



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>

April 22, 2026

5:00 PM

A. CALL TO ORDER

B. ROLL CALL

C. APPROVAL OF AGENDA

D. APPROVAL OF MINUTES

1. Approval of the March 25, 2026 MAP Board Minutes

E. PUBLIC COMMENT ON NON-AGENDA ITEMS

F. PRESENTATIONS

1. MAP Board Presentations
 - a. MAP Board Goal Review
 - b. Other MAP Board Presentations
2. Staff Presentations
 - a. Regular Updates
 - i. Pike Ride Update
 - ii. Mountain Metro Report
 - iii. SeeClickFix Report
 - iv. New Lead Parking Attendant

- b. Infrastructure Updates
 - i. Dillon Parking Lot Sign
 - ii. Kiosk Update
- c. Requested Updates
 - i. Mobility and Parking Department Contributions
- d. Project Updates
 - i. Community Engagement Meeting
 - ii. Pool/Fitness Center Paid Parking
 - iii. Reservation System 7 stalls Dillon Parking Lot

3. Other Presentations

- a. Downtown RPP Expansion- Discuss Memo needed
- b. Center Lane Smart Zone
- c. 2026 Mobility and Parking Board SOP- Collaboration
- d. Subaru Solterra Incident causing LPR Delay
- e. 9 Parking spots on Canon Avenue

G. BUSINESS

H. BOARD CORRESPONDENCE

I. ADJOURNMENT

Board Members:

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

Staff and Liaisons:

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

Rolf Jacobson (12/31/2026)
Bill Koerner (12/31/2029)
Joy Porter (12/31/2026)
Luke Harper Prince (12/31/2029)

James Kelemen, Mobility and Parking Supervisor
Wendi Campbell, Mobility and Parking Administrative
Assistant

1 regular position and 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 via Zoom and at Memorial Hall
March 25, 2026

A. CALL TO ORDER

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

B. ROLL CALL

All Board Members were present except for Board Members Pamela Smith and Bill Koerner.

BOARD MEMBERS PRESENT FOR ROLL CALL:

Chair Cory Sutela
Vice Chair Karl Stang
Board Member Rolf Jacobson (Remote)
Board Member Joy Porter (Remote)
Board Member Luke Harper Prince

BOARD MEMBERS ABSENT FOR ROLL CALL:

Board Member Pamela Smith (Excused)
Board Member Bill Koerner (Not Excused)

LIAISONS PRESENT:

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

C. APPROVAL OF AGENDA

Board Member Stang moved to approve the March 25, 2026 agenda as presented.
Board Member Prince seconded the motion. The motion was carried unanimously (5-0).

D. APPROVAL OF MINUTES

1. Approval of the Feb 2026 MAP Board Minutes

Board Member Prince moved to approve the February 25, 2026 MAP Board minutes as presented. Vice Chair Stang seconded the motion. The motion was carried unanimously (5-0).

E. PUBLIC COMMENT ON NON-AGENDA ITEMS

No members of the public offered comment on non-agenda items.

F. PRESENTATIONS

1. Staff Presentations

a. Regular Staff Reports - James

- Pike Ride Update

Supervisor James Kelemen presented the Pike Ride report for February 2026. Total starts for February 2026 were 65, compared to 30 in February 2025, more than doubling year-over-year.

Staff noted that expanded station availability accounts for part of the growth, with an overall positive ridership trend continuing across years.

The Hiawatha Gardens station is currently closed due to construction. Bikes are being redirected to the Duck Stop as a temporary pickup and drop-off point.

Staff agreed to follow up on the status of Pike Ride stations in Old Colorado City and downtown Colorado Springs.

- Mountain Metro Report

Supervisor Kelemen presented Mountain Metro ridership data for February 2026 for Routes 3 and 33, showing combined totals of 17,411 trips. Route 3 showed a slight decrease year-over-year, while Route 33 was trending similarly to prior years.

Effective March 29, 2026 Route 3 fares will be subsidized, which staff anticipates will increase ridership.

An additional Route 33 bus is being added to reduce wait times.

Board Member Prince reiterated a prior request for additional Route 33 bus stops between the Dillon Mobility Hub and the Incline to better serve the downtown business district.

Director Lopez extended an open invitation for board members to attend the Department's weekly Friday meetings with Mountain Metro. Mountain Metro will present to City Council on April 16, 2026 alongside a parking presentation.

