

# Parking Advisory Committee

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City of Leavenworth Council Chambers

3:00 PM - 4:30 PM

August 1, 2019

## Meeting Notes:

Chair Anne Hessburg began the meeting at 3:00 PM. All members were in attendance except Lyman Boyd and Mia Bretz.

## Meeting Notes Review – June 19, 2019:

Committee members approved the June 19, 2019 Meeting Notes.

### Members:

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

## 1. On Street Parking Plan

### a. Bradley Magee, Civic Smart, Inc

#### i. Options regarding on street paid parking equipment

#### ii. Implementation process

Joel Walinski noted that Parking Consultant Mr. Brad Magee walked through town following the last meeting where he provided paid parking information to the group. Committee Members Jesse Boyd and Anne Hessburg met with Mr. Magee later that day. Joel Walinski addressed an email by Mr. Magee, which stated his suggestions regarding parking meters and kiosks. There was a brief discussion of single and dual spaced meters, the use of a kiosk in larger parking areas, and the benefits of parking sensors. There was a discussion of costs for installation and how long it will take to recoup that investment with parking charges and fees. The group would like to discuss the pros and cons with another city that has a climate similar to Leavenworth in order to learn how the sensors will fare in the winter months. There was discussion of the available parking fund that will be used for the purchase of additional parking equipment; the group will also look into financing options. There was discussion of parking rates, different rates for peak/holiday/festival periods, and higher rates for on-street parking versus parking lots. The group discussed permit parking in the residential area, although there was no determination on when that will begin and what that will look like; the group consensus is to move quickly into paid parking downtown. The group would like to meet again with Mr. Magee in order to finalize a parking proposal, which will include time of day for paid parking, placement of single/double space meters and kiosks, employee parking, timeline for implementation, costs, and payback period. The group addressed the planning process for parking at the WSDOT lot, how it will be paved, lighting, overnight parking, payment, etc. Mike Bedard offered to put together a parking plan for that lot and present to the group at the next meeting. On a final note, the group discussed the timeline for presentation of the proposal to the City Council and public meetings with the residents.

## 2. Parking Signage – Uniformity and Gaps in information

### a. Recommendations

Joel Walinski displayed the Universal P directional parking signage on the overhead that illustrated 24” and 30” square signage. The Committee requested a circle shaped parking sign, as it is more European; there will be a separate rectangular directional sign mounted beneath the “P”, which will display an arrow toward the available parking location. The signs will be displayed perpendicular to Hwy 2, mounted on both sides, so that both directions of traffic will be able to view the signage. The

\*CHAIRPERSON

signs will only be posted at the entrances to the parking lots throughout the City, and the paid parking signage will remain as currently posted within the parking lots. The group discussed the size of the sign and that an actual sign/or mock up be provided for the members to consider and discuss. Examples of 24" and 30" round Universal P signs will be provided at the next meeting. There was a brief discussion regarding a parking sign at the entrance to town on the east and the west ends; members agreed to wait and see if the additional signage is necessary. Joel Walinski added that additional signage will be reviewed by the Downtown Steering Committee prior to installation; however, the Downtown Steering Committee has recommended that the Parking Advisory Committee make the determination on the actual "Parking" signage.

### **3. Residential Parking Permit Program**

- a. Examples
- b. Implementation Process

Joel Walinski displayed examples of Residential Parking Programs on the overhead and noted that the examples from smaller cities are limited in comparison to the examples displayed from larger cities; the program will need to be tailored to a small city that does not have the resources of a large City. The group will study what other cities are doing and discuss options at a future meeting.

### **4. Front Street Park Master Plan**

None.

### **5. Determine future meeting dates and agenda items.**

- a. Potential future items:
  - i. Residential Parking Restricted Zone Areas
  - ii. Employee Parking options
  - iii. Added Capacity
    - DOT Lot Improvements
    - Parking Structure
    - Shuttle Expansion

The next meeting will take place on August 22, 2019 at 2:30 PM. Joel Walinski will contact Mr. Brad Magee to meet with the group at an upcoming meeting.

Respectfully submitted,

Sue Z. Cragun  
Executive Assistant  
City of Leavenworth