



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>

August 26, 2026

5:00 PM

A. CALL TO ORDER

B. ROLL CALL

C. APPROVAL OF AGENDA

1. Approval of the June 2026 MAP Board Minutes

D. APPROVAL OF MINUTES

E. PUBLIC COMMENT ON NON-AGENDA ITEMS

F. COUNCIL LIAISON REPORT

G. PRESENTATIONS

1. MAP Board Presentations
 - a. MAP Board Goal Review
 - i. RPP Revision Update
 - b. Other MAP Board Presentations
2. Staff Presentations
 - a. Regular Updates
 - i. Pike Ride Update
 - ii. Mountain Metro Report

iii. SeeClickFix Report

b. Infrastructure Updates

i. Art Installation at the Dillon Mobility Hub

ii. New Picnic Tables at the Dillon Mobility Hub

iii. New PikeRide Signage

iv. PikeRide Station at the Duck Stop

c. Requested Updates

i. Hiawatha Updates

d. Project Updates

i. Accelerator Grant Update

3. Other Presentations

H. BUSINESS

1. MAP Board Standard Operating Procedure

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

Staff and Liaisons:

Nate Nassif, City Council Liaison
Felipe Lopez, Mobility and Parking Director
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
June 24, 2026

A. CALL TO ORDER

Chair Sutela called the Mobility and Parking (MAP) Board meeting to order at 5:03 PM.

B. ROLL CALL

Chair Sutela conducted roll call and confirmed a quorum was present. Board Member Bill Koerner attended remotely via Zoom. Board Member Joy Porter notified the Chair by email in advance that she would be unable to attend. Board Member Rolf Jacobson did not attend and no prior notice was received.

BOARD MEMBERS PRESENT FOR ROLL CALL:

Chair Cory Sutela
Vice Chair Karl Stang
Board Member Bill Koerner
Board Member Luke Harper Prince

BOARD MEMBERS ABSENT FOR ROLL CALL:

Board Member Joy Porter
Board Member Rolf Jacobson

STAFF AND LIAISONS PRESENT:

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

C. APPROVAL OF AGENDA

Board Member Koerner moved to approve the June 24, 2026 agenda as presented. Vice Chair Stang seconded the motion. The motion was carried unanimously (4–0).

D. APPROVAL OF MINUTES

1. Approval of the May 27, 2026 MAP Board Minutes

Chair Sutela noted he had reviewed the May 27, 2026 minutes and found them comprehensive, with no errors identified. No other Board members raised comments or corrections.

Vice Chair Stang moved to approve the May 27, 2026 MAP Board minutes as presented. Board Member Koerner seconded the motion. The motion was carried unanimously (4–0).

E. PUBLIC COMMENT ON NON-AGENDA ITEMS

No public comment was offered in person or online. Chair Sutela noted for the record that the Board welcomes public comment and engagement, and encouraged members of the public to attend future meetings.

F. CITY COUNCIL LIAISON REPORT

Council Liaison Nassif reported that the Board's next meeting will fall after the nation's 250th birthday and wished everyone a happy 250th. He highlighted Bike to Work Day, during which he was stationed at the Buffalo Lodge, and noted it was a wonderful, well-attended event. He also announced a new pollinator garden being installed across from the elementary school, timed to coincide with Pollinator Week.

Three proclamations have been issued since the Board last met: recognition of Juneteenth, June as Pride Month, and National Pollinator Month. Nassif also noted a round of public budget engagement meetings has taken place following the City's budget survey, with strong participation, which will inform an extended budget City Council meeting expected in late July or August.

Nassif reported that, with feedback from both the Metropolitan District Board and the MAP Board, City Council decided not to move forward with linking restroom facilities to new parking lot construction. He noted that discussion at the Metro Board meeting raised a related concept for future research: a conditional use permit requirement for any new parking lot. Direction was given to staff to research this concept further.

Chair Sutela thanked Councilman Nassif for the update, specifically for the Bike to Work Day recognition. He also thanked Nassif for the update on the restroom/parking lot item, noting he was curious about the conditional use permit concept but agreed it did not appear to be within the Board's direct purview at this time.

G. PRESENTATIONS

1. MAP Board Presentations

a. MAP Board Goal Review

Chair Sutela provided a review of the four 2026 MAP Board goals:

Goal 1 – Bike/Ped Plan: Director Lopez confirmed he has been added to the monthly Accelerator grant meetings and will provide regular updates going forward, though he has not yet attended the first meeting. A consultant (rather than a contractor) has been selected for the grant work; Director Lopez will confirm the consultant's name at a future meeting.

Goal 2 – Strategy Session with City Council: Chair Sutela noted the goal remains hopeful for later in the year, expressing gratitude for active engagement from the Council liaison and staff's openness to frequent meetings and updates. Councilman Nassif reiterated that any MAP Board member is welcome to attend the weekly or biweekly grant meetings, with Chair Sutela noting the Board would need to remain mindful of sunshine law requirements.

Goal 3 – Policy and Onboarding Manual: Chair Sutela reported he reviewed the amended policy manual, which included redlines from Vice Chair Stang, and found it in good shape. He asked staff to include the manual in next month's packet with the goal of formally voting to approve a basic Standard Operating Procedure (SOP) for how the Board operates. A printed copy was made available for review at the meeting.

Goal 4 – Update RPP Program: Director Lopez reported that staff are working on improving awareness of current RPP guidelines through the City website, including an interactive, color-coded map of the nine RPP zones with statistics on permits and guest passes issued, in order to build a foundation of visibility before pursuing further changes. Chair Sutela noted that, with the year now half over, the Board should begin considering how to develop a proposal for Council on RPP updates, potentially later in the fall after the busy season. Director Lopez agreed that the current work is foundational and that progress can move quickly once that foundation is in place.

b. Other MAP Board Presentations

No additional MAP Board presentations were made at this meeting.

2. Staff Presentations

a. Regular Updates

i. Pike Ride Update

Director Lopez reported on the status of Pike Ride contract negotiations, noting the Board's active engagement on this topic as the contract comes up for renewal. The parties agreed to a two-payment structure (every six months), which was well received

by Pike Ride. Director Lopez also confirmed that Pike Ride leadership agreed to present to City Council in September and to the MAP Board approximately one month prior. The contract is currently awaiting in-house counsel approval to expedite payment.

Chair Sutela noted he and Vice Chair Stang participated in the Pike Ride contract discussions and expressed appreciation for the level of collaboration shown by staff and Pike Ride, describing it as a strong foundation for the partnership going forward.

Supervisor Kelemen presented Pike Ride ridership statistics for May: 141 starts and 122 ends, with individual station-level numbers also reviewed. He noted that the Hiawatha Gardens station will softly reopen July 4th, with bikes to be relocated there; Pike Ride has already been notified to prepare for station installation.

Board discussion turned to which stations the Board would like to see grow. Chair Sutela expressed a goal of significant growth at the Dillon Mobility Hub, along with Ruxton Avenue, noting both currently have the lowest ridership numbers but the highest potential, particularly for trips to the Incline. Director Lopez confirmed staff are discussing wayfinding signage for both locations with Pike Ride, but noted the current bike inventory is fixed at 18 bikes across 10 stations under the existing contract; while additional bikes could be requested, doing so would likely increase contract costs.

Chair Sutela noted the new Pike Ride contract includes substantially more data collection and analysis, which should support better station-placement decisions going forward.

Director Lopez noted the Prospect lot is expected to serve as an employee hub in the future and anticipates ridership growth there, though usage has been low so far.

Councilman Nassif asked whether there would be merit in adding a Pike Ride station at the Buffalo Lodge off El Paso Boulevard, noting it falls within the City's general service area and could provide useful data. Chair Sutela agreed this could be instructional, while cautioning the Department should avoid expanding cost obligations for a station located outside Manitou Springs.

Vice Chair Stang noted that, with enhanced data collection coming, the top two stations by usage are both on Manitou Avenue (the pool location near the bus stop, and the Cannon/Lovers Lane station near the loft and nearby businesses), underscoring the importance of station placement and visibility. He emphasized the value of clear wayfinding and signage, particularly at the Dillon Mobility Hub for visitors unfamiliar with the area, and noted that the recent bike lane restriping at the Manitou Avenue/US 24 intersection, including new mixing zones, should help cyclists feel safer. He reiterated the long-term vision of a bridge connection to the Creekwalk Trail to further open up the Dillon Mobility Hub to additional users.

