



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>

March 25, 2026

5:00 PM

A. CALL TO ORDER

B. ROLL CALL

C. APPROVAL OF AGENDA

D. APPROVAL OF MINUTES

1. Approval of the Feb 2026 MAP Board Minutes

E. PUBLIC COMMENT ON NON-AGENDA ITEMS

F. CITY COUNCIL LIAISON REPORT - Nate Nassif

G. PRESENTATIONS

1. Staff Presentations

- a. Regular Staff reports - James

- Pike Ride Update

- Mountain Metro Report

- SeeClickFix Report

Call log tracking

- b. Infrastructure Updates

Upper Ruxton/Winter Street Mixed Use Parking

Canon Ave Fire and Lower Ruxton Fire Access Requests

Fields Park - Overnight Parking, Oversized Vehicles, 2-Hour Limit

c. Requested Updates

Hiawatha Gardens update

New Parking Kiosks - Felipe

Proposed changes to RPP (overall program) - Felipe

Update on Ute pass RPP and outreach - James

Downtown RPP - Felipe

2. MaP Board Presentations

a. 2026 MaP Board Goal Review

Accelerator Grant

Conduct strategic session with MaP , Council, Staff to set operating targets for MaP > On hold as new staff and liaison get up to speed

Policy and onboarding manual for MaP board >

Update RPP policy >

b. Other MaP Board Presentation Items

3. Other Presentations

H. BUSINESS (voting items)

1. Manitou Avenue RPP Zone Expansion to Include Ute Trail and Minnehaha Avenue

I. BOARD CORRESPONDENCE

J. ADJOURNMENT

Board Members:

Cory Sutela, Chair (12/31/2029)
Karl Stang, Vice Chair (12/31/2029)
Rolf Jacobson (12/31/2026)

Staff and Liaisons:

Nate Nassif, City Council Liaison
Felipe Lopez, Mobility and Parking Director
James Kelemen, Mobility and Parking Supervisor

Bill Koerner (12/31/2029)
Joy Porter (12/31/2026)
Luke Harper Prince (12/31/2029)
Pamela Smith (12/31/2028)

3 alternate positions available

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

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

City of Manitou Springs

Mobility and Parking Board Regular Meeting Minutes

Hybrid Meeting – Memorial Hall & Zoom

February 25, 2026

Call to Order

Chair Cory Sutela called the Mobility and Parking Board (MAP) meeting to order at 5:04 PM.

Roll Call

Board Members Present:

Chair Cory Sutela

Vice Chair Karl Stang

Board Member Bill Koerner – Arrived later in the meeting at

Board Member Joy Porter

Board Member Luke Harper Prince

Board Member Pamela Smith

Board Members Absent:

Board Member Rolf Jacobson

Staff and Liaisons Present:

Mobility and Parking Director Felipe Lopez

Mobility and Parking Supervisor James Kelemen

Mobility and Parking Administrative Assistant Wendi Campbell

City Administrator Denise Howell

City Council Liaison Nate Nassif

Approval of Agenda

No changes were proposed to the agenda.

Karl Stang moved to approve the February 25, 2026 agenda as presented. Board Member Pamela Smith seconded the motion.

The motion passed unanimously 5–0.

Approval of Minutes

Approval of the January 28, 2026 MAP Board Minutes

Luke Prince requested that the record reflect that the MAP Board did not provide comment or discussion with City Council regarding the Metropolitan District dissolution.

Board Member Bill Koerner arrived at 5:07PM

Board Member Luke Prince moved to approve the January 28, 2026 minutes as amended to reflect his request. Board Member Pamela Smith seconded.

The motion passed unanimously 6–0.

Public Comment on Non-Agenda Items

No members of the public were present to provide comment.

City Council Liaison Report

City Council Liaison Nate Nassif provided updates from recent City Council meetings. Discussion included continued monitoring of the Metropolitan District matter and broader budget considerations impacting City operations. Council Liaison Nassif emphasized the importance of coordination between the MAP Board and City Council as new mobility initiatives are developed.

Board members discussed maintaining strong communication channels and ensuring that MAP priorities remain aligned with overall City goals.

