

Parking Code Review

Leavenworth Parking Study (V1)

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Overview

Parking in the City of Leavenworth is regulated in a variety of ways through the Leavenworth Municipal Code. On-street parking is generally located in the City’s right-of-way and is regulated by street and parking standards that address alignment, size, and number of spaces along a street as well as any time restrictions. Off-street parking is generally located on private property, either for residential or commercial uses, and the design, size, and number of spaces is regulated by the zoning code and design standards that vary by location.

Comprehensive Plan Parking Goals and Policies Audit

The City of Leavenworth Comprehensive Plan is under update in 2017. The draft plan includes a variety of areas where parking is identified is included in support of goals and policies related to economic development, land use, and transportation.

- Economic Development Element Goal 3 seeks to strengthen, preserve, and enhance the Leavenworth Commercial districts so they are active and economically viable. Policy 6 under Goal 3 tasks the City with providing adequate parking.
- Economic Development Element Goal 10 is to “(e)ncourage the development of a parking management strategy; and identify parking needs and resolutions.” The rationale behind the goal is to address conflicts related to competing needs for parking between residents, customers, employees, and visitors within the set capacity of parking. Events add to the challenges.
- Land Use Goal 1 is to “(e)ncourage the expansion of general retail goods, services, recreational opportunities, and entertainment facilities.” Policy 4 and Policy 6 encourage screening parking through landscaping.
- Land Use Goal 5 states “(c)ontinue and support the creation of city-wide parking management strategy.” Policies under Goal 5 include pursuing public-private partnerships, integrating parking



design with landscape design to reduce visual impacts, encouraging underground and structured parking, and studying the potential for pedestrian spaces and areas.

- Transportation Goal 4 is to “(e)ncourage the development of public transportation options,” which includes Policy 11’s charge to explore a Parking and Business Improvement Areas options.
- Transportation Goal 6 is to “(e)ncourage and support parking strategies” in order to improve parking and reduce congestion.

On-Street Parking Restriction

On-street parking restrictions regulate the use of public parking located in the right-of-way. These restrictions regulate where parking is prohibited, how long a vehicle can stay in an on-street parking stall, and the use of electric vehicle stalls. On-street parking is regulated in Leavenworth Municipal Code section 10.12.

Category	Restriction
Parking Prohibited	<ul style="list-style-type: none"> ▪ Parking prohibited in travel lanes. ▪ Parking prohibited in parking spaces on-street between 3am and 7am in commercially zoned areas during all times of the year. ▪ Parking prohibited in parking spaces on-street between 3am and 7am on any street within the city, or within two feet of the paved surface, between the hours of 3am and 7am between November 15th and March 14th. ▪ Parking for more than 24 hours on any street or alley within the city is a violation and civil infraction. ▪ Long-term parking of recreational vehicles and trailers is prohibited in the right-of-way. No recreational vehicle, travel trailer, or trailer can park for more than 12 hours within the boundaries of a city right-of-way.
Time Limit Zones	<ul style="list-style-type: none"> ▪ No vehicle may repark on either side of a street of the same name during the same day when parking in a time-restricted zone.
Electric Vehicle (EV) Charging Stations	<ul style="list-style-type: none"> ▪ Curbside EV charging stations are reserved for parking and charging EVs only.

Off-Street Parking Requirements

Off street parking requirements determine the minimum number of spaces that are required for specific land uses. Minimum requirements are based on the use type because each use generates different types of business and time stays. The table below summarizes the number of spaces required by use, location requirements, off-street loading requirements, and electric vehicle requirements, as identified in the Leavenworth Municipal Code. Off-street parking is regulated in Leavenworth Municipal Code section 14.12.

Category	Requirements
Off-Street Parking Requirements	<ul style="list-style-type: none"> ▪ In all districts other than the Central Commercial District, for each new development or change of use that increases the structure or use in area 50 percent or more the off-

