

City of Galena Parking System Improvement Plan: Status of Implementation

March 2022

- Developed from the Staff Report: “Developing a Holistic and Efficient Parking System” of August 2019

Item	Improvement	Action
I. Community Service Officer	A. Vacant position in the Police Department historically responsible for downtown parking enforcement and providing community information to visitors	
	1. Fill vacant position in the Police Department	The Community Service Officer (CSO) position was funded and filled in FY 2021 and FY 2022. The CSO worked Thursdays-Sundays. The CSO enforces no parking zones, monitors the pay lots and provides information to visitors. The position is funded in the proposed FY 23 budget.
	2. Requires purchase of updated/new hardware and software systems for tracking and ticketing	The type of new equipment purchased will depend on whether the council chooses to implement pay-to-park on for on-street parking.
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II. Marketing	A. Enhanced emphasis on communicating parking system to visitors before they arrive	
	1. Improve parking maps and increase emphasis on communicating parking locations, rules, and costs in visitor guides	Worked with Galena Country Tourism in 2021 to develop a parking map. The map identifies on-street parking in the downtown by parking type and public parking lots within walking distance of the downtown. The map is available on VisitGalena.org website and the City of Galena website. Thousands of copies have been distributed to large lodging properties, City Hall, Verilife, and at the visitors center. The map was updated for 2022.
	2. Develop tutorials (print and video) for how to use pay stations for paid parking and	No action on this item, but we receive almost no negative feedback from visitors who are using our pay stations to park in the municipal lots. Many visitors are already familiar with the functionality of pay stations.
	3. Use parking app to allow visitors to pay for parking by mobile phone	The City is currently evaluating proposals for the use of a mobile app in the downtown. The app could be used for on-street pay-to-park and/or in parking lots.

	B. Develop informational campaign for merchants and employees to communicate parking and commuting options	
	1. Map preferred parking areas for long-term daily employee parking	Parking map created identifying all downtown parking options, including free parking within walking distance of downtown.
	2. Encourage carpooling	
	3. Encourage use of shuttle if available	Partnered with Jo Daviess County Transit in 2021 to offer “Galena Free Ride”, a weekend shuttle between Depot Park and the downtown. Program set to expand in 2022 with longer season and an additional stop at the Meeker Street parking lot. See Item IV below.
	4. Encourage use of bikes and motor scooters for commuting	In 2021, the City council approved enhancements to encourage the use of bikes, including the designation of bike routes with signs and pavement markings and the installation of new bike racks throughout the downtown.
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III. Wayfinding	A. Develop a comprehensive and coordinated wayfinding system that includes signage: on the highway on east and west gateways, at key intersections, to clearly identify all public parking lots and whether the lot is free or pay, pedestrian routes from remote parking lots	Coordinate plan development with mapping and communication/marketing materials. Highway signage will need to be permitted by the Illinois Department of Transportation. Added public parking directional signs in July 2021 for Meeker Street lot, St. Mary’s lot and Depot Park lot. The signs appear to be helping motorists locate the remote lots.
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IV. Shuttle Service	A. Explore hotel-funded shuttle system to promote leaving vehicles at hotels	A private company is expected to begin offering shuttle between the hotels and downtown in the summer of 2022. If the private shuttle to hotels does not materialize or prove feasible, the City could consider adding a second public vehicle for this route.
	B. Explore public-funded shuttle system if a dedicated funding source is available.	“Galena Free Ride” public shuttle began operating in 2021.
	1. Paid on-street parking could be a funding source	Revenue from municipal pay parking lots should be sufficient to fund a shuttle system.
	2. Possible shuttle operators:	
	a. Private sector transportation providers	

