

# CITY OF SALMON ARM

Minutes of the **Downtown Parking Commission** Meeting held in Room 100 at City Hall and by electronic means on **Tuesday, May 28, 2024.**

## **PRESENT:**

Tim Lavery	Councillor, City of Salmon Arm
Bill Laird	Member at Large
Regan Ready	Member at Large
Cathy Ingebrigston	Member at Large, Chair
Vic Hamilton	Member at Large
Gerald Forman	DSA Representative
Claire Askew	DSA Representative
Candice Benner	DSA Representative
Rob Niewenhuizen	Director of Engineering & Public Works
Jenn Wilson	City Engineer
Donny Robichaud	City Parking Enforcement Summer Student
James Bartlett	City Bylaw Officer
Travis Bartsch	City Bylaw Officer

## **ABSENT:**

Morgen Matheson	DSA Representative
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(City experienced technical issues [video and phone] with Go-To meeting)

## **GUEST:**

The meeting was called to order at 8:00 a.m. by Chair, Cathy Ingebrigston.

### **1. INTRODUCTIONS AND WELCOME**

### **2. ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY**

*We acknowledge that we are gathering here on the traditional territory of the Secwepemc people, with whom we share these lands and where we live and work together.*

### **3. PRESENTATIONS:**

No presentations.

**4. APPROVAL / CHANGES / ADDITIONS TO AGENDA**

Clair Askew proposed an addition to the agenda.

- 7. New Business
  - b) Conflict of interest.

Rob Niewenhuizen proposed an addition to the agenda.

- 7. New Business
  - c) Ross St construction update.

Moved: Regan Ready

Seconded: Vic Hamilton

THAT: the Downtown Parking Commission Meeting Agenda of May 28, 2024 be approved with additions.

CARRIED UNANIMOUSLY

**5. APPROVAL OF MINUTES FROM APRIL 16, 2024**

Moved: Regan Ready

Seconded: Vic Hamilton

THAT: the Minutes of the April 16, 2024 Downtown Parking Commission Meeting be approved.

CARRIED UNANIMOUSLY

**6. OLD BUSINESS ARISING FROM MINUTES**

- a) Request new provincial changes in regards to housing regulations will affect residences in the downtown parking area.
  - a. Response from City Planning Dept. staff: The Small Scale Multi Unit Housing regulations and subsequent amendments to the Zoning Bylaw will not affect parking regulations for residential units in the downtown. The changes are really focused on single family dwelling units and addressing zoning as it relates to that housing type. Housing in the downtown area is multi-family and unaffected by legislative changes.
- b) Parking enforcement; how to address repeat parking offenders; wheel boot or tow the vehicle - deferred from May meeting.
  - The City has disposed of the previously acquired wheel boot.
  - Bylaw practice has been to tow vehicles that had accumulated five unpaid parking tickets. Warning letters have been issued to vehicles that had accumulated four unpaid parking tickets, which advised that any future parking violations may result in the vehicle being towed. The letters appeared to be effective as these vehicle owners were noted to either pay past fines or purchase time tickets in the future.

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- Travis Bartsch stated that he had issued warning letters but has not had to tow a vehicle from the Downtown area.
  
- c) Parking Survey - deferred from May meeting.
  - The last parking survey was conducted in 2013. One purpose was to determine appropriate locations to place the new pay meters.
  - Conducting a new parking survey at this time, was not of interest to the Commission members.
  - Members requested that City Parking Enforcement Summer Student, Donny Robichaud, report back to the Commission in August with his impression of the Downtown parking situation.
  
- d) Street Café Outdoor Patios - deferred from May meeting, requested by Gerald Forman for discussion
  - It was been noted that some businesses with approved street patios were not open during the morning hours. This practice reduces available street parking while the patio is not being utilized.
  - Discussion about requiring businesses to be open a specified number of days per week to be eligible for a street patio permit.
  - Temporary patio permits are available to allow operation from 4:30 pm to 10:00 pm.

Moved: Vic Hamilton

Seconded: Gerald Forman

THAT: Street Café Outdoor Patios must be open a minimum of six hours during the period between 9:00 am and 5:00 pm, a minimum of five days per week. And, if a business were to fail to meet the hourly requirements for five days, that business would have their patio permit revoked.

CARRIED

Claire Askew opposed

- e) Downtown Parking Plan - Section 7.0 Bylaws and Policies - tabled from April meeting.
  - Tabled to June meeting.

7. **NEW BUSINESS**

- a) Legion's request for parking during 55+ Games

Moved: Bill Laird

Seconded: Gerald Forman

THAT: The Downtown Parking Commission grant the request for two parking stalls in front of the Legion along Lakeshore Road, for the purpose of a transit stop for the required three day period.

CARRIED UNANIMOUSLY

- b) Conflict of interest.

- o Tabled until the June meeting.

- c) Ross Street construction update.

- o Jenn Wilson provided a project update.
- o Southbound lane of Ross Street from Hudson Ave to the TCH will be changed from parallel parking to angle parking, which will result in the creation of three additional parking stalls.

8. **OTHER BUSINESS - Correspondence (for information)**

- a) E-mail from Candice Benner, Salmon Arm Words BC Centre - May 2, 2024 - Downtown wages

- b) E-mail request from Jennifer Broadwell, DSA, regarding 55+ Games, downtown shuttle stop

For information.

9. **NEXT MEETING - Tuesday, June 18, 2024**

The next meeting of the Downtown Parking Commission will be Tuesday, June 18, 2024. The Chairperson will be Candice Benner.

10. **ADJOURNMENT**

Moved: Clair Askew

Seconded: Regan Ready

THAT: the Downtown Parking Commission Meeting of May 28, 2024 be adjourned.

CARRIED UNANIMOUSLY

The meeting was adjourned at 8:56 a.m.

"T. BARTSCH"

Travis Bartsch

Minutes received as information by Council at their Regular Meeting of June 10, 2024.