

Downtown Parking Advisory Committee

Final Report

October 27, 2010

Table of Contents

| | Page # |
|--|--------|
| Overview | 2 |
| Key Findings | 3 |
| Recommendations | 8 |
| Appendix A: Advisory Committee Roster | 11 |
| Appendix B: Potential Project Partners | 12 |
| Appendix C: Potential Funding Mechanisms | 13 |
| Appendix D: Meeting Notes | 14 |

Overview

In 2008 the City published a report entitled: Downtown Poulsbo Parking Management Strategy. As part of the process leading up to the publication of this report, a “stakeholders” committee was convened to review the consultant’s findings and to advise City staff. This report documented the status of parking in downtown Poulsbo and suggested potential courses of action for the future.

In 2010 the Mayor reconvened this advisory committee to further consider downtown parking options in light of changes that have occurred over the past two years. The reconvened committee included business owners, property owners, a member of the Poulsbo Port Commission, three members of the Poulsbo City Council, and a citizen representative who resides in the downtown area. A roster of committee members is contained in Appendix A of this report.

For this evaluation the geographic area was bounded on the south by Hostmark Street (and adjacent properties); on the east by 3rd Avenue; on the north by Sunset Street, and on the west by the waterfront. The committee utilized available information. No additional consultant services were associated with these deliberations.

The committee met 10 times between May and October, 2010. Appendix D contains summaries for each of the meetings. With the wide range of interests represented on the committee, emphasis was placed on points where consensus could be reached, rather than on points of disagreement. The findings and recommendations in this report reflect the strong consensus of the committee.

This report is being submitted to the City of Poulsbo’s staff, Mayor and City Council. It is intended to be used as a basis for a public workshop held during a City Council meeting later this year. The committee would like to emphasize that the City (i.e., municipality of Poulsbo) has a significant role to play in addressing the need for additional parking, but the City alone should not and cannot be expected to do this alone. Appendix B identifies other parties who would benefit from, and who should participate in, the establishment of additional parking. Similarly, there is not a single source of funds to achieve this goal. Appendix C identifies a list of potential mechanisms to be considered when developing a comprehensive funding package.

Key Findings

Among all the information reviewed and discussed by the committee, the following findings are considered most significant in terms of influencing the committee's deliberations and shaping the committee's recommendations.

(A) In 1958 there were 120 parking stalls created when downtown waterfront property owners deeded tidelands to the City, which in turn provided materials and labor to implement this project.

(B) In 1972 another 80 parking stalls were added (along with transient moorage and restroom). The City paid 76% of all costs. The remaining 24% was assessed to nearby property owners. The amount of each assessment was based on the property's proximity to the parking lot, with the assessment rate for the furthest "tier" (e.g., mid-block buildings along the east side of Front Street) being $\frac{1}{4}$ the assessment rate of the closest "tier."

(C) In 1986 a local improvement district (LID #11) was formed to create an additional 104 parking stalls at the King Olav parking lot. Vacant properties and the Port were not assessed for this project. Credits were given to properties that had been assessed for the earlier Anderson Parkway improvements. A portion of the Martha and Mary site was assessed for the King Olav project, but the majority of the Martha and Mary site was not assessed. The largest single contributor for the King Olav parking lot was the City, with the remaining cost spread over numerous properties.

(D) The 2006 Parametrix parking study showed the following:

- Waterfront side lot (at the foot of Hostmark Street between the Marine Science Center and the commercial building to the north) was 100% occupied on weekdays and weekends.
- Waterfront main lot was 95% full on weekends and 89% full on weekdays.
- King Olav parking lot was 97% full on weekdays, but only 42% full on weekends.
- A survey of 32 merchants showed that employees along Front Street have the potential to fill 80 parking spaces. Almost all merchants reported parking shortages midday during the week. Others noted parking congestion at dinner times as well.

(E) The 2008 David Evans & Associates report entitled "Downtown Poulsbo Parking Management Strategy" analyzed demand for parking in the downtown area. The report states:

“The peak parking periods in the Waterfront Lots and on Front Street occur from noon to 4 PM on weekdays with over 90% of the spaces occupied. From noon to 2PM the spaces are essentially 100% full. During those peak periods, between 55 and 60 parking spaces (nearly 25%) are occupied by long-term users. The King Olaf Lot experiences the same level of use during those peak periods, and therefore, is not available as overflow parking on weekdays.”

Although there is no more current quantitative data, demand for downtown parking appears to be increasing, particularly on weekdays during lunch and dinner periods. Business owners have conveyed reports of “discouraged drivers” who avoid coming to and/or stopping in downtown Poulso due to lack of convenient parking.

(F) The 2008 parking study further stated that Poulso parking standards are greater than most municipalities, and suggested the parking standard could be reduced to an 18-foot stall length and 20-foot aisle width, resulting in a total parking module extending 56 feet. The width was recommended to remain at 9 feet. City engineering staff has concurred that existing parking standards are larger than needed.

(G) The 2008 parking study also highlighted potential opportunities for shared parking with the Bank of America, First Lutheran Church and other entities. Those options have been explored and may provide minor supplemental off-hour parking, but pose various challenges and will not meet the need for public parking.

(H) Since 2008, an additional 21 on-street parking spaces have been created along the west side of Front Street north of the downtown area, and 7 on-street parking spaces have been created along the west side of Jensen Way between Iverson and Sunset. In the near future approximately 12 additional on-street parking spaces will be created along the east side of Jensen Way between Iverson and Sunset. Also in the near future, 75 parking stalls will be placed in service at the new City Hall site. It is anticipated that during weekday hours most (if not all) of the parking at the new City Hall will be utilized by City vehicles, City staff, citizens utilizing City Hall services, Court staff, people summoned to appear at Court, and volunteers/visitors to the Historical Museum.

(I) Generally speaking, downtown parking spaces are being utilized by five different kinds of user groups:

- customers of downtown businesses
- users of Waterfront Park
- employees who work in the downtown area
- patrons/visitors associated with the Port

- delivery vehicles and tour buses
- event parking (for festivals, church functions, civic groups such as Sons of Norway)

The needs of these user groups vary from relatively short-duration parking to all-day parking to extended (i.e., multi-day) parking.

(J) The Port leases 260 slips for moorage (which includes 12 live-aboard units) and has an additional 130 slips for daily rental. Although boats per se do not create demand for parking, people often drive to the marina when visiting out-of-town friends moored at the Port. In addition, demand for parking is associated with local residents who drive downtown and park for a day (or weekend) outing on their boat. There are also boaters who launch at the boat ramp next to the Marine Science Center generate demand for parking. The Port has provided 15 parking spaces for the use of patrons and the 6 full-time employees of the Port.

(K) According to City regulations, new development in the downtown area must provide additional parking. This requirement is waived for expansion of an existing building, provided the expansion is less than a 50% increase in total square footage. The Public Works Committee of the City Council is recommending this exemption be changed to say that the waiver from additional parking applies only in cases where expansion is less than 1,000 square feet.

(L) All parking is free of charge. While most parking spaces have posted time limits of varying lengths, enforcement of these parking regulations is lenient relative to other jurisdictions. Committee members agree that some form of enhanced parking enforcement is desirable. The 2008 parking study recommended that parking on Front Street and in the waterfront lots be reserved for short-term use and service vehicles. Parking time limits with adequate enforcement and/or paid parking were recommended as the best strategies to achieve this.

(M) The City will be reconfiguring Anderson Parkway to install low impact development features that will capture and treat storm runoff prior discharge into Liberty Bay. Alternative designs for this project also improve pedestrian and vehicle circulation, while retaining (more or less) the current number of parking spaces. The layouts are being designed with flexibility for park and business expansion into Anderson Parkway if/when parking is relocated to a future downtown parking garage. Recent discussions on the State-required Shoreline Management Plan have concluded that options for redevelopment within 200 feet of the shoreline downtown may be severely limited after adoption of the updated Shoreline Master Plan, which is expected in early 2012.

(N) While handicapped parking requirements have been addressed, it is desirable to better distribute handicapped parking spaces reasonably close and accessible to all portions of

downtown Poulsbo. Layouts for the reconfiguration of Anderson Parkway will improve the current distribution and accessibility of handicapped parking spaces.

