



# 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>

October 22, 2025

5:00 PM

**A. CALL TO ORDER**

**B. ROLL CALL**

**C. APPROVAL OF AGENDA**

**D. APPROVAL OF MINUTES**

1. Approval of the September 2025 MAP Board Minutes.

**E. PUBLIC COMMENT ON NON-AGENDA ITEMS**

**F. CITY COUNCIL LIAISON REPORT - Natalie Johnson**

**G. PRESENTATIONS**

1. MAP Board Presentations

- a. MAP Board Goal Review

RFP for Bike/Ped Plan Update

Residential Permit Program Revision

- b. Other MAP Board Presentations

MAP Board Election

Board Training Follow-Up: Questions, Roll Call and Board Portal

2. Staff Presentations

- a. Regular Updates

- Pike Ride Update

- Mountain Metro Report

- SeeClickFix Report

b. Infrastructure Updates

c. Requested Updates

Schryver Park Paid Parking Update

d. Project Updates

3. Other Presentations

## H. BUSINESS

1. Manitou Parks Map

2. MAP Presentation to Council

3. Cancel or Reschedule Nov/Dec Meetings

## I. BOARD CORRESPONDENCE

## J. 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  
John Crawford, Mobility and Parking Director  
James Kelemen, Mobility and Parking Supervisor

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](mailto:jfryer@manitouspringsco.gov). You may also contact the City Clerk's Office at [cityclerk@manitouspringsco.gov](mailto: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](http://www.manitouspringsgov.com).

City of Manitou Springs

Mobility and Parking Board

Regular Meeting Minutes

Hybrid Meeting via Zoom and at Memorial Hall

September 24, 2025

## Call to Order

Chair Corey Sutela called the Mobility and Parking Board (MAP) meeting to order at 5:02 PM.

## Roll Call

All members were present for roll call except for Board Member Luke Harper Prince.

### **Board Members Present for Roll Call:**

Chair Corey Sutela

Vice Chair Karl Stang

Board Member Rolf Jacobson

Board Member Bill Koerner

Board Member Joy Porter

Board Member Pam Smith

### **Board Members Absent for Roll Call:**

Board Member Luke Harper Prince

### **Staff and Liaisons Present:**

Mobility and Parking Supervisor James Kelemen

Mobility and Parking Director John Crawford

City Clerk Elena Krebs

Deputy City Clerk Kristen Dukoi

Court Clerk Danielle Owens

## Approval of Agenda

No changes were proposed. Motion to approve the agenda was made by Bill Koerner, seconded by Karl Stang. Agenda approved unanimously.

## Approval of Minutes

Corrections to August 2025 minutes included attendance errors for Joy Porter, Luke Harper Prince, and Bill Koerner; incorrect date headers on pages 2 and 3; clarification that July minutes were approved during the August meeting; and a request to include full names and titles of presenters.

Motion to approve the amended August 2025 minutes was made by Carl, seconded by Bill Koerner. Minutes approved unanimously.

## Public Comment on Non-Agenda Items

Nate and Vanessa attended but did not provide comment.

## City Council Liaison Report

Council Liaison Natalie Johnson was absent due to other commitments.

## Presentations

### MAP Board Presentations

#### Goal Review:

Goal 1: RFP draft for Micro Mobility Master Plan expected within two weeks.

Goal 2: Collaboration with Chamber and PAC-MAN for Walk & Roll to School Day on October 8. Evan Johnson to lead promotion. MAP members encouraged to attend.

Chamber updates: Parks and trails map revision underway. MAP invited to provide input on visitor maps and guides.

Goal 3: Mountain Metro cadence goal considered complete for the year.

Goal 4: RPP Revision to be addressed after Goal 1 completion.

#### Other MAP Board Presentations:

None reported.

## **Staff Presentations**

### **Regular Updates:**

Route 36 saw increased usage due to Dillon lot promotion.

Metro bus service changes effective September 28: Route 36 discontinued. Route 33 to serve Dillon lot. Hiawatha Gardens closure influenced changes.

### **Infrastructure Updates:**

Mobility and Parking Office construction completed. Public restrooms temporarily closed due to plumbing issues.

### **Requested Updates:**

Paid parking to be added at Schryver Park. Fields Park and 100 block of El Paso to remain free per Council decision. Concerns raised by Joy Porter and Karl Stang regarding resident access and data transparency.

### **Project Updates:**

None specified.

### **Effective Meetings – MAP Board Training:**

Presented by Elena Krebs, Kristen DeCoy, and Danielle. Topics covered: Roll call procedures, agenda approval, motion-making and voting, SOP development, use of Civic Clerk Board Portal, ethical expectations and recusals, motion practice exercises (e.g., mascot adoption, unicorn lane proposal).

Civic Clerk Board Portal demonstration and training.

### **Other Presentations:**

No other presentations

## **Business**

No new business items were presented.

## **Board Correspondence**

No correspondence or future agenda suggestions were raised.

## **Adjournment**

Chair Sutela adjourned the meeting at 6:32 PM.



# MAP Board Meeting

## September 2025

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PRESENTATION BY:

JOHN CRAWFORD | MOBILITY AND PARKING DIRECTOR

JAMES KELEMEN | MOBILITY AND PARKING SUPERVISOR

# MAP Board 2025 Goals Review

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## 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.

