

Parking Advisory Committee

City of Leavenworth
Council Chambers / Zoom Conferencing
3:00 PM - 4:30 PM
October 22, 2020

Join Zoom Meeting

<https://zoom.us/j/95837927266?pwd=UklrdmtRWUjLOHI1Q01veFM1aE1jQT09>

Meeting ID: 958 3792 7266

Passcode: 011300

Dial by your location

+1 253 215 8782 US (Tacoma)

Members:

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

Agenda Items:

1. Code Modifications – *Lilith Vespier - 20 min*
2. Housekeeping – *Chair Hessburg:*
 - a. 10/1/2020 Notes
 - b. Vacancy
 - c. Schedule for the rest of the year
3. Meter Installation – *Civic Smart:*
 - a. Civic Smart Update – 10 min
 - b. ParkMobile Update – 10 min
 - c. Kiosks – 10 min
 - i. P5 Pool Lot - Staying Free?
 - ii. P7 City Hall Lot - Staying Free?
 - d. City team update - 5 min
 - i. Christie Voos & Cerica Liam
4. Naming Parking Lots Options – *Chair Hessburg - 20 min*

CURRENT NAME	OPTION 1 Cities	OPTION 2 Historical Germans	OPTION 3 Dogs	OPTION 4 Grimm
PI	Munich	King Ludwig	German Shepherd	Cinderella

P2	Berlin	Gutenberg	Bulldog	Beauty
P3	Frankfurt	Bach	Poodle	Snow White
P4	Hamburg	Mozart	Retriever	Hensel
P5	Cologne	Bismarck	Pointer	Rapunzel
P6	Dresden	Goethe	Dobermann	Beast
P7	Hanover	Copernicus	Dalmatian	Little Red Riding Hood

Next Meeting

1. Decals

Parking Advisory Committee- NOTES

City of Leavenworth Council Chambers
Zoom Conferencing
3:00 PM - 4:30 PM
October 1, 2020

Attendance: Anne Hessburg, Jean Dawson, Kayla Applebay, Momi Palmieri, Lyman Boyd, Lilith Vespier, and Ana Cortez.

1. **Approval of September 17, 2020 Meeting Notes**
 - a. 9/17/2020 Meeting Notes were approved by the Committee
2. **Open/Closure of Parking Lots:**
 - a. Policy decision to close parking lots at 3:00 AM
 - b. Policy decision to open lots at 5:00 AM, with exception to the Winter Parking Regulations that prohibit parking from 3:00 AM – 7:00 AM, in order to allow for snowplowing
 - c. RV Parking at West Parking lot
 - i. Committee agreed to allow for RV Parking; one RV per space
 - ii. 24 hour RV parking is prohibited
 - iii. Camping and/or inhabitation within RV is prohibited
3. **New appointment- Next step:**
 - a. Chair to invite candidate to the next meeting
4. **Debrief: Open House**
 - a. Must finish Residential Zone District parking program and recommend City Administrator authority to change rates within a fixed period of time
 - b. Ana Cortez is authorized to hire temporary staff for community outreach during the parking meter installation process
 - c. Ana Cortez will send the Committee a task list for the temporary staff
5. **Meter Installation:**
 - a. Civic Smart Update
 - i. Surface lots are complete - sensors and gateways
 - ii. Street parking- consider working ½ day Friday and ½ Monday on the three day weekend
6. **Employee Parking**
 - a. Option A - Status Quo - yes

- b. Option B - Shuttle - yes
 - c. Option C - 7 days per week – yes in some lots, no in highest used lots; however.
 - i. Year round? 6 months Pilot Parking Program.
 - ii. Cost? Assign a rate and have a limited number of 10 - Lottery?
7. **Naming Parking Lots: Options**
- a. Option 1 – Cities, Option 2 – Historical Germans, Option 3 – Dogs, Option 4 Grimm’s Fairy Tales. Review names of Mountains, Lakes, and Rivers as additional options.
8. **Reminder: Study Session 10/13 – Downtown Master Plan**

COMMITTEE DRAFT

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

10.08.310 City Administrator to Designate Residential Parking Districts.

The City Administrator has the authority upon approval of a petition from a majority (60%) of the residents of the district, to designate, repeal, or revise residential parking districts for^[AC1] each separate residential district^[LV2]. 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.