(O) The City's Comprehensive Plan as updated in 2009 includes the following elements as part of the vision for Poulsbo's future. Building a downtown parking garage (and expanding Waterfront Park and water-oriented development into a portion of Anderson Parkway) is supportive of these Comprehensive Plan statements regarding downtown Poulsbo.

- Improve quality of life and create places where both adults and youth can live, work, learn, shop and play.
- Maintain the positive identifiable images and features that make Poulsbo memorable.
- Encourage community cohesion by providing a range of spaces and places for civic functions, such as public meetings, ceremonial events, and community festivals.
- Provide leadership for cooperative solutions for downtown traffic circulation and parking challenges for residents, businesses, and tourists.

(P) The City of Poulsbo's adopted budgets for 2008, 2009 and 2010 include the following City Council goals:

- Improve downtown parking and traffic circulation including alternative transportation.
- Establish a community vision for historic downtown.
 - Embrace a walkable town center
 - Improve transportation
 - Increase parking
 - Enhance future economic development

(Q) There is consensus among Committee members that in the long run it is desirable to have a downtown parking garage(s) with sufficient capacity to reduce the size of Anderson Parkway, thereby allowing corresponding expansion of the Waterfront Park and water-related commercial development.

(R) There are several sites in or very near the downtown core that could potentially serve as parking lots. Based on proximity to downtown activities, size, efficiency, compatibility with adjacent properties, and cost of construction, the King Olav site in combination with the current City Hall site would be a particularly good location for a multi-story parking structure. However, the City Hall site is currently for sale, and there is currently neither the funding nor a coalition of project partners to pursue a parking facility at this (or any) site.

(S) There are numerous parties who would benefit from having additional downtown parking. (See Appendix B.) An active coalition of parties is needed to sponsor and implement such a project, but no such coalition exists.

(T) There are numerous methods which (in whole or in part or in combination) could be used to pay for a downtown parking garage. (See Appendix C.)

Recommendations

Recommendations are numbered for purposes of identification only. While priorities were not assigned, all of these recommendations reflect the consensus of the entire committee.

1. Downtown Parking Garage

The current King Olav parking lot should be the site for a multi-level parking garage, preferably with vehicle access from both Front Street and Jensen Way. Recognizing it will take years to achieve this goal, appropriate steps should be initiated now . . . not only by the City, but also by other agencies and stakeholders. Delay will only make it more difficult and expensive to implement this recommendation. The following package of steps should be completed by the end of 2011:

<•> Evaluate the geotechnical, land use, and financial implications of boundary line adjustments for the King Olav site and adjacent properties. The purpose of such boundary adjustments is to foster development along the frontage of both Jensen Way and Front Street, with a multi-level parking structure located in the interior. The intent is to maximize the use, value, and visual appeal of street frontage while accommodating a large, convenient yet buffered parking garage in the interior of this “block.”

<•> Evaluate opportunities for the current (soon to be former) City Hall site to be used for public parking until such time as this site is sold. The City should also explore possibilities to reconfigure the site in a way that would provide a more efficient design and cost effective construction of a multi-level parking structure at the King Olav site.

<•> Identify alternative configurations, capacity, cost and phasing for construction of a multi-level parking garage at the King Olav site.

<•> Establish a reserve fund for the expressed purpose of constructing a downtown parking garage.

<•> Create a “fee-in-lieu-of-parking” provision in City regulations such that new commercial development in the downtown area may contribute an equivalent amount of money into the parking garage reserve fund (in lieu of providing on-site parking at every location).

<•> Establish incentives for downtown developments that provide public parking which

exceeds minimum requirements and is available for use by the general public. Such parking could be off site (e.g., at the downtown parking garage).

2. Anderson Parkway

Once sufficient downtown parking becomes available (in a parking garage coupled with other parking enhancements in the downtown area), a portion of Anderson Parkway should be redeveloped into an expanded waterfront park and potentially other water-related uses. The City and the Port should explore ideas for creating a downtown waterfront redevelopment overlay zone prior to adoption of the City's Shoreline Management Plan update scheduled for early 2012.

3. Overnight Parking

Currently, vehicles parked overnight in Anderson Parkway are ticketed. Occasionally such vehicles belong to patrons of downtown establishments serving alcoholic beverages. Rather than drive in an impaired condition, these people are encouraged to take a cab home and retrieve their vehicles the next day. **The committee recommends that bartenders be given parking vouchers or other means to assist impaired drivers in not being ticketed for leaving their car in the parking lot overnight.**

4. Parking Fees and Enforcement

(a) The committee's preferred approach is to retain free public parking, except that during peak hours (for example 10:00 a.m. to 6:00 p.m.) a small hourly parking fee should be established for the downtown segment of Front Street and for Anderson Parkway. Handicapped parking stalls should be exempt from parking fees. Once a downtown parking garage is constructed, a modest fee may be needed there as well.

The rationale for this recommendation is as follows:

- This would encourage but not require employees to carpool, use public transit, bicycle to work, and/or park their cars at other downtown locations. Thus it would enhance prime parking opportunities for customers and visitors.
- The fee would not apply during non-peak hours when ample parking is available.
- Enforcement would be simplified. Time-stamped window stickers could be purchased at nearby parking kiosks.
- During non-peak hours, enforcement would be unnecessary. Thus the overnight parking issue addressed in Recommendation 3 above would become moot.
- It is anticipated that a fee of \$1 per hour (or less) would more than cover the cost of administering this program. Excess revenues could be put into the parking garage reserve fund noted in Recommendation 1 above.

(b) An alternate approach considered by the committee is to allow free parking for the first 3 hours, with a fee for parking longer than 3 hours. This concept was very appealing to the committee, but it would be more difficult to administer and enforce.

5. Improvements to 3rd Avenue

To further encourage alternate parking for downtown employees, the southern portion of 3rd Avenue should be reconfigured to provide sidewalks and street lights. The City should make this a priority in its capital improvement plan for streets. Where applicable, this reconfiguration should include opportunities for handicapped parking.

6. Parking Standards

Revise the City's parking standards in accordance with the 2008 parking study recommendation that calls for 18-foot stall length and 20-foot aisle width, resulting in a total parking module extending 56 feet.

7. Specialized Parking Needs

As opportunities arise, enhancements should be pursued regarding parking of motorcycles, bicycles, vehicles of handicapped persons, delivery vehicles, and tour buses. In particular, areas too small for a car might be configured for parking motorcycles and bicycles. The committee did not address the issue of parking for boat trailers, but this is a topic that needs attention at some point in the future.

8. Monitoring and evaluation

The City should monitor these recommendations on an ongoing basis to determine the impact and effectiveness of steps taken, particularly with regard to parking fees, time limits, and enforcement.

Appendix A: Advisory Committee Roster

(Note: Members attending less than 3 meetings are not included on this list)

Jeff Bauman, Poulsbo City Council's Finance Committee *

Linda Berry-Maraist, Poulsbo City Council's Public Works Committee

Dale Rudolph, Poulsbo City Council's Economic Development Committee

Tony DeCarlo, Port of Poulsbo Commissioner

Bill Austin, Downtown Property Owner and Business Owner

Angela Bennink, Downtown Resident

Judy Eagleson, Downtown Property Owner and Business Owner

Craig Hammond, Downtown Business Owner and HDPa Officer

Julie Krucek, Downtown Business Owner

Tammy Mattson, Downtown Business Owner

Alyse Nelson, City of Poulsbo Planning Department **

Michael Bateman, City of Poulsbo Engineering Department **

* Committee Chair

** Committee Staff

Appendix B: Potential Project Partners

The following is a list of potential parking garage users/beneficiaries. As such, these parties in whole or in part could be viewed as potential partners in the creation of a downtown parking garage.