Chair Sutela suggested coordinating with the Cog Railway to communicate information about the Dillon Mobility Hub to customers via text and email to help reduce vehicle traffic in the City.

Director Lopez agreed to follow up.

Board Member Prince offered to assist with identifying the right Cog Railway contact.

- SeeClickFix

Supervisor Kelemen summarized recent SeeClickFix items, including a recurring issue of a vehicle blocking the sidewalk on Washington Avenue, for which patrols were increased and ambassadors are monitoring the area. He also noted a pedestrian detour request to the Hiawatha sidewalk closure, which was addressed by installing a temporary walkway and redirecting foot traffic to the opposite side of the street. In addition, he reported a complaint regarding damaged pay-to-park signage, which was resolved promptly with replacement signs.

- Call Log Tracking

Supervisor Kelemen presented a new addition to the regular reporting, a summary of call logs and in-office visitor contacts. Over the prior month, the department handled 428 calls and in-office visits. Top topics included Route 33 bus information, courtesy notice questions and appeals, and parking permit and resident credit hour questions.

Approximately 70% of courtesy notice recipients pay within 24 hours without escalation to formal citation.

Staff committed to providing more detailed breakdowns at a future meeting, including distribution across contact types and percentage of time spent on each, to help the Board understand resource utilization.

Director Lopez noted a new department website is under development and that staff have been proactively distributing Route 33 and Route 3 information to local businesses.

Many bus information calls originate from Cog Railway passengers at the Dillon Mobility Hub who are concerned about making their trains on time.

b. Infrastructure Updates

- Upper Ruxton/Winter Street Mixed Use Parking

Staff presented a proposal to convert approximately 27 underutilized Residential Parking Permit (RPP) spaces at the top of Ruxton Avenue near Iron Springs Chateau

and Winter Street, to mixed-use parking, allowing paid parking during daytime hours while preserving resident-only access during off-peak times.

Board Member Prince expressed concern that adding paid parking on Ruxton runs counter to the Board's longstanding goal of reducing vehicle traffic on Ruxton. He suggested the spaces instead be open to all Manitou Springs residents with required reservations.

Board Member Porter raised concerns about increased traffic and the optics of City-managed paid parking in an area where a prior resident was cited for renting out their own driveway spaces.

Board Member Jacobson characterized the decision as a close call, leaning toward either leaving the spaces as-is or allowing mixed use.

Vice Chair Stang and Chair Sutela expressed conditional support, provided a reservation system is in place to prevent cruising.

Director Lopez noted that a reservation system pilot is launching at the Dillon Mobility Hub with 10 spots initially and could be extended. Staff proposed beginning with a small beta pilot of approximately five spots near the bike racks before any full conversion. The Board requested that staff present Dillon pilot results at a future meeting before proceeding. Board members asked that neighbors be consulted before any implementation.

- Canon Avenue Fire and Lower Ruxton Fire Access Requests

Staff presented two related fire access requests initiated by the Manitou Springs Fire Department and reviewed by the City Engineer. The first request involved Lower Ruxton near Ruxton Trading Post, where staff proposed eliminating three paid parking spaces, expanded from the original review of one space. Staff noted that the current road configuration narrows the roadway to a point that compromises emergency vehicle access. The Fire Department, a Mountain Metro bus driver, and the City Engineer, all raised safety concerns.

Board Members Porter, Prince, and Vice Chair Stang expressed support, citing safety and past incidents where a Route 33 bus struck a parked vehicle at the final spot.

Board Member Jacobson declined to comment, noting he had not personally assessed the site.

The Board indicated broad support.

The second request involved Canon Avenue on the Cliff House side between Washington Avenue and Park Avenue. Staff proposed eliminating eight paid parking spaces confirmed by the City Engineer as too narrow for reliable emergency access when parking is present on both sides.

Board Member Jacobson expressed significant concern about eliminating eight central downtown spaces heavily used by visitors to nearby businesses including the arcade.

Board Member Porter asked whether the Cliff House had been notified. Staff indicated the item is still in preliminary discussion and stakeholder outreach has not yet occurred.

Chair Sutela noted the engineering review supports the recommendation and that the matter may ultimately be an administrative safety action. He asked staff to engage with affected businesses, particularly arcade owner John Weiss and nearby residents before moving forward.

