

**DOWNTOWN PARKING TASK FORCE**  
**Meeting Minutes – September 25, 2019 at 3:00 PM**  
**Courtyard Conference Room**

**Committee Member**

Ward Warren – Chair  
Rob Pell – Vice Chair  
Troy Yoho  
Michael Holzinger  
David Leverenz

**Staff/Council Liaisons:**

Dwight Faszer II – Council Liaison (absent)  
Lora Glover – Director PCD  
Ed Burke – Staff Liaison (absent)

**Guests:**

**AGENDA:**

**1. Roll Call:**

- a. Chair Warren opened the meeting and took roll.

**2. Introductions:**

- a. None

**3. Public Comment:** (opportunity for citizens to share information with the committee regarding items that are not on the agenda)

- a. None

**4. Approval of Minutes:** August 28, 2019 and September 11, 2019

- a. August 28, 2019

- Approval of Minutes for August 28, 2019. Discussion of importance of minutes, especially for reviewing actions in the future. Vice Chair Pell asked for ongoing summary of the actions during the meetings. Track recommendations from each meeting. Attach as a packet item for each meeting. These could be incorporated into final report. Chair Warren stated the 8/28 minutes should have reflected more information on the discussion of the Plaza Parking Lot. Travis Boersma has decided not to pursue the development of the Towne Center Parking lot. That will relieve parking pressure for now. Gives the task force breathing room not to have to deal with that issue at this time. Boersma has no plans to develop. Future redevelopment, parking task force should reconvene to review those potential impacts. A clarification was made that John Replinger is the city's consulting traffic engineer. David Leverenz stated that they discussed incentives could be developed for underutilized parking lots. Troy Yoho stated they also discussed electric charging station spaces.
- Chair Warren moved to approve the revised minutes for 8/28. Vice Chair Pell seconded. The vote was unanimous. Chair Warren asked for copy of corrected minutes for 8/28.

**MOTION/VOTE**

**Chair Warren moved and Vice Chair Pell seconded the motion to approve the minutes from August 28, 2019 as revised. The vote resulted as follows: "AYES": Chair Warren, Vice Chair Pell, Members Yoho, Holzinger and Leverenz. "NAYS": None. Abstain: None. Absent: None**

**The motion passed.**

- b. September 11, 2019

- Approval of Minutes for September 11, 2019. Sgt. Burke was in attendance. Under sign discussion stated they wanted current lettering too small, difficult to navigate and park, universal P – blue signs for parking. No existing guidelines or standards should be established. Consistent and uniform. They wanted a presentation on existing guidelines for signage by city staff.
- Under Item 6. Matters from Committee Members: ...Michael Holzinger had asked for the city to take ownership of their parking lots (references to Goggle search) and the city to monitor data provided to Google Maps. The Task Force recommended the city monitor information on mapping sources for parking lots.
- Chair Warren asked when the food trucks were moving out of the Grower’s Market. Staff responded it will be the end of September.
- Enforcement is made more difficult during the holiday parking enforcement moratorium. Further discussion on incentivizing low-cost parking.
- Strike the statement: staff will provide the process of creating reserved parking spaces.
- Sgt. Burke stated that 2-hour parking may be easier to enforce. The correct phrase of “in-line” with other fines.....extremely hard to differentiate between customers and employees. Maybe they should be the same fine. Possibly making fines uniform. Or, increasing the 3-hour fine. Chair Warren stated that there is no way to make the fines uniform. If there is consistent staffing and enforcement of tickets, then the hour...will be covered at “the same time.”
- Task Force discussed having charging stations downtown would bring additional shoppers downtown. Chair Warren asked what the issues were about putting a charging station downtown? Mike explained there was a question whether DB was going to buy the site; welcome center is due for upgrade.
- Under employee parking, Chair Warren stated that the idea is to get the employees to use underutilizing parking lots. It was a recommendation to get information out once new program is developed to share with public and employers. Vice Chair Pell moved to approve the revised minutes, Member Holzinger seconded. The minutes were approved unanimously.