- The City of Poulsbo
- The Port of Poulsbo
- HDPA
- Sons of Norway
- Martha and Mary
- Other nearby non-profit and charitable organizations (e.g., churches, Fishline, etc.) to the extent their activities and events might benefit from expanded public parking
- Downtown property owners (distinguishing between those who have already paid LID assessments for downtown parking versus those who have not)
- Future development that would benefit from downtown parking
- Users of a “piazza” that could potentially replace parking at Anderson Parkway
Such users might include the Farmers Market; tourism industry; day excursions in conjunction with the casino; a convention facility; others.
- Commercial parking interests (e.g., Diamond Parking, etc.)
- Users of the parking spaces (i.e., paid parking)

Appendix C: Potential Funding Mechanisms

Note: These ideas are not in any order of priority. Successful funding requires collaboration among the parties to “mix and match” the best of these ideas to spread costs broadly and equitably.

- City funds
- Port funds
- Grants for parking garage
- “Brownfield” grant for pollution abatement at Anderson Parkway
- Local Improvement District
- Assess downtown properties that haven’t yet been assessed for Anderson/Olav lots
- Business/Parking Improvement District
- Martha & Mary involvement (funds; easements; other support)
- Sons of Norway involvement
- Kitsap Transit involvement
- Charge for garage parking
- Fee for on-street parking
- Event surcharges
- Parking enforcement fines
- Public/Private partnership
- Regulatory incentives (e.g., height or density bonus for public parking)
- “Fee in lieu” program (i.e., developers pay into parking garage fund in lieu of on-site parking)
- General obligation bond
- Revenue bond
- Refinance existing bonds
- Public Facilities District
- Establish a reserve fund dedicated to future parking
- Use/sale of City-owned properties
- Sell a portion of Anderson Parkway (perhaps to the Port and/or private developers)
- Dedicate/reallocate a portion of HDPA association fees toward parking
- Private parking lot
- Develop a parking garage in phases to ease the financial burden
- Adjust lot line at old City Hall site (to assure suitable configuration for future parking garage)
- Fee for an all-day parking pass (to allow parking beyond the 3-hour time limit)

Appendix D: Meeting Notes

Parking Advisory Committee

Meeting Notes: May 11, 2010

Members Present: Julie Krucek, Bill Austin, Tammy Mattson, Craig Hammond, Dale Rudolph, Linda Berry-Maraist, Jeff Bauman (Chair)

Members Absent: Kirk Stickels, Sally Kvam, Judy Eagleson, Rick Cadwell

Staff Present: Alyse Nelson, Michael Bateman

Others Present: Becky Erickson, Adele Heinrich, Angela Bennink

Following introductions, we discussed the purpose of re-convening this committee as well as the scope, time frame, process and product of the committee's deliberations. There was discussion regarding public notice for these meetings and for feedback to the public regarding the committee's deliberations. Meeting schedules and meeting notes will be posted on the City's website. Jeff will also submit information to the local newspapers, the Chamber of Commerce, and HDP. Members of the committee are encouraged to serve as "emissaries" between the committee and other stakeholders having similar interests.

We had an "open ended" discussion of the 2008 report entitled Downtown Poulsbo Parking Management Strategy, as well as steps that have been taken since then to help alleviate parking congestion. The following issues were noted, some of which may warrant further investigation:

- Update parking space occupancy percentages during peak periods (i.e., lunch and dinner hours).
- Improved signage to indicate where alternative public parking is available.
- Conflicts associated with short-term parking for visitors/customers versus day-long parking for downtown employees versus extended parking for boaters.
- Possibilities to add parking spaces in the downtown area:
 - along Jensen north of Iverson
 - make Front Street one-way in the downtown core
 - secure funding to build a parking garage in the downtown area
 - cooperative use of private parking lots (e.g., Bank of America, Lutheran Church)
- Constraints that restrict parking options in Anderson Parkway and along 3rd Avenue.
- Issues associated with enforcement of parking time limits.

Action Item:

The committee discussed in some detail the possibility for additional on-street parking along Jensen. Based on analysis conducted by Engineering staff, the committee concluded it is desirable to implement this option as soon as feasible. The committee recommends such parking be added to the west side of Jensen adjacent to Bank of America, and to the east side of Jensen from the northern Post Office boundary to the intersection with Sunset. As with nearby on-street parking, this additional parking should be posted with a 2-hour time limit. This additional parking should conform to the City's adopted parking standards and should be consistent with the Master Plan for build-out of Poulsbo Place Phase 2. Per Engineering staff analysis, appropriate steps should be taken to relocate the bus stop in front of Bank of America. The committee further recommends that existing on-street parking spaces along Jensen be shortened to the 22-foot design standard if/where doing so would increase the number spaces.

Next Steps:

Councilmembers Berry-Maraist, Rudolph and Bauman will brief their respective City Council Committees (i.e., Public Works, Economic Development, Finance/Admin) on the applicable issues discussed at this first Parking Advisory Committee meeting.

Parking Advisory Committee meetings will be on the second and fourth Tuesdays from 5:00 – 6:30 p.m.

We will seek to expand committee membership by adding a person representing residents along 3rd Avenue.

Agenda for the May 25th meeting will include:

- Invite Bank of America and Lutheran Church to brainstorm possible cooperative uses (if any) regarding private parking facilities.
- Have Port representative(s) describe their parking needs and plans to address such needs.
- Have City Engineering staff describe Low Impact Development concepts being considered for Anderson Parkway, and how such concepts may impact existing/future parking.

Note: To help structure our future deliberations, committee members suggested we organize our discussion/recommendations in terms of:

- parking expansion
- control of parking assets
- public education
- near-term vs. mid-term vs. long-term actions

Parking Advisory Committee

Meeting Notes: May 25, 2010

Members Present: Julie Krucek, Angela Bennink, Tammy Mattson, Craig Hammond, Dale Rudolph, Tony DeCarlo, Linda Berry-Maraist, Bill Austin, Jeff Bauman (Chair)

Members Absent: Sally Kvam, Judy Eagleson, Rick Cadwell

Staff Present: Alyse Nelson, Michael Bateman

Others Present: Becky Erickson, Adele Heinrich, Janetmarie Valiga, Wayne Speck, Mike Regis, Leila Arciero, John Ahl, Dan Hudson, Jeff Eagleson, Ralph Marsh

Update Since Prior Meeting:

Public information about the Parking Advisory Committee has been improved. Both the North Kitsap Herald and the Kitsap Sun printed Jeff Bauman's letter to the editor which described the Committee's purpose. The City's web site now contains information about the Committee, along with agendas, meeting notes, and a link to the 2008 parking management report. Information about the Committee has been sent to the Chamber of Commerce.

Committee members who were absent from our first meeting were contacted by Jeff. Although they were unable to attend, they remain interested in the work of this Committee. They will attend when possible, and in the meantime will follow the progress of the Committee via Jeff's emails.

Committee membership was expanded to include representation from the residential area adjacent to downtown. Angela Bennink as agreed to serve on the Committee in this capacity.

It was suggested that Committee membership be expanded to include a Port customer. Angela indicated that she leases moorage at the Port and can bring this perspective to the Committee. (Note: John Ahl, a live-aboard Port customer, was in attendance. At the conclusion of the meeting he indicated he'll continue to attend and provide his input without needing to be formally on the Committee.)

An article in the Kitsap Sun described the arrangement that has been made for employee parking in downtown Winslow. This article is entitled "Bainbridge Council Eyes Money Chamber Makes From Parking Program" and appears in the May 20 edition of the Kitsap Sun.

Additional Parking Along Jensen:

Staff has looked into potential configurations for additional on-street parking along Jensen between Iverson and Sunset. The City's Public Works Committee and City Council have been briefed about this concept and are supportive pending successful coordination with impacted parties such as the Post Office, Kitsap Transit and developers of the Poulsbo Place 2 master

plan. There is consensus to implement additional on-street parking for the west side of Jensen (i.e., adjacent to Bank of America and the small shops between the bank and Sunset.) Mayor Erickson will use her administrative authority to have staff complete this design, coordinate with Kitsap Transit, and implement this additional parking. However, there is not consensus regarding such parking on the east side of Jensen. Despite the Post Office's apparent willingness to consider this option, several people expressed concern regarding traffic congestion, confusion, and sight distance problems that could result if parking is added at that location. Furthermore, in a few months when the new City Hall opens, the mail drop box may be moved from its current location on Jensen in front of the Post Office to a new location up the hill on 3rd Avenue. The Mayor offered to meet with the manager of the Post Office to discuss these various possibilities. The Committee agreed to table the concept of parking along the east side of Jensen pending the outcome of these discussions.