In response to a question about expanding the current 18-bike inventory, Director Lopez noted that staff have discussed, at a preliminary level, the potential for City ownership of bikes that would be managed by Pike Ride under a future proposal, particularly to support employees moving between outlying lots (such as Prospect) and downtown, and to enhance downtown drop-off zones for that purpose.

ii. Mountain Metro Update

Supervisor Kelemen presented Mountain Metro ridership totals and year-over-year comparison charts for May. Route 3 continues to show elevated ridership attributable to the zero fare program; staff reiterated the service is “zero fare,” not free, as it is funded through the Parking Enterprise Fund. Route 33 ridership was down from 2025 but up from 2024, a decrease staff attributed to the continued closure of the Hiawatha Gardens lot.

iii. SeeClickFix Update

Supervisor Kelemen reported 5 total SeeClickFix issues for the Department in May: 2 damaged signage reports, both addressed, and 3 vehicle complaints involving illegally parked vehicles, all resolved. No Mobility and Parking-related issues were reported through other departments.

Director Lopez added that an ADA compliance issue was reported involving a parking stall on Manitou Avenue in front of a business, where a drainage grate posed an accessibility hazard. The stall is queued to be retrofitted to a standard space rather than relocated, since any new ADA stall would need to be fully compliant and downtown currently lacks the infrastructure to support that configuration. He noted that vehicles displaying ADA placards may park in any space in the City free of charge regardless of designation.

Board discussion touched on the broader challenge of designating compliant ADA parking given Manitou Springs’ geography, which would require significant infrastructure investment. Staff noted the City’s policy of free ADA parking citywide helps offset this limitation. The two remaining outstanding SeeClickFix items are both striping-related and will be addressed through upcoming larger-scale striping projects, including parking space work at El Paso Boulevard and Manitou Avenue.

iv. Call Logs

Supervisor Kelemen reported that the Department is updating its call log tracking methodology to more accurately capture call volumes; current figures for May are incomplete and were not reported this month, but more reliable data is expected going forward. The Department addressed 28 emails through the general parking email account and accommodated 45 in-office visits during May. The most commonly documented topics were citation questions, appeal questions, parking permit questions, and questions related to using or applying for residential meter credits, along with bus route information.

Chair Sutela asked whether some in-office visitors are simply waiting for the bus and stopping in to chat. Supervisor Kelemen confirmed that signage posted on the office door addresses most of this traffic, though some visitors still come in seeking reassurance they are in the right place, particularly Cog Railway riders working against a strict schedule. Director Lopez noted new signage was posted on the front door showing the updated Zero-Fare (ZEB) Route 3 map to the Cog Railway, including all stops and timing (10-minute weekend intervals, 15-minute weekday intervals), which

has resolved approximately 95% of related questions. Additional formal signage will be posted outside once printed materials are received from Mountain Metro.

Vice Chair Stang asked about Route 33 weekend ridership, noting weekend numbers (approximately 2,000 riders) are significantly higher than weekday numbers, and asked whether buses are reaching capacity and whether riders are experiencing wait times for a second bus. Director Lopez indicated the Department does not have direct data on this but has observed crowds outside the office that are absorbed by subsequent buses, suggesting the system is functioning as intended. Vice Chair Stang suggested this question, including whether weekend demand may justify an additional bus, be raised with Mountain Metro directly. Director Lopez noted ongoing conversations with Mountain Metro include a forthcoming ADA ramp assessment expected to return to Council within the next two to three months, as well as discussion of adding an additional hour of service (potentially at a half-hour interval) to better capture employees who do not live in town.

Chair Sutela shared a personal observation regarding a recent visit to the parking office, including an interaction while reporting an illegally parked vehicle blocking his bike access, and commended the consistently high level of professionalism and customer service shown by staff. He suggested Councilman Nassif may wish to share this feedback with City Council.

b. Infrastructure Updates

i. Hiawatha Gardens Lot Update

Director Lopez reported that the pre-punch list inspection for the Hiawatha Gardens lot was completed the prior week, with only minor findings identified, none of which are expected to hamper the planned soft opening. Staff are preparing to install the parking kiosk once the concrete pad in front of the restrooms is complete, and have communicated with Pike Ride regarding reinstallation of their station at the same location. Lockers will also be installed at the site. The soft opening of approximately 90% of the parking lot is targeted for the July 4th weekend, weather permitting. New signage will be consolidated near the existing Honk signage by the lot lighting to reduce visual clutter.

Vice Chair Stang asked for an estimated completion date for the restrooms and whether porta-potties would remain available in the interim. Director Lopez indicated the restrooms are approximately 90% complete, with running water and electricity already in place; remaining work involves ADA and sidewalk connection points. The existing two porta-potties will remain on standby until the restrooms are confirmed fully operational.

Board Member Koerner asked whether a firm date is available for the restrooms to open. Director Lopez was unable to confirm an exact date but estimated it would align with the July 4th soft opening, and committed to emailing the Board once a confirmed date is available. The date for a formal ribbon-cutting ceremony marking completion of Phase 1 also remains to be determined.

c. Requested Updates

i. Accessibility Grant Update

Director Lopez confirmed this item refers to the same Accelerator grant discussed under the MAP Board Goal Review. He noted that work to date has consisted primarily of procedural steps, including contractor and consultant selection, and that the Department is now transitioning into substantive project work.

d. Project Updates

Citywide Striping RFP: A Request for Proposals (RFP) for general citywide striping services, including a CDOT-related component, closes July 3rd. The Mobility and Parking Department is championing the contract on behalf of multiple City departments. The resulting agreement will be a four-year contract with the first two years locked and subsequent years optional annually. Staff held a meeting with interested contractors and reported strong interest from the contracting community.

Porta-Potty Vendor Change – Barr Trail: The Department has engaged a new vendor, JP Services, to replace the previous provider for porta-potty servicing at the Barr Trail lot, resulting in a cost savings of approximately two-thirds compared to the prior contract. Director Lopez also raised the option with regional partners at the City of Colorado Springs, encouraging them to consider similar savings for their restroom facilities.

Subaru Solterra / Second LPR Installation: The Department's replacement Subaru Solterra vehicle is expected to be delivered Friday. The Blinkay (Blink8) team will travel from Florida to install the second License Plate Recognition (LPR) camera system shortly afterward. This second LPR-equipped vehicle will support enforcement across the City's nine residential parking zones. Staff confirmed the LPR system is used solely for parking enforcement purposes.

3. Other Presentations

No other presentations were made at this meeting.

H. BUSINESS

No business items were presented for a vote at this meeting.

I. BOARD CORRESPONDENCE

Board Member Prince raised a user-experience observation regarding the pedestrian crosswalk signal at the base of El Monte Grande hill (near the high school and middle school) where it meets Fountain Place on the west side, leading to the new Creekwalk Trail. He noted the push-button for the flashing pedestrian signal is positioned very close to the street, making it difficult to activate before stepping near the intersection,

and asked whether the button could be relocated farther back from the road. Chair Sutela thanked him for the observation and indicated staff would follow up with the City's ADA Coordinator, Jay Fryer, noting the importance of balancing safety considerations.

Board Member Koerner raised a concern regarding the intersection of 31st Street and US Highway 24, describing significant congestion, particularly for left-turning traffic, and expressed concern about the potential for a serious crash. He acknowledged the intersection falls outside Manitou Springs' direct jurisdiction but noted it affects residents regularly. Chair Sutela agreed the issue is outside the Board's direct purview but noted there may be ways to engage on the matter. Vice Chair Stang recommended submitting a service ticket through the City of Colorado Springs' GoCOS app, noting that while CDOT itself can be difficult to reach directly, tickets submitted through GoCOS are typically forwarded to CDOT and Colorado Springs staff are measured on response time, often resulting in a faster response than going directly to CDOT as an individual resident.

Chair Sutela shared a brief note of appreciation for Board Member Prince, recounting an encounter at the park where Prince showed him a spot near Rainbow Falls, providing a greater appreciation for the location and for Prince's long-standing connection to it.

J. ADJOURNMENT

Board Member Prince moved to adjourn the meeting. Board Member Koerner seconded the motion. The motion was carried unanimously.
The meeting adjourned at 5:55 PM.

