

Parking Advisory Committee

City of Leavenworth Council Chambers
3:00 PM - 4:30 PM
September 5, 2019

Meeting Notes:

Chair Anne Hessburg began the meeting at 3:00 PM. Members not in attendance: Kayla Applebay, Lyman Boyd, and Mia Bretz.

<p><u>Members:</u> Kayla Applebay Michael Bedard Lyman/Jesse Boyd Mia Bretz Jean Dawson *Anne Hessburg Sharon Waters</p>
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1. Meeting Notes Review – August 22, 2019

Committee Members approved the August 22, 2019 Meeting Notes.

2. On Street Paid Parking Plan a. Specification Review

- i. **Specifications for Smart Meters:** Members reviewed the Specifications for Smart Meters and discussed the blinking lights on the meters that are typically used for enforcement; meters will need to have the capabilities to turn those lights off when necessary. Regarding the physical appearance of the meter, may need to have a consultation with the Design Review Board, although the consensus amongst the group is toward solid black meters that will blend into the downtown landscape. Members agreed to the use of only credit cards in the meters. Discussion of Smart Cards; cards may be used at various locations / lots / zones; lots may have varying prices based on location; vendor to help with implementation and training for employee, residential, visitor, etc. parking; and discussion of a timed parking grace period for quick trips and/or locals will be offered a Smart Card option. Brad Magee's recommendation is to ask for a robust parking equipment, software, and service package that may be scaled back if necessary.
- ii. **Handheld Citation Issuance Specifications:** Discussion of Pacific Security or Republic Parking having the ability to use a handheld device for the issuance of parking citations; the device is programmed, takes pictures, and processes the paperwork. City would purchase handheld devices and provide to the preferred security service provider.
- iii. **Smart Meter Software and Payment Specifications:** Discussion of parking permit meter pass; pass could be used for employee and/or residential parking. Discussion of parking funds, which may be used for parking projects; dollars collected for on-street parking may be used for other parking projects. Discussion of Kiosk, which would be used in lots/areas with 10 or more cars, the use of a stall number rather than a plate number for identification, no pay & display, parking enforcement can pull data from the Kiosk to see if paid or not. Discussion of dual-space meters throughout downtown, kiosks in lots, which will cut down on signage; will get feedback from the downtown business owners. Will need to have fairly robust the plan in place prior to rolling out to the business owners/and or residents.

b. Revenue & Expense

- i. Worksheets: None.

c. Next Steps

There was discussion of providing the Chamber of Commerce Board with information to discuss with the business community. It was stated that the Parking Advisory Committee Members are a diverse group of residents and business owners who also represent the Chambers interest. Discussion of following through with the task at hand; implement the paid and timed parking plan, build funds, would be irresponsible to omit timed/paid parking program prior to building a parking garage.

i. **Council Study Session Discussion:** There was discussion of the update on the work of the Parking Advisory Committee on the next Study Session Agenda and Members being available to address questions and concerns of the Council. Discussion of getting the word out / feedback without excluding people. The group would like to put together a flyer that describes what the Committee is working on and a map of the recommended paid/timed parking locations. Joel Walinski and Anne Hessburg will present to the Council at Study Session at 8:30 AM on September 10, 2019. Staff will put together the handout for Council review at the morning meeting. Joel Walinski noted that it is important to explain the recommendations to the Council, as they will need to approve the recommendation in order to send out a Request for Proposal on the Parking Equipment Package.

- **On-street Parking:** Discussion of 2-Hour parking adjacent to Food Bank, 3-Hour Standard Metered Parking, 2 and 4-Hour parking throughout downtown, depending on location.
- **Employee Parking:** Discussion of Parking Permit programs, rate variations based on locations, prepaid reserved spaces. Members agreed that WSDOT, P2, Private, Pool, and Link Transit Lots are a starting point for employee parking; reloadable Smart Card is a good alternative for payment options. Discussion of syncing Link Transit Shuttle to the average employee schedule as well as bus pickup and drop off times. There are approximately 275 employees in need of parking. Employee Parking Program may be expanded as needed.
- **Residential parking:** Zone parking may be implements (ie. Seattle), neighborhoods can work together and decide, per block, if they would like to be a restricted parking zone.
- **Investment**
 - a. **Equipment:** Members would like to begin with all of the components, as it will pay for itself very quickly. Single and dual meters on the streets with sensors.
- **Suggested Timeline:** Present to the City Council on September 10, 2019, Request for Proposal, public meetings, and full implementation by April 2, 2019.

3. **Parking Signage – Uniformity and Gaps in information**
 - a. **Follow-up with Downtown Steering Committee:** August 27, 2019. Downtown Steering Committee favored the 30” Universal P parking signage.
4. **DOT Property**
 - a. **Future plans for use and design:** None.
5. **Front Street Park Master Plan:** None.
6. **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 September 16, 2019 at 3:00 PM.

Respectfully submitted,

Sue Z. Cragun
Executive Assistant
City of Leavenworth