## 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.

## 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.

# PikeRide Report



Starts/Ends	2023	2024	2025
January	10/3	27/15	16/16
February	49/22	32/26	30/25
March	26/20	54/51	141/187
April	67/36	61/49	79/74
May	84/54	133/119	124/108
June	93/43	217/195	382/349
July	160/59	154/138	209/204
August	151/73	169/165	166/156
September	192/105	136/121	153/121
October	153/105	190/168	
November	57/26	47/46	
December	37/16	49/42	

**2023 Total  
Starts/Ends**  
1079/562

**2024 Total  
Starts/Ends**  
1269/1135

# PikeRide Report 2025

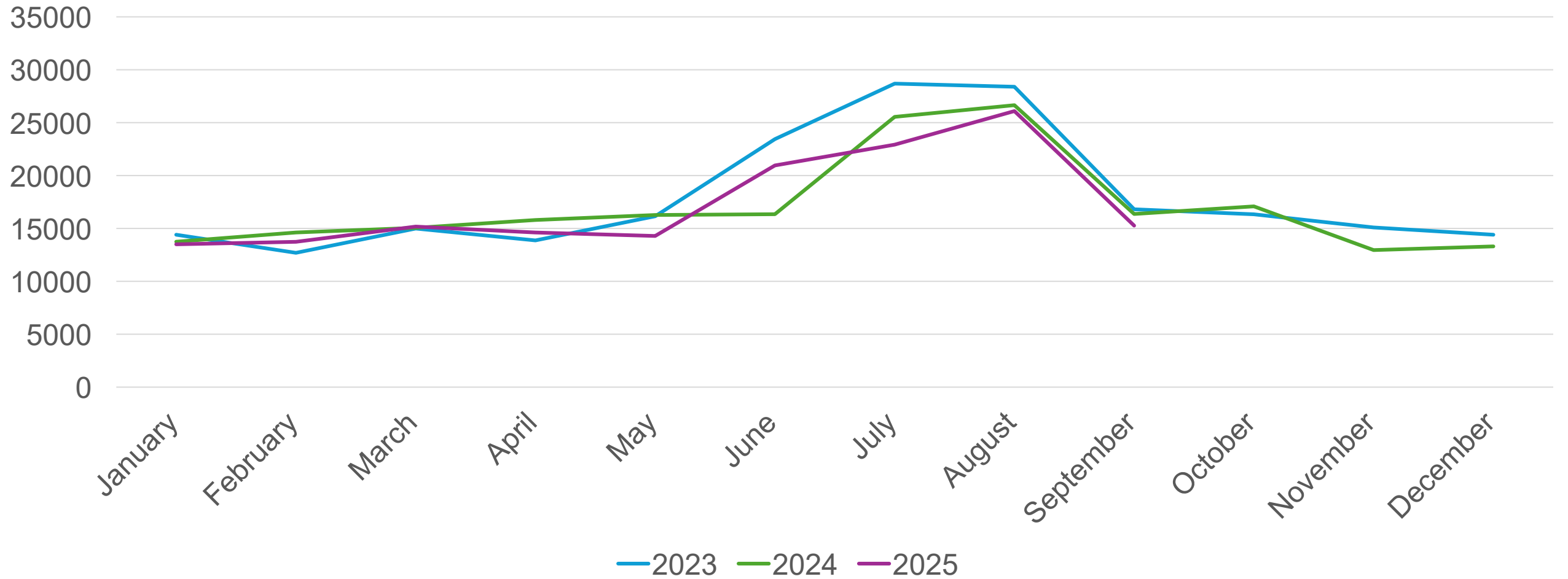


	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept
Schryver Park	3/1	6/5	13/8	12/10	23/25	74/74	32/36	25/21	26/21
Hiawatha Gardens	4/5	6/6	28/20	9/10	17/16	43/47	19/16	15/14	24/12
Manitou/Beckers	4/8	7/7	26/29	13/14	20/18	60/50	51/38	19/14	17/9
Manitou/Park	1/0	1/1	6/7	2/3	8/4	21/17	8/17	10/12	11/12
Canon Ave/Lovers Ln	0/0	2/1	26/21	13/18	25/21	61/61	39/32	27/32	23/17
Fields Park	3/2	3/3	19/22	8/8	10/13	40/46	15/18	39/37	23/22
Prospect/Roca	0/0	4/1	5/1	4/1	4/2	17/8	2/5	7/7	0/0
Ruxton Ave	0/0	0/0	9/0	13/6	11/7	33/20	9/6	8/0	11/12
Manitou Springs Library		1/1	7/4	5/4	6/2	33/26	23/26	8/15	12/10
Dillon Mobility Hub						1/0	11/10	8/4	7/7
<b>Total Start Total End</b>	<b>16/16</b>	<b>30/25</b>	<b>141/187</b>	<b>79/74</b>	<b>124/108</b>	<b>382/349</b>	<b>209/204</b>	<b>166/156</b>	<b>153/121</b>

