



TOWN BOARD WORK SESSION

June 28, 2021 - 5:30 PM

Town Board Chambers, 301 Walnut Street, Windsor, CO 80550

Please click this URL to join. <https://windsorgov.zoom.us/j/94549676930>

OR join by telephone at (888) 788-0099 or (877) 853-5247

Webinar ID:945 4967 6930

GOAL of this Work Session is to have the Town Board receive information on topics of Town business from the Town Manager, Town Attorney and Town staff in order to exchange ideas and opinions regarding these topics.

Members of the Public in attendance are asked to be recognized by the Mayor before participating in any discussions of the Town Board

AGENDA

1. Downtown Parking Study - Existing Conditions - D. Eusenbraun, Senior Planner
2. Future Meetings Agenda

The Town of Windsor will make reasonable accommodations for access to Town services, programs, and activities and will make special communication arrangements for persons with disabilities. Please call (970) 674-2400 by noon on the Thursday prior to the meeting to make arrangements.



MEMORANDUM

Date: June 28, 2021
To: Mayor and Town Board
Via: Shane Hale, Town Manager
From: David Eisenbraun
Re: Downtown Parking Study
Item #: 1.

Background / Discussion:

In 2012, the DDA conducted a parking study with the Town as a partner, whereas the current study put the Town in charge in an effort to include a larger geographic study area.

Details can be found on the project connect page: <https://windsorprojectconnect.com/downtown-parking-study>

Previous Study Review Including Previous Downtown Parking Supply and Demand of 13 recent plans and studies was completed with findings or recommendations that would bear on parking policies and investments for the downtown area.

The documents reviewed are listed below.

- # Document Title Publishing Agency Year(s)
- 1 2012 Downtown Parking Study DDA 2-12
- 2 Town Comprehensive Plan Town of Windsor 2016
- 3 Town Transportation Master Plan (Draft) Town of Windsor 2020
- 4 Roadway Improvement Plan Town of Windsor 2017
- 5 Trail System Master Plan Town of Windsor 2010-2020
- 6 Regional Bicycle Plan NFR MPO 2013
- 7 Parks, Recreation & Culture Master Plan Town of Windsor 2016
- 8 Complete Streets Guide Town of Windsor 2017
- 9 DDA Plan of Development Town of Windsor 2006-2025
- 10 Town Strategic Plan Town of Windsor 2018-2023
- 11 DDA Property Design Report DDA 2015
- 12 Clearview Library Feasibility Study, Clearview Library District 2016
- 13 CO-257 & CO-392 Network Feasibility Study CDOT 2019

From these documents, 32 separate recommendations were identified that would impact downtown parking planning. Of these recommendations, the majority are found in the 2012 Downtown Parking Study (14 recommendations), the Transportation Master Plan (4), the DDA Plan of Development (2), and the DDA Property Design Report (3). A matrix of all relevant recommendations from prior studies is included as an attachment to this memorandum. In summarizing the 2012 parking baseline conditions, utilization infographics were developed with the intent of updating to compare with 2020 utilization data.

Harvest Festival Event Weekend Field Data Collection

Mead & Hunt conducted parking data collection activities over Saturday (9:00 A -1:00 PM) and Sunday (5:00 PM - 8:00 PM) September 5th and 6th, surveying all curbside and off-street parking lots within the study area on an hourly basis. The survey time periods coincided with the Harvest Festival Farmer's Market and Outdoor Movie events on the boardwalk. Both parking utilization and duration data was collected using EasyALPR technology to digitally scan vehicle license plates. Key findings include:

Curbside parking utilization: For the entire study area, overall curbside parking utilization averaged between 20% to 25% during the surveyed time periods. During the Saturday AM, parking utilization hot spots were found along Main Street east of 4th Street and 3rd Street south of Main Street near the businesses in the 300 block where occupancy

ranged between 50% to 100%. A similar pattern was observed on Sunday evening on the same blocks as well as 4th Street south of Main and Walnut Street east of 3rd, with occupancy ranging from 50% to 100%.

Off-Street parking utilization: For the entire study area, overall off-street parking utilization averaged between 20% to 30% during the surveyed time periods. During the Saturday AM, parking utilization hot spots were found in the lakefront parking lot and the gravel lot south of the railroad and east of 5th Street, where occupancy ranging from 50% to 100% in the late AM as the Farmer's Market and beach crowds arrived. A similar pattern was observed on Sunday evening on the same parking lots, as well as the parking lot for the new brewery as the beach, dinner and outdoor movie attracted parkers.

Curbside parking duration was typically higher (greater than 3 hours) in the residential blocks with higher turnover (e.g. 1-2 hour durations) along Main Street on both Saturday AM and Sunday PM. This would be expected near restaurant or retail establishment such as along Main Street or 6th Street near the post office.

Off-Street parking duration was typically shorter (1-2 hours) but may not be reflective of actual parking duration due to the limited survey time windows and vehicles parked before the survey started or that remained after the survey ended. Overall, the parking supply was adequate for the holiday weekend event activities in the Downtown. However, many businesses were not open during the hours surveyed. Parking for the businesses in the 300 block spilled onto residential blocks for multiple hours. Parking in the gravel lot, which is proposed for future development, also approach capacity. Both of these issues will be revisited during normal weekday and weekend parking data collection surveys.

Recommendation:

Discuss and reevaluate the appropriate time to continue with typical weekday and weekend non-event parking data collection, as well as formally kicking off stakeholder and public engagement.

ATTACHMENTS:

- ▣ Applicant Presentation
- ▣ Application Materials

Town Board Presentation
June 28, 2021

Downtown Parking Study



Presentation Outline



- Study Purpose and Need
- Progress to Date
- COVID Impacts
- Key Initial Findings
- Key Variables for Future Parking Forecasts
- Next Steps
- Questions and Answers



Project Team



Paul Silberman, P.E., PTOE
Project Manager



Brian Lavery, AICP
Senior Planner



Molly North
Multimodal Engineer



Matt O'Connell
GIS/ Graphics

Study Purpose and Need



- ↗ Update 2012 parking study with larger survey area
- 👤 Conduct community meetings, surveys and interviews to engage business owners, community members and stakeholders
- 📅 Develop a two-, five- and ten-year parking outlook
- 🚗 Recommend downtown parking strategies to increase accessibility and decrease congestion
- 🔍 Research best practices for downtown parking management
- 🚶 Support multi-modal and complete streets initiatives

2012 PARKING UTILIZATION



52% ON MAIN STREET
WEEKDAY
(30% OFF-STREET)

60% ON MAIN STREET
WEEKDAY EVENT
(35% OFF-STREET)

66% ON MAIN STREET
WEEKEND
(23% OFF-STREET)

