requirements established by the Americans with Disabilities Act or other similar legislation.

IV. Establishment and Assignment of RPP Areas

A. Generally, the limits of an RPP area are defined as a contiguous area within the city that has as its boundaries:

1. The interior property line of properties along an arterial;

2. The corporate limits of the city;
3. Intersections of other streets with the primary RPP street or street-segment; or,
4. Any combination of one or more of the foregoing boundaries.

B. An RPP area may consist of one or more blocks or neighborhood areas. The RPP Manager may revise or subdivide RPP areas as is deemed appropriate and necessary to facilitate management of on-street parking.

C. RPP area designation may extend to parallel or perpendicular street segments adjacent to the primary street segment being requested in order to address anticipated parking overflow once RPP is implemented.

D. Levels of RPP protection may range from only signing an area for resident parking (which will not provide for enforcement), to a combination of permits and management that allows parking at specific times and/or in specific places by both residents and non-residents, to permitted and managed parking for only residents of the RPP area at all times and on all days.

V. Process for RPP Designation

A. Application

1. Residents considering application for RPP are encouraged to contact the Manitou Spring RPP Manager in advance to discuss the request before beginning the application process.
2. All requests for RPP must be received by the published biannual deadlines found in Appendix D.
3. Other than those areas that may be initiated by the City, the initial request for RPP must originate from a resident or owner whose residential property abuts the requested street segment. The requester must be willing to:
 - a. Be considered the requester of record and act as the primary contact for the request;
 - b. Work with the RPP Manager to help with notification and the compilation of evidence of support for the requested street should it be determined eligible;
 - c. Serve as liaison to any residents within whose boundaries the requested street segment exists.
4. Designated RPP areas may be represented by “agents” who serve as the requesters of record. New RPP requests from within areas with an active agent must be submitted through the current agent. The RPP Manager will provide contact information for agents representing such areas. Additional information regarding agents is in Appendix B. Should an agent for a specific area choose to relinquish their role without a replacement being willing or able to serve, then the use of agents for that area will cease through attrition.

A complete listing of all active requests and designated RPP Areas will be posted on the City's web site.

5. RPP Designation Application

a. Applications for RPP designation will be on the form as provided by the City of Manitou Springs. An application packet with information, forms, and a summary of the steps for RPP application is located in Appendix E.

b. Applications should be submitted to:

City of Manitou Springs
Residential Parking Program Manager
606 Manitou Ave.
Manitou Springs, Colorado, 80829

6. The request must identify:

a. The name, address, and phone number of the initial requester;

b. The street and blocks for RPP consideration; and,

c. The days of the week and the times of those days when commuter or non-resident parking is desired to be regulated.

7. Requests for RPP designation generally include both sides of a street segment. Where no residential units exist along one side of a street, the other side of the street segment with residential units may be considered singularly. Requests for only one side of a street segment or partial segments will be considered in special circumstances and evaluated on a case by case basis.

8. Submitted segments may be divided or otherwise revised at the sole determination of the RPP Manager. Days and times of regulation are subject to field validation as described later in this policy. The objective shall be to establish the least restrictive parking restriction that best meets the demonstrated or anticipated need.

B. Determination that Request is Reasonable

1. Upon receipt of an application the RPP Manager will conduct the necessary initial evaluation and submit the proposed RPP designation to the Parking Authority Board (PAB) with a recommendation as to whether the request is reasonable and should move forward or not.

2. Determination that the request is reasonable for RPP consideration will be made in a timely manner, based on the following criteria:

a. The street must be a public street under the jurisdiction of the City of Manitou Springs.

- b. The street must not be designated as an alley.
- c. The requested street segment is not within the Downtown Parking Management Area.
- d. Residential units exist along at least one side of the requested street segment.
- e. The request does not duplicate or overlap with any other active request.
- f. The existing curbs along the street segment are not fully regulated by other RPP zones, valet zones, commercial loading zones, or other specific use designations.
- g. On-street parking along the street segment is not fully restricted due to safety, mobility, or security issues
- h. Residential units along the requested street segment are not prevented from direct access to the street. This includes, but is not limited to: cliffs or very steep hill faces, fencing, walls, dense vegetation, design of the building, and other similar barriers to access. Emergency exits, service entrances, and other similar building portals are not considered to provide direct access for the purposes of this policy.

C. Initial Support Petition

1. Upon determination the application is reasonable and the street is eligible for RPP designation, the RPP Manager will develop a map of the limits of the proposed area showing the associated petition area and include primarily those properties facing or abutting the proposed street segment.
2. The map and the standardized *Initial Support Petition* to be circulated to residents in the street segment being requested for RPP designation will be provided to the requestor. Notification/evidence of support must be submitted on forms produced by the RPP Manager or exact duplicates. Counter-petitions or other similar instruments will not be accepted. A sample petition is found in Appendix F.
3. Each property identified as being within the petition area must be represented on the petition by signature and indication of "Support" or "Oppose" review of the designation. A statement of exception must be submitted by the requester explaining the absence of any property not represented. The requestor must make a "good faith effort" to contact property representatives, generally considered to be at least three separate attempts on different days at different times when it would be reasonable to expect someone to be available. Only one signature and indication per property will be accepted. Any property represented by multiple signatures with identical indications will be considered singularly. Any property represented by multiple signatures with differing indications will be considered nonresponsive but accounted for in the petitioning process.