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CITY OF MANITOU SPRINGS

Mobility and Parking Department

GUIDELINES AND PROCEDURES **for Residential Permit Parking (RPP)**

Streamlined Revision — Draft for MaP Board Review

Replaces Guidelines and Procedures Effective May 1, 2013

Prepared under applicable Manitou Springs Code and City Council authority

Contents

1. Introduction and Purpose
 2. Definitions
 3. Program Eligibility Criteria
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 7. Modification, Removal, Reconsideration, and Appeals
 8. Roles and Responsibilities
- Appendix A — Application Deadlines
- Appendix B — Downtown Parking Management Area
- Appendix C — Temporary Notification Sign Specification
- Appendix D — Forms
- Appendix E — Summary of Key Revisions
- Appendix F — Discussion Item Only: Periodic Occupancy Monitoring for Established RPP Areas

1. Introduction and Purpose

The Residential Permit Parking (RPP) Program lets the City designate “Residents Only” on-street parking along qualifying residential street segments. The Program is administered pursuant to applicable provisions of the Manitou Springs Code of Ordinances and any related City Council action authorizing residential permit parking. The Mobility and Parking Board (“MaP Board”) serves in an advisory capacity by reviewing RPP requests, modifications, removals, reconsiderations, and appeals and issuing formal recommendations. Final designation of an RPP Area remains subject to City Council adoption, and day-to-day administration remains with the Mobility and Parking Department.

Purpose. RPP exists to reduce chronic non-resident and commuter parking on residential streets where it interferes with residents’ reasonable access to on-street parking. RPP addresses quality-of-life impacts of overflow parking. It does not address general traffic safety, mobility, or security issues — those are handled through other City programs, and existing restrictions imposed for those reasons are never removed or modified by RPP (Section 5.8).

What RPP Does Not Do

- Guarantee or assign a specific parking space to any resident or permit holder — permits establish eligibility to compete for available curb space, not a reserved spot.
- Apply within the Downtown Parking Management Area (map in Appendix B).
- Substitute for accessible parking required under the Americans with Disabilities Act.
- Provide the maximum permit allotment to properties that already have sufficient off-street parking for their approved use — those properties may qualify only for guest permits, and only when no additional on-site parking can be provided.

Authority. City Council may adopt or revise these Guidelines consistent with applicable City authority. The MaP Board reviews policy matters and issues formal recommendations. The Department administers the Program Day to day, subject to the review and appeal rights in Section 7.3.

Public guide. The Department may maintain separate public-facing summaries, FAQs, handouts, and application checklists to help residents, property owners, businesses, guests, and contractors understand the RPP Program. Those public materials explain these Guidelines in plain language and do not replace the adopted Guidelines.

2. Definitions

Terms below resolve wording that the 2013 Guidelines left open to interpretation (see Appendix E for a full list of changes).

Term	Meaning
Department	The City of Manitou Springs Mobility and Parking Department, which administers the Program Day to day.
MaP Board	The board that reviews RPP designation, modification, removal, reconsideration, and appeal matters and issues formal recommendations consistent with its advisory role.
RPP Area	A contiguous group of approved street segments operating under one set of RPP restrictions.
Street Segment	A block-length section of a street between intersections; the basic unit of an RPP request.
Eligible Property	A property with a legal address and direct vehicular or pedestrian frontage on a requested street segment, as determined by the Department under Section 3.
Petition Area	The full set of Eligible Properties entitled to vote on a given request's Initial Support Petition (Section 5.4) or Final Approval (Section 5.7), as mapped by the Department.
Requester of Record	The resident, owner, or RPP Agent who initiates and remains the point of contact for a request.
Support Threshold	The minimum share of all Eligible Properties in a Petition Area needed to move a request forward — 51%, calculated as described in Section 5.4.
Nonresponsive Property	An Eligible Property for which a documented good faith contact effort (Section 5.4) produced no response. It counts toward the total Petition Area but not toward Support.
Parking Deficiency	Required spaces minus existing spaces, rounded up to the next whole number.

3. Program Eligibility Criteria

A street segment is eligible for RPP consideration only if every item below is true. The Department checks these within 30 calendar days of a complete application and reports the result to the MaP Board (Section 5.3).

- It is a public street under City jurisdiction — not an alley or private drive.
- It is outside the Downtown Parking Management Area (Appendix B).
- At least one side of the segment has residential frontage.
- The request does not duplicate an active, pending request.
- Existing curb regulation (another RPP zone, valet, loading, or similar) does not already occupy the entire curb.
- On-street parking is not already fully restricted for safety, mobility, or security reasons.
- Residential units have direct access to the street. Cliffs, steep grades, fencing, walls, dense vegetation, or building design that blocks direct access disqualify a property; emergency exits and service entrances do not count as direct access.

4. Process at a Glance

The Department generally accepts one RPP application per month on a first-come, first-served basis against the published deadline (Appendix A). The Department may consolidate related applications, defer applications due to staffing or workload limitations, or prioritize City-initiated requests when necessary. Total processing time is roughly 7–8 months from a complete application to enforcement, assuming no appeals.

Step	Action	Responsible	Target Timeframe
1	Pre-application consultation	Requester + Department	By appointment
2	Application submitted	Requester	Monthly deadline (Appendix A)
3	Eligibility determination	Department, reported to MaP Board	30 days
4	Initial Support Petition circulated & verified	Requester; verified by Department	60 days
5	Resident Information Meeting	Department	30 days
6	Parking occupancy study & program design	Department, reviewed by MaP Board	30 days
7	Final resident approval & Council adoption	Residents; City Council (2 readings)	60 days
8	Signage installed; enforcement begins	Department	30 days (enforcement starts 14 days after signage)

Any denial at Steps 3, 4, or 6 carries a 30-day written-appeal right to the MaP Board (Section 7.3). Appeal time is not included in the estimate above.

5. Detailed Process

5.1 Pre-Application Consultation

Requesters are encouraged, but not required, to meet with the Mobility and Parking Department before applying to discuss whether RPP is likely to fit their situation.

5.2 Application

Except for City-initiated areas, a request must originate from a resident or owner whose property abuts the requested segment, or from the area's designated RPP Agent, if one exists (Section 8). The application must identify the requester, requested segment(s), and days/hours of the parking problem. Applications use the City's standard form (Appendix D) and are submitted to:

City of Manitou Springs — Mobility and Parking Department, 606 Manitou Ave., Manitou Springs, CO 80829

Requests normally cover both sides of a segment. The Department considers single-sided or partial-segment requests case by case and may divide or otherwise revise a submitted segment.

5.3 Eligibility Determination

The Department evaluates the request against Section 3, decides eligibility within 30 days, and briefs the MaP Board. An ineligible requester receives a written explanation and may appeal within 30 days (Section 7.3).

5.4 Initial Support Petition

- The Mobility and Parking Department maps the Petition Area and issues the standard City petition form (Appendix D). Only City-issued forms are valid; counter-petitions are not accepted.
- Each Eligible Property gets one vote: Support or Oppose. A property with more than one signed indication is counted once; a genuine, simultaneous tie on one property is recorded as Nonresponsive.
- The requester must make a documented good-faith contact effort for every property in the Petition Area — at least three attempts, on different days and at different times, spread over no fewer than 10 calendar days.
- Each responding property must list the license plate and state for any vehicle it keeps on-site; this supports the parking occupancy study (Section 5.6). A property that votes without providing this information is still counted, but flagged as incomplete for study purposes.
- Support Threshold: the petition passes when Support responses equal at least 51% of all Eligible Properties. Support, Oppose, and Nonresponsive properties make up the full Petition Area; counting all properties resolves the 2013 ambiguity.
- The Department posts Appendix C notification signs at each end of the segment and at mid-segment intersections for at least two weeks. No one else may post signs; a request with an unauthorized sign is not considered.
- Completed petitions are due by the stated deadline (Appendix A). Late, incomplete, illegible, inaccurate, or incomplete-area petitions are not processed; the requester is notified in writing and may reapply in a future cycle.
- If the Support Threshold is not met, the request is denied. The requester may appeal in writing within 30 days (Section 7.3) or gather more support and reapply.

5.5 Resident Information Meeting

The Mobility and Parking Department holds one meeting to review the petition results, explain the Guidelines, and discuss possible program designs. Residents who can't attend receive a mailed summary and a response form. The process moves to the parking study (Section 5.6) if “proceed” responses — counting both the meeting poll and mailed responses — outnumber “stop” responses. A tie at this stage does not approve RPP restrictions. However, the Department may proceed with the parking study for informational purposes so that any future decision is based on objective parking data. No RPP restriction may be imposed without completing the remaining approval steps.

