

# Parking Advisory Committee

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City of Leavenworth  
Council Chambers / Zoom Conferencing  
3:00 PM - 4:30 PM  
August 6, 2020

## Join Zoom Meeting

<https://us02web.zoom.us/j/84500423577?pwd=Z3VBSmxwRmViUTlaeUxoZzNvOTI2dz09>

**Meeting ID:** 845 0042 3577

**Passcode:** 457890

## Dial by your location

+1 253 215 8782

Find your local number: <https://us02web.zoom.us/j/84500423577?pwd=Z3VBSmxwRmViUTlaeUxoZzNvOTI2dz09>

## Members:

Kayla Applebay  
Lyman/Jesse Boyd  
Mia Bretz  
Jean Dawson  
\*Anne Hessburg  
Momi Palmieri  
Vacant Position

## Agenda Items:

1. Meeting Notes Review from July 23, 2020
2. Review Work Plan – Parking Meter Project
  - a. Tasks overdue
  - b. Tasks coming up next month
3. Determine future meeting dates and agenda items.
4. Adjourn

### Upcoming Agenda Items:

- Cascade Medical Center Agreement
- Staffing – a job description – when to start / end advertising
- Work on Pricing options – how many categories and price for each
- Public Education/Outreach
- Review details Employee Parking Options Information
- Review Residential Parking Permit Plan Code Amendment
  - a. Final Review and Recommendation
- Added Capacity
  - a. Parking Structure
  - b. Shuttle Expansion
- Front Street Park Master Plan
- DOT Lot improvements (Minimum)
  - a. Costs

# Parking Advisory Committee

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City of Leavenworth Council Chambers  
Zoom Conferencing  
3:00 PM - 4:30 PM  
July 23, 2020

## Meeting Notes:

Chair Anne Hessburg began the meeting at 3:00 PM. All members were in attendance except Mia Bretz and Lyman Boyd. Michael Bedard tendered his resignation from the Committee.

City Administrator Ana Cortez, Sue Cragun, Aaron Schmidt, and Brad Magee were in attendance.

### Members:

Kayla Applebay  
Lyman/Jesse Boyd  
Mia Bretz  
Jean Dawson  
\*Anne Hessburg  
Momi Palmieri  
VACANT POSITION

## 1. Meeting Notes Review – July 9, 2020

All members approved the July 9, 2020 Meeting Notes.

## 2. Review Work Plan – Parking Meter Project – Aaron Schmidt

### a. Tasks Overdue

- Discussion

### b. Tasks Coming up next month

- Right of Way issues resolved; will use for ADA stalls – 2 at Gustav’s, 2 at Stein
- Total of 10 ADA stalls on street (8 mandatory), total of 19 in lots (11 mandatory)
- Rate Structure to Civic Smart – Ana Cortez
- Public engagement process will include workshop, rate structure, detailed parking program, residential zoned parking.
  - Zoom Conferencing format at Festhalle with masks and social distancing
  - Residential Zone Parking needs to be finalized – 8/6/2020 meeting
  - Subcommittee meetings to address workshop agenda items
- Residential Zoned Parking Program
  - Copy of Residential Zoned Parking code in red line
  - Policy direction of what committee wishes to accomplish
  - Discussion topics:
    - Opting in? Property owner and/or tenant?
    - Warrant survey
    - City marks parking and no parking spaces

- 8:00 AM – 8:00 PM / 2 hour parking
- \$150 application fee
- Parking Code Enforcement Officer Job Description
  - Send job description to Union for approval; Code Enforcement Officer with emphasis on parking
  - Job advertisement will be heavily marketed on social media
  - Post job by 8/1/2020; review applicants on 8/17/2020
- Cascade Medical Center MOU's completed – need Council approval
- WSDOT Agreement nearly complete

### 3. Determine future meeting dates and agenda items

Next meeting on August 6, 2020 at 3:00 PM

### 4. Adjourn

Respectfully submitted,  
Sue Z. Cragun, Executive Assistant  
City of Leavenworth