Presentations

Staff Presentations

Staffing Updates

Mobility and Parking Director Felipe Lopez presented his vision for the Mobility and Parking Department, emphasizing improved customer service, data-driven decision making, operational efficiency, and long-term strategic mobility planning. He discussed strengthening internal processes, improving communication with residents and businesses, and developing clear performance metrics.

Director Lopez formally introduced Wendi Campbell and outlined her role within the department. Board members welcomed her and expressed appreciation for expanded departmental capacity.

Accelerator Grant

An update was provided by Public Works Director of Public Services Ben Schmitt regarding the Accelerator Grant opportunity. Ben discussed how the grant could support planning efforts, including advancement of the Bike/Ped Plan RFP. Board members asked clarifying questions about timelines, eligibility, and matching requirements. Staff noted that additional details would be brought forward as the process progresses.

New Parking Kiosks

Director Lopez provided an overview of new kiosk implementation, including improved payment technology, enhanced reliability, and user-friendly features.

Board members expressed support for modernization while emphasizing the importance of clear communication during rollout.

Proposed Changes to Residential Parking Permit (RPP) Program

Director Lopez presented proposed updates to the Residential Parking Permit program.

Board members discussed balancing neighborhood protection with fairness and administrative efficiency.

Cory requested that future discussions have a clearer direction on how the board can provide input.

Manitou Open House – March 7, 2026

Staff invited Board members to participate in the upcoming open house and encouraged engagement with residents regarding mobility and parking initiatives.

Felipe mentioned that the start time is 9AM instead of 10AM, correcting the time listed on the agenda.

Regular Updates

Pike Ride Update

Mobility and Parking Supervisor James Kelemen provided an update on Pike Ride operations, including ridership patterns and seasonal trends. Board members discussed system utilization and potential opportunities to improve integration with downtown activity.

Mountain Metro Report

Staff provided a summary of Mountain Metro coordination efforts. Board members discussed ongoing interest in improved transit access and the importance of maintaining regional collaboration.

SeeClickFix Report

Supervisor Kelemen summarized recent SeeClickFix trends and the types of parking-related issues most frequently reported. Discussion included response times and recurring issues.

Call Log Tracking

Director Lopez reported that the department has begun categorizing inbound calls to better track trends and identify areas for improved public education. Board members expressed interest in reviewing summary data at future meetings.

Infrastructure Updates

Requested Updates – Hiawatha Gardens

Director Lopez provided an update on the Hiawatha Gardens project, including project status and anticipated construction impacts. Board members discussed potential parking impacts during construction phases.

MAP Board Presentations

MAP Board Goal Review

The Board reviewed previously established 2026 goals.

Finalize RFP for Bike/Ped Plan, Secure Contractor

Discussed in coordination with the Accelerator Grant update. No formal action taken.

Conduct Strategic Session with City Council and Staff

Board acknowledged that this remains on hold while new staff and the liaison continue onboarding.

Policy and On-Boarding Manual for MAP Board

Vice Chair Karl Stang discussed progress and invited continued input. Board Member Luke Harper Prince reiterated interest in including a recommended reading list for new members.

Update RPP Policy

Addressed during Staff Presentations.

Business

MAP Board Elections

Chair Cory Sutela opened nominations for Chair.

Vice Chair Karl Stang nominated Cory Sutela to continue serving as Chair. The nomination was seconded by Board Member Luke Prince. No additional nominations were made.

The Board voted unanimously 6–0 to elect Cory Sutela as Chair.

Chair Sutela then opened nominations for Vice Chair.

Board Member Luke Prince nominated Karl Stang for Vice Chair. The nomination was seconded by Board Member Pamela Smith. No additional nominations were made.

The Board voted unanimously 6–0 to elect Karl Stang as Vice Chair.

RPP Voting Item

Supervisor Kelemen summarized the proposed Residential Permit Zone request.

Board Member Karl Stang moved to remove the proposed RPP modifications as voting item. Board Member Joy Porter seconded.

Board discussion included implementation timing and public communication strategy.

The motion passed unanimously 6 –0.

Board Correspondence

Board Member Luke Prince stated that he would like staff to consider free parking in downtown Manitou Springs November – April to drive visitors to downtown businesses.

