City of Poulsbo Downtown Parking Study Committee

Meeting Minutes

April 15, 2024
3:00 – 4:30 pm, City Hall Council Chambers

Meeting Facilitators: Ray Stevens and Heather Wright

Attendees: Heather Wright, Josh Ranes, Becky Erickson, Ray Stevens, Mark Kipps, Jerry Block, Gary McVey, Britt Livdahl, Ed Stern, Sandi Kolbeins (online), Kristin Jagodzinski online), Tasha Zetty, Dan Sluys, Nikole Coleman (online)
Guests: Brenda Yates, Stephanie Sluys, Ray Holodnak, David Musgrove (online), Kevin (online) and Megan Cooper (online)

Meeting Objective: Formulate recommendation to the city council on next steps.

1) **Brief Introduction –** Heather Wright

2) **Public Comment –** Ray Stevens

3) **Determine recommendation to City Council**

NOTE: these were circulated to committee members post February 20th meeting.

For each recommendation, the committee members will be asked if they **Agree, Disagree and/or if they want to Modify.**

For each recommendation that there is an agreement, the committee will make a recommendation on timing; **Short Term, Medium Term and Long Term.**

Committee is encouraged to suggest **metrics for evaluation** of each recommended action.

1. Move forward with signage and wayfinding improvements for parking.
   1. Physical signs
   2. Improve communication (provide web-based map)

Committee Recommendation: Signage and improved web-based maps as a short term timing item.

2. Formalize Employee Parking Areas
   1. Implement HDPA Pilot
   2. Establish Employee shared parking and/or permit program. Possible locations: First Lutheran Church, Gateway Church, Port Parking spots, City Hall, King Olaf overflow lot, Bank of America

   Sandi Kolbeins recommended Council "endorse" implementation of the pilot by the HDPA to move it forward and see how it goes. Megan (HDPA vice-president) advised that the Lutheran Church parking agreement only extended to Saturdays. The committee recommended moving forward with employee parking to Council and that the details of how this would be implemented be worked out later. The sense was that enforcement would be required to make any employee parking model work.

   Committee Recommendation: Formalized employee parking, with efforts from the City and HDPA and to start by partnering with private owned lots to create public parking – short and medium term.

3. Evaluate cost for Parking Enforcement.
   1. Ticket or tow overnight vehicles – *The Mayor indicated that towing would be more complicated than expected. Ray Stevens recommended staff reach out to the City Attorney to find out what the process was.*
   2. Enforcement for vehicles exceeding the 3-hour parking limit.
   3. Evaluate cost requirements for 2025 budget request or Budget Amendment

   Funding enforcement – or any parking solutions - are the responsibility of Council to figure out per Gary McVey. The consensus was, to make any parking solutions effective, enforcement in some form will be necessary.

   Committee Recommendation: Parking Enforcement (including towing) – short and medium term.

4. Evaluate Hybrid Parking Model with the following considerations:
   1. Identify grace period "free Poulsbo parking allowed for a short duration." *Discussion regarding whether to have a grace period or address it along with parking hours.*
   2. Provide paid parking after "free Poulsbo time limit."
   3. Paid model is anticipated for Anderson Parkway. *Front Street and Jensen Way to Iverson also identified as preferred paid parking areas.*
   4. Establish rate structures and operational costs. Suggest limiting pay for parking hours such as 10 AM to 6 PM, for example. *Paid parking hours 10AM to 8PM generally agreed upon.*

   Committee Recommendation: "Hybrid" or targeted paid parking as a medium to long term solution.

4) **Next Steps:** Present Recommendation to the City Council, Wednesday, May 15th

    a. *Use consultant Walker Consultants to help work out the details of solutions selected.*

    b. *Have the committee or a committee continue to meet.*

    c. *Seasonal Trial for recommended solutions*

    d. *Desire to add additional short-term parking spots as well as ADA spots.*

    e. *Create a mechanism for public comment/input.*