*DATA FROM 2012 PARKING STUDY

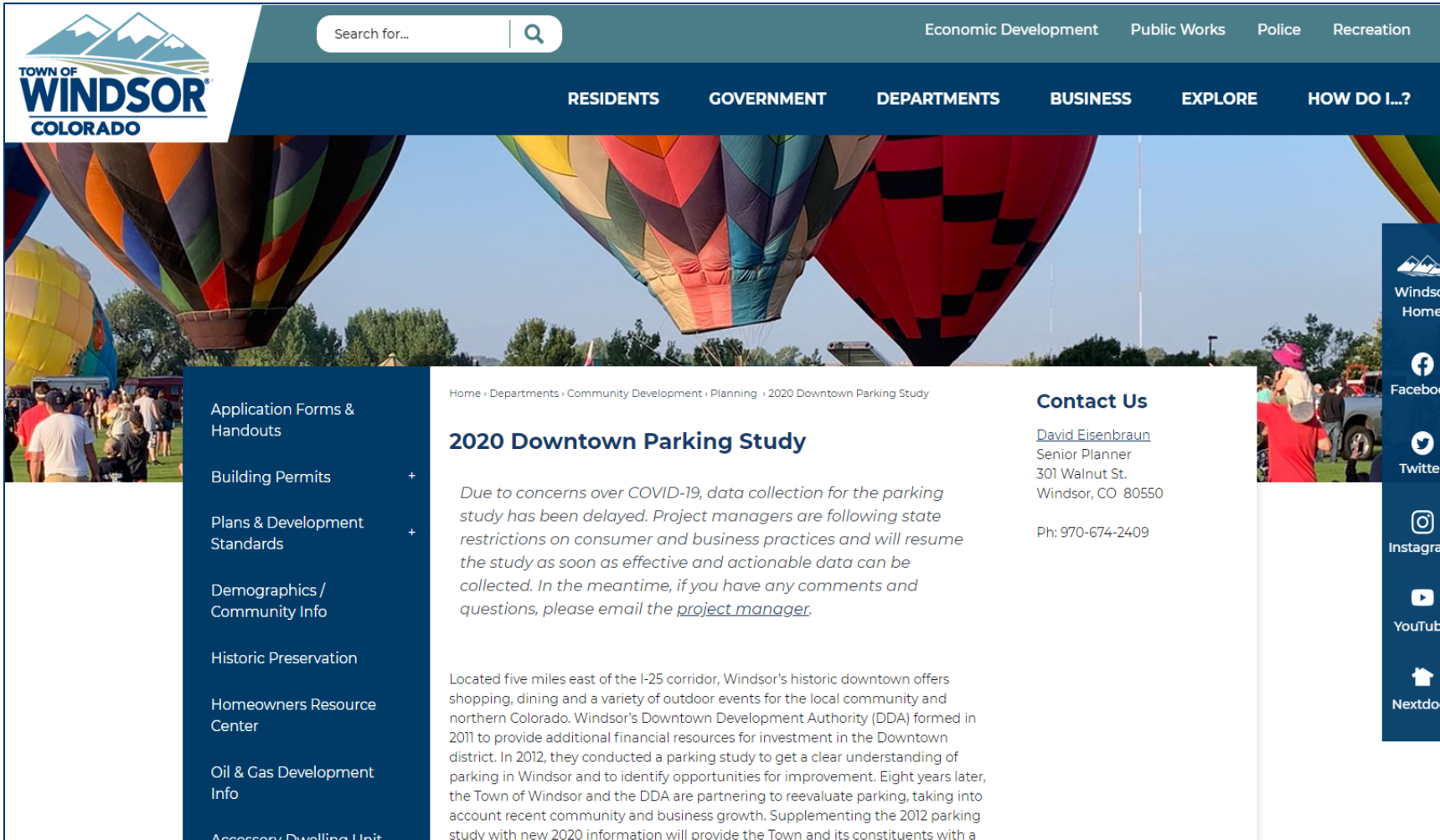
Project Area Boundaries

- South: Walnut Street
- West: 7th Street
- East: 2nd Street
- North: Lakefront

- ■ ■ 2020 Parking Study Boundary
- ■ ■ 2012 Parking Study Boundary
- Town of Windsor Parks
- Downtown Development Authority



Project Website and Story Board

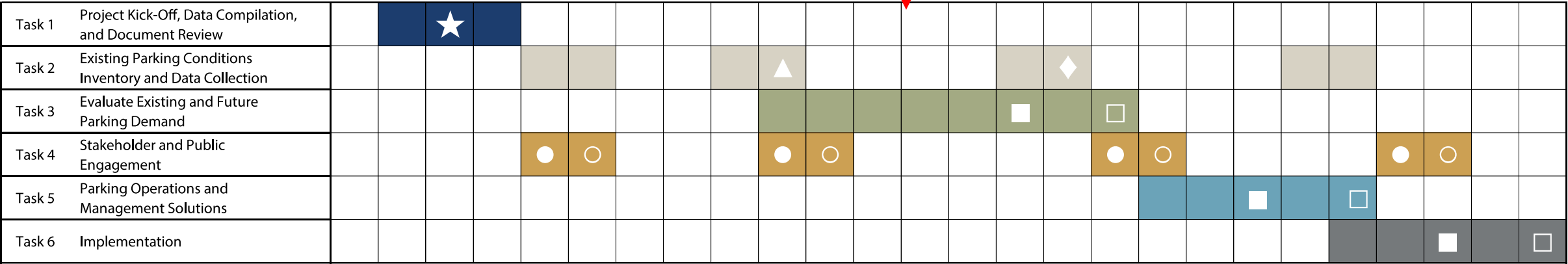


- Inventory
- Parking Generators
- Utilization Survey Results

Storyboard Map Link: <https://arcg.is/OLWzS5>

Study Progress to Date

We are here



- Kickoff Meeting
- Stakeholder Meeting (Public Agencies/Advisory Committee)
- Public Meeting
- Map Atlas Web Application Draft
- Final Map Atlas Web Application
- Draft Deliverable
- Final Deliverable

To Be Completed:

- Additional Data Collection
- Final Parking Forecasts
- Stakeholder/ Public Engagement Recommendations

Tasks Completed to Date

Previous Study Review

Best Practices Summary

Stakeholder survey
questionnaire development
and contact database

Parking Data Collection

- Harvest Festival 2020
- Historical
 - July 2019 Weekday
 - April 2018 Weekday
 - August 2018 Weekend
 - September 2016 Weekend