Each property representative must list on the petition the license plate number and state of registration of any operable, street-legal motor vehicle parked at that property its residents. This information will be held confidential by the City and used to validate the amount of commuter or non-residential parking occurring along the requested street segment.

Properties which do not provide this information are considered to be nonresponsive but accounted for in the petitioning process.

Except for condominiums, a property manager's or owner's signature may be considered as representing all units of multi-family properties of six or fewer units if residents do not respond to petition in timely manner. The manager or owner must be properly identified on the petition form.

4. Action to move forward will be defined as follows:

- a. If the number of petitioners indicating "Support Review" is greater than the number of petitioners indicating "Oppose Review", the process moves forward. RPP manager schedules Meeting with residents.
- b. If the number of petitioners indicating "Oppose Review" is greater than the number of petitioners indicating "Support Review", the process stops and requester can appeal process or gather needed support signatures.

5. Notification

a. Signs

The RPP Manager will post temporary signs at each end of the requested street segment and any mid segment intersections for a period of no less than two weeks announcing the intent to have the street considered for RPP. An example temporary sign is shown in Appendix C.

No signs may be posted by anyone other than the RPP Manager. Requests with unacceptable temporary signs will not be considered.

b. Alternative Notification

For areas which may not be represented by a street segment agent, the RPP Manager may provide notification through alternative means, such as direct mail, flyers delivered to individual properties or units, and/or street signage.

c. Cost of Notification

All costs associated with notification shall be borne by the RPP program.

6. Submittal of Initial Support Petition

a. Initial Support Petitions must be completed and returned to the PAB and RPP Manager by the established deadline for the segment to be further considered.

b. The PAB and RPP Manager reserve the right to validate any petitions submitted for consideration. Requests with any of the following will not be processed further:

- i. No petition;
- ii. Noncompliant petition;

- iii. Petitions found to be incomplete, illegible, or are perceived to not have truthful or accurate representations;
 - iv. Petitions that do not represent or account for all properties.
- c. Any person who wishes to alter their indication of support on the petition form after its submittal must do so in writing to the RPP Manager. No such requests will affect applications that have already received approval or denial.
- d. Validation of Requested RPP Petition and Scheduling Resident Information Meeting

Requests with timely and valid evidence of support petitions will be evaluated using the following criteria:

- i. Those requests which do not have at least 51% evidence of support will be ineligible for further consideration and a letter informing residents of this outcome and the process for appeal shall be sent.
- ii. Those requests with at least 51% evidence of support will be further considered for eligibility through field parking surveys and the RPP Manager will schedule a resident information meeting.

D. Resident Information Meeting

1. For areas which may not be represented by a street segment agent, the RPP Manager may provide notification of the Resident Information Meeting through alternative means, such as direct mail, flyers delivered to individual properties or units, and/or street signage.
2. The RPP Manager will hold one information meeting with residents of the street segment being considered for the RPP program in order to:
 - a. Gather additional information that supports the request fro residents attending meeting.
 - b. Explain the results of the petition showing support.
 - c. Explain the RPP guidelines and discuss with residents how the process will proceed.
 - d. Review and discuss with residents possible solutions to be considered to resolve problem.
3. Decision to Move Forward or Stop Process
 - a. Residents will be verbally polled for support to move forward with process at meeting.
 - b. Residents unable to attend the Resident Information Meeting will be sent a letter relating information from the meeting and asked to submit a form of approval to move forward.

- c. If the number of approvals is more than those who do not want to move forward the process will move forward.

E. Parking Studies and Program Development

1. The field parking survey shall be conducted in a manner prescribed by the RPP Manager. At a minimum, observations are conducted randomly on at least two different days and two different times of day which are reflective of the days and times for which RPP designation is being requested
2. The field parking survey shall determine the following information, as well as any other information the RPP Manager determines will be useful to verify the adverse and chronic levels of non-resident parking alleged in the application:
 - a. The total number of legal curbside parking spaces along the requested street segment. For the purposes of a RPP field survey, an on-street parking space is considered to occupy 20 linear feet of street measured parallel to the face of curb or edge of roadway.
 - b. The total number of on-site parking spaces at each address.
 - c. Determine the total number of dwelling units within proposed street segment or parking zone. The RPP Manager will create a list of eligible dwelling unit addresses for the proposed RPP area.
 - d. Determine number of permits that could be issued within street segment or zone.
 - e. Determine hours of restrictions and type of permits by hour or restrictions.
3. The RPP Manager shall use the above information gathered to detail the street segments within the proposed RPP area, times, days, type of permits allowed/restriction and inventory available for permits to be issued.
4. The RPP Manager shall prepare a map that shows the RPP Area showing the individual street segments with inventory, restrictions, etc.
5. The RPP Manager shall submit a recommendation and explanation for such on the designation of the proposed RPP Area to the PAB for review and approval, modification or denial of RPP designation. If approval is recommended, the detailed RPP Program for the proposed street segment shall be provided.
6. In making the determination of whether to approve, deny, or modify a request, the RPP Manager shall consider traffic data as well as any relevant contextual issues.
7. If the proposed RPP designation is denied, a letter of explanation will be provided to the requester and all properties along the proposed street segment with information on how the request may be reconsidered.

