

Parking Advisory Committee

City of Leavenworth Council Chambers

1:30 PM - 3:00 PM

June 19, 2019

Meeting Notes:

Chair Anne Hessburg began the meeting at 3:00 PM. All members were in attendance except Mia Bretz, Mike Bedard, and Kayla Applebay.

Meeting Notes Review:

There were no corrections to the June 6, 2019 meeting notes.

There was a brief discussion regarding parking projects that are currently being reviewed in the US 2 Corridor Transportation Study.

Members:

Michael Bedard
Lyman/Jesse Boyd
Mia Bretz
Jean Dawson
Kayla Applebay
*Anne Hessburg
Sharon Waters

1. Bylaws Review:

- a. **Bylaws Draft Review:** Chair Hessburg addressed the draft Bylaws and asked for questions or comments; hearing none, the Bylaws for the Parking Advisory Committee will go to the Council for approval.

2. Financial

- a. **Parking Fund Review:** Joel Walinski provided an overview regarding the formation of the Parking Fund; the parking fund is used for parking related activities: debt service, maintenance, enforcement, etc. He said that the City internally manages parking, collects fees, and the fees are put toward parking; parking pays for parking.

Committee members reviewed the Parking Fund five-year budget comparison document, which details actual and appropriated revenues and expenditures for all City Parking Lots from 2015—2019. Discussion of the fees collected that pay for parking enforcement, random parking enforcement shifts, using more versus less parking enforcement, and the fees coming in should match the fees going out. Discussion of the WSDOT lot purchase; once the purchase is finalized, the Council would like a recommendation from the Committee regarding the types of improvements to the lot, including how the lot will be operated. Discussion of the debt service, long term lease payment from Projekt Bayern, and same parking rates in all lots. Committee members addressed the current parking fees and compared those to a proposed increase in parking fees; a fee increase will provide revenue for improvements. RV Parking needs to be addressed, higher fee for RV and/or car/boat parking, perhaps P2 can be a permit only lot, alternative parking for residents and employees, and use of the pool lot – a pay lot during non-pool season.

- b. **On Street Paid Parking Analysis:** Joel Walinski addressed the Revenue/Expense Scenario Analysis from the Rick Williams Consulting firm. Discussion of no timed parking on Division Street and the possible need for a residential parking pass. Analysis shows a positive net revenue under four different hourly rate scenarios. Discussion on numbers of pay stations

*CHAIRPERSON

needed. Joel Walinski stated that a representative from a pay parking company will be available to meet with the Committee and provide information for pay stations and parking meters on July 16, 2019 at 1:00 PM.

3. Parking Signage – Uniformity and Gaps in Information

- a. **Recommendations:** No discussion.

4. Bike Parking Locations

- a. **Recommendations:** Joel Walinski stated that Ms. Nicole Campbell with Chelan Douglas Transportation Council has provided a Best Practice for bike rack placement. Discussion of public versus private placement, short term versus long term bike parking, long term bike parking more secure than short term parking. Committee agreed to not remove current parking spaces in favor of bike parking. Members agreed on six locations for bike racks; 2 in front of Munchen Haus, 9th Street/Commercial in the motorcycle parking, 8th Street restroom plaza, P1 Parking Lot, and the 30-minute parking in front of South restaurant. Committee members recommend that the Council approve the purchase of six bike racks to be installed downtown.

5. Front Street Park Master Plan

Joel Walinski stated that the Downtown Steering Committee has devised a plan to turn Front Street into a mall and/or plaza. That Committee will not move forward with that concept until there is a parking plan in place.

6. Determine future meeting dates and agenda items

Committee members will meet on July 16, 2019 at 1:00 PM. Discussion regarding the need to put together a public information plan, parking revenue to pay for a future parking garage, etc. and residential parking permits.

Respectfully submitted,

Sue Z. Cragun
Executive Assistant
City of Leavenworth