Truck Traffic Analysis

Downtown
Parking
Study



Truck Traffic Analysis

Truck Percentages

Thursday: 3.90%

Friday: 4.03%

Saturday: 2.95%

Sunday: 1.72%

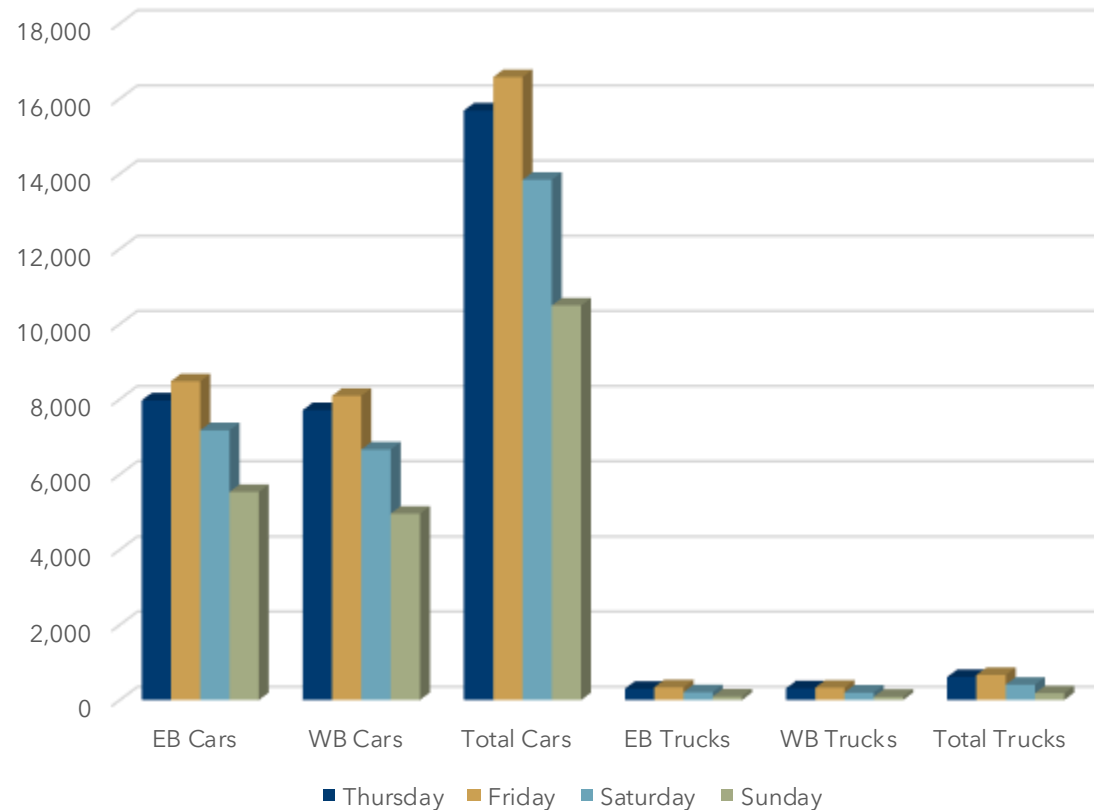
96-Hour Total: 3.30%

2019 Annual Average:

15,000 Total Vehicles

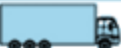
3.5% Trucks

SH 392 Main Street West of 3rd Street
March 18-21 2021 (Thursday-Sunday)