Staff noted that even if no immediate action is taken, the change will eventually be required as part of broader grant and infrastructure compliance.

The Board requested stakeholder outreach prior to any action.

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

Staff proposed two actions for the Fields Park parking area along El Paso Boulevard. The first request was for the installation of “No Overnight Parking” and “No RVs/Oversized Vehicles” signage to address complaints about long-term vehicle storage and overnight camping. The second was implementation of a two-hour parking limit with Quick Response (QR) code check-in and check-out to improve turnover and gather usage data.

Board Member Jacobson supported both measures as a reasonable non-overreacting first step.

Board Member Porter supported addressing overnight camping and oversized vehicle issues but raised concern about the 2-hour limit being too short for park visitors.

Board Member opposed the 2-hour limit on the edge of town, arguing it discourages the park-and-walk behavior the Board seeks to encourage.

Vice Chair Stang asked whether the 2-hour limit could displace parking to the adjacent Mustang Field school district lot. Staff acknowledged this as a risk to monitor.

Director Lopez clarified that the 2-hour limit is primarily a data-collection tool, not an enforcement-first approach, and that courtesy notices rather than citations would be issued. The pilot may take a full season to yield actionable data.

c. Requested Updates

- Hiawatha Gardens Update

Supervisor Kelemen provided updates on the Hiawatha Gardens site. All Electric Vehicle (EV) charging stations are unavailable during construction. The standard \$0.12

per minute post-charge idling fee has been waived to reduce impact on residents who depended on the Level 3 charger. Residents are directed to the Shriver Park charging stations in the interim.

A maintenance issue occurred with the Level 3 charger just before construction began, reducing charger performance. A repair quote of \$10,000 was received, and the goal is to have the charger repaired and operational when the lot reopens, tentatively on July 1, 2026.

There was a brief discussion about the financial sustainability of maintaining Level 3 infrastructure. The charger is out of warranty and repair costs exceed current revenue. The need to track EV usage data, and the broader importance of supporting residents who lack home charging options was noted.

Chair Sutela noted the City should begin tracking EV usage and financial data more systematically.

- New Parking Kiosks – Felipe

Staff provided a brief update noting that the department is awaiting a small number of parts from Blink. Once parts arrive and are fitted, kiosks will be shipped and vendor staff will install them on-site.

Vice Chair Stang raised a concern that elderly residents are encountering difficulty using the app-based parking payment system.

Staff confirmed that payment can be taken over the phone but acknowledged this option is not currently displayed on signage. Staff agreed to improve signage to communicate this option.

The upcoming kiosk installations are expected to address accessibility concerns for residents without smartphones.

- Proposed changes to RPP (overall program) – Felipe

No updates were provided for changes to the existing RPP Program.

- Update on Ute pass RPP and Outreach – James

Supervisor Kelemen provided an update on outreach for the proposed Minnehaha Avenue/Ute Trail RPP extension. A public outreach meeting was held Monday, March 23, 2026, and attended by approximately 5 to 6 residents from both Manitou Avenue and Minnehaha/Ute. Feedback was largely in opposition. Public notices were posted throughout both neighborhoods and online, and door-to-door contact was documented for each address.

Director Lopez stated that given the information gathered over the preceding two weeks, the community is not yet aligned and the petition signatures from early 2025 may be outdated. He recommended restarting the outreach process, ensuring all affected households are reached before moving forward.

- Downtown Parking Program – Felipe

Director Lopez presented the Downtown Parking Beta Program: a proposed 60–90 day pilot for the Canon and Prospect lots. Key elements: target users are Manitou Avenue residents (ineligible for RPP) and downtown business employees; the Canon lot would be split between approximately 20 reserved spaces for residents/employees and 20 standard paid spaces; the Prospect lot would serve as overflow with similar caps. A QR-based Flex system would require active check-in to discourage long-term vehicle storage. Pricing: \$240/year or \$30/month. Planned City Council presentation: April 16th.

Board Member Joy Porter asked about the relationship to existing Metro District parking.

Board Member Rolf Jacobson noted Metro District lots sell permits at \$240/year with few restrictions.

Chair Sutela highlighted the opportunity to better coordinate City and Metro District parking resources.

Board members requested that staff share the list of data metrics to be collected during the pilot with the MAP Board before presenting to City Council.