F. Final Resident Approval of RPP Program for Street Segment

1. Upon approval of the request or a modified request by the PAB, the proposed RPP Program information will be sent to all properties along the requested street segment providing the details of the Program. Residents will be asked to send back a form showing final approval of the program.
2. Once the RPP Program receives resident approval, the RPP Manager will send a letter to all properties along the requested street segment announcing the approval of the RPP designation and the approximate date the parking restrictions will be installed. The letter will also include information about the program, how to obtain the RPP stickers and/or hang tags, and other pertinent information.

G. Implementation of Approved RPP Program

1. Following final resident approval, the RPP Manager will install all required signing and pavement markings to establish the RPP area.
2. RPP designation is limited to unregulated and legal curb spaces immediately adjacent to the street segment being requested for consideration.
3. Regulated spaces along a curb are considered on a first come basis. On-street Parking Permits will be issue on a “priority basis” with the priorities established as follows:
 - a. Resident of street segment
 - b. Nearby Resident with a Parking Deficiency on-site
 - c. Employee
 - d. Visitor/Tourist (*accommodated by on-street, paid parking*)

A street segment can have a combination of the above four different parking priorities assigned to that segment as long as the parking inventory is available.

4. Existing RPP, commercial zones, valet, etc., have priority. If space is currently regulated otherwise, requestor must coordinate and negotiate with other requestors of record for additional curb space. Both requestors must indicate agreement in writing for the RPP Manager to consider revising the existing regulations.
5. Existing restrictions enacted due to safety, mobility, or security issues will not be removed or modified.

VI. Reconsideration of Denied or Modified RPP Program

- A. Programs that are denied or for which modifications are proposed/approved that residents do not concur with may be reconsidered on a case by case basis by the Parking Authority Board (PAB).
- B. The requester must provide a written request for reconsideration to the PAB and RPP Manager citing the reasons the program or modification should be reconsidered.

C. The RPP Manager and the PAB will review the request and make the determination of whether or not to reconsider a program.

D. If the request is approved for reconsideration by the PAB, the RPP Manager will perform additional field parking surveys during the next request round. If the requirements or new solutions are not satisfied by the results of the parking surveys then the program is denied and subsequently expires.

E. For a street segment with a denied application or program to be reconsidered, a new written application must be submitted subject to the policies and procedures in effect at the time of request. Each application requires a separate and independent evidence of support petition and new parking surveys to support new program solutions.

VII. Removal or Modification of Established RPP Area/Program

A. The request for removal or modification of RPP designation may be originated by the City, the RPP Manager (with notification to the PAB and City Council), or a resident, owner, or resident manager whose residential property is abutting the requested street segment.

B. The application for removal or modification of an established RPP area will follow the same process and schedule as outlined in Section IV. Process for RPP Designation.

C. Refunds and Reconsiderations

In the event RPP restrictions are removed, no refunds will be made or credits issued for any permits that have been purchased.

D. Street segments which have had RPP restrictions removed or modified may not be considered for reinstallation or modification for two years from date of removal or modification.

E. In the event RPP designation is removed, no refunds will be made or credits issued for any permits that have been purchased.

VIII. Process for Obtaining RPP Parking Permits

A. Application

1. The request for on-street parking permits must originate from a resident or owner of a single-family dwelling unit, or an owner or resident manager of a multi-family residence. Requesters representing more than one property must submit separate and independent requests for each property.

2. The resident must go to the following address to make request for a RPP permit.

City of Manitou Springs
Parking Department
606 Manitou Avenue
Manitou Springs, Colorado, 80829

3. The resident will be asked to submit information on the form as provided by the City. A sample form appears in Appendix H.

4. The RPP Manager will review the list of eligible dwelling unit addresses created at the time of RPP area designation and perform records research on the requested property to validate any off-street parking shortage. Requests for properties which can not be validated by City records, supported by field studies performed at the time of RPP designation, or by individual inspection by the RPP Manager will be denied.

5. The RPP Manager reserves the right to request an on-site inspection of the property to confirm the accuracy of any submitted information. Requests with incomplete, inaccurate, or unconfirmed information will not be processed.

