

**PARKING ADVISORY COMMITTEE**

**Minutes**

*Tuesday, March 30, 2021*

**Call to Order**

The meeting was called to order at 2:32 by Committee Chair Alicia Barbieri

**Attending Members:** Alicia Barbieri, Dana Harbaugh; Kris Becker; Melissa Huggins; Karl Otterstrom; Bryn West; Council Member Lori Kinnear; Council Member Karen Stratton

**Absent:** Richard Kier

**Staff & Guests:** Bobby Hatley, Matt Williams, Shauna Harshman, Andrew Rolwes, Brenda Nelson

**Standing Items, Updates and Reports**

The meeting notes were reviewed from the 2-23-21 meeting. Alicia Barbieri moved and Brynn West seconded the motion to approve the notes and the motion carried.

**Discussions and Presentations:**

**PAC code revisions, review and feedback:** Kris Becker led the discussion regarding changes/updates to the PAC Code. A copy of the SMC Sec. 07.08.130: Parking System Fund was circulated to the Committee in advance of the meeting. Kris mentioned the location of the PAC in the City Code is currently listed under Title 07 which is part of the Finance Code, instead of being listed under Title 04.34 Administrative Agencies and Procedures which is where the PAC purpose and functions are located. which would be a more logical and descriptive location. The parking system fund needs to be relocated to the appropriate area of the City Code so it does not get lost, making sure the parking revenue funds get driven to the downtown core and the PAC is the agency controlling the funds. The final version of the PAC Code will be subject to legal review. Here are the proposed/draft PAC code amendments:

[Title 04 Administrative Agencies and Procedures](#)

[Chapter 04.37 Parking Advisory Committee](#)

[Section 04.37.010 Purpose](#)

The Parking Advisory Committee advises the City administration, the Mayor, and the City Council on investments in the parking environment, policy, and rate setting as informed by adopted parking studies. For purposes of this section, "parking environment" shall mean all infrastructure in the public right-of-way that contributes to the interface between the resident, visitor or worker and the built environment. This infrastructure includes, but is not limited to, parking stalls, payment systems, parking asset management, streetscapes (including landscaping and pedestrian lighting investments), street furniture, wayfinding systems, public safety, vehicle, bicycle, and pedestrian rights-of-way, public spaces, gateways and all other aspects of common areas, which contribute to the overall experience of areas within the paid parking [boundary](#)[BK1].

[Section 04.37.020 Duties and Functions](#)[BK2]

The Parking Advisory Committee has the power and duty to:

- A. Evaluate funding requests for eligible activities and projects and, on an annual basis, propose a set of recommended projects to the City Council to improve the parking environment;
- B. Provide guidance on setting or changing parking rates for on-street parking;
- C. Make recommendations for public policy relating to the parking system;
- D. Issue an annual report to the Mayor and City Council on the parking system along with achievements for the past year and goals for the coming year.

- E. Adopt rules;
- F. Hold regular public meetings and keep a written record of its proceedings which is a public record;

#### [Section 04.37.030 Appointment](#)

- A. The Parking Advisory Committee consists of thirteen members nominated by the Mayor and appointed by the City Council to staggered three-year terms.
- B. Appointees need not be residents of the City of Spokane.
- C. Appointees shall serve three (3) year terms and may be eligible for one (1) reappointment for a three (3) year term reappointment.
- D. Each Appointee is eligible for establishing a single designee, who may attend Committee meetings in lieu of Appointee attendance. Establishment of a designee is subject to Committee approval.
- E. Vacancies are filled by appointments to unexpired terms in the same manner.

#### [Section 04.37.040 Membership](#)

The membership as a whole shall reflect a broad range of opinion, experience, and expertise with the objective of providing sound advice representative of the citizenry. The Committee shall include two (2) City Council members in non-voting, ex officio roles; and one (1) City Parking Services Manager in a non-voting, ex officio role. The remaining eleven (11) members shall be appointed with intent to maintain diversity among the following stakeholder categories:

- A. Representative of the University District
- B. Designee from the Business Improvement District
- C. Owner/operator of a parking lot or garage within the paid parking boundary
- D. Resident of downtown
- E. Downtown worker
- F. Designee from Spokane Transit Authority
- G. Representative of the Hospitality Industry
- H. Representative of the Arts and Entertainment Community
- I. Realtors, developers, property managers or business owners within the paid parking boundary

#### [Section 04.37.060 Officers](#)

The Committee on an annual basis elects a chair and a vice chair from its membership to preside over meetings and perform such other functions as may be prescribed by rule.

#### [Section 04.37.050 Compensation](#)

Members serve without compensation.

#### [Section 04.37.070 Staff Support](#)

The mayor assigns a City employee to provide technical and administrative assistance to the Committee.

#### [Section 04.37.080 Meetings](#)

All meetings are held in accordance with the Open Public Meetings Act, chapter 42.30 RCW. Minutes of all meetings are kept as public records.

### [Title 07 Finance](#)

#### [Chapter 07.08 Funds](#)

##### Article II. Special Revenue Funds

#### [Section 07.08.130 Parking System Fund](#)

- A. There is created and shall be maintained in the office of the City Treasurer a special revenue fund designated the "parking system fund." All City parking revenue from on and off street meter systems, miscellaneous parking fees, permits, etc., along with other sums appropriated in the budget from the City general fund shall be deposited into the fund upon receipt. One hundred percent (100%) of the total amount of the parking infraction revenue collected, less the expenditures of the municipal court parking violations program from the prior calendar year, will be transferred from the general fund to the parking system fund.

- B. Money deposited into the fund shall be accumulated or expended to pay for operations and maintenance of the parking system, to include parking enforcement and collections, the parking violation system and to maintain, improve, and enhance the customer environment in those areas where parking revenue is generated within the City.
- C. City Council priorities for expenditures from the parking system fund are parking system investments, parking environment improvements, administration, and safety and security of the parking system. For purposes of this section, "parking environment" shall mean all infrastructure in the public right-of-way that contributes to the interface between the resident[BK3], visitor or worker and the built environment. This infrastructure includes, but is not limited to, parking stalls, payment systems, parking asset management, streetscapes (including landscaping and pedestrian lighting investments), street furniture, wayfinding systems, public safety, vehicle, bicycle, and pedestrian rights-of-way, public spaces, gateways and all other aspects of common areas, which contribute to the overall experience of areas within the paid parking boundary.
- D. City Council goals for the parking system fund include: (1) the establishment of a parking system fund reserve of \$500,000, and (2) the set-aside of not less than ten percent (10%) of the parking system fund for the support of emergency projects in the parking environment.
- E. Any available parking funds must first be used to cover the debt service on Series 2005B LTGO bonds (Bonds) or any subsequent refinancing of these bonds. In the event the Bonds are refinanced and result in a reduction of remaining debt service, said reductions may be utilized for economic development purposes in the City subject to City Council Resolution.

Duties and Functions of the PAC: Kris then went on to describe the current duties and functions of the PAC and the new proposed duties and function descriptions. Specific language will be added from the meeting discussions and will be redlined to show the current language to proposed language, and will be circulated to the Committee.

PAC Composition: The changes to the composition to the PAC, is a function of added flexibility of who can apply and serve on the PAC. These adjustments to the composition of the PAC provides for consideration of more diverse applications and therefore more flexibility when filling open positions.

**Current member status and vacancies update:**

<i>SMC-designated position</i>	<i>Representative</i>	<i>SMC-designated position</i>	<i>Representative</i>
<b>1 downtown property owner</b>	Bryn West, River Park Square	<b>1 owner of a large downtown business</b>	Alicia Barbieri, Goodale & Barbieri
<b>1 owner of a small downtown business</b>	<b>Vacant</b>	<b>1 resident of downtown</b>	<b>Vacant</b> – 1 app received
<b>1 downtown worker</b>	Rich Kier, Empire Health Foundation	<b>1 designee of STA</b>	Karl Otterstrom, STA
<b>1 rep. of the arts community</b>	Melissa Huggins, Spokane Arts	<b>3 members chosen at the discretion of the BID Board</b>	Dana Harbaugh, NAC <b>Vacant</b> <b>Vacant</b> 3 apps received
<b>2 ex officio Council members, non-voting</b>	CM Kinnear CM Stratton	<b>1 ex officio City Parking Services Manager, non-voting</b>	Kris Becker, City of Spokane

Melissa Huggins sees a need to keep the designated Arts representative on the PAC, as there was originally. Alicia Barbieri concurred and suggested Arts and Entertainment could be a broader term for this designation. The U-District designation has been added because of the expansion of meters broadly into the U-District. It was also decided there should be a stand-alone designation for Hospitality as hotels and restaurants are such huge contributing entities to downtown parking. Hospitality should not be included in the realtor/developer/property manager category.

Angle Parking and Stevens/Washington Parking Additions Proposal: Andrew Rolwes mentioned that property owners west of downtown are not as enthusiastic about angled parking as was initially thought. Angle parking reduces travel lanes and Washington has three lanes of travel while Stevens

has four lanes. More research needs to be done to discover if angle parking is added (1) just to First Avenue (2) just to north/south streets; or (3) a combination of both. CM Kinnear suggested that we get traffic counts to gauge if getting just a few parking spaces is enough to justify the cost to make the conversion to angle parking. Currently there is no Traffic Engineer working for the City therefore the PAC should lead the conversation as to what is best for downtown and the City. It costs \$108,000 to move a traffic lane in the city. Dana Harbaugh mentioned having four lanes of traffic does not create a good atmosphere for pedestrians therefore having parking added to Stevens is a good idea as it creates a buffer and encourages walkability. There was discussion about whether or not the improvements to Stevens is in the Capital Plan or the rolling six-year plan. Kris Becker offered to check. With the subsequent parking revenue shortfall due to the pandemic and revenue from on-street parking over the next two years being used to cover the capital cost to purchase the new parking system, can the American Rescue Plan fund be used to replenish these lost funds or to pay for the parking system equipment to get out of debt sooner? This may be a valid request for the use of the funds. The criteria for the use of the funds is not yet known.

Next PAC Meeting/new business:

- CM Kinnear will have a better idea of how the American Rescue Plan funds will be applied for and distributed for the next PAC Meeting.
- More PAC applications, membership and composition will be known by the next meeting
- Code revisions will be wrapped up next meeting
- Melissa Huggins said to stay tuned for the mini-murals which will be painted in the bike and scooter corrals this summer.

Meeting adjourned at 3:47 PM.