

WILLIAMS PLANNING & ZONING COMMISSION SPECIAL PUBLIC  
WORKSHOP

ANNOTATED MINUTES  
AGENDA ITEM

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SEPTEMBER 18, 2014  
COMMISSION ACTION

***I. PROCEDURES***

- A. Call to Order                      Chairman Williams called the meeting to order at 7:00 p.m.
- B. Pledge of Allegiance              Chairman Williams led the pledge of allegiance.
- C. Roll Call                              Present were Chairman Buck Williams, Vice Chairman Josh Smiley, and Commissioners Barbara Brutvan, Tony Robertson, and Harry Schmitz. A quorum was present. Gabe Ayala and Brad Massey were absent. Present from Staff were Planner I/Code Enforcement Coordinator Harry Holmes, Public Works Director Kyle Christiansen, and City Clerk/HR Director Susan Kerley.
- D. Adoption of Agenda              Commissioner Schmitz made a motion to adopt the Agenda as presented. Commissioner Robertson seconded the motion, and it carried 4-0.
- E. Approval of Minutes from March 13, 2014              Commissioner Smiley made a motion to approve the minutes as presented. The motion was seconded by Commissioner Brutvan, and it carried 4-0.

***II. Discussion, development of guidelines, and preparation for conducting a study on loading zones, more bus parking areas, and the possibility of adding parking meters.***

Chairman Williams introduced this item by saying that Mayor Moore approached him regarding these three items. We have only one bus parking zone in town on the southwest corner of Rt. 66 and 1<sup>st</sup> Street. Parking is limited from 10:00 a.m. till 4:00 p.m. daily and is used by tour buses. More bus parking and loading/unloading zones for delivery of goods to businesses may be needed. Also, the Commission was asked to study and discuss the possibility of putting in parking meters. Commissioner Schmitz asked if anyone on Staff has ever studied loading/unloading. The response was negative. He added that what would be helpful would be a map of existing and potential parking areas. Commissioner Smiley asked if the study were being restricted to curbside parking or would Council be open to additional parking areas. Chairman Williams pointed out that there is one handicapped parking space in town, but there is no cut-out on the curb to get a wheelchair onto the sidewalk. This space in front of the Grand Canyon Café has a red curb that creates confusion because that should indicate “no parking.” He would like to have something done to make it easier for handicapped folks. One of his suggestions was to make a handicapped space at the corner of Rt. 66 and 2<sup>nd</sup> Street in the marked-off area used only by the carriage companies. If that space were reserved for handicapped parking, they would have access in any direction they might want to go. He pointed out a couple of areas he thinks will work for parking for two buses: Between Railroad Avenue and Rt. 66 on the east side of 1<sup>st</sup> Street and between Railroad Avenue and Rt. 66 on 3<sup>rd</sup> Street between the Bank and the Masonic Hall. This could add four more spaces to the one we already have. These locations are within a block of Rt. 66 and 2<sup>nd</sup> Street.

Commissioner Smiley asked if there are current laws on the books regarding loading/unloading hours, etc. No one was aware of any.

Commissioner Schmitz asked what would be wrong with unloading passengers, then parking the bus on the east end of Railroad Avenue until time to pick up the passengers.

This plan could allow trucks to use the same loading/unloading spaces early in the morning for their deliveries, and buses could use them from 10:00 a.m. – 4:00 p.m.

Patty Williams had two observations:

- Make one spot bus size for unloading
- Make one spot a bus spot for parking

Kyle Christiansen said that buses aren't necessarily the biggest issue he sees. He believes that double-parked delivery trucks make traffic flow difficult where we have horizontal and diagonal parking. He likes the idea of putting bus parking on 1<sup>st</sup> and 3<sup>rd</sup> Streets.

Commissioners asked Staff to provide:

- General Plan
- Inventory of parking spaces
- Maps showing current parking areas
- Maps showing area from 1<sup>st</sup> Street to 3<sup>rd</sup> Street
- City Code section on existing parking regulations
- Current ADA standards so we will know if we're out of compliance with ADA on the number and accessibility of spaces we offer

Commissioner Schmitz said a survey should be done regarding the possibility of installing parking meters before any determination for a recommendation to Council is reached. He suggested charging the bus people to park, saying that they might readily agree to such charges if they like where the monies would be spent.

Some of the negatives of meters would be the cost to install and maintain them and the unwelcome response most business owners have toward them.

George Glenn added that one thing about the parking meter concept is it would keep employees from parking in front of businesses, making the spaces available for customers. He will ask that the Chamber of Commerce design and conduct a survey of all retailers on the parking meter issue.

Because of the poor visibility when buses are parked on Rt. 66 at 1<sup>st</sup> Street, a stop sign might be installed at that intersection on Rt. 66.

Suggestions were made:

- Get ADA parking requirements and meter use from other towns.

- Get retail input (not a decision) from the Chamber.
- Once the study has been completed and a proposal has been prepared, have a public hearing to get additional input.
- Ask Council to prepare a general purpose statement of current parking enforcement and ask them to ask the Police Department specifically how it would support metering and parking. Chairman Williams pointed out that it will make no difference what the Commission comes up with if there's no enforcement.
- Would like to include "why" in the survey, not just "yes" or "no."

Commissioner Smiley suggested looking at the study as a total parking plan from flag to flag, including Rt. 66 and Railroad Avenue.

George Glenn asked if the purpose of parking meters would be to turn the places over more frequently or to generate revenue. Commissioner Brutvan suggested that these questions should be asked in the survey.

Josh Smiley asked Susan Kerley to contact Mayor Moore and Brandon Buchanan to establish the goals. They can do a ROI study if revenue goals are embedded in this.

Commissioner Robertson said it feels like the cost will be great to put in meters. He asked how long Staff would take to provide the requested documents. Susan Kerley said she would scan and send the requested documents electronically within two weeks.

George Glenn will request that the Chamber design and distribute a survey to be reviewed by P & Z before being distributed.

The next regular meeting will be on October 16<sup>th</sup>.

### ***III. ADJOURN***

A motion to adjourn was made by Commissioner Brutvan and was seconded by Commissioner Robertson. It passed 4-0. The meeting ended at 8:09 p.m.

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Buck Williams, Chairman

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Susan Kerley, City Clerk