

Lynchburg Parking Authority Minutes

Lynchburg Community Action Group Conference Room Second floor of the Galleria

Tuesday, January 10, 2012

3:00 p.m.

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

Members Absent: Tom Gerdy

Staff Present: Venita Bradshaw, Don DeBerry, Norman Hale, Cynthia Kirkland, Danny Marks, Lee Newland, Dave Owen, Kim Payne, Deborah Powell, Tamara Rosser, Kent White

Others Present: Kurt Cornfield, Gary DuPriest, Alicia Petska, T. Upshur

The meeting was called to order by Chairman Farmer.

The December 13, 2011 minutes were approved.

Comments from the Public

- Kurt Cornfield, a downtown resident, raised concerns about residential parking issues such as visitor permits and fees for additional permits. Mr. Cornfield suggested more user-friendly policies as well as bumper decals for residents.
- T. Upshur encouraged the Parking Authority to discuss each member's various visions for parking in the downtown area.

Comments from Authority Members

- David Burnett posed the question of whether there are any requirements for new construction project developments such as apartments and lofts to provide adequate parking for future tenants.
- Council Member Gillette commented that parking has and will always have a cost attached to it and that parking is never "free".
- City Manager Payne expressed that it is better in the long term not to impose parking requirements on downtown developments and in turn the market will prevail. The focus should be paid on-street parking and creating a market environment in which people will pay for off-street parking.
- Vice Chair Koepenick suggested to Mr. Cornfield that he consider being a part of the Citizen's Advisory Committee that the Parking Authority is in the process of creating.

Parking Informational Briefs

- Parking Manager Hale met with Social Services staff on January 5th to discuss updates on the signage around the Social Services parking lots in order to bring them into compliance and up to date with the rest of the City's parking lots. The current plan is to move forward and have signs installed in the two lots.

- Chairman Farmer asked for a completion date of the Social Services parking lot signs and Mr. Hale informed the members that he will check on the date and let them know.
- The Parking Authority was presented with an updated revenue report from Parking Manager Hale. Mr. Hale reported that the FY '12 parking revenues from 7/1/11 – 12/31/11 as reported in AS400 are \$206,449.
- Council Member Gillette asked how the parking revenue compares to current year projections. Mr. Hale informed members that parking is over the halfway mark at about 55% toward meeting the annual target for FY '12 budget.
- Parking Manager Hale also reported that the insurance rider for the Krise Building parking lot will be \$233 per year and can be an add-on to the City's current policy per Risk Management.

Action Items

- Parking Authority members were given a copy of the parking management agreement with Krise Building, LLC to review and approve. Parking Manager Hale mentioned that the City Attorney had made the recommended changes and that the agreement was ready for approval.
- Council Member Nelson suggested that the verbiage for the pro-rated portion of the insurance premium should state that it is a portion of the liability.
- Council Member Gillette moved to accept and approve the management agreement consistent with Council Member Nelson's previous suggestion. The motion was seconded by Vice Chair Koepenick and the motion passed 6 – 0 – 1.
- A copy of the draft RFP Scope of Work was distributed to the Parking Authority members to review. Vice Chair Koepenick inquired whether or not the scope of work targets a certain Consultant with a specific parking deck plan. Parking Manager Hale explained that the Consultant will research and visit sites in the downtown area for the City as well as refer to both the Walker Strategic parking plan and the Sasaki Associates parking plan and recommend the best location to construct a parking deck in downtown Lynchburg. A discussion was held in regards to the need to release an RFP after Council Member Gillette had several questions pertaining to the sudden necessity to construct a parking deck in the downtown area. City Manager Payne responded that the release of the RFP is being driven primarily by the Central Virginia Criminal Justice Academy's need for more parking.

Business Items

- Chairman Farmer suggested that consideration be given to amending the Lynchburg Parking Authority Articles of Incorporation. This stems from a discussion surrounding the transition periods of the Council Members moving off of the Authority.
- Council Member Gillette suggested that the Parking Authority move quickly towards the time that Council Members rotate off of the Parking Authority board.
- Council Member Nelson expressed his support for expanding Parking Authority members. Vice Chair Koepenick suggested expanding to 9 members.
- Ms. Bentson suggested that the Citizens Advisory Committee be considered as another arm of the Parking Authority. The Citizens Advisory Committee will be comprised of restaurant owners, retail businesses and downtown residents. Council Member Gillette mentioned that the Authority should consider expanding the Parking Authority to include designated representatives (i.e. resident, retail, etc.) instead of having separate committees. Parking Manager Hale recommended that the Authority consider including a downtown property owner/stakeholder as designated representatives as well.

- Chairman Farmer requested that a recommendation be drafted requesting the expansion of the Parking Authority to a maximum of 11 members. Once reviewed by Parking Authority members this recommendation will be presented to Council for approval. Parking Manager Hale will prepare this draft for the next meeting.
- Parking Manager Hale proposed that the Parking Authority consider a discount rate for parking tokens to be used by retail businesses to promote shopping, dining and visitors to the downtown area. Businesses may purchase tokens at a discounted rate (\$0.60-\$0.75) and can be used as follows:
 - Tokens can be distributed at each business' discretion to customers and shoppers to use for parking on their next visit to downtown Lynchburg
 - One token will allow a customer to park for 1 hour and 45 minutes on the upper level of the Mid-Town Parking Deck or for 1 hour on the middle level of the Clay Street Parking Deck

Vice Chair Koeppenick and Mr. Burnett posed questions about the success of the “pilot” program that was launched during the holiday season and if tokens are requested. Parking Manager Hale assured the Authority that there was a great response to the “pilot” program. After discussion, Vice Chair Koeppenick moved to approve the initial discounted rate of \$0.65 per token. The rate will range from \$0.65 up to \$0.75 and any increases will be determined by the Parking Authority, the motion was seconded by Council Member Nelson and the motion passed 6 – 0 – 1.

Next Steps

- Ms. Bentson inquired about Community Market parking updates and Parking Manger Hale stated that parking enforcement will start managing parking lots (H1 and H2) on Saturdays in February or March. Mr. Hale also plans to schedule informational sessions and merchants meetings at the Community Market.
- Mr. DuPriest commented that the handicap parking signs in the Social Services parking lot are in violation of the ADA code as well as the van accessible parking spaces and the handicap insignia needs to be painted on the ground for the handicap parking space adjacent to City Hall on the 10th Street side. Parking Manager Hale reported that plans have already been in place to update the signage in the Social Services parking lot. Mr. Owen responded to a prior request from Mr. DuPriest about handicap parking way-finding signs and informed him that they are looking into ways to implement the handicap parking notifications in the way-finding sign package for the public parking lots.

Next Meeting – February 14, 2012 at 3:00 p.m. in the 2nd floor training room of City Hall