

Parking Advisory Committee

City of Leavenworth Council Chambers
3:00 PM - 4:30 PM
October 10, 2019

Meeting Notes:

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

1. Meeting Notes Review – September 16, 2019

All members approved the September 16, 2019 meeting notes.

2. On Street Paid Parking Plan

a. Follow-up on Public Outreach

- i. **RAC:** Joel Walinski confirmed that the parking plan was discussed with the Residential Advisory Committee; the group was curious about how it will work, there was no push back, and there was concern about how it will affect the residents.
- ii. **Downtown Steering Committee:** Joel Walinski stated that some members were apprehensive about the idea of timed parking on the residential section of Commercial Street, as many employees currently park there. It was stated that any problems can be addressed by the Committee later, after the metered parking has been implemented. Discussion of developing the Residential Parking Program, as employees will park in the closest parking area; timed parking likely won't affect the residents in the area; residents could receive a parking pass to park all day in the area. Discussion of neighborhood zone parking north of the highway; zone parking will not allow someone to park without a pass. Discussion of education prior to implementation.
- iii. **Chamber:** Joel Walinski stated that the Chamber did have a discussion on the proposal and
- iv. Director Smith did not receive much feedback, but will compile and send what she receives. There was a brief discussion of parking structure and what that may cost.

3. RFQ/RFP On-street Parking Equipment and Consultant

Joel Walinski addressed the draft Request for Proposal (RFP) and confirmed that it is being reviewed by Parking Consultant Brad Magee; once complete, will go before the City Council at the October 22, 2019 meeting for authorization to advertise. Discussion of coin processing and leaving that element in the proposal in order to keep the option available. It was stated that the meter housing will be larger in order to accommodate coins. Joel Walinski noted that

<p><u>Members:</u> Kayla Applebay Michael Bedard Lyman/Jesse Boyd Mia Bretz Jean Dawson *Anne Hessburg Sharon Waters</p>
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the City no longer accepts cash at the pay lots and there have been few complaints. He stated the RFP timeline for posting and advertising; once responses are received, will be reviewed by the Parking Advisory Committee. Discussion of comment period; public meetings will take place once a consultant has been selected; the parking consultant will be better equipped to address concerns. Public meetings will have the vendors should include a display of the vendors equipment. There was a brief discussion of the RFP being so specific and if that would exclude any vendors from submitting. Joel Walinski stated that he will be available to discuss similar equipment options available from various vendors if request or a acceptable alternative is presented; the RFP specifications are consistent with similar RFP's from various cities. He noted that the details are based on what the City of Leavenworth specific needs.

4. Future Staffing

- a. **Parking Coordinator:** Joel Walinski stated that it will be necessary to have someone in place to run the program, ensure its implementation, and daily management as their primary job priority. He provided a handout that outlines a basic job description; the final job description and salary will be approved by the City Council.
- b. **Enforcement Officer:** Joel Walinski stated that the Parking Coordinator will have the authority to perform enforcement tasks, will recommend the type of enforcement, will collect data, and execute all rate changes, etc. Other options will exist on initiating a higher level of enforcement, contracted, part time officers, etc.

5. Develop RFQ/RFP for On-street Parking Equipment/Service Provider

The draft Request for Proposal was provided to Committee Members for review.

6. Parking Signage – Uniformity and Gaps in information

- a. Signs on order

7. DOT Property

- a. **Future plans for use and design:** Joel Walinski addressed the scope of work; gravel, chalk, and lighting or fully developing the lot. Members want to increase safety and efficiency in the lot with a public restroom and lighting. In the short term, grading and chalking the lot is an option. Members would like to see a plan in place that is ready to implement in the spring; can have a design firm work on the plan; send recommendation to the Council for approval of an Engineer to work on the design; plan a phased development of the lot. Discussion of available free parking, Park & Ride's, neighborhood parking, and reserved space parking. It was suggested that the employees need education on parking locations and the group needs to ensure there is enough available parking for the employees. Suggestion of an Employee Parking Map.

8. Determine future meeting dates and agenda items.

- a. **On Street Parking Implementation**
 - i. Develop details of On-street parking program – times and rates

ii. Develop details on Employee Parking – locations and rates

iii. Develop Residential Parking Permit Program

b. Added Capacity

i. **Parking Structure:** There was discussion regarding Chamber of Commerce participation in obtaining a study in regard to the location and construction costs associated with a parking structure.

ii. **Shuttle Expansion**

c. **Front Street Park Master Plan**

The next meeting will take place on November 7, 2019 at 2:00 PM.

Respectfully submitted,
Sue Z. Cragun
Executive Assistant
City of Leavenworth