6. The RPP Manager will assess the current use, design, and layout of existing parking facilities to determine whether additional on-site parking spaces could be gained through modest modification of existing, on-site parking improvements. If in the opinion of the PAB and RPP Manager such improvements can be made, the number of spaces that can potentially be gained may be added to the existing number of on-site parking spaces in order to reduce the demand for on-street parking spaces. Spaces or areas which are being used for unregistered vehicles or non-vehicle parking (e.g. storage, boats campers, trailers etc.) will be considered as existing parking spaces. Dumpster locations will be evaluated to determine if an alternative location is available that would result in a gain of on-site parking.

7. On-Site Parking Deficiency Determined

a. Using the City's adopted regulations for on-site parking, the RPP Manager will determine the minimum number of required on-site parking spaces and compare that value to the number of existing on-site spaces. The RPP Manager will reference field observations of all eligible dwelling unit addresses and inventory of available on-site parking spaces.

b. Any fractional number of spaces will be rounded up to the next whole number.

c. An on-site parking deficiency is considered to exist if the number of required spaces exceeds the number of existing spaces and all other requirements of this section are satisfied. The total deficiency is the difference between the existing number of on-site spaces and the minimum number of required spaces.

d. If the number of required spaces is less than or equal to the number of existing spaces, then no additional on-street parking will be provided and the request denied.

e. The individual need for RPP Parking Permits will be reevaluated annually. Should the basis of need no longer exist due to redevelopment or repurposing of the property, or a determination that capacity no longer exists, permits may be revoked with 30 days written notice or denied.

B. Issuance of Permits, Prohibitions and Responsibilities of Permit Holders

1. The City Council, PAB and RPP Manager will establish and publish a schedule for obtaining RPP Permits and the replacement of permits. This schedule is appears in Appendix I.
2. Permits are valid for one year and are renewable annually based on the established schedule. Verification of residency and vehicle ownership is required for new permits and renewals.
3. No refunds will be made or credits issued for any permits that have been purchased.
4. The sale or distribution of any RPP permits or passes other than by the RPP Manager or authorized agent is prohibited. Any such permits are subject to revocation and confiscation. Parked vehicles displaying revoked permits or passes are subject to citation.
5. Individuals, groups, or properties found to have used permits or passes or allowed the use of permits or passes in a manner inconsistent with the letter, intent, or spirit of the RPP Program jeopardize their eligibility to continue participation in the RPP Program. The RPP Manager retains sole authority to determine whether specific individuals, groups, or properties may participate in the RPP Program, and may revoke any issued permits or remove or modify established RPP zones for cause.
6. Duties and Responsibilities of participants holding permits
Permit holders are solely responsible for the proper use and safekeeping of all permits and passes.

C. Permit Types

The following identifies the number and types of permits that may be issued depending on capacity and availability within an RPP area along a specific street segment and for identified on-site parking deficiencies as determined above. Any applicable charges for each of the permit types are found in the Fee Schedule in Appendix I:

1. Resident Permits

For the purposes of these procedures, a Residential Dwelling Unit is defined as a single housekeeping unit. There may be more than one Residential Dwelling Unit on a property or within a building.

- a. A minimum of one Resident Permit will be issued to each Residential Dwelling Unit demonstrating need within a designated RPP Area. Based on availability of parking inventory second permit may be issued.

Resident Permits #3 thru #5 will be considered only after it is established that there is sufficient on-street inventory and demonstration of need.

Resident Permits will be designated by stickers that will be affixed to the lower left corner of the front windshield (above the vehicle registration sticker) of vehicles located within the zone. Each resident sticker is assigned to one specific vehicle.

b. Resident Guest Tags

Up to 2 guest hang tags may be issued depending on demonstration of need and availability of on-street parking inventory. Guest hang tags, which should be suspended from the rearview mirror with the printing visible through the front windshield, are assigned to a Residential Dwelling Unit for which they may be issued.

c. Resident Day Passes

Each Residential Dwelling Unit will be eligible to obtain up to 10 Day Passes. Day Passes are intended for special events (non-business related) held at a specific address and are valid for one 24-hour period. The request must be submitted at least one week prior to the date of the event. The requestor must justify the need for the number of passes being requested. Day passes can be obtained online at www.RPPDayPasses.Com or through the RPP Manager or an authorized agent.

The RPP Manager shall determine whether more than 10 passes shall be issued based on the type event and conditions related to the event. Receipt of more than 10 day passes is not guaranteed. Requests for more than 10 day passes must be submitted at least two weeks prior to the date of the event.

2. Non-resident Owner Permit

Up to two permits may be issued to a non-resident owner of property located within a designated RPP. Non-resident owner hang tags, which are suspended from the rearview mirror with the printing visible through the front windshield, are assigned to the residential address for which they may be issued.

3. Non-resident of RPP Area

Permits for residents not located within the RPP area for which parking is requested will be subject to availability and designation of this option during the RPP area program development.

Non-Resident of RPP Area Permits will be designated by stickers that will be affixed to the lower left corner of the front windshield (above the vehicle registration sticker) of vehicles located within the zone. Each non-resident sticker is assigned to one specific vehicle.