Adjournment

Vice Chair Karl Stang moved to adjourn the meeting.

Chair Cory Sutela adjourned the meeting at 7:34 PM.



MAP Board Meeting

March 2026

PRESENTATION BY:

FELIPE LOPEZ | MOBILITY AND PARKING DIRECTOR

JAMES KELEMEN | MOBILITY AND PARKING SUPERVISOR

MAP Board 2026 Goals Review



Goal 1:

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

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

Goal 3:

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

Goal 4:

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

PikeRide Report



Starts/Ends	2023	2024	2025	2026
January	10/3	27/15	16/16	41/35
February	49/22	32/26	30/25	65/52
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	192/165	
November	57/26	47/46	64/54	
December	37/16	49/42	283/236	

2024 Total Starts/Ends
1269/1135

2025 Total Starts/Ends
1556/1695

PikeRide Report 2026

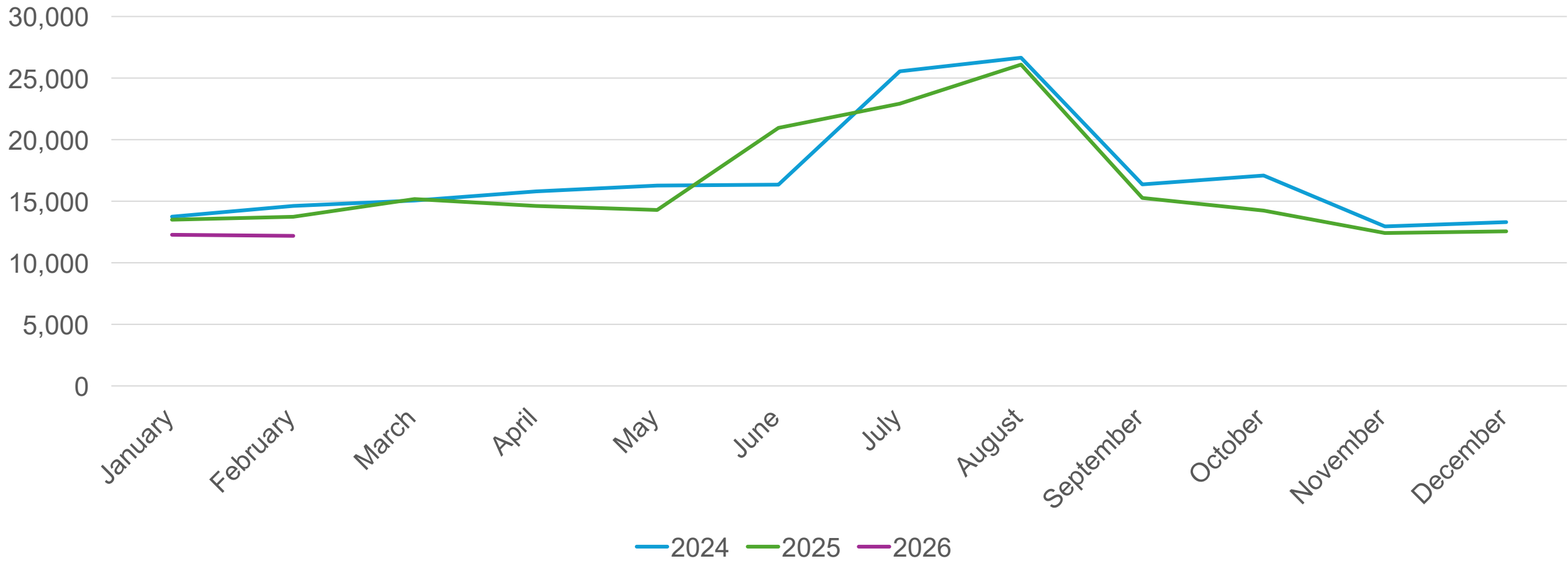


	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Schryver Park	3/3	16/7										
Hiawatha Gardens	7/6	13/13										
Manitou/Beckers	3/0	5/3										
Canon Ave/Lovers Ln	12/10	6/10										
Ruxton Ave	3/1	1/1										
Prospect/Roca	0/0	0/0										
Manitou Ave/Park Ave	0/2	3/5										
Fields Park	3/7	10/9										
Manitou Springs Library	6/3	8/3										
Dillon Mobility Hub	4/3	3/1										
Total Start/ Total End	41/35	65/52										

