

## Lynchburg Parking Authority Minutes

### City Hall-Second floor training room

Tuesday, June 12, 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

**Members Absent:** David Burnett

**Staff Present:** Venita Bradshaw, Don DeBerry, Numan Franklin, Norman Hale, Danny Marks, Lee Newland, Dave Owen, Kim Payne, Kent White

**Others Present:** Alicia Petska

The meeting was called to order by Chairman Farmer.

The May 8, 2012 minutes were approved.

#### Comments from the Public

- Mr. Robert Warner shared with the parking authority a complaint about one specific vehicle that he observes to be parking in a handicap parking space in Lot B (located across the street from City Hall) for the entire day, every day. Mr. Warner feels that someone is abusing the idea of a handicap parking space and suggested that the City implement signs that reflect the recently amended State law which states that a handicap space can be limited to two (2) hours only. The City Manager informed members that the vehicle's license plate will be checked to verify whether an employee is parking in this space and once determined the proper procedures will be taken to possibly limiting this space to two (2) hours.

#### Parking Informational Briefs

- Parking Manager Hale informed members that the pay station for Lot E located at 1310 Main Street will be installed and operating by July 2<sup>nd</sup>.
- Parking Manager Hale reported that the parking ambassadors are fully certified and have completed all of their criminal justice training. They have also been appointed Special Conservators of the Peace. With this certification the ambassadors will no longer issue citations under the authority of the police department they now are authorized through the courts.
- The City is still negotiating with the top two (2) firms in regards to the parking feasibility study and the Parking Manager will have an update at the next parking authority meeting.

#### Reports

- **Holiday Inn Report**
  - Councilman Gillette asked when the last conversation was held with the general manager of the Holiday Inn Select to go over the deficiencies that were mentioned in the report. Parking Manager Hale responded that the last sit-down discussion was in 2010 however there has been an exchange of emails and telephone calls over the

last few months. Chairman Farmer asked if the lease payment was up to date and current and the response from Parking Manager Hale was that the payment was one month in arrears. After much discussion it was recommended that the City Manager and the City Attorney review the franchise agreement and notify the Holiday Inn Select by letter that they are non-compliant.

- **On-street residential permits Report**
  - Public Works Director, David Owen, reported that within the last few years there is a growing problem with the on-street residential permit program on Court and Church Streets because most of the buildings have been renovated into apartment units and only two (2) permits can be issued to each address (parcel) on a first come first serve basis. Chairman Farmer inquired about the off-street facilities that are available for residents and Parking Manager Hale informed members that there are a number of options for Court Street tenants such as the Clay Street parking deck, the First Baptist Church parking lot and there are some other alternative parking lots as well. After discussion, all members agreed that several informational sessions should be held for stakeholders and property owners over the next couple of months to gather more statistics and information in order to make a recommendation in September. Public Works, Lynch's Landing and the Parking management department will work together to facilitate these sessions.
- **Construction Parking permit brief**
  - Kent White, Director of Community Development gave the parking authority a brief on the construction parking permit program and informed members that the committee has met and are still in the process of having some discussion on their findings which included some deficiencies in the code and policies. Some specific issues are that the policy does not adequately define the eligibility of obtaining a permit, there is no limit on the number of permits that can be issued to one location and the duration that the permits are being issued is too long. Based on these findings the committee plans to present some recommendations of restructuring the permit program to avoid further misuse at the next parking authority meeting.

Chairman Farmer recommended that the Authority will continue to meet monthly and the motion was seconded by Vice Chairman Koepenick and all agreed.

Vice Chairman Koepenick thanked Public Works for the completion of several projects that were noted as needed changes during the parking tour.

Parking Manager Hale informed members to send any new/old business items to him prior to the meeting in order for them to be added to the agenda.

### **Next Steps**

- Next Meeting –  
July 10, 2012 at 3:00 p.m. in 2<sup>nd</sup> Floor Training Room- City Hall