Coordination with Private Parking Lots:

As a representative of First Lutheran Church, Mike Regis explained how the Church parking lot is being used and the circumstances/limitations regarding parking for non-Church purposes. Mike described the binding concomitant agreement between the Church and the City, indicating that on occasion public parking is made available at the Church parking lot. But this agreement (plus issues associated with the Church's tax-exempt status) would not allow for things like weekday parking for downtown employees. There are also logistical considerations when special events and/or other weekday functions at the Church would preempt employee parking and cause confusion. In short, while there are indeed unused parking spaces much of the time, there are only limited opportunities to make those spaces available for non-Church purposes.

The branch manager of the Bank of America was unable to attend this meeting, but had expressed to Julie Krucek the possibility of using the bank's lot for public parking during non-banking hours. This could be as simple as the bank posting appropriate signage in their parking lot. Nonetheless, enforcement and liability matters need to be considered. The branch manager is having this concept reviewed by the corporate office, and Julie will remain in contact with the bank as liaison from our Committee. If this comes to pass, we will need to appropriately coordinate public information and signage.

Parking Needs/Plans of the Port of Poulsbo:

Tony DeCarlo (Committee member and Port Commissioner) gave an overview of the Port's situation relative to parking. He indicated the Port leases 260 spaces for moorage (which includes 12 live-aboard units) and has an additional 130 spaces for daily rental. There are also 5 Port employees who utilize available parking space. Tony mentioned the Port's dilemma is

limited funds and lack of ownership of any land other than the recently purchased Armory Building. There are only 15 parking spaces dedicated for patrons/employees of the Port. These spaces are available on a first-come, first-served basis with vehicles limited to 72 hours in these spaces. Currently the Port has no plans or funds to address the parking shortfall. The Port is attempting to manage its existing facilities as efficiently and equitably as possible.

Citizen Comments: At the beginning and conclusion of the meeting, citizen input included the following.

Poulsbo needs a large, downtown parking structure. The City and the Port should work together to accomplish this.

Parking for the handicapped is not adequate in the downtown area. Existing designated handicapped parking should be re-evaluated with the goal of finding more appropriate locations (and providing better education/signage regarding the availability of such parking). In addition, special arrangements for handicapped parking should be made and publicized for events like Viking Fest.

Better pavement markings (such as arrows) are needed in the Anderson Parkway.

Considerably more parking could be provided in Anderson Parkway if a more efficient striping pattern were implemented. A schematic was provided to the Committee illustrating how this might be accomplished.

Being close to downtown, 6th Avenue is wide enough to afford significant on-street parking.

Note: During the course of the meeting, Committee members touched upon several other topics which were not discussed in any detail but considered worthy of being placed on future agendas. It was suggested that one such issues worthy of an entire meeting (perhaps more) should be alternatives - - including financing - - for a downtown parking structure. It was also suggested (and Jeff agrees) that our limited Committee meeting time should be devoted directly to items on that meeting's agenda.

Next Steps:

Mayor Erickson will initiate steps to implement additional on-street parking for the west side of Jensen between Iverson and Sunset. Mayor Erickson and staff will prepare conceptual design(s) for potential additional on-street parking for the east side of Jensen, and will provide the Committee with such information at a future time.

Julie Krucek will continue to coordinate with the Bank of America regarding public use of the bank's parking lot.

Jeff Bauman will compile an ongoing list of issues that arise during (and between) our

meetings. We will use this list as the basis for selecting topics for future Committee meetings.

The agenda for the Committee's June 8th meeting will be:

- > Low Impact Development Concepts at Anderson Parkway
- > Engineering/Planning Staff Analysis of Proposed Restriping of Anderson Parkway
- > City's Parking Requirements/Standards for the Downtown Area

The Committee's June 22nd meeting will be devoted exclusively to the topic of possibilities for a downtown parking structure.

Parking Advisory Committee Meeting Notes: June 8, 2010

Members Present: Julie Krucek, Angela Bennink, Tammy Mattson, Tony DeCarlo, Linda Berry-Maraist, Jeff Bauman (Chair)

Members Absent: Sally Kvam, Judy Eagleson, Rick Cadwell, Craig Hammond, Dale Rudolph, Bill Austin

Staff Present: Alyse Nelson, Michael Bateman

Others Present: Becky Erickson, Ed Stern, Daniel Olson, Jerry Cooper, Adele Heinrich, Leila Arciero, Janetmarie Valiga, Dan Hudson, Thomas Mengert, Philip Swenson

Note: There were a few others in the audience who did not sign the attendance sheet

Update Since Prior Meeting:

Jeff Bauman distributed copies of an anonymous letter pertaining to downtown parking, and a copy of the North Kitsap Herald editorial dated May 28, 2010.

Jeff distributed a handout entitled Parking Advisory Committee Topics for Consideration. Some of these issues have already been addressed, and the others are potential agenda items for future Committee meetings. Issues may be added to this list provided the proposed topic pertains to the purpose and geographic area covered by this Committee.

Jeff indicated that Committee member Judy Eagleson had requested to have her husband (Jeff Eagleson) take her place. The Committee concurred with this substitution.

Mayor Erickson gave an update regarding the proposed on-street parking along the west side of Jensen adjacent to the Bank of America. Final arrangements are being made with Kitsap Transit to slightly relocate the bus stop, and in the near future striping will be done to implement these additional parking spaces. At this point, the proposal for additional on-street parking along the east side of Jensen is "on hold" pending the possible relocation of the street-side mail drop box at the Post Office site after the new City Hall is in operation.

The Bank of America cannot have their parking lot available for unrestricted public parking. However, the branch manager indicated a willingness to make individual arrangements with nearby businesses if interested individuals wanted to pursue parking on a private-party-to-private-party basis.

Current Parking Regulations/Standards for Downtown Poulsbo:

Alyse Nelson handed out excerpts from the Poulsbo Municipal Code pertaining to requirements for off-street parking and loading. She explained that when properties develop or expand, they are required to meet these requirements. Additional parking is not required,

however, if expansion of an existing development is less than 50% of the current developed square footage. Alyse also noted that building height may be increased by ten feet if the development includes underbuilding parking. The handout provided by Alyse also identified parking ratios required for the various different land uses. There was brief discussion about the historical discrepancy between the Port of Poulsbo's total of 15 parking spaces versus the code requirement for 1 parking space per 2 moorage slips (excluding guest moorage). This ratio requirement is common for parking at marinas.

Diagonal Parking along 3rd Avenue:

There was discussion of replacing parallel parking with diagonal parking along 3rd Avenue as a way to increase the number of on-street parking spaces. Michael Bateman used diagrams to illustrate the dimensions required for parallel versus diagonal parking. He also pointed out the widths required for travel lanes, fire lanes, sidewalks and bikeways, noting the additional constraint imposed by the bluff on the east side of 3rd Avenue. In this corridor there is adequate width to meet the minimum requirements of parallel parking on both sides of the street with sufficient additional right-of-way to accommodate a sidewalk on one side of the street. This allows for a 20-foot travel lane, which meets the fire lane requirement for emergency response. By shifting from parallel parking to diagonal parking, however, the additional "encroachment" into the travel lane by diagonally parked vehicles would require eliminating parallel parking on the opposite side of the street. In other words, parking more cars on one side of the street (diagonally) would be offset by the loss of parking on the other side of the street.

The Committee considered the concept of shortening the length of each parking space along 3rd Avenue . . . either by using standards for diagonally parked compact cars or by striping parallel spaces to the minimum 22-foot standard. With regard to designated parking for compact cars, Michael noted that in this location it would be very difficult to enforce. Furthermore, oversized vehicles would encroach into the fire lane thereby creating obstacles for emergency response. In terms of the 22-foot standard for parallel parking, Michael explained that it is more complicated than simply marking off 22-foot segments along the entire length of a street. Intersections, driveways and other roadside features must be taken into account with adequate room for sight distance and maneuverability. If mathematically there is a fraction of a 22-foot space left over when calculating the number of parking spaces between such roadside features, then this fraction of a parking space is used to slightly expand the length of the other parking spaces. Alternatively, 22-foot spacing could be implemented with the "dead space" at either end of the parking lane used for bicycle racks and/or motorcycle parking. Such use of the "dead space" may be desirable enhancements for the

downtown area, but in and of themselves do not increase the number of vehicle parking spaces.

