AGENDA

CITY COUNCIL WORK SESSION

February 10, 2020

4:00 PM, City Council Chambers
130 S Galena Street, Aspen

I. WORK SESSION
   I.A. Galena Plaza Update
   I.B. Parking Department Update
MEMORANDUM

TO: Mayor and City Council

FROM: Mike Tunte, Landscape Architect and Construction Manager, Parks and Open Space
       Scott Miller, Public Works Director / Interim Assistant City Manager
       Austin Weiss, Parks and Open Space Director

THROUGH: Through

MEETING DATE: February 10, 2020

RE: Galena Plaza

REQUEST OF COUNCIL:
Per Council’s direction, staff and the project consultant team have worked to develop a refined concept for Galena Plaza with stakeholder and public engagement.

Staff, along with the consultant team, would like to provide an update on the process, hear Council’s feedback on the refined concept and ask for Council’s support to move into schematic design.

SUMMARY / BACKGROUND:
Ordinance No. 4 provided approval for the city building exterior and footprint, as well as a detailed design for Galena Plaza. This went through an extensive land use review and was approved by Council.

Members of the public reached out during the regular City Council meeting on March 25th to voice public support for re-visiting the design of Galena Plaza. This was a community driven request and approach.

At the June 25th regular City Council meeting, City Council instructed staff to develop an approach to continue working with the community and engage the Galena Plaza consultant team to prepare three additional concepts.

At the September 9th regular City Council meeting, City Council approved the change orders for the project team to continue the Galena Plaza improvement planning and public process. To date, we have kicked off the project, hosted meetings for initial feedback, developed three additional alternatives, hosted a public feedback forum to present the alternatives and obtain community feedback, prepared a refined alternative and hosted an office hours work session to obtain community feedback. The consultant team will present a summary of the process, the refined concept and considerations as we move into the next phase of schematic design.
Galena Shuttle
The Galena Street shuttle began service in 1991 to create a critical connection between an underutilized garage and other parts of town, most critically Gondola Plaza, the downtown core and Mill Street to the north. Over the past 28 years, the shuttle has serviced over 1.1 million riders and carried over 70,000 in 2018. The service operated in the winter and summer until the recession in 2009, when service was reduced to winter only as a cost savings measure. Since 2014, the route has been frequently rerouted to accommodate City Hall construction phasing.

The service has had difficulties with reliability and consistency in recent years due to complexities in construction and modifications of the upper alley. In 2014, the alley was modified from the two-way configuration into the present one-way. The modification had a negative impact with shuttle schedules and timing due to the looping it created along Main Street and Mill Street. In recent years, the shuttle stop has been relocated to several areas including Rio Grande Drive due to construction which has created frustration and confusion with users.

DISCUSSION:
We welcome City Council's feedback on the conceptual plan. The Open Space and Trails Board has officially provided unanimous support for the refined conceptual plan and will continue to be involved in ensuring the many views of the community are acknowledged and prioritized into the final design.

Galena Shuttle
The Galena Street Shuttle upper plaza stop is considered a critical location due to its proximity to the garage, the central location within the City and promotes a reduction in the impact that vehicles have in the downtown core. A single central stop reduces confusion to the rider, provides better reliability and consistency to the service: all qualities for a successful shuttle service.

Staff is recommending a modification of the alley to a two-way drive - only for the Galena Street Shuttle and not general traffic- to improve the level of service and revert to the original route configuration prior to 2014. This two-way configuration creates the most efficient and effective method to route the shuttle because it presents the most identifiable stop for the rider, removes the back looping around Main & Mill Street, increases the flexibility for services and decreases the drive time while creating better schedules for riders. It is consistent with the City’s stated transportation goals to feature transit service as the most attractive option for those parking in the parking garage and/or utilizing the new City Hall.
FINANCIAL/BUDGET IMPACTS:
The project is currently funded based on a very simple design. The programming change to have the seat of City government in the new office building and the public request to reconsider the plan to develop a more programmed and intentional area design will increase costs, based on decisions made by Council, going forward. The types of changes being considered represent an increase in both hard and soft costs of the project. Based on the conceptual information we currently have, the rough order of magnitude for the Galena Plaza area is:

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<tr>
<td>Current refined conceptual design of Galena Plaza</td>
<td>$2,650,000</td>
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<tr>
<td>Budget for Galena Plaza (based on previous design)</td>
<td>$909,000</td>
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<tr>
<td>Parks funding for Galena Plaza 2020</td>
<td>$500,000</td>
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<tr>
<td>Parks Carrying funding for Galena Plaza 2021</td>
<td>$525,000</td>
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<tr>
<td>Estimated Variance</td>
<td>$716,000</td>
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The refined conceptual plan will have impacts to the Galena Alley and Main Street. The financial impacts of modifications to these locations is yet to be fully determined.

ENVIRONMENTAL IMPACTS:
Similar to those which are currently proposed.

STAFF RECOMMENDATION:
Staff would like to continue to work with the Consultant team and stakeholders to enrich and refine a schematic design. We would like to continue to engage with stakeholders and the community.
Letters of Support

City of Aspen Open Space and Trails Board
Pitkin County Library Board of Trustees
Aspen Police Department
Pitkin County Administration
Pitkin County Facilities Department
Sheriff’s Office
Aspen City Forester
February 5th, 2020

To: City of Aspen Mayor and Council Members

From: City of Aspen Open Space and Trails Board

Dear Mr. Mayor and City Council,

On behalf of the Open Space and Trails Board (OSTB), I am writing to express strong support for the Refined Conceptual Plan for Galena Plaza presented here today.

The OSTB recognizes that the plan capitalizes on an overall gain in greenspace in the urban core of Aspen. The conceptual design also considers the environmental and ecological values of the city and promotes the benefits of open space. It maximizes greenspace and provides thoughtful planting areas where the community and its visitors can embrace the landscape and views. This plan provides an activated park space that people will enjoy, and a logical connection to Rio Grande Park and the John Denver Sanctuary.

Additionally, the plan considers the needs of the pedestrian and bicycle commuter. It creates links and connectivity to and through the plaza, which is a vital component of this successful plan.

Best Regards,

Charlie Eckart
City of Aspen, Open Space and Trails Board Chair
Date: February 5, 2020

To: Mike Tunte, Landscape Architect & Construction Manager, City of Aspen Parks and open Space

From: John Wilkinson, President, Pitkin County Library Board of Trustees

Re: Galena Plaza Landscape Design

I am writing in support of the plan that has been developed for the Galena Plaza. When the Pitkin County Library building was expanded onto its easement on the plaza in 2016, the Library Board worked to "bring the outside in." The expansion was designed to interact with the plaza by building walls of glass that roll back to open the William R. Dunaway Community Meeting Room and the Evelyn R. Flug Children's Library to this important civic space and beautiful view plane. Also, on the library's mezzanine level, there is an outdoor deck with a reading area and garden that overlook the plaza. Because of these design elements, the Library Board and staff have been intensely interested in the evolution of the landscape design as it has progressed through a process of active public engagement.

We have been very pleased with the open houses hosted by the City and with the opportunity to participate in this planning process. We feel that the design team has actively listened to comments from us and other concerned members of the public and has made changes in response to suggestions, while tempering those changes with their professional expertise in order to arrive at a wonderful design.

Thank you for your hard work.
Aspen City Council  
130 S Galena St.  
Aspen CO. 81611

Mayor and Members of City Council:

Please allow this letter to serve as an opportunity to express the recommendation of the Aspen Police Department in reference to the proposed removal of the Crabapple trees adjacent to the Courthouse on 506 E Main St.

In a concerted effort to reduce the surplus of bear attractants within the municipality, the APD would recommend the removal of these trees or suggest that they are replaced with a non-fruit bearing tree. A similar approach has been suggested in the outline for the master plan for the Pedestrian Mall renovation.

