

Lynchburg Parking Authority

Minutes

City Manager's Office
900 Church Street
Lynchburg, VA 24504

Tuesday, April 14, 2009
5:00 pm

Members Present: Dennis Howard, Michael Gillette, Bert Dodson, Angela Hamilton, Tom Gerdy, Ripley Owen

Members Absent: Terri Proffitt

Staff Present: Kim Payne, Charlene Montford, Norman Hale, Cheryl Foxx

1. Called to Order

Mr. Howard called meeting to order.

2. Approval of Minutes from Jan 13, 2009 meeting

The above minutes were accepted by the committee.

3. Parking Manager's Report

Norman Hale explained that Carl Walker's Twenty Characteristics is used all over the nation. Norman thought it would help give the Parking Authority a clearer vision. The Parking Authority has been asked to read and be prepared to discuss at the meeting on May 12.

A recommendation was made that the same type of pay station be used at the deck we lease from Holy Cross as in the Midtown Deck. This will keep down the confusion.

Angela Hamilton explained that there have been several complaints of citizens not understanding how to use the pay station. Communication is what's needed. Norman will continue to explain to stake holders and the general public how the pay station works and how to use it.

Our goal is to ensure that all parking patrons understand how it works. Norman stated that it would be helpful if the complaints could be sent to him. He stated that he has observed that about 2/3 of the users are using debit/credit cards. The system is working. We need to educate businesses and the public.

Instructions on how to use the pay station is included in the parking brochure and are posted on the City's parking web page. Instruction on how to register to pay for parking by cell phone is also included in the parking brochure and on the City's parking web page.

Kim Payne stated that the Parking Authority needs to understand the principles of paid parking. The next meeting has been scheduled for May 12 from 1:00 pm – 4:00 pm. This 3 hour meeting will be in lieu of the regular meeting. Be sure to read the Authority Work Plan and review the policy.

4. Parking Authority Members Comments

How much do pay stations cost? Pay stations can cost between \$6,000 and \$40,000. A consistent system is the goal.

Can LTV get copies of presentation with Lynch's Landing? Bert Dodson and Mike Gillette want a copy.

How can we further communicate how to use the pay station better? Our plans are to continually make personal contacts with stake holders and parking patrons. We are working on a plan to place staff at the pay station at different times of the day to answer questions and demonstrate to customers how the pay station works.

Norman would like complaints to be forwarded to him so that he can respond. Norman explained that the City of Lynchburg is leading the way in technology. Lexington and Harrisonburg, Virginia, have inquired about Lynchburg's testing of the pay station.

Employees have adapted to parking at the top level of Clay Street deck.

What's next? As part of phase 5 the pay station will be installed on the 2nd level of the Clay Street deck in mid to late summer of this year.

The draft parking policy is based on key recommendations from the Walker Parking Plan that the City adopted, best practice. If we are going to have an effective program, policies and guidelines need to be developed.

Community Development is currently issuing construction parking permits to commercial vehicles engaged in construction projects downtown.

Tom Gerdy stated that we need to be careful with the small businesses.

5. Next Steps

On May 12 the following items will be discussed:

- Adapt Policy
- Draft revision for parking ordinance
- Review the draft ordinance

Meeting Adjourned at 6:05 pm

Next Meeting: May 12, 2009; 1:00 pm – 4:00 pm