

# LEAVENWORTH CITY COUNCIL

Study Session Agenda  
City Hall - Council Chambers  
January 10, 2012 9:00 a.m.

## **9:00 – 9:20 Leavenworth Ski Club – Ice Rink Update – Tony Keyser**

The Council will be given an update on the Pavilion and Ice Rink Project that is being developed by the Ski Hill Heritage Foundation. Their spokesperson, Mr. Tony Keyser, President, will provide an update on their fund raising efforts and their initial steps in the design of the project. One issue that will need to be addressed should this project move forward at the current favored location which is behind the Festhalle is the coordination in the change of Right of Way for Front Street and the impact on neighboring properties – the Fruit Warehouse and Festhalle properties.

## **9:20 – 9:40 Review Leavenworth Festhalle / LCCF / LST (renewal clause due for review in January 2012) – Joel Walinski**

This time period is provided to review and address the upcoming negotiations for contracts concerning the operation and use of the City's Festhalle. The City has contracts with the Leavenworth Civic Center Foundation (LCCF) which operates the City's Festhalle and the Leavenworth Summer Theater (LSF), which has rights of use for their performances in the Festhalle through December 31, 2012, both will need to be renewed. The contracts are provided within the study session packet for the Council review.

The LCCF contract covers responsibilities for the operational management, custodial maintenance, liability/insurance, and facility maintenance. The contract also provided the procedures for financial oversight by the City of the operations and the mechanism for the Council to approve the fee schedule for the Festhalle.

The LSF contracts covered use and rental fees. Two agreements had been developed for the LST one pertaining to summer use and one pertaining to fall use of the facility for the LST theatrical productions.

Prior to proceeding with initiating negotiations with either of these partners, the council is being provided this opportunity to identify either parameters or outcomes they would like to see achieved through these negotiations.

## **9:40 – 10:00 Review of LMC Chapter 2.04 City Council and Resolution 12-2008 Council Rules Amended 12-08 – Mayor Farivar**

This is a review of the policies, procedures and rules for the City Council Meetings. A red-line version of the resolution is attached with housekeeping changes suggested by City staff. Also provided is a copy of Ordinance 1325 which specifies Council meeting times and dates as

required by RCW. Mayor Farivar would also like to review and discuss with the Council the function of Council Study Sessions and meeting times as part of this ordinance and resolution review. If the Council is in concurrence, Staff can provide an updated document to be approved at the evening Council Meeting or present it at the January 24, 2012 Council Meeting.

### **10:00 – 10:45 2012 Update on Current Project Plans for 2012 – Dave Schettler**

The Council will be provided an update on the status of three projects currently in the design phase. This is an opportunity to provide comments on the design and also be updated on the current project schedules.

TD&H Engineers – 2012 Project Ski Hill Drive, Commercial – 9<sup>th</sup> to Division, Safe Routes to School – West Street A project development and construction schedule is included in the packet. At this time the City is still awaiting WSDOT -HQ formal approval for 2012 construction. WSDOT approval is necessary prior to any funds being expended if the City is requesting reimbursements for those expenditures or would want to use those expenditures for the match grant requirements. It is anticipated that WSDOT approval will be forthcoming. Construction for this project is anticipated to be completed by the end of July 2012.

The Front Street – Division St to Highway 2 (14<sup>th</sup> St) The anticipated construction schedule is included in the study session packet. The City is scheduling this construction to be completed by Sept 14 a three weeks before Autumn Leaf Festival. Under consideration in the bid documents is a bonus incentive for the contractor for early contract completion. The plans and specification are currently under final review. One area that is still under review is the corner of Front Street and Division. Because of future potential changes to the ROW and property uses, improvements in this area have been revised. This will be reviewed with the Council as part of the discussion.

The Gazebo Rehabilitation and Maintenance Project The construction schedule is included in the Study Session Packet as well as the architectural elevation view of the front and back views of the Gazebo improvements. At this time, the construction is scheduled to occur over the nine (9) week period from Feb. 22 (NTP) to April 30. This will provide several weeks to make sure all project clean-up items are complete before Mai-Fest weekend.

### **10:45 – 10:50 Hearing Examiner Annual Report Review – Nathan Pate**

Pursuant to LMC 21.15.140 (B), please find attached the Hearing Examiner Annual Report. Within the Report you will find a brief summary of the hearing examiner's decisions and recommendations for the 2011 calendar year. Staff is available to provide any answers to questions.

### **10:50 – 11:30 Discussion on Parking**

Effective January 1, 2012, the City now has controlling interests on the use of the Fruit Warehouse property. One of the initial goals for developing and entering into a lease/option agreement for the City was the use the property to address a number of parking issues and to develop a parking operation which could be used as a revenue stream to offset lease payments.

This Council discussion item is an initial discussion on developing a comprehensive Parking Management Plan for the City of Leavenworth. As staff began to review the oversight of the parking operation at the Fruit Warehouse Facility a number of questions were raised in relationship to other parking issues within the city. Last month, the Public Works Committee met with Mr. Gary Beck, President of Republic Parking which operates over 100 plus parking lots across the west coast. The meeting was beginning of the discussions regarding the management of parking within the City of Leavenworth. The following information is provided to generate a discussion on parking and what direction the council would like to direct staff in formulating a parking management plan. Much of the below information is taken from "Parking Management, *Strategies for More Efficient Use of Parking Resources*" Victoria Transport Policy Institute, updated June 10, 2011. A full copy of the report is provided as part of the Study Session Packet.

