



**CITY OF WASHOUGAL
CITY COUNCIL WORKSHOP
Monday, January 12, 2026
5:00 PM**

MEETING INFORMATION

Please click the link below to join the webinar:
<https://us02web.zoom.us/j/87842956530>

I. CALL TO ORDER

II. ROLL CALL

III. PUBLIC COMMENTS

IV. NEW BUSINESS

A. Community Services & Strategy: *Downtown Parking Study* — Joe Walsh & Rick Williams

B. Community Services and Strategy: *Report of the Molly Coston Legacy Committee* — Joe Walsh

C. Human Resources: *Update to Personnel Policies* — Teresa Stedman

V. REPORTS AND COMMUNICATIONS

A. CITY MANAGER

B. MAYOR

C. CITY COUNCIL

VI. ADJOURNMENT

UPCOMING MEETINGS: Monday, January 26, 2026 — Workshop at 5:00 PM & Council at 7:00 PM.

BUSINESS OF THE CITY COUNCIL

City of Washougal, Washington

FOR AGENDA OF:

1/12/2026

SUBJECT:

Community Services & Strategy: ***Downtown Parking Study*** — Joe Walsh & Rick Williams

DEPT. OF ORIGIN:

Community Services & Strategy

REVIEWED AT:

TO BE RETURNED TO COUNCIL:

No

ATTACHMENTS:

1. Downtown Parking Study

EXPENDITURE REQUIRED:

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BUDGETED:

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APPROPRIATION REQ'D:

