

**Unapproved
PARKING ADVISORY BOARD
February 5, 2008**

Brenda Burkhartsmeier ✓
Scott Wetzel ✓
Bruce Simon ✓
Don Olsen ✓
Ken Nicholson

Randy Hafer ✓
Gary Temple ✓
Nick Blake ✓
Steve Bruggeman ✓

WELCOME/INTRODUCTIONS:

The meeting was called to order at 5:10 pm. Others present were: Ann Clancy (facilitator) Bruce McCandless, Chris Mallow and Kelly Cox.

Ann handed out a copy of the power-point she set up for the meeting for everyone to follow along. The lay-out of the meeting was put together with help from the planning team, which included Chris, Randy and Brenda.

Ann reviewed the points that were gone over in the planning meeting from the January 8, 2008.

APPRECIATIVE PLANNING:

Ann explained the overview of appreciative planning for the members who were not in attendance during the meeting on January 8, 2008. These steps being; appreciating what gives life, envisioning a successful future (vision), designing a future (shared goals & priorities), and identifying first steps (action plan).

WHERE WE LEFT OFF:

AGREEING ON PAB MISSION, SCOPE & ROLE:

Below are the feedback comments that Ann put together from the survey results received from 8 PAB members. With this information the group discussed their feelings on what the Mission Statement for the Parking Advisory Board should be. They agreed that the scope of the PAB should expand to include all areas of parking within the City Of Billings yet still focusing on the issues that arise within the current enforcement area which expands from Division St in the west, N. 21st Street in the east, Poly Drive to the north and 1st Ave. S in the south. It was suggested that this area be considered as "central city. They agreed that the

Board needed to be advisory on policies concerning all parking issues not necessarily on individual issues throughout the City.

The role of the PAB is to be a link to community constituencies, advise the City Council, the City Administrator and Staff and to assist Staff in implementing parking management plan. Included in this the Board will address and recommend policy issues, advise on parking standards and new opportunities for integrating parking development with community vision of the downtown area and to recommend/develop parking solutions. In addition they will gather community concerns and needs, convey community concerns and facilitate exchange of information, assist with parking implementation decisions, ensure Staff serves the Board's policies and advise on marketing strategy.

FEEDBACK COMMENTS

Mission Statement: Version 1

The Parking Advisory Board shall serve in an advisory capacity to the City Council in all aspects of parking within the Central Business District and the City at large. The purpose of the Board is to provide citizens' input to the development of policy decisions approved by the City Council. The primary responsibilities of the Board are to provide input on existing and proposed public parking policies within the City of Billings, including but not limited to, on-street parking, parking meters, parking garages, long-range financial plans for parking, annual budget, operating and capital project plans, parking fees, parking fines, to report any shortcomings, and to make recommendations to the City Council with regard to public parking in the City of Billings. The secondary responsibility of the Board is to provide citizens' input on all aspects of public parking in all other areas of the City including but not limited to, on-street parking, off-street parking requirements, parking strategies and overall parking policy.

of Responses

- 1 Yes, I support Version 1 of the mission statement as written.**
- 5 No, I do not support Version 1 without the following suggested changes:**

Comments:

- Too long and not worth trying to edit.
- A few corrections - the third sentence should read, "The primary responsibility of the Board is to provide input on existing and proposed public parking policies within the Central Business District of the City of Billings, including..., and to make recommendations to the City Council with regard to public parking in the Central Business District"
- The wording is fine and adequately reflects the ideas that we've tossed around in the past; however I read it four times and still find it confusing.

Mission Statement: Version 2

The Parking Advisory Board shall serve in an advisory capacity to the City Council. The primary responsibilities of the Board are to provide input on all aspects of public parking, including but not limited to, on-street parking, parking meters, parking garages, long-range financial plans for parking, annual budget, operating and capital projects plans, parking fees, parking fines and other existing and proposed parking policies of the City

and to make recommendations to the City Council on the development of parking policies.

of Responses

3 Yes, I support Version 2 of the mission statement as written.

5 No, I do not support Version 2 without the following suggested changes:

Comments:

- The Parking Advisory Board advises the City Council on all aspects of public parking operations and parking policies. The PAB members will seek input from and represent affected stakeholders, apply their own knowledge and experience and devise parking policies that support and assist the local business community and residents.
- May be a little too brief but is better than #1
- The first statement, although longer, more accurately represents the (proposed) purpose of the Board
- The simplicity of this statement is nice. Perhaps it needs to have the aspect of citizen input added.

