

Lynchburg Parking Authority Minutes

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

Tuesday, November 15, 2011
2:30 p.m.

Members Present: Chairman, Brandon Farmer
Vice Chair, Ed Koepenick
Council Member, Randy Nelson
Tom Gerdy
Anna Bentson

Members Absent: Council Member, Michael Gillette
David Burnett

Staff Present: Venita Bradshaw, Doug Childress, Don DeBerry, Norman Hale, Lee Newland, Dave Owen, Kim Payne, Kent White

Others Present: Gary DuPriest, Cliff Harrison, Bruce Johnson, Alicia Petska, Kurt Schultz, Rodney Taylor, T. Upshur

The meeting was called to order by Chairman Farmer.

The October 11, 2011 minutes were approved.

Anna Bentson was welcomed as a new Parking Authority member.

Comments from the public

- Mr. T. Upshur suggested that the Parking Authority consider the possibility of adding some parallel spaces along Lot N.
- Mr. Rodney Taylor wanted to inform the members that parking enforcement, especially in front of his business, is working very well. Mr. Taylor informed the board that he has not received any complaints and he feels that the pay-by-space program in the parking deck is also working efficiently and effectively. Mr. Taylor said he was a little hesitant about the possibility of installing on-street parking meters; however his suggestion was to implement them in phases.
- Mr. Taylor requested on behalf of the partners at High Peak Parking LLC, that the Parking Authority consider the purchase of the High Peak parking deck located at 1008 Church Street. Mr. Taylor stated that if the City purchased the parking deck and renovated it that it would address some of the increased need for parking downtown. The lot currently has 72 spaces and is expandable to 105 spaces by adding an additional ramp. Mr. Taylor stated that the deck is in need of extensive renovations, however the price is negotiable. Letters were distributed concerning this issue and it was suggested that the Parking Authority take this matter under consideration.

Business Items

- Parking Manager Hale presented a DRAFT form of the Central Business District parking map with updated parking locations as well as a DRAFT parking brochure for the Parking Authority to view. The members were informed that these informational items are currently under construction and will be submitted to the Parking Authority for final review and approval once the drafts are complete.

- The Parking Authority received a 30-day notice in October that the parking lot lease for Lot D, which is located at 1110 Commerce Street, will be expiring. An extension was given after meeting with the current owner however there is a strong possibility that this lot will be acquiring new owners therefore the Parking Authority may lose control of managing this lot.
- Parking Manager Hale presented a DRAFT Future Vision of Parking Operations and stated that it was requested by the Parking Authority in May 2009. Hale requested that feedback be submitted to him directly by December 1st in regards to the Future Vision of parking operations that was distributed.
- A discussion was held in regards to the Parking Authority entering into a management agreement with Krise Building Associates, LLC to manage the 34-space parking lot located at 211 9th Street. It was proposed that the Lynchburg Parking Authority consider a 50/50 parking lot management agreement. After the operation expenditures are subtracted from the gross revenues generated by the lot, the net revenues would be split 50/50.
- Parking Manager Hale will discuss and review insurance options for the proposed parking lot agreement with the City's Risk Management Division.
- Hale proposed that the Parking Authority assume management and enforcement of the Social Services parking lots. A recommendation was made that Lot N located at 800 Jefferson Street be converted into a permit only Monday through Friday. After discussion the Parking Authority voted and it was seconded by Council Member Nelson, it passed 5 to 0.

Next Steps

- Parking Manager Hale proposed that the Parking Authority install parking deck identification signage that is clear and consistent for owned and managed facilities.
- Hale suggested that parking location signage be included in the City's way-finding signage as outlined in the City of Lynchburg 2007 Parking Strategic Plan. The parking staff has received a number of concerns from visitor's and citizens regarding the directional signs to the public parking facilities.
- During the discussion Mr. Gary DuPriest also informed the Parking Authority that according to the ADA regulations each parking facility needs to have visible signage instructing citizens that handicap spaces are available. Hale's response that he would work with the appropriate City departments to address the parking facility signs.
- Concerns in regards to sign all City owned and managed parking facilities
- Parking Manager Hale presented the idea of possibly forming a Citizen's/ Business owner committee. The purpose of the committee is to engage, inform and educate citizens about the parking program. Hale would like for the Authority and downtown businesses to create a downtown Clean Team. The clean team would help keep the streets and sidewalks clean.
- Anna Bentson informed the Authority that Lynch's Landing has a similar program informing citizens about downtown and that they would assist.
- Members were given some examples on how other Parking Authority's are setup and it was suggested by the Parking Manager that the Parking Authority consider election of officers.
- Mr. Gerdy posed a question about the progress of the Cliff's Edge parking lot and it was reported that there are plans to abandon the construction of a parking lot in the rear of the apartment building. Mr. Gerdy also expressed his appreciation to Parking Manager

Hale for handling the removal of the Nielson trucks that were being stored behind Depot Grille.

- Council Member Nelson expressed grave concern about the Clay Street deck ramp being prohibited to pedestrians and questioned whether there was a policy in place. Mr. DeBerry informed the Authority that the prohibition was requested by Mr. Doug Harvey, Museum Director, as a warning and safety matter to deter pedestrians from walking on the ramp. Council Member Nelson also observed that Mr. Taylor suggested that on-street parking enforcement was a success and this raised the question as to whether on-street pay station meters would be needed in the future.

Next Meeting – December 13, 2011 at 3:00 p.m.