

Parking Advisory Committee

City of Leavenworth Council Chambers
2:00 PM - 3:30 PM
November 22, 2019

Meeting Notes:

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

I. Meeting Notes Review – November 7, 2019

All members approved the November 7, 2019 meeting notes.

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

- a. Closing Date: November 14, 2019
- b. Review of RFP
- c. Response from vendors regarding RFP
- d. Next Step/Recommendation

One proposal for the Parking Management and Equipment RFP was received from Civic Smart. There had been some inquiries to the request; those firms did not wish to take the lead on the overall project. It is important to have a knowledgeable firm to lead the project and manage all of the individual pieces. Members reviewed the questions and comments from the individual vendors who inquired about the RFP. Parking Consultant Brad Magee works for Civic Smart, as well as other firms related to parking.

Discussion included:

- Send out additional RFQ in order to comparison shop for meters, kiosks, sensors, warranty, etc.
- Purchase individual equipment pieces; problem may be that the items may not integrate with each other.
- Monthly fees are much more costly than initially anticipated, in comparison to the estimated costs provided within the Parking Study.
- Park Mobile and credit card transaction fees, per transaction, will need to be worked into the per hour parking rate; try to negotiate the rate.
- Committee would like to have price comparisons before deciding on the overall parking equipment package.
- Look into more affordable meters and/or kiosks and ask Civic Smart to work with those items.
- Learn the features and benefits of all parking applications prior to making a determination; can we make a change once the program is implemented?
- The community and City Council will expect to have the best price for the overall parking package; the bid over the course of five years came in \$20,000 over the estimated costs.

<p><u>Members:</u> Kayla Applebay Michael Bedard Lyman/Jesse Boyd Mia Bretz Jean Dawson *Anne Hessburg Sharon Waters</p>
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- Leaning toward hiring Parking Consultant, someone like Brad Magee to source the products and implement the parking program, act as a project manager.

3. Develop details Employee Parking Options

- Free Parking locations: Link Park and Ride (2 locations) DOT lot, Pool Lot September- May, On-street parking out of downtown core
- Paid Parking lots
- Locations and rates

Discussion of employee parking options, to include City lots, private lots, and Pilot Parking Program. Create a flyer that identifies free parking and the associated fees for paid lots. Designate employee/employer discounted parking. Discourage on-street parking in the downtown core.

4. Residential Parking Permit Plan

- Plan for implementation to be in place and requested by Residents if they need the restriction once paid parking is implemented downtown;
- Residential zone includes one city block on both sides of the street;
- Implementation:
 - petition with 60% of property owner in favor; and
 - ~~must pass a threshold in order to restrict parking; survey will not be conducted over festival weekend.~~
- Public Hearing and approval by council
- Hours of Parking restriction similar to adjacent area – example: if paid parking in downtown area is 8:00 AM – 8:00 PM, restriction in zone similar or less, cannot be more restrictive.
- Two parking permits per property, temporary tags may be made available
- Vehicle Permit Fee Recommendation:
 - Annual per vehicle
 - Replacement
 - Temporary Tags
 - senior discount.

- Create a policy and/or document and warrant checklist that clearly demonstrates a need for restricted residential parking; 75% rule.
- \$150 application fee to pay for survey, car counting, purchase/installation of new signage, mark parking spaces, and enforcement.
- 2 parking permits per property, \$20 annual fee per vehicle, \$20 replacement passes, no temporary passes.
- 2-hour parking allowed without a permit.
- Senior discount will use the same criteria/application as the senior discount for utilities.
- Individual blocks must meet the threshold; discourage those who merely do not want parking in front of their house.
- Applications must be approved by the City Council.

5. DOT Property

- Future plans for use and design: The City did not receive the requested grant funding to be used for lighting. Members would like to advertise a Request for

Proposal for a quick design and a long-term design of the parking lot. April 2020 may not be a realistic completion date, due to snow storage and multiple city projects currently in process. Members agreed to smooth gravel, striping, and parking stops as a short-term solution. Lighting and safety are high priority items. The full improvement project will go before the new City Council for review.

6. 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 December 5, 2019 at 3:00 PM. Joel Walinski will have price comparisons to review. Further discussion of parking times and rates.

Respectfully submitted,

Sue Z. Cragun
Executive Assistant
City of Leavenworth