



MANITOU SPRINGS MOBILITY AND PARKING BOARD REGULAR MEETING AGENDA

All upcoming MAP meetings are scheduled to be hybrid,
Zoom (remote) or in-person at Memorial Hall.

In Person: Memorial Hall

606 Manitou Avenue

Manitou Springs, CO 80829

Remote: A link is provided on the City's Official Website at

<https://www.manitouspringsgov.com/544/All-Boards-and-Commissions>

February 26, 2025

5:00 PM

-
- A. CALL TO ORDER**
 - B. ROLL CALL**
 - C. APPROVAL OF AGENDA**
 - D. APPROVAL OF MINUTES**
 1. January 2025 MAP Board Minutes
 - E. PUBLIC COMMENT ON NON-AGENDA ITEMS**
 - F. PRESENTATIONS**
 2. MAP Board Presentations
 - a. MAP Board Goal Review
 - b. Other MAP Board Presentations
 3. Staff Presentations
 - a. Regular Updates
 - Pike Ride Update
 - Mountain Metro Report
 - SeeClickFix Report
 - b. Infrastructure Updates
 - c. Requested Updates
 - Metropolitan District

d. Project Updates

- Black Canyon
- Golf Cart Ordinance
- RPP Manual

4. Other Presentations

G. ACTION ITEMS

5. Support for City Wide Speed Limit - 15 or 20 MPH Maximum

H. BOARD CORRESPONDENCE

I. ADJOURNMENT

Board Members:

Cory Sutela, Chair (12/31/2025)
Karl Stang, Vice Chair (12/31/2025)
Rolf Jacobson (12/31/2026)
Bill Koerner (12/31/2025)
Joy Porter (12/31/2026)
Luke Harper Prince (12/31/2025)
Pamela Smith (12/31/2028)

3 alternate positions available

Staff and Liaisons:

Natalie Johnson, City Council Liaison
Roy Chaney, Deputy City Administrator/Public Services Director
Juan Alvarez, Mobility and Parking Director

The City of Manitou Springs does not discriminate on the basis of disability in the admission to, access to, or operations of programs, services or activities. Reasonable accommodation will be provided to ensure equal access to all. Individuals who would like to request auxiliary aids or services should contact the ADA Coordinator at (719) 685-5481 or jfryer@manitouspringsco.gov. You may also contact the City Clerk's Office at cityclerk@manitouspringsco.gov or (719) 685-2554. Please provide a minimum of 3-5 days advance notice.

Interested citizens are invited to serve on any of the City's Boards or Commissions. Please contact the City Clerk's Office for more information or visit our website at: www.manitouspringsgov.com.

Manitou Springs Mobility and Parking Board Meeting

Date: January 22, 2025

Called to Order: 18:25 (Cory Sutela)

Adjourned: 20:28 (Motion by Bill Koerner, seconded by Karl Stang)

1. Approval of Agenda and Minutes

- **Action:** Motion to approve the agenda as written by Karl Stang, seconded by Pamela Smith. Unanimously approved via hand raise/verbal “Aye.”
- **Action:** Motion to accept October 2024 minutes (with correction of Karl Stang’s name spelling) by Joy Porter, seconded by Karl Stang. Unanimously approved with no opposition.

2. City Council Liaison Report

- **Discussion:** Natalie Johnson and Cory Sutela discussed a prior meeting with Mayor Graham and Natalie to align the Mobility and Parking (MAP) Board’s role with City Council goals. A combined session is planned for Q1 2025.
- **Task:** Natalie Johnson to follow up with staff and council to confirm details of the preliminary discussion and report back.

3. Staff Reports

- **Residential Parking Permit (RPP) System Update:**
 - **Action:** James Kelemen and Juan Alvarez reported ongoing issues with the digital RPP system (e.g., Apple device compatibility, lack of physical permits). A hybrid approach (digital + physical permits) is under consideration.
 - **Task:** James and Juan to meet on January 23, 2025, to finalize solutions and update the board on outcomes.
 - **Task:** Juan Alvarez to send current RPP revision draft to board members post-meeting for input.
 - **Task:** Cory Sutela to organize a task force of 2 board members by February 2025 meeting to assist with RPP revisions without violating sunshine laws.
- **Pike Ride Update:**
 - **Action:** Juan Alvarez reported a 30% increase in ride starts and 100% increase in ride ends in 2024 vs. 2023, attributing growth to 5 new stations.
 - **Task:** Juan Alvarez to follow up with Pike Ride (Tara) to confirm technological feasibility of free rides within Manitou city limits, as requested by Luke Harper Prince.

- **Task:** Karl Stang to draft a signage proposal for parking lots (e.g., Dylan lot) to promote non-car mobility options and share with Juan Alvarez.
- **SeeClickFix Report:**
 - **Action:** James Kelemen reported minor fixes (e.g., bench relocation, graffiti removal). No action items assigned.
- **Mountain Metro Update:**
 - **Task:** James Kelemen to provide November and December 2024 ridership data post-meeting.
 - **Task:** Roy Chaney to arrange a Mountain Metro presentation for the February 2025 MAP Board meeting to discuss routes and potential fall 2025 changes (deadline April 2025).
 - **Task:** Natalie Johnson to confirm optimal timing for MAP Board input on Mountain Metro routes and report back.

4. Improvement Updates

- **Black Canyon Open Space:**
 - **Action:** Draft master plan to be presented at OSAC meeting on January 27, 2025, and to City Council. Includes striped crosswalk near Hwy 24 overpass.
 - **Task:** Board members to review the draft plan post-release and provide feedback if adjustments (e.g., transit access via Route 36) are needed.
- **Crosswalk Signage and Other Improvements:**
 - **Action:** Juan Alvarez reported completion of Manitou Avenue crosswalks and ongoing signage clutter reduction (e.g., Lovers Lane).
 - **Action:** Mobility hub RFP preparation on track for June 1, 2025, starting with a dirt lot (Phase 1).
 - **Action:** Dylan shuttle plan deferred to 2026 due to financial constraints.

5. New Business

- **Creek Walk Phase 6:**
 - **Action:** Roy Chaney presented a conceptual design for a 10-ft multimodal path (pinching to 6-ft in constrained areas) from Serpentine to Rainbow Falls, with street diets planned.
 - **Task:** Roy Chaney to consult Colorado Springs traffic engineers on street diet feasibility (targeting 9-10 ft lanes) and physical barriers (e.g., beyond

bollards/Jersey barriers) along the path and bridge, reporting back with detailed map/orientation.

- **Task:** Roy Chaney to clarify El Paso County's policy on walk-up access to Rainbow Falls and update the board.

- **PPACG Long Range Transportation Plan:**

- **Action:** Public comment period ends February 9, 2025. Karl Stang provided comments (e.g., missing Front Range Rail mention).
- **Task:** Board members to submit individual comments to Cory Sutela or directly online by February 9, 2025. No formal MAP Board recommendation due to timing.

- **Removal of Jaywalking References:**

- **Discussion:** Karl Stang proposed removing jaywalking from city ordinances for pedestrian-friendliness. Mixed feedback: Joy Porter and Bill Koerner cited safety concerns; Cory Sutela noted potential congestion issues.
- **Task:** Karl Stang to research jaywalking laws further and report back if he wishes to pursue a formal recommendation.

6. 2025 Goals Review

- **Micro Mobility Master Plan:**

- **Task:** Staff (Juan Alvarez) to continue developing RFP for contractor engagement by September 2025, with MAP Board support via task force.

- **Bike and Walk to School Day:**

- **Task:** Cory Sutela to form a planning committee (max 2 board members to avoid sunshine law violations) by February 2025 for a June event. Interested members to contact Cory.

- **Mountain Metro and RPP Updates:**

- **Action:** Both topics scheduled for February 2025 agenda per earlier tasks.

7. Board Correspondence and Future Agenda Items

- **Metro Parking District Restrooms:**

- **Discussion:** Luke Harper Prince raised concerns about Metro's \$3,000/month rent demand for restrooms (funded by pre-enterprise city funds, per Roy Chaney).
- **Task:** Natalie Johnson to provide election dates for 3 Metro Board openings (deadline ~end of February, election ~April) to encourage community candidates.

- **Task:** Cory Sutela to discuss with Rolf Jacobson and report back on Metro's perspective.
- **Library Parking:**
 - **Task:** Juan Alvarez to finalize designated library parking plan before reopening and update the board.

Next Meeting

- **Date:** February 26, 2025 at 5:00PM – Hybrid
- **Agenda Items:** Mountain Metro routes, RPP revisions, Bike/Walk to School Day planning, Metro parking updates, library parking.



MAP Board Meeting

February 2025

PRESENTATION BY:

JUAN ALVAREZ | MOBILITY AND PARKING DIRECTOR

JAMES KELEMEN | MOBILITY AND PARKING SUPERVISOR

MAP Board 2025 Goals Review



Goal 1:

Develop the scope for a Micromobility (not just bikeability) Master Plan, to focus on safe bike, pedestrian, and roll infrastructure, including thorough public engagement, by December 2025.

Goal 2:

Collaborate with Chamber of Commerce, PaC-Man, and other stakeholders to host a city-wide bike/walk to school/work day to promote walking and biking by June 2025.

Goal 3:

Establish a regular cadence of gathering feedback and providing input for Mountain Metro route recommendations for City Council's consideration.

Goal 4:

Update the *Guidelines and Procedures for Residential Permit Parking (RPP)* for presentation to City Council by August 2025.

PikeRide Report 2024



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Schryver Park	2/2	4/5	10/8	23/27	28/19	46/48	34/36	41/45	27/18	35/34	4/6	6/7	225/227
Hiawatha Gardens	18/11	17/15	33/34	18/8	43/44	59/51	22/16	44/43	33/31	38/28	15/13	11/7	16/16
Manitou/Beckers	7/2	11/6	11/9	20/14	37/37	63/46	46/40	34/27	30/23	40/38	9/7	14/9	351/301
Manitou/Park	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	7/7	3/4	5/5	322/258
Canon Ave/ Lovers Ln	n/a	n/a	n/a	n/a	25/19	39/50	52/46	50/50	22/25	32/34	2/2	3/1	15/16
Fields Park	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	11/11	5/5	9/9
Prospect/Roca	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	0/0	6/3	0/0	3/6	61/53
Ruxton Ave	n/a	n/a	n/a	n/a	n/a	n/a	n/a	0/0	24/24	32/24	3/3	2/2	270/255
Total Start	27	32	54	61	133	217	154	169	136	190	47	49	1269
Total End	15	26	51	49	119	195	138	165	121	168	46	42	1135

PikeRide Report



Starts/Ends		2023	2024	2025
	January	10/3	27/15	15/16
	February	49/22	32/26	
	March	26/20	54/51	
	April	67/36	61/49	
	May	84/54	133/119	
	June	93/43	217/195	
	July	160/59	154/138	
	August	151/73	169/165	
	September	192/105	136/121	
	October	153/105	190/168	
	November	57/26	47/46	
	December	37/16	49/42	

2023 Total Starts/Ends	2024 Total Starts/Ends
1079/562	1269/1135

PikeRide Report 2025



	Jan
Schryver Park	3/1
Hiawatha Gardens	4/5
Manitou/Beckers	4/8
Manitou/Park	1/0
Canon Ave/ Lovers Ln	0/0
Fields Park	3/2
Prospect/Roca	0/0
Ruxton Ave	0/0
Total Start Total End	15/16



-
- Mountain Metro Ridership
 - SeeClickFix

Requested Updates



- Metropolitan District

Project Updates Digital Permitting



Row Labels	Count of Name
Non-Resident	220
+ Canon Day	37
+ Canon Night	6
+ Center Lane	13
+ Downtown Employee	66
+ Prospect	66
+ Realtor Workman	32
Resident	669
+ Canon Ave Resident	49
+ El Paso Resident	33
+ Grand Ave Resident	29
+ Manitou Ave Resident	62
+ Osage Resident	126
+ Pawnee Ave Resident	13
+ Prospect	10
+ Ruxton Resident	197
+ Waltham Resident	68
+ Washington Ave Resident	82
+ (blank)	
Grand Total	889

KPIs (Residents)				KPIs (Lot)			
	2024 RPP	2025 RPP			2024 Lot	2025 Lot	
Jan	280	320	114.3%	Jan	101	68	67.3%
Feb (to da	176	349	146.7%	Feb (to da	17	107	148.3%
Mar	66			Mar	18		
Apr	70			Apr	3		
May	20			May	10		
Jun	42			Jun	3		
Jul	15			Jul	5		
Aug	14			Aug	7		
Sep	21			Sep	1		
Oct	17			Oct	4		
Nov	17			Nov	4		
Dec	0			Dec	0		
Total	738	669	90.7%	Total	173	175	101.2%
Does not include Center Lane and Realtor Passes (45)							

Project Updates Black Canyon Open Space



Project Updates

Golf Car Ordinance



Speed: up to 25MPH

Range: up to 30-35 miles*

Climb: 25% grade (Full Capacity)

Electric Motor: 5.0 kw (6.7hp) AC motor

Batteries: US Battery or Trojan

Controller: Curtis (Made in USA)

Charger: On Board Smart Charger

Overall Dimensions: 12.2 ft L x 3.7 ft W x 6.6 ft H

Maxload: 1,200 lbs

Ground Clearance: 4.5"

Body: Aluminum Framework & Plastic

Roof: Molded Plastic

Windshield: AS1 DOT Approved with wiper

THIS MODEL'S FEATURES:

STANDARD FEATURES:

- | | |
|-------------------------|-----------------------|
| -Aluminum Frame | -Street Legal Package |
| -AC Motor | -3-PT Seatbelts |
| -LED Lighting | -On Board Charger |
| -Bluetooth Sound System | -14" Wheels |
| -Reverse Camera | -Headlights |
| -Hydraulic Disc Brakes | -Taillights |
| -Two Tone Premium Seats | -Turn Signals |
| -Rear Flip Seat | -17 Digit VIN |
| -AS-1 Windshield | -Dual USB Plugs |
| -Windshield Wiper | -Extended Roof |

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Project Updates Golf Car Ordinance



This will generate 5% tax revenue for the City. We think we'll do 100k per year with the golf cart tours. The carts are quiet, and will allow tourists to see every detail of our Historic Manitou Springs community and all the rich historic sites!