5.6 Parking Occupancy Study

The Mobility and Parking Department conducts the field study on at least two different days and two different times of day that match the requested restriction hours, recording:

- Total legal curb spaces (one space = 20 linear feet of curb or roadway edge).
- On-site parking spaces at each address, including capacity that could reasonably be gained through modest reconfiguration (e.g., relocating a dumpster or clearing storage use).
- Total dwelling units and a list of eligible addresses within the proposed area.

Vehicle plates observed, cross-referenced against the petition to estimate the resident vs. non-resident share of parked vehicles. Proposed standard for MaP Board discussion: the Department may recommend approval when field observations show average on-street occupancy of at least 75%, with non-resident vehicles accounting for at least 25% of parked vehicles during the requested restriction hours.

Discussion item only. The 2013 Guidelines asked staff to judge “adverse and chronic levels” of non-resident parking without a measurable standard. The proposed 75% / 25% threshold is modeled on Austin, TX’s RPP program and is not a settled figure. The threshold must be formally adopted, modified, or removed before final approval of these Guidelines.

Using this data, the Department designs the program — segments, restricted days/hours, permit types, and available inventory — and submits it to the MaP Board for review and a formal recommendation. Final action is taken by the authorized decision-maker consistent with applicable City authority. If the program is denied, the requester and all Petition Area properties receive a written explanation and appeal rights (Section 7.3).

5.7 Final Resident Approval

The program recommended by the MaP Board is sent to every Petition Area property for a final Yes/No vote, using the same one-vote-per-property counting method as Section 5.4.

- The final resident approval vote passes only if Yes responses equal at least 51% of all Eligible Properties within the Petition Area. Nonresponsive properties are counted in the total Petition Area but are not counted as Yes votes. If the 51% threshold is not met by the stated deadline, the request does not proceed unless an extension is approved by the Department for good cause.

An approved program proceeds to City Council for adoption (two readings).

5.8 Implementation

After Council adoption, the Department installs signage and pavement markings. Enforcement begins 14 calendar days after signage installation, giving residents time to obtain permits.

When curb inventory is limited, permits are issued in this priority order:

1. Resident of the street segment
2. Nearby resident with a documented on-site parking deficiency
3. Business/employee
4. Visitor/tourist, accommodated through paid on-street parking

Existing regulated curb uses (another RPP zone, loading, valet, etc.) keep priority; adding RPP to an already-regulated curb requires written agreement from both the existing and the new requester of record. Restrictions imposed for safety, mobility, or security are never removed or modified by RPP.

6. Parking Permits

6.1 Who May Apply

A resident or owner of a single-family dwelling unit, or an owner/resident manager of a multi-family residence, within an approved RPP Area. One application per property; requesters with multiple properties file separately for each.

6.2 Eligibility & On-Site Deficiency

The Mobility and Parking Department confirms the address is within an approved RPP Area, verifies current on-site parking capacity (including capacity that could reasonably be gained through modest reconfiguration), and applies the City's adopted minimum parking standard to calculate any deficiency (required spaces minus existing spaces, rounded up to the next whole number). No deficiency means no Resident Permit; other permit types in Section 6.4 (guest tags, day passes, etc.) are unaffected by this test. Eligibility is reviewed annually; permits may be revoked with 30 days' written notice if the underlying deficiency no longer exists.

6.3 Proof Required

One of: valid driver's license with current address, current property tax statement, utility bill dated within 30 days, voter registration card, or an executed lease naming the applicant (subleases not accepted) — or other documentation the Mobility and Parking Department accepts — plus vehicle registration or an affidavit of control for each vehicle listed.

6.4 Permit Types

Permit fees shall be charged in accordance with the City’s current adopted fee schedule. The table below identifies permit types and general eligibility only. Any proposed fee changes shall be reviewed separately through the City’s fee schedule process.

Permit Type	Notes
Resident Permit #1	One per Residential Dwelling Unit demonstrating need
Resident Permit #2	Subject to available inventory
Resident Permit #3	Issued only after inventory and need are confirmed
Resident Permit #4	Issued only after inventory and need are confirmed
Resident Permit #5	Issued only after inventory and need are confirmed
Resident Guest Tag	Up to 2 per Dwelling Unit
Resident Day Pass	Up to 10 per Dwelling Unit per year; more with Department approval
Non-Resident Owner	Up to 2 per property
Non-Resident of RPP Area	Subject to availability
Business/Employee — in RPP Area	One per business minimum; more by need/availability
Business/Employee — outside RPP Area	Subject to availability
Lodging / Bed & Breakfast	1 per guest bedroom, or 1 per 2 guests accommodated
Church / Religious / Civic	Scaled to average attendance; valid only at registered service times
Workman/Realtor — Day	Specific to one RPP Area; no overnight parking
Workman/Realtor — Annual	Valid in all RPP Areas; no overnight parking
Temporary Construction	Up to 45 days; renewable for successive 45-day periods
Replacement (lost/stolen tag)	—

6.5 Responsibilities and Violations

- Permits are valid for one year and renew annually with re-verification of residency and vehicle ownership.
- Permits are not transferable to another address, vehicle type, or business, and may not be sold or distributed except by the Department or an authorized agent. Vehicles displaying a revoked or unauthorized permit are subject to citation.
- Misuse inconsistent with the intent of the Program is grounds for revoking that permit and, at the Department's discretion, may jeopardize the property's continued participation in the Program.
- No refunds or credits are issued for purchased permits, including if an RPP area is later removed or modified.

6.6 Exemptions

- Emergency vehicles (ambulance, fire, police, parking enforcement) under the control of an individual providing service in the area.
- Marked City of Manitou Springs vehicles, or vehicles displaying an official City hang tag, while conducting City business.
- Marked commercial, delivery, postal, utility, or public-service vehicles actively serving a property on the street.

7. Modification, Removal, Reconsideration, and Appeals

7.1 Reconsideration of a Denied or Modified Program

The requester may submit a written request for reconsideration to the MaP Board and Department within 30 days of a denial, stating the specific grounds. The MaP Board reviews the request and issues a formal recommendation on whether to allow new field surveys during the next application round. Final action is taken by the authorized decision-maker consistent with applicable City authority. If the criteria still are not met, the program is denied and the file closes. Reconsideration after that point requires a new application, a new petition, and new field surveys under the policies in effect at that time.

7.2 Removal or Modification of an Established Area

A resident or owner abutting the segment, the Department, or City Council may request removal or modification, following the same process as a new application (Section 5). No refunds are issued for existing permits when an area is removed or modified. A segment that has had RPP removed or modified may not be reconsidered for reinstallation for two years from the date of removal or modification.

7.3 Appeals

Any written decision issued under these Guidelines, including an eligibility denial, failed petition, denied program, permit denial, or permit revocation, may be appealed in writing within 30 calendar days of the decision. The MaP Board shall review the appeal and issue a formal recommendation. Final administrative action shall be taken by the Department Director, City Administrator, City Council, or other authorized decision-maker, depending on the nature of the decision and applicable City authority.

New in this revision. The 2013 Guidelines referenced an “appeal process” at several points without defining who reviews it, the filing deadline, or who takes final administrative action. Section 7.3 now applies one consistent review framework at every decision point in the document.

8. Roles and Responsibilities

Role	Responsibility
Department	Day-to-day administration: eligibility and petition verification, occupancy studies, program design, permit issuance, and enforcement coordination.
MaP Board	Reviews RPP designation, modification, removal, reconsideration, and appeal matters and issues formal recommendations consistent with its advisory role.
RPP Agent	A resident volunteer recognized for an established RPP Area who serves as the communication link between the Department and the neighborhood. New requests from within an Agent's area must go through that Agent. The role ends through attrition if a departing Agent isn't replaced. An Agent speaks for neighborhood concerns, not for the City or the Program — questions outside the Guidelines go to the Department.
City Council	Adopts approved RPP designations by ordinance or resolution, on two readings.

Appendix A — Application Deadlines

The Department generally accepts one RPP application per month on a first-come, first-served basis. The Department may consolidate related applications, defer applications due to staffing or workload limitations, or prioritize City-initiated requests when necessary. The Department publishes the submission deadline schedule annually on the City website and at the Department office. Completed Initial Support Petitions (Section 5.4) are due by the deadline stated on the petition materials issued for that request.

The step-by-step timeline for processing an application appears once, in Section 4 (Process at a Glance); this appendix intentionally does not repeat it so the document has a single, authoritative schedule.