In light of this discussion, the Committee concluded that none of the options afforded any significant opportunity to increase parking along 3rd Avenue. The consensus of the Committee was to let engineering/planning staff, Mayor and Council decide matters of parallel versus diagonal parking, sidewalks, bike racks, motorcycle parking, and other such design parameters for the future configuration of 3rd Avenue.

Suggested Restriping of Anderson Parkway:

Due to time constraints at this evening's meeting, this agenda topic was deferred to a future meeting.

Low Impact Development Concepts at Anderson Parkway:

Due to time constraints at this evening's meeting, this agenda topic was deferred to a future meeting.

Citizen Comments: During the course of the meeting, citizen input was included in the course of discussing each agenda item. Additional comments from citizens included the following.

The future of downtown Poulsbo hinges on the ability of the Port and the City to work more effectively together and build a large parking garage.

There should be a more effective way to utilize existing downtown parking to address the differing needs of shoppers, employees and boaters.

Next Steps:

The next Committee meeting will be on Tuesday, June 22nd, at 5:00 p.m. in the City Council chambers. The June 22nd agenda will be devoted exclusively to the topic of possibilities (and alternative funding concepts) for a downtown parking garage. It was suggested that Sons of Norway as well as Martha and Mary might have an interest in this subject. Jeff will invite their participation in the June 22nd meeting.

Parking Advisory Committee

Meeting Notes: June 22, 2010

Members Present: Angela Bennink, Tammy Mattson, Tony DeCarlo, Bill Austin, Craig Hammond, Linda Berry-Maraist, Dale Rudolph, Jeff Bauman (Chair)

Members Absent: Julie Krucek, Sally Kvam, Judy Eagleson, Rick Cadwell

Staff Present: Alyse Nelson, Michael Bateman

Others Present: Becky Erickson, Adele Heinrich, Janetmarie Valiga, Dan Hudson, Wayne LaMont, Doug Maraist, Bob Loveland, Rob Gelder, Loretta Sluys, Jennifer Morris

Note: There were a few others in the audience who did not sign the attendance sheet

Update Since Prior Meeting:

Per the Committee's request, Jeff Bauman made contact with the Sons of Norway and with Martha and Mary, inviting them to become involved in the Committee's deliberations regarding a downtown parking garage. Both organizations indicated an interest in this topic. Jeff distributed an email from Chad Solvie of Martha and Mary addressing this issue.

Mayor Becky Erickson gave an update regarding the proposed on-street parking along the west side of Jensen adjacent to the Bank of America. Coordination is continuing with Kitsap Transit to relocate a bus stop so that striping can occur for the new parking stalls. Becky also showed draft sketches of signage being developed to better inform motorists where downtown parking is located.

Discussion of Downtown Parking Garage:

Jeff asked the Committee to consider three aspects of this topic. Comparing it to a 3-legged stool, the concept of a parking garage will gain the necessary support only if all three legs are sturdy. What follows is a summary of how the Committee (and comments from citizens) addressed of each leg of this stool.

1) Is a Downtown Parking Garage Desirable/Needed?

Some people noted the 2008 parking management report concluded there is adequate parking capacity except during peak midday hours during the week. Since 2008 steps have been taken to reduce parking congestion. Additional on-street parking has been provided on Front Street immediately north of the downtown area. The new City Hall will be adding 75 parking stalls to the "inventory" of downtown parking spaces. And some number of additional on-street parking stalls will be added on Jensen Way. According to this line of reasoning, perhaps there is not a compelling need (at least not at this time) for a downtown parking garage.

Yet some business owners noted potential customers have said they are choosing to stay away from downtown Poulsbo because it's too much trouble to find parking. These business owners assert that inadequate parking is not a concern for the future; it's a problem now. Likewise, other people said current parking is inadequate for patrons and visitors of the Port.

Still other people spoke of the need for a more "proactive" approach to downtown Poulsbo's future. There could be significant benefits to Poulsbo residents, to visitors, to downtown businesses/property owners, to the City's economic development, and to the Port and its customers if provisions for a future parking garage are made now, rather than wait until the problem becomes even more acute and the solutions become even more difficult/expensive. Furthermore, it might be possible to someday redevelop Anderson Parkway (in whole or in part) for higher public and economic use if there were somewhere else to park cars. Thus a parking garage could help shape a desirable future for the downtown, whereas the lack of a parking garage could limit or preclude desirable development in downtown Poulsbo. The longer we wait, the more difficult and costly it becomes to develop a parking garage as the best sites are committed to other uses.

With all this in mind, there was consensus by the Committee (and the public in attendance) that a downtown parking garage is desirable at some point in the future . . . even though there are differences of opinion regarding the immediate need for such a structure.

2) Is There a Feasible Location and Design for a Downtown Parking Garage?

Numerous sites have been suggested as possibilities for a downtown garage. Such sites include the current City Hall property in combination with the existing King Olav parking lot; the Post Office site on the corner of Jensen and Iverson (if/when the Post Office relocates); and the Parks & Recreation Center on Front Street north of downtown (if/when that facility relocates). Rather than discuss site plans for these and other locations, with limited time on this agenda Wayne LaMont was asked to present a conceptual design he had prepared for the old City Hall/King Olav site. There are several advantages to this location. It's size and shape make it efficient for parking as many as 220 (or potentially 330) vehicles; the topography enables vehicles to enter a lower level from Jensen Way and an upper level from Front Street; it is a convenient walk to downtown; retail or other development could occur on both Jensen Way and Front Street with the multi-level parking structure "hidden" in the middle of the street-oriented uses (thus avoiding the potential eyesore of a large-scale parking structure); the cost per parking stall would be significantly less than the cost of parking structures at other downtown locations; and the land is currently in public ownership. Wayne distributed a series of architectural sketches illustrating what this configuration might look like from different elevations and angles.

There was consensus by the Committee (and the public in attendance) that if a parking garage were located in downtown Poulsbo, the old City Hall/King Olav site would be an

excellent place for such a facility.

3) Where Might the Funding Come From for a Downtown Parking Garage?

This was a “brainstorming” activity to generate a list of conceivable funding options. The goal of this meeting was not to address the pros or cons of each option, nor was the goal to select any preferred option(s). We simply identified as many pieces of the funding puzzle as possible, recognizing that follow-up work will be needed to identify the most promising options and fit them together. Attached to these meeting notes is the list of funding possibilities that were identified.

Next Steps:

The next Committee meeting will be on Tuesday, July 13th, at 5:00 p.m. in the City Hall Council Chambers. There was Committee consensus that the July 13th meeting should be devoted to continued discussion of a downtown parking garage. There was agreement that for the sake of discussion we will imagine that 10 years from now a parking garage has been successfully designed, funded and built. At the July 13th meeting we will “look back” from that future vantage point and ask: What steps should be taken in Year 1 to enable such a parking structure to be on line by Year 10?

From: Linda Berry-Maraist

Sent: Wed 6/30/2010 12:10 AM

To: Jeff Bauman; Bill Austin; Rick Cadwell; Judy Eagleson; Craig Hammond; Craig/Sally Kvam; Julie Krucek; Alyse S. Nelson; Dale C. Rudolph; Angela Bennink; Tony DeCarlo; Tammy Mattson

Cc: Becky Erickson; Michael J. Bateman

Subject: RE: Parking Committee June 22 meeting notes

I highlighted two areas in the notes that I think need clarification .

I think there is room for confusion in the notes on the 75 stalls and when/how many are available for public use. Wasn't it clarified that the upper level will never be open to the public, and that the lower level will be available on nights and weekends? This is a question that comes up pretty frequently.

Also, I think like many of the other opinions expressed; the statement that there isn't a compelling need for a parking garage was the conclusion of some members of the group, but certainly not all and probably not the majority. It might be better if the words were added, "some members stated"...there is not a compelling need.