(Gregory Cobble)

Project Updates RPP Manual



Residential Permit Parking Guidelines and Procedures	
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 <u>Mobility and Parking Board and the Mobility and Parking Supervisor</u> to designate permit parking along City of Manitou Springs' streets. The Residential Permit Parking (RPP) Program was <u>created to mitigate adverse and chronic levels of non-resident parking along streets with adjacent residential properties.</u> 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 <u>that</u> along with nuisance or security issues are more appropriately addressed through other means or programs. <u>The program does not guarantee or assign specific spaces for specific residents.</u> Vehicles parked in designated RPP parking areas during the restricted hours are subject to being ticketed <u>if they do not properly display a valid parking permit</u> even if the	JA – Revise ordinance language? MAP Board MAP supervisor/director JA - Reiterate/Emphasize. Over the years, it has led to a belief that this is "guaranteed parking" and a right protected by RPP. JA - Reiterate/Emphasize. Think about past/potential by residents JA - Revisit Is it intended to guarantee parking within that RPP parking is not available?
<u>A minimum of one Resident Permit will be issued to each Residential Dwelling Unit demonstrating need within a designated RPP Area.</u> 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 <u>Up to 2 guest hang tags may be issued depending on demonstration of need and availability of on-street parking inventory.</u> 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. <u>The request must be submitted at least one week prior to the date of this event.</u> The requestor must justify the need for the number of passes being requested. <u>Day passes can be obtained online at www.mps.org/permits or through the RPP Manual.</u>	JUAN M. ALVAREZ Deleted: Parking Authority Board (PAB) and the Residential Parking Permit Manager (Staff) JUAN M. ALVAREZ Deleted: The ordinance was passed as a result of citizen requests to regulate uncontrolled non-resident parking practices in their neighborhoods. JA – Revise Waltham residents indicate they have documentation indicating guaranteed assignment of one guest pass per dwelling, which some use as additional residential passes Look at timing restrictions? RC – Revisit/Revise guest passes do not expire, which could allow someone to hand them out to friends who park all day or night without restrictions JA - How does a resident demonstrate need if they are competing for a limited number of spaces? JA – Revisit All RPPs? Digital permitting makes this simple, but need to add application process to accounts JA – Revise Use language to support digital permitting

- Subcommittee by February 2025
- Propose scope for revisions by April 2025
- Propose revisions by June 2025
- Presentation of proposal by August 2025

Mobility and Parking



Vision Statement:

The Mobility and Parking Board shall develop, review and make recommendations to City Council on multi-modal mobility and parking management with the goal of making Manitou Springs a mobile, safe and convenient place for residents, businesses and visitors.

Members:

Cory Sutela – Chair
Karl Stang – Vice Chair
Bill Koerner – Board Member
Joy Porter – Board Member
Luke Harper-Prince – Board Member
Rolf Jacobson – Board Member
Susan Presti – Board Member
Pam Smith - Alternate



Mobility and Parking 2025 Goals



Mobility and Parking 2025 Goals



Goal 1: Develop the scope for a Micromobility (not just bikeability) Master Plan, to focus on safe bike, pedestrian, and roll infrastructure, including thorough public engagement, by December 2025.

- Develop scope by July 2025
- Create RFP by September 2025
- Engage with contractor by December 2025



Mobility and Parking 2025 Goals



Goal 2:

Collaborate with Chamber of Commerce, PaC-Man, and other stakeholders to host a city-wide bike/walk to school/work day to promote walking and biking in 2025.

- Initial Task Force Meeting by February 2025
- Confirm partners and event scope by April 2025
- Target Event Date June 2025

Mobility and Parking 2025 Goals



Goal 3:

Establish a regular cadence of gathering feedback and providing input for Mountain Metro route recommendations for City Council's consideration.

- Initial recommendations for potential changes to Fall 2025 routes (in April 2025)
- Continue to provide timely feedback and recommendations at all future opportunities.

Mobility and Parking 2025 Goals



Goal 4:

Update the *Guidelines and Procedures for Residential Permit Parking (RPP)* for presentation to City Council by August 2025.

- Form subcommittee by February 2025
- Propose & review scope for revisions by April 2025
- Propose revisions by June 2025
- Presentation of proposal by August 2025





MAP Board Meeting

February 2025

PRESENTATION BY:

JUAN ALVAREZ | MOBILITY AND PARKING DIRECTOR

JAMES KELEMEN | MOBILITY AND PARKING SUPERVISOR

MAP Board 2025 Goals Review



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Collaborate with Chamber of Commerce, PaC-Man, and other stakeholders to host a city-wide bike/walk to school/work day to promote walking and biking by June 2025.

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 - SeeClickFix

Requested Updates



- Metropolitan District

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Project Updates Black Canyon Open Space



Project Updates

Golf Car Ordinance



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Charger: On Board Smart Charger

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Maxload: 1,200 lbs

Ground Clearance: 4.5"

Body: Aluminum Framework & Plastic

Roof: Molded Plastic

Windshield: AS1 DOT Approved with wiper

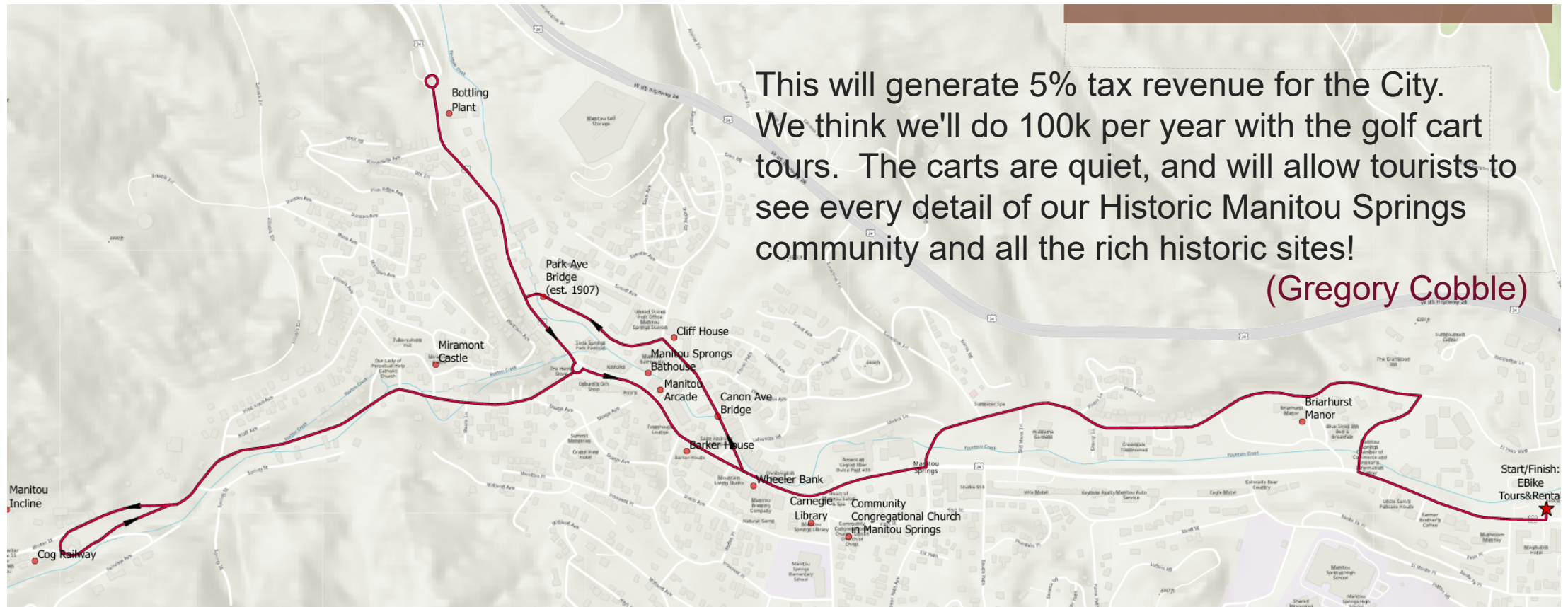
THIS MODEL'S FEATURES:

STANDARD FEATURES:

- | | |
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| -Aluminum Frame | -Street Legal Package |
| -AC Motor | -3-PT Seatbelts |
| -LED Lighting | -On Board Charger |
| -Bluetooth Sound System | -14" Wheels |
| -Reverse Camera | -Headlights |
| -Hydraulic Disc Brakes | -Taillights |
| -Two Tone Premium Seats | -Turn Signals |
| -Rear Flip Seat | -17 Digit VIN |
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| -Windshield Wiper | -Extended Roof |

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(Gregory Cobble)

Project Updates RPP Manual



Residential Permit Parking
Guidelines and Procedures

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 Mobility and Parking Board and the Mobility and Parking Supervisor to designate permit parking along City of Manitou Springs' streets. 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 that along with nuisance or security issues are more appropriately addressed through other means or programs.

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

JA - Revise ordinance language?
MAP Board
MAP supervisor/director

JA - Reiterate/Emphasize.
Over the years, it has led to a belief that this is "guaranteed parking" and a right protected by RPP.

JA - Reiterate/Emphasize.
Think about past/potential by residents

JUAN M. ALVAREZ
~~Deleted: Parking Authority Board (PAB) and the Residential Parking Permit Manager (Staff)~~

JUAN M. ALVAREZ
~~Deleted: The ordinance was passed as a result of citizen requests to regulate uncontrolled non-resident parking practices in their neighborhoods.~~

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.hmv.com/day-passes or through the

JA - Revise
Waltham residents indicate they have documentation indicating guaranteed assignment of one guest pass per dwelling, which some use as additional residential passes

Look at timing restrictions?

RC - Revisit/Revise
guest passes do not expire, which could allow someone to hand them out to friends who park all day or night without restrictions

JA - How does a resident demonstrate need if they are competing for a limited number of spaces?

JA - Revisit
All RPPs? Digital permitting makes this simple, but need to add application process to accounts

JA - Revise
Use language to support digital permitting

- Subcommittee by February 2025
- Propose scope for revisions by April 2025
- Propose revisions by June 2025
- Presentation of proposal by August 2025

Form Name:	PikeRide Manitou Springs Monthly Report
Submission Time:	February 10, 2025 3:53 pm
Browser:	Chrome 132.0.0.0 / Windows
IP Address:	96.78.3.206
Unique ID:	1313642943
Location:	

Manitou Springs / PikeRide Monthly Report

Start date of report	Jan 01, 2025
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End date of report	Jan 31, 2025
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Total number of PikeRide trips (month/ YTD)	16
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Total number of hubs in Manitou Springs at end of month	8
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Hub usage

Combined totals for Manitou hubs (starts/ends)	15 / 16
--	---------

Schryver Park usage for the month(starts/ends)	3 / 1
--	-------

Hiawatha Gardens usage for the month (starts/ends)	4 / 5
--	-------

Manitou/Beckers (formerly Lulu's) usage for the month (starts/ends)	4 / 8
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Canon Ave/Lovers Ln usage for the month (starts/ends)	0 / 0
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Ruxton Ave usage for the month (starts/ends)	0 / 0
--	-------

Prospect/Roca usage for the month (starts/ends)	0 / 0
---	-------

Manitou Ave/Park Ave usage for the month (starts/ends)	1 / 0
--	-------

Fields Park usage for the month (starts/ends)	3 / 2
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Usage

Trips by hour (month)	https://www.formstack.com/admin/download/file/17566312247
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Other information

Average trip time (month)	30:03
Average trip distance (month)	3.3 miles

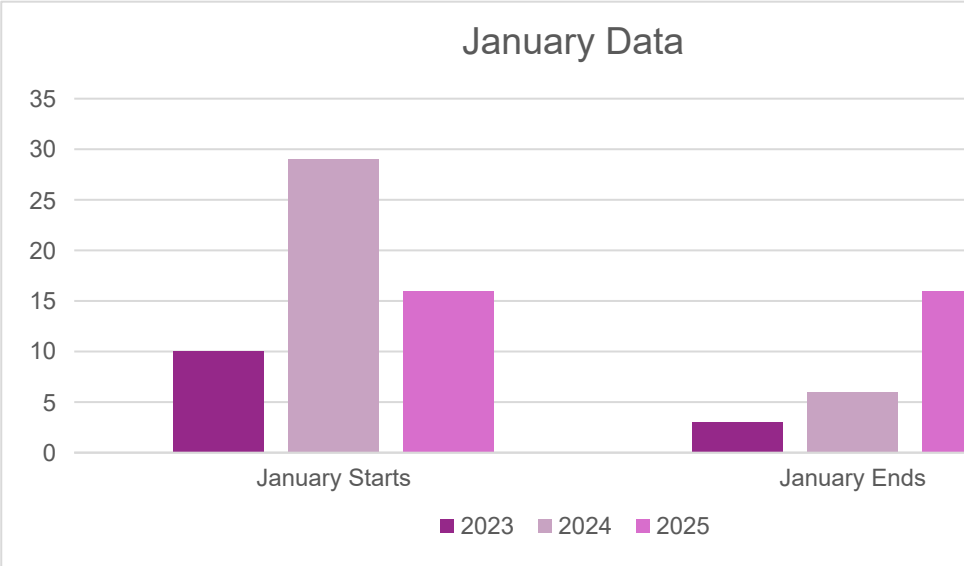
New hubs installed

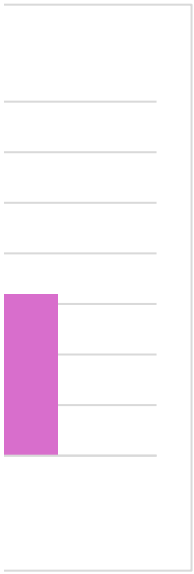
Name and date of new hubs installed or uninstalled	There were no changes to hubs in Manitou Springs in January 2025
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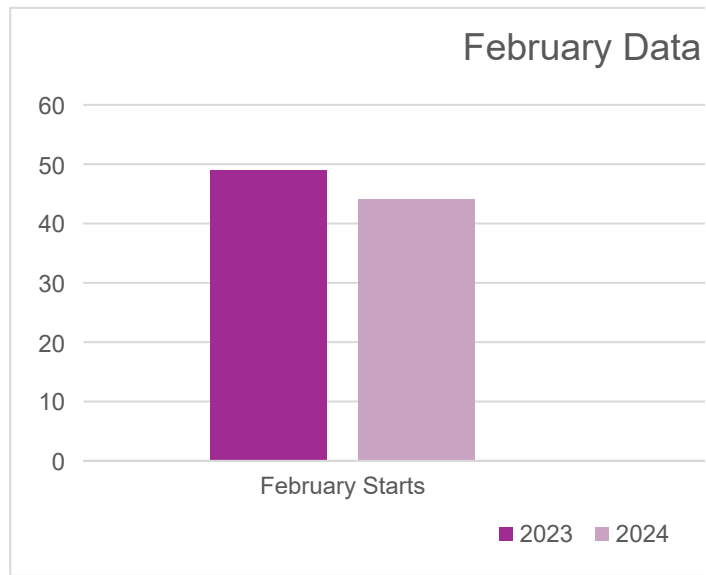
Year	January Starts	January Ends	February Starts	February Ends	March Starts	March Ends	April Starts	April Ends	May Starts
2023	10	3	49	22	26	20	67	36	84
2024	29	6	44	17	58	51	71	49	136
2025	16	16							