September 2025	Rt 3	Rt 33	Rt 36	Daily Total				
Monday, September 1, 2025	567	1,908	139	2,614				
Tuesday, September 2, 2025	621	765	50	1,436				
Wednesday, September 3, 2025	585	581	48	1,214				
Thursday, September 4, 2025	561	588	93	1,242				
Friday, September 5, 2025	518	754	71	1,343				
Saturday, September 6, 2025	472	3,021	81	3,574				
Sunday, September 7, 2025	303	1,591	137	2,031				
Monday, September 8, 2025	521	601	44	1,166				
Tuesday, September 9, 2025	504	596	50	1,150				
Wednesday, September 10, 2025	630	510	85	1,225				
Thursday, September 11, 2025	847	961	69	1,877				
Friday, September 12, 2025	398	987	91	1,476				
Saturday, September 13, 2025	346	3,800	179	4,325				
Sunday, September 14, 2025	326	1,681	147	2,154				
Monday, September 15, 2025	592	992	42	1,626				
Tuesday, September 16, 2025	618	515	50	1,183				
Wednesday, September 17, 2025	504	452	50	1,006				
Thursday, September 18, 2025	537	808	79	1,424				
Friday, September 19, 2025	501	1,219	217	1,937				
Saturday, September 20, 2025	383	1,031	116	1,530				
Sunday, September 21, 2025	312		83	395	*Rt 33 Cancelled due to Pikes Peak Marathon			
Monday, September 22, 2025	569	1,048	98	1,715				
Tuesday, September 23, 2025	557	475	72	1,104				
Wednesday, September 24, 2025	515	714	65	1,294				
Thursday, September 25, 2025	554	733	101	1,388				
Friday, September 26, 2025	516	1,137	99	1,752				
Saturday, September 27, 2025	487	3,923	155	4,565	*Last day for Rt 36			
Sunday, September 28, 2025	337	1,352		1,689				
Monday, September 29, 2025	532	557		1,089				
Tuesday, September 30, 2025	552	566		1,118				
<b>Route Totals</b>	<b>15,265</b>	<b>33,866</b>	<b>2,511</b>	<b>51,642</b>				

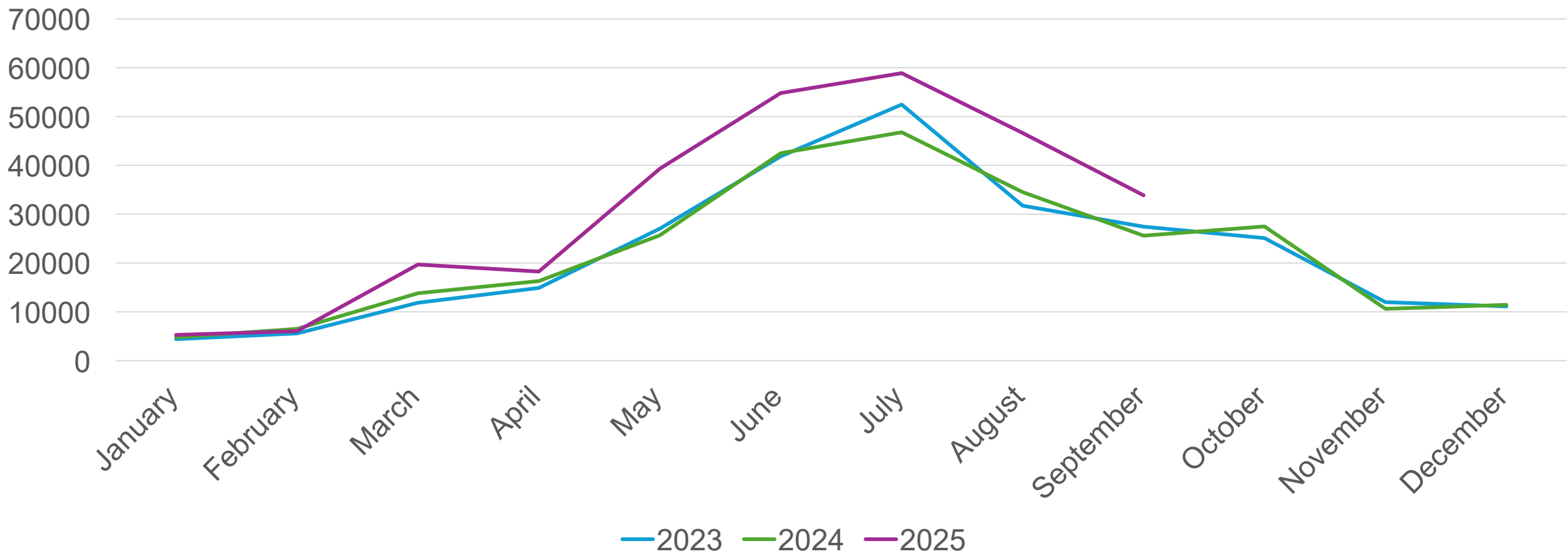
# Mountain Metro Ridership

## Route 3 Monthly Comparison



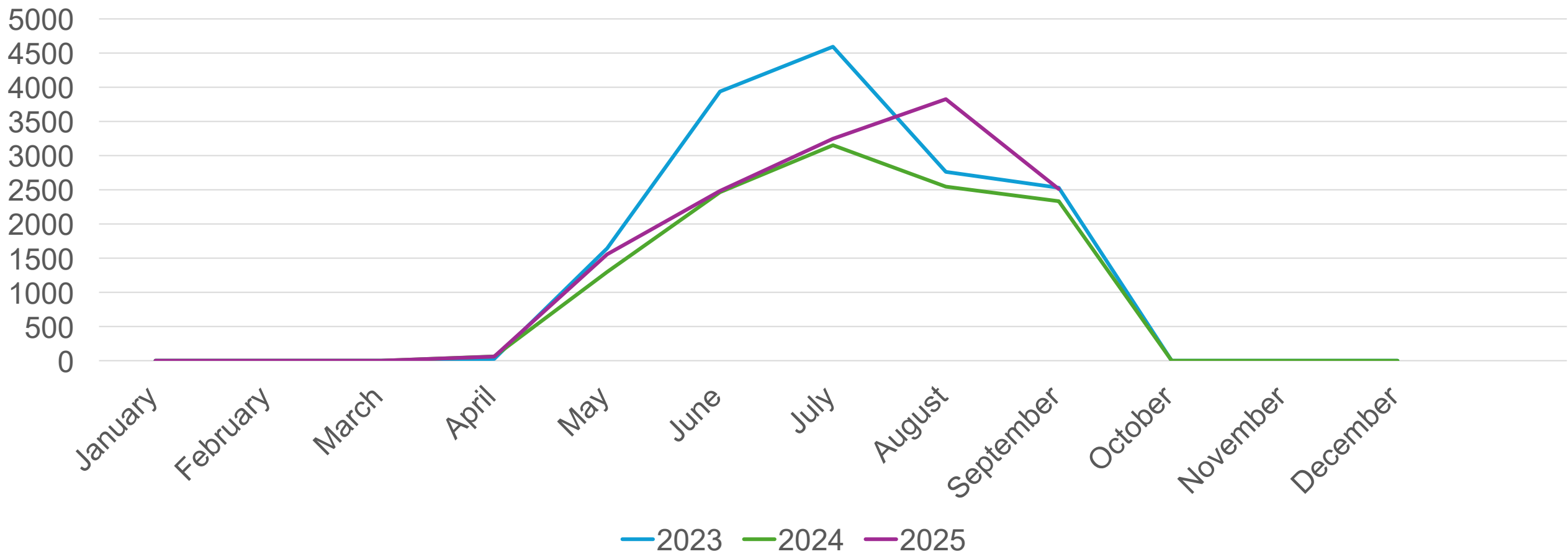
## Route 3 Year-to-Year Comparison

## Route 33 Monthly Comparison



## Route 33 Year-to-Year Comparison

## Route 36 Monthly Comparison



## Route 36 Year-to-Year Comparison

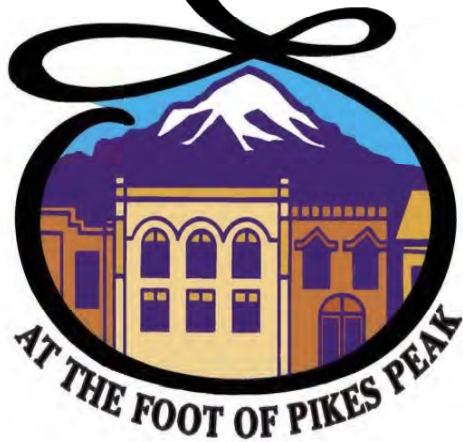
# SeeClickFix Report

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- There were 6 requests submitted in September, with all 6 being fully resolved.
  - All 6 requests were vehicle parking complaints.

**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**

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

### 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.

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

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.

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. —

#### 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 – Use language to support digital permitting

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 [PAE 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.~~

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

#### 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

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?

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:

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

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.

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

- 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.

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

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

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](http://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 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.

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



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.