Appendix B — Downtown Parking Management Area

RPP does not apply within the Downtown Parking Management Area. Retain the existing boundary map (2013 Guidelines, Appendix G) unchanged, or reissue it here if the boundary has since been updated.

Appendix C — Temporary Notification Sign Specification

- Minimum 11" wide × 17" long, durable material, legible at normal driving speed, professional appearance.
- White background, red/blue/black lettering, sans-serif font.
- Must state "Street Being Considered for Residential Permit Parking (RPP)" and include the date, time, and location of any public meeting plus the Department's phone number.
- Posted only by the Department, at each end of the segment and any mid-segment intersections, for at least two weeks.

Appendix D — Forms

The following forms from the 2013 Guidelines remain in use. Each should be updated to cross-reference the Definitions (Section 2) and to display the 51%-of-all-Eligible-Properties Support Threshold (Section 5.4) directly on the form, so residents and Agents don't need to consult the full Guidelines to understand how their vote is counted:

- RPP Area Designation Application
- Initial Support Petition for RPP Review — add a "Nonresponsive" tracking column alongside Support/Oppose

CITY OF MANITOU SPRINGS

Mobility and Parking Department
130 Manitou Ave., Manitou Springs, CO 80829

Appendix D-1 — RPP Area Designation Application

Submit the completed application to the address above, Attn: Mobility and Parking Department, or by the method posted on the City's website. Incomplete applications will be returned for correction before processing begins (Guidelines Section 5.2).

Only complete applications for streets meeting the eligibility criteria in Section 3 of the Residential Permit Parking (RPP) Guidelines will be processed. "Eligible Property" and other defined terms used on this form are defined in Section 2 of the Guidelines.

1. Requester Information

Name _____

Property Address (within the requested area) _____

Mailing Address (if different) _____

Phone _____

Email _____

2. Requested Street Segment(s)

List each street segment for which RPP designation is requested. Requests normally cover both sides of a segment; a single-sided or partial-segment request is considered case by case.

Street Name	From (cross street)	To (cross street)	Side(s) Requested

3. Description of Parking Problem

Identify the days and hours the parking problem occurs. This information helps the Department scope the field occupancy study under Section 5.6.

Days affected _____

Hours affected _____

Describe the parking problem (attach additional pages if needed):

4. Certification

I certify that the information provided on this application is true and accurate to the best of my knowledge, and that I am a resident or property owner within the area described above.

Signature _____

Date _____

FOR OFFICE USE ONLY

Date Received	Eligibility Determination (Sec. 3)	Staff Initials

If ineligible, the requester is notified in writing and may appeal to the MaP Board in writing within 30 days (Section 7.3).

CITY OF MANITOU SPRINGS

Mobility and Parking Department
606 Manitou Ave., Manitou Springs, CO 80829

Appendix D-2 — Initial Support Petition for RPP Review

Only City-issued petition forms are valid; counter-petitions are not accepted (Section 5.4). Support Threshold: the petition passes if Support responses equal at least 51% of all Eligible Properties in the Petition Area — Support, Oppose, and Nonresponsive combined make up that total. See Section 2 for how “Eligible Property” and “Nonresponsive” are defined.

Petition Area

Street Segment(s) _____

Petition Form Issued (date) _____

Petition Due Date (per Appendix A schedule) _____

Instructions

Each Eligible Property gets one vote: Support or Oppose. Mark exactly one box per property. If a property has more than one signed indication, it is counted once; a genuine, simultaneous tie on one property is recorded as Nonresponsive. Each responding property must also list the license plate and state for any vehicle kept on-site — this supports the parking occupancy study under Section 5.6. A property that votes without providing this information is still counted, but flagged as incomplete for study purposes.

Property Responses

Property Address	Owner/Resident Name	Support	Oppose	Non-responsive	Vehicle Plate & State	Signature / Date

Property Responses

Street Segment(s) _____ **Sheet** _____ **of** _____

[illegible]

Photocopy this page as needed for petition areas with more Eligible Properties than fit on one sheet. Attach all completed sheets to the petition form (Appendix D-2).

Good-Faith Contact Log

The requester must make a documented good-faith contact effort for every property in the Petition Area — at least three attempts, on different days and at different times, spread over no fewer than 10 calendar days (Section 5.4).

Property Address	Attempt 1 (Date/Time)	Attempt 2 (Date/Time)	Attempt 3 (Date/Time)	Method (phone/door/mail)

Requester Certification

I certify that I conducted the good-faith contact effort described above for every property listed, and that the responses recorded on this petition are accurate.

Requester Signature _____ **Date** _____

FOR OFFICE USE ONLY

Total Eligible Properties	Total Support	Total Oppose	Total Nonresponsive	Support % (Threshold: ≥51%)

RPP Manager Signature _____ **Date** _____

Appendix E — Summary of Key Revisions

Prepared for MaP Board review. This revision keeps the program's underlying structure — petition-driven requests, a resident meeting, a field-verified occupancy study, and Council adoption — and focuses on cutting repetition and closing the gaps that made the 2013 document hard to apply consistently.

Structural changes

- Consolidated three separate descriptions of the same process (narrative text, numbered summary, and flowchart) into one process table (Section 4) plus the detailed steps in Section 5.
- Consolidated permit types and general eligibility notes into a single table (Section 6.4). Permit amounts remain controlled by the City's separately adopted fee schedule.
- Added a Definitions section (Section 2) covering terms the original left undefined — “eligible property,” how nonresponsive properties are counted, and what “support” is measured against.

Ambiguity closed, with peer-city benchmarking

- Support Threshold: defined as 51% of all Eligible Properties in the Petition Area, not just of returned petitions. This sits at the lower end of what comparable programs require — Boston, Somerville, and Brookline use 50–51%; Austin, TX requires a 66% majority to proceed plus a later occupancy standard; Anaheim, CA requires 51% to advance and 75% for final segment approval; Seattle requires 60%, Philadelphia 70%, St. Paul 75%, and Minneapolis and Chicago 75–80%. 51% keeps the Manitou Springs process accessible while still requiring a genuine majority.
- Occupancy standard: replaced the subjective “adverse and chronic levels” language with a measurable 75% occupancy / 25% non-resident threshold, modeled on Austin's program ($\geq 75\%$ occupancy, $\geq 50\%$ non-resident traffic). It remains a discussion item that must be formally adopted, modified, or removed before final approval of these Guidelines.
- Final Approval: clarified that approval requires Yes votes from at least 51% of all Eligible Properties in the Petition Area; Nonresponsive Properties do not count as Yes votes.
- Appeals: added one consistent rule — a 30-day written appeal reviewed by the MaP Board, followed by final action from the Department Director, City Administrator, City Council, or other authorized decision-maker, depending on the nature of the decision (Section 7.3).

Considered but not incorporated

Boulder, CO has moved from a purely petition-driven model toward an annual staff-led metrics review (its Residential Access Management Program) that can flag candidate streets proactively rather than waiting on a resident petition. That's a larger policy shift than a wording cleanup, so it isn't reflected in this draft — flagging it here as a possible future direction if the Mobility and Parking Department wants to reduce reliance on resident-initiated requests.

Appendix F — Discussion Item Only: Periodic Occupancy Monitoring for Established RPP Areas

This appendix is included for MaP Board discussion only. It is not part of the adopted RPP Guidelines unless separately approved by City Council or incorporated into the final adopted policy. If adopted, it would sit alongside Section 7.2 (Removal or Modification) as a second, staff-initiated path; the resident-initiated path in Section 7.2 would remain unchanged.

Why

Today, an RPP Area is reviewed again only if a resident or owner requests removal or modification (Section 7.2). An area can keep its restrictions indefinitely even if the original parking pressure has eased — nearby redevelopment finished, a business that drove spillover closed, travel patterns shifted — because nothing requires staff to look back. Boulder's RAMP program (Appendix E) addresses this by reviewing established zones on a recurring schedule instead of waiting for a resident to notice and act.

