

**DOWNTOWN PARKING TASK FORCE**  
**Meeting Minutes – January 22, 2020 at 3:00 PM**  
**Courtyard Conference Room**

**Committee Member**

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

**Staff/Council Liaisons:**

Dwight Faszer II – Council Liaison (present)  
Lora Glover – Director PCD (present)  
Michael Byrne – Property Management (present)  
Sergeant Ed Burke – Public Safety (present)

**Guests: None**

**1. Roll Call:**

- a. Chair Warren opened the meeting at 3:00 p.m.

**2. Introductions:**

- a. None

**3. Public Comment:**

- a. None

**4. Approval of Minutes: January 8, 2020**

- Item 6.a. ~ Ward clarified that there were 50 spaces at the Dutch Bros headquarters (bank) building.
- Item 6.b., page 2, Clarification that “the City” would require an impact study
- Item 6.b., page 3, 4<sup>th</sup> dot, First Call 100 employees during the day. Rob said the manager has 200 during the day.

**MOTION/VOTE**

**Vice Chair Pell moved and Member Yoho seconded the motion to approve the minutes from January 8, 2020 as revised.**

**The vote resulted as follows: “AYES”: Chair Warren, Members Pell, Holzinger, and Yoho.**

**“NAYS”: None. Abstain: None. Absent: Leverenz**

**The motion passed.**

**5. Action Items**

- **Bus Stop:** Discussed JCT Bus Stop, provide site plan and send out the two studies provided. Ward concerned about circulation. Concern about parking for tenants in the Mimosa and adjacent building. Study should include the loss of parking and impact on neighborhood. Ward felt an economic impact should also be reviewed. Is there a better location for the transit stop? They may outgrow that location very quickly. Pell ~ DeYoung’s concern about the existing location. Staff explained the problem with traffic impacts on 6<sup>th</sup> and A Street. Ward would be willing to talk directly with DeYoung about future bus stop. Members discussed contacting the Commissioners about the proposed bus transit location.
- **Sign Assessment:** Rob and Ward briefly discussed the sign assessment prepared and presented that the previous meeting my Rob. The following motion was made:

## MOTION/VOTE

**Rob moved/seconded by Ward ~ new parking and wayfinding signs should be designed and installed as soon as possible with standardized font size in compliance with ODOT.**

**The vote resulted as follows: “AYES” Chair Warren, Members Pell, Holzinger, and Yoho  
“NAYS”: None. Abstain: None. Absent: Leverenz**

Discussion on universal P, Rob noted that you cannot see them at night because they are not lit. He also recommended an additional sign.

- **Parking Study:** Ongoing discussion. Noted area around Towne Center Plaza. Ward expressed concern that the future Foundry Village may impact parking in the Growers Market. Since it is so close to downtown, it is one reason why we need to do something about parking in that area.

### 6. Matters from Committee

David, the precast require more maintenance because of the exposed joints over 20+ years. Over the long term, it may be more expensive, but cheaper to build initially. Ward, it would be interesting to see a comparison of costs constructions vs. maintenance over the years. Discussion over email that Member Michael sent out, committee did not feel it was very objective. Task Force would like further study/cost benefit analysis.

Rob – discussion on study. E/F on 5<sup>th</sup> it does not show that the parking is highly used. That has not been his observation. He felt the study was off about 30% due to the smoke during that time period. The future loss of parking spaces for the bus stop. There is a lot of conflict in the D Street area after ZCS has moved in. We need more information on the bus stop, information on larger employers, CBD was not meant for employers to come in and consume all the customer parking. Pell feels a reasonable recommendation would be a parking structure at the Growers Market lot.

Ward stated that the on-street parking on F between 5/6 is mostly filled. E Street near Mimosa is always full, especially when their outdoor seating is available. What happens Redwoods Tower opens up.

Boot Law ~ Ed stated that there was no new case law; Public Safety stated a policy will need to be updated regarding tickets, who sends out the letter, collection of fines. Ward described a previous experience and emphasized that they need to develop a reasonable enforcement process for fines. Burke stated they are putting together a new electronic parking citation system.

Rob spoke with several merchants, most shops open 10/10:30. If the CSOs come by at 9:30, that may not be the best use of their time. Might be best to have them go out later. Rob described a possible program that merchants could report observations of repeat offender vehicles. Burke discussed existing online complaint form. Ward suggested that we get that information out through the new letters about the availability to file a complaint online. Further discussion to develop a short/easy form for people to fill out and staff to read. Discussion about might recommending reducing 3-hour down to 2-hour in the future if compliance is still an issue. Rob stated that some merchants always complaining about enforcement. He suggested that

CSOs reach out to those merchants to see if that is really happening. Ward noted that Steven Sabel offered to include an article in the newsletter regarding parking and violations. Rob said he did not feel people were aware of the non-emergency number. Ward stated that Public Safety is putting that out through their email pushes. Staff suggested developing a sticker or card that can be sent out to the merchants with the non-emergency number. Troy noted his experience with a detective making contact early in his business and providing him the contact number.

Rob note that First Call has 200 employees during the day, not 100 as earlier mentioned. The study on the Salmon lot showed that. He recommended such a study for the downtown, not just the parking lots.

DJ – noted that there are inaccuracies in study. Task Force wants to discuss the impact of employers with large number of employees. DB has 211 employees downtown with only 50 spaces at the bank, a few employees park in the plaza near the coffee stand. Most are directed to park in the Growers Market lot. Remove the old numbers on the spaces, indicates they are reserved.

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

- Bus Stop – Ward will reach out to Commissioner for their input.
- New businesses downtown in CBD with large number of employees.
- Parking Structure – Growers Market/Capacity Recommendations
- Enforcement Issues – merchant impressions/develop tracking/complain form.

#### **8. Adjourn**

- a. 3:59 pm

**Next scheduled meeting: Wednesday, February 12, 2020 @ 3:00 pm in the Courtyard Conference Room.**

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