Also to clarify for all, the Kitsap Public Facilities District cannot fund a downtown parking garage. I know someone mentioned that as a possibility, but I believe they may have meant to say something else.
Linda

Linda Berry-Maraist, City Council Position 1, City of Poulsbo lberrymaraist@cityofpoulsbo.com

From: Dale C. Rudolph

Sent: Wed 6/30/2010 10:15 AM

To: Linda Berry-Maraist; Jeff Bauman; Bill Austin; Rick Cadwell; Judy Eagleson; Craig Hammond; Craig/Sally Kvam; Julie Krucek; Alyse S. Nelson; Angela Bennink; Tony DeCarlo; Tammy Mattson

Cc: Becky Erickson; Michael J. Bateman

Subject: RE: Parking Committee June 22 meeting notes

The upper parking garage is for senior staff, government vehicles and handicapped vans, only. The lower garage has some 60 parking spaces, however, most staff will park here. There will be about 40 public parking spaces available on a first come, first serve basis, for City Hall customers, as well as, downtown business customers and employees. There will be a surplus of parking spaces, except during "court days/hours" and Council meeting evenings. The entire lower garage will be available nights and weekends, except overnight (this is the likely decision of Council, but has not actually been made yet). It was noted that the City Hall project is adding 75 new parking spaces to the downtown inventory, as that is what the parking garage adds, and the purchaser/developer of the Old City Hall will have to meet their full parking requirement and cannot reduce the number of current spaces. It was also noted that many City Hall employees park in King Olaf, and will now park in the City Hall parking garage.

I think no one has made a "compelling" argument for or against the need for more parking, since the "requirement" has never been studied/calculated. I would agree that there was no consensus reached, although undoubtedly, the majority of the committee would agree more parking is needed, especially in the future. Also, in the brief discussion of financing, the point was made that no one would finance a grant or loan without a true calculation of the future requirement.

V/R

Dale Rudolph

Council Position #6

City of Poulsbo

Parking Advisory Committee

Meeting Notes: July 13, 2010

Members Present: Tammy Mattson, Arnie Bockus (filling in for Tony DeCarlo), Bill Austin, Judy Eagleson, Craig Hammond, Linda Berry-Maraist, Dale Rudolph, Jeff Bauman (Chair)

Members Absent: Julie Krucek, Angela Bennink, Sally Kvam, Rick Cadwell

Staff Present: Alyse Nelson, Michael Bateman

Others Present: Janetmarie Valiga, Dan Hudson, Thomas Mengert, Loretta Sluys, Chad Solvie

Update Since Prior Meeting:

Michael Bateman reported that Kitsap Transit is in the process of moving their bus stop in order to accommodate additional on-street parking along the west side of Jensen adjacent to the Bank of America. Once the relocation of the bus stop is complete, Public Works staff will stripe the pavement for 5 additional parking spaces.

Continued Discussion of Downtown Parking Garage:

The focus of this evening's meeting was to translate the 10-year vision of a downtown parking garage into specific steps needed in Year 1 to accomplish this goal. Jeff Bauman suggested that a necessary first step is to get beyond the public misperception that it is solely the City's responsibility to construct and pay for a parking garage. Jeff invited the Committee to talk about how other organizations, property owners, businesses and individuals should participate in such a project. The following list of parking garage users/beneficiaries was noted:

- The City of Poulsbo

- The Port of Poulsbo

- HDPA

- Sons of Norway

- Martha and Mary

- Nearby churches to the extent their events might benefit from expanded public parking

- Downtown property owners (distinguishing between those who have already paid LID assessments for downtown parking versus those who have not)

- Future development that would benefit from downtown parking

- Users of a "piazza" that could potentially replace parking at Anderson Parkway

 - Such users might include the Farmers Market; tourism industry; day excursions in conjunction with the casino; a convention facility; others.

- Commercial parking interests (e.g., Diamond Parking, etc.)

- Users of the parking spaces (i.e., paid parking)

Jeff noted that at our previous meeting we generated an impressive list of potential funding mechanisms, and tonight we've identified an impressive list of potential partners. How do we move from brainstorming to committed participation? From the ensuing discussion, one approach would be to have an objective evaluation of users/beneficiaries and come up with a way to allocate costs accordingly. Another approach would be to rely on voluntary participation/commitments. Another approach would be to have one party front end the cost and be reimbursed over time. No conclusions were reached in this regard, but a couple of downtown business owners indicated they would be willing to have a portion of their HDPAs allocated toward parking in lieu of some of the other programs offered through HDPAs. Arnie Bockus mentioned that the Port has contacted the Mayor with preliminary thoughts of trading the Port's Armory Building for the City's police station. The Port would then consider developing a parking facility at the old police station site.

With benefit of all these thoughts, we returned to the challenge of identifying specific steps to be taken during the coming year if we are to have a downtown parking garage operational within 10 years. The following categories were identified:

- Initiate a structured planning effort.
Clarify who would use/benefit from such parking; establish site and design parameters; develop a financial plan; etc. This also requires an entity willing to take the lead role to coordinate these activities and managing the project over time.
- Initiate fund raising.
Potential sources include fines generated from parking enforcement; paid parking after the initial 3 or 4-hour free parking; a parking area for pre-paid employee parking; revive LID assessments for properties that have not yet paid for their share of existing parking; reallocate a portion of HDPAs dues for this purpose; establish a "fee in lieu of parking" mechanism for new development/redevelopment in the downtown area; seek grants; etc.
- Include parking and one-way street options in traffic modeling.
The City currently utilized a computer model to project traffic impacts of various transportation alternatives. The suggestion here is to see how parking lot options in conjunction with proposals for one-way streets would impact traffic flow in the downtown area.
- Retain a rectangular site for a parking garage at the current City Hall/King Olav location.
If the current City Hall property is sold in its current configuration it would reduce the efficiency and increase the cost of building a multi-level parking structure in this location. Some mechanism needs to be found to "make the City whole" financially if a portion of the current City Hall site is taken off the market.

- Better define/quantify the need.

The 2008 report indicated that parking capacity was exceeded only for brief portions of the day. Subsequent to that report, additional parking has been provided along Front Street. In the near future, more parking will be available along Jensen. And the new City Hall includes additional parking, particularly for evening and weekend use. How much additional parking is needed - - for whom - - and during what days/hours?

- Hire a grant writer.

At this meeting we did not have time to further discuss these ideas or reach consensus. We decided to think these things over and at a future meeting see if we can hone them into recommendations for the Committee's eventual report to the City Council.

Other:

Throughout the evening's discussion, the following points were also raised:

- Rather than a parking garage in downtown Poulsbo, an alternative would be to have parking at locations such as Viking Way (or at the old Town & Country Market location on 305 at Hostmark) with convenient shuttle service to downtown. This would enable prime downtown real estate to be used for higher uses, with parking located where land is less expensive and easier to develop for parking.
- Perhaps we don't need a large parking garage. We might be well served by adding a small parking area at one end of downtown (capturing motorists coming from the south) and another small parking area at the other end of downtown (capturing motorists coming from the north).
- Port Orchard is apparently partnering to seek funding for a downtown parking lot. How are they approaching this, and are there lessons we can learn?
- We shouldn't forget that one element of funding a parking garage could be donated services. An example was given regarding excavation services offered for a parking garage at the current City Hall/King Olav site.
- A parking garage needn't be an all-or-nothing affair. There are ways to proceed in phases or modules which make it easier to pay as you go.

Next Steps:

The next Committee meeting will be on Tuesday, July 27th, at 5:00 p.m. in the City Hall Council Chambers. There was Committee consensus that the July 13th meeting should be devoted to continued discussion of how to efficiently utilize the existing inventory of downtown parking spaces, and the associated role of enforcement. Kathleen Barrantes will also be invited to give her views regarding potential grant support for a downtown parking garage.