Proposed approach

A scaled-down version fit to a 9-zone program — not Boulder's citywide, resource-intensive model:

- Review cycle: every established RPP Area is reviewed once every 2 years, on a rotating schedule set by the Mobility and Parking Department, so at most half the program is reviewed in a given year.
- Occupancy metric: the Mobility and Parking Department repeats the same field count used at installation (Section 5.6) — at least two days and two times of day matching the restricted hours — and compares current occupancy against the 75%/25% standard the Area was approved under.
- Permit-utilization metric: the Mobility and Parking Department compares permits issued against permits actually renewed year over year for that Area, as a low-cost signal of whether resident demand is holding, growing, or fading.
- Complaint/citation signal: the Mobility and Parking Department pulls citation volume and any resident complaints logged for the Area over the review period, as a lightweight third indicator — in place of the paid, third-party visitation data Boulder uses; this keeps the review inside existing data the Mobility and Parking Department already collects.
- Trigger for further action: if an Area falls below the occupancy standard on two consecutive review cycles (i.e., roughly 4 years of sustained low occupancy), the Mobility and Parking Department presents the data to the MaP Board for a formal recommendation — leave the Area as is, modify it, or begin the removal process under Section 7.2. Final action is taken by the authorized decision-maker consistent with applicable City authority. A single low-occupancy cycle does not trigger action by itself; it is a flag for the next cycle.
- Reporting: the Mobility and Parking Department compiles a short annual summary for the MaP Board covering every Area reviewed that year, similar in spirit to Boulder's annual RAMP report to its board and Council.

What this does not change

- Residents can still request removal or modification of their own Area at any time under Section 7.2, independent of the monitoring cycle.
- No Area is removed or modified automatically. The monitoring cycle only produces data and a MaP Board recommendation; removal still follows the Section 7.2 process, including notice to affected properties.
- This does not add a proactive-designation function (i.e., staff flagging new streets for RPP that never applied) — that would be a closer match to Boulder's full RAMP model and is a separate, larger conversation.

Open questions for discussion

- Review interval — 2 years is proposed as a balance between staff workload and staying current; 1 or 3 years are both defensible.
- Whether to fund a paid visitation-data tool (comparable to Placer AI, which Boulder uses) later, once the program has run a few cycles on in-house data alone.
- Whether "two consecutive low cycles" is the right bar for triggering a MaP Board conversation, or whether a single cycle should be enough given the program's small size.



MAP Board Meeting

August 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



	2023	2024	2025	2026	Starts/Ends
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	85/81	
May	84/54	133/119	124/108	141/122	
June	93/43	217/195	382/349	233/207	
July	160/59	154/138	209/204	199/170	
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		
TOTAL	1079/562	1269/1135	1556/1695	418/360	

PikeRide Report 2026

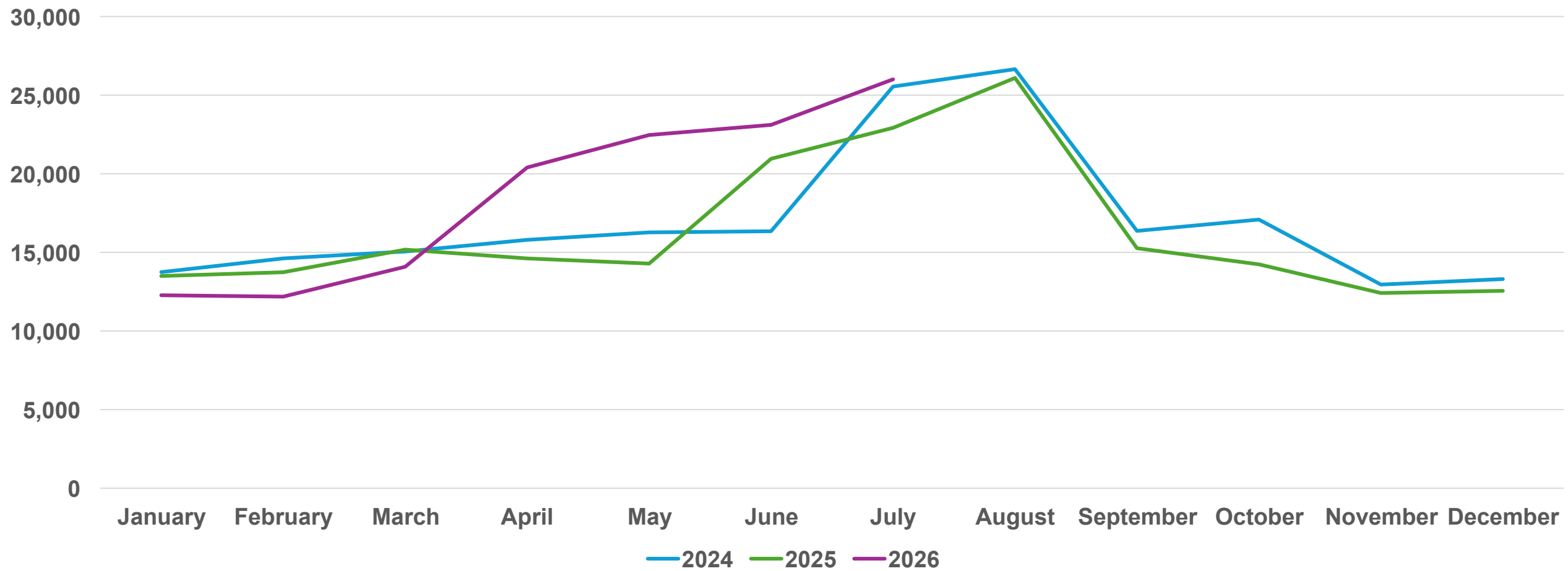


	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Schryver Park	3/3	16/7	18/15	17/14	38/28	46/43	66/54					
Duck Stop	7/6	13/13	2/1	0/0	0/1	7/11	1/4					
Manitou/Beckers	3/0	5/3	1/0	6/5	14/11	19/21	21/20					
Canon Ave/Lovers Ln	12/10	6/10	27/23	24/24	32/31	38/35	28/29					
Ruxton Ave	3/1	1/1	8/7	4/2	5/8	11/4	17/12					
Prospect/Roca	0/0	0/0	0/0	2/4	2/0	4/0	9/5					
Manitou Ave/Park Ave	0/2	3/5	7/6	0/1	15/11	22/15	13/8					
Fields Park	3/7	10/9	10/10	17/21	12/17	43/34	19/20					
Manitou Springs Library	6/3	8/3	12/5	8/2	17/14	29/41	19/11					
Dillon Mobility Hub	4/3	3/1	1/2	7/8	6/1	14/3	6/7					
Total Start/ Total End	41/35	65/52	86/70	85/81	141/122	233/207	199/170					

July 2026	Rt 3	Rt 33	Daily Total
Wednesday, July 1, 2026	988	1,556	2,544
Thursday, July 2, 2026	1,006	1,416	2,422
Friday, July 3, 2026	980	2,076	3,056
Saturday, July 4, 2026	547	1,711	2,258
Sunday, July 5, 2026	505	1,449	1,954
Monday, July 6, 2026	881	1,178	2,059
Tuesday, July 7, 2026	807	995	1,802
Wednesday, July 8, 2026	883	1,238	2,121
Thursday, July 9, 2026	846	1,197	2,043
Friday, July 10, 2026	834	1,423	2,257
Saturday, July 11, 2026	814	2,421	3,235
Sunday, July 12, 2026	551	1,375	1,926
Monday, July 13, 2026	951	1,729	2,680
Tuesday, July 14, 2026	897	1,447	2,344
Wednesday, July 15, 2026	891	1,467	2,358
Thursday, July 16, 2026	971	1,649	2,620
Friday, July 17, 2026	848	1,993	2,841
Saturday, July 18, 2026	746	2,748	3,494
Sunday, July 19, 2026	530	1,396	1,926
Monday, July 20, 2026	970	1,293	2,263
Tuesday, July 21, 2026	873	1,425	2,298
Wednesday, July 22, 2026	919	1,370	2,289
Thursday, July 23, 2026	1,014	1,222	2,236
Friday, July 24, 2026	877	1,815	2,692
Saturday, July 25, 2026	777	1,939	2,716
Sunday, July 26, 2026	483	975	1,458
Monday, July 27, 2026	863	1,453	2,316
Tuesday, July 28, 2026	848	1,485	2,333
Wednesday, July 29, 2026	985	1,744	2,729
Thursday, July 30, 2026	1,020	1,788	2,808
Friday, July 31, 2026	901	1,901	2,802
Route Totals	26,006	48,874	74,880