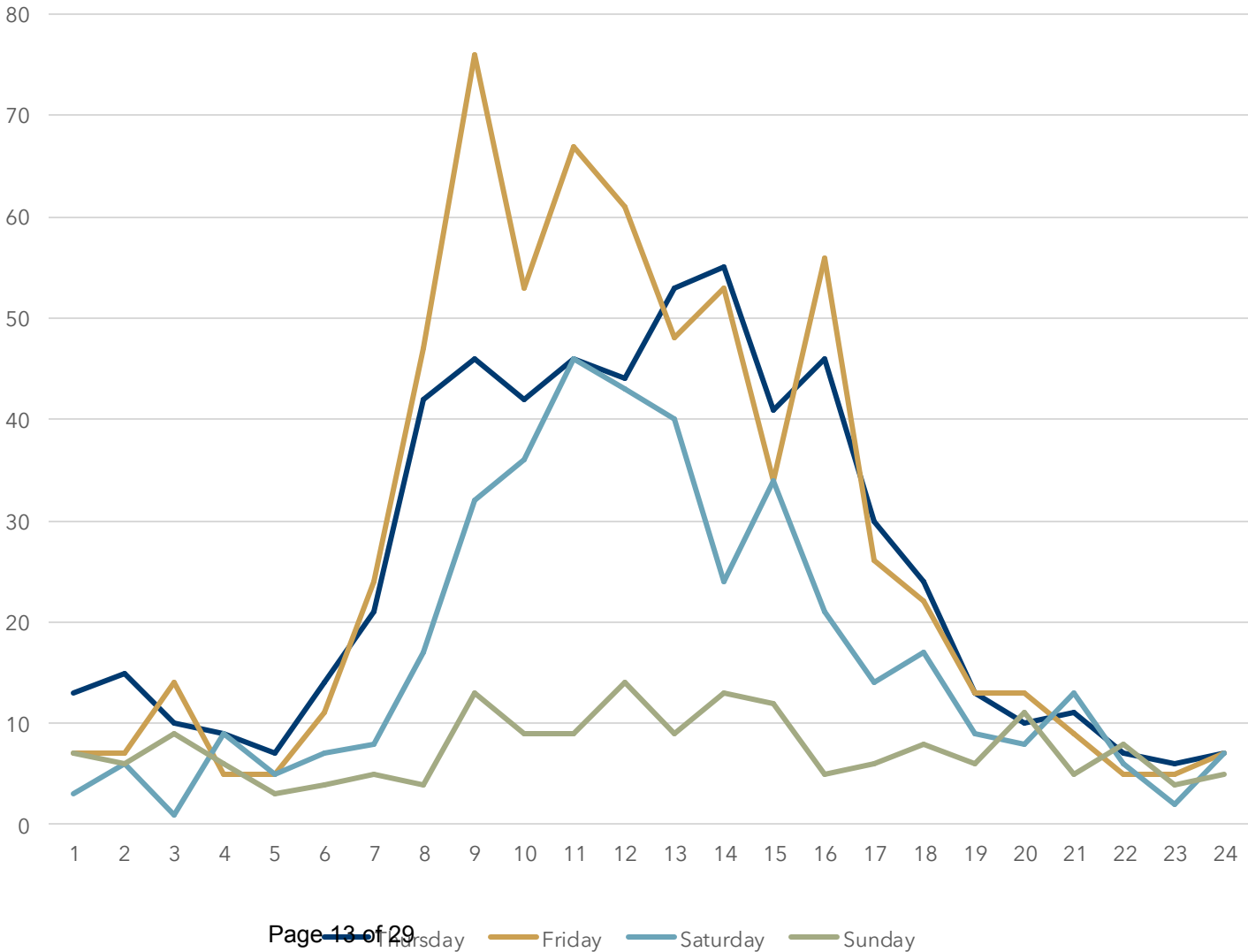


Truck Traffic Analysis

FHWA Vehicle Classification

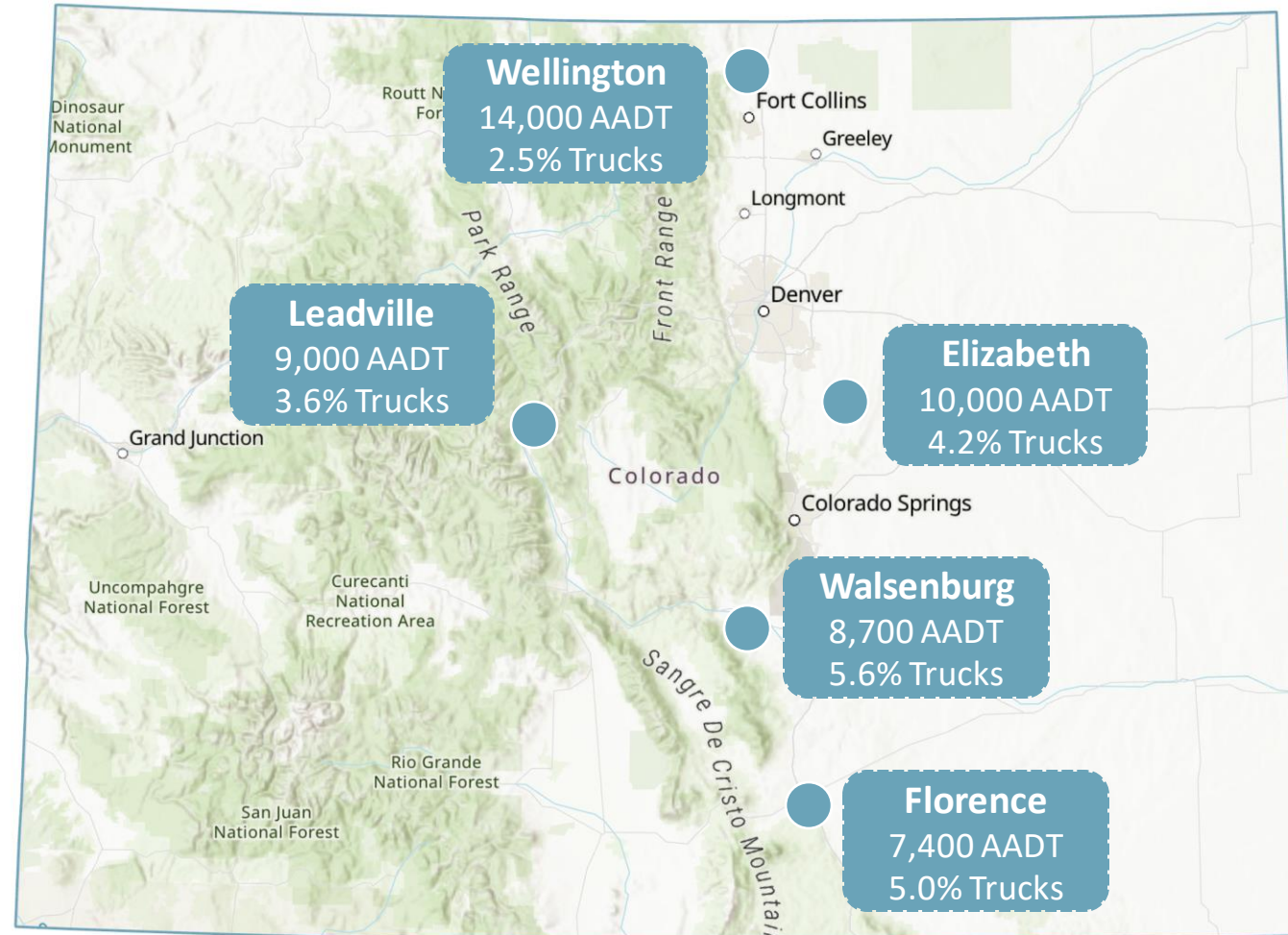
Class 1 Motorcycles		Class 7 Four or more axle, single unit	
Class 2 Passenger cars		Class 8 Four or less axle, single trailer	
			
			
			
Class 3 Four tire, single unit		Class 9 5-Axle tractor semitrailer	
			
			
Class 4 Buses		Class 10 Six or more axle, single trailer	
		Class 11 Five or less axle, multi trailer	
			
Class 5 Two axle, six tire, single unit		Class 12 Six axle, multi-trailer	
		Class 13 Seven or more axle, multi-trailer	
			
Class 6 Three axle, single unit			
			
			

Hourly Truck Volumes (EB and WB Combined)



