

Downtown Steering Committee

City of Leavenworth
City Hall Conference Room & Zoom
10:00 AM – 11:00 AM
February 28, 2023

Members:

Sharon Waters
Zeke Reister
Clint Strand
Joel Martinez
Kevin Rieke
Oliver Brulotte
Troy Campbell*

Staff:

Selby / Sue

Join Zoom Meeting

<https://zoom.us/j/96634145619?pwd=Qi9UaXBQXEvcC95QmJwZE82VExiZz09>

Meeting ID: 966 3414 5619

Passcode: 463075

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Agenda:

1. Approve January 24, 2023 meeting notes
2. Elect Chairperson
3. Banner Policy
4. Joint meeting with the Parking Advisory Committee

**Chairperson*

Audio recording available upon request for 90 days

Downtown Steering Committee

Meeting Notes January 24, 2023

Attendees: Zeke Reister, Clint Strand, Joel Martinez, Kevin Rieke, Oliver Brulotte, Matthew “Selby”, Sue Cragun, Ernest Palmer, Brice Maryman, Scott Melbourne, BeeJay Robinson, Christie Voos, Lilith Vespier.

Agenda Items:

1. Approval of the November 22, 2022 meeting notes

Committee members approved the November 22, 2022 meeting notes

2. Downtown Closure Survey Results and Overall Findings

Brice and Scott from MxM Landscape Architecture began with a PowerPoint presentation, which addressed the following:

- a. Project scope of work and public outreach
- b. Over 700 responded to the survey, which included local and non-local residents
- c. Key findings & recommendations
 - a. Downtown street closure received broad support from the public
 - b. Long term closure – deliberate approach; once and right
 - c. Accommodations for loading and emergency zones
 - d. Any solution needs to include a parking garage. Most popular location is P2, with a structure to include retail and restrooms
- d. Public outreach takeaways:
 - a. Seating options; adjacent to businesses or away from the business
 - b. Relocate Maipole with roundabout for deliveries
 - c. Royal Lady Plaza
 - d. Relocate Gazebo, which will add additional space for vendors, etc.
 - e. Option 1 was the most favorable amongst respondents
- e. Quick wins to show progress:
 - a. Immediately replace orange barricades with semi-permanent planters and Bavarian stylings
 - b. Overhead lighting on Commercial Street
 - c. Civic delegation to Bavaria for research and ideas
- f. Next Steps:
 - a. Establish and publish a five year plan
 - b. Need topographic and utility survey of downtown (special focus on the alley between Front & Commercial Streets)
 - c. Develop 30% Front Street Plans
 - d. Align capital funding
- g. Discussion included:

- a. Bicycle accommodations
- b. Hospital parking
- c. Gazebo relocation
- d. Sledding hill

3. Downtown Parking – Kiosks vs. Meters

- a. Difficult to clear snow between meters
- b. Meters have gone missing
- c. The committee is interested in replacing meters with strategically placed kiosks

4. Banner Policy Review

- a. Committee was provided with a draft resolution for review
- b. Discussion of “Commemorative Months”
- c. Concern about random banners for events that are not local
- d. May utilize different banner programs around downtown
- e. Postpone discussion until all members are in attendance

Meeting adjourned at 11:37 AM

Respectfully submitted,
Sue Cragun, Executive Assistant

RESOLUTION xx-2023

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LEAVENWORTH
ESTABLISHING POLICIES FOR PLACEMENT OF GOVERNMENTAL AND
PUBLIC SERVICE STREET BANNERS.**

WHEREAS, the City Council desires to limit and clarify the use of street banners for governmental and public service only; and,

WHEREAS, government speech can apply in a wide variety of contexts, but a fundamental characteristic of the government speech doctrine is the extent to which the government takes steps to control and limit the message to governmental and public messaging; and,

WHEREAS, street banners displayed over and above the City's right-of-way and the flags displayed at City facilities are properly considered government speech, as they represent official City-sanctioned statements, and the City regulates and controls the message through code or policy; and,

WHEREAS, when the government speech doctrine applies, the government's decision to decline to display a particular message will not be reviewed as a restriction on private speech under the Free Speech Clause of the First Amendment of the United States Constitution; and,

WHEREAS, the City desires to provide clear and meaningful policy for government speech and street banners.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LEAVENWORTH, WASHINGTON AS FOLLOWS:

Section 1. The Policy for placement of governmental and public service street banners in attachment A, shall be used when reviewing such street banner requests.

Section 2. This resolution and any amendment thereto shall be published in summary form in the official newspaper of the City of Leavenworth.

Section 3. This resolution shall be in effect five days after publication.

Passed by the City Council of the City of Leavenworth and approved by the Mayor this 14th day of February, 2023.