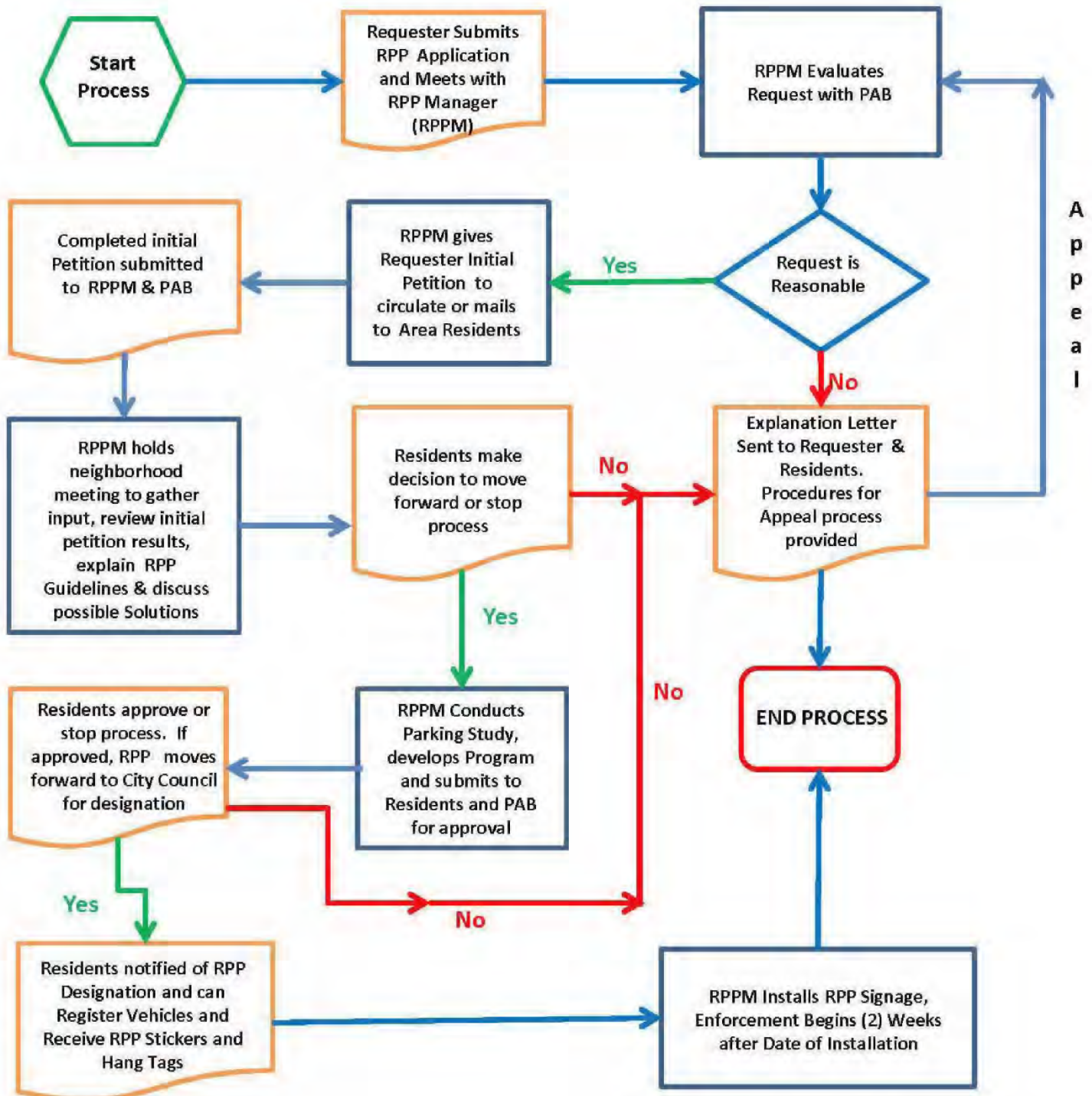
**Application**

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.



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

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 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.

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

Please circle the months of the year this problem exists:

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

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

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.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
2.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
3.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
4.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
5.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

6.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
7.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
8.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
9.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
10.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

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

SIGNED:

PRINT NAME:

Appendix 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

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

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

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

\_\_\_\_\_  
 \_\_\_\_\_

**Please provide the following:**

The number of existing **on-site** parking spaces:

\_\_\_\_\_

The primary use of the property in terms residential, business or other: \_\_\_\_\_ The number of **on-street** permits being requested:

\_\_\_\_\_

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

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

**Vehicle Information**

**Vehicle # 1**

Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_  
License Plate State \_\_\_\_\_ Number \_\_\_\_\_

**Vehicle # 2**

Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_  
License Plate State \_\_\_\_\_ Number \_\_\_\_\_

**Vehicle # 3**

Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_  
License Plate State \_\_\_\_\_ Number \_\_\_\_\_

**Vehicle # 4**

Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_  
License Plate State \_\_\_\_\_ Number \_\_\_\_\_

**Vehicle # 5**

Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_

License Plate State \_\_\_\_\_ Number \_\_\_\_\_

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

**Additional Information for:**

*Lodging/Bed & Breakfast Permits:*

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

*Church/Religious/Civic Permits:*

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of Attendees Anticipated:  
\_\_\_\_\_

Appendix I  
 Parking Permit Fee Schedule

<b>Resident Permits</b>		<b>Detailed information on each permit type is found in Section VIII.C of the Guidelines and Procedures.</b>
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
<b>Non-resident Owner Permit</b>	Free	
<b>Non-resident of RPP Area Permit</b>	\$100	Subject to availability within RPP Area
<b>Business/Employee Permit</b>		
Business located in RPP Area	Free	
Business located outside RPP Area	\$200	Subject to availability within RPP Area
<b>Lodging/Bed &amp; Breakfast</b>	Free	
<b>Church/Religious/Civic</b>	Free	
<b>Workman/Realtor</b>		
Workman/Realtor Day Pass	Free	Specific to RPP Area

Workman/Realtor Yearly Permit	\$55	Good for all RPP Areas
<b>Temporary Construction</b>	\$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 issue 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.



# Board Portal Cheat Sheet

**1. Log into the [Board Portal](#).**

Agendas

06/11/2025 5:30 PM City Planning Commission Regular Meeting and Joint Work Session with the

06/10/2025 6:00 PM City Council Work Session

06/04/2025 5:30 PM Historic Preservation Commission Regular Meeting Agenda

06/03/2025 6:00 PM City Council Regular Meeting Agenda

**2. Select the agenda you wish to review.**

← AGENDAS Agendas

**3. The packet can be viewed in a separate tab for reference.**

Agenda Packet

**4. In the portal, select an agenda item to add notes to.**

... B. PLEDGE OF ALLEGI ...

... C. ROLL CALL

REVIEW ATTACHMENTS (0) NOTES (0) SPEAKERS (0)

**5. Notes will save automatically.** Notes (Private) Auto Saved

**6. View notes through the Notes tab in the bottom toolbar.**

NOTES

May 13, 2025 City Council Special Meeting Minutes  
07/31/2025 4:47 PM

Don't Forget!

Art on the Avenue 2025 Review and Authorization  
07/31/2025 4:47 PM

Here are my notes!

**7. Navigate to the item by clicking on the note. Here you can open individual item attachments.**

Attachments

Memorandum

City Council Minutes 05-13-25 - DRAFT

## Manitou Springs City Parks:

- 1 - Schryver Park.** Gateway to Manitou Springs. Shady park around the indoor municipal pool and Fountain Creek. Multiple picnic tables and sitting benches, one on an island in a pond
- 2 - The Fields Park.** Skateboard park, tennis courts, playground and restrooms. Sports field and two large parking lots.
- 3 - Bill Bauer Park.** A secluded picnic site with mature trees, but no shelter. It has a new playground.
- 4 - Deer Valley Nature Park.** Spectacular view of the Garden of the Gods. Nice trails with an overlook.
- 5 - Peakview Tot Lot.** Presently undeveloped pocket park providing neighborhood access to the Paul Intemann Memorial Nature Trail.
- 6 - Memorial Park.** City park with public art and a ceramic play space, The Manizoo. Parallel to Fountain Creek and the chosen location for major art events.
- 7 - Seven Minute Spring.** Lovely font with a gazebo. Landscaped plaza with a small amphitheater.
- 8 - Mansions Park.** Designed garden park with a covered pavilion along Creek Walk Trail.
- 9 - Library Park.** Flower beds on the front lawn of the library. Sitting benches along walkways on a grassy slope. Perfect for outdoor concerts.
- 10 - Wheeler Town Clock Park.** Small triangle in the heart of town with flower beds, an art nouveau clock depicting a sculpture of Hygeia.