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SUMMARY STATEMENT

RECOMMENDED ACTION



STRATEGY CONSIDERATIONS FOR PARKING MANAGEMENT

Downtown Parking Action Plan

*Strategy Recommendations
Short- and Mid-Term*

Development Work Group

November 20, 2025





Downtown Parking Action Plan

Strategy Recommendations

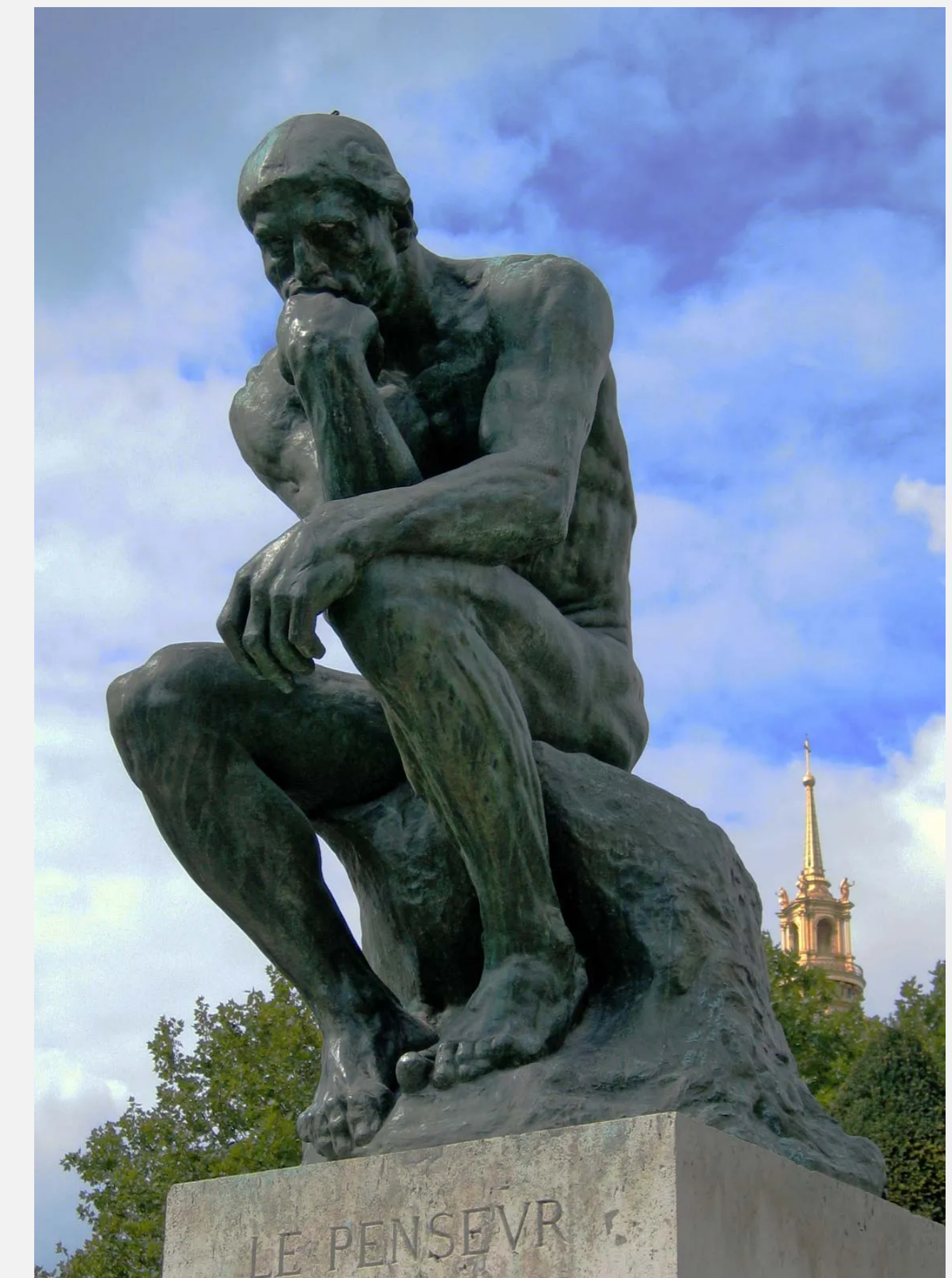
Short- and Mid-Term

Meeting Topics

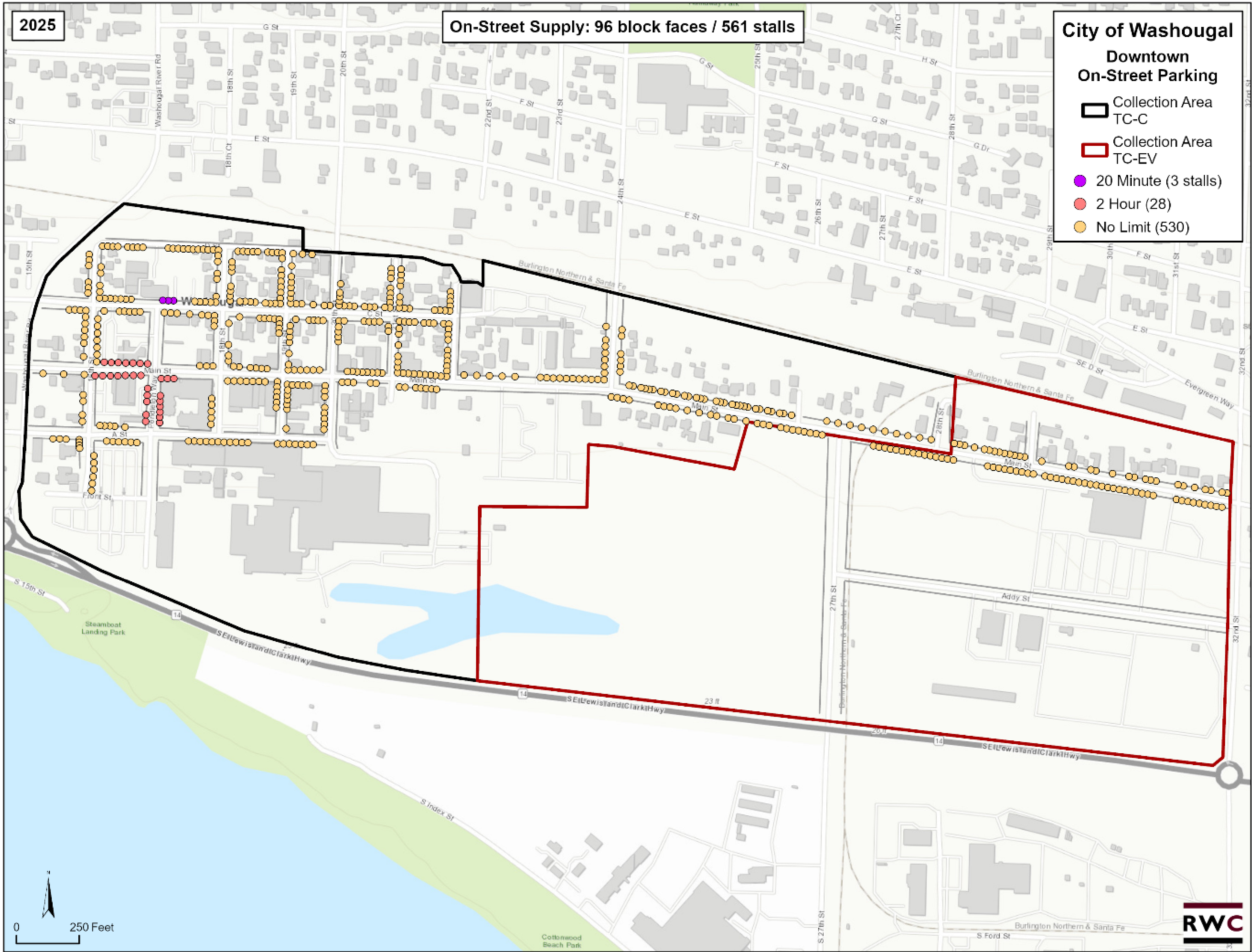
1. Introductions	Joe W
2. Background and Approach	Rick W
3. What is Adequate Parking?	Rick W
4. Existing Conditions	Rick W
5. Strategy Recommendations	Rick W
6. Group Discussion (Q & A)	All
7. Next Steps	Joe W