The Aspen Core has an inventory of approximately 105 Crabapple trees. These trees are a primary food source for bears in the early and late fall. Bear scat during this season is often littered with crabapple remnants as it is an easily accessible food source. The attainable food source throughout the town is an open invitation for bears to enter areas with high volumes of people instead of encouraging them to forage for natural food sources in the wilderness areas surrounding the town. Specifically, the Crabapple trees in areas that characteristically have a high volume of pedestrian traffic, pose a threat to the safety and wellbeing of our local bruins and creates a dynamic for a potentially hazardous human-bear conflict. Since 2010 the Aspen Police Department has responded to over 156 bear calls to the area of 506 E Main St. This large quantity of bear calls is a direct result of the ample food source that these trees provide. According to the Colorado Department of Wildlife “Intentional or inadvertent feeding is the major cause of most wildlife problems.” Allowing Bears to feed off fruit trees that are not native to this area, is a form of advertent feeding and can be closely equated to placing birdfeeder in your front lawn as an open invitation for wildlife visitors.

Aspen has thoughtfully continued to seek development in a manner that honors our past, our environment, and our wildlife. In weighing the impact of development, we respectfully ask that we consider continuing to engineer solutions that would significantly reduce the number of in-town attractants. The strategic removal or replacement of these fruit-bearing trees will ultimately aid the effort to keep our wildlife truly wild.

Kind Regards,

Ginna Gordon #141  
Community Response Supervisor  
540 E. Main St.  
Aspen, CO 81611

c: 970-274-4141  
ginna.gordon@cityofaspen.com
Michael Tunte

From: Rich Englehart <rich.englehart@pitkincounty.com>
Sent: Monday, January 27, 2020 8:15 AM
To: Michael Tunte
Cc: Joe DiSalvo; Jon Peacock; Jodi Smith
Subject: Trees

Michael,

As per our conversation with Sheriff DiSalvo, we support the option's of leaving the parking as is, or if not, then relocating the parking in front of Veteran's Park on Main Street. Theses option's have the support of Administration, the Sheriff's Office and our Facilities Department. in either option we would ask that we maintain the same number of spaces as we currently have.

Below is a response that involves the trees along the right-of-way that may or may not need to be removed along Main Street. We would support removing and replacing the trees with a different non-fruit bearing variety of your choice. Below are the concerns raised by our Facilities Director regarding the current trees for your reference if it is determined the trees needed to be removed.

- Fruit Trees continuously damaged by bears.
- Winter months, the fruit continues to fall on sidewalks and freeze, making it difficult to clear walkways.
- Branches are broken and hanging over the sidewalk, laying on the ground or sidewalk, in addition to the bear scat left behind.
- County staff is not allowed to trim or maintain the trees in the Right of Way per the City Parks dept.
- The branches, fruit, and debris remains an eyesore, tripping hazard or unsightly condition.
- There have been times when county staff has gotten ladders and buckets and removed the fruit from the trees to reduce bear activity as a worried the bears would pose risk to citizens, employee and/or risk being killed by DOW.
- The bear activity invites crowds of people, again putting citizens and the bears at risk.

Please let us know how we can further support your efforts.

Thank you.

Rich

Rich Englehart
Pitkin County Deputy County Manager
530 E. Main Street, Suite 302
Aspen, CO 81611
970-429-6135 (Office)
970-618-7232 (Cell)
rich.englehart@pitkincounty.com
Dear Council Members,

This letter is to express my support of the removal and replacement of the crabapple trees along Main Street in front of the Pitkin County Courthouse.

From the urban forestry maintenance standpoint, I believe these trees are not sustainable. These particular trees have proven to be favored by bears for foraging, and Parks routinely responds to calls about broken branches in the late Summer season. The trees are irreversibly damaged on a routine basis, which results in a high maintenance cost for the community.

While some of the trees have sustained more severe damage than others, they are all showing signs of stress which is demonstrated by the vertical sprouting at the top of the trees. The healthy or otherwise natural form of the trees has been permanently altered from what it should be.

Removing these trees and replacing them with non-fruit bearing trees would be a viable solution for creating a sustainable planting. Please see the attached info sheets for two non-fruit bearing crabapples. I understand that it is not an easy decision to remove trees that have been enjoyed by many in the community for years, and I am happy to further discuss this topic with you.

Sincerely,

David Coon
Aspen City Forester
Prairie Rose Crabapple

*Malus ioensis* ‘Prairie Rose’

**Zone:** 4  
**Height:** 20’  
**Spread:** 18’  
**Shape:** Rounded  
**Foliage:** Medium green  
**Flower:** Double, deep pink, fragrant  
**Fruit:** Usually fruitless

**DISEASE RESISTANCE:**  
Scab: Good  
Fireblight: Fair  
Cedar-Apple Rust: Poor  
Mildew: Good

Large and fragrant double pink flowers look like miniature rose-buds. Introduced by University of Illinois, this selection of the midwest native crabapple is welcomed for its fruitless character.
Malus x ‘Spring Snow’
‘Spring Snow’ Crabapple

Edward F. Gilman and Dennis G. Watson

INTRODUCTION

‘Spring Snow’ Crabapple is unusual in that it is typically fruitless (Fig. 1). Its use should be limited in areas where scab, fireblight or rust is a problem. The dense, oval crown grows to about 25 to 30 feet tall and 15 to 20 feet wide. Early pruning to remove lower branches and purchasing tree-form specimens at the nursery can usually ensure that pruning requirement can be kept to a minimum.

GENERAL INFORMATION

Scientific name: Malus x ‘Spring Snow’
Pronunciation: MAY-lus
Common name(s): ‘Spring Snow’ Crabapple
Family: Rosaceae
USDA hardiness zones: 3 through 8A (Fig. 2)
Origin: not native to North America
Uses: Bonsai; espalier; large parking lot islands (> 200 square feet in size); wide tree lawns (> 6 feet wide); medium-sized parking lot islands (100-200 square feet in size); medium-sized tree lawns (4-6 feet wide); recommended for buffer strips around parking lots or for median strip plantings in the highway; near a deck or patio; small parking lot islands (< 100 square feet in size); narrow tree lawns (3-4 feet wide); specimen; residential street tree; tree has been successfully grown in urban areas where air pollution, poor drainage, compacted soil, and/or drought are common
Availability: generally available in many areas within its hardiness range

DESCRIPTION

Height: 25 to 30 feet
Spread: 15 to 20 feet
Crown uniformity: symmetrical canopy with a regular (or smooth) outline, and individuals have more or less identical crown forms
Crown shape: oval; upright
Crown density: dense

Figure 1. Middle-aged ‘Spring Snow’ Crabapple.

1. This document is adapted from Fact Sheet ST-396, a series of the Environmental Horticulture Department, Florida Cooperative Extension Service, Institute of Food and Agricultural Sciences, University of Florida. Publication date: October 1994.
2. Edward F. Gilman, associate professor, Environmental Horticulture Department; Dennis G. Watson, associate professor, Agricultural Engineering Department, Cooperative Extension Service, Institute of Food and Agricultural Sciences, University of Florida, Gainesville FL 32611.
Growth rate: medium
Texture: medium

Foliage

Leaf arrangement: alternate (Fig. 3)
Leaf type: simple
Leaf margin: crenate; serrate; serrulate
Leaf shape: elliptic (oval)
Leaf venation: banchidodrome; pinnate
Leaf type and persistence: deciduous
Leaf blade length: 2 to 4 inches; less than 2 inches
Leaf color: green
Fall color: yellow
Fall characteristic: not showy

Flower

Flower color: white
Flower characteristics: spring flowering; very showy

Fruit

There is no fruit on this tree.

