

Parking Advisory Committee

City of Leavenworth Council Chambers
3:00 PM - 4:30 PM
September 16, 2019

Meeting Notes:

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

1. Meeting Notes Review – September 5, 2019

All members approved the September 5, 2019 meeting notes.

2. On Street Paid Parking Plan

a. Follow-up on Council Study Session

- i. **Public Outreach:** Joel Walinski addressed the handout that was provided to Council at the recent Study Session meeting. The handout shows the proposed paid/timed/metered parking on an overlay of the downtown area on one side, and the Parking Solutions as recommended by the Parking Advisory Committee on the other side. He said that the handout should be shared with the Residential Advisory Committee (RAC), Chamber Board, and Downtown Steering Committee. It was stated that based on social media postings, there are locals who do not want paid parking and the tone may be more positive once the public understands the changes taking place. Discussion that the recommendations are data driven and that it will be important for the community to understand that in the outreach process. Members will review and develop the talking points to ensure that all aspects have been covered. Discussion regarding the DOT Parking Lot and relaying the planning process, timeline to completion, and that the funding for the improvements is provided from paid parking. Suggestions of placing a sign in the public parking lots with a notice that the City is requesting feedback. Also suggested to send the parking map and recommendations out on the Listserv. There was discussion of the recent community meeting with Link Transit regarding feedback on bus routes; the attendance was light and there was short notice to prepare for attendance. Joel Walinski stated that with the passage of the new sales tax, Link will be putting funds toward the shuttle and varying routes; although, Link is still collecting public feedback on future changes. The shuttle is an integral piece of the parking system for the employees. It was stated that employees need to know that they can park at the Link Park & Ride at no charge and shuttle to town every 15 minutes; Link would like to be in sync with an average employee work schedule and bus schedules.

Workshop: Members discussed holding an informational workshop to answer questions and share information and ideas with the community. They would like to have a “show & tell” with parking meters and focus on employee parking alternatives, a residential parking permit program, and

<p><u>Members:</u> Kayla Applebay Michael Bedard Lyman/Jesse Boyd Mia Bretz Jean Dawson *Anne Hessburg Sharon Waters</p>
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Smart Card options for employees. It was stated that the business community has not been the focus; the focus has been on employees and residents. Discussion included downtown traffic and turnover in parking, which will help to eliminate downtown traffic, and putting long-term parking in other non-priority locations. It was suggested to hold the first Community Workshop in November, once the group has been able to gather more information from various Committees and the Chamber of Commerce.

b. Revenue & Expense Projections

- i. **Worksheets:** Members discussed the Revenue/Expense Scenarios from the Rick Williams Parking Study. The scenarios address the revenue generated from downtown parking, costs to purchase, install, and operate the pay to park system, and revenue and expenses by parking rate scenarios. Discussion of the use of single and double space meters throughout the downtown streets, sensors being located in all paid parking and possibly unpaid parking locations, for use with an app and enforcement purposes, striping parking locations along Commercial Street, and changing parking rates based on demand; sensors will help to track the information.

Further discussion included limiting paid parking in the offseason, while still adhering to the timed parking, rotating enforcement so it is not predictable, the debt can be financed by the City at a low interest rate, enforcement contracted or the use of City employees, encourage turnover, price increase for holidays and festivals, Smart Card use can be a flat rate for residents, price changes depending on the street and convenience to downtown, and no Smart Card use on the street

c. Next Steps

- i. **Develop RFQ/RFP for On-street Parking Equipment/Service Provider:** Joel Walinski will put together the Request for Qualifications & Proposal and review with Parking Consultant Mr. Brad Magee.
- ii. **Develop details of on-street parking program – times and rates:** Discussion of various daily rates, off season rates, and holiday/festival rates. A recommendation for parking rates will go to the City Council for approval. Parking enforcement will enforce violators, not the Sheriff's Department.
- iii. **Develop details on Employee Parking – locations and rates:** Discussion of an employee parking program; Willkommen Park & Ride and the DOT Lots for employee parking and should be no cost or low cost. Parking on the outskirts of town for employees, rates increase closer to downtown. Lodging Tax Funds may be used for improvements to the DOT Lot. It was stated that the residents would like to see Lodging Tax Funds used for something that may also be of benefit to residents.
- iv. **Develop Residential Parking Permit Program:** None.

3. Parking Signage – Uniformity and Gaps in information

- a. **Clarify locations of added signage:** 30” Universal P parking signs will be posted at the entrances to the City’s paid parking lots along Highway 2; P1, P4, and DOT; signs are double faced with a directional arrow.

4. DOT Property

- a. **Purchase Completed:** Joel Walinski confirmed that the sale of the DOT Parking Lot has closed and that the City now owns that lot.
- b. **Future plans for use and design:** Members discussed available funds to proceed with renovation of the lot, engineering and design work, and use for RV and employee parking. There was discussion of whether or not to allow overnight parking of RV’s and/or storage of contractor trailers; a permit system for large vehicle parking may be necessary. The lot needs to be designed for the type of user that will frequent that parking lot. Discussion of the addition of restrooms; will need to install utilities for restroom construction when parking lot improvements take place.

5. Front Street Park Master Plan

6. Determine future meeting dates and agenda items.

- a. **Added Capacity**
 - i. **DOT Lot Improvements**
 - ii. **Parking Structure**
 - iii. **Shuttle Expansion**

The next meeting will take place on October 10, 2019 at 3:00 PM.

Respectfully submitted,

Sue Z. Cragun
Executive Assistant
City of Leavenworth