



**TRANSPORTATION AND PARKING BOARD
REGULAR MEETING MINUTES
Tuesday, January 29, 2019**

I. CALL TO ORDER and INTRODUCTIONS

A regular meeting of the Manitou Springs Transportation and Parking Board was held on Tuesday, January 29, 2019, in the Council Chambers, 606 Manitou Avenue. Chairman Koerner called the meeting to order at 8:37am. The following were in attendance:

PRESENT: Chair BILL KOERNER
Vice Chair NEALE MINCH
Board Member JOY PORTER (left at 9:29am)
Board Member VALERIE ROSENKRANTZ (left at 10:25am)
Board Member JON MATAS
Board Member ROLF JACOBSON (arrived at 8:40am)

ABSENT: None

STAFF: Michelle Anthony, Senior Planner
Kim Johnson, Planning Director
Kevin Stevenson, SP+ Facility Manager
Dane Lyon, SP+ Senior Manager

GUESTS: Susan Wolbrueck, Council Liaison
Bob Todd, City Councilperson
Aaron Shultz, AmeriCorps Vista Volunteer for Chamber
Lisa Quintana, Chamber Board Liaison
Victoria Gregor, Waltham Resident
Connie Brachtenbach, Waltham Resident
David Comb, Waltham Resident
Debbie Carley, Waltham Property Owner
Dale Carley, Waltham Property Owner
Laura Rogan, Waltham Resident

Chairman Koerner acknowledged the resignation of Jay Beeton and, for the record, thanked him for his service.

Board member Jacobson arrived at this point in the meeting and took his seat.

II. APPROVAL OF AGENDA

Chairman Koerner moved Items 6 and 7 to before Item 4 on the Agenda.

III. ELECTION OF OFFICERS

ITEM 1. Chair

NOMINATION:

Board member Porter nominated Bill Koerner as Chair.

SECOND:

Board member Minch seconded the motion.

DISCUSSION:

There were no further nominations or discussion.

VOTE:

Bill Koerner elected, 6-0.

ITEM 2. Vice Chair

NOMINATION:

Chairman Koerner nominated Neale Minch as Vice Chair.

SECOND:

Board member Porter seconded the motion.

DISCUSSION:

There were no further nominations or discussion.

VOTE:

Neale Minch elected, 6-0.

IV. APPROVAL OF MINUTES

ITEM 3. December 18, 2018

MOTION:

Board member Minch moved to approve the Minutes noting on page two, fourth paragraph under "Public Comment" that he previously made the remark attributed to him, as he was not at the December Meeting.

SECOND:

Board member Matas seconded the motion.

DISCUSSION:

There was no further discussion.

VOTE:

Motion passed, 6-0.

V. PUBLIC COMMENT ON NONAGENDA ITEMS

There was no public comment on nonagenda items.

VI. OLD BUSINESS

ITEM 4. Update Regarding Waltham Avenue Residential Permit Parking Area Application

Staff provided an overview of 1/23 neighborhood meeting:

- advised the intent was for the RPP to be on the Board's February agenda for review and recommendation
- the Parking Department would be sending a letter to all residents to confirm the RPP operation details and to provide information on the remainder of process
- Staff's takeaway was the consensus of the residents present at the neighborhood meeting supported accommodating the Carley's three units on the parcel fronting Waltham Avenue
- the neighborhood supported removing paid parking on Manitou Avenue and implementing RPP in that area to accommodate remainder of Carley's units on parcel fronting Manitou Avenue

Staff informed the board options for Manitou Avenue would be brought to the February meeting under a separate agenda item.

Debbie Carley stated she did not want her tenants to receive visitor passes in the Waltham RPP.

Board member Rosenkrantz mentioned that the TPB had suggested the Carleys pursue an RPP on Waltham.

Connie Brachtenbach stated had she would have fought the variances for construction of two car garages on Waltham had she realized those reduced on-street parking by three spaces.