Approval of a new district shall be at the discretion of the Administrator and it shall be considered only after the following steps have occurred:

- A. The City has determined the total number of formal street parking available. For the purpose of this evaluation, a legal parking space is twenty (20) linear feet.
- B. The City has created a plan for parking delineation in the proposed District to protect private property
- C. The City has confirmed that the average number of non-residents parked in the district during a non-event day and within the hours of restricted parking is equal or greater than seventy five percent (75%) of the legally parked vehicles.
- D. The City has verified the validity of the 60% of those requesting district formation.
- E. Application fee for the creation of a new district shall be set by the City's Fee Schedule.

10.08.315 Individual Permit Application.

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

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 4 permits per household.

D. The City Administrator or designee shall condition permits in accordance with this chapter or as determined necessary for public health, safety and welfare.

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 payment.

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.

10.08.335 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 on the expiration of the permit 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 is 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.

COMMITTEE DRAFT

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- C. The City has confirmed that the average number of non-residents parked in the district during a non-event day and within the hours of restricted parking is equal or greater than seventy five percent (75%) of the legally parked vehicles.
- D. The City has verified the validity of the 60% of those requesting district formation.

E. Application fee for the creation of a new district shall be set by the City's Fee Schedule. (NOTE FROM ANA: PROPOSAL: FREE FOR FIRST FOUR DISTRICTS??? AFTER THAT \$100.00???)

*CHAIRPERSON

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

Deleted: 42

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Deleted: , after a dually advertised public hearing, on its own motion or

Commented [AC2]: City to create code language defining restrictions

Commented [LV3]: This will be very challenging for the Council, as I would anticipate each district wanting different considerations.

Commented [LV4]: Per Title 21, the City Administrative decisions do not include/require a public hearing. This would confuse the use of public hearing with the current quasi and judicial hearing process.

Moved (insertion) [1]

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Deleted: excluding front yard parking or similar arrangements,

Commented [LV5]: Unclear statement? I would remove or define what specific items are to be included in the "plan for parking"

Commented [LV6]: That is a lot of work. Why not let residential areas have permits if they want a permit system?

10.08.315 Individual Permit Application.

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

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. NOTE FROM ANA Per power point presentation: Fee: 1st permit is free; 2nd permit is \$25; third and fourth permits are \$50 each

C. There shall be a limit of 4 permits per household.

D. The City Administrator or designee shall condition permits in accordance with this chapter or as determined necessary for public health, safety and welfare.

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.

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Deleted: 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 result 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. ¶

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Deleted: to the City and will be issued upon payment of fee per fee schedule

Commented [LV9]: Redundant

Deleted: and the Council’s conditions of approval

Moved up [1]: F. 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 result 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 [LV13]: This is not a criterion but a standard, moved to .040

Deleted: G. Application

Deleted: fee for the creation of a new district shall be set by the City’s Fee Schedule. ¶

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.

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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 payment.

Commented [LV14]: Are these areas metered?

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Commented [JW15]: Short term parking passes not needed with two hour parking allowed

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Deleted: 10.08.330 Adverse Impacts. - LILITH, I DO NOT THINK THIS SECTION IS RELEVANT. I CAN SEE MOVING SOME OF THIS LANGUAGE TO 10.42.310 - THOUGHTS?¶
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. ¶

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

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

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.

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. ¶

10.08.340 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.

Commented [JW18]: 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.

10.08.345 Expiration of Permits.

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Deleted: 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 is 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.

Commented [LV19]: Returning the permit... Why not just make them paper and recycle?

Commented [LV20]: Difficult to enforce...

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