Staff acknowledged that current permit data does not clearly distinguish residents from employees, but noted this distinction will be built into the new system.

Board Member Joy Porter noted that materials for this item arrived late (around 5:00 PM the prior day) and requested that future materials be distributed by Friday before the Wednesday meeting.

2. MAP Board Presentations

a. 2026 MAP Board Goal Review

- Accelerator Grant

No update was provided on the 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

The goal remains on hold while new staff and the Council Liaison continue onboarding.

- Policy and onboarding manual for MAP Board

No update was provided.

- Update RPP Policy

The policy was addressed during Staff Presentations, under the Downtown Parking Beta Program and Ute Trail/Minnehaha outreach update.

b. Other MAP Board Presentations Items

No additional MAP Board presentations were made.

3. Other Presentations

No other presentations were made.

G. BUSINESS

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

It was noted that the RPP zone expansion was previously discussed during the February 2026 MAP Board meeting and that additional public outreach was requested. The proposal would extend the Manitou Avenue RPP to include Minnehaha Avenue and Ute Trail, allowing residents of those streets to obtain permits and designating Manitou Avenue as overflow parking for those residents.

Note for the Record – The floor was opened for public comment.

Linda Moreland, 37 Minnehaha Avenue, and Robert Moreland, 41 Minnehaha Avenue, stated that they and several neighbors on upper western Minnehaha had no prior knowledge of the proposal until they encountered Director Lopez posting notices the week of the meeting. The primary parking problems on upper western Minnehaha stem from a lack of enforcement of existing ordinances, such as parking in no-parking zones, and wrong-side parking, as well as no visitor overflow. They raised concern that an RPP could restrict existing informal arrangements where Ute Trail residents temporarily park on upper Minnehaha with neighbors' permission. They reported that existing no-parking signs in the area have been repeatedly removed by a neighboring property owner.

David Corpenning, 1107–1109 Manitou Avenue, and original Manitou Avenue RPP petitioner expressed support for an RPP specifically for lower Minnehaha and Ute Trail but opposed inclusion in the existing Manitou Avenue RPP, citing capacity concerns. He indicated he could support converting the mixed-use parking on the north side of Manitou Avenue to residential-only, with Ute/Minnehaha residents permitted to use those spaces for guests only

Board Member Jacobson noted the Manitou Avenue RPP is heavily subscribed and adding more eligible vehicles would create conflict for existing RPP holders.

Board Member Porter questioned whether Minnehaha and Ute Trail could form their own separate RPP and expressed concern about the outreach process not fully reaching all affected residents.

Chair Sutela acknowledged the outreach gaps and noted that the original petition data from early 2025 may be outdated. He expressed support for re-engaging with the community before proceeding.

Director Lopez recommended restarting the outreach process, including one-on-one resident contact with all affected households on both streets, and returning with updated findings at a future meeting.

Staff committed to directly notifying existing Manitou Avenue RPP holders of any future proposal. Staff reminded attendees that parking enforcement concerns can be directed to the parking department at (719) 685-2600, option 2.

H. BOARD CORRESPONDENCE

Board Member Prince again requested that staff consider free parking on downtown Manitou Avenue from November through April to support small businesses during the slow season and to counter the public perception that parking in Manitou Springs is always difficult or expensive.

Director Lopez noted the department is actively tracking occupancy data during shoulder months and expressed openness to discussing mechanisms such as business-specific discount codes and other incentive tools at a future meeting.

Chair Sutela recognized Board members who participated in a Safer Streets Lobbying Day at the Colorado State Capitol the prior month.

Vice Chair Stang noted the National Bike Summit was occurring that same week and invited interested parties to reach out to participate in federal advocacy efforts virtually.

I. ADJOURNMENT

Vice Chair Stang moved to adjourn the meeting. The motion was seconded by Board Member Prince. The motion was carried. The meeting adjourned at 7:20 PM.

If you need this document in an alternative format, such as large print, accessible PDF, or Braille, please contact the City Clerk's Office at cityclerk@manitouspringsco.gov or (719) 685-2554.



