

## Lynchburg Parking Authority Minutes

Second Floor Training Room--City Hall  
900 Church Street  
Lynchburg, VA

Tuesday, July 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

**Members Absent:** David Burnett

**Staff Present:** Venita Bradshaw, Don DeBerry, Norman Hale, Cynthia Kirkland, Dave Owen, Kim Payne, Tamara Rosser, Kent White

**Others Present:** Todd Swindell (Craddock-Terry Hotel), Tobi Yeager (T & E Properties)

The meeting was called to order by Chairman Farmer.

The June 12, 2012 minutes were approved.

### Comments from the Public

- Tobi Yeager, T & E Properties, inquired as to how construction permits were going to be managed noting that her company has a lot of properties to maintain and manage and some of the functions they perform cannot be done in a two hour period. Since the Parking Authority is going to be making recommendations to Council regarding the construction permits, she wanted to make sure that that section of town was considered during the discussions.
- Todd Swindell, Craddock Hotel, asked that the Parking Authority consider a special token program for the new pay station in Lot E, 1310 Main Street. He stated that if the Craddock-Terry Hotel could buy a \$1.00 token for \$0.60 that it would be a great incentive for businesses in that section of downtown. Mr. Swindell also stated that he had concerns about hotel guests who arrive between 3:00 p.m. and 4:00 p.m. having to park in Lot E and paying until 5:00 p.m. when parking in Lot E becomes free. After some discussion several Board members stated they were not in favor of changing the current policy.

### Comments from Authority Members

- Mayor Michael Gillette informed that he had been contacted several times from a gentleman who wanted the Parking Authority to see an on-line demonstration of some new technology that his company had to offer.
- Mayor Gillette also commented that since he has been elected as Mayor of Council that it would probably be a good idea for him to rotate off of the Parking Authority. After discussion, Parking Manager Hale stated that he would check with the Clerk of Council to see if there were any applicants for this committee.

## Parking Informational Briefs

- Parking Manager Hale:
  1. There would be an informational session on July 11, 2012 at 4:00 p.m. regarding the changes occurring in Lot E that will go into effect July 16, 2012.
  2. Rates for Lot E are: 25 cents for the first hour, \$1.00 for each additional hour and \$5.00 for all day parking. Parking Authority approved a maximum of 10 monthly parking permits that will be available in this lot, \$25.00 for residential and \$40.00 per month for non-residential customers.
  3. Lot C is no longer available. All customers were notified and were provided with information as to where other parking sites that might be available to them.
  4. Desmond & Associates has been chosen as the parking consultant to conduct the Downtown Parking Deck Feasibility Study and a kick off meeting has been scheduled with them on Friday, July 13.
  5. There have been two new businesses locate on Court Street and the city is beginning to sell parking permits for the second level of the Clay Street parking deck for these businesses. A couple of residents in this area have also applied for permits.

## Old Business

- Parking Manager Hale informed that with the loss of both lots C & D, city employees had to be relocated back to the top level of the Clay Street parking deck.
- Cliffs Edge, a new development on 6<sup>th</sup> & Commerce Street, has been inquiring about parking permits. The only spaces available are on the Mid-Town parking deck. Also, several individuals have purchased residential permits in Mid-Town.
- Parking Manager Hale stated that one of the things discussed in previous meetings was the possibility of encouraging Social Services employees to park in the parking deck and possibly freeing up the lower level there. Chairman Farmer asked that since the wall work had been finished at Social Services, what is the plan for this lot. Parking Manager Hale replied he has discussed the possibility of managing the Social Services lots with their management staff. If the parking lots are placed managed under the City's Parking Program Social Services employees would be encourage to parking deck. The lower lot at Social Services would be converted into a lot paid that is made available to the public by permit. Chairman Farmer asked as far as Social Services were concerned how many spaces in their two lots they feel like they need. Cindy Kirkland, Director of Social Services, replied that she could not answer that question because there are between 200 and 300, perhaps as many as 500 people a day coming into that location. She further stated that they needed every one of the spaces on any given day. Discussions between Parking Management and Social Services are to continue.
- Venita Bradshaw noted that the pay stations have brought in \$23,282.78. Parking Management has budgeted for \$18,000.
- Council Member Nelson stated that he believed the Craddock Hotel situation would be an excellent opportunity to try and refine the parking system with regard to the parking station accommodating the needs of the guests and the customers at the Hotel. Someone at the front desk should know how to use the parking system when the guest checks in.

Next Meeting – August 14, 2012 at 3:00 p.m. in the 2<sup>nd</sup> floor training room of City Hall