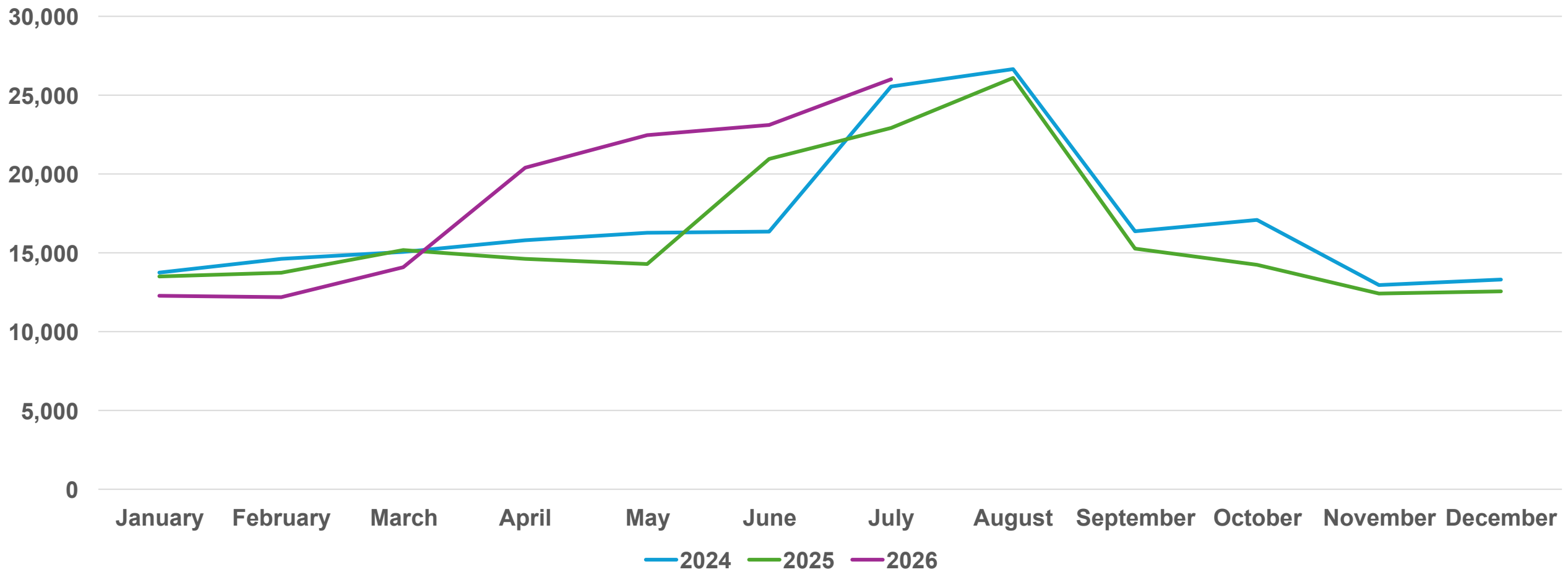
Mountain Metro Ridership

Route 3 Monthly Comparison



Route 3 Year-to-Year Comparison

Route 3 Monthly Comparison



Route 33 Year-to-Year Comparison

SeeClickFix Report



- There were 4 reported issues in the month of July that were assigned to our department. All 4 were vehicle parking complaints.
- Neighborhood Services fielded a complaint regarding overgrown vegetation blocking the sidewalk at various points along Ruxton Avenue. It was noted that the several areas had been trimmed and that they were engaged with property owners to resolve any other outstanding issues identified on private property.



Call Logs

Total Calls, Emails and In-Office Visitors: 488

- Calls: 264
- Emails: 19
- In-Office Visits: 205

Top Issues/Questions Addressed:

- Citation appeals and collections - 209
- General Parking Information; payments, reservations, etc. - 126
- Permit and resident credits - 65

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Public Electric Bikes
Available 24/7

pīkeRiDE



YOUR LOCAL NONPROFIT ELECTRIC BIKE SHARE

Ride to...

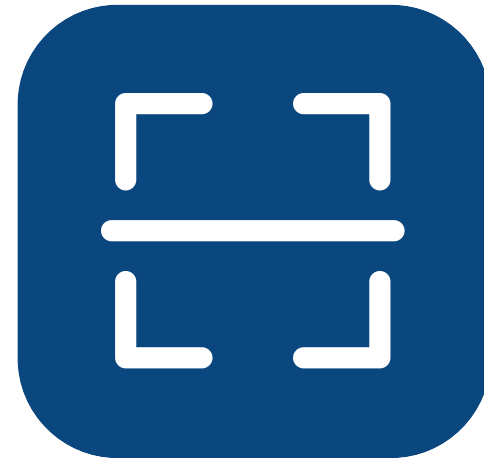
- **Downtown Manitou Springs**
- **The Incline**
- **Garden of the Gods**
- **Old Colorado City**
- **Downtown Colorado Springs**
- **Local Businesses & Shops**
- **Restaurants**
- **Trails & Attractions**



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ORDINANCE

**AN ORDINANCE OF THE CITY OF MANITOU SPRINGS,
COLORADO AMENDING TITLE 2 OF THE MANITOU SPRINGS
MUNICIPAL CODE REGARDING UPDATING CHAPTER 2.24
TRANSPORTATION AND PARKING ADVISORY BOARD
AND ADDING THE MANITOU ARTS CULTURE AND
HERITAGE ADVISORY BOARD UNDER BOARDS AND
COMMISSIONS**

WHEREAS, the City desires to amend its municipal code to update Chapter 2.24 “Transportation and Parking Advisory Board” to change the name to “Mobility and Parking Advisory Board” and to update the Powers and Duties of this Board; and

WHEREAS the City desires to update its municipal code to include the newly created Manitou Arts, Culture and Heritage Advisory Board.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE
CITY OF MANITOU SPRINGS, COLORADO, THAT:**

Section 1: Chapter 2.24 of the Manitou Springs Municipal Code is hereby repealed and reenacted to provide as follows:

CHAPTER 2.24 – MOBILITY AND PARKING BOARD

2.24.010 – Power and duties

The Mobility and Parking Board shall review and make recommendations to the Manitou Springs City Council regarding mobility and parking management studies and strategic planning. In addition, the committee shall have the following duties and powers:

- A. Collaborate with city staff to research, evaluate, and make recommendations to city council on overall mobility strategy, to include long range plans, grant opportunities, capital improvement projects, multi-modal access, facilities, and programs.
- B. Address and recommend opportunities for bicycle, pedestrian, micro-mobility, electric vehicles, parking, and transit within Manitou Springs.
- C. Recommend to city council the purchase or lease on interests in property for mobility, parking, and transportation purposes including ideas for funding.
- D. Communicate among MAP, city council, other boards and commissions and the community on matters related to mobility, transportation, and parking.

- E. Review and recommend revisions to mobility, transportation, and parking requirements in municipal codes to city council.
- F. Plan an annual retreat to discuss mobility and parking strategies and the budget.
- G. Review master and strategic plans which impact mobility, transportation, and parking.
- H. Invite guests and/or experts to share viewpoints and knowledge regarding regional issues concerning mobility, transportation, and parking.
- I. Hear citizen comments and concerns concerning the board's area of focus at its regular meetings.
- J. Assist with the recruitment of replacement committee members for vacancies and assist with orientation of new members.
- K. Advise and make recommendations to city council regarding existing residential parking program (RPP) districts and requests for new RPP districts.

Section 2: Title 2 of the Manitou Springs Municipal Code is hereby amended by the addition of a new Chapter 2.53 "Manitou Arts, Culture and Heritage Advisory Board" to read as follows:

CHAPTER 2.53- MANITOU ARTS, CULTURE AND HERITAGE ADVISORY BOARD

2.53.010 Powers and Duties:

The Manitou Arts, Culture and Heritage Board (MACH) shall make recommendations to City Council for planning, coordination, distribution and management of the City's funds collected under Ordinance 2719. Sixty-six percent (66%) of funds will be allocated to a special fund for facility improvements and operations of the Carnegie Building, Manitou Art Center, Manitou Springs Heritage Center, Miramont Castle, and Hiawatha Gardens (Tier I grantees) with remaining thirty-four percent (34%) being distributed by City Council through awards and grants to foster the arts, culture and heritage within Manitou Springs (Tier II grantees). In addition, the Board shall have the following duties:

- A. Establish and maintain a mechanism by which funds will be fairly distributed in accordance with community values as stated in the City's master plan and in accordance with Ordinance 2719.
- B. At least annually, make distribution recommendations to City Council during a regular meeting for approval on the final distribution of grants to grantees.