MAP Board Meeting

April 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	86/70
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

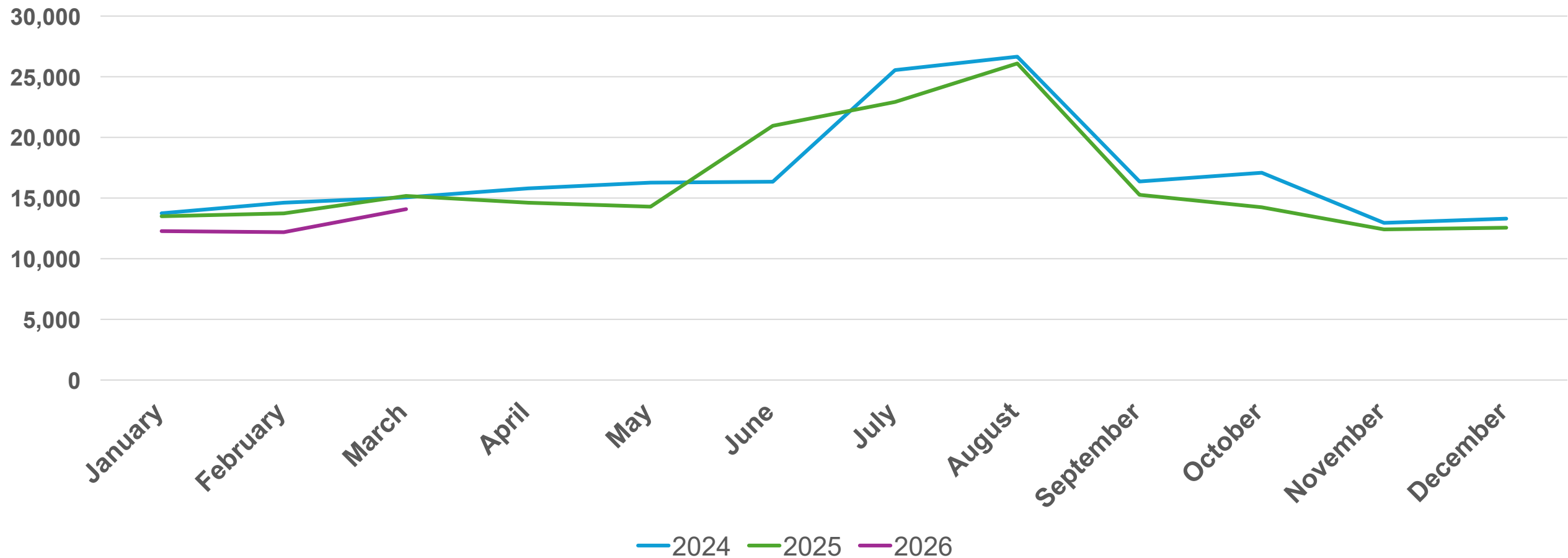


	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Schryver Park	3/3	16/7	18/15									
Hiawatha Gardens	7/6	13/13	2/1									
Manitou/Beckers	3/0	5/3	1/0									
Canon Ave/Lovers Ln	12/10	6/10	27/23									
Ruxton Ave	3/1	1/1	8/7									
Prospect/Roca	0/0	0/0	0/0									
Manitou Ave/Park Ave	0/2	3/5	7/6									
Fields Park	3/7	10/9	10/10									
Manitou Springs Library	6/3	8/3	12/5									
Dillon Mobility Hub	4/3	3/1	1/2									
Total Start/ Total End	41/35	65/52	86/70									

March 2026	Rt 3	Rt 33	Daily Total
Sunday, March 1, 2026	224	498	722
Monday, March 2, 2026	544	118	662
Tuesday, March 3, 2026	467	52	519
Wednesday, March 4, 2026	635	45	680
Thursday, March 5, 2026	537	113	650
Friday, March 6, 2026	445	37	482
Saturday, March 7, 2026	383	246	629
Sunday, March 8, 2026	269	505	774
Monday, March 9, 2026	531	208	739
Tuesday, March 10, 2026	478	203	681
Wednesday, March 11, 2026	434	120	554
Thursday, March 12, 2026	476	159	635
Friday, March 13, 2026	220	433	653
Saturday, March 14, 2026	367	931	1,298
Sunday, March 15, 2026	173	101	274
Monday, March 16, 2026	517	328	845
Tuesday, March 17, 2026	402	674	1,076
Wednesday, March 18, 2026	496	643	1,139
Thursday, March 19, 2026	820	604	1,424
Friday, March 20, 2026	552	809	1,361
Saturday, March 21, 2026	429	1,030	1,459
Sunday, March 22, 2026	319	700	1,019
Monday, March 23, 2026	472	276	748
Tuesday, March 24, 2026	408	361	769
Wednesday, March 25, 2026	511	486	997
Thursday, March 26, 2026	471	518	989
Friday, March 27, 2026	411	267	678
Saturday, March 28, 2026	427	964	1,391
Sunday, March 29, 2026	312	1,178	1,490
Monday, March 30, 2026	703	395	1,098
Tuesday, March 31, 2026	652	261	913
Route Totals	14,085	13,263	27,348