Truck Traffic Analysis

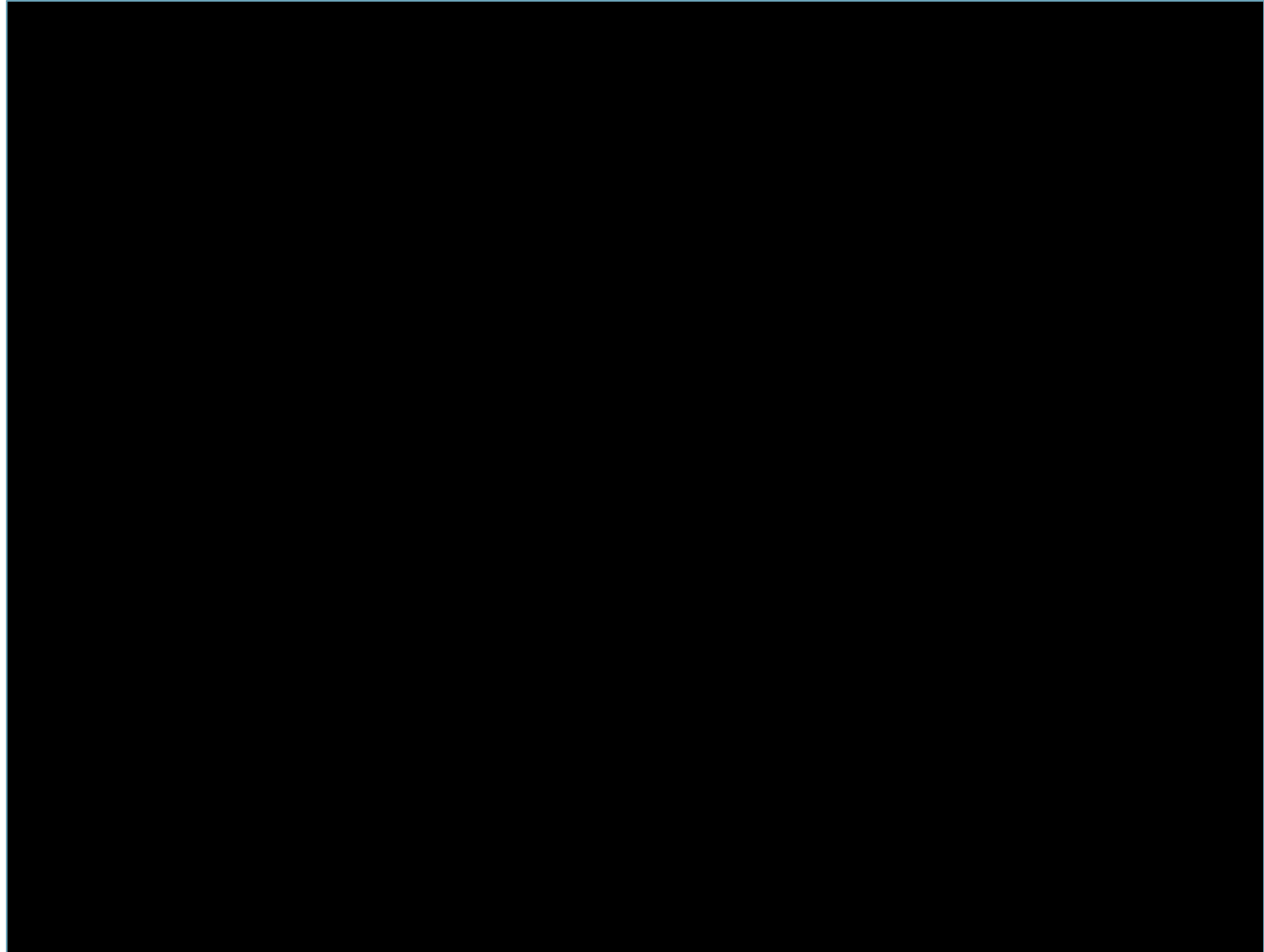
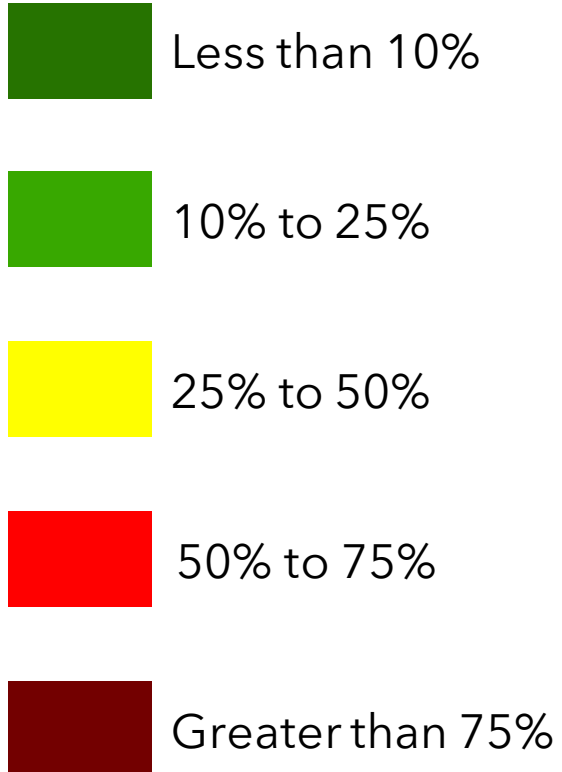
Other Colorado Main Street Traffic Volumes/ Percent Trucks



Harvest Festival Weekend Hot Spots



Parking Utilization



COVID Impacts



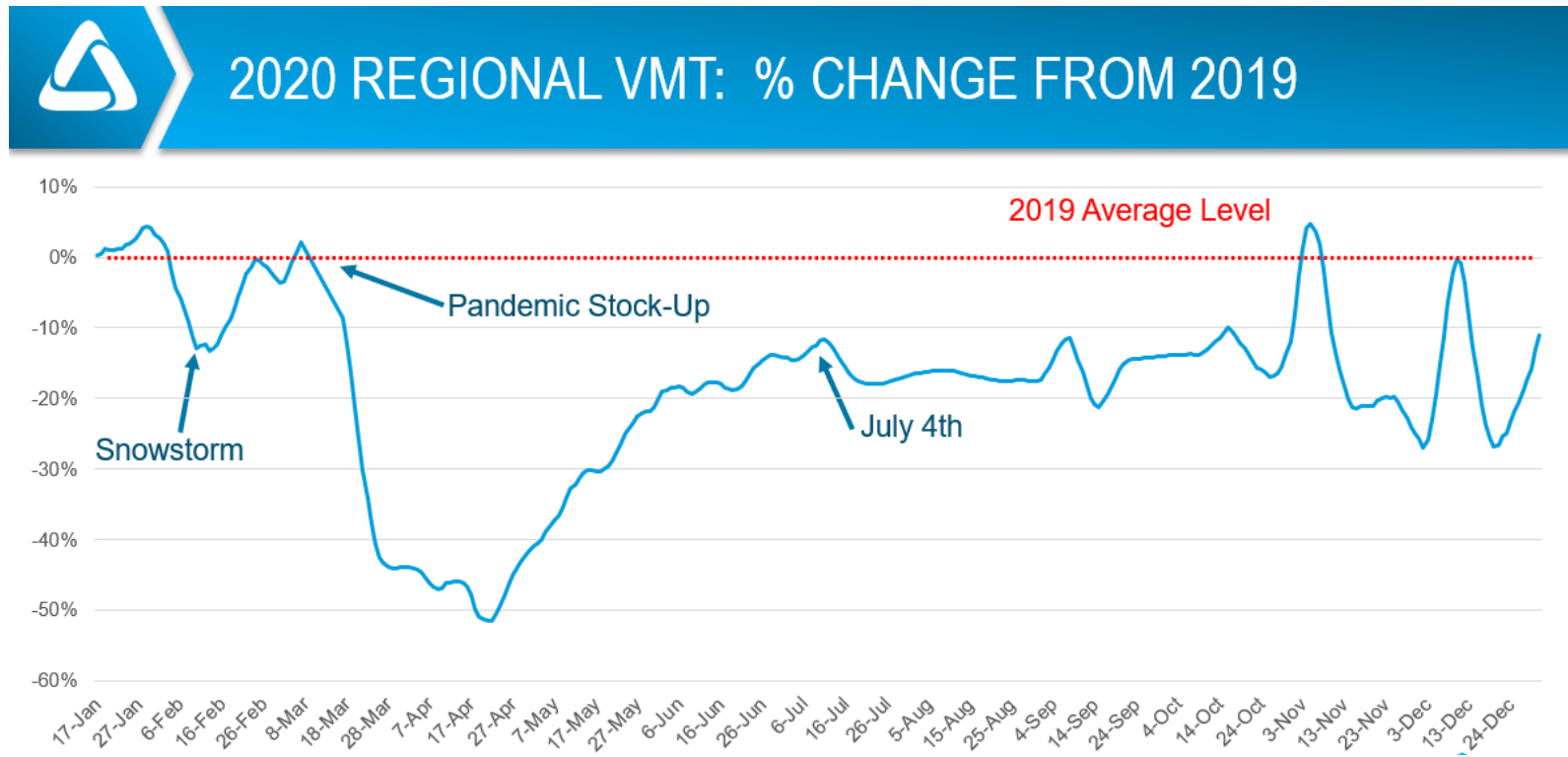
School/business
closings



Parking demand
drop



Pause on initiating stakeholder/
public outreach



Source: DRCOG

Key Initial Findings

- Parking hot spots
 - Lakefront
 - Brewery
- Existing On-Street angled parking beneficial to meeting peak demand
 - Potential for additional / replacement locations
- Off-Street parking underutilized along/ behind Main Street- need for more shared parking among land uses
- Event shuttles/ park and ride