Laura Rogan stated she was not in favor of the Waltham RPP. She felt Banana Manor may be an issue, but landlords renting to tenants with too many cars was the main issue on the street.

Discussion regarding space allocation under an RPP ensued.

Council liaison Wolbrueck stated the TPB was the place to solve the issues, not City Council.

ITEM 5. Discussion and Recommendation Regarding Lower Washington Avenue Residential Permit Parking Area Application.

SP+ Facility Manager Kevin Stevenson reviewed the proposed Lower Washington RPP.

MOTION:

Board member Minch moved to recommend approval of the Lower Washington Avenue Residential Parking Permit Area, noting that the RPP did not include the parking along the Seven Minute Spring Park frontage.

SECOND:

Board member Matas seconded the motion.

DISCUSSION:

There was no further discussion regarding the RPP proposal.

VOTE:

Motion passed, 6-0.

ITEM 6. Parking Management and Financial Report

Mr. Stevenson reviewed his report for the board. It was noted there were no #s provided for pay-by-phone. SP+ indicated they would pull those numbers out and start providing separately in the report.

Board member Porter left at this point in the meeting.

- a. Review and Comment on Revised SP+ Contract
- b. Initial Discussion Regarding 2019 Transportation and Parking Work Plan

The following was discussed in regard to these items:

- Staff had not yet reviewed or commented on contract
- the scorecard previously recommended included some KPIs not currently listed. Staff indicated it would provide this to Council and SP+
- list KPIs in the contract, instead of just in the annual work plan;
- “thought leadership” needs to be part of KPIs/Contract;
- place real-time parking identification in contract and if this was too specific for the contract, should be in work plan. However, a general “technology” item would be appropriate in contract;
- website content needs to be driven by City staff, not TPB volunteers and this should be specified;
- the survey on the work plan needs to specify coordination with the Chamber;
- SP+ hired as experts and Board wants innovation, ideas, and costs to be brought forward without the City having to request this - should be in contract;

Staff noted the contract was scheduled for review by City Council on 2/26/2019

- c. Programmable Electronic Message Board - Use, Lease, Purchase

The Board discussed using the existing, City variable message board and potentially purchasing one or more boards that are programmable online, not at the site of the board. Staff noted those kinds of boards not available for rent. SP+ was asked to bring information on purchase of a message board to next TPB meeting. The board asked the Facility Manager to request the use of the City’s board whenever available. The board asked SP+ not to wait for direction on these kinds of actions.

ITEM 7. Metropolitan Parking District Updates

Board member Jacobson, who is also a member of the Metro District Board, reported the Wichita garage was on hold. The Metro board was looking at repairs or replacement of bridge and installing a barrier to block large trucks from using it. The Metro Board also had agreed to let anyone use the Traffic Study that was done for the garage and had posted it on the Metro page on the City website. Metro wants to partner with Chamber to bring more shopping traffic into town and a Metro board member was working on this.

The issue of trees along the creek at the Wichita Lot was discussed. Staff indicated more information on the location and potential impact on trees from the proposed modification of the Creek Walk dedication via a new Minor Subdivision had been requested. The TPB asked they be provided an update from Board member Jacobson on the purpose of the proposed replat at the next month's meeting.

- a. Review of Services the City/SP+ Provides to Metro – there was brief discussion, but no action or significant comments on this topic.

Board member Jacobson mentioned the Metro Board also wanting to partner with the Business Improvement District (BID) on Downtown promotion. TPB members told him that the BID has very little funding over what it spends on keeping downtown clean.

VII. NEW BUSINESS

ITEM 8. Presentation for Board Input Regarding Economic Development Actions Related to Signs by Chamber and Others

Board member Minch presented information on the proposal by the Chamber to install new and additional entryway and wayfinding signs. He noted the Parking Wayfinding signs were about 75% installed and large signs are being reviewed for wind load. In regard to the Schmithny and Wichita Parking Lot signs, the Metro District wants its logo on those signs. It was suggested that Natalie Johnson communicate with the Metro District President, Randy Hodges, regarding these and note these signs are temporary and either a sticker of the Metro logo could be put on them, or this could be incorporated in the permanent signs.

