

Parking Advisory Committee

City of Leavenworth
Council Chambers / Zoom Conferencing
3:00 PM - 4:30 PM
September 17, 2020

Join Zoom Meeting

<https://zoom.us/j/95837927266?pwd=UklrdmtRWUjLOHI1Q01veFM1aE1jQT09>

Meeting ID: 958 3792 7266

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Members:

Kayla Applebay
Lyman/Jesse Boyd
Mia Bretz
Jean Dawson
*Anne Hessburg
Momi Palmieri
Vacant Position

Agenda Items:

1. Review Notes from 9/3/2020
 - a. Grace period will be adopted for all parking meters. 15 minutes prior + 5 minutes after.
 - b. Residential parking: code will be modified to include 70% threshold language.
 - c. Residential District application fee: Free first year. Will revisit after that.
 - d. District formation will be treated as an administrative step (not council action).
 - e. City will mark up parking spaces in Districts.
 - f. DOT/WEST lot is free. No kiosks needed.
 - g. Payment for parking kick off: TBD
 - h. Open House: 9/23/20 at 6:00 PM – Zoom Conferencing
2. Presentation by PayByPhone: phone app overview
 - a. Overview
 - b. Signage: presentation
3. Civic Smart
 - a. Timeline
 - b. Site survey/ Asset inventory
 - c. Site analysis release

- d. Installation
4. Grace period:
 - a. Timeframe
 - b. Execution
5. Vacancy position on the Committee/ Resident
6. Study Session: Downtown Master Plan
7. Review Residential Parking Permit Plan Code Amendment
 - a. Final Review and Recommendation -see below for document.

Upcoming Agenda Items

- Cascade Medical Center Agreement
- ParkMobile Payment App Presentation

ARTICLE I: GENERAL PARKING REQUIREMENTS Sections 10.08.010 - 10.08.299
ARTICLE II: RESIDENTIAL PARKING DISTRICTS

CHAPTER

SECTIONS:

- 10.08.310 Council to Designate Residential Parking Districts
- 10.08.315 Individual Permit Application
- 10.08.320 New Residential Parking Districts
- 10.08.325 Parking Restriction in Residential Parking Districts
- 10.08.330 Temporary Parking District Permits
- 10.08.335 Adverse Impacts
- 10.08.340 Permit Fee and Term
- 10.08.345 Display of Permits
- 10.08.350 Permit Transfers and Replacement
- 10.08.355 Penalties^[LV1]

10.42.310 Council to Designate Residential Parking Districts.

The City Council has the authority, after a dually advertised public hearing, on its own motion or upon approval of a petition from a majority (60%) of the residents of the district, to designate, repeal, or revise residential parking districts, and to establish the parking restrictions (i.e. days, hours, exemptions) for each separate residential district^[LV2]. Notice of the public hearing shall be mailed to all residents within the proposed district and residents within one hundred feet (100 ft.) for the proposed district, at least 10 calendar days prior to the hearing.

10.08.315 Individual Permit Application.

Upon approval of a residential parking district, the City will send each property resident one free annual permit, for the sole use of the residents. Additional permits may be requested by application to the City and will be issued upon payment of fee per fee schedule.

A. ^[LV3]The application for a permit shall contain information to verify that the applicant is a resident of the district for which the application has been made. The information must include:

1. Applicant's name, address, operator permit (driver's license) number, and date of issue.
2. Vehicle owner name, address, vehicle registration certificate number, and date of

issue.

3. The make, model, color, state of registration, and license number of the vehicle(s) to be registered.

4. Water, garbage, internet, cable or other utility account number/information.

5. Proof of residency. A resident is a licensed driver who resides, owner or tenant, in a dwelling unit within the parking district, who is listed on the utility billing or who can demonstrate by some other means of exclusive right of occupancy.

6. Any other information required by the City Administrator or designee to determine if a residential parking permit should be issued.

B. Permit fees shall be based on the City's Rate and Fee Schedule shall accompany the application.

C. There shall be a limit of 4 permits per household.

D. The City Administrator or designee shall condition permits in accordance with this chapter and the Council's conditions of approval.