- C. Develop and implement a mechanism to evaluate the success of the program and to adjust processes for continuous improvements.
- D. Establish a communication/media plan to keep all stakeholders apprised of opportunities, processes, and actions.
- E. Generate a yearly report for general publication outlining the programs goals and outcomes as well as successes and needed improvements.
- F. Establish and maintain a record keeping system to assist in streamlining processes as well as to ensure long term accountability of the program.
- G. Ensure that all processes are accessible and transparent to the public.
- H. Develop and implement Conflict of Interest procedures for MACH Board members.
- I. Promote a high level of fiscal responsibility in grantees.
- J. Provide technical support as needed (grant writing, application process, budget development) to potential grantees.
- K. Submit an annual budget for Council's approval including administrative costs. e.g., hire staff, develop IT support, pay technical support provider, purchase equipment, office supplies, etc.
- L. Assess whether grantee reports are in line with stated project goals.
- M. Recruit and provide training and orientation for new board members.

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

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

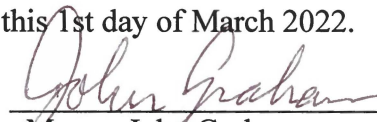
Passed on first reading and ordered published this 15th day of February 2022.


 City Clerk, Judy Morgan

A Public Hearing on this ordinance will be held at March 1, 2022, City Council meeting. The Council Meeting will be held at 6:00 P.M. at City Hall, 606 Manitou Avenue, Manitou Springs, Colorado.

Ordinance Published: February 17, 2022.
City's Official Website and City Hall

Passed on second reading and adopted by Council this 1st day of March 2022.



Mayor, John Graham

Attest:

_____
City Clerk, Judy Morgan

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 periodically and as needed
- Updated as needed by majority vote

The Chair shall record all votes. The City Clerk shall maintain the official version of this SOP.

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.

3. CONFLICT OF INTEREST

Members shall disclose any actual or perceived conflicts of interest and comply with applicable state and local ethics requirements.

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

5. MEMBERSHIP AND OFFICERS

5.1 Membership

- Members shall be 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, typically at the first meeting of the calendar year:

- Chair

- Vice Chair
- Secretary (optional)

Chair

The Chair is responsible for facilitating meetings, working collaboratively with the Staff Liaison to prepare agendas, and serving as the primary point of communication between the Board, staff, and City Council.

The Vice Chair performs duties of Chair in their absence

5.3 Alternates

- Alternates may attend all meetings and participate in discussion
- Alternates may vote only when designated to replace an absent member
- Alternates shall be designated to replace absent members using a rotating order maintained by the Secretary. If no Secretary has been appointed or the Secretary is unavailable, the Chair shall maintain the rotation. The next eligible alternate shall serve for the entire meeting and shall then move to the end of the rotation. If that alternate is unavailable, the presiding officer shall designate the next eligible alternate. The Secretary, or the Staff Liaison if no Secretary is available, shall record the designation in the meeting minutes.
- Selection of alternates shall follow a consistent rotation

Commented [EK1]: The process in which they will select alternates should include a bit more specificity.

Commented [JK2R1]: As this is an SOP the process should be more clear. Please see suggested language.

6. MEETINGS

6.1 Regular Meetings

- Held monthly, 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 and shall be published by Staff at least 24 hours prior to the meeting

Each agenda shall include:

- Call to Order
- Roll Call
- Approval of Agenda
- Public Comment on Non-agenda items
- Council Liaison Report
- Staff Updates
- Presentation/ [Discussion](#) (Non-voting items)
- [Business](#) (Action/Voting items)
- Board Correspondence

- Adjournment

8. RULES OF ORDER

- A quorum is a majority of appointed, non-vacant seats
- If a quorum is not present, no official action or recommendation shall be taken. The Chair, in consultation with the Staff Liaison, ~~may shall~~ adjourn the meeting. ~~or continue it for informational purposes only~~
- Meetings shall generally follow Robert's Rules of Order, Newly Revised, except where inconsistent with City Code or this SOP
- Actions require:
 - Motion
 - Second
 - Opportunity for discussion
 - Board vote
- For actions other than administrative business, the Chair may, at their discretion, allow public comment prior to a vote.

Commented [EK3]: This is a fine line to walk. I would recommend removing the opportunity to continue the meeting for informational purposes, only as it could inadvertently lead to substantive discussion among those present. Any such discussion should occur in a setting where the full board (or majority) has the opportunity to hear and participate in the conversation.

Commented [JK4R3]: We agree with this take. Continuing the meeting without quorum does unnecessarily open up opportunities for violations to occur even if unintentional. The Mobility and Parking Department agrees with this change.

9. PUBLIC COMMENT

- Public comment on non-agenda items shall be included at all regular meetings
- The Chair may establish reasonable time limits for public comment
- The Board shall listen and may or may not comment
- The Chair has the discretion to facilitate or terminate discussion on public comments items

10. MINUTES AND RECORDS

- Minutes shall be recorded for all regular and special meetings
- Minutes shall include:
 - Attendance
 - Motions and votes
 - Other information as required by law
- Minutes shall be publicly posted after approval

11. ATTENDANCE

- Members are expected to attend meetings regularly
- Members may be excused if they provide advance notice to the Chair and Staff Liaison if they will be absent from a meeting
- If a member misses three meetings in one year without being excused, they may be removed from the board per City Code 2.09.110

12. MEMBERSHIP PROCEDURES

12.1 Appointment

- Interested residents shall apply through the City Clerk and be appointed by City Council.
- Prospective members must attend at least one MaP Board meeting prior to applying to be on the Board
- Prospective members should be offered an opportunity to meet with Staff and/or up to 2 Board members prior to making an application to join the Board

- Application to join the Board shall be in the form of a statement of intent provided to the City Clerk. The City Clerk will share the application with the MaP board Chair
- The applicant shall be invited to make a statement of intent to join at a MaP meeting. The MaP Board shall have an opportunity to make a recommendation to City Council on the application

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 section 2.09.10 for:

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

13. STAFF LIAISON

- ~~The Mobility and Parking Director shall serve as the Staff Liaison or designate another Mobility and Parking Department staff member to serve in that capacity.~~
- ~~The Mayor 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.

Commented [EK5]: The Mayor does not assign staff liaisons to the board, the mayor does however appoint a council liaison. The staff liaison should be assigned by the department head if it is not the department head.

Commented [JK6R5]: Updated the language to reflect this correction.

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
- Attend city Council meetings and other community meetings, particularly when Mobility and Parking topics will be discussed
- Be familiar with the Manitou Springs Transportation and Mobility Master Plan, Plan Manitou, Manitou Springs Metro District Service Plan, and other relevant planning documents.

15. ANNUAL PLANNING

The Board shall:

- Annually review its work plan and priorities in light of City Council goals, available staff resources, and current mobility needs.
- Collaborate with staff on budget recommendations, especially as they relate to the Parking Enterprise
- Participate in an annual planning effort to review strategy, priorities and budget.

16. BOARD DUTIES (PER CITY CODE 2.24.010)

The Board shall:

- Collaborate with city staff to research, evaluate, and make recommendations to city council on overall mobility strategy, to include long range plans, grant opportunities, capital improvement projects, multi-modal access, facilities, and programs.
- Address and recommend opportunities for bicycle, pedestrian, micro-mobility, electric vehicles, parking, and transit within Manitou Springs.
- Recommend to city council the purchase or lease on interests in property for mobility, parking, and transportation purposes including ideas for funding.
- Communicate among MaP, city council, other boards and commissions and the community on matters related to mobility, transportation, and parking.
- Review and recommend revisions to mobility, transportation, and parking requirements in municipal codes to city council.
- Plan an annual retreat to discuss mobility and parking strategies and the budget.
- Review master and strategic plans which impact mobility, transportation, and parking.
- Invite guests and/or experts to share viewpoints and knowledge regarding regional issues concerning mobility, transportation, and parking.
- Hear citizen comments and concerns concerning the board's area of focus at its regular meetings.
- Assist with the recruitment of replacement committee members for vacancies and assist with orientation of new members.
- Advise and make recommendations to city council regarding existing residential parking program (RPP) districts and requests for new RPP districts.

17. COMMUNICATION

- Recommendations to City Council shall be made through formal Board action
- The Chair shall be responsible for communicating MaP Board recommendations to City Council
- When speaking publicly, members remain free to express personal opinions but shall clearly distinguish between positions formally adopted by the Board and their own personal views.

18. AMENDMENTS

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