Potential Short-Term Recommendations



Bicycle Parking Corrals



Parking Lot Signage/
Wayfinding



15-Minute Pick-up/
Drop-off Hour Zones



2-3 Hour Zones



Convert Additional Blocks
to Angled Parking



Open Streets



New Off-Street
Parking Facility



Shared Space Agreement



Study Area

Potential Short-Term Recommendations



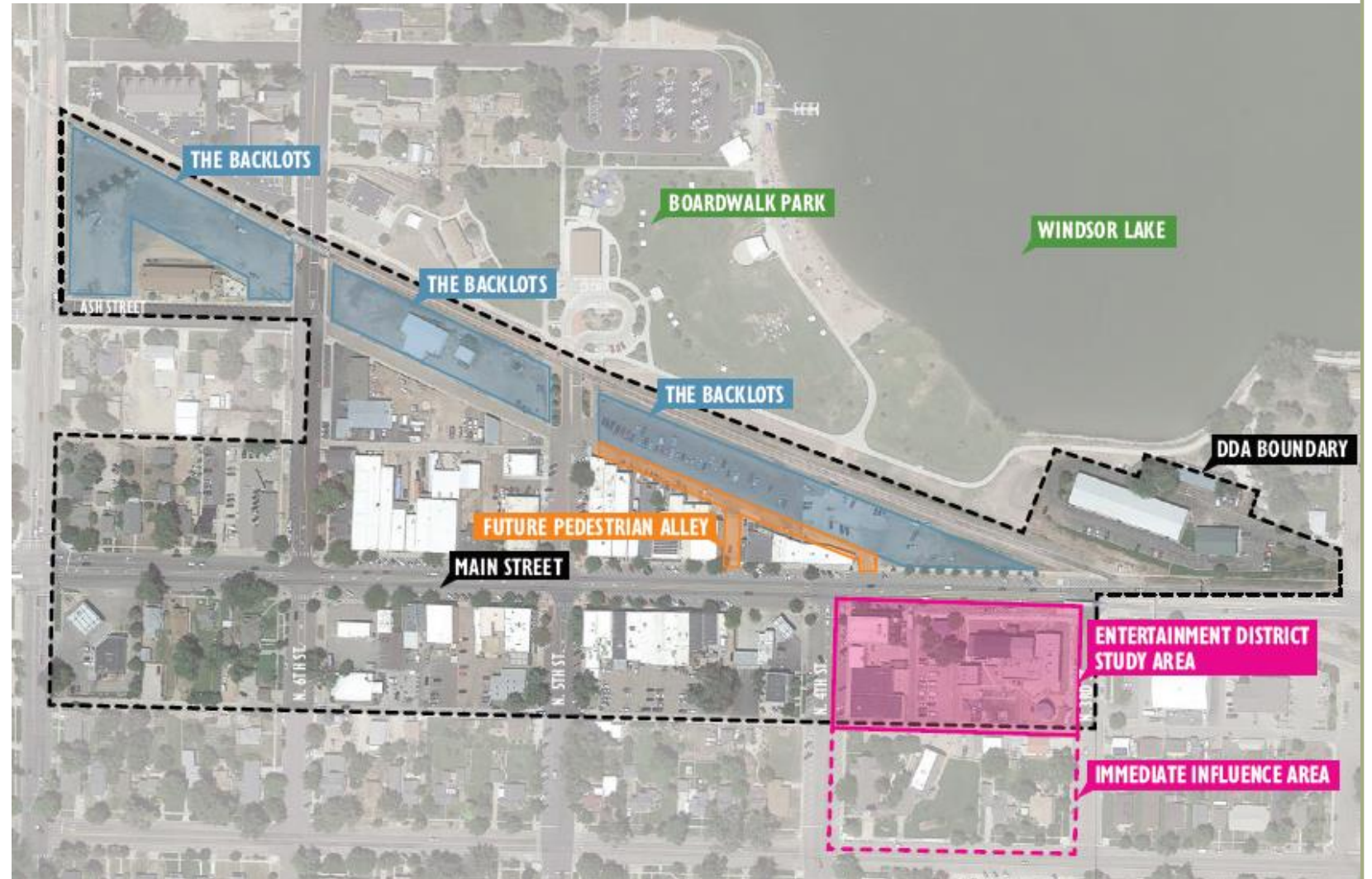
- Additional On-Street angled parking spaces
 - +100 to +125
- Additional Off-Street surface lot parking spaces
 - +100 to +150
- Shared Parking Spaces south and north side of Main Street 200 to 600 blocks evenings and weekends
 - +200
- Event shuttles/ park and ride
 - TBD



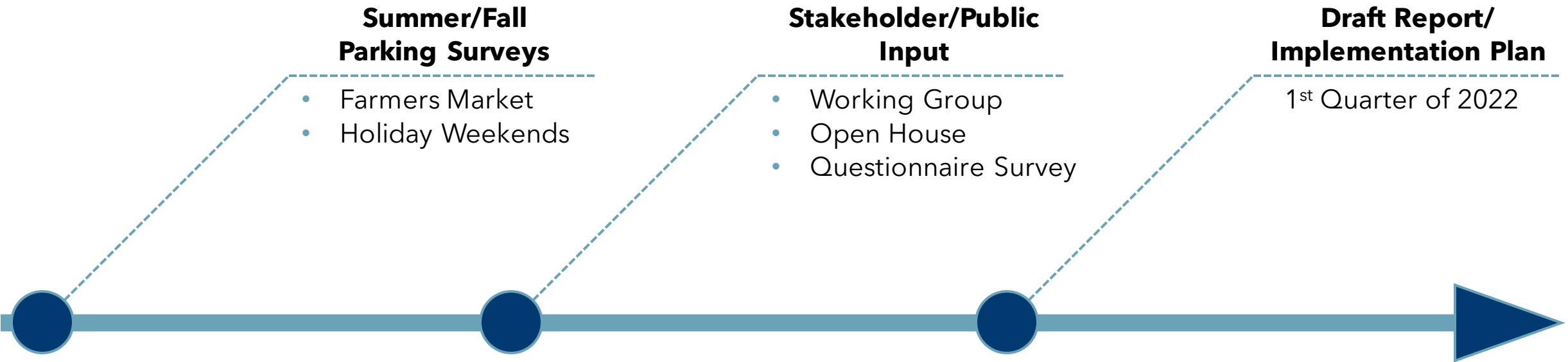
Key Variables for Future Parking Demand



- Future Downtown Development and Tribe proposals to create more parking demand and opportunities
- Windsor Entertainment District



Next Steps



Thank You





Summary of Downtown Parking Study Progress, March-August, 2020

Previous Study Review Including Previous Downtown Parking Supply and Demand

A review of 13 recent plans and studies was completed with findings or recommendations that would bear on parking policies and investments for the downtown area. The documents reviewed are listed below.