Trunk and Branches

Trunk/bark/branches: droop as the tree grows, and will require pruning for vehicular or pedestrian clearance beneath the canopy; routinely grown with, or trainable to be grown with, multiple trunks; not particularly showy; tree wants to grow with several trunks but can be trained to grow with a single trunk; no thorns
Pruning requirement: needs little pruning to develop a strong structure
Breakage: resistant
Current year twig color: brown; reddish
Current year twig thickness: medium; thin

Culture

Light requirement: tree grows in full sun
Soil tolerances: clay; loam; sand; acidic; occasionally wet; alkaline; well-drained
Drought tolerance: moderate
Aerosol salt tolerance: low
Soil salt tolerance: moderate

Other

Roots: surface roots are usually not a problem
Winter interest: no special winter interest
Outstanding tree: not particularly outstanding
Invasive potential: little, if any, potential at this time
Verticillium wilt susceptibility: not known to be susceptible
Pest resistance: very sensitive to one or more pests or diseases which can affect tree health or aesthetics

USE AND MANAGEMENT

Plants are used for specimens, patios, and along streets to create a warm glow of color each spring. They are attractive during the summer, bearing glossy green foliage. A row of Crabapples along each side of the street or median strip can "make" a neighborhood. Select plants which have been grafted onto EMLA 106 or 111 rootstock to reduce root suckering.

It is best grown in a sunny location with good air circulation and have no particular soil preferences, except soil should be well drained. Crabapple is well-adapted to compacted urban soil, tolerates drought and poor drainage well and is somewhat tolerant of salt-spray. Well adapted to all areas within its hardiness zone range, including Texas and Oklahoma. Do not overfertilize since this could increase the incidence of disease. Select only from more disease-resistant cultivars if scab, fireblight or rust is a problem in the area. Root-pruned trees appear to transplant most easily. Crabapples grow well in the Texas panhandle but are not extremely drought tolerant and are not well suited for high pH soil.


Other white flowered cultivars include: ‘Baccata Columnaris’ - narrow crown, white flowers, red or yellow fruit; ‘Baccata Gracilis’ - slow-growing, shrub-like, white flowers, fruit small and dark red, annual bearer; ‘Baccata Jackii’ - upright form, white flowers, bright red fruit, annual bearer, also good to excellent disease resistance; ‘Callaway’ - pink buds, white flowers, red fruit; ‘David’ - pink buds open to white flowers, scarlet fruit, good to excellent disease resistance; ‘Dolgo’ - pink buds, white flowers, large red fruits; ‘Donald Wyman’ - disease-resistant but susceptible to fire blight, glossy red showy fruit; ‘Ellwangeriana’ - red fruit, disease-resistant; ‘Floribunda’ - pink to red bud opens to single white flower, yellow or red fruit - commonly available; ‘Gloriosa’ - pink bud opens to white flower, red, large fruit; ‘Golden Hornet’ - upright arching habit, white flower, yellow fruit; ‘Gorgeous’ - pink bud opens to large, white flower, red to orange fruit; ‘Harvest Gold’ - white flowers followed by yellow fruits; ‘Hupehensis’ - Tea Crabapple - pink buds open to white flowers, greenish fruit; ‘Katherine’ - double flowers opening pink, fading to white, fruit yellow and red; ‘Mary Potter’ - pink buds open to single white flowers, red and fairly large fruit, susceptible to scab and powdery mildew; ‘Red Jade’ - weeping habit, white flowers, red fruit persisting after leaves drop; ‘Sargenti’ - dwarf, pink bud opens to white flowers, small dark red fruit; ‘Snowdrift’ - white flowers, orange red fruit; ‘Tanner’ - white flowers, red fruits, susceptible to diseases; ‘Tschonoski’ - white flowers, vigorous growth, good bronze red fall color, fruit brownish; ‘White Angel’ - white flowers, glossy red fruit persisting into winter; ‘White Candle’ - pink buds open to white flowers, red fruit, upright growth habit; ‘Zumi Calocarpa’ - white flowers, bright red persistent fruit.

One of the best Crabapples for the south is *Malus* x Callaway.


Figure 3. Foliage of ‘Spring Snow’ Crabapple.
Pests

Aphids infest branch tips and suck plant juices, and are quite common. They can deform newly emerging foliage and secret honey dew creating a sticky mess beneath the tree, but will not kill the tree.

Fall webworm makes nests on the branches and feeds on foliage inside the nest. Small nests can be pruned out or sprayed with Bacillus thuringiensis. Controlling severe infestations may require other chemicals.

Scales of various types are controlled with horticultural oil.

Borers can be a problem on stressed trees.

Mites are too small to see easily so they can cause much foliage discoloration before being detected. Mites can be controlled to a degree with horticultural oil, but other chemicals are often required by the time mites are detected. The mite infestation can also be severe by the time foliage chlorosis or bronzing is evident.

Eastern tent caterpillar builds tents or nests in trees in early summer or late spring. Feeding occurs on foliage outside the nest. Defoliation can be extensive if infestation is severe, and repeated defoliations for several years can weaken trees. Small nests can be removed by pruning them from the tree. Spray with Bacillus thuringiensis or other approved chemical. Do not burn nests while they are still in the tree.

Diseases

Fairly susceptible to disease.

Scab infection takes place early in the season and dark olive green spots appear on the leaves. In late summer the infected leaves fall off when they turn yellow with black, spots. Infected fruits have black, slightly raised spots. Use resistant varieties to help avoid this severe problem.

Fire blight susceptible trees have blighted branch tips, particularly when the tree is growing rapidly. Leaves on infected branch tips turn brown or black, droop, and hang on the branches. The leaves look scorched as by a fire. The trunk and main branches become infected when the bacteria are washed down the branches. Cankers form and are separated from adjacent healthy bark by a crack. The infected bark may be shredded. Use resistant cultivars when available since severe infections on susceptible trees can kill the tree.

Powdery mildew coats leaves with white fungal growth resembling powder.

Cedar apple rust causes brown to rusty-orange spots on the leaves. Badly spotted leaves fall prematurely, and defoliation can be heavy. Redcedars (Juniperus virginiana) are the alternate host.

Crabapples are subject to several canker diseases. Prune out infected branches, avoid unnecessary wounding, and keep trees healthy.
ASPEN COMMONS
Galena Plaza Reconsidered

Refined Conceptual Design Presentation – Aspen City Council
February 10, 2020
WHERE ARE WE IN THE PROCESS?

- September
  Strategic Project Kick-off

- October 21/ 22
  Outreach Meetings I + II + III
  Explore Design Topics

- December 4
  Public Open House
  Presentation of Alternatives

- December 16
  Council Presentation of Your Input

- January 22
  Refined Conceptual Design

- March
  Schematic Design

- Spring/ Summer
  Update to Construction Documents if Applicable
PROJECT GOALS:

1. Reconsider Galena Plaza as a key public space link between Aspen Mountain and the Roaring Fork River.
2. Identify outdoor elements that contribute to a well-connected public space representative of the adjacent civic uses.
3. Re-envision the current Galena Plaza design through community engagement.
4. Transit and mobility is critical.
CONCEPTUAL ALTERNATIVES
AS PRESENTED IN THE DECEMBER 4TH OPEN HOUSE
REFINED
CONCEPTUAL DESIGN
CIVIC GATHERING IN A NEW COMMUNITY PARK

KEY FEATURES

- IMPROVED VISUAL AND PEDESTRIAN CONNECTION FROM DOWNTOWN
- GALENA SHUTTLE STOP
- MAXIMIZED GREEN SPACE
- FLEXIBLE EVENT LAWN
- SEATING "NOOKS"
- PUBLIC COUNCIL TERRACE
- INTEGRATED WALL SEATING
- LIBRARY SEATING AREA
A New Type of Park Not Found Elsewhere in Aspen

Multiple Civic Land Uses Energizing a Public Space

Indoor Uses Extend to Outdoor Rooms
UPDATE WITH COURTHOUSE STREET RENDERING

* STILL IN PROGRESS
Opportunity to Repair Damaged County Courthouse Landscape Character with Non-fruit Bearing Crabapple Trees (bear resilient)
TRANSIT + MOBILITY
EVALUATING THE IDEAS

Gathered from:

10 Small Group + Stakeholder Interviews
3 Initial Outreach Listening Meetings
6 Media Stories (On-going media relations)
50 Aspen Community Voice Quick Poll Participants
15 Email Comments/ Letters
4 Social Media Posts
2 Community Feedback Forums (100 attendees) - Dec 4
39 Open House “Office Hours” – Jan 22

Project Website Page: 677 total visits.
80 engaged visitors (commented)
205 informed visitors (reviewed information)
433 aware visitors (spent time on the page)
KEY INPUT MESSAGES ARE SIMILAR

This should be designed as a destination (not just a linkage).
A central, green gathering space with flexible options for seating is desirable.
Most are in favor of adding back in a transit stop in some form.
Food and beverage a positive.

