

# Parking Advisory Committee

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City of Leavenworth  
Zoom Conferencing  
3:00 PM – 4:00 PM  
December 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 9/2/2021, 10/7/2021, & 11/4/2021 Meeting Notes
3:00 – 3:20 pm	20 min	November Parking Stats & Meter Implementation Update
3:20 – 3:40 pm	20 min	Clevertiti Presentation
3:40 – 3:50 pm	10 min	Parking / Messaging Plan RFP – Consultant for Parking Sign Audit
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.

## 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.

## 7. Meeting Notes:

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

## 8. 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.

## 9. 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.

## 10. 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.

### **11. 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.

### **12. 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

# Parking Advisory Committee Notes

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Zoom Conferencing  
3:00 PM - 4:00 PM  
November 4, 2021

**Attendance:** Anne Hessburg, Jean Dawson, Mia Bretz, Kayla Applebay, Christie Voos, Sue Cragun, Tom Wachholder, Shannon Lemmons, Brad Magee.

<p><u>Members:</u> Kayla Applebay Lyman/Jesse Boyd Mia Bretz Jean Dawson *Anne Hessburg Momi Palmieri Carl Evans</p>
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## 1. Approve 9/2/2021 & 10/7/2021 Meeting Notes

Committee needs time to review notes; bring back to December meeting.

## 2. October Parking Stats & Revenue Update

Christie addressed parking revenue for the month of October and displayed a comparison to the same timeframe last year. She displayed graphics depicting revenue by lot, income percentage by day of week, income percentage by location, and method of payment.

Brad provided a brief update of the final issues that are being addressed onsite. Field work should be complete next week. Currently working on administrative work with Christie.

Discussion on rate change due to ROW permits. Construction equipment taking up spaces will be required to pay the parking space rate while contractors are using the parking space.

## 3. Chapter 10 Code Changes discussion

Code has references to items that are no longer valid, not in effect, etc. Would like to find inconsistencies prior to delving into the code changes.

### A. Enforcement:

- a. Time limit for loading zone
- b. Busses in residential zones
- c. RV's parking for extended periods
- d. Blocking mailboxes

### B. Length of time / loading zones

- a. Several disputed tickets each week due to parking in loading zones.
- b. Need to find average length of stay in a loading zone.
- c. Car loading zones, truck loading zones,
- d. various time limits per type of vehicle. Trucks may be parked for 1-2 hours because they are unloading at multiple locations.
- e. Parking enforcement spends additional time enforcing alley ways.
- f. Parking enforcement will need to be diligent in relaying loading zone issues with parking staff.
- g. Loading zones being used by people other than loading zone patrons.
- h. Christie will provide additional information at an upcoming meeting.

**C. Residential Areas (busses):**

- a. Christmas lighting bus parking; no bus parking on weekends (Saturday / Sunday).
- b. Clear communication with tour bus operations; have a backup plan.
- c. Detour routes posted; no left turn at Chumstick Hwy.

**D. RV Parking on City Streets / Alleys:**

- a. Time limits on vehicles that have been on the street for months.
- b. Unmovable vehicles can stay on street for 24 hours. Nothing in the code that states how long a vehicle can remain on the street.
- c. Vehicles with trailers parked for multiple weeks at a time.
- d. Will be discussing with Chelan County Sheriff's Department regarding enforcement.
- e. May need to address lack of sidewalks and painting the street in lieu of sidewalk painting.
- f. Will bring back to committee for further discussion.

**E. Blocking Mailboxes:**

- a. Usually left to the US Post Office to enforce.

**4. Parking Occupancy Data**

Discussion of parking data and parking space turnover; Christie will bring data to December meeting, if available.

**5. General Discussion & Next Meeting Date/Topics**

- November Parking Stats and Revenue Update
- Code Updates and Revisions
- Parking / Messaging Plan
- RFP for Consultant for Parking Sign Audit

**Next meeting:** December 2, 2021 at 3:00 PM.

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

Respectfully submitted,  
Sue Cragun, Executive Assistant