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From these documents, 32 separate recommendations were identified that would impact downtown parking planning. Of these recommendations, the majority are found in the 2012 Downtown Parking Study (14 recommendations), the Transportation Master Plan (4), the DDA Plan of Development (2), and the DDA Property Design Report (3). A matrix of all relevant recommendations from prior studies is included as an attachment to this memorandum.

In summarizing the 2012 parking baseline conditions, utilization infographics were developed with the intent of updating to compare with 2020 utilization data.



Stakeholder Input

- A draft parking questionnaire survey for two separate surveys during the study kickoff meeting on March 10: a) a survey of key stakeholders within the downtown Windsor community; b) a survey of the general public to determine parking utilization preferences.
- A final questionnaire survey was updated based on input from the Technical Advisory Committee (Town staff) and developed draft text for two outreach messages. The first message was a request for a stakeholder to complete the stakeholder survey. The second message was an invitation to take part in the steering committee for the study. This content was delivered to Town staff on March 16, but outreach efforts were put on hold at that time due to the COVID-19 pandemic.
- The stakeholder and public outreach surveys were developed using the Google forms tool and are available online for review:
 - Stakeholder survey: https://docs.google.com/forms/d/e/1FAIpQLSd0oLFFC7N_0MH-frb2yTH9JmxugD5_SBhfQ-s97QIRNdCegg/viewform
 - Public survey: <https://docs.google.com/forms/d/e/1FAIpQLSfKyyNOb499727csPoJmJ3-fvhmSX5SWnHTaF1MsUYxp7Ld7w/viewform>
- A list of stakeholders, based on DDA's directory of downtown businesses, has been developed in preparation for a restart of the stakeholder input process.

Field Inventory and Mapping Application

A comprehensive field inventory was performed to verify all existing parking assets – on-street and off-street regulations and number of spaces in April, 2020. Building on the field inventory, an on-line mapping atlas was created for the purpose of housing all GIS data collected as part of the parking study. The on-line atlas or “story map,” will also house all geographic outputs of the study and can function as an interface tool to present project information to stakeholders, the Town Council, or the public. The story map allows users to pan, zoom, and click on features to see detailed information, making the dissemination of project maps highly interactive.

As of August, the story map includes the following existing conditions maps.

- Trip Generators
- Parking Inventory (field inventory of space counts and parking regulations conducted in April, 2020)
- Walksheds
- Pedestrian Infrastructure
- Bike and Trail Infrastructure
- Existing Land Use
- Zoning
- Transit

It will be updated over the course of the parking study to include data collected, analyses conducted, and final recommendations. See examples of current content below.

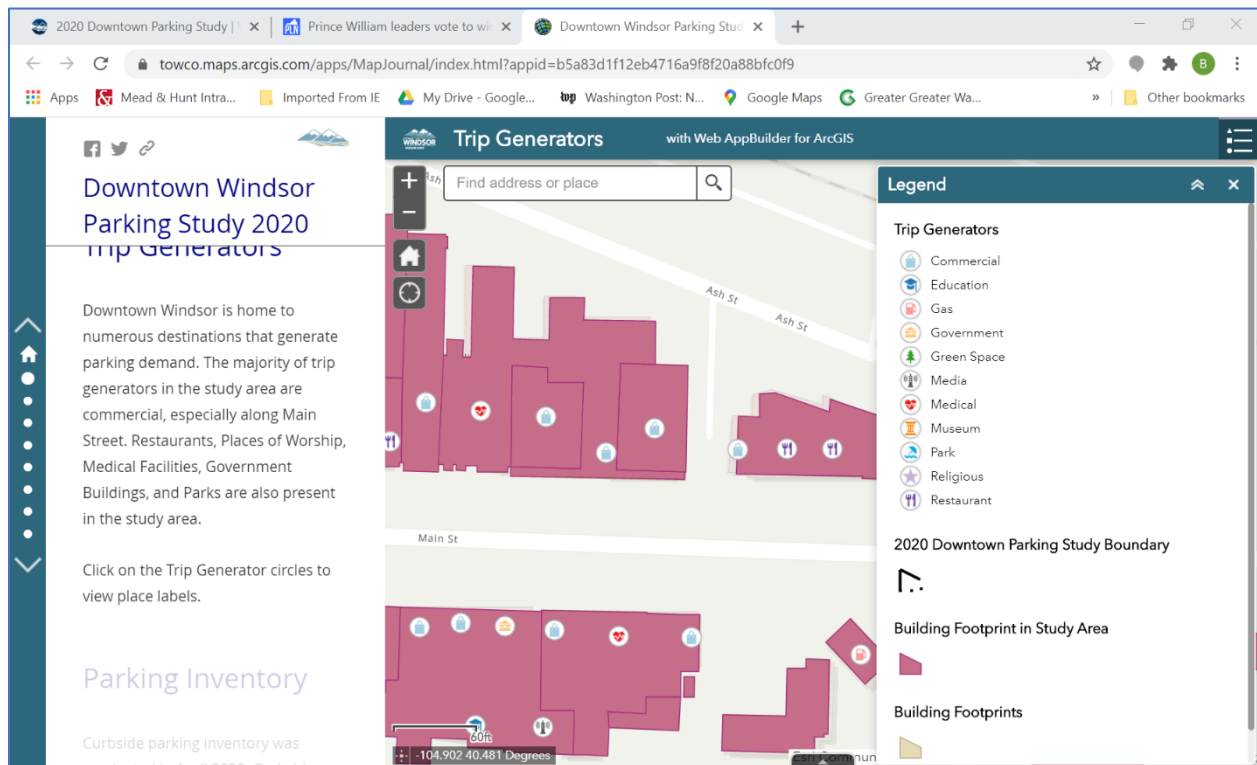
Story Map URL:

<https://towco.maps.arcgis.com/apps/MapJournal/index.html?appid=b5a83d1f12eb4716a9f8f20a88bfc0f9>