Questions Informing the Study

- A 10-year vision for *adequate parking* downtown.
- What is adequate parking? What constitutes a parking problem?
- Can we separate the *perception of parking from the reality of parking*?
- How do we *get the right car to the right place* (and “right size” too)?
- Can we *maximize the parking* we have?
- Can we strategically prepare for anticipated growth?
- How to begin, *what should we do first*?



Project Study Area



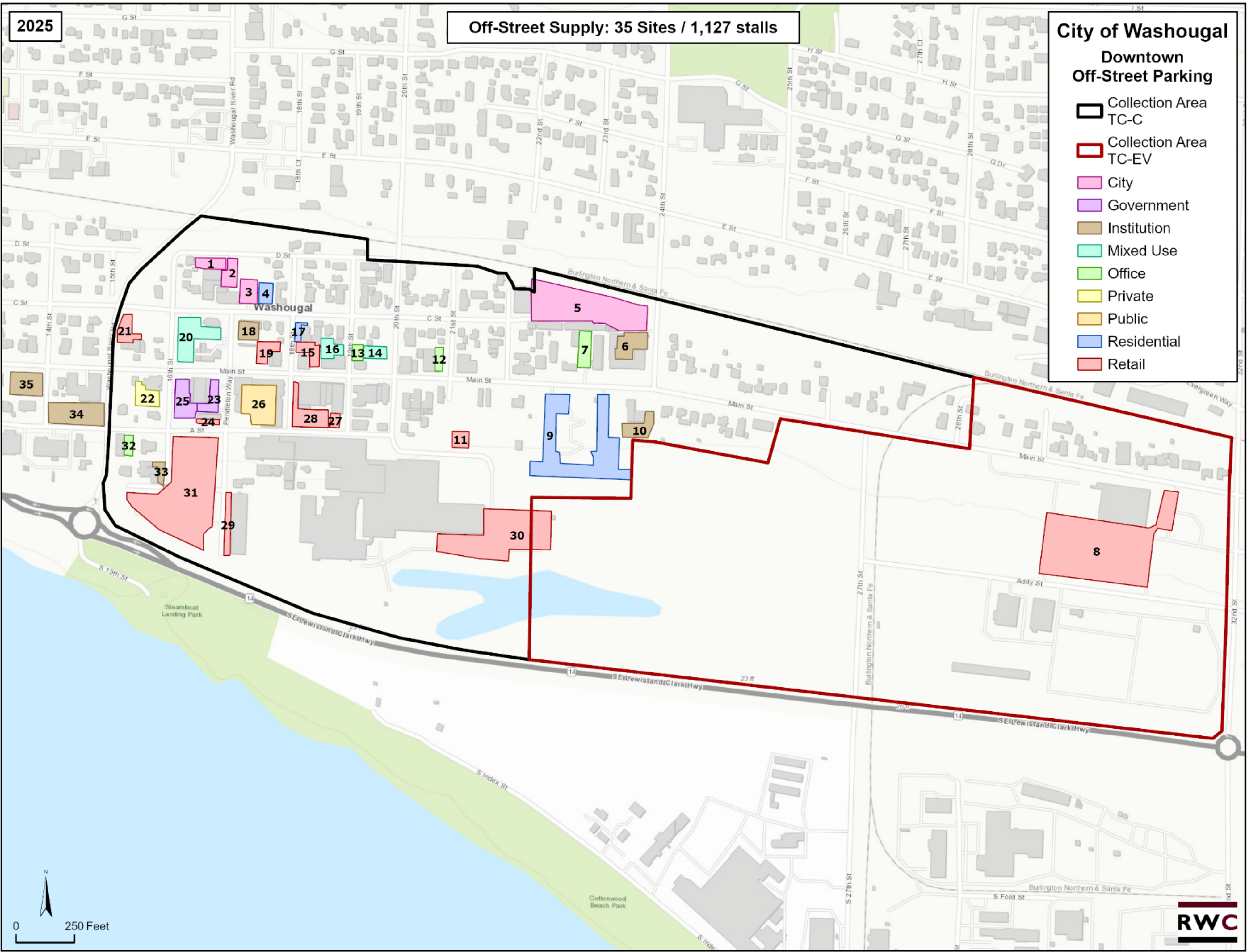
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❖ TC-C: Town Center Core

❖ TC-EV: Town Center East Village

Parking Use Type	Stalls	% Total
On-Street	561	100%
ADA accessible	0	< 0%
20 Minutes	3	< 1%
2 Hour	28	5%
No Limit	530	94%