		June	June	July	July	August	August	September	September	October
May	Ends	Starts	Ends	Starts	Ends	Starts	Ends	Starts	Ends	Starts
	54	93	43	160	59	151	73	192	105	153
	119	241	195	157	138	179	165	136	121	211

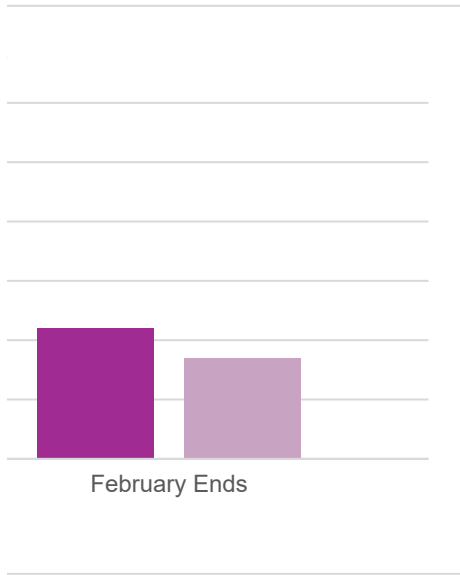
October Ends	November Starts	November Ends	December Starts	December Ends	Starts Year To Date Total	Ends Year To Date Total
105	57	26	37	16	1079	562
189	47	46	49	42	1358	1138



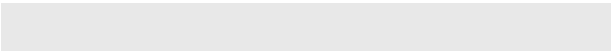
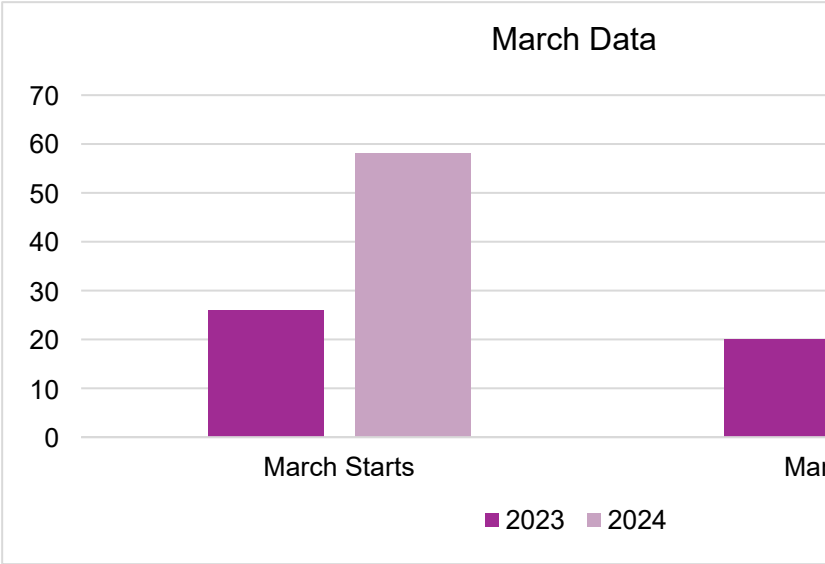


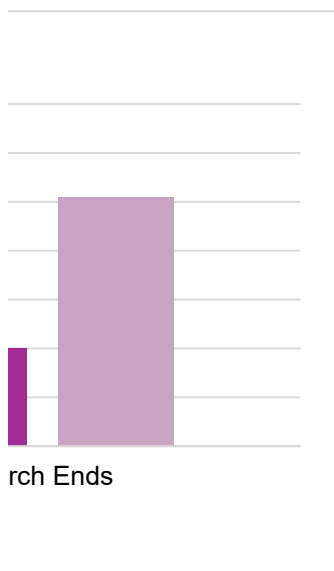


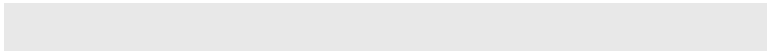
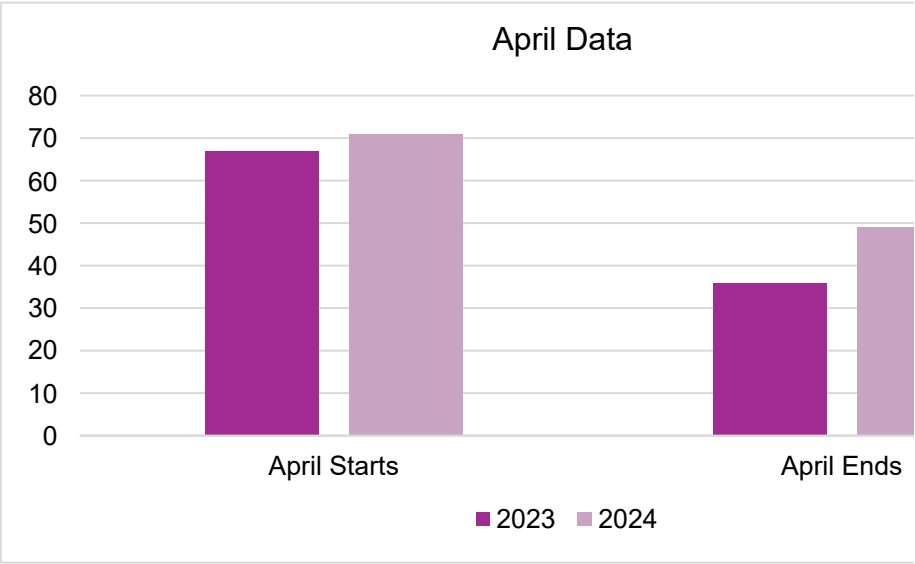
2025 - Added Manitou Springs L

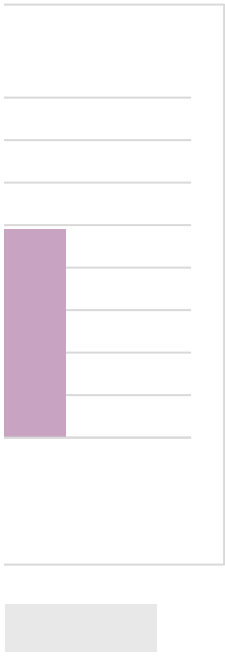


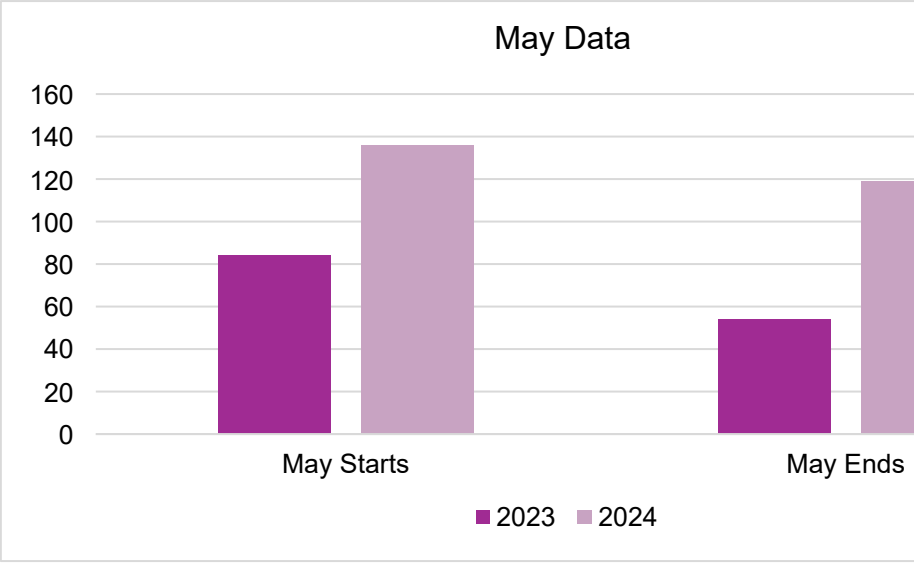
library Station



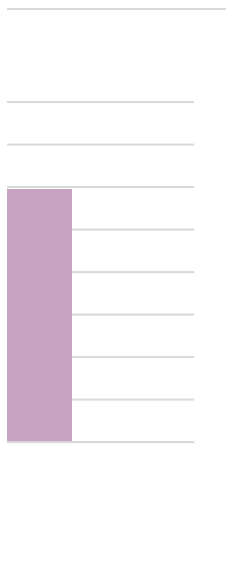




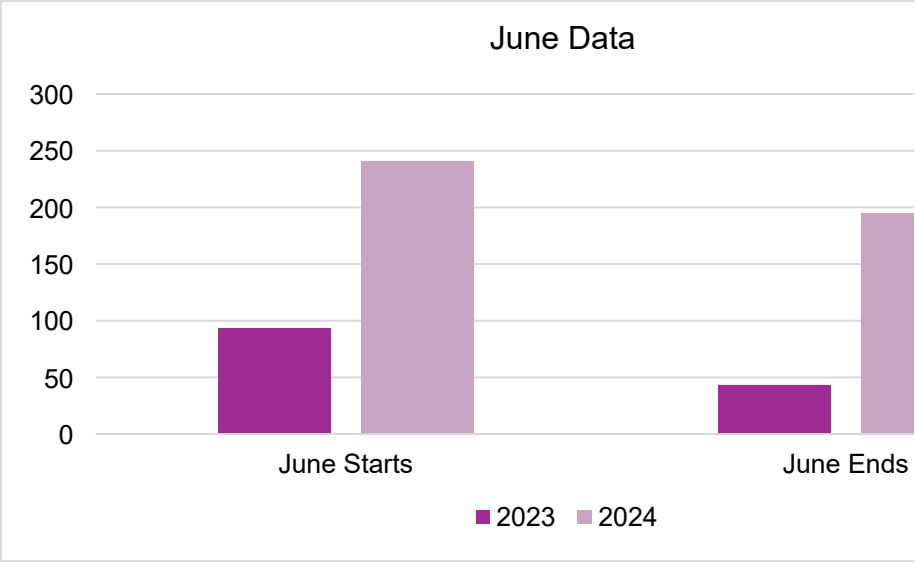


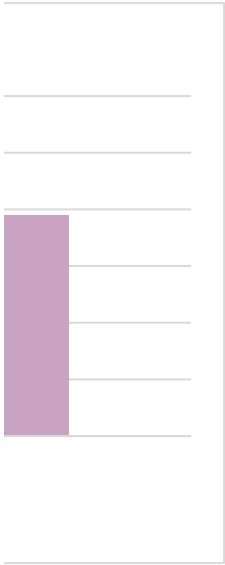


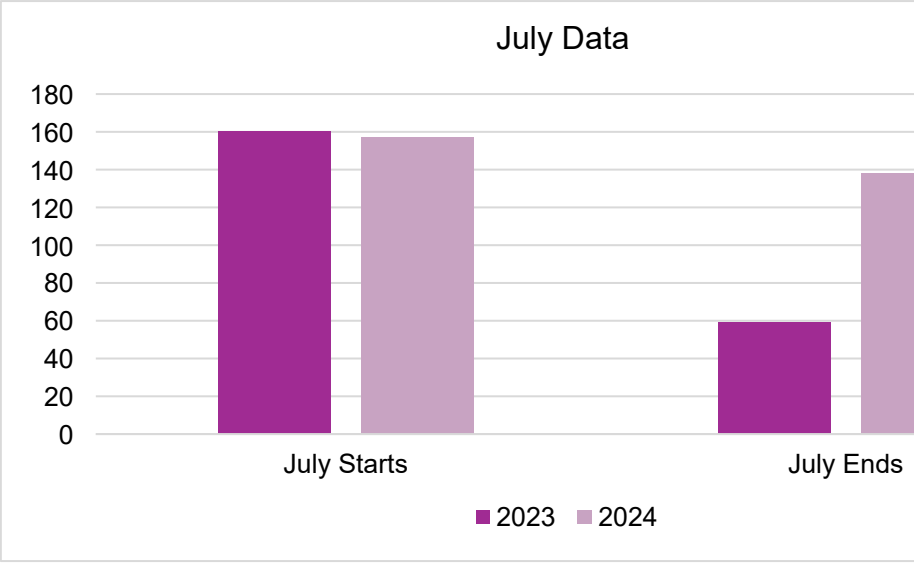
024 - Installed Canon and Lover's Lane and shift