Category	Requirements
	<p>street parking must be provided in conformance with the provisions of LMC 14.12.</p> <ul style="list-style-type: none"> ▪ In the Central Commercial District all hotels, motels, bed and breakfasts, apartments and condominiums must provide off-street parking at one per room, suite, or dwelling. ▪ Off-street parking is mandatory for new developments in the Central Commercial District for developments greater than 10,000 square feet. ▪ Residential: 1 per dwelling unit < 1,500 sqft; 2 for dwelling unit > 1,500 sqft; parking must be located on the same lot for single family and two-family dwellings and within 200 feet of the dwelling for multifamily. ▪ Hotel, Motel, Resort: 1 per guest room or suite and 1 per three employees ▪ Public Assembly: 1 per every 250 – 500 square feet; varies based on use ▪ Entertainment/Commercial Amusement: 1 per every 100 – 500 sqft; varies based on use ▪ Commercial: 1 per every 200 – 600 sqft; varies based on use ▪ Industrial: 1 per 1,000 sqft ▪ Planned Development District: 1.5 per unit, with all spaces located to the rear of the front yard setback line. Parking to be provided within 50 feet of the unit.
Off-Street Parking Locations	<ul style="list-style-type: none"> ▪ Off-street stalls must be located within 500 feet of the building or use they are serving. In the central commercial district, parking must be within 900 feet of the building or use it is serving. ▪ When off-site parking is used to serve required parking, a covenant must be recorded and submitted to the city.
Off-Street Loading Stall Requirements	<ul style="list-style-type: none"> ▪ Varies based on use (industrial, restaurant, hospital, retail, commercial) with number of loading berth stalls based on the gross square feet of the use. ▪ Any space with less than 10,000 sqft (and restaurants with less than 20,000 sqft) are not required to have a loading stall. ▪ For those uses with an average of one delivery a day or more must provide a berth area but it is not required to be demarcated as a loading area.
Electric Vehicle (EV)	<ul style="list-style-type: none"> ▪ Where EV charging stations are provided, there are requirements for accessible EV charging stations with a minimum of one accessible EV station per 50 non-accessible EV charging stations. ▪ EV parking is required to include signage, be maintained, and be well-lit,

Off-Street Parking Design Standards

Parking design standards regulate the design and construction of off-street parking facilities. Elements regulated include the size of stalls and drive aisles, curb cuts, landscaping, and access. Parking design standards are regulated in the Leavenworth Municipal Code section 14.12.

Category	Design Standards
Off-Street Parking Stall Dimensions	<ul style="list-style-type: none"> ▪ Minimum width (SF): 8 ft. 6 in. ▪ Minimum depth (SF): 17 ft. 6 in to 19 ft., varies based on parking angle. ▪ Minimum One-Way Aisle Width: 10 ft. to 20 ft., varies based on parking angle. ▪ Minimum Two-Way Aisle Width: 23 ft. for angled parking.

	<ul style="list-style-type: none"> ▪ Minimum Parking Module Width: 27 ft. 6 in to 59 ft., varies based on parking angle. ▪ Minimum Vehicle Overhang: 2 ft. to 2 ft. 7 in, varies based on parking angle.
Additional Design Regulations	<ul style="list-style-type: none"> ▪ Ensure that adequate pedestrian paths connect the parking with the public right-of-way. ▪ Stormwater drainage plans, including a maintenance plan, must use BMPs and must be approved by public works. ▪ Curb cuts to off-street facilities must be a minimum of five feet from the aisle edges and cannot exceed 33-feet for two-way traffic. ▪ Curb cuts must be separated by a minimum of 10 feet. ▪ Curb cuts to off street facilities for one-way traffic must be a minimum of 10 feet wider than the access aisle serving the facility.
Landscaping Requirements	<ul style="list-style-type: none"> ▪ Preserve and incorporated well-established trees with a trunk diameter of 6 inches or greater. ▪ Install a permanent, underground, and automatic irrigation system to permanently maintain all landscaped areas. Include preventative measures to reduce maintenance needs. ▪ A minimum of 15% of the asphalt area must be landscaped, with some exceptions. ▪ Landscaping buffers must be installed where parking adjoins a public right-of-way, residential zone, or recreational zone. ▪ At least one tree for every six parking stalls is required.
Structured Parking Requirements	<ul style="list-style-type: none"> ▪ Structured parking must have a continuous 5-foot perimeter of landscaping at a minimum except on the side property line of interior lots where adjoining or common-wall construction occurs. ▪ Perimeter landscaping strips must have vertical elements every 20 feet. ▪ For parkin incorporated in a building, only portions outside of the structure that serve non-parking uses must be landscaped to the described standards.

Parking Fund + Parking Rates

The City established a Parking Fund in 2014 as an enterprise fund to separate revenues and expenditures related to parking from the Capital Project Fund and Street Fund. The goal of the fund is to use revenues collected through parking fees to pay for debt service for the Warehouse Property and to fund normal maintenance and future improvements to the system. In 2016, the City received \$371,800 in parking revenues, and expects a budgeted \$431,359 in 2017 and \$442,092 in 2018. The City budget anticipates a 2018 ending balance of over \$200,000.