Project Study Area



18.35.020

❖ TC-C: *Town Center Core*

❖ TC-EV: *Town Center East Village*

Parking Use Type	Stalls	% Total
Off-Street (35 sites)	1,172	100%

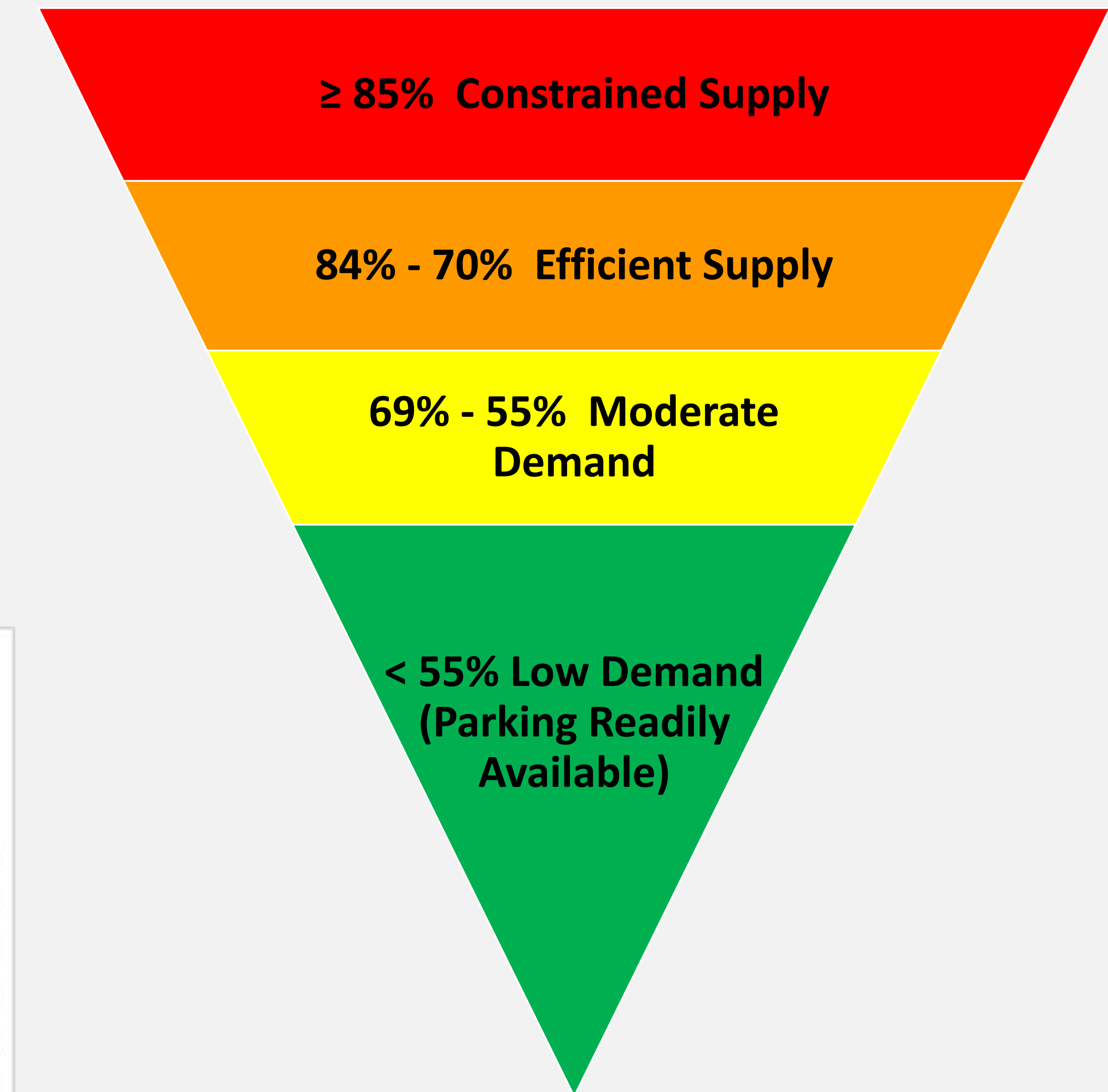
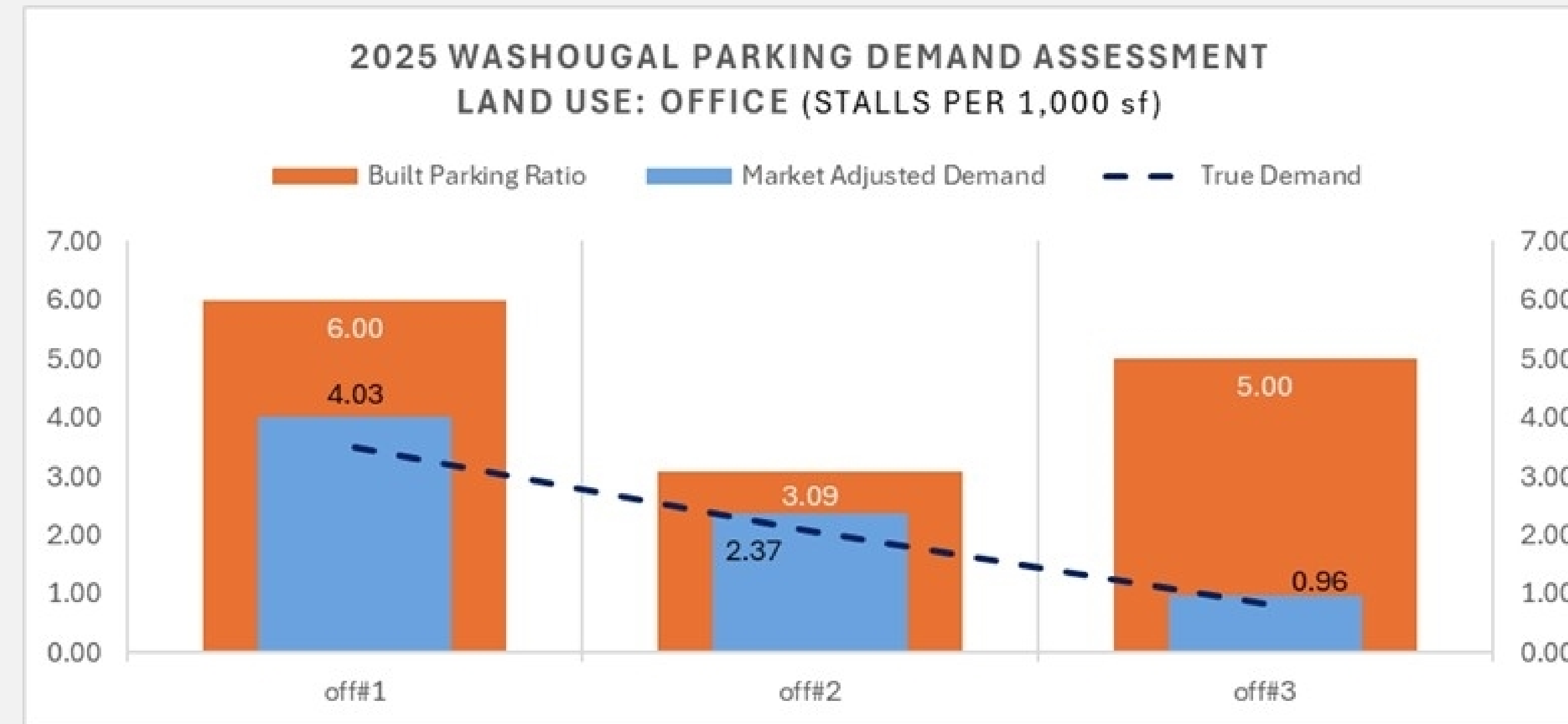
RWC – Main Street Approach

