

Lynchburg Parking Authority Minutes

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

Tuesday, December 13, 2011
3:00 p.m.

Members Present: Chairman, Brandon Farmer
Vice Chair, Ed Koepenick
Council Member, Randy Nelson
Council Member, Michael Gillette
David Burnett

Members Absent: Tom Gerdy
Anna Bentson

Staff Present: Venita Bradshaw, Don DeBerry, Norman Hale, Danny Marks, Lee Newland, Dave Owen, Kim Payne

Others Present: Gary DuPriest, Alicia Petska

The meeting was called to order by Chairman Farmer.

The November 15, 2011 minutes were approved.

There were no comments from the public.

Comments from Authority Members

- Chairman Farmer asked for an update from the downtown walking tour that the Authority members took last spring. Parking Manager Hale informed the members that action has been taken on removing some loading zones and public works is in the process of eliminating them. The parking plan is to create additional on-street parking spaces by changing loading zone times from 7:00 a.m. to 5:00 pm to 7:00 a.m. to 11:00 am Monday thru Friday. This will enable visitors and business customers to utilize the spaces for parking once the loading zone time has expired.
- Vice Chair Koepenick wanted to know if there was an inventory of total loading zones in the Central business district area. Dave Owen informed the members that they are currently in the process of taking an inventory of the loading zones as they start eliminating and posting signage.

Parking Informational Briefs

- Parking Manager Hale provided the Authority with several parking concerns from Kay Frazier, Recreation Director at the Community Market and informed the Authority that a meeting has been scheduled with Director Frazier as well Jennifer Kennedy, Market Manager.
- Vice chair Koepenick asked if there was a possibility that the enforcement officers would be willing to enforce parking on Saturdays at the Community Market. Parking Manager Hale informed the Authority that funds have not been budgeted to pay overtime for Saturday enforcement.
- Saturday parking should be enforced by the LPD, however Lt. Marks informed the Authority that the Saturday enforcement is proving to be a difficult task because of the signage in the lot as well as the time restraints that the officers have to enforce.

- City Manager Payne informed members that Saturday enforcement from Parking Management will be considered and discussed as well as costing out enforcement by the LPD.
- Parking Manager Hale met with Social Services staff on December 6th to discuss the proposal for the Parking Authority to assume management of Social Services parking lots. Discussion on resigning the lots was agreed upon by Social Services management.
- Parking relocation for customers and City employees that park in Lot D will begin on January 3, 2012. Parking Manager Hale informed the members that Lot C parkers will be informed of a relocation process as soon as additional information is received.
- Tokens were distributed to retail vendors along Main Street from 8th to 11th Streets the week of December 8th as part of the Holiday token validation program. The tokens will be given out by the businesses for customers and holiday shoppers to use for 1 hour and 45 minutes of free parking on the upper level of the Midtown parking deck. The program will end on January 2, 2012.

Action Items

- The authority agreed that the meetings for 2012 will be the 2nd Tuesday of each month at 3:00pm
- Vice Chair Koepenick moved that the meetings be held on the 2nd Tuesday of each month for the first 6 months, Council Member Nelson seconded the motion and all agreed.
- City Manager Payne informed members that the meetings will not be held in the Council Manager's conference room because there is not enough space.
- Parking Manager Hale presented the Authority with a parking lot management agreement with Krise Building, LLC for managing a 34-space lot located at 211 9th Street. If the agreement is approved by the Authority members it will need to be signed by Chairman Farmer per the Parking Authority by laws.
- The agreement proposes a 50/50 split of revenues after expenditures and the City will handle enforcing the lot, issuing parking permits as well as minimal maintenance to the area in which the 34 spaces are located.
- Council Member Gillette requested that the management criteria in the agreement be more concise and that it needs to be specified whether the Parking Authority will be responsible for the full maintenance of the lot.
- Council Member Nelson moved that the Authority approve the parking lot management agreement with Krise Building, LLC subject to the City attorney modifying the language to define expenses; Council Member Gillette seconded the motion and all agreed.
- Parking Manager Hale asked if there were any additional comments or feedback from the members on the Future Vision that was presented at the November meeting. Vice Chair Koepenick moved that the Parking Authority approves option 1 of the Future Vision; Council Member Gillette seconded and all agreed.

Business Items

- Gary DuPriest asked about the signage that will direct citizens to handicap parking in the parking decks and lots; Mr. Owen is going to look into having them posted.
- There was a recommendation that the City install public parking facility identification signs throughout downtown. Council Member Nelson asked whether the City currently has an identification sign package in existence.

- All members agreed that the identification signs in the Central Business District need to be more consistent
- All members will be considering the election of officers (secretary/treasurer) and reviewing of the Parking Authority by laws
- Council Member Gillette proposed that along with the Citizen Advisory committee the Authority also needed to explore the option of expanding the Authority to public members as well.

Next Steps

Next Meeting – January 10, 2012 at 3:00 p.m.