

Lynchburg Parking Authority Minutes

Lynchburg Community Action Group Conference Room Second floor of the Galleria

Tuesday, May 8, 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, Gwen Carter, Norman Hale, Danny Marks, Kim Payne, Deborah Powell, Ron Staton, Donna Witt

Others Present: Carolyn Meeks, Alicia Petska

The meeting was called to order by Vice Chairman Koepenick.

The April 10, 2012 minutes were approved.

Comments from the Public

- Carolyn Meeks from the Lynchburg Literacy Council addressed the members about a request for the City of Lynchburg to donate two (2) parking spaces in the Mid-Town parking deck. These spaces will be utilized by volunteer tutors that assist adults in learning how to read.
- Kim Payne mentioned that Parking Management does not dedicate parking spaces and that more conversations about permit management should be had with Ms. Meeks, Parking Manager Hale and himself before a final decision can be made.
- David Burnett questioned donating permits to one non-profit organization because this can lead to having to donate permits to all non-profit organizations.
- Council Member Nelson agreed that there is a benefit for the City to accommodate a public service that the community will benefit from however there needs to be more discussion before consideration can be given.
- Tom Gerdy inquired about the hours of operation and suggested that permits be issued on a short-term (i.e. 6 months) basis for tutors to park in the Mid-Town parking deck.
- Council Member Gillette suggested that The Lynchburg Literacy Council submit a grant request for assistance with downtown parking to Council.
- Parking Manager Hale agreed that more discussion on this issue is needed and he informed the board that he will look at the options and meet with the City Manager on this matter.

Parking Informational Briefs

- Parking Manger Hale informed members that the RFP for the parking deck feasibility study was released on February 22, 2012 and the City has received nine (9) proposals

- from consulting firms. Staff reviewed each proposal and conducted interviews with the top three (3) firms.
- Council Member Gillette asked if part of the scope of work for the study will identify a location for the parking deck. Parking Manager Hale responded that the chosen consultant firm will identify various locations and determine the best location to build a parking deck.
 - Vice Chairman Koepenick inquired about how many bids had been received at this point. Parking Manager Hale reported that nine (9) proposals have been received, staff reviewed each proposal, interviewed the three (3) top firms and staff recommendations will be announced at a later date.
 - Deborah Powell informed members that staff will be scheduling negotiations with the top selected firm within the next week to 10 days.
 - Parking Manager Hale briefed members on the background of on-street residential parking permits. In the past months there have been several issues surrounding the issuance of on-street residential permits. A total of twenty-two (22) permits have been issued between the 700 and 1000 blocks of Court Street and the 500, 600 and 700 blocks of Church Street. The current ordinance states that only two (2) on-street permits can be issued per residential address in these areas. On-street parking is not currently managed by the Parking Authority however Parking Manager Hale informed members that upon request staff could present a more detailed report of options in regards to on-street residential parking at the next meeting.
 - Kim Payne commented that this issue has evolved over the years because some of the buildings on Court and Church Streets have been developed into multiple apartments, in turn creating issues with the current ordinance. Mr. Payne asked the members if they would like a complete briefing from staff with some alternatives to consider and then make a recommendation to Council for an ordinance change to address this issue.
 - Both Vice Chairman Koepenick and Council Member Gillette expressed interest in a more complete briefing. Council Member Gillette also mentioned that it would be useful for Council to know that the Parking Authority has an opinion on this matter and has studied this issue.
 - Anna Bentson requested that staff bring some options to the next meeting for review.
 - Chairman Brandon Farmer affirmed that the Parking Authority is working to become more involved with the responsibilities of on-street parking and that Council would see a request in the near future, from the Authority, to have more ability to begin to manage it.
 - The Parking Authority requested that the Public Works, Financial Services and Parking Management departments prepare a complete report including some alternatives to present at the next meeting.

Business Items

- The downtown parking tour is schedule for Wednesday, May 16, 2012 at 9:00am. Please plan to meet at City Hall- 3rd Floor.
- Parking Manager Hale updated the members on the progress of the City's use of the Central Virginia Criminal Justice Academy (CVCJA) parking lot located at 1110 Commerce Street (formerly Lot D). He reported that a mutual covenant agreement has been developed and this will allow the City's twenty-two (22) permit customers which include City employees and residents to continue to pay and utilize this lot as well as allow Community Market patrons to use this lot on nights and weekends. The agreement states that the revenues collected from the current permit holders will be paid to the CVCJA by the City.