E. A parking permit will not be issued for any motor vehicle for which one or more unpaid parking tickets or citations have been issued for parking or traffic violations.

F. During the proposed hours of restricted parking, the number of vehicles of non residents parked legally or illegally on a street in the district is equal to seventy five percent (75%) or more of the legal on street parking capacity of the street. The percentage of non residential parking is determined by averaging the result of at least two surveys conducted on different days and at different times of the day but within the hours of restricted parking. For the purpose of this evaluation, a legal parking space is twenty (20) linear feet. The surveys shall not be conducted during festival periods.

G. Application fee for the creation of a new district shall be set by the City's Fee Schedule. [LV4]

10.08.320 Parking Restriction in Residential Parking Districts.

A. It is unlawful for any person to park any motor vehicle or trailer in a residential parking district for more than two (2) hours between the hours of 8:00AM to 8:00PM, seven days a week, unless the motor vehicle is displaying a valid residential parking permit for that parking district.

B. Residential parking permits holders must comply with all other parking regulations in effect except that vehicles displaying a valid residential parking district permit may be parked in a metered [LV5] space within the designated district without the need to deposit coins.

10.08.325 Temporary Parking District Permits.

The City Administrator or designee may issue [JW6] temporary parking district permits for specific functions (i.e. party, graduation, wedding, etc.). An application for temporary permits shall be made by the resident of the district on the City application form. Temporary parking permits may be issued for 24 hours and up to seven (7) days.

10.08.330 Adverse Impacts.

The City Administrator or designee may issue a residential parking district to residents which are adversely impacted because their residence is not situated within the residential parking district and because they do not have on-street or off-street parking.

A. In order to approve a permit under this subsection the applicant shall demonstrate all of the following criteria have been met:

1. That the applicant (adversely impacted neighbor) resides at the impacted residence;
2. That the applicant resides in the R-1, R-2, or R-3 zones;
3. That a portion of the applicant's property (residence) is within one hundred (100) feet of the residential parking district;
4. That the applicant's property (residence) does not abut a street where on-street parking is allowed;
5. That there is little or no off-street parking and the inability to develop the property to provide for legal off-street parking.

10.08.335 Permit Fee and Term.

A. Permit fees for residential parking district permits are established by resolution of the City Council. The fee is payable at the time of [application] [JW7].

B. The permit term for each residential parking district is for one year, 365 days from day of purchase.

C. Residential parking permits may be renewed by residents upon presentation of the expired permit and payment of the fee on or before the expiration of the permit term.

10.08.340 Display of Permits.

Residential parking district permits must be displayed and visible on the driver's side rear window of the vehicle. Temporary passes must be displayed and visible on the driver's side dash of the vehicle.

10.08.345 Expiration of Permits.

A. A permit expires and is void at the end of the permit term if not renewed within 7 days of the end of the term.

B. A permit expires and is void when the owner or user of a permitted vehicle no longer resides within the district or when the vehicle for which the permit is issued is sold, transferred, demolished or otherwise no longer used by the resident to whom the permit was issued, unless transferred in accordance with section 10.08.350.

C. Expired permit stickers must be removed from the vehicle upon permit expiration and temporary permits must be returned to City Administration. [LV8]

10.08.350 Permit Transfers and Replacement.

A. A permit may be transferred to a new vehicle when the vehicle for which the permit was originally issued is sold, transferred, demolished, or in any other manner rendered unusable to the resident. The permittee shall notify the City of a change in status of the motor vehicle and complete an application for the new vehicle.

B. A replacement permit may be obtained when a permit is lost or stolen. The application for a replacement permit shall be the same as the application for an original permit.

10.08.355 Penalties.

A. Violation of any provision of this chapter is a civil infraction under LMC 10.08.180 Violation – Civil infraction – Parking infraction. Each time a permit is used in violation of this chapter is considered a separate offense.

B. If the registered owner of the permit does not make payment within ten (10) days of the violation, the permit will be void and a new permit will not be issued for the vehicle until the fine is paid in full.