

# Parking Advisory Committee

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City of Leavenworth  
Zoom Conferencing  
3:00 PM – 4:00 PM  
November 4, 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 9/2/2021 & 10/7/2021 Meeting Notes
3:00 – 3:20 pm	20 min	October Parking Stats & Revenue Update
3:20 – 3:40 pm	20 min	Chapter 10 Code Changes discussion <ul style="list-style-type: none"><li>• Enforcement</li><li>• Length of time / loading zones</li><li>• Residential Areas (busses)</li><li>• RV parking on streets and alleys</li><li>• Blocking mailboxes</li></ul>
3:40 – 3:50 pm	10 min	Parking Occupancy Data
3:50 – 4:00 pm	10 min	General Discussion & Next Meeting Date/Topics

## Future Agenda Items:

# Parking Advisory Committee Notes

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Zoom Conferencing  
3:00 PM - 4:00 PM  
September 2, 2021

**Attendance:** Anne Hessburg, Jesse Boyd, Jean Dawson, Momi Palmieri, Christie Voos.

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

## 1. Meeting Notes:

Meeting notes from July 19, 2021, August 5, 2021, and August 19, 2021 were approved by the Committee.

## 2. Go Live – Final Sprint Details

- Christie double checked the spreadsheets, which populate the back end for ParkMobile and PayByPhone, and confirmed that they are correct.
- Christie and Shannon double checked every meter downtown and all is well.
- Decals were delayed from being printed, due to the directional arrows, but those have been ordered and will arrive the week of the 15<sup>th</sup>, prior to the go live date of the week of the 20<sup>th</sup>.
- Enforcement / fix-it-ticket phase will be approximately 2 weeks; no firm date as of yet.

## 3. Communications Update

- Outreach Step 1 – Farmer’s Market on 9/2/2021; speaking to customers / residents.
- Will bring a parking meter display at upcoming market events.
- Outreach Step 2 – Speak to merchants and employees in person.
- 3 Fold Flyer – will email to all committee members.
- Parking Seasons may change over time; flexibility is built in.
- Need to address timed parking at the Pool lot.

## 4. Education Update

- Media blast begins next week; Leavenworth Echo, Wenatchee World, KOHO Radio, Twitter, Facebook, Instagram, Press Release, City email blast, Chamber of Commerce blast.
- Communicate the benefits of using the parking apps to locate downtown parking.
- Communicate that the surface lots are for long term parking; we are not telling visitors that they can only stay in Leavenworth for three hours.

## 5. Permit Options, 30 Minute Zones

- Cascade Medical Center reserved parking spaces will continue in P2 until that contract is canceled; 365 day clause for termination.

- The shared parking at CMC is from 7:00 AM – 7:00 PM for CMC employees. May want to consider a day pass in the future.
- 30 Minute Zones downtown; should these remain 30 minute or transition to regular parking meters? Will follow-up at the next meeting.
- Need more motorcycle and ADA parking spaces.

#### **6. General Discussion and Next Meeting Date / Topics**

- May need to ask members for help with attaching decals and communication.
- Cancel September 16, 2021 Parking Committee meeting.
- Meters on Front Street will be moved to street parking for P2 and P3 street parking spaces when Civic Smart is in town.
- Need talking points for Residential Permit Parking.

**Next meeting:** October 7, 2021 at 3:00 PM.

**Meeting adjourned at 4:38 PM.**

Respectfully submitted,  
Sue Cragun, Executive Assistant

# Parking Advisory Committee Notes

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Zoom Conferencing  
3:00 PM - 4:00 PM  
October 7, 2021

**Attendance:** Anne Hessburg, Lyman Boyd, Jean Dawson, Christie Voos, Sue Cragun.

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

## 1. Meeting Notes:

Due to lack of quorum, meeting notes from September 2, 2021 were not approved by the Committee.

## 2. Update on Paid Parking Launch, Permit Program, and Data

- Team is currently working on the remaining meters that need software installation.
- Civic Smart will be working in Leavenworth one more time.
- A few meters are not working properly; it's best to pay in the app.
- The enforcement piece has not been rolled out yet; can still enforce manually.
- Staff has not received any complaints about paying for parking.
- Some don't know how to pay; can pay at the meter, pay on the app, call the phone number on the meter and pay over the phone.
- Christie is updating the seasonal calendar with two more rates; busy and festival days and no charge after 5:00 PM.
- Parking meter revenue for the first three days totaled \$4,138.
- Have seen turnover in parking spaces in the first three days.
- Consider installing landmark signage, which states that ParkMobile is the app to use to find parking.
- Need to reevaluate signage at the entrances to town.
- Press Release will go out to new outlets tomorrow to announce that paid parking has begun.
- 50 customers are currently in the permit program.
- Permit Program will roll out sometime in October and will be available on the City's website.
- Collections will roll out next, followed by Duncan Parking infraction processing.

## 3. Downtown ROW Permits / Use of Parking Stalls

- Right of Way permit cost is \$100, which covers 3 days of parking.
- Add parking space cost to the rate & fee schedule.
- Contractors should consider using parking spaces prior to 8:00 AM to avoid parking fees.
- Consider half day rate, full day rate, monthly rate; need to determine the rate.
- More discussion to follow.

## 4. Future SUP Pricing / Use of Parking Stalls

- Some festivals and events use the parking stalls, which may only pay the square footage rate, rather than the parking space rate.
- Consider half day rate, full day rate, monthly rate; need to determine the rate.

- More discussion to follow.

**5. Addition of ADA and/or Senior Parking**

- Senior parking is more about availability and less about the cost; Committee doesn't feel strongly about adding senior parking; how would it be enforced?
- Parking is to be equitable to everyone.
- ADA parkers can park in any space for no cost, may need to adhere to the time limit.

**6. General Discussion and Next Meeting Date / Topics**

- Code changes and revisions to chapter 10 regarding enforcement, length of time for parking, residential areas.
- Alley and RV parking on the streets and alleys.
- Parking in front of mailboxes.
- Update on going live and parking revenues.
- Glacier (DOT) Parking Lot RFP for Design; engineering in winter, construction in spring.
- Pool lot usage; kiosk needs to be installed. Can designate pool parking for pool users
- Update to city wide signage upgrade.

**Next meeting:** November 4, 2021 at 3:00 PM.

**Meeting adjourned at 4:05 PM.**

Respectfully submitted,  
Sue Cragun, Executive Assistant