

**DOWNTOWN PARKING COMMITTEE
MINUTES
April 14, 2015
DRAFT**

Present

Brad Upton, Chair
Liz White

Staff

Lisa Scherf, Public Works
Alice Derrickson, Parking Enforcement

Absent

Steve Uerlings
Chris Heuchert
Joseph Elwood
Frank Hann, Council Liaison

Visitors

Rob Gandara
Jan Harmon
Lynn Larsen

SUMMARY OF DISCUSSION

Agenda Item	Information Only	Held for Further Review	Recommendations
I. Call Meeting to Order/Introductions	X		
II. Review of January 6, 2015 Minutes			(no quorum)
III. Visitor Comments			N/A
IV. Old Business • None			N/A
V. New Business • Whiteside Theatre Parking Request			Suggested that staff develop pilot bulk permit program
VI. Information Sharing	X		
VII. Committee Requests and Reports			N/A
VIII. Pending Items • Bicycle Parking Monitoring Strategy • Jefferson Avenue Loading Zone			N/A

CONTENT OF DISCUSSION

I. Call Meeting to Order/Introductions

Chair Upton asked for introductions and discussion began at 4:15 p.m, though there was no quorum.

II. Review of Minutes

The Committee was unable to approve minutes as there was no quorum. This was deferred until the next meeting.

III. Visitor Comments

None.

IV. Old Business

None.

V. New Business

Whiteside Theatre dedicated parking request

Ms. Scherf reviewed the staff report recommending a pilot “bulk” permit system for the Whiteside Theatre. Earlier this year, the theatre made a request for dedicated parking spaces on SW 4th Street to assist with unloading and loading stage equipment for events, since they don’t have an alley access. Currently, the theatre applies for and obtains a right-of-way (ROW) permit for each event. These cost \$25 per event for as many spaces as are needed, and the permit includes “No Parking” signage that the applicant posts on the restricted spaces 48 hours in advance of the needed closure. Historically, the City has not granted dedicated parking, although there is an exception for taxi stands per the Corvallis Municipal Code (CMC).

The area in question is between Madison and Monroe Avenues, on the east side of the street and toward the south end of this block. Each side of the street has 12 parking spaces. Staff conducted a parking survey in this block, which was heavily parked at most of the survey times. The 4:00 p.m. time tended to have a little more availability, but in general, the area was fully parked. Staff also did some outreach with businesses on the block. The reactions from business owners were mixed, with some who were neutral on or in favor of the idea, and others who were strongly opposed to dedicating on-street parking for the theatre.

As a result of conversations with one of the business owners and Mr. Gandara (on behalf of the theatre), Ms. Scherf came up with the idea of a “bulk” ROW permit. It would allow the applicant to purchase a fixed number of event closures at one time. For example, six closures could be purchased under one permit, rather than requiring the applicant to come in six different times. It would not require a change to the CMC or a Council Policy, just a change to the internal administrative procedure for issuing these permits. Staff would work with Parking Enforcement and the administrative staff who issue the permits to develop a procedure that is consistent with current practices and enforceable. It should be simpler for both the Whiteside and staff.

Committee Members Upton and White had questions about key aspects of the program, such as the number of spaces and period of time allowed per each event covered under a permit. Ms. Scherf said the intent is to mirror what they are allowed to get now, which is one or two spaces and one to three days per event. Jan Harmon, Vice Chair of the Whiteside Theatre Foundation stated she did not object to the proposal, but noted they might need more than two parking spaces for a particular event.

Visitor Rob Gandara with the Foundation raised the issue of signage. They’ve had some difficulty with the signs on barricades and would like the ability to have more permanent signage, such as signs on removable sign heads or posts. Parking Enforcement Officer Derrickson and Ms. Scherf explained the issues about more permanent signage options, citing practical and code compliance concerns.

Mr. Gandara asked for consideration for a discount over the price for obtaining individual ROW use permits. There was general agreement to try the concept as a pilot and leave the details to staff, who will inform the Committee at its next meeting. Committee Member White raised the concern about setting a precedent for other private enterprises who may want a similar type of permitting option and there was a discussion about this.

VI. Information Sharing

Ms. Scherf reported on the following:

- Bicycle Corral - The six-month pilot period has been completed. Ms. Scherf distributed the report staff prepared. There were no complaints, several compliments and little to no maintenance required. The corral was well used, particularly at peak times such as Friday and Saturday evenings, and Saturday mornings. The Committee members were enthusiastic about the results and asked about ways to publicize it.
- Motorcycle Parking - On April 6, City Council approved removing the longstanding restriction against motorcycles parking in spaces other than those marked for motorcycles.
- 2nd Street and B Avenue Parking Lot - Council recently approved the recommendations from the Committee to establish a time limit for and permit spaces within this parking lot.

VII. Committee Requests and Reports

None.

VIII. Pending Items

None discussed.

The meeting adjourned at 5:00 p.m.

NEXT MEETING: June 2, 2015, 4:00 p.m., Downtown Fire Station #1