- Vice Chairman Koepenick asked how much a monthly permit was in this lot and Parking Manager Hale replied \$25.00 per month.
- David Burnett inquired as to when this will become effective. Criminal Justice Academy Director Ron Staton stated that the lot has been accessible on weekends and that a gate would be installed in the coming weeks to combat enforcement during business hours however the gate will be left open on nights and weekends for public use. He also informed members that the entrance to the lot will be on Commerce Street and not Main Street as it was formerly.
- Parking Manager Hale updated members on the operations of the Holiday Inn parking deck. His brief included outstanding issues and concerns with the non-compliance of the franchise agreement. It was suggested that management of the parking deck should be included in the off street operations. If the Parking Authority's desire is to assume control of the parking deck, a recommendation would need to be submitted to Council for consideration to amend the franchise agreement.
- The Parking Authority requested staff to present some options and or suggestions in regards to the process of assuming the management of this parking deck at the next meeting.
- Vice Chairman Koepenick inquired as to what type of issues and concerns were there with the Holiday Inn management of the parking deck. In response, Parking Manager Hale suggested that the issues surrounded both the management and the maintenance because the parking deck is not being maintained at the standards as it should be according to the franchise agreement.
- David Burnett asked if the Holiday Inn submitted their monthly lease payment on time. Parking Manager Hale informed members that receiving payments on-time from the Holiday Inn has been an issue as well.
- Chairman Farmer was direct in saying that Holiday Inn is not being maintained properly. Removal of trash and re-painting are just some issues that have been noticed as not being taking care of. Chairman Farmer mentioned that there are great opportunities for potential residential and commercial parking in this deck but as of right now it is in bad shape.
- David Burnett questioned whether or not all the parking spaces for the Cliff's Edge apartment development on Commerce Street had been secured.
- Staff stated that there are roughly fifteen (15) spaces around the building, unreserved spaces will be created and striped on the 7th Street Bridge and residential permits will be available in area lots for \$25.00 per month.
- Vice Chairman Koepenick asked if a request for re-striping on 11th Street in front of Bull Branch had been completed. Parking Manager Hale revisited that area with the Public Works Director, Dave Owen a few months ago and at the parking tour this issue can be addressed with his department.

Parking Ambassador Comments

- Parking Enforcement Officer Carter gave a first- hand overview of the issues that surround the issuance of construction permits and possible permit misuse. What is being observed is that the permits are being issued for construction projects however the vehicles are parking on the street all day with the permits but no visible construction activity is seen.
- Vice Chairman Koepenick questioned the standard procedure for construction permit issuance.

- Kent White explained that permits are applied for and issued through the Community Development office. Standard procedure allows a contractor with an existing building permit to be issued a construction permit for six (6) months. Utility contractors (i.e. drywall or painting) are not required to have a building permit so construction permits are issued for thirty (30) days. Mr. White also reported that there are no fees associated with purchasing construction permits and the code vaguely states that the only requirement for applying for a construction permit is that the applicant must carry some type of equipment or tool in the vehicle.
- Tom Gerdy expressed that some parameters may need to be set within a few block radius. This will deter vehicles from parking directly in front of the building but at the same time give contractors that are actually working a way to have access to the vehicle in order to retrieve tools/ equipment needed.
- Council Member Gillette commented that construction permits should be linked to an address with active construction occurring. Private services such as elevator repair and cleaning services should not be issued construction permits.
- Kim Payne noted that this would be another example of requesting a code amendment from Council and if the Parking Authority wants to be involved in the process.
- Parking Enforcement Officer Carter reported that the problem areas are mostly in the 700 block of Church Street and the 200 block of 7th Street. Comcast and Verizon are located in this area and employees (technicians) are the construction permit holders parking on the street.
- After much discussion Kim Payne suggested that an executive board be formed with Tom Gerdy (Construction contractor) and Anna Bentson to discuss with staff options to present to members on how to alleviate this issue. The main goal would be to also provide recommendations to Council for changing the code.

Next Steps

- Next Meeting –
June 12, 2012 at 3:00 p.m. in 2nd Floor Training Room- City Hall