

## Lynchburg Parking Authority Minutes

### Lynchburg Community Action Group Conference Room Second floor of the Galleria

Tuesday, April 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  
Tom Gerdy  
David Burnett

**Members Absent:**

**Staff Present:** Venita Bradshaw, Norman Hale, Jennifer Kennedy, Danny Marks, Lee Newland, Dave Owen

**Others Present:** Cliff Harrison, Alicia Petska

The meeting was called to order by Chairman Farmer.

The March 13, 2012 minutes were approved.

**Comments from the Public**

- Cliff Harrison, Krise Building developer, presented the Parking Authority with an option of entering into a public/private agreement which states that the developer will build a parking deck at 211 9<sup>th</sup> Street (currently Lot J) and lease spaces. Mr. Harrison informed members that he was aware of the current RFP for a parking deck feasibility study however he feels that this parking lot should be evaluated as a long-term investment because it is located in the center of downtown Lynchburg.
- Chairman Farmer asked how many residential spaces were needed that were not available in the parking lot at this time.
- Mr. Harrison alluded to the fact that he felt the parking lot should be developed into a tri-level parking deck with roughly 150 spaces. One level would be designated for Krise Building residents and the remaining levels would be designated as ancillary parking for the surrounding properties.
- Vice Chairman Koepenick inquired about the estimated cost of building this type of parking deck. Mr. Harrison responded around \$15,000 to \$20,000 per space. It was suggested that Mr. Harrison contact some other property owners in the area.
- Parking Manager Hale informed members that a RFP to conduct a Parking Deck feasibility study was released on February 21, 2012 and nine proposals were received. Staff is in the process of scheduling interviews with the top three firms.

**Comments from Authority Members**

- David Burnett commented on a complaint that was received from a Community Market customer/vendor about a parking citation for being parked overtime (more than 2 hours) in the Community Market parking lot. Mr. Burnett complimented the parking ambassadors on what an excellent job they have done with transitioning the Community Market parking lot into the enforcement circle.

- Jennifer Kennedy mentioned that citizens voiced their concerns to her about the 2 hour limit in the Community Market parking lot as well as needing more information about where to park downtown. Ms. Kennedy was given some parking brochures to distribute and Parking Manager Hale informed Ms. Kennedy that citizens can also be directed to the city's parking website page for more parking information. Parking Manager Hale also stated that he was in discussion with Central Virginia Criminal Justice Academy in regards to the use of their parking lot on the weekends.
- Vice Chairman Koepenick expressed concerns about a warning ticket that his wife received for parking within the same block on the same day for more than the posted time allows. Parking Manager Hale informed members that the rules have been explained to staff and that reports can be generated from the parking management system that show what markings are being made to support tickets that are being issued.
- Council Member Nelson suggested that the members consider suspending any future consideration of on-street parking meters because the parking ambassadors are enforcing the city's time limits which seem to be generating the appropriate goal. After several comments and much discussion from other Authority members who were in agreement, Council Member Nelson motioned to table the discussion of paid on-street parking meters indefinitely. The motion was seconded by David Burnett and the motion passed 7 – 0.

#### Parking Informational Briefs

- Parking Manger Hale informed members that Pastor Paul Booth of 1<sup>st</sup> Unitarian Church, expressed some concern about an unmarked City of Lynchburg police vehicle that is being stored in the church parking lot located at 820 Court Street. The concern was that the vehicle is parked in the lot during hours in which the church needs to utilize parking. This concern was also forwarded to Lt. Danny Marks during the meeting.
- Authority members reviewed improvements that staff made to the parking website and copies of the newly printed parking brochure were also distributed to members. Some of the changes included links that showcase pictures of the parking facility, addresses, hours, rates, etc. The website improvements and the parking brochure are a part of the parking marketing plan to ensure that parking information is readily available for citizens and visitors.
- Parking Manager Hale has received several inquiries concerning the time limit- per block per day rule. City ordinance states that a vehicle may park in a block only for the time that is posted once per day. The response is that a vehicle cannot return to the same block and park within an eight hour period, the vehicle must go to the next block. Parking Manager Hale stated that there may be some loop holes in the ordinance.

#### Action Items

- A request was made during the public informational sessions to consider reducing the monthly parking permit rate in the Clay Street parking deck from \$40.00 to 25.00. However Parking Manager Hale recommended the permit rate be reduced from \$40.00 to \$30.00.
- Council Member Gillette motioned to reduce the rate of the Clay Street parking deck permit to \$30.00 per month offering a 10% discount for customers that purchase a yearly permit. The motion was seconded by David Burnett and the motion was passed 7 – 0 with one abstention from Vice Chairman Koepenick.

#### Business Items

- In previous Parking Authority meetings an approval was given to install a pay station in Lot E located at 1310 Main Street to regulate parking in that area. Parking Manager Hale presented the following rate recommendations for the Parking Authority's consideration.

- \$0.25 per hour for the first hour, \$1.00 for each additional hour, \$5.00 per day
- \$0.50 per hour for the first hour, \$1.00 for each additional hour, \$5.00 per day
  
- Parking Manager Hale also suggested that the Parking Authority consider creating a maximum of 10 permit spaces to address some of the demand from businesses in the area to obtain monthly parking permits.
  
- Chairman Farmer asked how many parking spaces are in Lot E, the response from Parking Manager Hale was 54 spaces including 1 handicap.
  
- Vice Chairman Koepenick motioned that the starting rate for the new parking meter in Lot E be \$0.25 per hour for the first hour, \$1.00 for each additional hour, \$5.00 per day and that 10 parking permits be approved for businesses and residents at the monthly rates of \$40.00 and \$25.00 respectively. The motion was seconded by Council Member Nelson and the motion passed 7 – 0.
  
- The date for the downtown parking tour was set for Wednesday, May 16, 2012 at 9:00am. Please plan to meet at City Hall.

#### Other

Tom Gerdy complimented staff as well as the Parking Authority for successfully handling parking challenges and being receptive to the needs of the citizens.

#### **Next Steps**

**Next Meeting –  
May 8, 2012 at 3:00 p.m. in the Lyn- Cag Conference Room- 2<sup>nd</sup> Floor of the Galleria**