OVERARCHING DISCUSSIONS HAVE BEEN

The plan is going in the right direction.
Input is being addressed.
Some small details to be refined.
WE-cycle

Request

Future Electric

WE-cycle Station

18-19 Dock Station

Power Source
January 27th HOA Meeting

Points of Agreement
- Park and green space is desirable.
- The need for transit is understandable.

Further Points of Discussion
- Short-term drop off.
- Delivery and mail staging.
- Access to utilities and waste management.
- ADA parking space.
- Preservation of views to Red Mountain.
8' for Pedestrian Connectivity

20' for Local Traffic Only

4' for Neighborhood Services (waste, mail delivery)

Reduce trees for filtered views.

Re-position Galena Shuttle Drop-off/ Pick-up

Building Slightly Encroaches into Alley ROW

3 Short-term Parking Spaces

Galena Lofts ADA Parking Space

1 2 3 ADA
EXPRESSED SUPPORT

Citizens Initiating the Project Study
Bill Sterling and Harry Teague

Open Space and Trails Board
Aspen Police Department
City of Aspen Parks and Open Space
COA Engineering
COA Transportation
COA Parking
Pitkin County Library
Pitkin County Administration
Pitkin County Facilities
Pitkin County Sheriff’s Office

*Pitkin County BOCC Presentation Tomorrow
**NEXT STEPS**

- **September**
  - Strategic Project Kick-off

- **October 21/22**
  - Outreach Meetings I + II + III
  - Explore Design Topics

- **December 4**
  - Public Open House
  - Presentation of Alternatives

- **December 16**
  - Council Presentation of Your Input

- **January 22**
  - Refined Conceptual Design

- **March**
  - Schematic Design

- **Spring/Summer**
  - Update to Construction Documents if Applicable
REQUEST OF COUNCIL: City staff would like to update City Council on City of Aspen Parking programs and receive Council’s direction on these items.

SUMMARY: The City of Aspen Parking Department is looking for input on 3 different areas
1. Updated E zone direction
2. Immobilization of vehicles in the Aspen Downtown core.
3. Electric Vehicle Readiness

City staff is requesting Council to review and provide direction on E zone updates and immobilization of vehicles in the downtown core.

1. UPDATE AND DIRECTION ON E ZONE

PREVIOUS COUNCIL ACTION: On March 19, 2019 City Council approved the addition of a residential E zone that included Midland Ave, Park Ave, Park Circle, Riverside Ave and Dale Ave. The decision was to treat the zone consistently with the other zones with residents being able to acquire up to 4 permits and 1 guest pass. Council also requested the parking department to enforce the new zone with our current staff. Enforcement in the new E zone began on July 15, 2019.

BACKGROUND: The E zone was approved by Council because this area was one of the last areas intown with FREE parking. We had seen a large increase in complaints coming from these streets. The complaints were mostly vehicles not moving every 72-hours. Enforcement in this area had been on a complaint basis only. The parking staff believes that the new E zone has been a success and achieved the intended results. The complaints have been minimal, people are playing by the rules and the tickets have been as expected. The majority of tickets written in the E zone were for Overtime parking in the zone.
Parking tickets issued 19 vs. 18

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<tr>
<td>Dale Ave</td>
<td>2</td>
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DISCUSSION: After enforcing the E zone for over six (6) months staff suggests the following:
- Add Race St. and Spruce St. to the E zone. The reason for this is because as we have added paid parking and enforcement on the five (5) streets around Race St and Spruce St. vehicles have moved to those streets to park and store their vehicles. This request has come directly from the residents on Race St. and Spruce St.
- The residents at Kathryns Way have requested residential passes and the staff believes this request should not be approved. The reason for this request to not be approved is because Katherine’s Way is not an enforced street, is a private road and does not have paid parking. This would also be consistent with how we handle private streets in the other four (4) residential parking zones.

FINANCIAL/BUDGET IMPACTS: None

RECOMMENDED ACTION: Staff recommends adding Race St and Spruce St to the E zone. Staff also recommends that Kathryns Way residents not be approved for parking permits

ALTERNATIVES: Council can approve Race St and Spruce St. as part of the E Zone or keep the area status quo.
Council could agree to allow residents of Kathryns Way to get one guest permit to park in the E zone.

ATTACHMENTS: Exhibit A: Residential zone map

2. IMMOBILIZATION OF VEHICLES IN THE DOWNTOWN CORE

BACKGROUND HISTORY: Currently the Parking Department uses a “boot” as our main device for immobilizing vehicles. We are using this device in the temporary unsecured tow lot to secure vehicles that have been towed for outstanding citations. In the past it has been city policy to not immobilize vehicles in the Downtown Core.

DISCUSSION: We are requesting the use of an immobilization device for use in the Downtown Core. The reasons for making this request are:
- Tow truck is not available for approximately 50% of tows.
- Vehicle is parked in such a manner that makes towing impossible.
- Vehicle is parked in an area that it would be unsafe to tow.
- Vehicle has driven off on a Parking Officer one or more times.
- Vehicle value exceeds tow company insurance limit.
Criteria for immobilizing a vehicle in the Downtown Core:
- Vehicle has $500.00 or more in outstanding citations.
- Tow truck not immediately available
- Vehicle value exceeds tow company insurance limit.

There are three possible immobilization alternatives that can be used when a tow truck is not available:

- **Boot** – An immobilization device that is securely attached to a vehicle’s wheel. The device is placed on the wheel and clamped down around the rim. Once the device is in place it is then secured with a pad lock. A notice of immobilization is placed on the driver’s side door to alert the vehicle’s driver that it has been immobilized. This device prevents the vehicle from being driven so that the outstanding fees can be collected.

  Once the outstanding fees have been collected a parking officer in dispatched to remove the device. Payment of outstanding citations and removal of the boot can only take place during normal business hours Monday thru Friday.

  **BOOT**

- **Barnacle** – This immobilization device is securely placed on a vehicle’s windshield. The parking officer places the device on the windshield, and it is held in place by two large suction cups. This device prevents the vehicle from being driven by obstructing the driver’s view out of the front window.

  The exterior of device is semi-customizable. The vinyl material can be printed with any type of image from snowflakes to mountains to trees.

  For release of the vehicle the driver can call the phone number listed on the device 24 hours a day, 7 day a week, and pay for the outstanding citations. Once the payment has been cleared, the driver is given a PIN number. This number is input on the device’s keypad. This releases the suction cups allowing the device to be removed from the windshield. The driver of
the vehicle can then return the device to the designated location within 72 hours. If the device is not returned further fines can be assessed.

**BARNACLE**

- **The Tire Tag** – This is a driving deterrent device. The device is comprised of a non-marring coated chain and a coded lock. The device is placed on a vehicle’s wheel by locking it through a portion of the rim. A notice of immobilization is placed on the driver’s side door to alert the vehicle’s driver that it has been immobilized. This device does not prevent the vehicle from being driven but is used as a driving deterrent. If the vehicle is driven it will bring the tire out of balance by the added weight of the device causing a noticeable, non-damaging vibration that can be felt throughout the vehicle.