- 11 - Shoshone Spring and Park.** A recessed public patio with benches, trees, sculpture and a sandstone spring house with windows to view historic photos.
- 12 - Cheyenne Spring and Park.** Public plaza on Manitou Avenue with a Permian sandstone spring house built above the confluence of Fountain and Williams Creeks.
- 13 - Wheeler Park.** Stairs around and above the stone spring house and wall lead to a public patch of ground and a medicine wheel.
- 14 - Soda Springs Park.** Downtown park with public pavilion, playgrounds, bridges and access to Fountain Creek. Beautiful mature trees and adjacent parking.
- 15 - Iron Spring.** Mineral spring font under an historic shelter. Intemann trailhead and access to Ruxton Creek.
- 16 - Mabel Willie Park.** A fenced pocket park with a playground and a basketball court.
- 17 - Higginbotham Flats.** Undeveloped overlook of Manitou Springs.
- 18 - Ute Chief Park.** Undeveloped site across the street from the Manitou Mineral Water bottling plant. A stone staircase past the Ute Chief Gusher, a former artesian mineral spring, demarks the western edge of Manitou Springs.
- 19 - Rainbow Falls Recreation Area.** An El Paso County Regional Park featuring the geological contact known as the Great Nonconformity, the record of one moment, 500 million years ago as Cambrian Period beach sand was deposited on Pikes Peak granite, 500 million years older. A scenic waterfall on Ruxton Creek is now accessible by trail.



## Manitou Springs Trails and Parks



## Parking Information:

Residential Streets are for residents. Visitors are asked to park in provided lots. Lot rates are \$1.00 per hour, \$5 per day. Parallel parking on business streets starts at \$1.00 per hour. Courtesy parking for thirty minutes is free only twice per day.

Paid parking is in force from 7:00am to 6:00pm. The only free parking lot is at Hiawatha Gardens. Hikers are asked to please park there and take the free shuttle to the trailheads. For parking questions call 685-2549.

Parking at the Barr Trailhead is limited to 40 spaces. Reservations must be made online in advance at [parkbartrail.com](http://parkbartrail.com). You may pay with the Parkmobile app for parking zone 2507. Cost is \$10 per hour, \$40 per day. Violators incur a \$70 fine.

### Bus / Shuttle Schedules:

#### Route 33

From Hiawatha Gardens free parking lot to Manitou Incline, Intemann, Barr, and Ute Indian trailheads. Call for seasonal schedules (719) 685-5089

#### Route 36

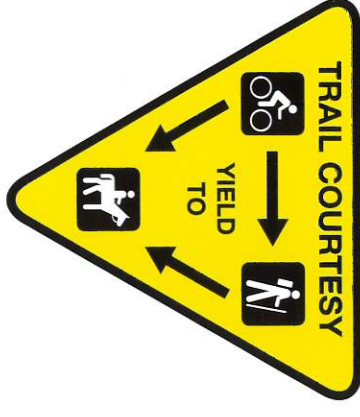
From Beckers Lane and Fields Park to downtown Manitou Springs. Call for seasonal schedules (719) 685-5089

#### Route 3 Regional Transit Authority

From Hiawatha Gardens to downtown Colorado Springs. Monday through Friday every 30 minutes from 6:30am to 9:30pm. Saturday every 30 minutes from 6:30am to 6:30pm. Sunday every 30 minutes from 8:15am to 5:15pm.

## Rules:

- No motorized vehicles
- All dogs must be on leash
- Pickup after pets
- No smoking
- No firearms
- No fireworks
- No fires
- No camping
- Leave no trace
- Pick up and pack out