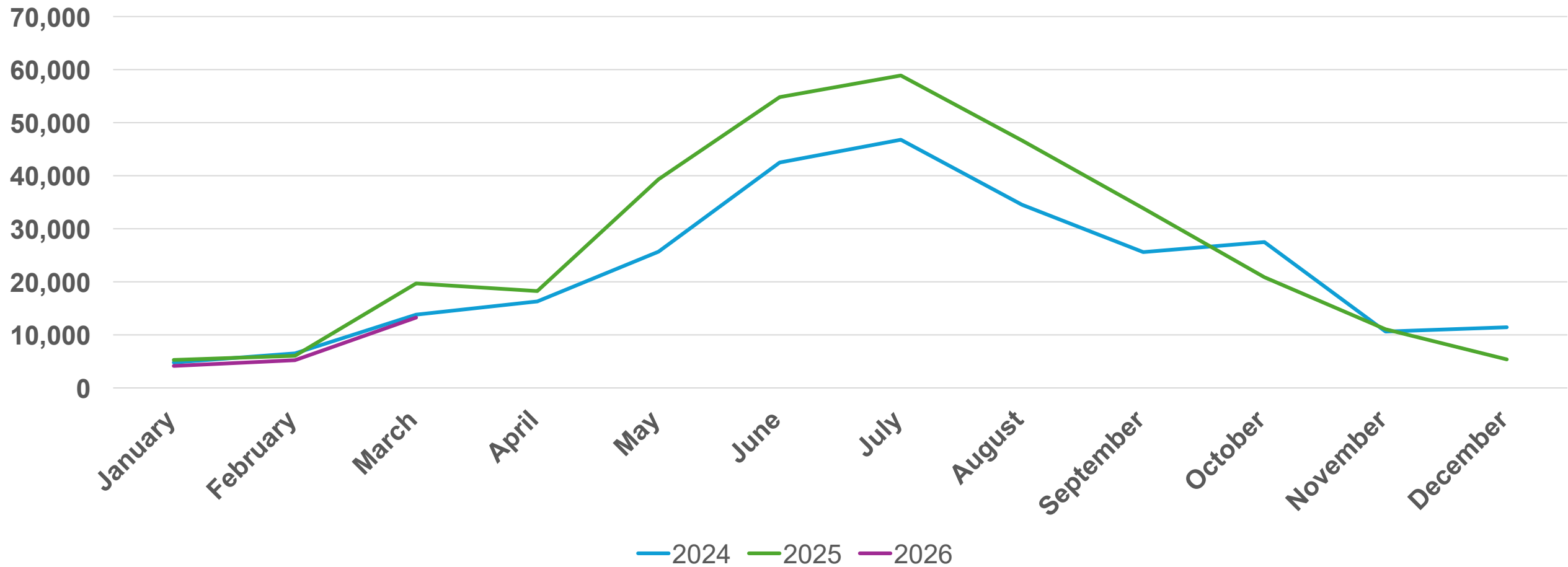
Mountain Metro Ridership

Route 3 Monthly Comparison



Route 3 Year-to-Year Comparison

Route 33 Monthly Comparison



Route 33 Year-to-Year Comparison

SeeClickFix Report



- 2 reports of vehicles parking in restricted areas. Both were responded to by staff. Both vehicles left before staff arrived.
- No other items to report.

Call Logs



Total Calls and In-Office Visitors: 264

Top Issues/Questions Addressed:

- Route 33 Bus Information
- Citation 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.



Infrastructure Updates

Dillon Parking Lot Wayfinding

- Add sign that says “parking lot”
- Updated Google/Apple Maps Links for parking lot and the Mobility and Parking office.