  For release of the vehicle the driver can call the phone number listed on the immobilization notice 24 hours a day, 7 day a week, and pay for the outstanding citations. Once the payment has been cleared, the driver is given a combination number. This number is input on the device’s lock. This unlocks the device so that it can easily be removed from the vehicle’s rim. The driver of the vehicle can then return the device to the designated location within 72 hours. If the device is not returned further fines can be assessed.
FINANCIAL IMPACT: Increased parking ticket recovery rate.

RECOMMENDATION: It is staff’s recommendation that the Barnacle be used as the primary immobilization device for securing vehicles in Aspen’s Downtown Core.

3. ELECTRIC VEHICLE READINESS

REQUEST OF COUNCIL: No direction requested at this time. This memo intends to update Council on Aspen’s progress in electric vehicle readiness.

PREVIOUS COUNCIL ACTION: In 2014, Aspen City Council established a Top Ten Best Year Yet Goal to examine clean fuel options. This led to a Clean Cities report, which recommended that Aspen should prepare for and incentivize electric vehicles as soon as possible. At a meeting on July 28, 2015, City Council gave direction to staff to create an electric vehicle (EV) readiness plan for the Aspen community. On January 17, 2017, Aspen City Council adopted the Aspen Community EV Readiness Plan, which is a plan written in collaboration between the Utilities, Parking Department, and Climate Action Office.

In the past five years, the City of Aspen has supported EV readiness in the following ways:

- In December 2015, council approved the purchase of a DC Fast Charger to be installed at the Rio Grande Parking Garage. A DC Fast Charger is the fastest type of charging station, taking approximately 30-60 minutes to fully charge a near-empty EV.
- On August 1st, 2016 council approved that parking policies related to hybrids and EVs be changed. Until 2019, electric vehicles and hybrids can apply for permits to park for free in residential areas. Beginning in 2020 EVs will be eligible for free permits to park in residential areas (not in the downtown core) and hybrids will no longer be eligible for free parking permits.
- On September 12th, 2016, Council approved the addition of 2 all-electric Nissan Leaf’s to the City of Aspen fleet.

In 2017 the City of Aspen installed three new charging stations: a DC Fast Charger at 528 S Galena St and two dual-cord Level 2 charging stations at 208 S Spring St and the Parks Department, respectively. The Galena St charging station was partially funded through a Charge Ahead Colorado Grant from the Colorado Energy Office.

In 2018 the City of Aspen installed two additional dual-cord Level 2 charging stations in the Rio Grande Parking Garage with the support of another Charge Ahead Colorado grant.

In 2019 the City of Aspen installed a dual-cord Level 2 charging station at 208 E Main St.

From 2017-2020 the City of Aspen sponsors a regional EV Sales Event, a collaboration with local car dealerships, NGOs, and other local governments to offer limited time discounts on electric vehicles and plug in hybrids. In 2019 this event resulted in the sales of 50 vehicles.

DISCUSSION: 2019 was an exciting year for electric vehicle (EV) adoption in Colorado and Aspen. Energy News Network reports that Colorado ranks fifth in the nation for EV sales, as defined by the percentage of new sales, according to the Alliance for Automobile Makers. Colorado is also utilizing $10.3 million of Volkswagen Settlement funds to install charging infrastructure across major state highways. Additionally, Colorado passed a Zero Emissions Vehicle rulemaking in 2019, which will drive greater availability of different EV models and customer choice across the state. In 2020, the Climate Action Office will continue to be involved in pro-EV state policy through engagement with Colorado Communities for Climate Action (CC4CA).

Locally, City of Aspen staff continue to implement the Aspen Community EV Readiness Plan. Aspen’s public charging stations saw their highest use to date with nearly 3,000 charging sessions in 2019, all using 100% renewable energy from Aspen Electric. See Attachment B for an analysis of station use and a map of public charging locations. Due to increased demand for charging, the City of Aspen installed an additional dual cord Level 2 charging station in December 2019 at 1st and Main Street.

In 2020, Climate Action Office staff will focus on two projects: creating a comprehensive strategic plan for future public charging station locations and installation across the City and supporting City departments interested in replacing their fleet vehicles with EVs.

Summary Overview of Attachment B:
12 Public EV Charging Station Ports
5,787 Charging Sessions since 2016
360 Unique Drivers Served
2.25 Hours is the Average Charging Time

Current Public EV Charging Station Locations:
Rio Grande Garage Level 2: One fast charger, 1 plug
Rio Grande Garage Level B1: Two charging stations, 4 plugs
Rio Grande Garage Level 1: Two charging stations, 2 plugs
528 S Galena St.: One fast charging station, 1 plug
209 S Spring St.: One charging station, 2 plugs
208 E Main St.: One charging station, 2 plugs

FINANCIAL/BUDGET IMPACTS: None

RECOMMENDED ACTION: No further Council action recommended at this time. This memo intends to update Council on Aspen’s progress in electric vehicle readiness. Implementing the Aspen Community EV Readiness Plan
remains a priority of the Climate Action Office. Staff will return to Council in fall of 2020 with an EV update. There are no plans to install additional EV charging stations in 2020 prior to the Council update.

ATTACHMENTS: Exhibit B: Public EV charging in Aspen 2015-2019
EVs IN THE ROARING FORK VALLEY

77% of charging sessions from 4/2016 through 12/2019 were by EV drivers registered in the Roaring Fork Valley (Aspen to New Castle). Of that, most EV drivers were from Basalt and Aspen.

Roaring Fork Valley EV Drivers on Public Charging Stations

3082 charging sessions were from RFV residents out of the 4004 where origin data was available. *30% of the charging sessions did not provide postal code information and therefore are not included in this figure.*

ASPEN’S EV HISTORY

- **2015**: First public EV charging station installed in Rio Grande Garage
- **2016**: City of Aspen adds two Nissan Leaf EVs to City fleet
- **2016**: First EV Fast Charger installed in the Rio Grande Garage
- **2016**: 71 Charging Sessions in 2016
- **2017**: Aspen City Council passes Community EV Readiness Plan
- **2018**: EV Fast Charger installed on Galena St.
- **2018**: EV charging station installed on Spring St.
- **2018**: 635 Charging Sessions in 2016
- **2018**: Two EV charging stations added in the Rio Grande Garage
- **2019**: CarToGo brings its first all-electric vehicle into the fleet
- **2019**: EV charging station established for new City Hall building
- **2019**: EV charging station installed on 1st & Main St.
- **2019**: 2891 Charging Sessions in 2019

WANT TO LEARN MORE?

Contact The Environmental Health and Sustainability Department: EH@cityofaspen.com
970-920-5039
PUBLIC EV CHARGING STATION LOCATIONS

1. Rio Grande Garage: One fast charging station (1 plug)
2. Rio Grande Garage: Three charging stations (6 plugs)
3. 528 S Galena St: One fast charging station (1 plug)
4. 208 S Spring St: One charging station (2 plugs)
5. 208 E Main St: One charging station (2 plugs)

JULY 2019 CASE STUDY

Drivers are most likely to charge during the day, between the hours of 11am and 3pm.

75% of charging sessions were from users in the Roaring Fork Valley (Aspen to New Castle)

59% of unique users were from the Roaring Fork Valley (Aspen to New Castle)

The Level 2 Charger on Spring St. was the most used charger

WANT TO LEARN MORE?
Contact The Environmental Health and Sustainability Department:
EH@cityofaspen.com
970-920-5039
REQUEST OF COUNCIL: Staff is seeking City Council’s feedback and direction for expanding the special event permitting process to include the ability to issue a special event parking space permit. This permit would apply to cases where staff is granting the use of a public parking space unrelated to a special event.