## Sponsors:

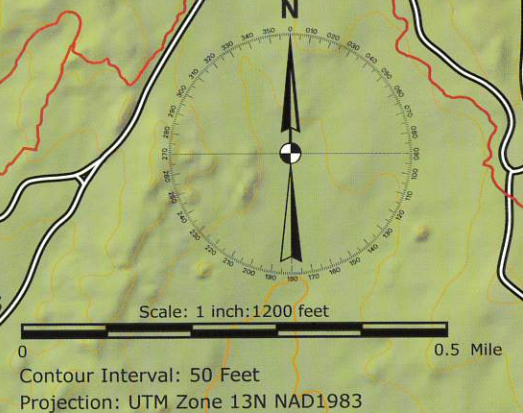
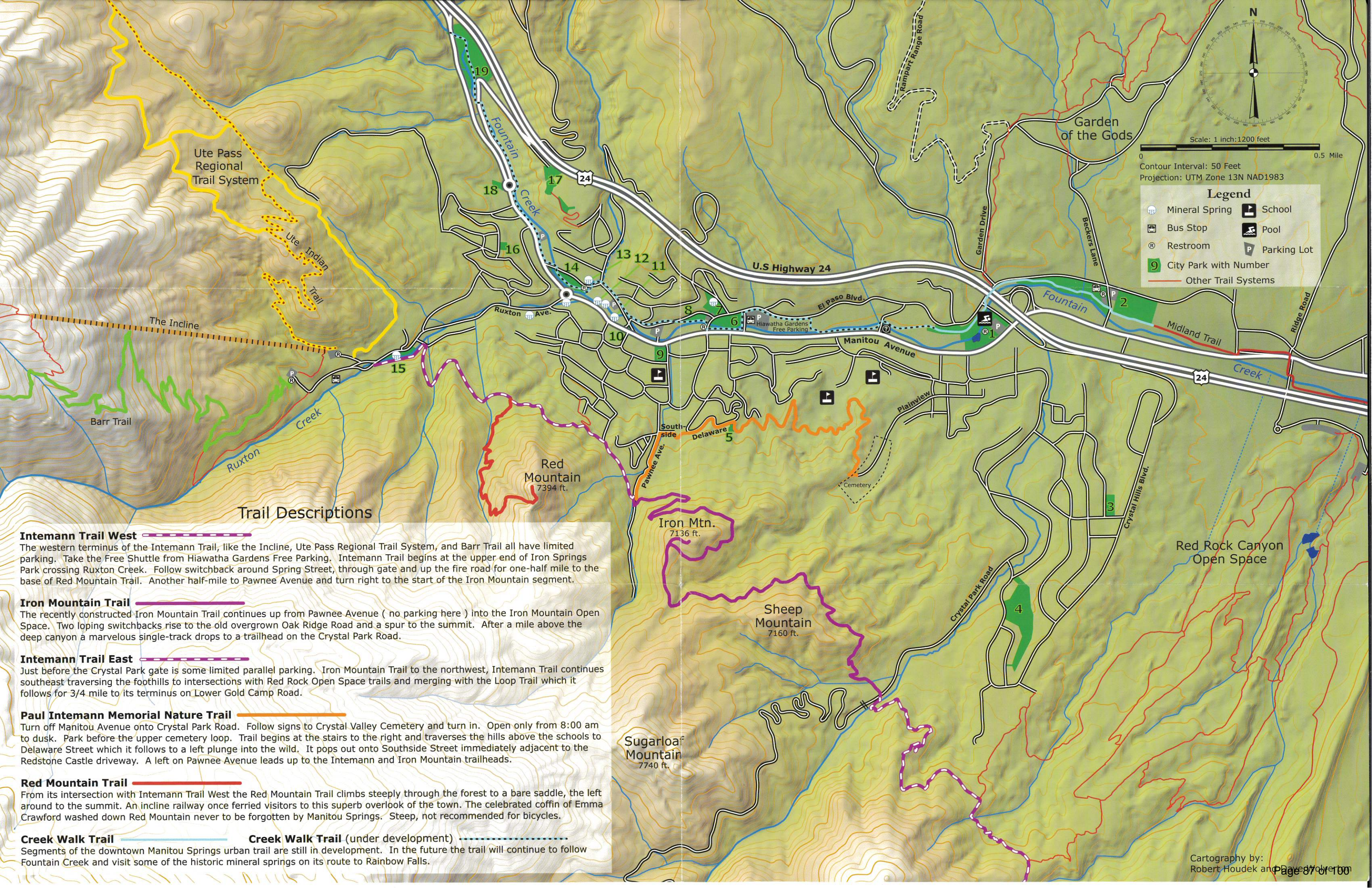
City of Manitou Springs  
[manitouspringsgov.com](http://manitouspringsgov.com)

Manitou Springs Parks and Recreation Advisory Board

Manitou Springs Open Space Advisory Committee

Manitou Springs Chamber of Commerce

[manitousprings.org](http://manitousprings.org)



Legend	
	Mineral Spring
	Bus Stop
	Restroom
	City Park with Number
	Other Trail Systems
	School
	Pool
	Parking Lot

### Trail Descriptions

- Intemann Trail West**

The western terminus of the Intemann Trail, like the Incline, Ute Pass Regional Trail System, and Barr Trail all have limited parking. Take the Free Shuttle from Hiawatha Gardens Free Parking. Intemann Trail begins at the upper end of Iron Springs Park crossing Ruxton Creek. Follow switchback around Spring Street, through gate and up the fire road for one-half mile to the base of Red Mountain Trail. Another half-mile to Pawnee Avenue and turn right to the start of the Iron Mountain segment.
- Iron Mountain Trail**

The recently constructed Iron Mountain Trail continues up from Pawnee Avenue ( no parking here ) into the Iron Mountain Open Space. Two loping switchbacks rise to the old overgrown Oak Ridge Road and a spur to the summit. After a mile above the deep canyon a marvelous single-track drops to a trailhead on the Crystal Park Road.
- Intemann Trail East**

Just before the Crystal Park gate is some limited parallel parking. Iron Mountain Trail to the northwest, Intemann Trail continues southeast traversing the foothills to intersections with Red Rock Open Space trails and merging with the Loop Trail which it follows for 3/4 mile to its terminus on Lower Gold Camp Road.
- Paul Intemann Memorial Nature Trail**

Turn off Manitou Avenue onto Crystal Park Road. Follow signs to Crystal Valley Cemetery and turn in. Open only from 8:00 am to dusk. Park before the upper cemetery loop. Trail begins at the stairs to the right and traverses the hills above the schools to Delaware Street which it follows to a left plunge into the wild. It pops out onto Southside Street immediately adjacent to the Redstone Castle driveway. A left on Pawnee Avenue leads up to the Intemann and Iron Mountain trailheads.
- Red Mountain Trail**

From its intersection with Intemann Trail West the Red Mountain Trail climbs steeply through the forest to a bare saddle, the left around to the summit. An incline railway once ferried visitors to this superb overlook of the town. The celebrated coffin of Emma Crawford washed down Red Mountain never to be forgotten by Manitou Springs. Steep, not recommended for bicycles.
- Creek Walk Trail**      **Creek Walk Trail (under development)**

Segments of the downtown Manitou Springs urban trail are still in development. In the future the trail will continue to follow Fountain Creek and visit some of the historic mineral springs on its route to Rainbow Falls.