Parking Advisory Committee Meeting Notes: July 27, 2010

Members Present: Tammy Mattson, Tony DeCarlo, Bill Austin, Judy Eagleson, Craig Hammond, Dale Rudolph, Angela Bennink, Rick Cadwell, Jeff Bauman (Chair)

Members Absent: Julie Krucek, Sally Kvam, Linda Berry-Maraist

Staff Present: Alyse Nelson, Michael Bateman, Shawn Delaney, Andrzej Kasiniak

Others Present: Becky Erickson, Kathleen Barrantes, Janetmarie Valiga, Edie Dempster

Update Since Prior Meeting:

Kathleen Barrantes briefed the Committee on potential grant opportunities. She identified two phases (i.e., planning/design versus construction) with corresponding grant sources and criteria for approval. Projects that have received grants for planning/design have involved roads, tourism and/or economic development. Projects that have secured grants for construction have involved "shovel-ready" infrastructure based on broad community/business support as well as documented community profile data demonstrating economic need. If a portion of Anderson Parkway were to be converted into park/open space use, environmental grants might also be possible for the "green" aspects of such a project.

Parking Management/Efficiency:

Michael Bateman described several ways to re-stripe Anderson Parkway for the purpose of increased parking capacity. Michael noted that there are currently 192 parking spaces. However this configuration does not conform to current parking design standards. If the Parkway were re-striped using the smallest allowable parking dimensions, capacity could theoretically be increased to a maximum of 235 spaces. But as Michael demonstrated, this would involve major trade-offs in terms of convenience, circulation patterns, and reduced parking in the small private parking area adjacent to one of the buildings. If we seek to have suitable fire lanes, sidewalks and appropriate vehicle circulation patterns, then a realistic maximum parking capacity for Anderson Parkway would be in the range of 200 stalls. While the resulting configuration would provide several benefits, it would not significantly increase parking capacity over current levels.

Other management/efficiency concepts discussed by the Committee included: clarifying/enforcing time limits; times of the day when limits should apply; installation of pay stations/kiosks; free parking for the first 3 hours with paid parking for extended parking; alternatives to Anderson Parkway for employee parking; free-parking coupons issued by vendors to their paying customers; paid parking (unenforced) with users' knowledge that proceeds would be applied toward future parking improvements.

There was uncertainty as to how many parking spaces are taken up by downtown employees during peak hours. Judy Eagleson volunteered to survey her tenants and tally how many

employees work during peak hours. Similarly, Tammy Mattson and Bill Austin provided employee counts regarding their downtown restaurants. Jeff Bauman wondered (rhetorically) if the Downtown Poulsbo Historical Association would help survey the other businesses so that a more complete total of employee parking needs could be compiled. This would be helpful in determining how much parking in Anderson Parkway could be freed up by providing (and enforcing) employee parking elsewhere.

While there was good discussion of these concepts, there was no apparent consensus on which if any should be recommended.

Enforcement:

Deputy Police Chief Shawn Delaney described operational aspects and financial implications of parking enforcement. It is relatively easy to enforce some regulations, such as no overnight parking (easily patrolled by on-duty officer) or handicapped parking (currently enforced by Police volunteers). In these cases there is virtually no debate whether or not a violation has occurred. In fact, there have been no complaints from any of the approximately 130 tickets recently issued for overnight parking infractions in Anderson Parkway.

Enforcement of time-limited parking, however, is considerably more complex and contentious. It is necessary to be vigilant and consistent in tracking which vehicles have parked in which spaces and for how long. Furthermore, owners of improperly parked cars sometimes get irritable (to the point of road rage). It is inappropriate to place volunteers in such situations. These kinds of problems could be reduced, but not eliminated, by the use of window-mounted stickers from automated pay stations/kiosks. In any event, stricter parking enforcement would impact the Mayor and the Municipal Judge as citizens lodge more complaints and dispute their parking fines.

Heightened enforcement of parking regulations is indeed achievable. But to be successful it would require additional (paid) staff or contracting for private enforcement services. Due to financial incentives, private enforcement services are sometimes very aggressive in issuing tickets. Our goal is to encourage people to come to downtown Poulsbo, not discourage them. Instead of relying so heavily on fines to pay for enforcement, revenues from paid parking in the downtown area could be used toward this purpose and thereby avoid overly aggressive ticketing.

Jeff noted that historically there has been no consensus regarding the desirability of stricter enforcement of downtown parking limits. Some people and businesses have vigorously supported the idea; an equal number have vigorously opposed the idea. Jeff speculated that until/unless a consensus emerges, there will be roughly the same amount of discontent whether we enforce parking limits or not. This led to discussion of Committee members' desires with regard to heightened enforcement. While everyone felt that enforcement of some

sort was an essential component of a downtown parking management program, individual members of the Committee had differing views with differing emphasis on what such enforcement should look like. It was also suggested that we cannot accomplish a desirable outcome unless enforcement is coupled with additional parking. Enforcement alone won't work.

Next Steps:

During the Committee's deliberations to date, we have covered several topics. But there are still numerous items to be considered, and some Committee members are unsure whether we are making meaningful progress. Jeff will compile his assessment of steps the Committee has taken thus far, and will suggest potential courses of action the Committee may wish to take in the weeks ahead. **Jeff will distribute his assessment and suggestions via email to all Committee members, and this information will also be posted on the City's web site. In lieu of the regularly scheduled meeting for August 10th, Committee members are asked to critically review Jeff's assessment and provide their feedback to him (with "cc" to all Committee members) via email by August 17th. Jeff will compile the input he receives and will structure an agenda accordingly for the next Committee meeting which will be on August 24th.**

**Note: The August 10th meeting is cancelled.
Feedback is due by August 17th.
The next Committee meeting will be on August 24th.**

Parking Advisory Committee Meeting Notes: August 24, 2010

Members Present: Judy Eagleson, Angela Bennink, Glenn Gilbert (substituting for Tony DeCarlo), Linda Berry-Maraist, Jeff Bauman (Chair)

Members Absent: Julie Krucek, Sally Kvam, Tammy Mattson, Bill Austin, Craig Hammond, Dale Rudolph, Rick Cadwell

Staff Present: Alyse Nelson, Michael Bateman

Update Since Prior Meeting:

Judy Eagleson provided the Committee with a tally of employees for eleven of the businesses in downtown Poulsbo. The tally was categorized according to number of employees per business on duty during each weekday hour. Essentially, the total number of employees rose dramatically at 11:00 a.m. and remained above 30 (for these eleven businesses) until 7:00 p.m. While this survey was not intended to represent downtown in its entirety, the Committee felt it was a reasonable cross section. It further illustrates the scale of employee parking demand in the downtown area. These results verify previous Committee comments that merely enforcing a 3-hour time limit for parking will not solve the peak demand problem unless provision is also made for employee parking.

Low Impact Development at Anderson Parkway:

Michael Bateman described several low impact development (LID) techniques which can intercept and filter stormwater runoff. The City received a grant from the State Department of Ecology to retrofit Anderson Parkway with some of these LID methods, thereby removing pollutants from the runoff prior to discharge into Liberty Bay.

Michael presented alternative layouts showing how the existing parking configuration could be changed to not only incorporate such LID features, but also improve pedestrian and vehicle circulation . . . without decreasing the number of parking spaces (currently at 192). This can be accomplished by replacing diagonal parking with perpendicular parking, and by replacing the three narrow travel lanes with two wider travel lanes. Access for service trucks to the Port would also be improved. The layouts are being designed with flexibility for future park and business expansion into Anderson Parkway if/when a parking garage provides an alternate location for downtown parking.

While recognizing the layouts shown by Michael may change somewhat as the design is finalized, the Committee endorsed the design goals and preliminary concepts presented by Michael.

Handicapped Parking:

In reviewing the alternative layouts for Anderson Parkway, we discussed provision for

handicapped parking. While the proposed layout has fewer handicapped spaces in total, the number of spaces would comply with requirements of the Americans with Disabilities Act (ADA). The proposed (new) locations for handicapped parking would be widely distributed throughout the Parkway, and each space would be designed to accommodate vans with wheelchair ramps. In addition, each of the handicapped parking stalls would be accessible to the waterfront park and downtown businesses by means of marked pedestrian walkways and sidewalks. This would be an improvement over the current situation where pedestrians and wheelchairs must sometimes utilize vehicle lanes to get to/from their parked vehicles.