SUMMARY AND BACKGROUND: Prior to 2016, the Special Events Department Staff and the Parking Department Staff would review requests for single parking space rentals as they were received. These requests tended toward unique use (e.g. anniversary celebrations in front of stores with a tent). Staff was directed by Council in 2016 that parking space rentals should be for traditional use only (i.e. public parking). Since the 2016 Council decision, most requests that staff has fielded are mainly for sponsor vehicles which are denied per city ordinance: vending on public parks and rights of way prohibited. The Parking Department has believed that, without a Special Event Application or Permit, businesses should not be able to reserve parking spaces for these uses. Historically, the Special Events staff has felt that these types of requests do not require a Special Event Permit because the activities do not reach a threshold that would trigger the need for a Special Event Permit. They simply did not meet the criteria of a City of Aspen special event as defined per city ordinance, please see Attachment A. As a result the Special Events staff to date has declined all requests for reserved parking.

DISCUSSION: In December of 2019, during the staff update to Council, the Special Events Department discussed the increase in calls from businesses requesting to rent parking places in front of their stores. At that time, Council directed staff to look at what a permit for these types of uses might look like and to develop guidelines and parameters for Council to review. Working closely with the Parking Department, staff developed the following list of considerations and parameters below. If Council would like to allow for this type of non-traditional use of parking spaces, then the Single Use Parking Space Application permit would be handled through the Special Events office. The parameters are as follows:
• May 2020 – October 2020 Permit available during these months only
• A front door or window must be facing the parking space requested
• Each store is limited to one event per year, must have a current COA business license and must have been in business for at least 12 consecutive months
• This permit would not be available to restaurants
• Only one event per day, handled on a first come, first served basis
• No vending in the right of way
• No alcohol
• No couches
• Limited to (2) adjacent parking spaces only
• Permit would only allow for use during daylight hours
• One ten x ten tent would be allowed
• Outside displays must be a sampling of what is sold in stores
• Not available to sponsor or VIP vehicles
• The permit is non transferrable
• All applications are handled through the Special Events Department
• Application must be submitted a minimum of 10 business days before event
• Blackout dates: Food and Wine week, July 4th week, Farmers Market Saturdays, all official holidays

FINANCIAL IMPACT: The Special Events Department would charge the normal application fee of $141 and the Parking Department would collect the normal Day Use fee of $100 per space for a total of $241 for a single space and $341 for two spaces.

RECOMMENDATIONS: If City Council supports a Single Use Special Events Parking Use Permit, then staff recommends doing so on a trial basis, from May 2020 through October 2020 with the above guidelines and recommendations.

ALTERNATIVES: Staff can continue to deny these types of parking space rental requests.

ATTACHMENTS:
Exhibit D: Ordinance 14.20 Special Event Permits
Chapter 14.20
SPECIAL EVENT PERMITS

For purposes of this Chapter, unless otherwise apparent from the context, certain words and phrases used herein are defined as follows:

(a) Applicant shall mean the person, group organization or entity that applies for a permit and the permittee whose name shall appear on the permit issued pursuant to this Chapter.

(b) City Manager shall mean the City Manager of the City or the person designated by the City Manager to perform the duties of the City Manager set forth at Sections 14.20.040 and 14.20.050 below of this Chapter.

(c) Expressive activity shall mean a parade, assembly, meeting or similar gathering conducted for the purpose of exercising free speech activity protected by either the First Amendment to the United States Constitution or Article II, Section 10 of the Colorado Constitution.

(d) Special event shall mean any festive, educational, sporting, artistic or commercial enterprise or activity upon public property for a limited period of time which is sponsored by a for-profit or nonprofit group organization or entity and at which any of the following shall apply:

1. The expenditure of City resources is contemplated or is deemed necessary by City personnel to maintain public health, safety and welfare;

2. The event will be conducted on land requiring a temporary land use approval pursuant to Section 26.96.010 of the Code; or

3. The event is expected to have a visual, noise or other environmental impact upon the immediate vicinity or surrounding area of the event.

(e) Special events coordinator shall mean the City Manager or the person designated by the City Manager to perform the duties of the special events coordinator as outlined in this Chapter. (Code 1971, § 12-101; Ord. No. 27-1992, § 3)

Sec. 14.20.020. Special event permit.
Application for a permit authorizing a special event shall be made on a form prepared and made available by the Special Events Coordinator. The application shall be made with the Special Events Coordinator at least thirty (30) days prior to the scheduled date of the special event. (Code 1971, § 12-102)

Sec. 14.20.030. Review by Special Events Coordinator.
The Special Events Coordinator shall review the application for a special event permit and from the information supplied, take the following actions:

(a) Determine whether the applicant will need to apply for and obtain one (1) or more of the following additional licenses or permits:

1. Parade permit from the Chief of Police pursuant to Section 14.20.040 below of this Code;

2. Park use permit from the Director of Recreation pursuant to Section 14.20.050 below of this Code;
(3) Special events liquor license from City Council pursuant to Section 12-48-101 et seq., C.R.S.

(4) Vending agreement from City Council pursuant to Section 15.04.350 of this Code;

(5) Permit to occupy a city right-of-way from the City Engineer pursuant to Section 21.04.050 of this Code;

(6) Temporary land use approval from City Council pursuant to Section 26.96.010 of this Code;

(7) Fireworks, loudspeaker or other noise permit from the Aspen/Pitkin Environmental Health Department pursuant to Section 18.04.070 of this Code;

(8) Right-of-way construction permit from the City Engineer pursuant to Section 21.04.060 of this Code;

(9) Sign permit from the City Manager pursuant to Section 26.36.030 of this Code;

(10) License to occupy City-owned property or facility from the Facilities Manager;

(11) Trash accumulation permit from the City Manager pursuant to Section 12.04.130 of this Code; and

(12) Business license from the Finance Department pursuant to Section 14.08.010, et seq., of this Code.

(b) Determine whether the applicant's special event constitutes expressive activity within the meaning of this Chapter. If the applicant asserts that the proposed event constitutes expressive activity within the meaning of this Chapter, the special events coordinator shall not make a negative determination in this respect without first conferring with the City Attorney.

(c) Refer the application to other relevant City departments and citizen advisory boards to solicit their comments, suggestions for conditions of approval and estimate of fees for the rental of City equipment or services requested by the applicant or suggested as a condition of approval for the special event.

(d) Determine whether the special event requires City Council approval prior to the issuance of a permit. In making this determination, the following criteria shall be considered by the special events coordinator:

(1) Whether the applicant will need to obtain City Council approval for another permit or license related to the special event. (For example, a special events liquor license, vending agreement or temporary land use approval).

(2) Whether the special event has been approved by the City Council in the past.

(3) Whether the special events coordinator, City Manager or any member of Council deem it advisable for Council to consider and approve the application.

(e) Assist the applicant in determining what City-owned equipment (barricades, traffic cones, etc.) and/or City services (law enforcement officers, clean-up crews, etc.) shall be required as a condition of approval to maintain public order and protect the public health, safety and welfare.
(f) Impose such conditions as deemed necessary to protect the integrity of the site and the surrounding uses and structures in the neighborhood in which the special event is to take place and to minimize or mitigate any impacts the special event may have upon the health, safety and welfare of the citizens and guests of the City. This may include, but is not limited to, setting requirements for or imposing restrictions upon, size, bulk, location, open space, buffering, screening, noise, signage, parking, traffic control, security, clean up, maintenance, operations, hours of operation, set-backs, building materials and requiring such financial security as deemed necessary to ensure compliance with any or all conditions of approval and/or to restore the site of the special event to its original use or condition.

In determining whether to require financial responsibility guarantees or insurance policies, the special events coordinator shall consider the nature of the proposed use of public property and the adaptability of the same to the proposed use, the number of persons expected to use the public property, the past experience of the City and other governmental subdivisions with similar special events and the effect such event would likely have on the neighborhood surrounding the subject property. (Code 1971, § 12-103)

(a) Application for a permit authorizing a parade by fifty (50) or more persons in or upon any public street, right-of-way, sidewalk or in any other public way or City owned or operated place or facility within the City shall be made on a form prepared and made available by the City Manager and submitted to the City Manager no less than thirty (30) days prior to the scheduled parade. The City Manager may require any additional information from the applicant which is reasonably necessary to a fair determination as to whether a permit should issue. The application form shall contain a description of the standards to be used by the City Manager in deciding to approve, deny or approve with conditions parade permit applications.