	b. City-owned and operated	More costly option than utilizing Jo Daviess County Transit vehicles and drivers.
	c. Expand current transit contract with Jo Daviess County Transit	Shuttle system put into place in 2021 and agreement is in place to operate in 2022.
	3. Operate during times of peak parking space deficiency in the downtown	Shuttle operated on Saturdays in 2021 and will expand to Saturdays and Sundays in 2022.
	4. Service to Depot Parking Lot, hotels, possibly other parking areas at Walmart, schools, etc.	Service to be expanded in 2022 to include Meeker Street parking lot.
	C. Consider requiring event-sponsored shuttle service to utilize remote lots during large events such as Oktoberfest, Country Fair, Corkless, Halloween Parade, Fourth of July. Country Fair shuttle service could be model for other events.	Include shuttle requirement in permits/use agreements that are approved on an event-by-event basis by city council.
Item	Improvement	Action
V. Valet Parking	A. Review and modify current parking ordinances to facilitate valet service	We may want to delay any action on this item until we know there is interest from the business community. There has been no interest to this point.
	1. Service to be provided, if desired, by individual or groups of businesses	
	2. May require use of parking spaces or loading zones for drop off/pick up	
	3. Allow use of City lots for valet parking (Depot, Rec Park, old wastewater plant?)	
Item	Improvement	Action
VI. Paid Parking	A. Continue paid parking in municipal lots: Winery, Commerce Street, City Hall	
	1. Continue paid parking in municipal lots: Winery, Commerce Street, City Hall	Paid parking in the municipal lots is functioning very well. Consider adding mobile app option for payments.
	2. Consider increasing all-day rate charged by community groups during special events from \$5 to \$10 for consistency throughout town and to increase revenue shared with City	The parking fee was increased to \$10.00 in all municipal lots in the fall of 2020.

	B. Consider paid parking on Main Street, Commerce Street, and connecting side streets	Developed cost/benefit financial projection for installation of pay stations, mobile app, and enforcement. Available upon request. Request for proposals for pay to park solutions issued December 2021. Three proposals received. Review paused pending city council direction.
	1. Electronic pay kiosk/station on each block	Included in RFP proposals.
	2. Pay at station or by using mobile phone with app	Conferenced with mobile app companies Passport Parking and Park Mobile. Reviewed their product lines for customer remote pay and parking enforcement. Cost proposals included in RFP responses. Passport and Park Mobile are the two largest parking mobile apps in the United States.
	3. 365 days a year, 10 a.m. to 8 p.m. (possible hours)	Could be modified based on community input.
	4. Hourly rates with potential to park all day	Nearly unlimited functionality is available in parking pay station and mobile pay solutions to adjust rates depending on season, day and time.
	5. Graduated fines (each successive fine is more costly) to discourage violations	Again, nearly unlimited functionality is available for issuing fines.
	6. Requires seven-day-a-week police enforcement	Personnel needs and cost could vary depending on parking schedule. For instance, if parking would be free during off-season midweek, less enforcement hours would be required. Personnel cost should be considered in cost/benefit analysis.
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VII. Free Parking	A. Continue to offer free parking in remote areas, including:	
	1. On-street 3-hour spaces (if paid parking is not adopted)	3-hour spaces remain free.
	2. Side streets east of Commerce Street	Side streets remain free.
	3. Water Street	Water Street remains free and is frequently used by employees.
	4. Depot Park and adjacent overflow areas	Depot Park remains free.
	5. Other remote lots	New lot on Meeker Street is currently free.
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VIII. Expand Surface Parking	A. East Side: former site of gas tanks/Davis storage buildings	
	1. City will own the site in January 2020	Property transfer completed. Both buildings removed.
	2. Potential for approximately 60 spaces	

	3. Free parking during busiest weekends	
	4. Parking on grass engineered for vehicles	Final site grading completed. The area will be seeded but could be used for overflow parking.
	5. Access to downtown via Meeker Street or Grant Park pedestrian routes	
	B. West Side: reconstruct municipal lot between Commerce Street and Water Street	Design and engineering is underway for reconstruction of the lot. Included as a priority in Capital Improvement Plan.
	1. Incorporate Washington Street into the lot	
	2. Improve configuration to add space	
	3. Consider motorcycle, bicycle, and compact car parking to maximize use of space	
	4. Consider electric vehicle charging spaces or plan for later installation	Grant has been submitted to defray 80% of the cost. Project to include installation of electric vehicle rapid charge stations.
	5. Improvements to filter and detain storm water, landscaping	
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	C. West Side: side of old treatment plant	
	1. Approximately 25 space potential	This lot was paved and marked in June 2021. The paved area was expanded beyond the original plan. The lot is open to the public as free parking for 52 vehicles. This is a good option for employee parking.
	2. Free parking	The lot is free parking.
	3. Could be opened on busiest weekends	Open seven days a week.
	4. Possible site for valet parking	
	5. Minimal cost to make operational	Lot was constructed for less than \$50,000 using parking lot revenues.
	D. West Side: explore opportunities with Bench Street funeral home, Westwick Foundry and Lemfco Foundry to fully utilize existing surface parking	