4. Business/Employee Permits

For businesses located within a designated RPP area, a minimum of one permit specific to a vehicle and business will be provided. Based on availability and demonstration of need, additional permits may be made available at no cost.

Permits for employees of businesses not located within the RPP area for which parking is requested will be subject to availability and designation of this option during the RPP area program development.

Business/Employee Permits, whether located in or outside the RPP area, will be designated by stickers that will be affixed to the lower left corner of the front windshield (above the vehicle registration sticker) of vehicles located within the zone. Each business/employee sticker is assigned to one specific vehicle.

5. Lodging/Bed & Breakfast

One Hang Tag per guest bedroom, or one per every two persons accommodated, may be issued to any approved lodging property (rental of 30 days or less) operating within a designated RPP Area. Lodging/Bed & Breakfast hang tags, which are suspended from the rearview mirror with the printing visible through the front windshield, are assigned to the residential address for which they may be issued.

6. Church/Religious/Civic

Churches, religious institutions, or civic organizations located within a designated RPP area may receive hang tags based on the average number of vehicles attending services. Hang tags will only be valid for the days and times of gathering as registered with the RPP Manager and will be suspended from the rearview mirror with the printing visible through the front windshield, are assigned to the address within the RPP area for which they may be issued.

7. Workman/Realtor

Workman/Realtor Passes are intended for use by contractors, workmen, realtors or similar persons for whom using a resident guest pass is not feasible or available, who are conducting activities requiring parking for not longer than 8 hours at a time and which are not exempt from the permit requirements.

A Workman/Realtor can purchase a daily pass specific to an RPP area, or a yearly permit good for all RPP areas.

Workman/Realtor passes will be provided as hang tags, which are suspended from the rearview mirror with the printing visible through the front windshield, are assigned to the residential address for which they may be issued, may be subject to restrictions on times and days depending on the RPP area, and do not allow overnight parking

8. Temporary Construction

Temporary Construction passes are valid for up to 45 days. Projects whose durations are longer than 45 days may request successive Temporary Construction passes for periods of up to 45 days each. Temporary Construction passes will be provided as hang tags, which are suspended from the rearview mirror with the printing visible through the front windshield, are assigned to the residential address for which they may be issued, may be subject to restrictions on times and days depending on the RPP area, and do not allow overnight parking.

D. RPP Permit Exemptions

a. Any emergency vehicle, including, but not limited to: an ambulance, fire, police, or parking enforcement vehicle, which is under the control of an individual providing service in the RPP area, shall be permitted to stand or be parked without being limited by the residential parking prohibitions or restrictions.

b. When conducting City business, a marked City of Manitou Springs vehicle or a vehicle displaying an official City of Manitou Springs parking hang-tag shall be permitted to stand or be parked in a RPP area without being limited by the residential parking prohibitions or restrictions.

c. Any Commercial, nonpassenger vehicle, including, but not limited to, a delivery, postal, utility, or public service vehicle which is under the control of an individual providing service to a property located on a street in the permit parking area and is visibly marked with a company name or organizational logo shall be permitted to stand or be parked on a street in the area without being limited by the residential parking prohibitions or restrictions.

Appendix A
Copy of Ordinance No. 0813

Will be replaced by a New Manitou Springs Ordinance

Appendix B Information Regarding RPP “Agents”

Residential Permit Parking “Agents” serve as the link between the Manitou Springs Parking Management staff and area residents.

RPP Agent Responsibilities:

- Facilitate communication between City staff and neighborhood residents. *(This is the most critical duty of an RPP Agent.)*
- Communicate neighborhood interests and concerns to City staff.
- Support City staff in administration of the RPP program.
- Contact new residents about the existence and requirements of the RPP program.
- Communicate purposes, limitations and procedures of the RPP program to interested and affected residents and property owners.

In facilitating communication, the RPP Agent is to speak for the neighborhood concerns. It is not the RPP Agent’s position to speak for the City of Manitou Springs or for the RPP program.

If a question is raised that is not specifically addressed in the guidelines, please refer the question and the concerned citizen to the City of Manitou Springs RPP Manager.

Appendix C
Temporary Sign for RPP Notification



The sign shall be:

- Of durable materials, be legible at normal driving speeds, and present a professional appearance
- Have a white background with red/blue/black lettering in a sans serif font
- Be a minimum of 11 inches wide by 17 inches long
- State, "Street Being Considered for Residential Permit Parking (RPP)" and provide date, time and location of any public meeting and the phone number of the RPP Manager.

Appendix D
Application Processing Schedule

A flow chart depicting the general process and a list of the steps involved with applying for an RPP Area are found in Appendix E.

Below is the schedule for considering and implementing RPP areas. One RPP application may be submitted per month on a first come/first served basis by a deadline to be determined by the RPP Manager. The following table provides an approximate timeframe for processing of RPP Area applications:

Process Step

Step 1 – Pre-application meeting	By appointment
Step 2 - Deadline for Request submission	Per Schedule Established by RPP Manager
Step 3 - Request Evaluated	30 days
Step 4 & 5 - Requester gets petition and circulates, submits completed petitions to PAB. Petition verification and initial parking surveys completed. Neighborhood Information meeting scheduled	60 days
Step 6 & 7 – RPPM meets with residents explains RPP guidelines and possible solutions, residents decide to move forward or stop process	30 days
Step 8 – RPPM conducts Parking study develops program and submits to residents and PAB for approval	30 days
Step 9 - Residents approve or stop process. If approve, RPP program moves to City Council for designation. (Takes two readings of City Council)	60 days
Step 10 & 11 – Residents notified of RPP designation then register vehicles and receive PRR stickers and Hang tags. RPP sign installation occurs. Enforcement begins two weeks after sign installation.	30 days

General Description

The purpose of the Residential Permit Parking (RPP) Program is to mitigate adverse and chronic levels of non-resident parking along streets with adjacent residential properties. The desired outcome of RPP is to increase the amount of on-street parking available to residents and their guests while balancing the needs of others who desire to park along the street. The program does not guarantee or assign specific spaces for residential vehicles, and the regulation of parking through RPP shall be the least restrictive that best mitigates the documented problem.

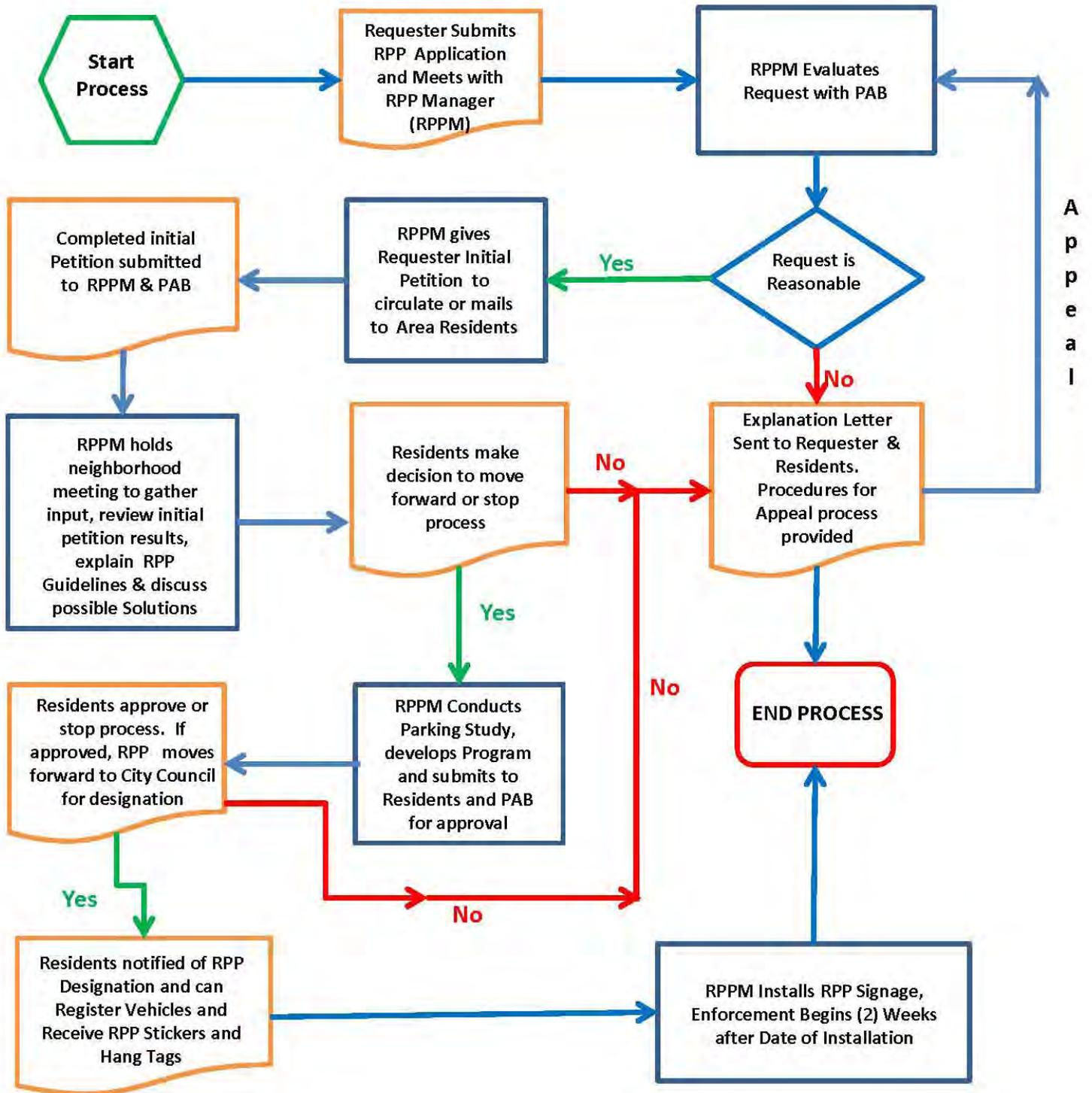
Application

Other than those areas initiated by the City, the initial request for RPP will originate from a resident or owner whose residential property abuts the requested street segment. The requester must be willing to:

- Be considered the requester of record and act as the primary contact for the request
- Work with RPP Manager to help with notification and the compilation of the Initial Support Petition for the requested street or area should it be determined eligible

Appendix E
Residential Permit Parking Application Packet

The process follows the general flowchart shown here.