February 2026	Rt 3	Rt 33	Daily Total
Sunday, February 1, 2026	346	306	652
Monday, February 2, 2026	472	66	538
Tuesday, February 3, 2026	462	69	531
Wednesday, February 4, 2026	496	45	541
Thursday, February 5, 2026	513	86	599
Friday, February 6, 2026	538	127	665
Saturday, February 7, 2026	345	466	811
Sunday, February 8, 2026	248	299	547
Monday, February 9, 2026	517	131	648
Tuesday, February 10, 2026	403	34	437
Wednesday, February 11, 2026	494	71	565
Thursday, February 12, 2026	475	49	524
Friday, February 13, 2026	553	157	710
Saturday, February 14, 2026	375	470	845
Sunday, February 15, 2026	221	505	726
Monday, February 16, 2026	382	426	808
Tuesday, February 17, 2026	445	34	479
Wednesday, February 18, 2026	206	39	245
Thursday, February 19, 2026	457	60	517
Friday, February 20, 2026	531	59	590
Saturday, February 21, 2026	408	141	549
Sunday, February 22, 2026	287	198	485
Monday, February 23, 2026	505	70	575
Tuesday, February 24, 2026	443	92	535
Wednesday, February 25, 2026	568	83	651
Thursday, February 26, 2026	652	155	807
Friday, February 27, 2026	467	224	691
Saturday, February 28, 2026	377	763	1,140
Route Totals	12,186	5,225	17,411

