

Downtown Steering Committee

Meeting Notes
May 27, 2025

ATTENDEES:

Committee Members Present: Sharon Waters, Zeke Reister, Mike Bedard, Joel Martinez, Kevin Rieke, Oliver Brulotte, Troy Campbell, Kirstie Miethe and Laurie Brenan.

Committee Members Absent: Joel Martinez.

Staff: Matthew “Selby”, Courtney Porter and Andrea Fischer.

Public: Lindsay Boyd and Clint Strand

There was a quorum of Councilmembers, however no City business was discussed.

1. Approve April 22, 2025 meeting notes

Comments were made and noted regarding Psomas’ Pedestrian Plaza Project Update:

- Laurie expressed concern that 9th Street was not included in the project scope. She felt this was shortsighted, noting that while 9th Street doesn’t need as many improvements as 8th Street, it should still be included for maintenance and updates to keep it up to standards. Laurie emphasized that 9th Street is part of downtown, adjacent to the project and the merchants and property owners would appreciate being included.
- Selby noted the scope of the project is a pedestrian focused plaza project and 9th St is going to remain open to vehicular traffic. With a different primary purpose, 9th is going to be treated differently. Selby noted Laurie’s concern and will share with Psomas.
- Additional committee discussion continued regarding the difference between the use, current state of repair/disrepair of 8th, 9th and 10th St. It was clarified that 10th Street is included in the current scope because it lacks sidewalks. The group discussed how 9th Street had been part of an earlier improvement project about 10-15 years ago.

Meeting notes were approved.

2. Comments from the public on items not on the agenda

None.

3. Parking Department Update from Selby

Shannon Lemon was unable to attend, and Selby provided the Parking Dept. update.

- a) Revenue reports were not available in Shannon’s absence
- b) Downtown Parking Garage updates:
 - The last Parking Advisory Committee meeting was spent reviewing 8 statements of qualifications received in response to an RFQ for the parking garage project. These were scored and shortlisted to 4 firms.
 - WJA Design Collaborative
 - FREIHEIT Architecture
 - Johnston Architects
 - ARC Architects

- Interviews with the shortlisted firms are scheduled for June 16th and 17th. After scoring, they will work on contracting and budgeting with the selected consultant.
- Selby explained that Phase 1 of the parking garage project would involve site selection. The RFQ parameters specified looking at city-owned sites within 1000 feet of the gazebo, at least an acre in size, that could accommodate 200+ additional parking spaces under current zoning. This narrows it down to two potential sites - the current location (City Hall area) and the Blewitt parking lot.
- c) An update was provided on the potential digital signage that directs drivers to parking lots with "Parking Availability". Additional information is pending information from DOT on location of signs east end, near Safeway and west end, at the roundabout. A question was raised regarding the cost of this signage program and no speculations were made but it was confirmed that cost would be covered by the Parking Enterprise Fund.
- d) The Parking Department purchased a side-by-side/UTV (Utility Task Vehicle) for staff use, which is more cost-effective and nimble than a full-size vehicle.

4. Staff Trip to Bavaria Q&A

Selby reported that he hasn't had a chance to put together a full presentation on the Bavaria trip yet, but the photos have been downloaded to the server. He offered to answer any questions about the trip. Selby and Troy provided an overview of the trip to Bavaria

- Discussion about the work trip noted that the tour schedule was very busy. The trip included visits to five villages that Leavenworth is emulating. Selby expressed some disappointment with the trip's structure, noting limited time for exploration in some towns. Selby felt Leavenworth is doing a good job overall compared to what they saw.
- Selby and Troy listed some of the observed architectural elements and discussion followed. Interesting features included curbless pedestrian plazas, different paver types, bollard systems, directional signage, iron work and murals. Troy highlighted the diversity of architectural influences in Bavarian towns, including Italian and Parisian elements.
- The group took numerous photos and gathered ideas for potential improvements in Leavenworth. Photos will be shared with consultants, specifically Psomas for the Pedestrian Plaza project.
- Troy noted observing parades, maipole raising, trachtun clubs, gatherfest; events and gathers seemed very localized. There was discussion that there were good ideas for the Chamber to consider for events.
- The committee discussed how the trip provided good inspiration and reference points for Leavenworth's upcoming projects.

Approximately 25 people from Leavenworth were on this trip to Bavaria; including City of Leavenworth Staff, Leavenworth Chamber of Commerce Staff, Business Owners and Greater Leavenworth Museum board members.

5. Other / Future Agenda Items

- a) Oliver went back to the Pedestrian Plaza, noted what an important project this is and a "heavy lift". He raised questions regarding funding, the LID process, and partnering with a consultant to identify different funding sources. Given the size of the project, given the

complicated nature of the project, starting sooner would be preferred. Kevin added that Psomas, per their scope, should assist in the fund sourcing. Selby agreed and noted this topic should be a future agenda item.

- b) Selby updated the committee on Peter James' proposed parklet: The mayor directed staff to order 2 composite benches for that location. Peter built 4 flower boxes which will be installed and planted; the City will water the flower boxes. Any other parklet or improvements to that area will be designed by Psomas.
- c) Selby noted that there have been some issues with a directional sign for public restrooms that was installed to help a business owner who complained that the public were requesting their restroom regularly. The directional signage to alleviate the issue for that business is now causing problems for another business. Selby is working to find a solution.
- d) Project updates were requested. The committee requested more frequent updates on ongoing projects, such as the bathroom construction and survey results from PSomas. Selby suggested Andi, Public Works Director, should attend some future meetings
- e) Walking tour of Leavenworth: The committee agreed to conduct a walking tour of the town for the June meeting to look at areas such as 9th St, signage in alleys, non-compliant building fronts and other concerns. Members were asked to send Selby a list of areas they wanted to see or discuss.

6. Adjourn

Meeting adjourned at 11:59 AM

Respectfully submitted,
Courtney Porter, Executive Assistant