Kiosk Update

- Blinkay to deliver and install kiosks by May 4th

Hiawatha Bus Stop

- Temporary bus stop has been implemented for the Route 3 bus due to the temporary closure.





Requested Updates

Mobility and Parking Enterprise Fund Contributions

- Mountain Metro Partnership - \$233,673.00(Route 33) + \$52,222.00(Route 3)
- Pike Ride - \$35,000
- Creek Walk phase 4 – \$300,000(2025)
- Hiawatha Lot Renovation – \$500,000(2026)

Project Updates



i. Community Engagement Meeting

1. April 23, 2026 – City Hall at 5:30PM

ii. Pool/Fitness Center Paid Parking

1. Paid parking to be implemented for non-members at the Pool and Fitness Center.

iii. Reservation system at Dillon

1. 7 spaces at the Dillon Mobility Hub are now reservation only. Reservations can be made online through Honkmobile.



HISTORIC MANITOU SPRINGS

Center Lane Management

The only available option for larger delivery vehicles

Who Can Use It?

- Commercial Delivery Vehicles (no permit needed)
- Permitted private delivery vehicles
- Businesses with assigned placards (for customers)

Rules of Use

- 15-minute limit
- Hazard lights required at all times
- No stopping within 20ft of crosswalks
- Visible delivery permit as required



YOU'RE INVITED

PARKING PUBLIC ENGAGEMENT MEETING

Your voice shapes the future of parking in our community.

DATE

APRIL 23

Thursday, 2020

TIME

5:30-8PM

Doors open at 5:15 p.m.

LOCATION

CITY HALL

606 Manitou Avenue
Manitou Springs, CO 80829



3



cityofmanitousprings Join us for a Parking Public Engagement Meeting on Thursday, April 23, from 5:30–8:00 p.m. and help shape the future of parking in our community.

This is your chance to speak up. We want to hear what's working, what needs to change, and where you see room to grow. Whether you're a resident, a business owner, or a frequent visitor, your experience with parking matters — and so does your opinion.

Come ready to talk. We'll be listening.

33 minutes ago



Mobility and Parking Board (MAP)

Standard Operating Procedures (SOP)

1. PURPOSE

This Standard Operating Procedure (SOP) establishes the structure, processes, and operating guidelines for the **Manitou Springs Mobility and Parking Board (MAP)**.

The MAP serves in an **advisory capacity to City Council**, providing recommendations on mobility, transportation, and parking matters.

This SOP does not supersede any City ordinance. The Board shall operate in accordance with:

- Chapter 2.09 – Boards, Commissions, and Committees
 - Chapter 2.24 – Mobility and Parking Board
-

2. IMPLEMENTATION AND REVIEW

This SOP shall be adopted and implemented by a majority vote of the Board.

The SOP shall be:

- Reviewed annually
- Updated as needed by majority vote

The ~~Secretary~~ Chair shall record all votes. The Chair or ~~Secretary~~ Vice Chair shall maintain the official version.

3. NONDISCRIMINATION

The Board shall not discriminate on the basis of race, age, national origin, religion, creed, gender, sexual orientation, or disability in any of its activities.

4. OPEN MEETINGS LAW

The Board shall comply with the Colorado Open Meetings Law (C.R.S. §§ 24-6-101 et seq.).

- Meetings with three (3) or more members, or a quorum, discussing MAP Board business are public meetings
 - Public notice shall be posted at least 24 hours in advance
 - Agendas shall include specific items when possible
 - Minutes shall be recorded for meetings where formal action may occur
 - Executive sessions shall be conducted only as permitted by law
-

5. MEMBERSHIP AND OFFICERS

5.1 Membership

- Members are appointed by City Council
 - Members must be residents of Manitou Springs
 - The Board operates in an advisory capacity only
-

5.2 Officers

Officers shall be elected annually at the first meeting of the calendar year:

- Chair
- Vice Chair
- ~~Secretary~~

Chair

- Facilitates meetings
- Develops agendas with staff liaison
- Serves as primary communication link with staff and City Council

- Maintains or delegates maintenance of SOP

Vice Chair

- Performs duties of Chair in their absence

Secretary (designated by the MAP Board and Staff)

- Records and maintains meeting minutes
 - Ensures minutes are publicly available
 - Tracks alternate member rotation
-