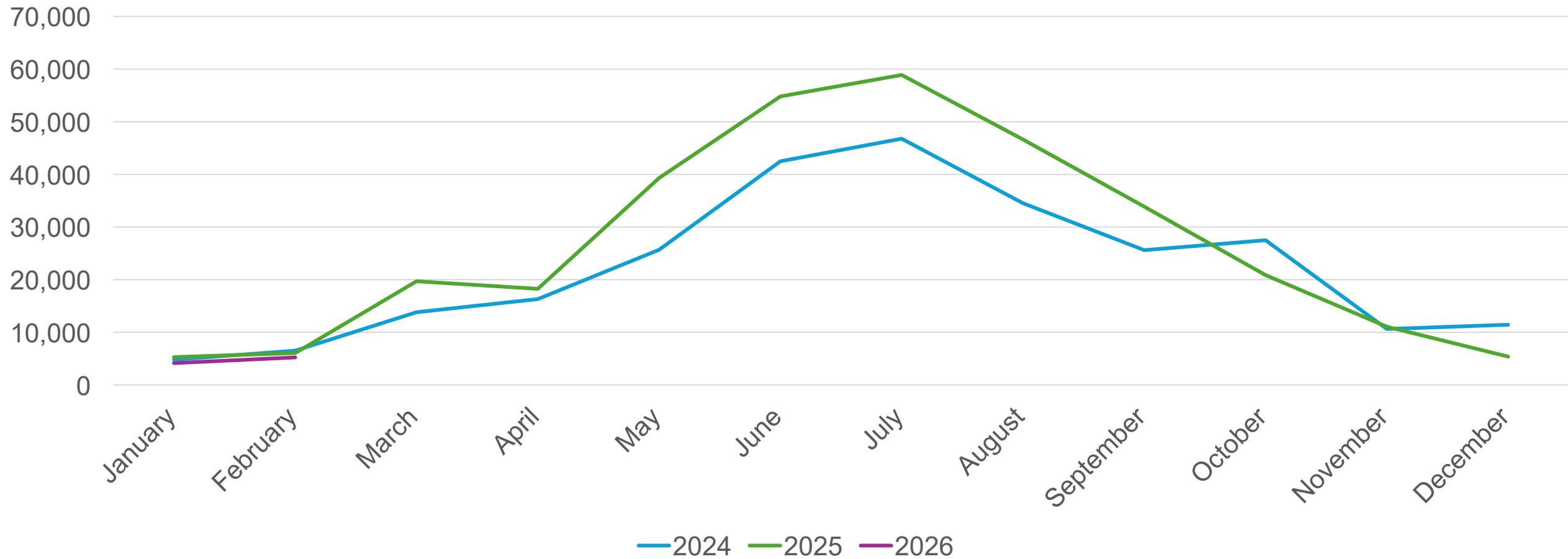
Mountain Metro Ridership

Route 3 Monthly Comparison



Route 3 Year-to-Year Comparison

Route 33 Monthly Comparison



Route 33 Year-to-Year Comparison

SeeClickFix Report



- Repeat issue regarding a vehicle blocking the sidewalk on Washington Avenue. Increased patrols addressed to repeat issue of vehicles blocking the sidewalk on Washington Avenue; increased patrols implemented to encourage compliance.
- Responded to request for a pedestrian detour due to the Hiawatha sidewalk closure; staff installed a temporary walkway to maintain safe access.
- Addressed complaint regarding pay-to-park signage; new signs were installed and the issue was promptly resolved.

Call Logs



Total Calls and In-Office Visitors: 428

Top Issues/Questions Addressed:

- Route 33 Bus Information
- Courtesy Notice Questions/Appeals
- Parking Permit/Resident Credit Questions



Infrastructure Updates

Upper Ruxton / Winter Street – Mixed-Use Parking

- Convert 27 underutilized parking spaces at the top of Ruxton into mixed-use parking.
- Allow residents to continue using these spaces throughout the day with a valid permit.
- Consider implementing restricted paid parking hours to improve public access and turnover.

Canon Ave & Lower Ruxton – Fire Access Requests

Eliminate parking on the Cliff House side of Canon Ave from Washington Avenue to Park Avenue due to fire access and safety concerns.

Remove the last parking space near the Ruxton Trading Post.

- The current configuration, combined with a lane shift, narrows the roadway.
- Observations show vehicles crossing into the opposite lane.
- Concerns include limited emergency vehicle access and a recent safety complaint from a Mountain Metro bus driver.

Fields Park – Parking Management Updates

Install “No Overnight Parking” and “No RVs/Oversized Vehicles” signage along the Fields Park parking area.

- Addresses complaints about long-term parking, oversized vehicles occupying multiple spaces, and overnight camping.

Implement a 2-hour parking limit to increase turnover and improve availability.



Hiawatha Updates

- EV Charge Stations are not available during construction. \$0.12/minute post charge fee has been waived during construction to assist residents who previously relied on the level 3 charger.
- Right before construction began, a maintenance issue occurred affecting the level 3 charger's performance. Received a quote of \$10,000 to complete the necessary repairs.





Downtown Parking Program

Downtown Parking Beta Program Overview

This proposal outlines a 60–90 day pilot program introducing a QR-based Flex parking system in the Canon and Prospect lots to replace traditional permits with real-time parking management.

The program establishes a unified pricing model (\$240/year or \$30/month) for residents and businesses, providing shared access to both lots while enforcing capacity through account caps and session controls. Key features include one active session per user, automatic session expiration, and required re-check-in to prevent long-term vehicle storage.

The pilot is designed to align pricing with demand, balance occupancy between lots, shift long-term parking off-street, and preserve on-street spaces for visitors and customers. Performance will be monitored weekly, with a 30-day adjustment period and a final evaluation to inform long-term implementation.




Ruxton Avenue & Winter Street Mixed-use Parking

Proposed Mixed-use Parking Spots Along Ruxton Ave & Winter St



Legend

 Mixed Use Parking




Ruxton Avenue Mixed-use Parking

Proposed Mixed-use Parking Spots Along Ruxton Avenue



Legend

 Mixed Use Parking



Downtown Parking Beta Proposal: Final Program

DRPP / Flex Permit Sessions for Canon & Prospect Lots (Residents & Businesses)

Prepared for: Leadership Team

Prepared by: Mobility and Parking Department

Date: March 2026

Purpose

The Downtown Parking Beta Proposal aims to implement a controlled parking pilot program that aligns pricing with demand, actively manages limited parking supply, shifts long-term users to off-street locations, and preserves valuable on-street parking for visitors and customers.