We also discussed Edie Dempster's request to add handicapped parking on Front Street at the Senior Center. Staff has evaluated this request, but due to the space needed for wheelchair ramps associated with accessible vans, there is insufficient width to have such a parking stalls like that on Front Street. In the reconfiguration of Anderson Parkway, however, there is one (and possibly two) handicapped van parking stalls proposed along King Harald Vei, which is immediately across the street from the Senior Center and accessible by crosswalks.

We are also aware of questions/concerns previously raised by Janetmarie Valiga, who was unable to attend this particular meeting. Those of us present were unsure whether Janetmarie was requesting a net increase in handicapped parking downtown, or if she was seeking other types of improved configurations for handicapped parking. Jeff Bauman will contact Janetmarie to better understand her concerns and preferences.

Alternatives to Cars for Getting People To/From Downtown:

We discussed in general terms the desirability of reducing dependency on cars. There is support for things like bike racks and motorcycle parking in the downtown area, as well as safe routes for pedestrians walking to and through downtown Poulsbo. We also discussed incentives employers might offer their employees for carpooling and/or subsidies for using public transit. Even though all of these things are desirable (and may in fact be incorporated in our Committee's recommendations), there was a general feeling that such non-vehicle alternatives should be considered in combination with (not instead of) a downtown parking garage.

Other:

Members of the Committee wanted to revive the proposal for additional on-street parking along the east side of Jensen Way from the Post Office to the intersection of Jensen and Sunset. Michael indicated the Postmaster at the Poulsbo Branch would like to remove the "snorkel" mailbox on Jensen because drivers cannot access it from their vehicles. The Postmaster would like to either eliminate that mailbox entirely, or replace it with a mailbox tailored to pedestrians instead of motorists. The Committee would like to proceed with installation of on-street

parking in this area. It would not only increase the parking inventory, but would also provide traffic calming along this stretch of Jensen. Jeff will contact the Mayor to see if there are other issues/concerns that need to be considered.

Next Steps:

The next Committee meeting will be on September 14th.

At that time we will focus on the findings and recommendations the Committee would like to include in our report to the Mayor and City Council.

Parking Advisory Committee Meeting Notes: September 14, 2010

Members Present: Judy Eagleson, Tammy Mattson, Bill Austin, Dale Rudolph, Linda Berry-Maraist, Jeff Bauman (Chair)

Members Absent: Julie Krucek, Sally Kvam, Angela Bennink, Tony DeCarlo, Craig Hammond, Rick Cadwell

Others Present: Janetmarie Valiga, Phil Swenson

Update Since Prior Meeting:

Jeff Bauman met with Mayor Erickson to discuss the Committee's desire to implement additional on-street parking along the east side of Jensen Way between Iverson and Sunset. The Mayor supports this proposal and intends to have staff re-stripe the pavement accordingly. But she plans to do this after the move to the new City Hall has occurred and the mail drop box has been moved from Jensen to 3rd Avenue. To avoid public confusion, the Mayor wants to implement these changes all at once (rather than have interim arrangements for such a short period of time).

Jeff also contacted Janetmarie Valiga to better understand her concerns and suggestions regarding handicapped parking. Janetmarie concurs with the concept of reconfiguring Anderson Parkway such that each of the handicapped parking stalls would be accessible to the waterfront park and downtown businesses by means of marked pedestrian walkways and sidewalks. She also concurs with the proposal to have handicapped van parking stalls along King Harald Vei, which is immediately across the street from the Senior Center and accessible by crosswalks. Janetmarie believes it would also benefit handicapped people, the Port, and visitors to downtown Poulsbo if the current parking area at the foot of Hostmark (between the Marine Science Center and the restaurants) were developed into a multi-level parking garage serving the south end of the downtown area.

Jeff (B) distributed a copy of an email sent by Jeff Tolman expressing concern about the reconfiguration of Anderson Parkway. Engineering staff is following up with Jeff (T) to resolve the concern.

Key Findings:

The Committee discussed the first draft of the key findings to be included in the Committee's report to the Mayor and City Council. In general, the Committee felt the draft findings understated the extent of consensus that had been reached over the course of our deliberations. Jeff will revise the findings accordingly for further review by the Committee.

Recommendations:

In the course of editing the key findings, a few potential recommendations began to take shape and will be further discussed at our next meeting. Suggestions included:

- Making it possible for businesses that serve alcoholic beverages to issue a free-parking pass to patrons who have taken a cab because they cannot safely drive their car home.
- Implementing a fee for certain types of parking. As an example, parking might be free for the first three hours, with a modest fee for longer-term parking.
- Recognizing it will take years to implement a parking garage in downtown Poulsbo, appropriate steps should begin now. Delay will only make it more difficult and more expensive to achieve this goal. Steps that should be initiated in the coming year include:
 - Develop and adopt a plan for a downtown parking structure
 - Establish a reserve fund for the expressed purpose of constructing a downtown parking structure.
 - Create a “fee in lieu of parking” provision in City regulations such that new development may contribute an equivalent amount of money into the parking reserve fund instead of providing on-site parking at every location.
 - Establish incentives for developers who include public parking in their projects.
 - Commit one or more sites in the downtown area for the eventual location of parking garage(s).

Next Steps:

The next Committee meeting will be on October 5th.

At that time we will finalize the key findings shift our focus onto recommendations the Committee would like presented in our report to the Mayor and City Council.

Parking Advisory Committee
Meeting Notes: October 5, 2010

Members Present: Bill Austin, Dale Rudolph, Linda Berry-Maraist, Angela Bennink, Tony DeCarlo, Jeff Bauman (Chair)

Members Absent: Judy Eagleson, Tammy Mattson, Julie Krucek, Sally Kvam, Craig Hammond, Rick Cadwell

Others Present: Janetmarie Valiga

The entire meeting was devoted to reviewing/revising the key findings, and to formulating recommendations. In all, the Committee agreed on 17 key findings and 7 recommendations. Jeff Bauman will draft a report of the Committee's deliberations, findings, and recommendations. He will circulate the draft to Committee members for review/comment in advance of our next (and final) meeting. At that meeting the Committee will put the "finishing touches" on the report for submittal to the Mayor and City Council. Later this fall a workshop will be scheduled, at which time Parking Advisory Committee members will be invited to join the Mayor and the full City Council to discuss the Committee's findings and recommendations.

Next Steps:

The next Committee meeting will be on October 26th.

This will be the final meeting of the Committee, and will be devoted to finalizing the report.

Parking Advisory Committee Meeting Notes: October 26, 2010

Members Present: Bill Austin, Dale Rudolph, Linda Berry-Maraist, Angela Bennink, Tony DeCarlo, Tammy Mattson, Jeff Bauman (Chair)

Members Absent: Judy Eagleson, Julie Krucek, Sally Kvam, Craig Hammond, Rick Cadwell

Others Present: Becky Erickson, Janetmarie Valiga, Jennifer Morris

This was the final meeting of the Parking Advisory Committee. The entire meeting was devoted to finalizing the Committee's draft report which had been previously circulated for comment. A few modifications were made - - not to change the direction of the report but rather to clarify intent and emphasis.

Mayor Erickson noted that implementation of the Committee's recommendations will require time, effort and money. In the ensuing discussion, Committee members acknowledged these realities. Amidst the competition for limited resources, the Committee strongly encourages the City Council to give this matter priority, and foster sufficient partnerships in 2011 to achieve meaningful progress. It is the Committee's desire to get beyond the perennial debate of whether a downtown parking garage should be implemented. The Committee urges a coalition of public-private partners to marshal our collective efforts toward how a downtown parking garage can be implemented.

Next Steps:

The final report will be transmitted to the Mayor and City Council. Copies of the report will also be posted on the City's website.

A workshop to discuss the Committee's report will be on the agenda for the December 8th meeting of the City Council. Members of the Parking Advisory Committee are encouraged to participate in this workshop. In advance of the workshop, the Mayor and staff will prepare estimates regarding the cost of implementing the Parking Advisory Committee's recommendations.

When setting its goals for 2011, the City Council will be asked to support the Committee's recommendations.