5.3 Alternates

- Alternates may attend all meetings and participate in discussion
 - Alternates may vote only when designated to replace an absent member
 - Selection of alternates shall follow a consistent rotation, tracked by the Secretary
-

6. MEETINGS

6.1 Regular Meetings

- Held at least once per month, with the option to adjust the schedule as needed with Board approval vote and Staff concurrence
- Open to the public
- Conducted in-person, remotely, or hybrid

6.2 Special Meetings

- May be called by the Chair or City Administrator
- Must comply with public notice requirements

6.3 Work Sessions

- May be held for discussion purposes only
 - No formal action shall be taken
-

7. AGENDAS

Agendas shall be developed collaboratively by the Chair and Staff Liaison.

Each agenda shall include:

- Call to Order
 - Roll Call
 - Approval of Agenda
 - Public Comment
 - Discussion and Action Items
 - Adjournment
-

8. RULES OF ORDER

- A quorum is a majority of appointed, non-vacant seats
- No formal action may be taken without a quorum
- Actions require:
 - Motion
 - Second
 - Majority vote

If a quorum is not present:

- The meeting shall be adjourned or rescheduled
 - No public business shall be conducted
-

9. PUBLIC COMMENT

- Public comment shall be included at all regular meetings

- Time limits may be established (e.g., 3 minutes per speaker)
- The Board shall listen but not engage in debate

10. MINUTES AND RECORDS

- Minutes shall be recorded for all regular and special meetings
- Minutes shall include:
 - Attendance
 - Motions and votes
 - Key discussion points
- Minutes shall be publicly posted after approval

11. ATTENDANCE

- Members are expected to attend meetings regularly
- Failure to attend three consecutive meetings without approved leave may result in removal per City Code

12. MEMBERSHIP PROCEDURES

12.1 Appointment

Interested residents shall apply through the City Clerk and be appointed by City Council.

12.2 Reappointment

Members seeking reappointment shall submit a letter of interest at least one month prior to term expiration.

12.3 Resignation

Members shall submit written notice to the Chair, Staff Liaison, and City Clerk.

12.4 Removal

Removal shall follow procedures outlined in City Code for:

- Nonattendance
- Policy violations
- Conflict of interest
- Other good cause

13. STAFF LIAISON

- The City Administrator assigns a Staff Liaison to the Board
- The Staff Liaison supports:
 - Agenda preparation
 - Meeting coordination
 - Budget and planning processes

The Board shall not direct staff or make operational decisions.

14. TRAINING AND ORIENTATION

New members shall receive:

- Relevant Municipal Code chapters [related to MAP Board and Parking Enterprise creation and charter](#)
- This SOP
- [Board plans and priorities](#)
- [Residential Parking Program procedures manual](#)

Members are encouraged to:

- [Attend city-sponsored training sessions](#)
- [Be familiar with the current Plan Manitou-document](#)
- [Be familiar with the Manitou Springs Transportation and Mobility Master Plan](#)

- [Read the Manitou Springs Metro District Service Plan](#)

15. ANNUAL PLANNING

The Board shall:

- Develop an annual work plan aligned with City Council goals
- ~~Collaborate with staff on budget recommendations~~
- Participate in an annual ~~retreat~~ [planning efforts](#) to review strategy and priorities

16. BOARD DUTIES (CHAPTER 2.24)

The Board shall:

- Review and recommend mobility and parking strategies
- Advise on long-range planning and capital improvements
- Evaluate multimodal transportation systems
- Recommend improvements for:
 - Bicycle and pedestrian infrastructure
 - Transit systems
 - Parking management
 - Micro-mobility and electric vehicles
- Review and recommend updates to municipal code
- Provide input on Residential Parking Program (RPP) districts
- Engage with the public and stakeholders [being cognizant to clearly differentiate between representing the position of the Mobility and Parking Board vs their personal opinion as a Manitou Springs resident](#)
- ~~Coordinate with City Council and other boards~~
- [Board members are encouraged to attend City Council and other City organized public meetings where mobility and parking topics are on the agenda](#)

17. COMMUNICATION

- Recommendations to City Council shall be made through formal Board action
- Individual members shall not represent the Board without authorization

18. AMENDMENTS

This SOP may be amended by a majority vote of the Board, provided amendments remain consistent with City Code.