Executive Summary

This proposal introduces a 60–90 day beta program utilizing Honk Flex, a QR-based parking session system, within the Canon and Prospect parking lots. The initiative replaces static permits with real-time parking management for residents and businesses. All users follow a unified pricing model, paying \$240 per year or \$30 per month, which grants access to both Canon and Prospect lots under a single account. The program’s key outcomes include:

- Aligning pricing across parking assets
- Balancing occupancy between lots
- Preventing oversubscription
- Supporting off-street parking for residents and employees
- Preserving on-street parking for visitors

Each lot has monthly beta caps: 20 resident accounts and 20 business accounts. Core controls include one active session per account, concurrency limits, maximum session durations, and automatic session expiration (with no manual checkout required). Weekly reporting will allow for a 30-day adjustment and inform the final recommendation.

Current Conditions & Constraints

Canon Lot

Canon Lot offers 40 parking stalls, with paid parking available from 7:00 AM to 6:00 PM. The primary goal for this lot is to maintain turnover and revenue.

Prospect Lot

Prospect Lot also contains 40 stalls. The goal is to improve utilization and provide overflow parking. The current system is constrained by permit volumes that exceed actual stall supply. Without time-based controls, this leads to oversubscription, reduced availability, and user frustration.



Pilot Design: Honk Flex

Users begin by scanning a QR code to check in. The session runs automatically and expires without manual checkout, requiring a re-check-in. The system enforces session limits and provides real-time enforcement and reporting. The pilot operates for 60–90 days, with weekly reporting and a 30-day review.

Products, Access & Rules

A) Resident DRPP (Both Lots)

- Rate: \$240/year or \$30/month
- Access: Canon and Prospect lots
- Hours: 24-hour access (controlled by session rules)
- Cap: 20 accounts per lot
- Rules:
 - Maximum session duration: 24 hours
 - Session auto-expires after 24 hours
 - Re-check-in required every 24 hours
 - Only one active session per account

B) Business / Employee Flex

- Rate: \$240/year or \$30/month
- Access: Both lots (Prospect prioritized as overflow)
- Hours: 7:00 AM–6:00 PM
- Cap: 20 accounts per lot
- Rules:
 - Maximum session duration: 11 hours
 - Plate-based registration (no sharing)
 - Session auto-expires
 - Only one active session per account

Lot Operations

Canon Lot (Primary Turnover Asset)

Canon Lot provides 40 total stalls, with a split from 7:00 AM to 6:00 PM:

- 20 stalls for public paid parking
- 20 stalls for Flex/Permit holders

The purpose is to protect revenue and ensure customer turnover.



Prospect Lot (Relief & Overflow Asset — Default)

Prospect Lot also has 40 stalls and functions as a base for resident parking, employee overflow, and storage mitigation.

Optional Operating Scenario: Prospect Mirrors Canon

Prospect Lot may operate as a second managed paid lot if demand or revenue conditions require. In a mirrored configuration from 7:00 AM to 6:00 PM:

- 20 stalls for public paid parking
- 20 stalls for Flex/Permit holders

Outside these hours, DRPP/Flex access applies with session-based rules. This option is implemented when Canon occupancy consistently exceeds targets, Prospect demand increases beyond relief capacity, or additional paid parking supply is needed. The benefits include expanding paid inventory, balancing utilization, maintaining consistent user experience, and providing operational flexibility without new infrastructure.

Capacity Controls

Each lot is limited to 20 resident and 20 business accounts. Concurrency limits enforce actual stall capacity, with only one session allowed per account. This prevents scenarios where permits are issued but no spaces are available.

Enforcement

To park, users must have an active session and license plate registration. No active session results in a citation. The anti-storage system ensures sessions auto-expire and require re-check-in every 24 hours, preventing continuous long-term occupancy. Enforcement escalation follows this sequence: Warning → Citation → Suspension → Towing.

Pricing Strategy

A unified rate of \$240/year or \$30/month applies to all users. The intent is to align pricing with demand and capacity, balance occupancy, shift long-term parking off-street, preserve on-street parking for visitors, and simplify system administration.