Appendix E
Residential Permit Parking Application Packet

Summary of Residential Parking Permit Area Designation Process

- Step 1. Requester meets with RPP Manager to discuss proposed RPP area and application process.
- Step 2. Requestor submits application for RPP designation.
- Step 3. RPP Manager and Parking Authority Board (PAB) evaluate application and make decision on reasonableness of request
- Step 4. RPP manger meets with requester and reviews procedures for gathering signatures on Initial Support Petition to be circulated to residents in street segment being considered for RPP designation.
- Step 5. Requester submits completed Initial Support Petition to RPP Manager and PAB for certification and review.
- Step 6. PAB and RPP Manager holds a Residents Information Meeting to gather additional input, explain results of Initial Support Petition and to explain next steps, program guidelines and possible solutions.
- Step 7. Residents advise RPP Manager on whether to move forward or stop process. If residents want to move forward, the RPP Manager will develop a program for the proposed street segment. If residents decide they do not want to move forward, a letter will be sent out to residents explaining the decision and procedures for appeal process.
- Step 8. RPP Manager conducts detailed parking study and develops program based off of input from residents and study findings. RPP manager will submit details of program to Residents and PAB for approval.
- Step 9. Residents either approve or disagree with program. If the Residents “agree” the program moves forward to City Council for adoptions as a RPP designation. If the residents disagree with the proposed program, the RPP Manager and PAB will review areas of disagreement to see if modifications can be made to obtain approval. If not a letter will be sent out to residents explaining the decision and procedures for appeal process.
- Step 10. Once City Council designates RPP for the requested street segment, residents will be notified they can come to the Parking Office and register vehicles and obtain permits, stickers and guest hang-tags, as available.
- Step 11. The RPP Manger will install RPP signage in designated RPP area and will begin enforcement two weeks after installation.

Appendix E
Manitou Springs Residential Parking Program

Permit Area Application Form (2 page - attached)



RESIDENTIAL PARKING PERMIT PROGRAM

For Office Use Only Date Rec'd: _____ Request No.: _____
--

Area Designation Application

Please return the completed application and petition form(s) to:
 City of Manitou Springs
 Residential Parking Program Manager
 606 Manitou Avenue
 Manitou Springs, 80829

Requesting Agent/Applicant

Name _____

Address _____

Phone _____ Fax _____ Email _____

Location

Street: _____

From: _____ To: _____

Description of On-Street Parking Problem

Check the day(s) and specify the time(s) of day (A.M. or P.M.) the on-street parking problem exists.

- | | | |
|--|---|---|
| <input type="checkbox"/> Monday ____ to ____ | <input type="checkbox"/> Tuesday ____ to ____ | <input type="checkbox"/> Wednesday ____ to ____ |
| <input type="checkbox"/> Thursday ____ to ____ | <input type="checkbox"/> Friday ____ to ____ | <input type="checkbox"/> Saturday ____ to ____ |
| | <input type="checkbox"/> Sunday ____ to ____ | |

Please circle the months of the year this problem exists:

Jan Feb Mar Apr May June July Aug Sept Oct Nov Dec

Describe in detail the parking problem and the source of the parking problem:

Map of Proposed Residential Parking Permit Area:

Please use the space below to show the proposed location of the residential parking permit area (curbside parking only). List the street(s) with the proposed permit area and limits of requested designation. List the cross-streets and the limits of requested designation on those as well.

Appendix F
Initial Support Petition for RPP Review (attached)

Office Use Only Date Received:

**CITY OF MANITOU SPRINGS RESIDENTIAL PARKING PROGRAM
INITIAL SUPPORT PETITION FOR RPP REVIEW**

We, the undersigned residents and occupants, have received the attached map indicating the proposed Residential Permit Parking area and have indicated if we SUPPORT or DO NOT SUPPORT the "Review of this area for a RPP Designation". The residents are requesting the City of Manitou Springs to review and possibly designate a Residential Permit Parking area as mapped. The residents in favor of the review and designation are requesting a Residential Parking Program area that restricts parking along the _____ block of _____ (street) on _____ side (s) of the street. The restrictions could include one or more combinations of annual permit restrictions; 1) Residents Only Parking, 2) Near-by Residents Parking, 3) Limited Employee Parking, 4) Visitor/Tourist Parking (visitors would be charged for parking if allowed). Guests to your home would receive a Hang Tag. The RPP Manager will hold a meeting with Residents to gather more information and explain the program, the residents can decide to move forward or stop the process. The City will conduct a parking study of on-street parking conditions to verify the problem. The RPP manager will make a recommendation to the residents, PAB and City Council to help resolve the parking problem. If approved by residents, PAB and City Council, eligible occupants in the block will receive written notice of the permit area boundaries and parking restrictions.