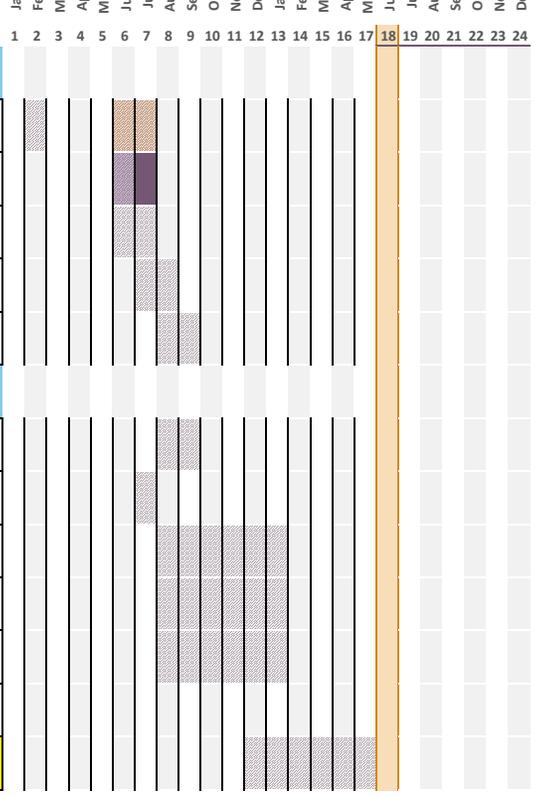


LEAD 1 = JANUARY, 2= FEB AND SO ON PERCENT COMPLETE

ACTIVITY (RED = DISCUSSION NEXT MEETING) → PLAN START    PLAN DURATION    ACTUAL START    ACTUAL DURATION    PERCENT COMPLETE

PERIODS    1= Jan

CAPACITY BUILD UP						
Ana	Activity	PLAN START	PLAN DURATION	ACTUAL START	ACTUAL DURATION	PERCENT COMPLETE
Ana	<span style="color: red;">Rename lots</span>	2	1	7		0%
Ana	Job Description	6	2	7		25%
Ana	Recruit	7				0%
Ana	Hire	8				0%
Ana	Train and on-board	9	0	0	0	5%
EDUCATE						5%
Sub comte	Communications Plan presented to Committee: Rates + Hours + residential parking + parking inventory	8	2	0	0	5%
Sub comte	Communications plan presented to council	7	1	0	0	5%
Sub comte	Focused discussion with residents	8	6	0	0	5%
Sub comte	Focused discussion with merchants	8	6	0	0	5%
Sub comte	Focused discussion with interest groups	8	6	0	0	5%
Sub comte	Soft roll out???	?	0	0	0	5%
	PARKING METER ROLL OUT: Oktoberfest or Xmas	12	6	0	0	5%



**ARTICLE I: GENERAL PARKING REQUIREMENTS** Sections 10.08.010 - 10.08.299

**ARTICLE II: RESIDENTIAL PARKING DISTRICTS**

**CHAPTER**

**SECTIONS:**

- 10.08.310 Council to Designate Residential Parking Districts
- 10.08.315 Individual Permit Application
- 10.08.320 New Residential Parking Districts
- 10.08.325 Parking Restriction in Residential Parking Districts
- 10.08.330 Temporary Parking District Permits
- 10.08.335 Adverse Impacts
- 10.08.340 Permit Fee and Term
- 10.08.345 Display of Permits
- 10.08.350 Permit Transfers and Replacement
- 10.08.355 Penalties

**10.42.310 Council to Designate Residential Parking Districts.**

The City Council has the authority, after a dually advertised public hearing, on its own motion or upon approval of a petition from a majority (60%) of the residents of the district, to designate, repeal, or revise residential parking districts, and to establish the parking restrictions (i.e. days, hours, exemptions) for each separate residential district. Notice of the public hearing shall be mailed to all residents within the proposed district and residents within one hundred feet (100 ft.) for the proposed district, at least 10 calendar days prior to the hearing.

**10.08.315 Individual Permit Application.**

Upon approval of a residential parking district, the City will send each property resident two free annual permits, for the sole use of the residents. Additional permits may be requested by application to the City.

A. The application for a permit shall contain information to verify that the applicant is a resident of the district for which the application has been made. The information must include:

1. Applicant's name, address, operator permit (driver's license) number, and date of issue.
2. Vehicle owner name, address, vehicle registration certificate number, and date of issue.
3. The make, model, color, state of registration, and license number of the vehicle(s) to be registered.
4. Water, garbage, internet, cable or other utility account number/information.
5. Proof of residency. A resident is a licensed driver who resides, owner or tenant, in a dwelling unit within the parking district, who is listed on the utility billing or who can demonstrate by some other means of exclusive right of occupancy.

6. Any other information required by the City Administrator or designee to determine if a residential parking permit should be issued.

