

## **Parking Commission Meeting Minutes**

**August 10, 2021**

Commissioners Present: Jim Chapkis, Steve Petersen, Ann Melbourn, Elaine Price, Tom Messina, Stuart Wagner, Brad Jordan

Staff/Advisors Present: Troy Tymesen (City Administrator), Stephanie Padilla (City of Coeur d'Alene), Andrea Pierce (Diamond Parking), Emily Boyd (Downtown Association), Rebecca Holloway (Downtown Association)

Correction to June 2021 meeting minutes: Words on signage must begin with a capital letter and remaining letters must be lowercase.

Motion by Commissioner Wagner to approve the June 2021 meeting minutes as submitted. Seconded by Commissioner Messina. Motion carried.

### **PUBLIC COMMENTS:**

1. **Mrs. Coleman's Ongoing Concern With the 15 Minute Parking on Northwest Boulevard:** Mrs. Coleman is satisfied with the striped painting in the loading zone on Northwest Boulevard in front of the museum, but she would like the 15-minute loading sign to be removed. She stated that she does not want people to utilize that space to drop off children because she feels it is too dangerous. Chairman Chapkis stated that the sign cannot be removed because without a sign present, it would not show that parking is not allowed, and a parking citation would not be able to be issued.

### **ANNOUNCEMENTS:**

1. **Commission Comments:** Chairman Chapkis clarified that the Commission is designing both pedestrian wayfinding signs and automobile wayfinding signs. When designing automobile wayfinding signage, national regulations must be followed, with consistency and uniformity as the goal.
2. **Staff Comments:** Stuart Wagner has been officially appointed as a commissioner for the next three years. Commissioner Wagner gave an update on Parking Lot A at NIC, stating that it has not been filled completely with vehicles throughout the whole summer.

### **OLD BUSINESS**

1. **Parking Lot Revenue Update:** For the past two months combined, revenue for the parking lots is up \$80,000, with an increase in revenue for all parking lots, aside from the docks while repairs have been made. Year to date, the parking lot revenue is over \$212,000. An A-frame sign has been placed in front of the Coeur d'Alene Avenue parking garage to advertise parking spaces in the secured parking area, two spaces have been sold so far.
2. **Boat Dock and Signage Update:** Challenges with the dock contractor caused delays in repairing the mooring docks. All engineering is complete for the fire boat garage at the end of the mooring docks.
3. **Commissioner Petersen Signage Code Findings:** All signage must follow the Uniform Traffic Control manual by having the correct letter size, spacing, and number of lines for driver visibility.

4. **Way-finding Signage:** Chairman Chapkis created a questionnaire survey to learn more parking and wayfinding information from visitors to help with the placement of wayfinding signs, he will have 100 surveys completed by next meeting and will share the answers. Emily shared that the Downtown Association Board will pay for 15 of the die cut wayfinding signs within the downtown corridor. Emily will communicate with the Visitor's Bureau to see if the survey can be sent to visitors in their database and if the survey can be placed in the Visitor's Center for visitors to fill out. The Downtown Association's new website will be launching in the next few weeks, it will have an interactive map that will connect to the QR codes that will be placed on the new utility boxes. This will help with wayfinding as well as fill the space to cut down on vandalism.

#### **NEW BUSINESS**

1. **Sherman Avenue Square Park Project:** The Rotary Club has created a proposed renovation plan for Sherman Square Park. Mr. Tymesen presented the rendering, stating that the park will encroach onto the street, eliminating possibly four on street parking spaces. Chairman Chapkis would like to find out how much revenue the surrounding businesses may lose with the loss of four parking spaces in front of their businesses. Emily shared that both the Downtown Association's Retail Committee and Board were pleased with the extra park area and no-parking spaces because it endorses eating and spending more time near their stores. Commissioner Price stated that locals may not like losing the parking spaces on Sherman, and the encroachment of the park space may be dangerous for drivers and pedestrians.

Chairman Chapkis asked for a motion to adjourn meeting. Commissioner Petersen motioned, seconded by Commissioner Melbourn. Meeting adjourned at 4:02 p.m.