(b) If the proposed parade does not comply with rules and regulations for parades promulgated by the City Manager, the City Manager may present alternative locations, times, routes or other conditions that will comply. The applicant can either accept the changes or submit a new application no less than twenty (20) days prior to the date of the parade that does comply with the issues raised by the City Manager. (Code 1971, § 12-104; Ord. No. 27-1992, § 3)

Sec. 14.20.050. Park use permit.
(a) Application for a permit authorizing a person, group or organization exclusive use of all or a portion of a City-owned park or facility, for a limited period of time, shall be made on a form prepared and made available by the City Manager and submitted to the City Manager no less than thirty (30) days prior to the scheduled use of the park or facility. The City Manager may require any additional information from the applicant which is reasonably necessary to a fair determination as to whether a permit should issue.

(b) If the proposed use of the park does not comply with rules and regulations for park use promulgated by the City Manager, the City Manager may present alternative locations, uses or conditions that will comply. The applicant can either accept the changes or submit a new application no less than twenty (20) days prior to the date of the park use that does comply with the issues raised by the City Manager.

(c) The City Manager may require the applicant to execute a license agreement, approved as to form by the City Attorney, to occupy the park or portion or facility thereto. (Ord. No. 27-1992, § 3; Code 1971, § 12-105)

Whenever an applicant for a permit pursuant to this Chapter asserts that the proposed event constitutes expressive activity within the meaning of this Chapter and the Special Events Coordinator so determines, the following procedures shall apply:
(a) Notwithstanding any provision of this Code to the contrary, the Special Events Coordinator shall not impose additional conditions upon the issuance of a parade or park use permit not required by the City Manager.

(b) Notwithstanding Sections 14.20.040(a) and 14.20.050(a) to the contrary, an application for a parade or park use permit shall be made no less than four (4) days prior to the date of the expressive activity.

(c) Notwithstanding Subsections 14.20.040(b) and 14.20.050(b) to the contrary, the resubmittal of an application incorporating suggested changes by the City Manager shall be submitted no less than two (2) days prior to the date of the proposed expressive activity.

(d) Notwithstanding any provision of this Code to the contrary or suggested condition imposed by the Special Events Coordinator or any other agent of the City, the applicant shall not be required to procure or maintain insurance, post a bond or pay any fee or charge which is not nominal and intended solely to recover the costs of processing applications for permits or licenses. Nothing in this Subsection is intended to relieve the applicant from paying all bills and charges for the use of City equipment or services requested by the applicant, to make repairs or to reimburse for damages incurred or caused by the applicant or other responsible person while engaged in the permitted activity. (Code 1971, § 12-106; Ord. No. 27-1992, § 3)

Sec. 14.20.070. Fees.
Prior to the issuance of a special event permit pursuant to this Chapter, the applicant shall pay the permit processing fee set forth in Subsection 2.12.020(h) and, in addition to the processing fees, all estimated charges for City services, property and equipment requested by the applicant or determined to be a requisite condition of approval by the Special Events Coordinator. (Code 1971, § 12-107; Ord. No. 27-1992, § 3; Ord. No. 45-1999, § 14)

Sec. 14.20.080. Waiver of fees.
The fees and charges imposed by this Chapter shall not be waived except as provided herein. Application for the waiver of all or a portion of the fees and charges imposed by this Chapter shall be made on a form prepared and made available by the Special Events Coordinator and submitted to the City Manager no less than three (3) days after the filing of the permit application. The City Manager may waive all or a part of the fees and charges as she, in her discretion, deems to be in the best interests of the City. The City Manager may take into consideration whether the applicant is as a nonprofit organization, the extent and nature of the applicant's financial resources, the revenues expected to be raised by the special event and any other information deemed relevant by the City Manager. All waivers shall be made in writing. (Code 1971, § 12-108; Ord. No. 27-1992, § 3)

Sec. 14.20.090. Indemnification.
Whenever required as a condition to the issuance of a permit pursuant to this Chapter, the applicant shall execute a written agreement to indemnify and hold harmless the City, its officers and employees, from any loss, liability, damage or cost sustained by any person or property, to the extent any such loss, liability, damage or cost rises from any activity associated with the special event or use of City-owned equipment, supplies or property. (Code 1971, § 12-109; Ord. No. 27-1992, § 3)

Sec. 14.20.100. Insurance.
Whenever required as a condition to the issuance of a permit pursuant to this Chapter, the applicant shall procure and maintain, at its own expense, a policy or policies of insurance sufficient to insure against all liability, claims, demands and other obligations assumed by the applicant pursuant to Section 14.20.090 above. Such coverages shall be procured and maintained with forms and insurers acceptable to the City. Public liability insurance coverage shall, at a minimum, be in amounts equal to the monetary limitations provided by
MEMORANDUM

TO: Mayor and City Council

FROM: Mitch Osur, Director of Parking and Downtown Services

THRU: Scott Miller, Director of Public Works
       Trish Aragon, P.E., City Engineer

DATE OF MEMO: January 31, 2020

MEETING DATE: February 10, 2020

RE: Discussion on Long-Term Public Parking Space Rentals

REQUEST OF COUNCIL: Staff request direction on allowing long-term public parking space rentals in the Downtown Core.

PREVIOUS COUNCIL ACTION: The previous council requested staff to review the viability of activating public parking into business engagement zones to increase downtown vitality.

BACKGROUND: The City of Aspen Parking Department has requests from businesses to utilize the public parking spaces near their establishment to create additional activation in the Downtown Core.

Kemo Sabe installed the first test of a long-term public parking space rental in front of their store starting in July of 2019. This test allowed the city to identify procedures and rules for a long-term public parking space policy presented to council for this work session.

DISCUSSION: A long-term public parking space rental is for the ability of local businesses with street facing doors or windows to use a public parking space for representing the authentic mountain experience, enhancing the Aspen shopping experience and providing vitality to the Downtown Core.

Attached are the long-term public parking space rentals guidelines that staff is recommending.
Below are the key guidelines for a long-term public parking space rentals:

- Applicants are required to adhere to all applicable municipal codes that may impact long-term public parking space rental use including noise, sanitary, health, zoning, property maintenance and any other applicable municipal code.
- All applications are processed and approved through the Commercial Core and Lodging Commission (CCLC)
- No food shall be prepared outdoors.
- Must get sign off from 60% of the businesses within 200 feet of the proposed long-term public parking space rental
- No motor vehicles or trailers are allowed in the long-term public parking space rental
- Cost of the long-term public parking space rental is the projected loss of revenue from that parking space.
- Long-term public parking space rentals are allowed from April 15 through October 31
- Minimum lease of a long-term public parking space rental is three (3) months.
- No more than one (1) long-long public parking space rental per block and no more than four (4) long-term public parking space rentals in the Downtown core at any time.
- The long-term public parking space rental must be in front of the applicant’s entrance or window plus the long-term public parking space rental is non-transferable.
- No vending allowed in a long-term public parking space.
- No long-term public parking space rentals allowed on Main Street.
- Long-term public parking space rentals are not allowed for restaurants at this time.

FINANCIAL/BUDGET IMPACTS: None

RECOMMENDED ACTION: Council’s direction on allowing long-term public parking space rentals in the Downtown Core.

ALTERNATIVES: Council can approve or deny long-term public parking space rentals or make changes to the guidelines.

ATTACHMENTS: Exhibit D: Long-term public parking space rental guidelines
Long-Term Public Parking Space Rental Guidelines

A Long-Term Public Parking Space Rental (LTPSR) is for the ability to use a parking space for representing the authentic mountain experience, enhancing the Aspen shopping experience and providing messy vitality to the Downtown Core.

