

# Parking Advisory Committee

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City of Leavenworth Council Chambers  
2:00 PM - 3:30 PM  
November 7, 2019

## Meeting Notes:

Chair Anne Hessburg began the meeting at 2:00 PM. All members were in attendance except Jean Dawson.

### 1. Meeting Notes Review – October 10, 2019

All members approved the October 10, 2019 meeting notes.

### 2. RFQ/RFP On-street Parking Equipment and Consultant:

- a. **Closing Date: November 14, 2019:** Seven vendors have expressed interest in the project; there have been no questions, and the performance bond was amended regarding the required retainage. Bid opening will take place on November 14, 2019 at 2:00 PM. Proposals will be reviewed by staff and then emailed to the Committee Members. All proposals will be reviewed at the next Parking Advisory Committee meeting on November 22, 2019.

### 3. Develop details on Employee Parking

- a. **Detailed Plan:** Committee needs to develop an employee parking plan that will provide multiple options for employees, weekend parking included. Employers should take the lead; City will assist and act as a partner. Discussion of reserved parking spaces, assigning bulk parking permits to the employer, and holding a workshop for employees and employers.
- b. **Locations and Rates:** Paid parking in City paid parking lots is necessary to address the cost of purchasing the property and paying off the debt service. Discussion of which lots are used in association with festivals throughout the year, available employee parking during festivals, and various lots around the City that will be favorable for employee parking. Discussion of the need for employee parking when the parking program goes live and the need to change employee parking behavior. Committee addressed favorable lots for employee parking passes; DOT, Pool, and City Hall lots for reserved employee parking for a nominal fee. Forest Service lot is available to employees on weekends and official holidays, Link Transit will increase Leavenworth services in July, and create a handout that addresses employee parking options.

### 4. Residential Parking Permit Plan

- a. **Examples:** Reviewed a section of code from Hood River regarding residential parking districts. The following criteria was established; 1.) zone includes one city block on both sides of the street; 2.) petition with 60% of property owner in favor; and 3.) must

<p><u>Members:</u> Kayla Applebay Michael Bedard Lyman/Jesse Boyd Mia Bretz Jean Dawson *Anne Hessburg Sharon Waters</p>
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pass a threshold in order to restrict parking; survey will not be conducted over festival weekend. Residents will find if they need the restriction once paid parking is implemented downtown. Discussed hours of restriction, public hearing process, specific criteria to be met, two parking permits per property, temporary tags may be available, restricted parking on weekends, and a senior discount.

**5. Parking Signage –**

- a. **Signs delivered, locates, and installation next up:** Universal P signs with directional arrows have been installed along Hwy 2.

**6. DOT Property**

- a. **Future plans for use and design:** Staff applied for a Chelan County Lodging Tax Grant for improvements at the DOT lot. Suggested to chalk 40 spaces to be held for permitted employee parking. Okay to oversell spaces and have an alternative space available if parking is not available. Ask the Council for approval to advertise a Request for Proposal (RFP) for consultation on the parking lot design. Need to address short term and long-term plans for the lot.

**7. Determine future meeting dates and agenda items.**

- a. **On Street Parking Implementation**
  - i. **Develop details of On-street parking program – times and rates**
- b. **Added Capacity**
  - i. **Parking Structure**
  - ii. **Shuttle Expansion**
- c. **Front Street Park Master Plan**

The next meeting will take place on November 22, 2019 at 2:00 PM.

Respectfully submitted,

Sue Z. Cragun  
Executive Assistant  
City of Leavenworth