- **Emphasize customer parking** –the public parking system is prioritized to serve customers.
- **Consistency** – in format, messaging, and design.
- **Equitable** – by ensuring fairness and balance in regulation, affordability, and management
- **Convenient** – easy to navigate and interact with and take advantage of downtown’s walkable environment to connect to stores, restaurants, businesses, and recreational destinations.
- **Clearly marked and Intuitive** – clearly communicates how and where to find appropriate and available parking; makes parking understandable.
- **Efficient** – Maximizing the parking we have and right-sizing what we need in the future (increasing density and lowering cost to develop).
- **Flexibility** – to anticipate and respond to increasing demand for access to the downtown.



What is Adequate Parking?

- **True Demand:** Measured and not arbitrary
- **Right Sized:** Efficient use of land
- **Managed to Priority User:**
 - Customer (On-street),
 - Employee/Resident (Off-street)
- **85% Rule:** Efficient, providing convenient access with robust turnover (on-street) and reasonable buffer for absorption (off-street)
- **Balanced/Integrated:** Supporting long-term vision for transit, biking, walking, and low car living.



Existing Conditions

- Observations over several days revealed ***parking activity is generally low***, in both the on and off-street supplies.
- A visitor to the downtown can find on-street parking adjacent to, or within a short, convenient walk to most any desired destination. As such, the current supply provides:
 - ✓ **Time and flexibility** for the continued strategic management of parking as outlined in this Action Plan.
 - ✓ **Ample surplus space** to which users can be directed, getting the right car to the right space.
 - ✓ **Capacity** to absorb new visitors, employees, and downtown resident trips.
 - ✓ **Potential to capture demand from new land uses** on underutilized lots with little risk. This can be an attractor for current and new users interested in a denser land use downtown.
 - ✓ At this point in time, Washougal needs a **fundamental and low-cost starting point plan** for parking management that will allow the City to organize better the parking that exists in downtown.

