



**PARKING PERMIT IMPLEMENTATION  
COMMITTEE  
REMOTELY VIA WEBEX  
THURSDAY, FEBRUARY 4, 2021  
2:00 TO 3:30 PM**

- 1) Call to Order
- 2) Approval of January 21, 2021 Minutes
- 3) Review of enforcement vehicle and LPR system – Assistant Police Chief Kelch
- 4) Review draft “Parking Ticket” permit program brochure and set timeline for Education/Outreach
- 5) Public Comment
- 6) Adjournment

To attend the meeting, and provide live comment via WebEx on your computer, tablet or smartphone, residents and other attendees should go to the following web address. **REGISTRATION IS NOT REQUIRED.** For best participation experience, participants should download the [Webex App](#) to their desktop.

**Meeting Link:**

<https://cityofwhitefish.webex.com/cityofwhitefish/j.php?MTID=ma7d3a668dccde7d2ba4e2fad14d710ed>

**Meeting Number: 146 754 0488**

**Password: LPR3duc@tion**

- **Join by video system**

- Dial:  
[1467540488@cityofwhitefish.webex.com](tel:1467540488@cityofwhitefish.webex.com)

Or

- Dial: **173.243.2.68** and enter your meeting number

- **For the Audio Conference Call option:** call the number below and enter the access code.

- United States Toll: **+1-408-418-9388**
- **Access code: 146 754 0488**

- We encourage individuals to provide written public comment; to the City Clerk, Michelle Howke at [mhowke@cityofwhitefish.org](mailto:mhowke@cityofwhitefish.org). or deliver by **10:00 a.m.** February 4, 2021, at City Hall in the Utility Drop Box. Written comments should include name, address, should be short and concise, courteous, and polite.

- Public comment by those attending the meeting "live" via WebEx will be limited to three minutes per individual.



The following Principles for Civil Dialogue are adopted on 2/20/2007 for use by the City Council and by all boards, committees and personnel of the City of Whitefish:

- We provide a safe environment where individual perspectives are respected, heard, and acknowledged.
- We are responsible for respectful and courteous dialogue and participation.
- We respect diverse opinions as a means to find solutions based on common ground.
- We encourage and value broad community participation.
- We encourage creative approaches to engage public participation.
- We value informed decision-making and take personal responsibility to educate and be educated.
- We believe that respectful public dialogue fosters healthy community relationships, understanding, and problem-solving.
- We acknowledge, consider and respect the natural tensions created by collaboration, change and transition.
- We follow the rules and guidelines established for each meeting.

**PARKING PERMIT IMPLEMENTATION COMMITTEE  
REMOTELY VIA WEBEX  
THURSDAY, JANUARY 21, 2021  
MINUTES**

1) Call to Order

Committee Chair, Chris Schustrom called the meeting to order. Members present were Hilary Lindh, Josh Branstetter, Mike Rossi, Jeremy Grossman, Tyler Furry and Michelle Howke. Leslie Hunt was absent. The meeting was held remotely via Webex.

2) Approval of January 7, 2021 Minutes

Mike made a motion, seconded by Hilary to approve the January 7, 2021 minutes. The motion carried.

3) Follow up on questions and ideas from January 7 meeting

a) Discuss permit zones and number of permits per zone

Hilary reported staff's responses to the questions from the Committee:

Q- Can the permits be valid anywhere downtown, excluding primary locations?

A- Staff suggested creating zones and make the permit valid for surface parking lots and the third level of the parking structure. Staff is proposing two zones; Zone 1, north of 3<sup>rd</sup> Street (3<sup>rd</sup> Level Parking Garage, 1<sup>st</sup> & Spokane surface lot, and the surface lot south of the Library), providing 65 permitted spaces; Zone 2 (South of 3<sup>rd</sup> Street, 3<sup>rd</sup>, and Central Avenue surface lot), providing 25-30 permitted space. The reason for the two zones, City Manager Smith does not want to designate the 3<sup>rd</sup> and Central lot to be all permitted parking. She would like some of those spaces to be available to the public. Hilary also pointed out, because there is no guarantee there will be a spot available for a permit, because the lots will not be signed, the lot north of the Library is unlimited parking, that can be use as an option.

PPIC Response – How does the parking on the mountain work with their permits? A permit can be purchased, but a space is not guaranteed available. Have they run into some complaints? Adding two zones adds a level of complication and complexity. An option would be for the two months have Janie determine what the proportion of spots are permit holders. A suggestion to try it without the zones and change if needed. Hilary stated Manager Smith, and the City would like to error on the side of caution during the Pilot Program. A rebuttal: would the City rather have the employees parking in the lot rather than in front of businesses. Permitters will purchase the zone in which they wish to park in. If Zone 1 permit is parked in Zone 2, Janie will issue a permit. Another concern is the ingress and egress of the 3<sup>rd</sup> and Central parking lot. More employees using the lot that are not moving their cars would be better. If there are no zones, and the parking lots do fill up with permitted parking, that is freeing up on-street parking for visitors. The purpose of the pilot is to see what is working. **The consensus of the committee is the number of permits is reasonable but to not have it split in zones.**

Q- Can the enforcement hours be extended for the summer months in tandem with the pilot program?

A- This probably will not happen for the Pilot Program; all signage would need to be replaced for downtown and finding part time staff for two months is challenging. Extending enforcement hours is in the plan and we want to continue to work towards it.

Q- Ability to provide visitor passes for professional offices.

A- Businesses can purchase permits and manage the license plates for their visitors.

Q- Can the dates of the Pilot be adjusted from July – August to June 20 – August 20?

A – Based on the garage permits it is better to administer month to month rather than dates of months. This could affect the school staff for the last week of August. There still will be unlimited spaces on Spokane Avenue and the school parking lot.

Q- Can we limit the number of license plates per permit?

A- We can limit the license plates per permit. The Parking Garage allows up to 10 license plates per permit. **The committee agreed on two license plates per permit.**

4) Discuss Public Outreach

During outreach and education, it is important for a selling point is the summertime parking permit. Suggestions from the committee:

- Chamber of Commerce, Heart of Whitefish, WCVB email lists
- Webex virtual public meeting/open house – incentive a drawing for a summer permit
- Create a brochure mimicking a ticket and place on vehicles during the month of June. The brochure would educate about the pilot program. – Michelle will work on a brochure.
- Notice in papers/Stumptown Scoop Newsletter
- Attend staff meeting for businesses
- Utilize the Notify Me on the website

Mike will provide the property management company for his building who also manage multiple buildings downtown to send out notification.

Michelle will look into how the sale of permits and the enforcement of the Parking Garage was implemented. The committee thought starting outreach and education the beginning of May and start the sale of the permits in June and enforcement in July.

5) Discuss Permit Fee

**The Committee agreed \$20/month/permit for the Pilot Program.**

6) Public Comment

None

7) Adjournment

Chris adjourned the meeting at 3:30 p.m.