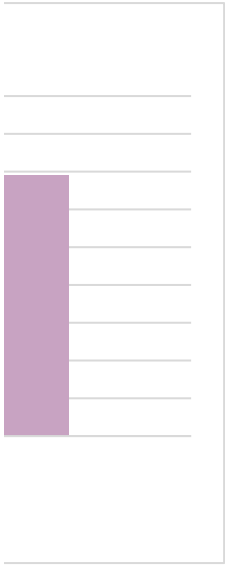


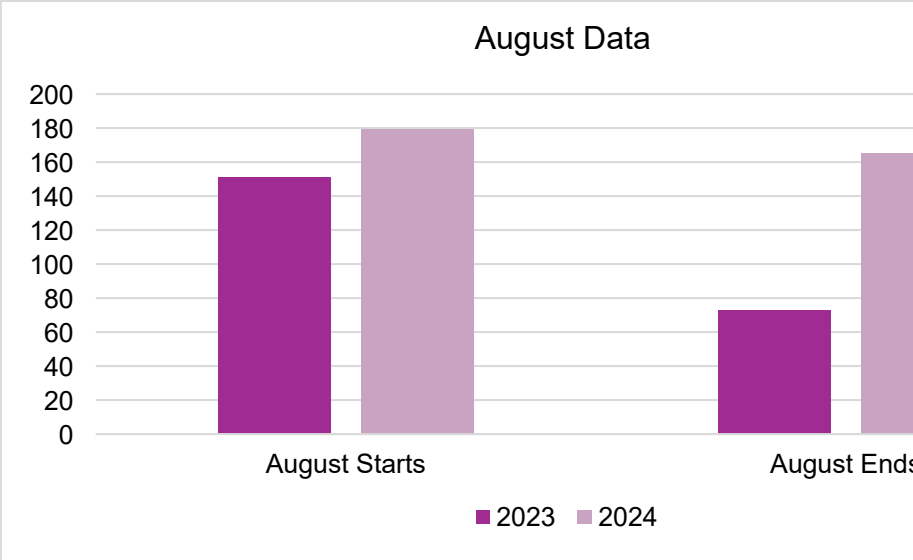
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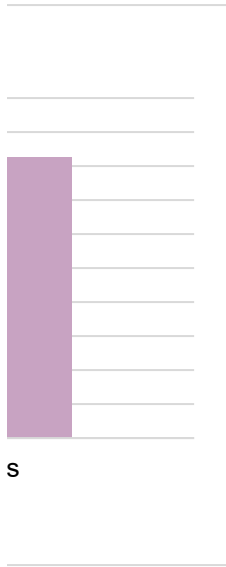


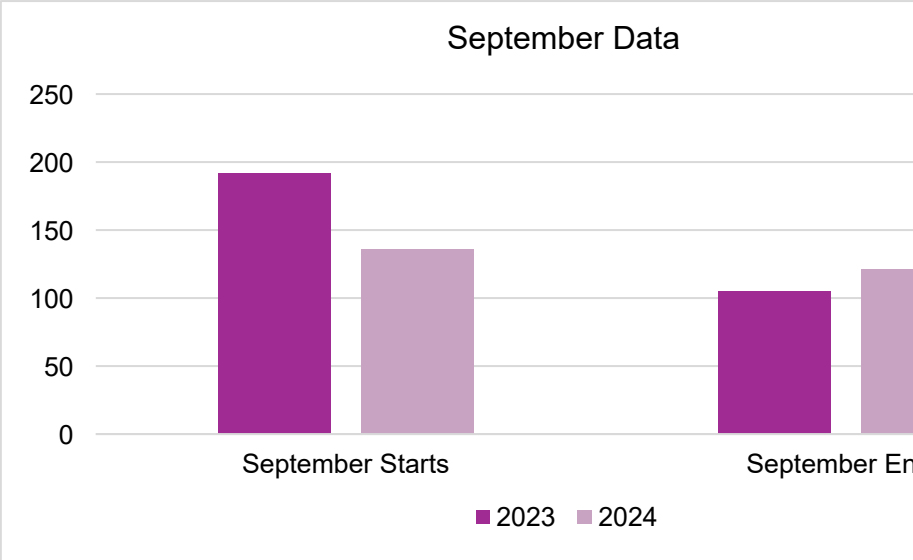




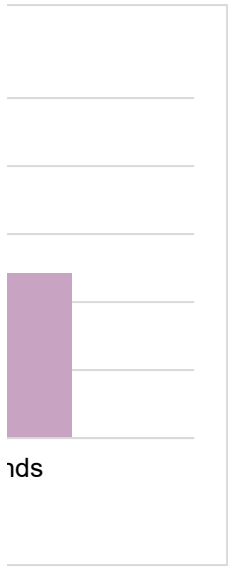


2024 - Installed Ruxton Ave

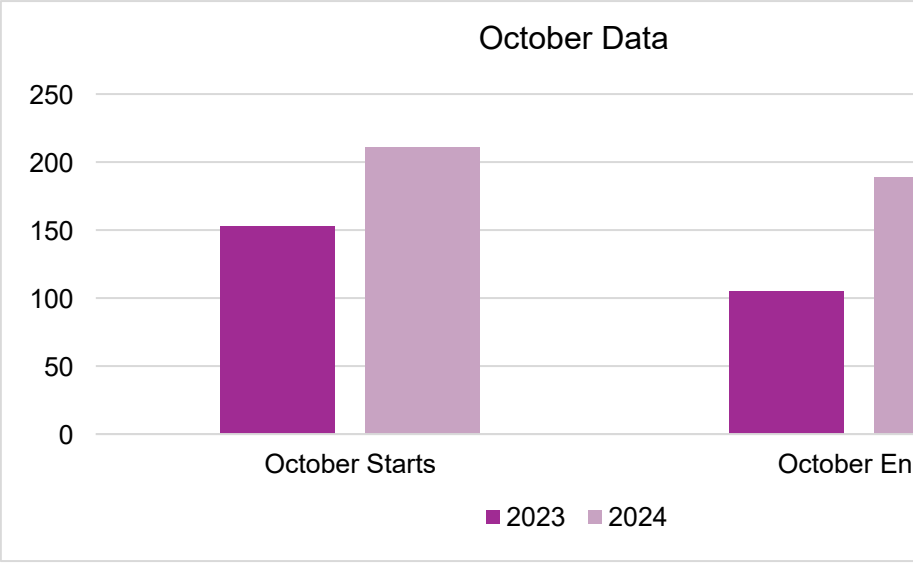




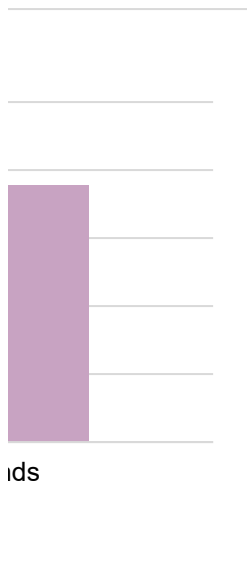
2024 - Installed Prospect/Roca



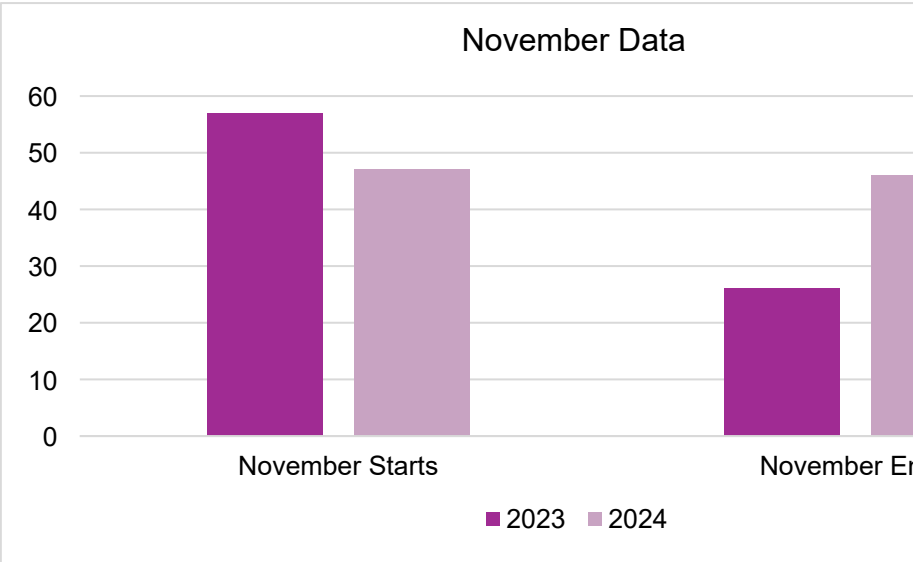
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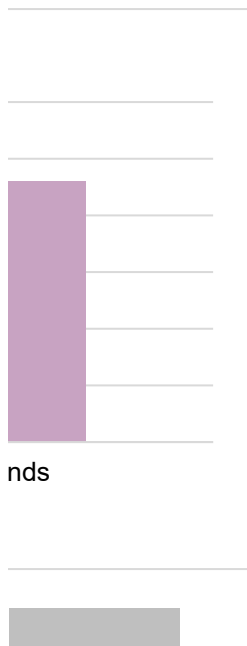
2024 - Installed Manitou Ave/Park Ave h

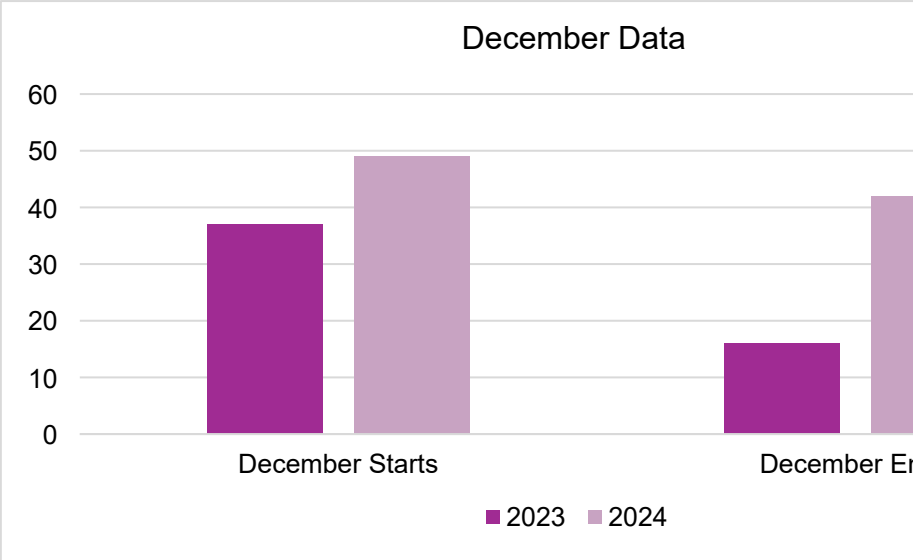


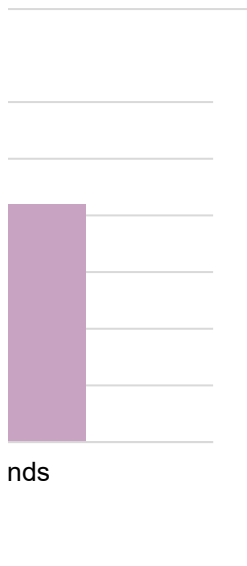
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2024 – Installed Fields Park hub







January 2024	Rt 3	Rt 33	Daily total
Monday, January 1, 2024	No Service - New Years Day		
Tuesday, January 2, 2024	553	239	792
Wednesday, January 3, 2024	579	161	740
Thursday, January 4, 2024	495	422	917
Friday, January 5, 2024	502	77	579
Saturday, January 6, 2024	405	276	681
Sunday, January 7, 2024	284	207	491
Monday, January 8, 2024	480	51	531
Tuesday, January 9, 2024	532	83	615
Wednesday, January 10, 2024	562	86	648
Thursday, January 11, 2024	538	93	631
Friday, January 12, 2024	531	199	730
Saturday, January 13, 2024	265	158	423
Sunday, January 14, 2024	153	116	269
Monday, January 15, 2024	237	44	281
Tuesday, January 16, 2024	496	31	527
Wednesday, January 17, 2024	615	118	733
Thursday, January 18, 2024	595	95	690
Friday, January 19, 2024	435	230	665
Saturday, January 20, 2024	262	378	640
Sunday, January 21, 2024	235	253	488
Monday, January 22, 2024	576	133	709
Tuesday, January 23, 2024	539	49	588
Wednesday, January 24, 2024	557	86	643
Thursday, January 25, 2024	506	186	692
Friday, January 26, 2024	434	61	495
Saturday, January 27, 2024	359	241	600
Sunday, January 28, 2024	273	334	607
Monday, January 29, 2024	541	116	657
Tuesday, January 30, 2024	594	138	732
Wednesday, January 31, 2024	612	129	741
Route Totals	13,745	4,790	18,535

February 2024	Rt 3	Rt 33	Daily total
Thursday, February 1, 2024	638	207	845
Friday, February 2, 2024	624	273	897
Saturday, February 3, 2024	331	65	396
Sunday, February 4, 2024	266	71	337
Monday, February 5, 2024	655	106	761
Tuesday, February 6, 2024	575	104	679
Wednesday, February 7, 2024	568	97	665
Thursday, February 8, 2024	578	133	711
Friday, February 9, 2024	454	104	558
Saturday, February 10, 2024	198	50	248
Sunday, February 11, 2024	294	125	419
Monday, February 12, 2024	593	146	739
Tuesday, February 13, 2024	584	94	678
Wednesday, February 14, 2024	654	95	749
Thursday, February 15, 2024	559	336	895
Friday, February 16, 2024	496	283	779
Saturday, February 17, 2024	312	113	425
Sunday, February 18, 2024	284	401	685
Monday, February 19, 2024	487	289	776
Tuesday, February 20, 2024	590	118	708
Wednesday, February 21, 2024	644	137	781
Thursday, February 22, 2024	636	329	965
Friday, February 23, 2024	607	537	1,144
Saturday, February 24, 2024	419	906	1,325
Sunday, February 25, 2024	279	630	909
Monday, February 26, 2024	569	202	771
Tuesday, February 27, 2024	453	76	529
Wednesday, February 28, 2024	636	65	701
Thursday, February 29, 2024	634	418	1,052
Route Totals	14,617	6,510	21,127

March 2024	Rt 3	Rt 33	Daily total
Friday, March 1, 2024	730	599	1,329
Saturday, March 2, 2024	576	513	1,089
Sunday, March 3, 2024	342	430	772
Monday, March 4, 2024	557	231	788
Tuesday, March 5, 2024	559	145	704
Wednesday, March 6, 2024	632	232	864
Thursday, March 7, 2024	532	226	758
Friday, March 8, 2024	505	61	566
Saturday, March 9, 2024	444	703	1,147
Sunday, March 10, 2024	319	919	1,238
Monday, March 11, 2024	600	724	1,324
Tuesday, March 12, 2024	551	802	1,353
Wednesday, March 13, 2024	574	572	1,146
Thursday, March 14, 2024	14		14
Friday, March 15, 2024	268	58	326
Saturday, March 16, 2024	413	102	515
Sunday, March 17, 2024	286	145	431
Monday, March 18, 2024	615	72	687
Tuesday, March 19, 2024	554	177	731
Wednesday, March 20, 2024	658	234	892
Thursday, March 21, 2024	597	452	1,049
Friday, March 22, 2024	630	758	1,388
Saturday, March 23, 2024	426	848	1,274
Sunday, March 24, 2024	299	545	844
Monday, March 25, 2024	407	127	534
Tuesday, March 26, 2024	505	230	735
Wednesday, March 27, 2024	542	339	881
Thursday, March 28, 2024	599	1,227	1,826
Friday, March 29, 2024	585	1,501	2,086
Saturday, March 30, 2024	408	145	553
Sunday, March 31, 2024	329	694	1,023
Route Totals	15,056	13,811	28,867

3/14 - Services cancelled at 10 AM
3/15 - Service delayed due to heav

I due to heavy snow. No passengers on Route 33 during short time buses were running.
ry snowfall. Late start at 11 AM.