The City's Comprehensive Plan includes a policy that supports exploring the creation of a Parking and Business Improvement Area, which would allow for projects benefiting a particular area to be partly financed by the property owners who receive the benefits of the improvement. This would add a potential funding source for projects related to parking within the Downtown core, or the area otherwise identified as part of the district.

In 2011, the City entered a lease/option to purchase agreement with owners of the Warehouse Property located at the east end of the existing downtown commercial district. The City purchased 92,500 square feet of the property for \$2.1 million after credits were applied to accommodate 200 parking stalls and

8,200 square feet of retail development. In order to make the purchase, the City bonded for \$2.5 million.

The City of Leavenworth began charging for parking in their off-street lots for the first time in 2013 in order to help manage the challenges created by a tourism economy in which 86% of visitors come to Leavenworth by car (Komo News, 2013). There are four City-owned off-street lots (P-1, P-2, P-3, and P-4) that are located on the Warehouse Property, next to the Festhalle building, and next to City Hall. Currently, two lots have an automated pay station and two lots have an envelope pay station. It is \$1.75 to park per hour and \$10 to park per day. During holiday and festival days, the fee is \$30 per day for buses. Overtime parking fees in all lots and some on-street locations costs \$25.

Recommended Policy Considerations

Category	Recommendations
Off-Street Parking Requirements	<ul style="list-style-type: none"> ▪ Maintain data of off-street built parking occupancies for multifamily, hotel, and commercial developments as more infill development and a more diverse mix of housing types develop. Ensure the City’s parking requirements are right sized and don’t require the overbuilding of parking. ▪ Modify residential off-street parking requirements to be based on the number of bedrooms or the unit type, rather than the square footage of the residential use. ▪ Allow for reduction or waivers on off-street requirements based on a site-specific parking study or a shared parking agreement.
Permitted Uses	<ul style="list-style-type: none"> ▪ Consider changing (or clarifying) existing and already approved parking facilities to a permitted use (non-accessory) rather than a conditional use (accessory) in appropriate zoning districts within Leavenworth, such as the General Commercial zone. This would facilitate /encourage shared use of underutilized “accessory parking” on privately owned lots for general public use. ▪ Consider approving new approved parking facilities as non-accessory parking intended to serve new demand generated by the site as well as general public access when approved parking is underutilized. This would encourage developers of new parking to use their parking more generally to serve multiple parking demands. ▪ Explore and evaluate an <u>interim</u> policy allowing additional surface parking for specified public uses in the General Commercial zone (e.g., event, visitor parking and/or shared parking for downtown employees). This policy would possibly pilot a temporary facility (or facilities) to serve peak demands until such time as new structured public/private parking can be feasibly financed and constructed.
On-Street Restrictions	<ul style="list-style-type: none"> ▪ Add time-restrictions of 2 or 3 hours (pay to park) to on-street areas prioritized for short-term stays (in the core zone). Current time limits include 1 15-minute stall and 9 30-minute stalls, with 826 no limit stalls. Observed average length of stay in all on-street stalls is under three hours for weekdays and weekends. ▪ Add time-restrictions of 10 hours (pay to park) to commercial streets outside the core zone; allowing longer-term stays. ▪ Include stronger language indicating that all on-street restrictions indicated by signage must be obeyed and that the City can enforce the signed restrictions.

Category	Recommendations
	<ul style="list-style-type: none"> ▪ Limit handicap parking to four hours through posting signage indicating the restriction.
Parking Design Standards	<ul style="list-style-type: none"> ▪ Add parking facility access requirements and standards, such as ingress and egress from public streets, parking surface requirements, maintenance, and lighting. ▪ Parking structure ingress/egress visibility, windows and wall openings, exterior, and street frontage.
Parking Fund + Parking Rates	<ul style="list-style-type: none"> ▪ If on-street time restrictions are added, ensure consistent enforcement to encourage the use of off-street paid lots for those staying longer term in Downtown. ▪ Update envelope payment system in two lots with electronic system consistent with the other lots.
Employee Parking Permit Program	<ul style="list-style-type: none"> ▪ If the City is interested in pursuing an employee parking permit program, include the program regulations in the code.