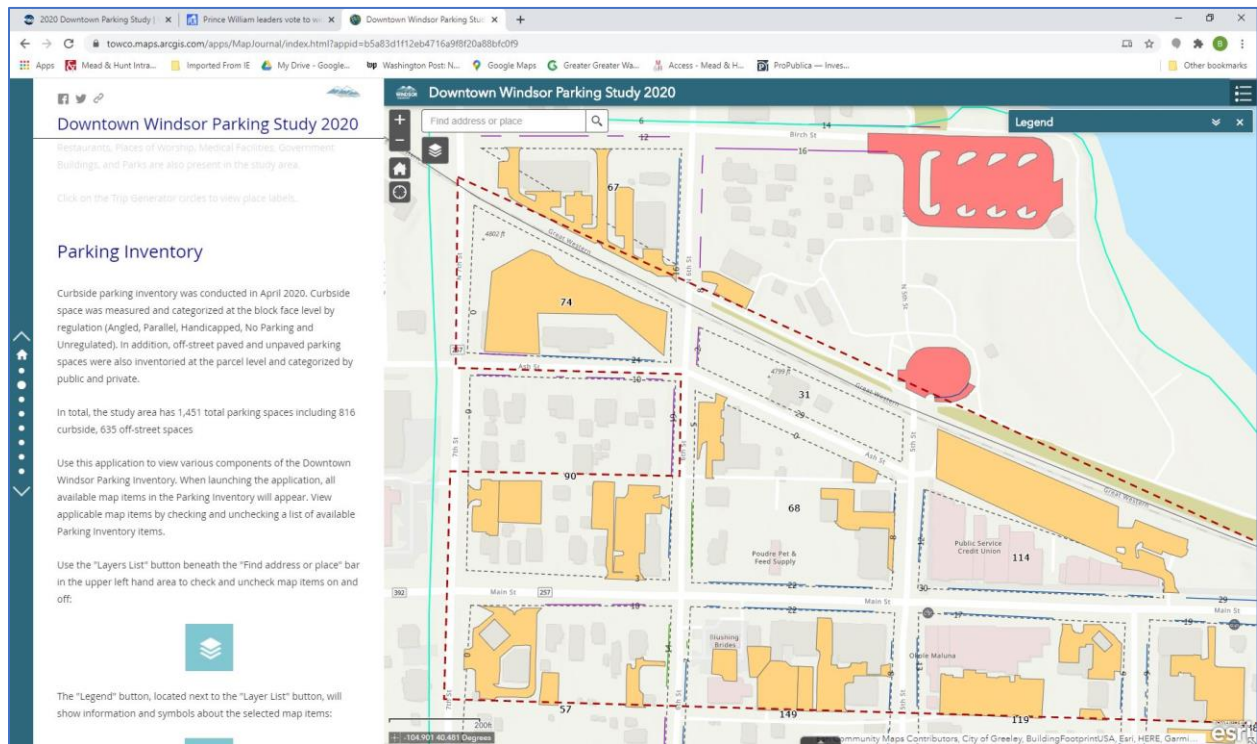
Town of Windsor Downtown Parking Study

August 31, 2020

Page 3



Trip Generators Panel of the Story Map, with Legend



Parking Inventory Panel of the Story Map

Project Website

An informative project website (<https://www.windsorgov.com/1267/2020-Downtown-Parking-Study>) was created internally by Town of Windsor staff in March. In the absence of regular project updates due to the COVID-19 pandemic, the website currently includes the following content:

- Study Introduction and Goals
- Project Timeline
- Simplified version of the Story Map
- Study Area Map
- FAQs

Best Practice Review

A literature review and comparison matrix of best practice strategies from other jurisdictions that best fit the context of Windsor is also being developed. The matrix captures key outcomes and responsibilities for the following strategies, organized into five primary categories.

- Curbside Management
 - Time Limits for Curbside Parking
 - Designated Ride-hailing Zones
 - Open Streets
- Neighborhood
 - Residential Permit Parking Program
- Pricing
 - Implement Metered On-Street Parking
 - Web and Mobile Parking Payment Options
 - Demand Based Pricing
- Policy
 - Priority Parking (carpool, car share, ride share and bicycle)
 - Transportation Management Association/ Parking Management Districts
 - Parking Code Maximums
 - Shared Parking
 - Shared Valet
- Facilities
 - Satellite Parking for Employees
 - Satellite Parking for Events
 - Improved Pedestrian Infrastructure
 - Parking Lot Signage/Wayfinding
 - New Off-Street Parking Facilities
 - Off-Street Lot Improvements for Increased Capacity

Next Steps:

Although the COVID related health and economic impacts delayed the Spring and Summer parking data collection, the study will reboot with parking data collection over the Labor Day Weekend Harvest Festival. Using this data, and other indicators from the Town, DDA on business activities including the new wedding venue and brewery, and school in-person learning schedules, the project team will then reevaluate the appropriate time to continue with typical weekday and weekend non-event parking data collection, as well as formally kicking off stakeholder and public engagement.



MEMORANDUM

Date: June 28, 2021
To: Mayor and Town Board
Via: Shane Hale, Town Manager
From: Karen Frawley, Town Clerk
Re: Future Meeting Agenda
Item #: 2.

ATTACHMENTS:

- ▯ Future Meetings Agenda



FUTURE TOWN BOARD MEETINGS

July 5, 2021	Cancelled – Independence Day Holiday
July 12, 2021 5:00 p.m.	Town Board Work Session Zerby Playground Dedication (Main Park) Board-Manager-Attorney Monthly Meeting Feral Cat Ordinance Water Attorney Update
July 12, 2021 7:00 p.m.	Town Board Meeting
July 19, 2021 5:00 p.m.	Town Board Work Session (Windsor High School) Weld Re4 School District All Boards Annual Meeting
July 26, 2021 5:30 p.m.	Town Board Work Session Meet the Board Body Cam Recommendations Larimer County Hazardious Mitigation Plan Park Fee Study
July 26, 2021 7:00 p.m.	Town Board Meeting
August 2, 2021 5:30 p.m.	Town Board Work Session Presentation of COGCC Rulemaking Changes
August 9, 2021 5:30 p.m.	Town Board Work Session Board – Manager – Attorney Monthly Meeting IGA with Greeley on Open Space Land
August 9, 2021 7:00 p.m.	Town Board Regular Meeting
August 16, 2021 5:30 p.m.	Town Board Work Session Poudre River Trail Corridor Authority Future Plans
August 23, 2021 5:30 p.m.	Town Board Work Session
August 23, 2021 7:00 p.m.	Town Board Regular Meeting
August 30, 2021	Cancelled – 5 th Monday
September 6, 2021	Cancelled – Labor Day Holiday

September 13, 2021 5:30 p.m.	Town Board Work Session Budget: Capital Improvement Plan
September 13, 2021 7:00 p.m.	Town Board Regular Meeting
September 20, 2021 5:30 p.m.	Town Board Work Session
September 27, 2021 5:30 p.m.	Town Board Work Session Budget: Capital Improvement Plant Follow-up Questions
September 27, 2021 7:00 p.m.	Town Board Regular Meeting

Future Work Session Topics

- Broadband Update
- DDA Entertainment District
- Telecom Code (Pending FCC Rules)
- Regional Water Treatment Plant Site
- Proportional services and amenities for planned population
- Economic development/retail needs based on population levels (following retail assessment)
- Budget: Operating Budget Presentation – October 16th (Saturday)
- Budget: Follow-up Budget Items – October 25th
- Comprehensive Fee Update (October)