B. Permit fees shall be based on the City's Rate and Fee Schedule shall accompany the application.

C. There shall be a limit of **X permits per water account**.

D. The City Administrator or designee shall condition permits in accordance with this chapter and the Council's conditions of approval.

E. A parking permit will not be issued for any motor vehicle for which one or more unpaid parking tickets or citations have been issued for parking or traffic violations.

#### **10.08.320 Parking Restriction in Residential Parking Districts.**

A. It is unlawful for any person to park any motor vehicle or trailer in a residential parking district for more than two (2) hours between the hours of 8:00AM to 8:00PM, seven days a week, unless the motor vehicle is displaying a valid residential parking permit for that parking district.

B. Residential parking permits holders must comply with all other parking regulations in effect except that vehicles displaying a valid residential parking district permit may be parked in a metered space within the designated district without the need to deposit coins.

#### **10.08.325 Temporary Parking District Permits.**

The City Administrator or designee may issue temporary parking district permits for specific functions (i.e. party, graduation, wedding, etc.). An application for temporary permits shall be made by the resident of the district on the City application form. Temporary parking permits may be issued for 24 hours and up to seven (7) days.

#### **10.08.330 Adverse Impacts.**

The City Administrator or designee may issue a residential parking district to residents which are adversely impacted because their residence is not situated within the residential parking district and because they do not have on-street or off-street parking.

A. In order to approve a permit under this subsection the applicant shall demonstrate all of the following criteria have been met:

1. That the applicant (adversely impacted neighbor) resides at the impacted residence;
2. That the applicant resides in the R-1, R-2, or R-3 zones;
3. That a portion of the applicant's property (residence) is within one hundred (100) feet of the residential parking district;
4. That the applicant's property (residence) does not abut a street where on-street parking is allowed;
5. That there is little or no off-street parking and the inability to develop the property to provide for legal off-street parking.

#### **10.08.335 Permit Fee and Term.**

A. Permit fees for residential parking district permits are established by resolution of the City Council. The fee is payable at the time of application.

B. The permit term for each residential parking district is for one year, 365 days from day of purchase.

C. Residential parking permits may be renewed by residents upon presentation of the expired permit and payment of the fee on or before the expiration of the permit term.

#### **10.08.340 Display of Permits.**

Residential parking district permits must be displayed and visible on the driver's side rear window of the vehicle. Temporary passes must be displayed and visible on the driver's side dash of the vehicle.

#### **10.08.345 Expiration of Permits.**

A. A permit expires and is void at the end of the permit term if not renewed within 7 days of the end of the term.

B. A permit expires and is void when the owner or user of a permitted vehicle no longer resides within the district or when the vehicle for which the permit is issued is sold, transferred, demolished or otherwise no longer used by the resident to whom the permit was issued, unless transferred in accordance with section 10.08.350.

C. Expired permit stickers must be removed from the vehicle upon permit expiration and temporary permits must be returned to City Administration.

#### **10.08.350 Permit Transfers and Replacement.**

A. A permit may be transferred to a new vehicle when the vehicle for which the permit was originally issued is sold, transferred, demolished, or in any other manner rendered unusable to the resident. The permittee shall notify the City of a change in status of the motor vehicle and complete an application for the new vehicle.

B. A replacement permit may be obtained when a permit is lost or stolen. The application for a replacement permit shall be the same as the application for an original permit.

#### **10.08.355 Penalties.**

A. Violation of any provision of this chapter is a civil infraction under LMC 10.08.180 Violation – Civil infraction – Parking infraction. Each time a permit is used in violation of this chapter is considered a separate offense.

B. If the registered owner of the permit does not make payment within ten (10) days of the violation, the permit will be void and a new permit will not be issued for the vehicle until the fine is paid in full.

**ARTICLE I: GENERAL PARKING REQUIREMENTS** Sections 10.08.010 - 10.08.299

**ARTICLE II: RESIDENTIAL PARKING DISTRICTS**

**CHAPTER**

**SECTIONS:**

- ~~10.0842.23.03~~10 Council to Designate Residential Parking Districts
- ~~10.08.315~~ Individual Permit Application
- ~~10.0842.23.020~~ Designation Criteria
- ~~10.0842.23.0320~~30 New Residential Parking Districts ~~Public Hearing~~
- ~~10.42.08.23.0325~~40 Parking Restriction in Residential Parking Districts
- ~~10.42.08.23.050~~ Residency Required for a Permit
- ~~10.42.08.23.060~~ Permit Application
- ~~10.42.08.330~~ Temporary Parking District Permits ~~23.070~~ Residential Parking Permit, Short Term and Temporary Permits; ~~Hardship Permit~~
- ~~10.42.08.335~~ Adverse Impacts ~~23.080~~ Permit Fee and Term
- ~~10.42.08.340~~ Permit Fee and Term ~~23.090~~ Display of Permits
- ~~10.42.08.345~~ Display of Permits ~~23.100~~ Expiration of Permits
- ~~10.42.08.23.110~~350 Permit Transfers and Replacement
- ~~10.42.08.23.120~~355 Penalties

