

Lynchburg Parking Authority Minutes

900 Church Street- City Hall
2nd Floor Training Room

Tuesday, March 13, 2012
3:00 p.m.

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

Members Absent: Council Member, Michael Gillette
David Burnett

Staff Present: Tina Barrera, Venita Bradshaw, Don Deberry, Norman Hale, Cynthia Kirkland, Danny Marks, Dave Owen, Kim Payne, Kent White

Others Present: Gary DuPriest, Alicia Petska, Melinda Tennis

The meeting was called to order by Chairman Farmer.

The February 14, 2012 minutes were approved.

Comments from the Public

- Melinda Tennis inquired about which one of the current Authority members was a retail business owner as listed on the Parking Authority Committee Member list. She was informed that David Burnett is a vendor in the Community Market.
- Ms. Tennis also wanted to know if revenues generated by the pay stations support the overall parking deck costs and does the City own the pay stations. In response Parking Manager Hale reported that the pay stations generated about \$18,000 during the first full year and these revenues have covered the cost of purchasing the pay stations as well as the installation. Yes the City does own the pay stations. Later Ms. Tennis requested that more enforcement take place on Church Street.
- Gary DuPriest complimented the Parking Authority and staff for the great efforts that they put forth to provide citizens with safe and convenient parking downtown. Mr. DuPriest also notified members and staff that he is currently working with some downtown businesses to get handicap parking spaces code approved.

Comments from Authority Members

- Vice Chairman Koepenick attended the Parking Informational Session II on 3/12 and expressed that the general tone he received from citizens was that "free" parking is the solution. He feels that due to new developments in the downtown area there is a definite demand for parking. Vice Chairman Koepenick also commented on the responsibility that business owners have to make sure that employees are not parking in spaces that should be designated for customers.
- Chairman Farmer asked for an update on the progress of the Social Services parking lots. Parking Manager Hale reported that there is currently some construction work scheduled for the upper lot in April and lot signs are being made. Don Deberry confirmed that the signs are complete however cannot be installed until the construction work is complete. The lower lot was reported to be currently occupied with City employees, residents and Genworth employees. Chairman Farmer also inquired about the potential issues with maintenance at the Holiday Inn parking deck. Some repairs were made to

the parking deck last year however the gates on the top level have not been repaired as of yet stated Parking Manager Hale. Staff has been in constant communication requesting that repairs be made and that overall maintenance issues be corrected and or resolved.

- Mr. Tom Gerdy also attended the Parking Informational Session II on 3/12 and reiterated that the Parking Authority is not “reinventing the wheel” -parking is not new. Mr. Gerdy commented that downtown is becoming vibrant again and because of this parking has to be addressed in order to keep customers in and out of the businesses and that the Authority recognizes this and continues to make efforts to make the necessary adjustments to remedy the situation.

Parking Informational Briefs

- Parking Manger Hale presented members with the newly created email address for the Authority (parking.authority@lynchburgva.gov). It was suggested at a previous meeting that an email address be established to receive requests, comments and concerns from citizens to the Authority.
- Management of Lot J (Krise Building lot) is going well and the pre-bid meeting for the RFP for a parking deck feasibility study was held on February 28th reported Parking Manager Hale.
- Parking Manager Hale presented the members with the newly created parking brochure. The brochure will be distributed to various downtown businesses, Visitor’s Bureau, Lynch’s Landing and other government facilities as well as on the parking website and at pay stations. Staff worked in conjunction with Lynch’s Landing as well as several City departments on creating the brochure and plans to begin circulating the brochure within the coming weeks.
- Parking Manager Hale reported that the Parking Token Validation Program has been launched and retail businesses can purchase tokens for \$0.60 per token (value \$1.00 per token). This will allow businesses to purchase parking time at a discounted rate for customers and encourage them to return to the downtown area.

Action Items

- At the previous meeting members requested that Parking Manager Hale obtain some quotes for the cost of purchasing and implementing a pay station for paid parking in Lot E (Farmers Feed and Seed lot) located at 1310 Main Street. Parking Manager Hale informed the members that the total cost to install a pay station at this location would be \$8,875 and installation would take approximately 60 – 90 days.
- Vice Chairman Koepenick posed the question of whether this total cost includes the numbering of spaces or if this would be an additional cost. According to Parking Manager Hale staff normally handles this and would consult with the City’s Traffic Engineer.
- Council Member Nelson asked what is the projected time that it will take for the pay station to recoup the installation costs. In response, Parking Manager Hale stated that if the pay station performs along the same lines as the other pay stations it would take approximately a year. After having a conversation with the owner of Robin Alexander, Parking Manager Hale assured the members that the pay station could recoup costs sooner because there is a high demand for parking in that area.
- Chairman Farmer inquired about the number of pay-by-space parking spaces there are in the Mid-Town deck. Parking Manager Hale responded 100 (some of these spaces have been designated for the City Manager’s Leadership team).
- Anna Bentson wanted to know if the 2-hour limit was being actively enforced in Lot E at this time. Traditionally this lot has not been enforced because the Central Virginia Criminal Justice Academy used it as a partial overflow lot.

- Vice Chairman Koepenick proposed a motion to order a pay station at the cost of \$8,875 to install in Lot E located at 1310 Main Street. The motion was seconded by Council Member Nelson and the motion passed 5 – 0 – 2.

Business Items

- There was a report presented to members in regards to amending the Parking Authority Articles of Incorporation and all members agreed that there were no changes to staff's plan.
- Saturday enforcement began in the Community Market parking lot on Saturday, March 10th. Parking Ambassador Barrera reported that she received a lot of positive feedback from citizens and vendors as a result of this and that a lot of time was spent sharing information, educating citizens and providing customer service. It was suggested by Vice Chairman Koepenick that brochures be placed at the Community Market as well as be handed out by the parking ambassadors.

Next Steps

- Parking Manager Hale provided the following preliminary dates for scheduling a downtown parking tour:

4/19 or 4/20 (Thurs or Fri)

5/17 or 5/18 (Thurs or Fri)

- Vice Chairman Koepenick inquired about a time and Parking Manager Hale replied either 10:00 am or 11:00 am. All members were asked to check their calendars and let Parking Manager Hale know which date works best.

Next Meeting –

April 10, 2012 at 3:00 p.m. in the Lyn- Cag Conference Room- 2nd Floor of the Galleria