April 2024	Rt 3	Rt 33	Rt 36	Daily total	
Monday, April 1, 2024	539	244		783	
Tuesday, April 2, 2024	588	240		828	
Wednesday, April 3, 2024	702	399		1,101	
Thursday, April 4, 2024	671	848		1,519	
Friday, April 5, 2024	562	1,038		1,600	
Saturday, April 6, 2024	354	495		849	
Sunday, April 7, 2024	340	1		341	4/7 - There was a glitch
Monday, April 8, 2024	566	301		867	
Tuesday, April 9, 2024	553	222		775	
Wednesday, April 10, 2024	642	238		880	
Thursday, April 11, 2024	593	584		1,177	
Friday, April 12, 2024	614	1,550		2,164	
Saturday, April 13, 2024	453	1,472		1,925	
Sunday, April 14, 2024	310	1,026		1,336	
Monday, April 15, 2024	601	385		986	
Tuesday, April 16, 2024	666	281		947	
Wednesday, April 17, 2024	653	421		1,074	
Thursday, April 18, 2024	516	313		829	
Friday, April 19, 2024	494	850		1,344	
Saturday, April 20, 2024	375	448		823	
Sunday, April 21, 2024	302	419		721	
Monday, April 22, 2024	508	422		930	
Tuesday, April 23, 2024	546	296		842	
Wednesday, April 24, 2024	644	350		994	
Thursday, April 25, 2024	599	728		1,327	
Friday, April 26, 2024	584	1,453		2,037	
Saturday, April 27, 2024	328	89		417	
Sunday, April 28, 2024	344	412	29	785	4/28 - Spring Service Cl
Monday, April 29, 2024	624	420	26	1,070	
Tuesday, April 30, 2024	526	358	7	891	
Route Totals	15,797	16,303	62	32,162	

1 with the farebox ridership collection on Route 33, so ridership for this day was not captured.

change begins, including seasonal service on Route 36.

May 2024	Rt 3	Rt 33	Rt 36	Daily total
Wednesday, May 1, 2024	576	363	13	952
Thursday, May 2, 2024	572	391	30	993
Friday, May 3, 2024	669	285	23	977
Saturday, May 4, 2024	453	1029	26	1508
Sunday, May 5, 2024	360	1181	53	1594
Monday, May 6, 2024	504	321	15	840
Tuesday, May 7, 2024	571	391	37	999
Wednesday, May 8, 2024	574	455	31	1060
Thursday, May 9, 2024	558	324	11	893
Friday, May 10, 2024	552	470	23	1045
Saturday, May 11, 2024	461	1037	30	1528
Sunday, May 12, 2024	322	493	26	841
Monday, May 13, 2024	564	691	21	1276
Tuesday, May 14, 2024	508	468	20	996
Wednesday, May 15, 2024	592	399	12	1003
Thursday, May 16, 2024	592	638	24	1254
Friday, May 17, 2024	654	1137	50	1841
Saturday, May 18, 2024	389	1123	20	1532
Sunday, May 19, 2024	342	674	61	1077
Monday, May 20, 2024	610	768	31	1409
Tuesday, May 21, 2024	500	609	41	1150
Wednesday, May 22, 2024	571	529	29	1129
Thursday, May 23, 2024	604	886	81	1571
Friday, May 24, 2024	464	1370	48	1882
Saturday, May 25, 2024	518	1689	113	2320
Sunday, May 26, 2024	400	2308	95	2803
Monday, May 27, 2024	496	1410	81	1987
Tuesday, May 28, 2024	517	1156	70	1743
Wednesday, May 29, 2024	484	850	67	1401
Thursday, May 30, 2024	614	1008	62	1684
Friday, May 31, 2024	680	1225	54	1959
Route Totals	16271	25678	1298	43247

June 2024	Rt 3	Rt 33	Rt 36	Daily total
Saturday, June 1, 2024	501	860	51	1412
Sunday, June 2, 2024	376	2620	43	3039
Monday, June 3, 2024	727	1364	60	2151
Tuesday, June 4, 2024	615	1188	79	1882
Wednesday, June 5, 2024	574	1140	83	1797
Thursday, June 6, 2024	665	1239	68	1972
Friday, June 7, 2024	621	1386	90	2097
Saturday, June 8, 2024	443	1340	83	1866
Sunday, June 9, 2024	350	1513	93	1956
Monday, June 10, 2024	583	1090	53	1726
Tuesday, June 11, 2024	530	1481	77	2088
Wednesday, June 12, 2024	591	1130	119	1840
Thursday, June 13, 2024	594	1063	56	1713
Friday, June 14, 2024	550	1465	85	2100
Saturday, June 15, 2024	562	2315	34	2911
Sunday, June 16, 2024	282	1742	91	2115
Monday, June 17, 2024	664	1393	84	2141
Tuesday, June 18, 2024	666	1514	86	2266
Wednesday, June 19, 2024	533	1489	81	2103
Thursday, June 20, 2024	633	1340	93	2066
Friday, June 21, 2024	549	1373	98	2020
Saturday, June 22, 2024	543	1491	84	2118
Sunday, June 23, 2024	389	1638	46	2073
Monday, June 24, 2024	587	1489	98	2174
Tuesday, June 25, 2024	567	1487	145	2199
Wednesday, June 26, 2024	564	981	73	1618
Thursday, June 27, 2024	621	1376	79	2076
Friday, June 28, 2024	578	1154	102	1834
Saturday, June 29, 2024	498	1005	124	1627
Sunday, June 30, 2024	389	1823	107	2319
Route Totals	16345	42489	2465	61299

July 2024 Ridership on Routes Serving Manitou Springs

July 2024	Ridership				Missed Passengers (SF)	
	Rt 3	Rt 33	Rt 36	Daily total	Rt 33	Rt 36
Monday, July 1, 2024	822	1736	77	2635		
Tuesday, July 2, 2024	765	1456	78	2299		
Wednesday, July 3, 2024	1059	1515	100	2674	15	
Thursday, July 4, 2024	737	2176	121	3034		
Friday, July 5, 2024	748	1711	137	2596	30	3
Saturday, July 6, 2024	724	1555	116	2395		
Sunday, July 7, 2024	498	1823	96	2417		
Monday, July 8, 2024	1013	1673	127	2813		
Tuesday, July 9, 2024	837	1352	92	2281		
Wednesday, July 10, 2024	800	1238	147	2185		
Thursday, July 11, 2024	984	1375	99	2458		
Friday, July 12, 2024	825	1405	124	2354	10	
Saturday, July 13, 2024	755	2005	97	2857	20	
Sunday, July 14, 2024	551	1555	95	2201		
Monday, July 15, 2024	840	1474	101	2415		
Tuesday, July 16, 2024	882	1215	86	2183		
Wednesday, July 17, 2024	969	884	75	1928		
Thursday, July 18, 2024	968	1497	109	2574		
Friday, July 19, 2024	897	1503	97	2497		
Saturday, July 20, 2024	744	1405	39	2188	6	
Sunday, July 21, 2024	542	1078	109	1729		
Monday, July 22, 2024	989	1151	139	2279		
Tuesday, July 23, 2024	828	1590	125	2543		
Wednesday, July 24, 2024	761	1283	132	2176		
Thursday, July 25, 2024	981	1491	167	2639		
Friday, July 26, 2024	832	1569	96	2497		
Saturday, July 27, 2024	792	2199	119	3110	37	
Sunday, July 28, 2024	717	1965	28	2710		
Monday, July 29, 2024	891	1453	86	2430		
Tuesday, July 30, 2024	912	1112	58	2082		
Wednesday, July 31, 2024	884	1336	80	2300		
Route Totals	25547	46780	3152	75479	118	3

30)

Daily total

15

33

10

20

6

37

121

August 2024 Ridership on Routes Serving Manitou Springs

August 2024	Ridership				Missed
	Rt 3	Rt 33	Rt 36	Daily total	Rt 33
Thursday, August 1, 2024	1152	1284	111	2547	9
Friday, August 2, 2024	980	1347	76	2403	
Saturday, August 3, 2024	743	2060	115	2918	
Sunday, August 4, 2024	554	1364	82	2000	
Monday, August 5, 2024	917	1299	77	2293	
Tuesday, August 6, 2024	832	1433	112	2377	
Wednesday, August 7, 2024	957	1118	68	2143	
Thursday, August 8, 2024	891	1143	57	2091	
Friday, August 9, 2024	800	820	70	1690	
Saturday, August 10, 2024	712	1654	47	2413	
Sunday, August 11, 2024	524	1827	103	2454	
Monday, August 12, 2024	1166	1106	64	2336	
Tuesday, August 13, 2024	927	469	80	1476	
Wednesday, August 14, 2024	915	422	79	1416	
Thursday, August 15, 2024	967	1003	102	2072	
Friday, August 16, 2024	864	1372	109	2345	
Saturday, August 17, 2024	644	1106	160	1910	
Sunday, August 18, 2024	630	1459	85	2174	
Monday, August 19, 2024	857	713	46	1616	
Tuesday, August 20, 2024	829	739	25	1593	
Wednesday, August 21, 2024	971	724	54	1749	
Thursday, August 22, 2024	999	683	40	1722	
Friday, August 23, 2024	921	1058	56	2035	
Saturday, August 24, 2024	705	1433	160	2298	
Sunday, August 25, 2024	630	1483	109	2222	
Monday, August 26, 2024	931	711	68	1710	
Tuesday, August 27, 2024	859	700	73	1632	
Wednesday, August 28, 2024	952	516	64	1532	
Thursday, August 29, 2024	1073	654	71	1798	
Friday, August 30, 2024	1017	1274	98	2389	
Saturday, August 31, 2024	733	1548	85	2366	
Route Totals	26652	34522	2546	63720	9

September 2024 Ridership on Routes Serving Manitou Springs

September 2024	Boardings			
	Rt 3	Rt 33	Rt 36	Total all 3 rts
Sunday, September 1, 2024	406	1404	108	1918
Monday, September 2, 2024	301	1034	212	1547
Tuesday, September 3, 2024	698	664	51	1413
Wednesday, September 4, 2024	630	620	73	1323
Thursday, September 5, 2024	642	377	43	1062
Friday, September 6, 2024	698	792	79	1569
Saturday, September 7, 2024	444	1452	91	1987
Sunday, September 8, 2024	418	1663	96	2177
Monday, September 9, 2024	583	570	85	1238
Tuesday, September 10, 2024	597	413	94	1104
Wednesday, September 11, 2024	550	723	140	1413
Thursday, September 12, 2024	622	685	89	1396
Friday, September 13, 2024	722	914	70	1706
Saturday, September 14, 2024	330	1895	81	2306
Sunday, September 15, 2024	315	1623	106	2044
Monday, September 16, 2024	609	678	55	1342
Tuesday, September 17, 2024	587	458	68	1113
Wednesday, September 18, 2024	611	549	53	1213
Thursday, September 19, 2024	725	803	141	1669
Friday, September 20, 2024	704	1094	99	1897
Saturday, September 21, 2024	419	231	105	755
Sunday, September 22, 2024	231	112	27	370
Monday, September 23, 2024	577	947	72	1596
Tuesday, September 24, 2024	609	591	61	1261
Wednesday, September 25, 2024	710	711	66	1487
Thursday, September 26, 2024	638	599	48	1285
Friday, September 27, 2024	594	1007	45	1646
Saturday, September 28, 2024	437	1214	75	1726
Sunday, September 29, 2024	345	1191		1536
Monday, September 30, 2024	614	589		1203
Route Totals	16,366	25,603	2,333	44,302

October 2024 Ridership on Routes Serving Manitou Springs

October 2024	Boardings		
	Rt 3	Rt 33	Total both rts
Tuesday, October 1, 2024	632	411	1043
Wednesday, October 2, 2024	635	940	1575
Thursday, October 3, 2024	671	940	1611
Friday, October 4, 2024	653	1039	1692
Saturday, October 5, 2024	415	1296	1711
Sunday, October 6, 2024	334	1072	1406
Monday, October 7, 2024	641	728	1369
Tuesday, October 8, 2024	695	519	1214
Wednesday, October 9, 2024	698	1493	2191
Thursday, October 10, 2024	580	1659	2239
Friday, October 11, 2024	588	976	1564
Saturday, October 12, 2024	480	1499	1979
Sunday, October 13, 2024	322	1122	1444
Monday, October 14, 2024	582	1107	1689
Tuesday, October 15, 2024	619	662	1281
Wednesday, October 16, 2024	565	1507	2072
Thursday, October 17, 2024	619	1223	1842
Friday, October 18, 2024	536	1131	1667
Saturday, October 19, 2024	407	801	1208
Sunday, October 20, 2024	273	861	1134
Monday, October 21, 2024	564	369	933
Tuesday, October 22, 2024	599	416	1015
Wednesday, October 23, 2024	583	1089	1672
Thursday, October 24, 2024	564	1157	1721
Friday, October 25, 2024	615	929	1544
Saturday, October 26, 2024	628	30	658
Sunday, October 27, 2024	334	914	1248
Monday, October 28, 2024	598	483	1081
Tuesday, October 29, 2024	566	330	896
Wednesday, October 30, 2024	568	438	1006
Thursday, October 31, 2024	522	349	871
Route Totals	17,086	27,490	44,576