Communications

The core message is: “Your permit provides access to both lots; parking is available as space allows.” Key rules include no manual checkout, re-check-in every 24 hours, one active session per vehicle, and no vehicle storage.



Metrics & Evaluation

Weekly tracking will monitor:

- Utilization by lot and time of day
- Peak demand periods
- Revenue trends (using Canon as baseline)
- User complaints
- Reduction in storage at Prospect Lot

Decision points include 30-day adjustments and an end-of-pilot recommendation.

Leadership Decisions Required

- Approve unified pricing: \$240/year or \$30/month for both lots
- Confirm account caps (20 resident and 20 business per lot)
- Approve Canon stall allocation
- Approve enforcement model
- Approve pilot duration (60–90 days)

Appendix: Signage (Simplified)

Canon Lot

7:00 AM–6:00 PM: Public Paid Parking

7:00 AM–6:00 PM: Flex Permit Parking (designated stalls)

All other times: DRPP / Flex Permit Required

Prospect Lot

7:00 AM–6:00 PM: Flex Permit Parking (or Paid + Flex if mirrored option is activated)

All other times: DRPP / Flex Permit Required

All Lots

- No vehicle storage
- Sessions automatically expire
- Re-check-in required every 24 hours





MEMORANDUM

Title: Mobility and Parking board recommendation for the expansion of the Residential Parking Permit (RPP) Zone on Manitou Avenue to include Ute Trail and Minnehaha Avenue

From: Felipe Lopez, Mobility and Parking Director

To: Mobility and Parking Board

Allocated Time: 10 minutes

Date: March 25, 2026

Purpose

To obtain Mobility and Parking Board concurrence approval to expand the existing Residential Parking Permit (RPP) Zone on Manitou Avenue to include Ute Trail and Minnehaha Avenue.

Background

The proposed expansion of the Residential Parking Permit (RPP) Zone is a continuation of the City's efforts to proactively manage parking demand and mitigate spillover impacts into adjacent residential neighborhoods.

Ute Trail and Minnehaha Avenue have experienced increased parking pressures associated with visitor activity and proximity to commercial areas along Manitou Avenue. These impacts have reduced parking availability for residents and created ongoing neighborhood concerns.

The Mobility and Parking Department conducted outreach to affected residents and property owners to assess support for inclusion in the RPP program. Feedback via signatures received through this outreach indicated general support for expanding the RPP zone to improve parking access, reduce congestion, and enhance neighborhood livability.

This proposal aligns with broader Mobility and Parking Program goals, including:

- Managing parking demand in high-use areas
 - Protecting residential access to on-street parking
 - Improving overall system efficiency and user experience
-

Fiscal Impact

Costs associated with signage, permit administration, and minor implementation measures are expected to be minimal and will be absorbed within the existing Mobility & Parking Enterprise Fund operating budget.

Workload Impact

Moderate. Staff time will be required for coordination, installation of signage, permit setup, and communication with residents. These efforts will be incorporated into existing Mobility and Parking Department operations.