	1. Westwick owns gravel lot across Claude Street from the foundry. Explore possibility of paving, striping, and signing for public parking	Met with Westwick owner the week of October 14, 2019. Discussed options for improving the lot. Followed-up with letter expressing interest in the property. Contacted owner again in 2021. Owner is considering options.
	2. Explore the possibility of marking and signing the Lemfco property on the Water Street side for public parking on weekends	The owners are permitting public parking in this area on weekends.
	3. Communicate interest in working with these properties/owners for long-term parking system enhancements	Contacted Lemfco owners on numerous occasions and communicated interest. Owners have clearly expressed they are not interested in selling any of their downtown property.
Item	Improvement	Action
IX. Designated Off-Street Motorcycle Parking	A. Conveys that motorcyclists are welcome and encourages most efficient use of parking space	
	1. Utilize areas that are too small for vehicle parking	Consider during design of new parking lots.
	2. Designate spaces in municipal lots seasonally for use by motorcyclists	
	3. Include motorcycle parking on maps	
Item	Improvement	Action
X. Improve Pedestrian Connectivity	A. Assess pedestrian routes from parking areas to downtown	
	1. Identify improvements needed to existing routes	Exploring the addition of directional signs from Depot lot to Grant Park (and over pedestrian bridge). Wayfinding signs for inside Grant Park created by City staff and installed in 2020.
	2. Identify new routes that could improve remote parking	Grant submitted in 2021 to fund lighting and wayfinding from remote lots to downtown. Grant was not successful.
	3. Consider opportunities to improve signage and maps/apps for pedestrian wayfinding	
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XI. New Parking Structure(s)	A. Would have an immediate benefit during peak demand times	

	1. Limited options for locations to construct	Parking lot next to City Hall between Commerce Street and Water Street would be only City-owned property in the downtown that might be practical for constructing a parking structure. The space is limited by the former bank building.
	2. Very expensive to construct (\$20,000-\$50,000 per space)	
	3. Requires administration and maintenance	
	4. Would likely be underutilized most of the time	
	5. Parking fees would not likely cover debt service, maintenance and administration	
	6. Would likely require new funding source such as special property tax assessment, special service area for downtown businesses, or paid on-street parking	Exploring the possible funding mechanisms and their pros and cons. A Special Service Area could be created to generate additional property tax to fund the parking structure(s). A Business Development District could be created where additional sales tax could fund the parking structure(s).
Item	Improvement	Action
XII. Other Parking and Circulation Improvements	A. Ride share and taxi	
	1. Review and modify current ordinances to facilitate ride sharing services like Uber and Lyft in addition to traditional taxi services and charter services	Researched state law and examples of ordinances to permit ride share services. These businesses are known as Transportation Network Companies (TNCs) and can be treated much like taxis in terms of licensing vehicles and drivers. Drafted licensing ordinance that was approved by the city council in 2020.
	2. Seek acceptance of Galena by Uber as a service location	Courted Uber to initiate service in Galena. They obtained a TNC license and are permitted to operate in Galena. They are accepting driver applications.
	3. Confirm Lyft's presence in Galena	Contacted Lyft and inquired about them operating in Galena. They have not applied for our local TNC license, but Lyft vehicles have been seen in Galena.

	B. Alternate forms of transportation—passenger rail	
	1. Continue to lobby for and support the expansion of passenger rail with service to Galena	Participated in stakeholder committee that successfully worked to apply for a grant to perform a feasibility study. City staff now participating as part of the feasibility study work group.
	2. Visitors arriving by rail would not require parking	Surface transportation needs would likely be filled by the private sector.
	3. Depot and Depot parking areas would be used as hub	Concept plans prepared by the feasibility study consultant platform and train service amenities in the Depot location.