LTPSR Requirements:

- Anyone wishing to establish a temporary LTPSR adjacent to their property must fill out an application. All applications will be processed and approved through the Commercial Core and Lodging Commission (CCLC).
- Applicants are required to adhere to all applicable municipal codes that may impact the LTPSR use including noise, sanitary, health, zoning, property maintenance and any other applicable municipal code.
- No objects shall extend outside LTPSR area.
- No food shall be prepared outdoors.
- Must get sign off from 60% of the businesses within 200 feet of the proposed LTPSR.
- No motor vehicles or trailers are allowed in the LTPSR.
- Cost of the LTPSR is the projected loss of revenue from that parking space.
- No use of electricity or water allowed to be used in the LTPSR.
- LTPSR are allowed from April 15 through October 31
- Minimum lease of an LTPSR is three (3) months.
- No more than one LTPSR per block and no more than four (4) LTPSR in the Downtown core at any time.
- The LTPSR must be in front of the business entrance or window. This space cannot be subleased.
- No vending allowed in an LTPSR. Merchandising is allowed.
- No money can exchange hands for the use of the activity in the LTPSR.
- Electric lighting serviced from adjacent buildings is not permitted in the LTPSR. Under no circumstances shall a permittee provide electricity for lighting to a LTPSR using any type of service extension from their property, establishment, municipally owned facility or adjacent properties. The use of decorative candles and battery-operated lighting is permitted provided it is maintained and operated in a safe manner.
- All elements of the LTPSR shall be constructed and installed to conform to all applicable provisions, rules regulations, and guidelines of the City of Aspen, the Americans with Disabilities Act (ADA) and the Americans with Disability Act Accessibility Guidelines (ADAAG).
- You may be asked to move the LTPSR within 24-hours for special events, like the 4th of July parade.

Location Restrictions
- LTPSR are not allowed in a loading zone.
- No LTPSR allowed on Main Street.
- A LTPSR cannot impede the access to utilities or fire hydrants.
- LTPSR are not allowed for restaurants at this time.

Maintenance
- Obstruction to the gutter line or any other objects that may prevent the free flow of stormwater shall be cleaned daily.
• The permittee is required to clean the LTPSR daily and remove all trash and debris and dispose of these materials within receptacles owned and maintained by the permittee. Any trash and debris shall not be disposed of in a municipally owned trash receptacle.
• The applicant agrees to store any unattached furniture or prop's each night, by 10pm.

Safety
• LTPSR must have wheel stops installed one (1) foot from the curb.
• A physical, visible, reflective barrier must be provided between the roadway, parking and driveways.
• Any railing or barrier used must be inspected and approved by the Engineering Department and Community Development department.
Request from Council

Staff is Looking for Input on:

1. Updated E-Zone direction
2. Immobilization of vehicles in the downtown core
3. Electric vehicle readiness
4. Special event single use parking space application/permit
5. Long-term public parking space rental
Updated E-Zone Information
E-Zone was established as the 5th Residential Zone in July of 2019

- Midland Ave
- Park Circle
- Park Ave
- Riverside Ave
- Dale Ave
E-Zone Update

After six (6) months of enforcement, staff recommends:

- Addition of Race Street and Spruce Street to the E-Zone
- Kathryns Way residents not be issued parking permits
Immobilization of Vehicles in the Downtown Core
Reasons for The Request

• Tow truck is not always available
• Vehicles parked where towing is not possible
• Vehicles parked where towing is unsafe
• Vehicle value exceeds tow companies’ insurance limit
• Vehicle has driven off on a parking officer one or more times
Criteria For Immobilization of a Vehicle

• Vehicle has $500 or more in outstanding citations
• Tow truck not immediately available
• Vehicle value exceeds tow company’s insurance limit
Immobilization Options

Three immobilization options:

1. The Boot
2. The Barnacle
3. The Tag
Immobilization Options - The Boot
Immobilization Options - The Barnacle
Immobilization Options - The Tag
Immobilization of Vehicles

Staff Recommendation:

The Barnacle
Electric Vehicle Readiness
Aspen Community Electric Vehicle Readiness Plan

A collaboration of the City of Aspen, Canary Initiative, Utility and Parking Departments
Key Highlights:
• EV Readiness is a top CAP action and key to reaching Aspen’s community greenhouse gas reduction goals.
• Since 2017 staff has been implementing Aspen’s Community EV Readiness Plan.
• Staff has installed 5 public EV Charging Stations: 12 total Plugs, 2 DC Fast Chargers.
• EVs and Plug-in-Hybrids in the City’s Fleet include: Engineering, EHS, Parks, City Managers Office, CarToGo
• EV’s can register to park for FREE in Residential Zones
EV Education and Partnerships:
• 2020 will be the 4th year the City of Aspen has sponsored a regional group buy and associated EV educational events.
• The City of Aspen has hosted several successful EV Test Drive Events.
Overview of charging station use:
• 12 Public EV Charging Stations
• 5,787 Charging Sessions Since 2016
• 360 Unique Drivers Served
• 2.25 hours is the Average Charging Time
1. Rio Grande Garage: One fast charging station (1 plug)
2. Rio Grande Garage: Three charging stations (6 plugs)
3. 528 S Galena St: One fast charging station (1 plug)
4. 208 S Spring St: One charging station (2 plugs)
5. 208 E Main St: One charging station (2 plugs)
In 2020, the Climate Action Office’s EV work will focus on:

• A comprehensive strategic plan for future public charging stations
• Supporting City Departments interested in replacing fleet vehicles with EV’s
• Continued monitoring of applicable state-level policy
• Staff will return to Council in Late Summer/Fall 2020 to discuss EVs and receive input on next steps.
Special Event Single Use Parking Space Application/Permit
Staff is seeking Council feedback and direction for expanding special event permitting to include the ability to issue a special event parking space permit.
Parameters:

- May 2020 – October 2020 Permit available during these months only
- A front door or window must be facing the parking space requested
- Each store is limited to one event per year, must have a current COA business license and must have been in business for at least 12 consecutive months
- This permit would not be available to restaurants
- Only one event per day, handled on a first come, first served basis
- No vending in the right of way
- No alcohol
- No couches
Parameters Continued:

- Limited to (2) adjacent parking spaces only
- Permit would only allow for use during daylight hours
- One ten x ten tent would be allowed
- Outside displays must be a sampling of what is sold in stores
- Not available to sponsor or VIP vehicles
- The permit is non transferrable
- All applications are handled through the Special Events Department
- Application must be submitted a minimum of 10 business days before event
- Blackout dates: Food and Wine week, July 4th week, Farmers Market Saturdays, all official holidays
Request from Staff:

If Council supports a Single Use Special Events Parking User Permit, Staff recommends doing so on a trial basis, from May 2020 to October 2020 with the listed parameters.
Long-Term Public Parking Space Rental
Long-Term Public Parking Space Rental

A LTPSR allows a local business to use a public parking space for:

- An authentic mountain experience
- The enhancement of the Aspen shopping experience
- The increase in vitality of the downtown core
Key Guidelines:

• All applications are processed and approved by the Commercial Core and Lodging Commission (CCLC).

• Applicants are required to adhere to all applicable municipal codes that may impact LTPSR use including, but not limited to: noise, sanitary, health, zoning, property maintenance.

• No food shall be prepared outdoors.

• Sign off from 60% of the businesses within 200 feet of the proposed LTPSR.

• No motor vehicles or trailers are allowed in the LTPSR.

• Cost of the LTPSR is the projected loss of revenue from that parking space.
Key Guidelines Continued:

- LTPSR are allowed from April 15 through October 31.
- Minimum lease of a LTPSR is three (3) months.
- No more than one (1) LTPSR per block and no more than four (4) LTPSR in the downtown core at any time.
- The LTPSR must be in front of the applicant’s entrance or window and the LTPSR is non-transferable.
- No vending allowed in a LTPSR.
- No LTPSR allowed on Main Street.
- LTPSR are not allowed for restaurants at this time.
Request from Staff:

- Council’s direction on allowing LTPSR in the downtown core
Questions