The City of Leavenworth currently has the responsibility to manage the following parking resources:

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|---|--|
| <b>*DOT Lot Hwy. 2</b>                  | <b>*Fruit Warehouse Facility</b>           |
| <b>*City Hall Unimproved</b>            | <b>*City Hall</b>                          |
| <b>*Pool Lot</b>                        | <b>*Festehall Parking Lot</b>              |
| <b>*On Street Parking Business Area</b> | <b>*On Street Parking Residential Area</b> |

Typically a Parking Management Plan is implemented by a local government or individual businesses in response to specific parking and traffic problems. What starts as concerns over an immediate parking problem will instigate development of a comprehensive parking planning process. Listed below is the typical process for developing a Contingency-Based parking management plan:

1. Define general problems to be addressed (parking congestion, traffic congestion, excessive parking facility costs, poor pedestrian environments, etc.) and the geographic areas to be considered.
2. Perform the following studies:
  - a) A parking supply inventory (how many spaces exist of each type of parking: public and private, on- and off-street, short- and long-term, free and paid, etc.) for each geographic area.
  - b) A parking utilization study (what portion of each type of parking is used at various time, particularly peak-periods) for each geographic area.
  - c) Projections of how parking supply and demand are likely to change in the future, taking into account expected changes in land use, population, commercial activity, travel patterns, etc.
  - d) Use this information to identify when and where parking supply is or will be inadequate or excessive.
3. Identify potential solutions.

4. Work with stakeholders (Residents and Businesses) to evaluate the effectiveness, benefits, costs, equity impacts, feasibility and barriers of each potential solution. Use this information to prioritize these options.
5. Develop an integrated parking plan that identifies changes in policies and practices, tasks, responsibilities, budgets, schedules, etc.

**In the immediate future, the City will need to focus on implementing a parking operation plan for the Fruit Warehouse Facility. The short list includes the following items:**

1. Develop and pass ordinance authorizing the City to operate a parking facility:
  - Establish rules and regulations for operating parking facility. (Example Ordinance)
2. Develop plan for parking operation:
  - Cash handling procedure audit approval
  - Staffing: Operation and Enforcement – lighting, cleanliness, improved signage
  - Short Term Improvements focused on security and safety, improving user information (signs), and improving cleanliness ,

As the City begins to develop a comprehensive approach and look at longterm solutions to parking the following issues have been brought forward and best practices have been developed in other communities that will need to be considered by the City moving forward.

**Future Issues:**

The following is the initial list stakeholder issues that may rise to the surface as the City begins the discussion on changes in how it manages parking:

- Particularly in rural communities, change in parking locations, regulations, and how things are done generate a response by local residents - in and out of the City proper.
- Employee parking will need to be addressed and business owners with employees will need to have an option if one solution is to regulate and relocate employee and business owner parking.
- Currently on several weekends, special interest or community groups use “public parking” as a fund raiser, how does this fit into the solution?
- The use of short term parking (15 minutes) seems to have local residents support, where and how much?
- Handicap parking and signage will need to be addressed and improved upon.
- The expectation is the parking at City Hall for City Hall business and library use should be free – Is there a time period? How does this conflict with “Farmer’s Market” and other “Events” at Lions Club Park which also require parking? How is this regulated?
- Enforcement will be a necessary requirement as the City implements a parking management plan, the degree and style of that enforcement will need to be defined.

The following is a list of Best practices for Parking Management developed by the Victoria Transport Policy Institute:

- Parking policies should emphasize efficient use of resources. User information services, Shared Parking, Parking Pricing and overflow parking plans allow more efficient use of existing capacity and avoid the need for excessive requirements.
- The most convenient parking spaces should be managed and priced to favor priority users, such as people with disabilities, Rideshare vehicles, delivery vehicles, business customers and clients.
- Parking prices should be higher during peak-periods. There should be little or no discount for long-term leases.
- Parking should be considered a high-quality service. Signs, maps and brochures should be used to provide accurate information to users. Facilities should be attractive and safe. Users needs and potential problems should be anticipated.
- Parking services need not be one-size-fits-all. A parking facility may provide a variety of services tailored to different users, including valet services for premium users, convenient short-term parking for shoppers and delivery vehicles, longer-term parking for commuters and residents, and special arrangements when appropriate for commercial users.
- Parking facilities should be integrated with overall facility and district design and style.
- Parking Management policies and programs should be coordinated through a district or region, so prices and management practices are consistent in comparable areas.
- Stakeholders should be consulted and involved in Planning parking policies and programs.
- New technologies should be used to improve user information, convenience and safety, and for control revenue.
- Parking management planning should anticipate potential spillover problems, and respond with appropriate regulations and enforcement programs. Enforcement should be adequate to maintain a high level of compliance, predicable and courteous.

### **11:30 – 11:45 Council Open Discussion**

This time slot allows for Council discussion of items not on the agenda.