Management Strategy Considerations

0 – 12 months

Policy

- Formalize Guiding Principles for parking management (**PC-1**)
- Make code revisions as recommended (**PC-2, PC-3**)

Signage/Communication

- Create a Washougal Parking Brand (**PM-1**)

Parking Management

- Expand the number of 2 Hour parking stalls On Main Street between Dugan and 21st. **Make Main Street “Main Street”** (**PM-2**)
- **Identify** Off-street Shared-Use Parking Opportunities (**PM-3**)



Management Strategy Considerations

12 - 24 months

Parking Management

- **Pursue** Off-street Shared-Use Parking Opportunities (**PM-3**)
- Continue to expand the number of 2 Hour parking stalls to ensure customer priority.
- Periodic (random) parking enforcement (**as necessary**)

Signage/Communication

- Stripe managed on-street parking spaces in the commercial core (**PM-4**)



Management Strategy Considerations

24 – 48 months

Parking Management

- Assess ADA on-street parking locations (**PM-5**)
- Periodic (random) parking enforcement (**as necessary**)

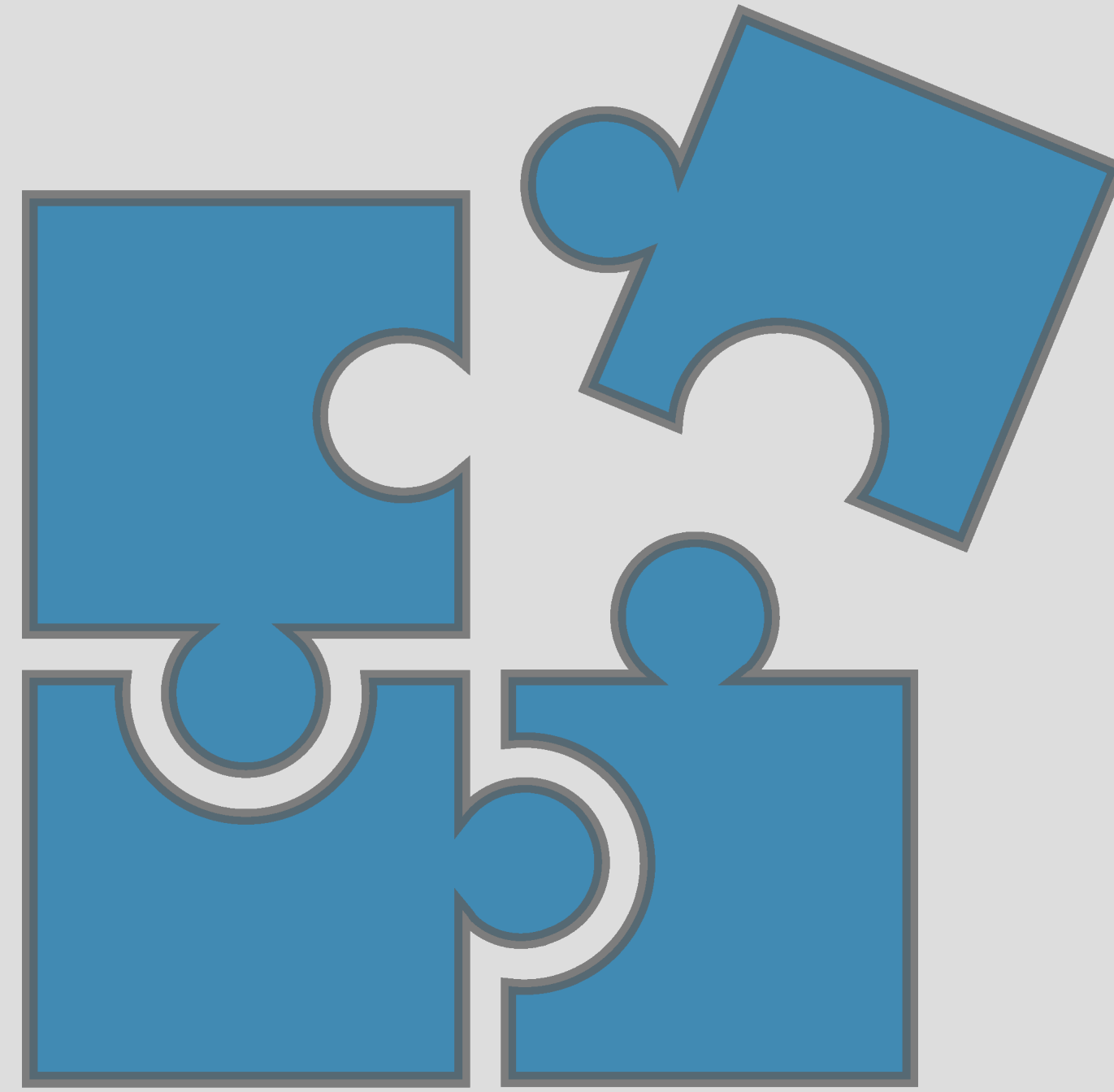
Signage/Communication

- Continue striping managed on-street parking spaces in the commercial core (**PM-4**)

Data

- Conduct routine data collection (**DC-1**)





Q & A

- **Next Steps**

- ✓ City Council Workshop
 - January 12, 2026



Thank You

BUSINESS OF THE CITY COUNCIL

City of Washougal, Washington

FOR AGENDA OF:

1/12/2026

SUBJECT:

Human Resources: *Update to Personnel Policies* — Teresa Stedman

DEPT. OF ORIGIN:

Human Resources

REVIEWED AT:

TO BE RETURNED TO COUNCIL:

No

ATTACHMENTS:

1. Shared Leave Policy Update 2026

EXPENDITURE REQUIRED:

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BUDGETED:

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APPROPRIATION REQ'D:

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SUMMARY STATEMENT

RECOMMENDED ACTION

PERSONNEL POLICIES UPDATE

January 12, 2026 | Presented by Teresa Stedman, Human Resources & Risk Director



City of Washougal

Personnel Policies Updates

What we will cover:

Updates to the Personnel Policies due to:

- **Update to the Shared Leave Policy**



PURPOSE OF THE POLICY

12.01: Purpose of the Policy:

The City of Washougal provides a Leave Sharing Program to allow employees to donate vacation leave to a Shared Leave Bank to assist other employees who are experiencing a medical emergency condition, in which the employee is unable to work and causes a loss of income or in the case of a major disaster or emergency as declared by the President.

Currently, the policy only allows vacation time to be donated. In a review with several of our comparables regarding shared leave policies:

- 79% have a shared leave policy currently in place
- 72% allow both vacation and sick time to be donated
- 28% allow only vacation time to be donated
- All require some level of remaining balance after donation is made



PURPOSE OF THE POLICY continued

12.05 Donating Shared Leave:

- City of Washougal employees may voluntarily donate vacation or sick leave to the Leave Sharing Program by completing the “Employee Request to Donate Vacation or Sick Leave” form. Donation of leave are full hour increments. Employees may donate twice a year, in the months of June and December.
- To be eligible to donate vacation leave, an employee must have a total of more than eighty (80) hours of vacation leave and have taken at least eighty (80) hours of vacation in the past twelve (12) months. An employee may not donate more than forty (40) hours vacation per calendar year.
- To be eligible to donate sick leave, an employee must have a minimum of one-hundred sixty (160) hours remaining sick leave available at time of donation. An employee may not donate more than forty (40) hours of sick time per calendar year.
- All donated hours are placed in a Shared Leave bank and donations are not designated for a specific employee. If there is an immediate need, donors may request their donated hours be applied to a specific, eligible employee.

12.06 Confidentiality:

- The highest level of confidentiality will be maintained with all requests.

12.07 Roles:

- Human Resources and City Manager are responsible for reviewing each request and to make a fair, non-biased determination based on the criteria outlined in the Shared Leave policy.



Recommended Action

- ❑ On Council's agenda of January 26, 2026, will be a resolution to amend the Personnel Policies as proposed.



Personnel Policies Updates

Questions?

Thank you!