**Commented [LV1]:** Formatting will not work for code publishing current hyperlinking format. They recommended dividing the chapter into articles.

**10.42.23.0310 Council to Designate Residential Parking Districts.**

The City Council has the authority, after a dually advertised public hearing, on its own motion or upon approval of a petition from a majority (60%) of the residents of the district ~~or proposed district,~~ to designate, repeal, or revise residential parking districts, and to establish the parking restrictions (i.e. days, hours, exemptions) for each separate residential district. Notice of the public hearing shall be mailed to all residents within the proposed district and residents within one hundred feet (100 ft.) for the proposed district, at least 10 calendar days prior to the hearing. ~~Residential parking districts may be designated only in the R-1, R-2 or R-3 zones.~~

**Commented [LV2]:** This will be very challenging for the Council, as I would anticipate each district wanting different considerations.

**Commented [LV3]:** Add a graphic(s) to show the location of these zones. Or define the zones by location.

**10.08.315 Individual Permit Application.**

Upon approval of a residential parking district, the City will send each property resident two free annual permits, for the sole use of the residents. Additional permits may be requested by application to the City.

A. The application for a permit shall contain information to verify that the applicant is a resident of the district for which the application has been made. The information must include:

**Commented [LV4]:** Redundant

1. Applicant's name, address, operator permit (driver's license) number, and date of issue.

2. Vehicle owner name, address, vehicle registration certificate number, and date of issue.
3. The make, model, color, state of registration, and license number of the vehicle(s) to be registered.
4. Water, garbage, internet, cable or other utility account number/information.
5. Proof of residency. A resident is a licensed driver who resides, owner or tenant, in a dwelling unit within the parking district, who is listed on the utility billing or who can demonstrate by some other means of exclusive right of occupancy.
6. Any other information required by the City Administrator or designee to determine if a residential parking permit should be issued.

B. Permit fees shall be based on the City's Rate and Fee Schedule shall accompany the application.

C. There shall be a limit of X permits per water account.

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D. The City Administrator or designee shall condition permits in accordance with this chapter and the Council's conditions of approval.

E. A parking permit will not be issued for any motor vehicle for which one or more unpaid parking tickets or citations have been issued for parking or traffic violations.

**10.42.08.23.020 Designation Criteria.**

A. A residential parking district may be designated if the following criteria are satisfied:

**Commented [LV5]:** The only criteria for is for 60% signatures and the fee. This can be changed to a simple statement:

1. All of the property in the proposed district is zoned R 1, R 2, or R 3; and

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B. The minimum size of a Residential Parking District shall be one City block from one City cross street to another City cross street. An alley way is not considered a city cross street.

**Commented [LV6]:** Redundant statement. If the boundaries are defined they the district is defined.

B. 2. Sixty percent (60%) of the property owners within the parking district petition the City for the consideration of establishing a Designated Residential Parking District; and

**Commented [LV7]:** This is a criterion, moved to .030

3. An application fee as indicated in the City Rate and Fee Schedule is paid to the City at the time of the submittal of petition; and Residential parking districts may be designated only in the R 1, R 2 or R 3 zones.

**Commented [JW8]:** Fee set in City Rate and Fee Schedule. Suggested amount was \$150.00 to cover cost of survey, signs, marking of parking spaces, etc

4. During the proposed hours of restricted parking, the number of vehicles of non residents parked legally or illegally on a street in the district is equal to seventy five percent (75%) or more of the legal on-street parking capacity of the street. The percentage of non-residential parking is determined by averaging the results of at least two surveys conducted on different days and at different times of the day but within the hours of restricted parking. For the purpose of this evaluation, a legal parking space is twenty (20) linear feet. The surveys shall not be conducted during festival periods.

