

Parking Advisory Committee

City of Leavenworth Council Chambers
8:00 AM - 9:30 AM
January 21, 2020

Meeting Notes:

Chair Anne Hessburg began the meeting at 8:00 AM. All members were in attendance except Kayla Applebay, Mike Bedard, Jesse Boyd, and Lyman Boyd.

<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 – January 8, 2020

All members approved the January 8, 2020 meeting notes.

2. Follow-up from City Council Discussion

- a. **Set Public Meeting Date:** Chair Hessburg noted that a meeting with the public needs to be held, prior to the CivicSmart contract approval, as directed by the City Council. Joel Walinski confirmed CivicSmarts availability and confirmed that a representative will be in attendance at the public meeting. There was discussion of upcoming city meetings and a two week notice to the public; members agreed on Thursday, February 6, 2020 at 6:30 PM. Various meeting places will be sought, with Leavenworth City Hall as the backup meeting place. The regular Parking Advisory Committee meeting scheduled for the same day will be canceled.
- b. **Public Meeting Agenda Recommendations:**
 - Begin with a history and address recommendations from the original Parking Stakeholders group.
 - CivicSmart Representative will speak to parking solutions.
 - Parking options for employees.
 - Parking solutions for residents; employee parking may be pushed into residential areas.
 - Changing parking behavior.
 - Parking price range, paid/timed parking versus timed parking versus parking garage.
 - Use of story board and/or heat map.
 - Decisions based on data and information provided from small cities in a similar situation.
 - Presenters will be Anne Hessburg, Mia Bretz, and Jean Dawson; Subcommittee meeting with Joel Walinski on January 30, 2020, 5:00 PM at City Hall to organize meeting topics.

3. Review details Employee Parking Options Information

- Add a map to the flyer, to include wayfinding signage.
- Color coded parking lots; work with Downtown Steering Committee to name lots.
- Second draft of map will be sent to the Committee prior to the public meeting.

4. Review Residential Parking Permit Plan Code Amendment

- \$120 application fee; covers one full city block on both sides of the street; fee to be negotiated amongst residents within the block.
- Petition will include 60% of the property owners on one block
- Warrant survey completed by City during non-festival (June – October) periods to count vehicles.
- Application fee will be set by the City Council within the Rate & Fee Schedule.
- Parking without a permit – 8:00 AM – 8:00 PM, two (2) hour limit.
- \$20 annual permit fee, to include two (2) vehicle permits.

5. 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

d. DOT Lot improvements (Minimum)

- i. Costs

The next regular meeting previously scheduled for February 6, 2020 at 3:00 PM has been canceled. Public Open House No. 1 will take place on February 6, 2020 at 6:30 PM; location to be determined.

Respectfully submitted,

Sue Z. Cragun
 Executive Assistant
 City of Leavenworth