# PAY FOR PARKING

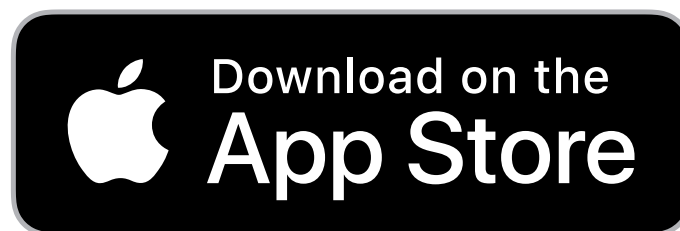


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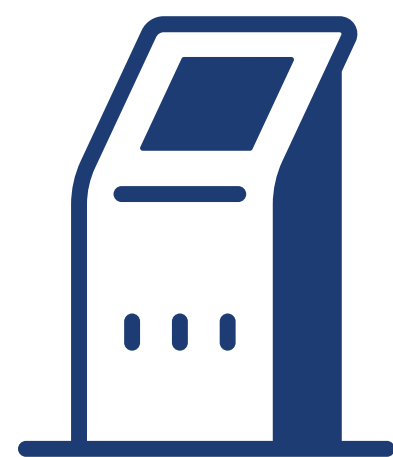
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# Mobility and Parking

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## 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 Manitou Springs 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  
Pam Smith - Board Member



# Mobility and Parking 2025 Accomplishments



Goal 1	Accomplishment
<p>Develop the scope for a micro-mobility (not just bikeability) master plan, to focus on safe bike, pedestrian, and roll infrastructure, including thorough public engagement, by December 2025.</p> <ul style="list-style-type: none"><li>• Scope by July 2025</li><li>• RFP by September 2025</li><li>• Contract by December 2025</li></ul>	<ul style="list-style-type: none"><li>• Draft RFP scope written by staff with MaP board input</li><li>• Progress negatively impacted by Mobility and Parking Director turn-over</li></ul>

# Mobility and Parking 2025 Accomplishments



Goal 2	Accomplishment
<p>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.</p> <ul style="list-style-type: none"><li>• Initial Task Force Meeting by February 2025</li><li>• Confirm partners and event scope by April 2025</li><li>• Target Event Date by June 2025</li></ul>	<ul style="list-style-type: none"><li>• Supported the May Walk/Bike to school (Middle School) event</li><li>• Initiated discussions with the Chamber of Commerce</li></ul>

# Mobility and Parking 2025 Accomplishments



Goal 3	Accomplishment
<p>Establish a regular cadence of gathering feedback and providing input for Mountain Metro Transit (MMT) route recommendations for City Council’s consideration.</p> <ul style="list-style-type: none"><li>• Initial recommendations for potential changes to Fall 2025 routes (in April 2025)</li><li>• Continue to provide timely feedback and recommendations at all future opportunities.</li></ul>	<ul style="list-style-type: none"><li>• The MaP Board was able to vet and fine tune proposed 2025 MMT Fall service and 2026 Spring service changes before they were presented to Council</li></ul>

# Mobility and Parking 2025 Accomplishments



Goal 4	Accomplishment
<p>Update the <i>Guidelines and Procedures for Residential Permit Parking</i> (RPP) for presentation to City Council by August 2025.</p> <ul style="list-style-type: none"><li>• Subcommittee by February 2025</li><li>• Propose scope for revisions by April 2025</li><li>• Propose revisions by June 2025</li><li>• Presentation of proposal by August 2025</li></ul>	<ul style="list-style-type: none"><li>• This effort was started, tabled, started again, and tabled again due to Mobility and Parking Director turn-over</li></ul>

# Mobility and Parking 2026 Goals

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Goal 0: Support the selection and onboarding of a new Mobility and Parking Director.

- Target: New candidate offers by Feb 1 2026



# Mobility and Parking 2026 Goals

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Goal 1: Finalize RFP and undertake bike/ped plan - utilizing experienced, expert consultants.

- Targets: RFP sent out by Feb 1
- Expert consultant selected by April 1
- Draft Plan Aug 1 for MaP review Aug meeting
- Council adoption Sept 2026

# Mobility and Parking 2026 Goals

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Goal 2: Schedule and conduct a strategy session with City Council and the MAP Board to clearly define how the MAP Board can best support the new Council, staff, and our community

- Strategy session held by April 2026



# Website:

## Overview

The purpose of the Mobility and Parking Board is to:

- Review and make recommendations to the Mobility & Parking Manager regarding undertaking and adopting Parking Management Studies and Strategic Planning
- Review and make recommendations to the Mobility & Parking Manager concerning the acquisition, funding, construction and operation of parking facilities within the City, including surface parking, and proposals for future parking lots and structures
- Undertake, implement and oversee policies and programs concerning transit and parking as approved by the Parking Director.
- Advise Mobility and Parking Manager on multi-modal access, facilities and programs, including bicycle, pedestrian and transit, within the City of Manitou Springs and oversee implementation of transit programs operated by or on behalf of the City
- The Mobility & Parking Manager will present Mobility and Parking Board recommendations to City Council



# Mobility and Parking 2026 Goals

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## Goal 3:

Publish a policy and on-boarding manual for the MAP Board

- Draft by June 2026
- Complete by November 2026

# Mobility and Parking 2026 Goals

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## Goal 4:

Update the *Guidelines and Procedures for Residential Permit Parking* (RPP) for presentation to City Council by August 2026.

- MaP review revisions March 2026
- Presentation of proposal for council review by June 2026



# Questions?

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