

## **Parking Commission Meeting Minutes**

**June 8, 2021**

Commissioners Present: Jim Chapkis, Ann Melbourn, Steve Petersen, Brad Jordan, Stuart Wagner, Patrick Murray, Tom Messina, Elaine Price, Don Walters, Kathleen Tillman

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

Motion by Commissioner Melbourn to approve the May 2021 meeting minutes as submitted. Seconded by Commissioner Price. Motion carried.

### **PUBLIC COMMENTS**

#### **ANNOUNCEMENTS:**

1. **Commission Comments**
2. **Staff Comments:**
  - Single vehicles have been parking in the oversized trailer parking spaces in the McEuen parking lot during busy times, partially due to the faded lines. The City will repaint the oversized parking space lines once there is available paint to use.
  - The boat docks are on a list to be repaired by a contractor, and fencing will be used in the meantime to block them off; there are currently 14 slips available. The City continually works with the boat rental companies to make sure the rental boats are using the docks for loading and unloading only.
  - NIC Parking Lot A is almost complete, there will need to be signage specifying to exit by Hubbard.

### **OLD BUSINESS**

1. **Parking Lot Revenue Update:** May 2021 parking lot revenue totaled \$110,349, an increase from \$58,086 last May. McEuen passes are up 38 over last year and The Coeur d'Alene Ave parking garage increased from 238 permits in April to 286 permits in May. Andrea proposed a daily rate increase since the parking garage is full and daily is more profitable for the city. The secured parking garage has 22 permits with a total of 77 spaces. Audrey will place a sign out front of the garage to advertise, email those who have passes in the regular garage, and contact the condo owners nearby to try to increase the permits in the secured garage. The Commission will keep the advertising for city and county permits as word of mouth only. Stephanie presented the mid fiscal year parking expenses.
2. **Wayfinding Signage:** Emily shared the feedback that was given from the Downtown Association Economic Committee, Board, and downtown businesses regarding the proposed wayfinding signs presented. The DTA proposed using four colors to cover four categories: dark blue for government buildings and parking, green for parks, light blue for downtown, and a brick color for attractions. The DTA preferred not to use yellow for the font, take out

Coeur d'Alene when specifying downtown, laser cut the City of Coeur d'Alene logo at the top of the sign for those placed in the downtown core, and stated that the DTA would like to contribute financially to the signs. Commissioner Petersen noted that the words on the signs must be in all capitals, be 4 inches tall, and the Commission must decide whether to use the word City Center or Downtown. Commissioner Petersen suggested when planning the placement of the signs, to start with the interchanges, work towards downtown, and to focus on buildings and docking. He also felt that the planning department should be involved to see how many signs are needed and to help plan so there is a program in place for wayfinding signage by next spring. Commissioner Tillman mentioned that the signage is not necessary if there are already City Center signs and because so many people use their phones for directions. Commissioners Jordan and Messina felt that signs will be needed closer to downtown. Emily added that the motive of the wayfinding signs is to give a sense of place, to direct traffic, and for the design. Commissioner Jordan recommended having a plan for the wayfinding signage but execute in phases to have key signs placed as soon as possible. Mr. Tymesen stated the next step is to get approval of colors, work with the DTA for a budget and press release, and then proceed with parking signs placed downtown by working with the Streets Department to identify placement and importance. Chairman Chapkis will follow up with the Board.

Mr. Tymesen stated the next step for the map and QR code wraps is to complete the traffic signal update, get the wraps on the boxes, and have the DTA's new website complete for the QR codes.

3. **Solution for Mrs. Coleman's Presentation:** The City changed the parking space on Northwest Boulevard in front of the museum to a 15-minute loading zone patrolled by Diamond Parking.
4. **Chamber of Commerce 4<sup>th</sup> of July Parking:** The Chamber will have all City owned parking lots on July 4. Parking will be \$20 per space that weekend, the City will collect \$9 of that, and Diamond will manage ingress. Diamond will not manage the streets on July 5.

## **NEW BUSINESS**

1. **Appointment of Stuart Wagner, NIC:** Commissioner Petersen motioned to approve the appointment of Stuart Wagner from NIC, seconded by Commissioner Jordan. M/S/C.

**Discussion:** Next Parking Commission meeting will be on July 13.

Chairman Chapkis asked for a motion to adjourn meeting. Commissioner Wagner motioned, seconded by Commissioner Jordan. Meeting adjourned at 4:14 p.m.