

Parking Advisory Committee

City of Leavenworth
Zoom Conferencing
3:00 PM – 4:00 PM
September 2, 2021

Join Zoom Meeting

<https://us06web.zoom.us/j/98542110508?pwd=SDdmcWhKQWtiaVBMWmQwanVhUHJyZz09>

Meeting ID: 985 4211 0508

Passcode: 212802

Dial by your location
(253) 215 8782 US

Members:

Kayla Applebay
Lyman/Jesse Boyd
Mia Bretz
Jean Dawson
*Anne Hessburg
Momi Palmieri
Carl Evans

Agenda Items:

3:00 – 3:00 pm	-	Approve 7/19/2021, 8/5/2021, 8/19/2021 Meeting Notes
3:00 – 3:10 pm	10 min	Go Live – Final Sprint Details
3:10 – 3:20 pm	10 min	Communications Update
3:20 – 3:40 pm	20 min	Education Update
3:40 – 3:50 pm	10 min	Permit Options, 30 Min Zones
3:50 – 4:00 pm	10 min	General Discussion & Next Meeting Date/Topics

Future Agenda Items:

- Next Meeting Date (standing future item)
- Go Live Date (standing future item)
- Code Changes (slated for October)

Parking Advisory Committee Notes
Zoom Conferencing
3:00 PM - 4:30 PM
August 19, 2021

Attendance: Anne Hessburg, Jean Dawson, Jesse Boyd, Christie Voos, Sue Cragun (NO QUORUM)

1. Meeting Notes:

Meeting notes from July 19, 2021 and August 5, 2021 were not approved, due to lack of quorum.

2. Update on Launch Timeline

The meter go live date has been pushed to the week of September 20, 2021; official launch date will be September 21, 2021. Civic Smart will be on site 1 – 1.5 weeks in advance. Will issue “fix it” tickets instead of parking infractions in the beginning for educational purposes. Enforcement will also issue “fix it” tickets until there is more communication on the enforcement process. Enforcement and parking permits will be ready by September 23rd. Ticket stock is being finalized and will be submitted tomorrow; enforcement will begin when ticket stock arrives.

3. Update on Communications

- Merchants will receive information on the roll out next week
- All merchants will receive written communication
- Most communication will be issued following Labor Day via email, news, and social media

4. Additional Parking Lot(s) Possibilities, Pool Lot Updates

- Potential parking at triangle lot on Sherbourne Street at Evans Street; possibility of using lot for the permit program
- Spaces along P2 fence line are included in P-2 parking lot
- Spaces along Festhalle fence line are included in P3
 - Spaces can be converted to metered spaces for short term parking
 - Long term parking should be in lots; short term parking should be on street
 - Meters will be moved from Front Street and repurposed

City has provided a Pool lot attendant from 11:00 – 4:00, which has been successful. Will need a different solution next year. Attendant has been turning away 150 cars on weekdays and 300 cars on weekends. The pool lot is being used for long term free parking and has been problematic for those who wish to use the pool facility.

5. Decals / Stickers

Christie displayed the redesigned decals; “Or pay at meter” was added, credit card logos are easily recognizable, new design clearly states pay by app or pay at the meter, and directional arrows were added to dual space meters. Can still revise before going to print.

- “Or pay at meter” needs a larger font

Christie displayed the kiosk sign that will be posted at the kiosks in surface lots

- Surface lots are pay by plate
- “Or pay with credit card at kiosk” may need to be added; TBD
- Suggested to use a QR Code with additional instructions available in various language options

6. General Discuss and Next Meeting Topics:

- Communication
- Education
- Last minute details prior to going live

Meeting adjourned at 3:50 PM.

Next meeting: September 2, 2021 at 3:00 PM.

Respectfully submitted,
Sue Cragun, Executive Assistant

Parking Advisory Committee
Zoom Conferencing
3:00 PM - 4:00 PM
August 5, 2021

Attendance:

Jesse Boyd, Jean Dawson, Anne Hessburg, Christie Voos, and Shannon Lemons.

1. Meeting Notes:

Meeting notes from July 19, 2021 were not approved, due to lack of quorum.

2. Go Live Date

- Launch date slated September 15, 2021
- Outreach to community mid-August
- New meter and parking lot pricing to start September 15, 2021
- Duncan parking enforcement to start September 23, 2021

3. Parking Code Changes

- No Discussion

4. Decals for Meters & Kiosks

- Committee wants stickers to clearly show credit card options
- Gibbs Graphics may be an option
- Christie to show decals on meters

5. General Discuss and Next Meeting Topics:

- Parking Meter Labels
- Next Meeting August 19, 2021

Meeting adjourned at 4:00 PM.