Resident Name	Home Address Street # & Name	Check for Fact	Support	Do Not Support	Vehicle License Plate Number	Signature	Date
1.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
2.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
3.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
4.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
5.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
6.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
7.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
8.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
9.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
10.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

I as the contact person, agree by signing that I acknowledge the signatures gathered on the petition are genuine and accurate, and that each household has received a fact sheet.

SIGNED:

PRINT NAME:

Appendix G
Manitou Springs Downtown Paid Parking Management Area Map

Appendix H
Parking Permit Application Form (attached)



RESIDENTIAL PARKING PERMIT PROGRAM

Parking Permit Application

Office Use Only Date Received:

Please return the completed application form(s) to:
 City of Manitou Springs
 Residential Parking Program Manager
 606 Manitou Avenue
 Manitou Springs, 80829

Applicant

Name _____
 Address _____
 Phone _____ Fax _____ Email _____

Permit Type: Check all that apply

<input type="checkbox"/>	Resident*	<input type="checkbox"/>	Resident Guest Tags*	<input type="checkbox"/>	Resident Day Passes – 10 or less*
<input type="checkbox"/>	Non-Resident Owner*	<input type="checkbox"/>	Non-Resident of RPP Area	<input type="checkbox"/>	Resident Day Passes – more than 10*
<input type="checkbox"/>	Church/Religious/Civic*	<input type="checkbox"/>	Business/Employee (in RPP)*	<input type="checkbox"/>	Business/Employee (Not in RPP)
<input type="checkbox"/>	Workman/Realtor Day	<input type="checkbox"/>	Lodging/B&B*	<input type="checkbox"/>	Temporary Construction – please provide anticipated duration of project: ____ days
<input type="checkbox"/>	Workman/Realtor Annual (all RPP Areas)	<input type="checkbox"/>		<input type="checkbox"/>	

*To receive these permits, applicant must be owner, resident, or have a business or organization within the RPP Area.

Address of the property for which permit(s) are requested:

Please provide the following:

The number of existing **on-site** parking spaces: _____
 The primary use of the property in terms residential, business or other: _____
 The number of **on-street** permits being requested: _____

Proof of ownership, management, or residency must be shown by one of the following:

- A valid driver's license with current address.
- A current property tax statement.
- A current utility bill in the requester's name dated within 30 days of the date of application.
- Voter registration card with current address.
- A copy of an executed lease between the owner or agent of the property and the tenant or tenants. Only those tenants indicated on the lease will be considered eligible to purchase permits. Subleases are not accepted.
- Any other documentation deemed acceptable by the RPP Manager.

Vehicle Information

Vehicle # 1

Make _____ Model _____ Year _____

License Plate State _____ Number _____

Vehicle # 2

Make _____ Model _____ Year _____

License Plate State _____ Number _____

Vehicle # 3

Make _____ Model _____ Year _____

License Plate State _____ Number _____

Vehicle # 4

Make _____ Model _____ Year _____

License Plate State _____ Number _____

Vehicle # 5

Make _____ Model _____ Year _____

License Plate State _____ Number _____

- Please attach a copy of vehicle registration, or affidavit of legal possession and control for each vehicle listed above.

Additional Information for:

Lodging/Bed & Breakfast Permits:

Please provide the number of guest bedrooms/total number of guests accommodated: _____

Church/Religious/Civic Permits:

Please provide days, dates, times for which permits are requested:

Number of Attendees Anticipated: _____

Appendix I
 Parking Permit Fee Schedule

Resident Permits		Detailed information on each permit type is found in Section VIII.C of the Guidelines and Procedures.
Permit # 1	Free	At a minimum, each Residential Dwelling Unit demonstrating need within a designated RPP Area will be provided one permit
Permit # 2	Free	Subject to availability of parking inventory, a second permit may be issued.
Permit # 3	Free	Issuance of Permits 3-5 will be considered only after it is established that there is sufficient on-street inventory and demonstration of need
Permit # 4	\$30	
Permit # 5	\$40	
Resident Guest Hang Tags	Free	Up to two per Dwelling Unit
Resident Day Pass Hang Tags	Free	Up to 10 unless additional approved by RPP Manager
Non-resident Owner Permit	Free	
Non-resident of RPP Area Permit	\$100	Subject to availability within RPP Area
Business/Employee Permit		
Business located in RPP Area	Free	
Business located outside RPP Area	\$200	Subject to availability within RPP Area
Lodging/Bed & Breakfast	Free	
Church/Religious/Civic	Free	
Workman/Realtor		
Workman/Realtor Day Pass	Free	Specific to RPP Area
Workman/Realtor Yearly Permit	\$55	Good for all RPP Areas
Temporary Construction	\$25	Good for up to 45 days
Replacement of Lost or Stolen Hang Tags	\$10	