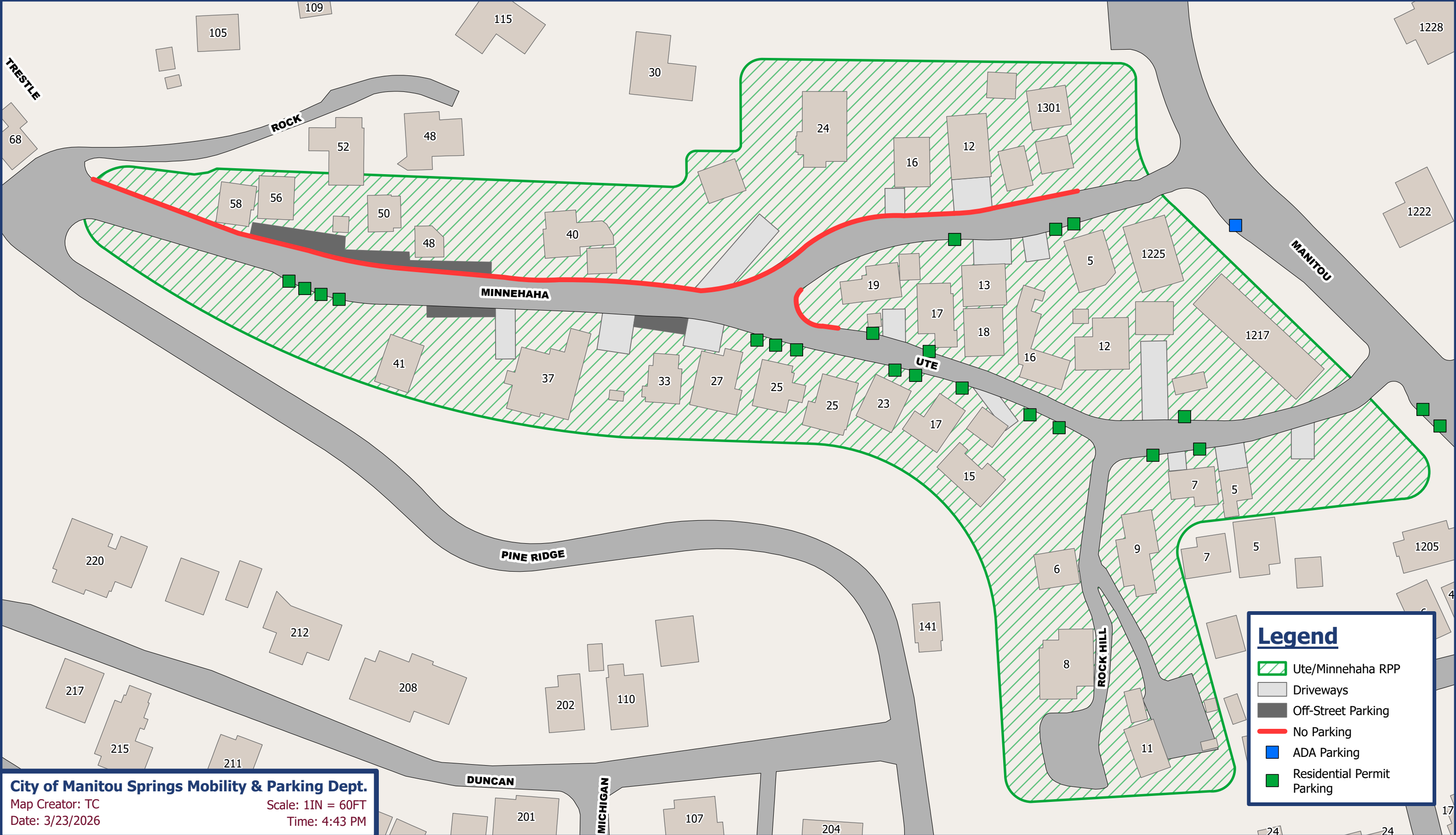
Recommended Action (Resolution Language)

Proposed Motion / Resolution:

“I move that the Mobility and Parking Board recommend approval of the expansion of the Residential Parking Permit (RPP) Zone on Manitou Avenue to include Ute Trail and Minnehaha Avenue, as presented by staff, based on the outreach conducted and demonstrated parking impacts in the area, and recommend that the Mobility and Parking Department bring forward any required resolution or ordinance for City Council consideration and approval.”



Ute & Minnehaha Residential Parking Permit Zone



Legend

- Ute/Minnehaha RPP
- Driveways
- Off-Street Parking
- No Parking
- ADA Parking
- Residential Permit Parking

City of Manitou Springs Mobility & Parking Dept.
 Map Creator: TC
 Date: 3/23/2026
 Scale: 1IN = 60FT
 Time: 4:43 PM



2026 Manitou Ave RPP Extension/Parking Inventory Counts



Legend

- ADA Parking
- Paid Parking
- Residential Permit Parking
- Mixed Use (Residential Permit/Paid) Parking

Building Type

- Mixed Use - Business/Residential
- Commercial
- Residential
- Government
- Religious
- Recreation/Leisure

City of Manitou Springs Mobility & Parking Dept.
 Map Creator: TC
 Date: 3/23/2026
 Scale: 1IN = 130FT
 Time: 4:46 PM