**Commented [LV9]:** Add a graphic(s) to show the location of these zones. Or define the zones by location.

B. The survey referenced in subsection (A) may be conducted the person designated by the Mayor or Mayor's designee.

C. The proposed hours of restricted parking shall be to limit non permitted vehicles to no more than two (2) hours between the hours of 8:00 AM to 8:00 PM sever days per week. (7 Days per Week?)

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**Commented [LV10]:** This is not a criterion but a standard, moved to .040

~~10.42.08.23.030 Public Hearing.~~ The City Council shall hold a public hearing on any proposed designation, revision, or repeal of a residential parking district. The public hearing shall be held only after the City Administrator or designee has determined that the proposed district could satisfy the criteria for designation and notice has been sent to the residents in the proposed district and within one hundred feet (100 ft.) of the proposed district. ~~Once the district is approved, the City Administrator or designee is responsible for administration of the district and permits in accordance with this chapter and the Council's approval.~~

**Commented [LV11]:** This is not part of the Public Hearing, moved to .050

#### ~~10.42.08.23.032040~~ Parking Restriction in Residential Parking Districts.

~~A. Each residential parking district will be established by resolution of the City Council, subject to the limits in section 10.42.08.020(C).~~

**Commented [LV12]:** Redundant

~~A. B. The minimum size of a Residential Parking District shall be one City block from one City cross street to another City cross street. An alley way is not considered a city cross street.~~

**Commented [LV13]:** This is a criterion, moved to .030

~~C. It is unlawful for any person to park any motor vehicle or trailer or allow any motor vehicle or trailer to be parked in a residential parking district for more than the time allowed two (2) hours between the hours of 8:00AM to 8:00PM, seven days a week by the parking restrictions established for that district or street, unless the motor vehicle is displaying a valid residential parking permit for that parking district.~~

~~D.B. Residential parking permits holders must comply with all other parking regulations in effect except that vehicles displaying a valid residential parking district permit may be parked in a metered space within the designated district without the need to deposit coins.~~

**Commented [LV14]:** Are these areas metered?

~~10.42.08.23.050 Residency Required for a Permit.~~ Residential parking district permits shall only be issued to residents of the parking district. A resident is a licensed driver who resides in a dwelling unit approved for residential occupancy and who is the owner of or a tenant in the dwelling unit or who can demonstrate by some other means of exclusive right of occupancy. ~~A person who maintains a seasonal or temporary residence in excess of one hundred (100) consecutive days within the permit year shall also be considered a resident, provided the structure being occupied is approved for temporary or seasonal residential occupancy.~~

**Commented [LV15]:** Too difficult to monitor/enforce. Recommend removing.

#### ~~10.42.08.23.060~~ Permit Application.

~~Once the district is approved, the City Administrator or designee is responsible for administration of the district and permits in accordance with this chapter and the Council's approval. A. Only a resident of a residential parking district may apply for a residential parking district permit. The application shall be submitted to the City on forms provided by the City Administrator or designee. The application for a permit shall contain information to verify that the applicant is a resident of the district for which the application has been made. The information must include:~~

**Commented [LV16]:** This is not part of the Public Hearing, moved to .050

**Commented [LV17]:** Redundant

- ~~1. Applicant's name, address, operator permit (driver's license) number, and date of issue.~~
- ~~2. Vehicle owner name, address, vehicle registration certificate number, and date of issue.~~

~~3. The make, model, color, state of registration, and license number of the vehicle(s) to be registered.~~

~~4. Water, garbage, internet, cable or other utility account number/information.~~

~~5. Proof of residency if the address or the operator permit or vehicle registration is not in the residential parking district for which the application is made and or if applicant's name is not in the utility account.~~

~~5. Any other information required by the City Administrator or designee to determine if a residential parking permit should be issued.~~

~~B. A parking permit will not be issued for any motor vehicle for which one or more unpaid parking tickets or citations have been issued by the Police Department for parking or traffic violations. The permit shall be issued when the applicant meets the requirements specified in this section and has paid the required fee.~~

Commented [LV18]: Redundant

#### ~~10.42.08.23-070-325 Residential Temporary Parking District Permits~~ **Parking Permit; Short Term and Temporary Permits; Hardship Permit.**

~~The City Administrator or designee may issue A. Upon approval of a permit application, a residential parking district permit will be issued to all residents of residential parking districts for the residents' vehicles in the following manner:~~

~~—, but not to exceed Aa total of 2 vehicles for each dwelling unit shall be entitled to free annual permits~~