November 2024 Ridership on Routes Serving Manitou Springs

November 2023	Boardings		
	Rt 3	Rt 33	Total both rts
Friday, November 1, 2024	680	475	1155
Saturday, November 2, 2024	450	1185	1635
Sunday, November 3, 2024	419	915	1334
Monday, November 4, 2024	547	93	640
Tuesday, November 5, 2024	558	165	723
Wednesday, November 6, 2024	425	85	510
Thursday, November 7, 2024	28	44	72
Friday, November 8, 2024	No service - Snow Day		
Saturday, November 9, 2024	264	55	319
Sunday, November 10, 2024	320	353	673
Monday, November 11, 2024	555	248	803
Tuesday, November 12, 2024	485	99	584
Wednesday, November 13, 2024	539	446	985
Thursday, November 14, 2024	607	406	1013
Friday, November 15, 2024	541	197	738
Saturday, November 16, 2024	447	658	1105
Sunday, November 17, 2024	366	406	772
Monday, November 18, 2024	554	194	748
Tuesday, November 19, 2024	488	84	572
Wednesday, November 20, 2024	457	447	904
Thursday, November 21, 2024	554	345	899
Friday, November 22, 2024	583	288	871
Saturday, November 23, 2024	403	612	1015
Sunday, November 24, 2024	287	693	980
Monday, November 25, 2024	495	195	690
Tuesday, November 26, 2024	442	426	868
Wednesday, November 27, 2024	477	304	781
Thursday, November 28, 2024	No service - Thanksgiving		
Friday, November 29, 2024	517	517	1034
Saturday, November 30, 2024	466	686	1152
Route Totals	12,954	10,621	23,575

Service canceled at 10:

Delayed start until noon

:30 AM due to weather/road conditions

on due to weather/road conditions

December 2024 Ridership on Routes Serving Manitou Springs

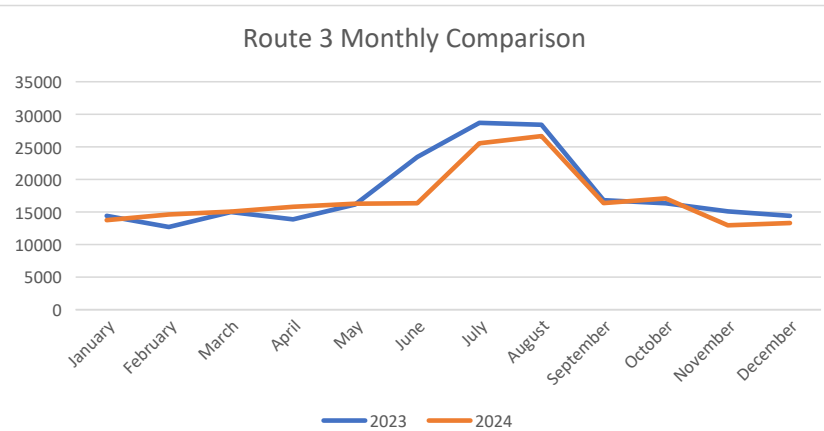
December 2023	Boardings			
	Rt 3	Rt 33	Total both rts	
Sunday, December 1, 2024	316	205	521	
Monday, December 2, 2024	544	100	644	
Tuesday, December 3, 2024	585	72	657	
Wednesday, December 4, 2024	577	367	944	
Thursday, December 5, 2024	513	364	877	
Friday, December 6, 2024	513	211	724	
Saturday, December 7, 2024	356	483	839	
Sunday, December 8, 2024	327	345	672	
Monday, December 9, 2024	115	18	133	All MMT service suspended
Tuesday, December 10, 2024	411	23	434	Delayed start until 9 AM
Wednesday, December 11, 2024	561	113	674	
Thursday, December 12, 2024	508	477	985	
Friday, December 13, 2024	491	120	611	
Saturday, December 14, 2024	455	343	798	
Sunday, December 15, 2024	309	246	555	
Monday, December 16, 2024	511	121	632	
Tuesday, December 17, 2024	473	91	564	
Wednesday, December 18, 2024	492	332	824	
Thursday, December 19, 2024	567	503	1070	
Friday, December 20, 2024	516	310	826	
Saturday, December 21, 2024	353	423	776	
Sunday, December 22, 2024	302	411	713	
Monday, December 23, 2024	581	398	979	
Tuesday, December 24, 2024	373	423	796	
Wednesday, December 25, 2024			0	No Service - Christmas
Thursday, December 26, 2024	478	1748	2226	
Friday, December 27, 2024	435	662	1097	
Saturday, December 28, 2024	370	832	1202	
Sunday, December 29, 2024	285	730	1015	
Monday, December 30, 2024	487	471	958	
Tuesday, December 31, 2024	499	493	992	
Route Totals	13,303	11,435	24,738	

ended at 2 PM due to weather/road conditions
M due to weather/road conditions

Day

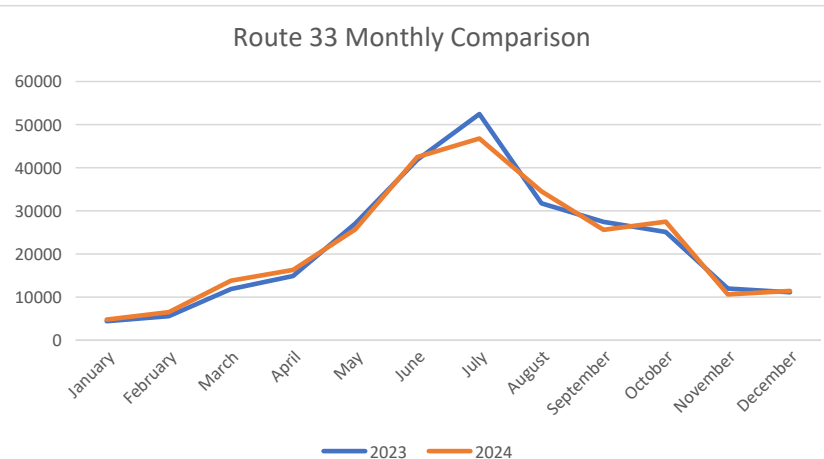
Route 3 Monthly Comparison

Month	2023	2024
January	14405	13,745
February	12695	14,617
March	14989	15,056
April	13868	15,797
May	16151	16271
June	23442	16345
July	28689	25547
August	28393	26652
September	16810	16,366
October	16336	17,086
November	15092	12,954
December	14405	13,303
Total	215275	203,739



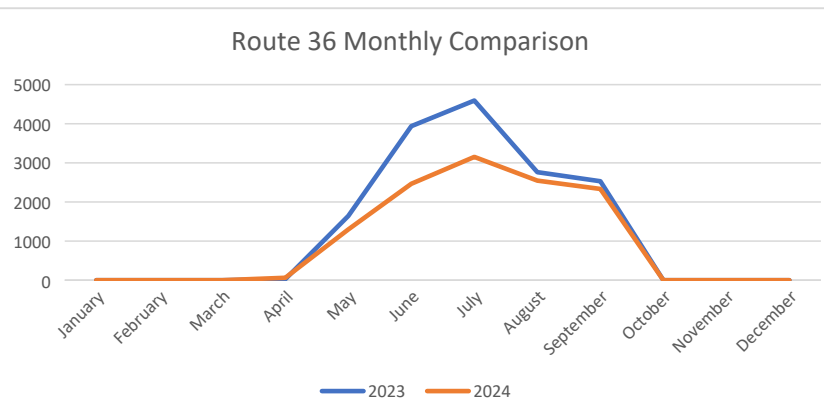
Route 33 Monthly Comparison

Month	2023	2024
January	4415	4,790
February	5581	6,510
March	11867	13,811
April	14897	16,303
May	27038	25678
June	41847	42489
July	52456	46780
August	31743	34,522
September	27447	25,603
October	25106	27,490
November	11983	10,621
December	11125	11,435
Total	265505	266,032



Route 36 Monthly Comparison

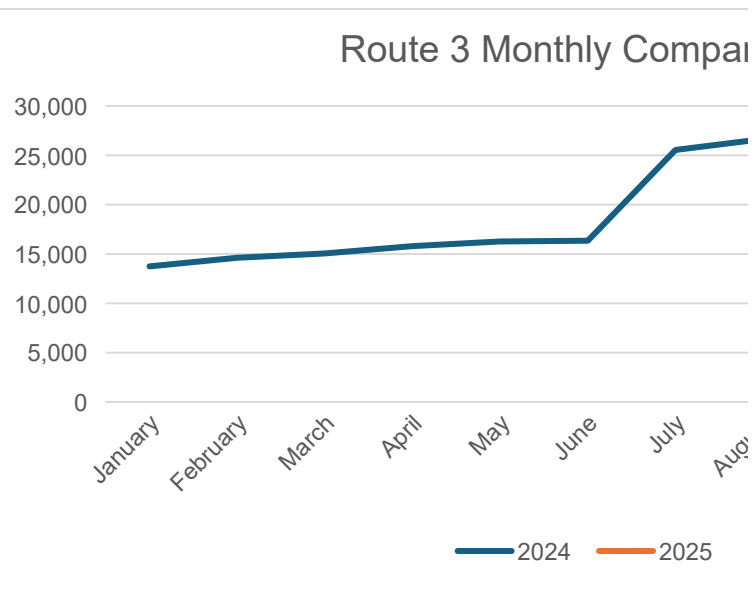
Month	2023	2024
January	0	0
February	0	0
March	0	0
April	26	62
May	1643	1298
June	3938	2465
July	4593	3152
August	2762	2,546
September	2530	2,333
October	0	0
November	0	0
December	0	0
Total	15492	11,856



January 2025	Rt 3	Rt 33	Daily total
Wednesday, January 1, 2025	No Service - New Years Day		
Thursday, January 2, 2025	461	1,037	1,498
Friday, January 3, 2025	550	492	1,042
Saturday, January 4, 2025	372	527	899
Sunday, January 5, 2025	294	223	517
Monday, January 6, 2025	590	135	725
Tuesday, January 7, 2025	369	16	385
Wednesday, January 8, 2025	553	112	665
Thursday, January 9, 2025	436	43	479
Friday, January 10, 2025	633	134	767
Saturday, January 11, 2025	433	241	674
Sunday, January 12, 2025	238	139	377
Monday, January 13, 2025	513	96	609
Tuesday, January 14, 2025	583	53	636
Wednesday, January 15, 2025	592	345	937
Thursday, January 16, 2025	522	409	931
Friday, January 17, 2025	561	148	709
Saturday, January 18, 2025	244	24	268
Sunday, January 19, 2025	170	18	188
Monday, January 20, 2025	237	12	249
Tuesday, January 21, 2025	484	37	521
Wednesday, January 22, 2025	524	94	618
Thursday, January 23, 2025	516	140	656
Friday, January 24, 2025	556	209	765
Saturday, January 25, 2025	290	68	358
Sunday, January 26, 2025	227	61	288
Monday, January 27, 2025	551	90	641
Tuesday, January 28, 2025	550	69	619
Wednesday, January 29, 2025	462	101	563
Thursday, January 30, 2025	416	38	454
Friday, January 31, 2025	572	164	736
Route Totals	13,499	5,275	18,774

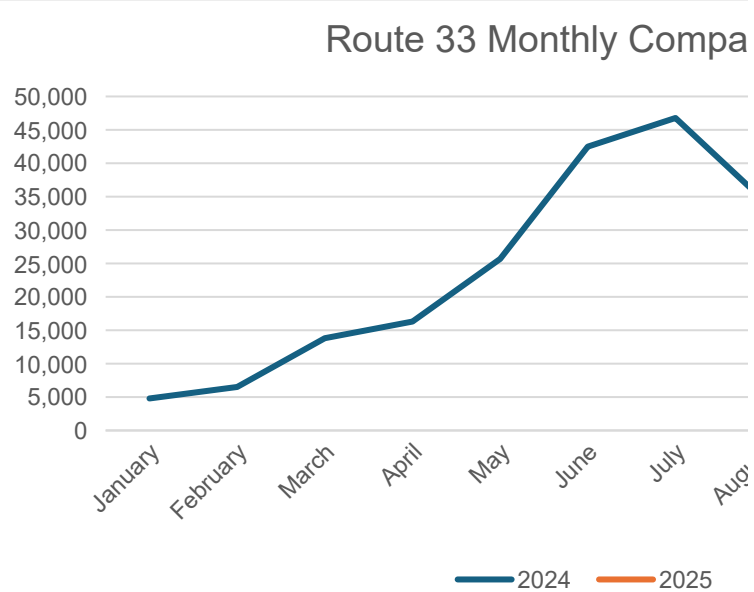
Route 3 Monthly Comparison

Month	2024	2025
January	13,745	13,499
February	14,617	
March	15,056	
April	15,797	
May	16,271	
June	16,345	
July	25,547	
August	26,652	
September	16,366	
October	17,086	
November	12,954	
December	13,303	
Total	203,739	



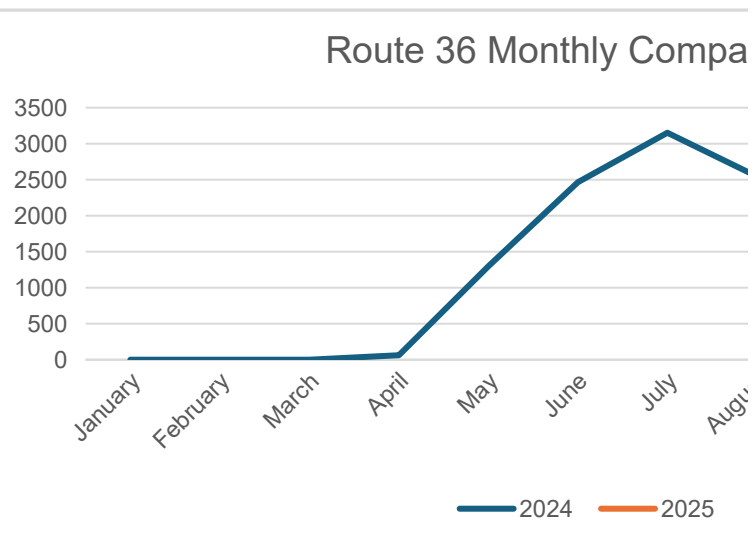
Route 33 Monthly Comparison

Month	2024	2025
January	4,790	5,275
February	6,510	
March	13,811	
April	16,303	
May	25,678	
June	42,489	
July	46,780	
August	34,522	
September	25,603	
October	27,490	
November	10,621	
December	11,435	
Total	266,032	