APPROVED:

ATTEST:

Carl Florea, Mayor

Andrea Fischer, City Clerk

ATTACHMENT A

Street Banner Policy for Governmental and Public Service Messages

The purpose of this Policy is to regulate the display of street banners to containing government speech, such as public service messages, consistent with the City's official policies, priorities and sentiments, including event announcements and supporting national commemorative months. This policy does not apply to banners displayed directly by the City itself for its purposes and this policy does not apply to requests for private messages on street banners. Private messaging on street banners is prohibited in the City.

A street banner is a sign consisting of fabric which is hung above or across a public right-of-way.

At no time will the City of Leavenworth allow street banners deemed to be inappropriate or offensive in nature or those supporting discrimination, prejudice, or religious movements.

No person shall place a street banner, except in conformance with this policy, without first obtaining a permit from the City.

Banner Applicants:

Who may apply for a permit to place street banner(s) is limited to organizations who meet the following criteria:

- 1) Be a properly formed Federal, State or Local agency or unit of government;
- 2) Be tax exempt organization; and said organization meets one or more of the following criteria
 - a) receives funding from the city; or,
 - b) has a contractual relationship with the city; or,
 - c) receives in-kind services from city staff; or,
 - d) the city is a member of the applying organization.

Banner application process:

- 1) Applications to hang one or more street banner(s) shall be submitted at least 45 days in advance of the proposed installation and no more than six months prior to the proposed installation of the street banner.
- 2) Permit applications shall contain the following information:
 - a) Name of the requesting organization;
 - b) Contact information;
 - c) Name and dates of event and proposed installation;
 - d) Explanation or purpose of the event or message;
 - e) Description of the applicant organization including any local, national or international affiliation, brief history, website address, nonprofit status, and any other relevant information;
 - f) Proposed location(s) for street banner(s)

Banner design:

The applicant shall provide a detailed plan of proposed street banner(s) showing size, mounting locations (e.g., grommets), installation instructions, material, wording, colors and/or art work to be printed on the street banner, meeting the following standards:

- 1) Street banner(s) text font shall be an approved Bavarian Theme font.

ATTACHMENT A

- 2) Street banners may display pre-approved decorative images or public art in-lieu of or in conjunction with the message.
- 3) To the extent practicable, street banner(s) shall reflect the Bavarian Theme.

Banner message:

The applicant shall provide adequate information to show compliance with the following:

- 1) Street banner(s) message shall reflect (in this priority order):
 - a) A public service message relevant to the city or local area
 - b) Promote Special Use Permitted Event/Festival taking place in the city
 - c) Support one of the following national commemorative months (during said corresponding month):
 - i) January – Dr. Martin Luthé King Jr
 - ii) February – African American History Month
 - iii) March – National Women’s History Month
 - iv) May – Asian/Pacific American Heritage Month
 - v) June – Lesbian, Gary, Bisexual and Transgender Pride Month
 - vi) Sept 15 – Oct 15 – National Hispanic Heritage Month
 - vii) October – National Disability Employment Awareness Month
 - viii) November – National American Indian/Alaska Native Heritage Month
- 2) Street banner(s) messages must be nonreligious and nonpolitical in nature. This does not preclude identifying the sponsoring organization, even if that organization is considered religious or political.

Banner requirements and placement:

- 1) Street banner(s) shall maintain minimum clearance of eight (8) feet above the sidewalk surface.
- 2) Street banner(s) shall be constructed of canvas or similar material (not plastic) that will not stretch or distort, and must be manufactured or produced by a banner company.
- 3) Street banners shall be printed on both sides.
- 4) Street banners shall only be placed at locations, method of attachment and by installers approved by the Public Works Director. Any installations performed by the Public Works Department shall require removal by the Public Works Department and will be done at the current billable rate [\$3,520 for 2023 rates] for the public work crew/equipment and shall be payable in advance.
- 5) Street banners shall be hung no more than two weeks in advance of an event and shall be removed by the third business day following the event. Any banners removed by the public works crew/equipment shall be collected by the applicant/organization with fourteen days; remaining banners will be recycled/disposed of without reimbursement.
- 6) In no case shall banners be displayed for more than 30 calendar days.
- 7) The applicant shall be responsible for the cost to repair any damage to City-owned property that may result from the installation, attachment, hanging or suspension of the banner. [policy direction – if applicant may place and removed, this is applicable.]

Banner review:

The review of street banner permits shall be conducted by the Public Works Director, or designee. They shall have discretion on whether to approve or deny any street banner application and should evaluate applications to determine whether they are consistent with this policy.

ATTACHMENT A

Banner violations:

Street banners installed without prior approval will be removed by the City and the responsible party shall reimburse the City for the cost removal at the current billable rate for the public works crew/equipment.

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