~~— Additional permits shall be provided an additional annual fee per year per the City's Rate and Fee Schedule.~~

~~1. There shall be a limit of X permits per water account.~~

~~B. In addition to the residential parking permit, each dwelling unit in a residential parking district with an approved application shall receive two (2) short term visitor passes.~~

Commented [JW19]: Short term parking passes not needed with two hour parking allowed

~~C. Temporary parking district permits are available for specific functions (i.e. party, graduation, wedding, etc.). An application for temporary permits shall be made by the resident of the district on the City application form. Temporary parking permits may be issued for 24 hours and up to seven (7) days, as determined by the City Manager Administrator or designee.~~

#### **10.08.330 Adverse Impacts.**

~~The City Administrator or designee may issue D. When the designation of a residential parking district to residents which are adversely impacted a bordering City residents because their residence is not situated within the residential parking district and because they do not have on-street or off-street parking, the adversely impacted neighbor may petition the City Manager Administrator or designee for a residential parking district permit.~~

~~1A. In order to approve a permit under this subsection the applicant shall demonstrate City Manager Administrator or designee must find that all of the following criteria have been met:~~

~~1a. That the applicant (adversely impacted neighbor) resides at the impacted residence is a resident as defined in this chapter;~~

- ~~2b.~~ That the applicant resides in the R-1, R-2, or R-3 zones;
  - ~~3e.~~ That a portion of the applicant's property (residence) is within one hundred (100) feet of the residential parking district;
  - ~~4d.~~ That the applicant's property (residence) does not abut a street where on-street parking is allowed;
  - ~~5e.~~ That there is little or no off-street parking and the inability to develop the property to provide for legal off-street parking.
- ~~2. The City Manager Administrator or designee shall make a decision on the application within thirty (30) days of submission. An adversely impacted neighbor whose application has been approved by the City Manager Administrator or designee shall be considered a resident of the residential parking district for purposes of permitting under this chapter.~~

**10-42.08.23-033580 Permit Fee and Term.**

- A. Permit fees for residential parking district permits are established by resolution of the City Council. The fee is payable at the time of application.
- B. The permit term for each residential parking district is for one year, 365 days from day of purchase set forth in the resolution establishing the residential parking district.
- C. Residential parking permits may be renewed by residents upon presentation of the expired permit and payment of the fee on or before the expiration of the permit term.
- D. If application is made after the mid-point of the term of a parking permit, the fee will be one half (1/2) of the established fee.

**Commented [JW20]:** Suggested pricing at this time is \$20 dollars per vehicle covered under annual rate and fee resolution. The resolution would also provide language for Senior Hardship cases for senior hardship discount.

**10-42.08.23-034090 Display of Permits.**

Residential parking district permits must be displayed and visible on the driver's side rear window of the vehicle. Temporary passes must be displayed and visible on the driver's side dash of the vehicle.

**10-42.08.23-134500 Expiration of Permits.**

- A. A permit expires and is void at the end of the permit term if not renewed within 7 days of the end of the term.
- B. A permit expires and is void when the owner or user of a permitted vehicle no longer resides within the district or when the vehicle for which the permit is issued is sold, transferred, demolished or otherwise no longer used by the resident to whom the permit was issued, unless transferred in accordance with section 10-42.08.110350.
- C. Expired permit stickers must be removed from the vehicle upon permit expiration and temporary permits must be returned to City Administration.

**Commented [LV21]:** Difficult to enforce...

**10-42.08.23-110350 Permit Transfers and Replacement.**

A. A permit may be transferred to a new vehicle when the vehicle for which the permit was originally issued is sold, transferred, demolished, or in any other manner rendered unusable to the resident. The permittee shall notify the City of a change in status of the motor vehicle and complete an application for the new vehicle.

B. A replacement permit may be obtained when a permit is lost or stolen. The application for a replacement permit shall be the same as the application for an original permit.

~~C. A permit may not be transferred or replaced for any vehicle for which one or more parking tickets or traffic citations have been issued and are unpaid.~~

Commented [LV22]: redundant

#### **10-42.08.23-120355 Penalties.**

A. Violation of any provision of this chapter is a [civil infractions under LMC 10.08.180 Violation – Civil infraction – Parking infraction. Class D violation](#). Each time a permit is used in violation of this chapter is considered a separate offense.

B. If the registered owner of the permit does not make payment within ten (10) days of the violation, the permit will be void and a new permit will not be issued for the vehicle until the fine is paid in full.