Next meeting: August 19, 2021 at 3:00 PM.

Respectfully submitted,
Shannon Lemons, TAPP

Parking Advisory Committee Notes
Zoom Conferencing
3:00 PM - 4:30 PM
July 19, 2021

Attendance:

Kayla Applebay, Lyman Boyd, Jean Dawson, Anne Hessburg, Carl Evans, Christie Voos, and Sue Cragun.

7. Meeting Notes:

Meeting notes from July 1, 2021 were approved by the Committee.

8. Kiosk Options

- Planned site visit from Gray & Osborne to angling the kiosks to provide users with more space and privacy. Provided that the electrical connections work, city can move forward with installation.
- Designated ADA compliant kiosks where feasible and/or required.

9. Paid Parking Outreach Calendar

- Christie shared a workplan that includes planned meetings, business and community outreach with corresponding digital materials.
- Community outreach to businesses and community members:
 - Printed materials include basic information, will be distributed next week.
 - Business outreach will be primarily in person; core outreach will be digital.
 - Paid Parking updates will be included in the City's Quarterly Newsletter.
- Email Campaign – 3 Emails slated throughout the campaign; teaser email, FAQ email, pre-launch email, and launch date email.
- Website – Posting in News & Notices section.
- Civic Smart will be on site the week prior to launch, through a few days after launch.
- Businesses should receive a bold announcement that Paid Parking is Coming.
- Signage at City entrances is still in discussion, more to come later.

10. Future Enforcement at all Lots

- City is not currently conducting parking enforcement at Waterfront and Enchantment Parks; lots are not timed, but need to ensure patrons are parking correctly.
- 5 spaces on Evans Street off of Hwy. 2 that are not metered; need to look at opportunities, whether kiosk or meters.
- Need to determine kiosk needs at all City lots. 2 extra kiosks were ordered for future needs; need infrastructure in place. Can Public Works upgrade the dirt lots so that they can be metered in the future? Will meet with public works on CIP and budgeting for future years.
- DOT Lot needs engineering; currently on hold due to staffing and lack of budgeted funds.
 - G&O is the City Engineer and in the process of providing a scope of work to the City for review.
 - Committee asked that this project remain a high priority.
 - Proposed timeline: engineering in the fall of 2021, schedule to ground prep in the spring of 2022, with construction in the fall of 2022.

- DOT lot has not been striped due to paint shortage; will use ecology blocks to delineate employee parking.
- Ask Public Works Director to provide Committee a workplan with regard to parking lot upgrades and timelines. Will discuss capacity requirements with Council at a later date. Can also contract out the projects, rather than add capacity to the Public Works Department.

11. Freund Lot (P5) – Change Designation for Pool Pass Holders

- Lot is full most days; need more enforcement. Is difficult for pool patrons to find parking. PRSA members are concerned.
- Committee shared ideas of how to regulate the pool parking lot:
 - Pool parking only on certain days; pool parking only during a certain time frame; concern coming from patrons and pool staff.
 - Distribute printed passes for pool patrons.
 - Hire a pool parking attendant from 10:00 AM – 6:00 PM daily.
 - Lot can be barricaded at night by restroom attendants. Leave barricaded until 9:45 AM, which would prevent early parkers from using the lot. This may not work due to first pool session beginning at 6:00 AM.
 - Use the sensors in the lot for enforcement.
 - Use a gate and card system for pool users in future years.
 - Signage “Pool Use Only”
 - Add a kiosk, use a validation code, pool only lot, heavily enforced.

12. Decals for Meters & Kiosks

- 2 mobile apps; Park Mobile & Pay by Phone.
- Bavarian font is difficult to read; will find another suitable font and have administratively approved by Development Services Department.
- Universal P should be displayed, not in a Bavarian font.
- Need to show a 3rd payment option, which is a credit card along with the two apps.
- Vendors are funding the labels; City can pay the expense to have the labels printed to City’s preference.
- Labels should be in hand approximately 2 weeks after submitting approval of proof.

13. General Discuss and Next Meeting Topics:

- Christie addressed hours of operation at the pool lot, CMC shared parking, and on street parking; she and Ana will address the deviation from the original plan with the Council at the next meeting. City reserves the right to manage the hours of operation at the various locations based on demand and usage.
- Pool lot managed in season; kiosk and sensors are important for that lot.
- CMC shared parking needs clear signage that states the hours that the public can park.

1. Go Live Date; planning on – mid-September
2. Parking Code Changes; DOT Lot

Meeting adjourned at 4:05 PM.

Next meeting: August 5, 2021 at 3:00 PM.

Respectfully submitted,

Sue Cragun, Executive Assistant