Broader Scope of PAB

of Responses

4 I support expanding the PAB beyond the Central Business District.

0 I do not support expanding the scope of PAB beyond the CBD.

1 I am not sure and need more information to make a decision.

2 I am undecided.

Comments:

- Need more info but generally support a larger scope than just the CBD. How big that scope is I'm not sure.
- There are parking issues that extend beyond the CBD that presently have no "voice" or oversight, particularly in near downtown and already developed neighborhoods. Outside of the CBD, presently zoning establishes the requirements. There is no flexibility and no ability to tailor parking to particular situations. There is no organized policy regarding on-street parking in new areas either to supplement off-street parking or to provide overflow parking (e.g., near Amend Park). There is a lot of opportunity to be more creative and flexible with regard to parking in all areas of the city.
- Do not support expanding the scope of the board, but someone needs to be concerned about this broader view. It's difficult to believe that in our current configuration an advisory board such as ours could give consistently wise advice given the scope of areas that might be included. Open to considering the possibilities of the board taking on these kinds of responsibilities, but from my current vantage point it seems like a lot more than we could handle.

AGREEING ON KEY PAB POLICY AREAS:

In bold below is more information collected by Ann on existing and potential parking policy areas gathered from the Board members.

Existing and Potential Parking Policy Areas

Existing Parking Policy Areas

of Responses

- 8 Garage/Parking lot policies (how to manage the garages and lots)**
- 8 On street policies (handling decisions for on-street parking)**

Potential Parking Policy Areas

of Responses

- 7 Future parking planning policies**
- 6 Parking in relation to “Smart Growth” development**
- 4 Board meeting conduct policies**

Additional Ideas for Parking Policy Areas

- **The relationship between on-street and off-street parking in areas controlled by zoning**
- **Parking around the high schools**
- **Parking at parks and event venues (i.e., Daylis, Cobb Field)**
- **Provisions within new streets to accommodate on-street parking.**

Comments

- **"Existing parking policy areas" needs to be revised to remove the operational decision making. Instead, the board should set policies that help staff to identify the management direction desired by the PAB and should advise the City Council on matters that it and staff are unable to implement without Council approval.**
- **We need to be sure that we don't spend so much time philosophizing about what we might do that we forget to tend to what we're responsible for now.**
- **Not sure what the third one under Potential means exactly.**

In addition the Board discussed existing policies and came up with the following list and would like official policies to be written for:

1. Garages
2. Surface Lots
3. On-street parking

They also discussed potential Parking policies and came up with the following list:

1. Public parking for areas around the CBD
2. Advisory of areas throughout the City in regards to parking policies.

3. Parking planning policy.

CLARIFYING BOARD PROCESS EXPECTATIONS:

It was brought to the Board's attention that there is currently a "Welcome to the Board Packet" that was put together by Liz Kampa-Weatherwax that includes descriptions of the Board's job description. Chris stated that although he had not given these packets to the new board members, he was in the process of getting these together and would make sure they had their copy.

It was stated that these would be helpful to take a look at and possible revisions done.

Ann gave a handout labeled BOARD PROCESS POLICY EXAMPLE for the Board to consider any revisions that may be needed. Included in this were specific items to consider;

1. Responsibility and Accountability
2. Agenda Control
3. Agenda Content
4. Participation
5. Attendance
6. Quorm
7. Diversity
8. Fair decision making process

There were also questions that Ann brought up in her presentation that may help with this process they were as follows:

1. What do board members expect out of their meetings?
2. What do board members expect out of each other?
3. What do board members expect out of Staff?
4. What do board members expect to accomplish in the meetings?
5. What needs to happen to make meetings efficient, productive and interesting?

NEXT STEPS:

Ann led the Board in a discussion about goals that the Board should think about for 2008-2009. In this discussion the Board came up with the following list:

1. Draft parking policies
2. Agree on Mission Statement

3. Look for temporary alternative parking for the area around 2nd & 3rd Avenues N and N. 27th thru N. 25th Streets during the construction of the new transit center and the new Federal Courthouse.
4. Inventory of available public parking
5. Formal input to Council on wrap up of Tax Increment District, i.e. 1 way streets changed to 2 way streets and parking issues connected to that.

ADJOURNMENT:

The meeting was adjourned at 8:05 p.m. Following this section is the compilation of minutes from Ann Clancy.

ANN'S MINUTES: