

## Lynchburg Parking Authority Minutes

City Hall – Second Floor, Training Room  
900 Church St., Lynchburg, VA, 24504  
Tuesday, August 14, 2012  
3:00 P.M.

**Members Present:** Chairman, Brandon Farmer  
Vice Chair, Ed Koepenick  
Council Member, Michael Gillette  
Anna Bentson  
Tom Gerdy

**Members Absent:** Council Member, Randy Nelson

**Staff Present:** Norman Hale, Don DeBerry, Kent White, Kim Payne

**Others Present:** Alicia Petska (News & Advance)

The meeting was called to order by Chairman Farmer.

Name corrections were made to the July 10<sup>th</sup> Meeting Minutes and the minutes were approved.

No comments from the Public

Comments from Authority Members

- Council Member, Michael Gillette, stated that he plans to rotate off the board next month. His vacancy should be filled once he has submits a letter of resignation to be removed from the Parking Authority. The Parking Authority Board appointments will be in October which coincides with Gillette's rotation off the board.

Informational Briefs & Updates

- Parking Manager, Norman Hale, introduced Charisse Curtis, the new Administrative Parking Coordinator for the City of Lynchburg.
- On July 16<sup>th</sup>, 2012, the pay station in Lot E (pay station #26525) was activated. There have been 160 transactions since its inception which averages about 40 users per week and increasing.
- Parking Manager, Norman Hale, informed the Parking Authority of the increase in parking permit (residential and facility) demand. For the month of July, 25 new permits have been issued and so far 7 new permits have been issued for August.
- Parking Manager, Norman Hale, stated that DESMAN & Associates, consultants selected to draft the downtown parking deck feasibility plan, will hold an open house and conduct interviews August 28 and 29, 2012. A public notice will be sent out in the next few days concerning the location and time. Chairman, Brandon Farmer, asked if the promulgator will notify the Parking Authority by email about the open house and how the general public will be notified. Parking Manager, Norman Hale, said that a Public Notice will be released and posted.

## Reports:

### ➤ Holiday Inn

- Risk Management is still in discussion with the two insurance companies in regards to the repairs to the deck.
- Tom Gerdy: So they haven't decided who pays?
- Parking Manager, Norman Hale: No they haven't.
- Vice Chair, Ed Koeppenick: What about the letter to the Holiday Inn that was sent about a month ago to take it over?
- Parking Manager, Norman Hale: The City Managers sent a letter to the Owners and General Manager but the letter did not state we were taking over the Holiday Inn parking deck.
- Vice Chair, Ed Koeppenick: Did we hear anything back from them?
- City Manager, Kim Payne: We got a response from the General Manager but not from the Owners.
- Chairman, Brandon Farmer: Was the response about payment as well as maintenance?
- City Manager, Kim Payne: It was our concern that they (Holiday Inn) were not in compliance with the Franchise Agreement. Basically, it gave them thirty days to send a response or we would start the proceedings to cancel the Franchise Agreement. We will be following-up with Holiday Inn.

### ➤ Construction Parking Permits

- Community Development Director, Kent White: The Parking Authority subcommittee reviewed the code and the process for issuing construction parking permits. The group has met on three occasions.
- At our previous Parking Authority meeting, our initial findings determined the current ordinance did not adequately address:
  1. The eligibility of permit holders.
  2. The limit on number of permits issued.
  3. The duration of the permits.
  4. The permits that were not tied to a physical address provided significant opportunity for abuse.
- Formal recommendations will be made at the next meeting.
- City Manager, Kim Payne: The City can create a bureaucracy to manage permit parking or the City can price parking in the most efficient way possible. Parking meters would maintain that everyone pays the same price for parking while reducing administration costs.
- Community Development Director, Kent White: The localities we have surveyed either manage construction parking permits with a parking meter system or they don't manage it all. Leaving the parking issue entirely up to the individual.
- City Manager, Kim Payne: Philosophically, what is the City's obligation to provide on-call parking to anyone who wants it for any improvements they want to do in their facility? The list of reasons that you will receive from customers in order to obtain permits is so infinite that the City will never have control. The purpose of managing City parking is to promote turnover on the street, which helps the retail businesses. We need to remain consistent with our parking philosophy: to support retailers by giving them the opportunity to get more customers.

### ➤ Parking Public Identification Signage

- Parking Manager, Norman Hale, stated that he is still receiving inquiries concerning whether the Midtown Parking Deck on Commerce Street and 9<sup>th</sup> Street is public parking. With the increase of visitor's and business development downtown, there is a need for better signs to identify public parking.

- Anna Bentson: There is no stop sign when you leave the Midtown Parking Deck on Main Street - it's a blind onto the sidewalk.
- City Traffic Engineer, Donald DeBerry: We would have to attach it to the building because there is no place to put a post or we could paint a stop stripe on the pavement.

#### Old Business Items to Discuss

- Chairman, Brandon Farmer; Council Member, Michael Gillette; Anna Bentson; and Tom Gerdy will be resigning from the Parking Authority. Parking Authority appointments will occur in October. We need to determine the total number of Members that should be on the Parking Authority, which Members will need to be replaced, and what type of stakeholders to include as Members of the Parking Authority (i.e. retail, construction, and etcetera).

#### New Business Items

- Vice Chair, Ed Koepenick, asked if anyone has seen the Street Smart presentation, an electronic system for tracking parking demonstration. It works by using sensors to determine parking availability and communicates to a phone application so the community can see which spaces are open. The project is relatively expensive, costing about \$150,000.00 to get the program started. A requirement for the program is that the spaces need to be marked or have parking meters.
- Parking Manager, Norman Hale: I have viewed their presentation and asked them not to contact the Members. For our program, I don't see the advantage but I will take it under consideration. However, if the Parking Authority would like to take on a project, I am researching a grant. It would be more advantageous to pursue the grant because seldom are there grants for parking.

Chairman, Brandon Farmer, recommended that the Parking Authority will continue to meet monthly and the motion was seconded by Vice Chair, Ed Koepenick. All agreed.

#### Next Steps

- Next meeting will be held on September 11, 2012 at 3:00 P.M., City Hall, 2<sup>nd</sup> Floor, Training Room