There was brief discussion regarding US 24 entryway and National Historic District signs the Chamber was working with CDOT on.

Chairman Koerner suggested making sure to scale the character size and visual contrast of the entryway signs so people travelling 55mph would be able to see them and react.

Board member Minch noted the cost would be \$60-100,000 and there would be a meeting on these signs on January 31 at 3:00pm at the Chamber of Commerce (354 Manitou Avenue). Chairman Koerner stated he would attend.

Board member Rosenkrantz left at this point in the meeting.

VIII. OTHER BUSINESS

ITEM 9. Discussion Regarding Strategy for Incline Hiker Parking and Recommendation on Increase to Barr Lot and Upper Ruxton Parking Fees

Discussion ensued regarding increasing the Barr Lot and Upper Ruxton Parking Fees as part of the City's parking strategy for Incline hiker parking. Staff noted raising the Barr Lot to anything over \$5/vehicle would result in needing to implement the Barr Camp coupon process to refund Barr Camp hikers and campers any fee over \$5/vehicle/day, unless the City determined it was going to discontinue giving Barr campers and hikers preferential treatment in this lot.

After brief discussion regarding if there was a way to only charge Barr trail hikers/campers the \$5, which wasn't feasible, the board made the following recommendation to the City Council

MOTION:

Board member Minch moved to recommend raising the Barr Lot fee to \$10/vehicle and to keep the Ruxton on-street parking rate at \$5/hour.

SECOND:

Board member Matas seconded the motion.

DISCUSSION:

There was no further discussion regarding the motion.

VOTE:

Motion passed, 3-1. Chairman Koerner cast the negative vote and stated he was concerned with being able to provide funds for Barr Trail repairs from revenue out of the Barr Lot.

ITEM 10. Hiawatha Lot and Building Update and Review of Cog Artifacts Availability
The Board briefly discussed this item, but took no action.

ITEM 11. Review and Recommendation Regarding TPB Standard Operating Procedures
Staff noted this was related to the Board and Commission Ordinance that had been reviewed last year by the Board.

Discussion ensued regarding how much information should be in the SOPs. Staff to review the new Board and Commission Ordinance and recommended holding off on SOPs until the new ordinance was finalized and adopted.

X. UPDATES

- Bike and Pedestrian Work Group – Aaron Schultz reported that group has chosen name – Pedestrian and Cycle Manitou (PaCMAN). It was noted this was not created as a TPB subcommittee, but a Task Force under the City Council on several items and would bring anything it needed TPB support for to the Board.
- Ruxton Avenue Study – On Hold until after June 2019
- Manitou Springs Mobility Study – Report Expected June 2019
- Crystal Park Road Task Force – No update
- ParkManitou.com – No update

There was discussion regarding addressing increased parking capacity for the summer. SP+ reported that the private properties it contacted last year had not been interested in allowing parking. The board asked that those contacts be provided to the City for follow-up.

XI. FUTURE AGENDA ITEMS

- RPP Task Force – Goal and Timeframe Discussion - March Regular Meeting
- Downtown Resident and Employee Parking – March Regular Meeting
- Report on Potential Partnership with Private Parking Owners – March Meeting
- TPB Streamlining Decisions – Future Subcommittee Dates TBD 2019
- Rules for “Standing” Vehicles in RPPs and Other Areas - 2019
- RFP for Ticket Collection Services – 2019
- Vision and Policies for Future Transportation and Parking Decisions
- Discussion Regarding Parking Capacity: Collection and Evaluation of City-wide Data to Confirm/Quantify Seasonal, Year-Round, and/or Event Capacity Issues

XII. ADJOURNMENT

Hearing no further business before the Board, Chairman Koerner adjourned the meeting at 11:07am.

Submitted by Michelle Anthony, Senior Planner