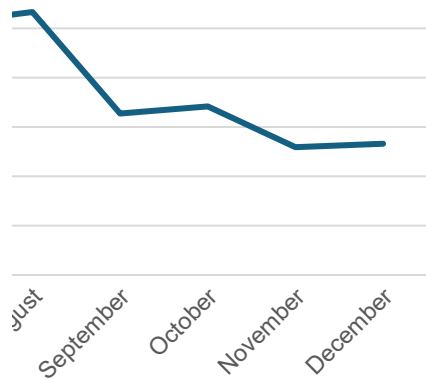


Route 36 Monthly Comparison

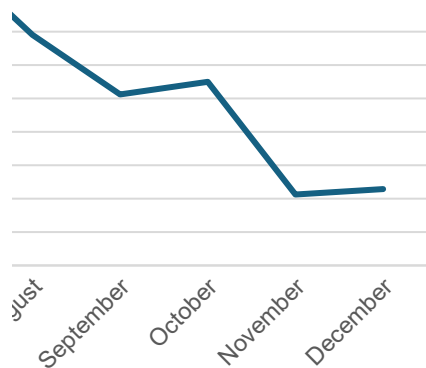
Month	2024	2025
January	0	0
February	0	
March	0	
April	62	
May	1,298	
June	2,465	
July	3,152	
August	2,546	
September	2,333	
October	0	
November	0	
December	0	
Total	11,856	



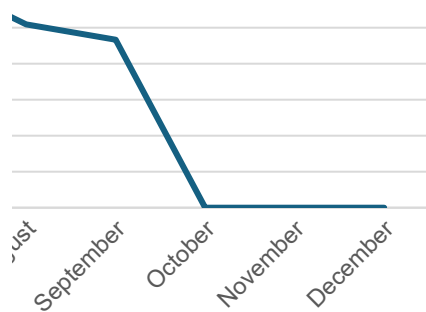
irison



irison



irison



COUNCIL BILL NO. _____

ORDINANCE NO. _____

ORDINANCE

AN ORDINANCE AUTHORIZING THE USE OF ELECTRIC GOLF CARS AND LOW SPEED ELECTRIC VEHICLES ON CERTAIN STREETS WITHIN THE CITY

WHEREAS, electric golf cars and low speed electric vehicles can provide a safe and environmentally friendly manner of transportation in certain areas of the City when equipped and operated properly;

WHEREAS, Colorado law permits a municipality to authorize and regulate golf cars on roadways Authorizing and regulating the operation of golf cars on roadways if the authorization or regulation is consistent with Title 42 of the Colorado Revised Statutes and the municipality does not authorize:

- (I) An unlicensed driver of a golf car to carry a passenger who is under twenty-one years of age;
- (II) Operation of a golf car by a person under sixteen years of age; or
- (III) Operation of a golf car on a state highway; except that the municipality may authorize a person to drive a golf car directly across a state highway at an at-grade sidewalk, bike path, or pedestrian path; and

WHEREAS, the City Council, therefore, desires to authorize the use of electric golf cars (but not golf cars powered by gasoline or other fuel sources) and low-speed electric vehicles as set forth in this Ordinance.

THE CITY OF MANITOU SPRINGS, COLORADO, THAT:

Section 1. Section 10.04.020 of the Manitou Springs Municipal Code is hereby amended by the addition of a new Subsection (41) to read as follows:

A new Subsection 39.75 is hereby inserted into the Definitions section in the Appendices to the 2020 Model Traffic Code, to read as follows: “**Golf car and electric vehicle crossing**’ means a portion of a roadway distinctly indicated for golf car and electric vehicle crossing by traffic control devices, lines or other markings on the surface, which is approved by the City Administrator or their designee.”

Section 2. A new Chapter 10.27 is hereby added to the Manitou Springs Municipal Code to read as follows:

Chapter 10.25 – ELECTRIC GOLF CARS AND LOW SPEED ELECTRIC VEHICLES

10.25.010 - General

A person operating an electric golf car upon a roadway where golf-car travel is permitted shall be granted all of the rights and shall be subject to all of the duties and penalties applicable to the driver of a motor vehicle as set forth in the Model Traffic Code, except those provisions of the Model Traffic Code that by their very nature, can have no application.

10.25.020 - Operation of Golf Cars and LSVs within the City of Manitou Springs

No person shall operate a golf car or a low-speed electric vehicle on a street within the City of Manitou Springs, except as provided in this section. A golf car used on City streets must meet the definition of a golf car in the Model Traffic and be powered by electricity. A low speed electric vehicle used on City streets must meet the definition of a low speed electric vehicle in the Model Traffic.

1. An operator of a golf car or a low-speed electric vehicle must possess a valid driver's license and proof of insurance for the golf car.
2. All golf cars and low-speed electric vehicles used on the streets or roadways of the City shall have the following operational equipment:
 - (a) Headlamps;
 - (b) Front and rear turn signal lamps;
 - (c) Taillamps and stop lamps;
 - (d) A rearview mirror or sideview mirrors;
 - (e) A parking brake;
 - (f) Reflex reflectors; one red on each side as far to the rear as practicable and one red reflector on the rear of the golf car.
 - (g) Windshield (or the driver must be wearing state approved goggles);
 - (h) Seat belts (type one or two) at all seat positions (wearing seat belts is recommended not required); and
 - (i) Display Manitou golf car permit on the rear
3. The number of persons in the golf car and/or low speed electric vehicle shall be limited to the number of seats in the vehicle.
4. Golf cars and low-speed electric vehicles are permitted on all City streets with a speed limit equal to or less than thirty-five (35) miles per hour except for the following streets:

List streets

5. Golf cars and low-speed electric vehicles may directly cross a roadway that has a speed limit greater than thirty-five (35) miles per hour at designated and crossings marked for “golf car and electric vehicle crossing” only.

6. Golf cars and low-speed electric vehicles shall be prohibited on sidewalks and pedestrian or bicycle pathways.

7. Golf cars and low-speed electric vehicles are not permitted on state highways and limited access highways.

10.25.030 - Permitting of Golf Cars and LSVs

All persons operating a golf car or a low-speed electric vehicle on the roadway of a street within the City of Manitou Springs must meet the requirements set forth in this section.

1. Golf Car Vehicle Permit. The golf car shall be inspected for safety and required equipment by the Manitou Springs Police Department every three years and issued a permit sticker. A vehicle driver must provide proof of current vehicle permit when requested by any enforcing officer.

2. Vehicle owners must provide proof of a current driver's license and complying insurance at the time of permitting and at all times when operating the golf car on the City's roadways.

3. A golf car driver shall possess insurance consistent with Motor Vehicle Insurance limits required by State Statute.

3. Fees for the inspection and City permit shall be set by Council Resolution and incorporated within the City's Rate and Fee Schedule.

Section 3. If any article, section, paragraph, sentence, clause or phrase of this ordinance is held to be unconstitutional or invalid for any reason, such decision shall not affect the validity or constitutionality of the remaining portions of this ordinance. The City Council hereby declares that it would have passed this ordinance and each part or parts hereof irrespective of the fact that any one part or parts be declared unconstitutional or invalid.

Section 4. This ordinance is deemed necessary for the protection of the health, welfare and safety of the community.

Section 5. This ordinance shall take effect five (5) days after publication following final passage.

Passed on first reading and ordered published this ____ day of _____ 2025.

City Clerk, Elena Krebs

A Public Hearing on this ordinance will be held at the _____, 2025 City Council meeting. The City Council Meeting will be held at 6:00 P.M. at City Hall, 606 Manitou Avenue, Manitou Springs, Colorado.

Ordinance Published: _____, 2025. (in full)

City's Official Website and City Hall

Passed on second reading and adopted by Council this ____ day of _____ 2025.

Mayor, John Graham

Attest: _____
City Clerk, Elena Krebs

Published: _____, 2025 (in full)
City's Official Website and City Hall

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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Appendices

[Move Process for RPP Designation details to Appendix.](#)
[Shorten Language \(brief/basic steps only\)](#)

Appendix A Copy of Ordinance No. 0813

A-1

Appendix B Information Regarding RPP Agents

B-1

Appendix C Temporary Sign for RPP

Notification

C-1

Appendix D Application Processing Schedule

D-1

Appendix E RPP Application Packet

E-1

Appendix F Initial Support Petition for RPP

Review

F-1

Appendix G Manitou Springs Downtown

Parking Management Area Map

G-1

Appendix H Parking Permit Application Form

H-1

Appendix I Parking Permit Fee Schedule

I-1

Add to Appendix?
Residential Parking
Permit Checklist –
include? Internal use,
but could be helpful to a
requestor.

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 Mobility and Parking Board and the Mobility and Parking Supervisor 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 that 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

RPP Manager JA—Revise ordinance language?

PAB

MAP Board

MAP supervisor/director

JA - Reiterate/Emphasize.

Over the years, it has led to a belief that this is "guaranteed parking" and a right protected by RPP

JA - Reiterate/Emphasize

Think about past/potential abuse by residents

JA - Revisit

Is it intended to guarantee parking within that RPP? What if parking is not available?

Commented [JA1]: Necessary? Shorten?

JA - Use language to support digital permitting

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.

JA - Add
Information for Individual RPPs?

Commented [JA2]: Necessary?

II. Authority and Scope

A. Ordinance No. 0813 passed and approved in April 2013 enables the designation of "Residents Only" parking along specific streets. (See Appendix A). A copy of the ordinance appears in Appendix A.

JA – Add ordinance to Appendix A (revisit ordinance?)

B. The City Council, MAP Board and MAP Supervisor 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, MAP Board and MAP Supervisor PAB and RPP Manager (with proper notification to the PAB MAP Board 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.

JA – Revisit
Modifications to # permits?
Guest passes?
Digital parking

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.

JA - Reiterate/Emphasize
Think about past/potential abuse
by residents

JA - Reiterate/Emphasize
"Spirit" intends for people to use
garage or driveway, but what if
they don't?

~~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.~~

~~3.2. 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.~~

~~4.3. 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.~~

JA - Reiterate/Emphasize
Think about past/potential abuse
RPP problems reported
Role of digital permitting

JA - Use language to support
digital permitting

JA - Revisit
RPPs that share with Downtown
employees

JA – Revise?
Think about past/potential abuse
by residents. “Spirit” intends for
people to use garage or
driveway. Does that mean they
have to? Can this be defined
somewhere?

~~If available, guest permits can be obtained if no additional on-site parking is available.~~

~~7.6.~~ 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 MAP Supervisor 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 will be defined as one of the following:

1. Signing only (no enforcement)
 - a Only residents during specific days/hours
 - b Only residents all days/hours
2. Signing and enforcement
 - a Only residents during specific days/hours

JA – Revisit
Public location that stores maps for all RPPs in Manitou, along with counts and specifics for that RPP, including section D

JA – Revisit
Consistent system in place for how this is done

b Only residents range all
days/hours

E. All Approved Residential Parking Zones will be
displayed on the city website, along with specific
levels of protections and modifications for each RPP.
Additionally, a link will be provided to direct users to
pertinent documents completed during the RPP
Designation Process

D. 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.

JA – Revise

Update all forms, process, flow
Include where documents are
stored Move the detailed process
to the end as an Appendix.

Simplify where possible

This needs to be BRIEF

V. **Process for RPP Designation**

A.

Application

Residents considering application for RPP are
encouraged to contact the Manitou Spring **RPP-MAP**
Supervisor Manager in advance to discuss the
request before beginning the application process.

An application packet with information, forms, and a
summary of the steps for RPP application is located
in Appendix E.

Requests for the establishment of an RPP must
originate from the City or a resident or owner with
property that abuts to street segment

The application for the establishment of an RPP
(located Appendix D) along with documentation for
the completed process must be submitted by the
biannual deadlines found in Appendix D.

Commented [JA3]: Change this to a list of
steps and add it to the Appendices with the
application.

JA – Revise

Update all forms, process, flow
Include where documents are
stored

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

JA – Reiterate/Emphasize (related more to final RPP) Residents wanting a list of allowable vehicles in RPP— license plate info in this form should be held confidential

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 for 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.

JA — Revise

Application packet should be complete with instructions and have a checklist of items to be included for public access (also part of presentation to City Council) including what needs to be redacted

Documents all steps have been followed

- 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.

JA—Add
Streamline
Create a form that includes all
this

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.

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.

2. —

JA – Use language to support digital permitting

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 issued 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

JA — Revisit
How is this shared?

~~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) MAP Board, following the process outlined in Appendix ---.~~

~~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 MAP Supervisor/Manager](#) (with notification to the [PAC MAP Board](#) and City Council), or a resident, owner, or resident manager whose residential property is abutting the requested street segment.

JA – Revisit
Process and documentation for
notification by individual types

Section IV in its entirety?
(Levels of protection)

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. [The application with detailed instructions is located in Appendix D.](#)

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

JA – Revise Application Process
Use language to support digital
permitting

[Each dwelling will receive the number of resident permits and guest permits as specified for the designated RPP.](#)

[Only eligible dwelling unit addresses created at the time of RPP area designation are eligible.](#)

[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.](#)

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. Each property must have its own application per permits. Requesters representing more than one property must submit separate and independent requests for each property.

Applications may be completed online ([link](#)) or at the Manitou Springs Mobility and Parking Office. A sample form appears in Appendix H. Proof of residency will be required.

~~1.~~

- ~~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 Map Supervisor reserves the right to request conduct 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.

7.2. 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

Commented [JA4]: Not necessary if everyone gets 1-1

JA – Revisit

JA – This basically says a permit can be denied if the resident has on-site parking available – does this refer to the first pass or additional passes?

RC - Determine process for individual determinations, how this is calculated is unclear

JA – now it is one resident pass and one guest pass (true for all RPPs?)

RC – align all parts of the handbook to allow for this – calculations by street or individual need should be consistent (i.e. one resident pass per dwelling)

JA – demonstrating need for additional permits does not always translate well for others – residents don't "trust" the system

on-site spaces and the minimum number of required spaces.

for entire street d. If the number of required spaces is less than or equal to the number of existing for each dwelling? 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.