**MOTION/VOTE**

**Vice Chair Pell moved and Member Holzinger seconded the motion to approve the minutes from September 11, 2019 as revised. The vote resulted as follows: “AYES”:** Chair Warren, Vice Chair Pell, Members Yoho, Holzinger and Leverenz. **“NAYS”:** None. **Abstain: None. Absent: None**  
**The motion passed.**

**5. Action Items:**

- a. Holiday parking moratorium. Vice Chair Pell explained how the moratorium was developed to welcome customers downtown. Now, some feel the employers feel employees are taking advantage of the moratorium. The survey results Vice Chair conducted: 56 of 62 respondents said that DT parking enforcement should be maintained and uninterrupted throughout the year. Vice Chair Pell described how employees fill up the on-street parking after Thanksgiving.
- b. Three-hour limit. 60 of 62 felt 3-hr parking was preferable to 2-hr limit. Chair Warren was surprised and was favoring the 2-hr limit but can’t argue with such a

large majority. There were a few businesses such as salons that felt the limit should be longer than 3 hours. A brief discussion on the lots should be a longer term, rather than just 3 hours. If permit fee for lot parking was reduced to \$10 per month, would you be more likely to purchase a space. This result was not as clear. He felt the 43 that said they might, he felt that was a “soft” response. Vice Chair Pell further discussed the reason was to help fill up the 22 spaces available in the Salmon Lot. Some employers were not aware there were spaces available to rent. Vice Chair Pell recommends updates in the city newsletter that parking spaces are available.

- c. Chair Warren discussed monthly newsletter from Towne Center Association, 12-page letter, etc. Quarterly meetings are not enough. Vice Chair Pell stated that Jon Bowen was doing newsletters every other month, then quarterly, they are just not happening. Chair Warren stated that the newsletter is the best form of communication. Pat Sheets use to beat the streets every day and would deliver flyers, distribute them to the merchants.
- d. Vice Chair Pell stated that additional comments he felt were important. Three business about the Christmas Tree, Don’s Bike, Bakery & Serendipity. Don’s and Kleinen own the half street on 5<sup>th</sup>. They can park on the street. They can’t park there during the Christmas Tree. They were upset that they could not park there. Serendipity would need 7 spaces, Don and Bakery each need one. We could provide space for them in the Owl Lot (use mirror hangers or stickers in the window).
- e. Mike Byrne recommended spaces in Salmon Lot. Maybe they could park on the streets.
- f. Vice Chair Pell stated 40-50% do not feel enforcement is not robust or consistent enough. Perception is that the enforcement is not adequate. Some or business operators parking in front of other businesses. “Criminal Parkers”. Vice Chair Pell discussed FCR provide employee incentives for performance. He would buy yearly pass, current rules that they have to provide everyone car that would use their pass. Program would need to be changed to make it more flexible.
- g. Curb in front of one business needs to be repainted to allow parking. Female employees are often uncomfortable to walk in the dark. Statement was made that additional lighting could be added, but that might not make them feel more comfortable. Problem includes concerns of the homeless in the area.
- h. Vice Chair Pell made a motion to remove holiday parking moratorium. Seconded by Member Yoho. The vote was unanimous.

#### **MOTION/VOTE**

**Vice Chair Pell moved, and Member Yoho seconded the motion to remove holiday parking moratorium. The vote resulted as follows: “AYES”: Chair Warren, Vice Chair Pell, Members Yoho, Holzinger and Leverenz. “NAYS”: None. Abstain: None. Absent: None  
The motion passed.**

#### **6. Matters from Committee Members and Staff:**

- a. Staff discussed possible charging stations downtown (grant) Welcome Center and Duck Lot. Michael described the different types of stations. Chair Warren felt the Welcome Center would be a natural choice, especially for tourists to have them visit the center and businesses. Member Holzinger further discussed identifying the best location concerning the types of stations. Chair Warren asked if a station could be relocated. Member Holzinger said the hardware could be relocated. Upgrading the site for power will be substantial. Amperage rates

can double between a Type 2 and Type 3. There can be charges to the car owner for use of the station. Chair Warren suggests future agenda.

- b. Vice Chair Pell stated they should talk with business owners near available parking lot spaces.
- c. Member Leverenz stated they should try to develop the best strategy for use and then use on the other lots.
- d. Chair Warren noted that most of the existing parking lots had been donated to the city from business owners for customer parking.
- e. Member Holzinger discussed the Google map information on the parking. He suggests that City had to its web page where public parking. Michael Byrne said it was in the process. Member Holzinger would forward the Google ids to Lora for updating.
- f. Vice Chair Pell asked how Black Bear got the Tesla sites. Mike Byrne explained history how Tesla approached city who identify locations. Tesla approached Black Bear and paid for the parking area.

**7. Future Agenda Building for Next Meeting:**

- a. Discuss parking space on left onto G on 5<sup>th</sup> s/w corner of 5<sup>th</sup> and G. That should be motorcycle or bicycle. (bring map)
- b. Ongoing parking monitoring/study and what would the benefits be?
- c. Charging Stations
- d. Salmon Parking Lot private/public parking ratio

**8. Adjournment**

- a. Chair Warren adjourned the meeting at 4:32 pm.

**Next scheduled meeting: October 9, 2019 @ 3:00 pm in the Courtyard Conference Room.**

Minutes prepared by City of Grants Pass, Parks and Community Development.