Garages?

JA – Revisit

Have we revoked permits in the past? How can this be done fairly and consistently? We are attempting to put new measures in place

JA – Revise

Use language to support digital permitting and potential online approval process

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

JA – Revise/Add

Include on RPP website FAQs, references, etc.)

JA – Revisit

Digital permitting prevents almost all abuse, but what are some fair and consistent ways to enforce this?

RC – guest passes have no expiration (annual) and could

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, 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.

JA – Revise

Include language that references individual RPPs, if applicable (specifically in regard to on-site parking availability)

RC – Revisit/Revise

process for determining extra passes seems too vague, which could result in accountability issues or unnecessary blame being placed on us.

JA – Revise

Waltham residents indicate they have documentation indicating guaranteed assignment of one guest pass per dwelling, which some use as additional residential passes

RC – Revisit/Revise

guest passes do not expire, which could allow someone to hand them out to friends who park all day or night without restrictions

JA - How does a resident demonstrate need if they are competing for a limited number of spaces?

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.

JA – Revise
Use language to support digital

JA – Revisit
All RPPs? Digital permitting makes this simple, but need to add application process to accounts

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.

JA – Revise
Use language to support digital permitting

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.

JA – Revise
Use language to support digital permitting
Revisit
Where is the information about each RPP stored? How specific should this be?

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.

JA – Revise
Use language to support digital permitting

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.

JA – Revise
Use language to support digital permitting

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.

JA – Revisit
What is the best way for a business who gives tags to customers on a rolling basis? (Not associated with a license plate)

JA – Revisit
Should this be related to each RPP? On-site parking?
Application required
(have had some issues here)
A 3 bedroom house could get 6 passes!

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.

JA – Revise
Use language to support digital permitting

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.

JA – Revisit

Hang tags? Which churches are in RPPs? Where are the days and times recorded?

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.

JA – Revise

Use language to support digital permitting

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

<https://www.manitouspringsco.gov/DocumentCenter/View/697/Ordinance-0813---Parking-Program-PDF>

Will be replaced by a New Manitou Springs Ordinance

JA – Add
Need to add ordinance
~~Should it be revised?~~ Revisions
needed?

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.

JA – Revise
Not mentioned above
how are they assigned?
How often should they be
updated?

Needed?

Appendix B - 1

Appendix C
Temporary Sign for RPP Notification

**STREET BEING
CONSIDERED FOR
RESIDENTIAL
PERMIT PARKING
(RPP)**

MEETING DATE & TIME:

LOCATION:

**FOR INFORMATION CALL
MANITOU SPRINGS
PARKING**

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:

JA – Revisit/Revise
Look at these once process is
finalized – is the timeline
accurate?d

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
---	---------

Appendix D - 1

Appendix E
Residential Permit Parking Area Designation
Application Packet

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.

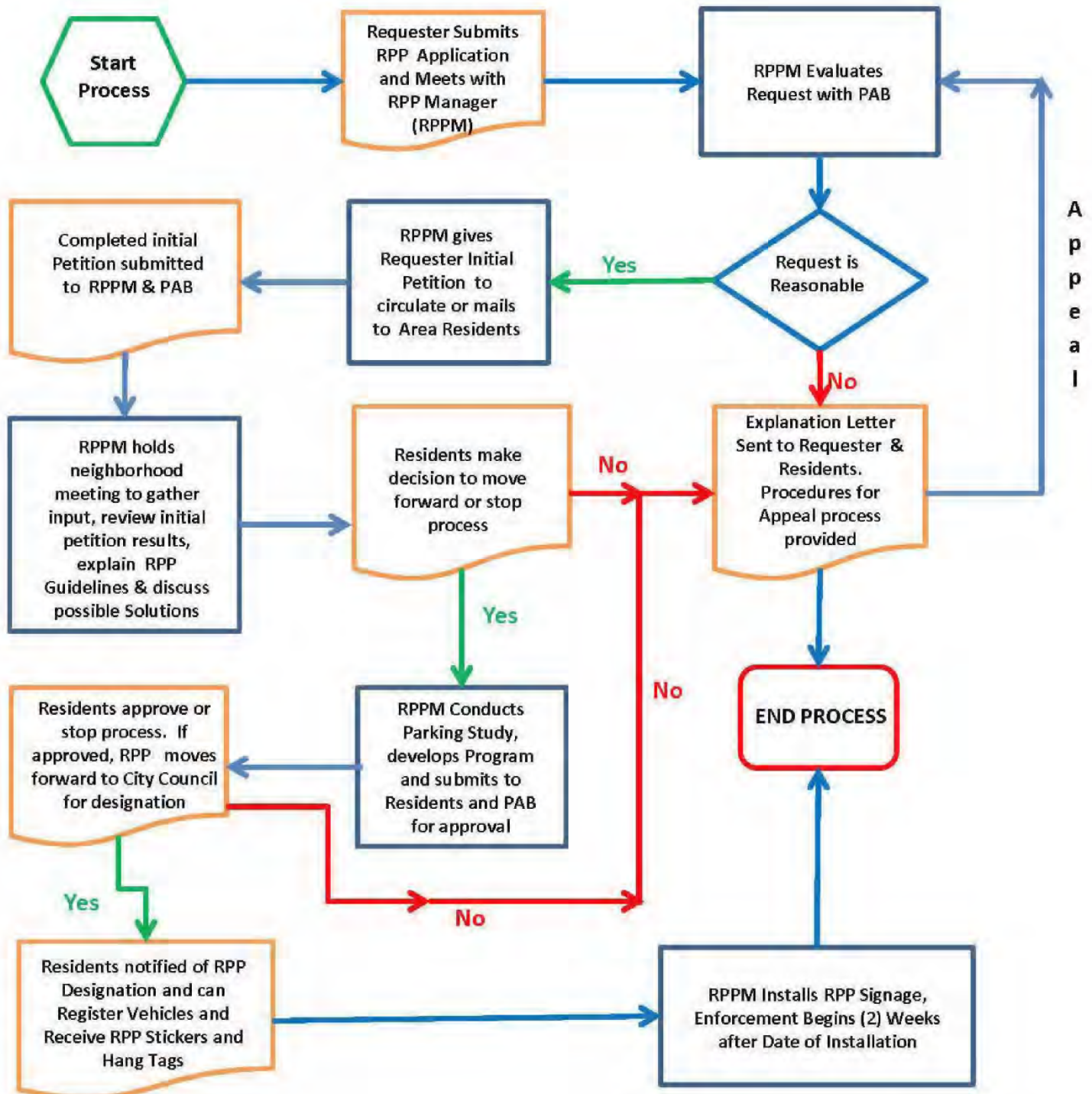
Application

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.



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

JA – Revisit/ReviseAdd
Should include a
checklist for signatures -
easy to follow
Or the application can be
formatted to leave space
for name/date/signature
Look at these once process
is finalized

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 Manager 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

Area Designation Application

For Office Use Only

Date Rec'd: _____

Request No.: _____

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 _____

Fax _____

Email _____

Phone _____

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.

☐ Monday ____ to ____

☐ Tuesday ____ to ____

☐ Wednesday ____ to ____

☐ Thursday ____ to ____

☐ Friday ____ to ____

☐ Saturday ____ to ____

☐ 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:

Area Application – Page 1

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)

Appendix F - 1

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 decided 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.		☐	☐	☐			
2.		☐	☐	☐			
3.		☐	☐	☐			
4.		☐	☐	☐			
5.		☐	☐	☐			

6.		☐	☐	☐			
7.		☐	☐	☐			
8.		☐	☐	☐			
9.		☐	☐	☐			
10.		☐	☐	☐			

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 G
- 1

Appendix H
Parking Permit Application Form (attached)

Appendix H - 1



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

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

*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	Goof for up to 45 days
Replacement of Lost or Stolen Hang Tags	\$10	

Appendix I - 1

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

Commented [JA5]: Change this to a list of steps and add it to the Appendices with the application.

Commented [JA6R5]: This will be a handbook/application contained as an Appendix

~~Leave as part of~~
Appendix - add

A -Include timeline on application

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

Where are these forms located?
Should any documents be included?

JA – Revise
Update all forms, process, flow
Include where documents are stored

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**

JA - Reiterate/Emphasize (related more to final RPP) Residents wanting a list of allowable vehicles in RPP – license plate info in this form should be held confidential

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 for 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.

JA – Add
Streamline
Create a form that includes all
this

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.

JA – Revise

Application packet should be complete with instructions and have a checklist of items to be included for public access (also part of presentation to City Council) including what needs to be redacted

Documents all steps have been followed

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.

JA - Use language to support digital permitting

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 issued on a "priority basis" with the priorities established as follows:

a. Resident of street segment

JA – Revisit
How is this shared?

- 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.

JA – Revisit

Process and documentation for notification by individual types

Section IV in its entirety?
(Levels of protection)

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

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 from 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 consider 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 A - 1

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 B - 1

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.

← 11" →

**STREET BEING
CONSIDERED FOR
RESIDENTIAL
PERMIT PARKING
(RPP)**

MEETING DATE & TIME:

LOCATION:

**FOR INFORMATION CALL
MANITOU SPRINGS
PARKING**

17" ↓

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

Appendix D - 1

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.

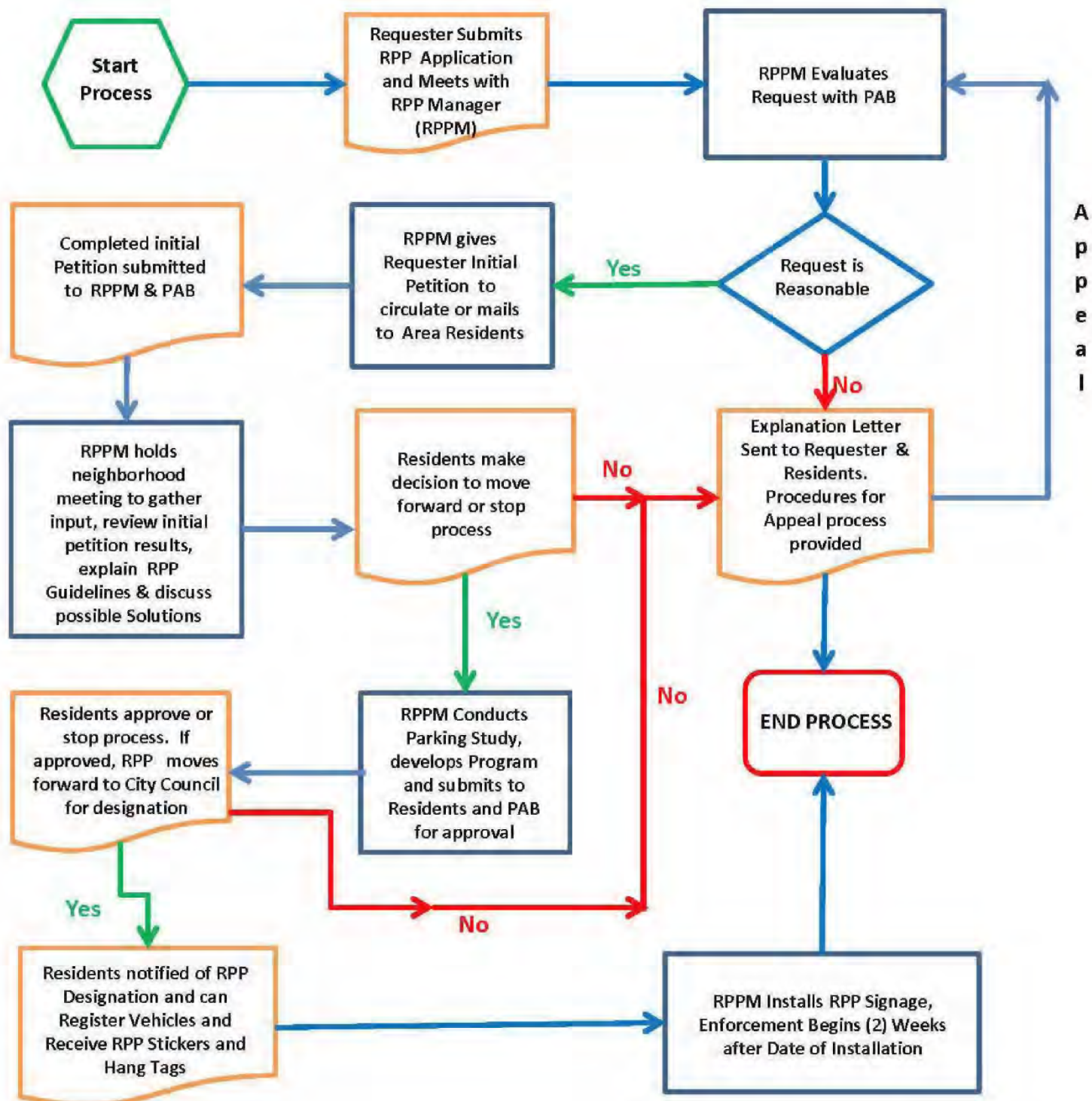
Application

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

Area Designation Application

For Office Use Only
Date Rec'd: _____

Request No.: _____

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 _____

Fax _____

Email _____

Phone _____

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.

- | | | |
|--|---|---|
| ☐ Monday ____ to ____ | ☐ Tuesday ____ to ____ | ☐ Wednesday ____ to ____ |
| ☐ Thursday ____ to ____ | ☐ Friday ____ to ____ | ☐ Saturday ____ to ____ |
| ☐ 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)

Appendix F - 1

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 decided 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.		☐	☐	☐			
2.		☐	☐	☐			
3.		☐	☐	☐			
4.		☐	☐	☐			
5.		☐	☐	☐			
6.		☐	☐	☐			
7.		☐	☐	☐			
8.		☐	☐	☐			
9.		☐	☐	☐			

10.		☐	☐	☐			
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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 F - 2

Appendix G
Manitou Springs Downtown Paid Parking Management Area Map

Appendix G - 1

Appendix H
Parking Permit Application Form (attached)

Appendix H - 1



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

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

*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:

Appendix H - 2

- 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	Goof for up to 45 days
Replacement of Lost or Stolen Hang Tags	\$10	

Appendix I - 1