

Lynchburg Parking Authority Minutes

City Hall – Second Floor, Training Room
900 Church St., Lynchburg, VA, 24504
Tuesday, September 11, 2012
3:00 P.M.

Members Present: Chairman, Brandon Farmer
Vice Chair, Ed Koepenick
Council Member, Randy Nelson
Anna Bentson
Tom Gerdy

Members Absent: Council Member, Michael Gillette

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

Others Present: Alicia Petska (News & Advance)

The meeting was called to order by Chairman, Brandon Farmer.

August 14th Meeting Minutes were approved.

No comments from the Public

Comments from Authority Members

- Vice Chair, Ed Koepenick, stated there should be a move to cancel the lease with Holiday Inn Select if the Owners do not provide responses to the notices sent to them by the City. Chairman, Brandon Farmer, said that the City Manager, Kim Payne is taking a legal approach to resolving the Holiday Inn Select issue. Parking Manager, Norman Hale, affirmed that the Parking Authority will be kept abreast of the Holiday Inn Select responses.

Informational Briefs & Updates

- Parking Manager, Norman Hale, stated that the August 28th and 29th Open House regarding the Parking Deck Feasibility Study went well as expected. The formal report should be received from Desman & Associates in a couple weeks as well as status updates for the next steps in the process.
- \$374,600.00 was budgeted for the Parking Management revenue during the fiscal year 2011 – 2012, but the actual revenue collected amounted to \$439,879.89. The Parking Management Revenue exceeded budget expectations by \$65,279.89 (approximately 17% over budget). Total revenue includes lease revenue, meter pay-station revenue, parking permit payments, and parking fines.
- In the August 2012 Parking Authority meeting, a request was made to identify the Parking Authority Member requirements. These requirements were discussed in the previous April/May 2012 meetings. **The decision was made to only allow 7 members to serve on the Parking Authority, which, would be comprised of the following types of Members:**
 - **Downtown property owner,**
 - **Retail business owner,**
 - **Person with financial and real estate expertise,**
 - **Developer,**

- **Resident,**
- **Lynch's Landing Board Member,**
- **Council Member to serve as a liaison until the Parking Management Department is fully operational as an Enterprise Fund.**

Chairman, Brandon Farmer, inquired if anyone has applied to become a member of the Parking Authority. Parking Manager, Norman Hale, responded that the City Clerk currently has received 4 applications. Council will make the appointments, and the appointments will take place in October.

Reports:

- **Holiday Inn**
 - Holiday Inn Select is currently caught up on their lease payments.
 - The Owners and General Manager asked for clarification regarding the action items that needed to be addressed. Parking Manager, Norman Hale, emailed the General Manager a detailed list of the incomplete action items.
 - Council Member, Randy Nelson, asked Parking Manager, Norman Hale, if management discovered why Holiday Inn Select was late making their payments.
 - Parking Manager, Norman Hale, replied no because the Holiday Inn Select Owners and General Manager have received signed copies of the Franchise Agreement.
 - Council Member, Randy Nelson, asked whether or not their failure to pay in a timely manner is an implicit suggestion that somehow the City is not upholding its part of the agreement in regards to any of the City's obligations.
 - Parking Manager, Norman Hale, replied no and stated the City Staff has been more than lenient. The City Staff discussed the issue of the late payments with the General Manager verbally on several occasions.
 - Chairman, Brandon Farmer, asked if the Parking Authority had any obligations concerning the repairs of the Holiday Inn Select Deck or if it was being handled exclusively by the City. Parking Manager, Norman Hale, responded that the parking deck is currently under a Franchise Agreement and that the insurance issue as well as the deck damages are being handled by the City.
- **Construction Parking Permits**
 - Community Development Director, Kent White: The Parking Authority Subcommittee researched the Construction Parking Permit issue and the recommendations are as follows:
 1. Permits will only be issued to projects with active construction permits issued through the City Department of Community Development. For example, a building or demolition permit.
 2. Permits will only be issued to licensed contractors.
 3. The permits will be valid for up to 6 consecutive months.
 4. There will be no charge for the permit.
 5. A maximum number of 15 permits will be issued per building permit.
 - Community Development Director, Kent White: Using the latter recommendations, the number of walk-in applicants should decrease by about 70%.
 - Chairman, Brandon Farmer, asked the Parking Authority Subcommittee to explain how they calculated the maximum number of permits to issue per building permit.
 - Tom Gerdy explained that the Parking Authority Subcommittee wanted to be construction friendly to encourage business development Downtown while creating a manageable program. Tom Gerdy also stated that they estimated how many contractors and sub-

contractors would need to be at that job site. The contractor would be issued the permits and would be in charge of distributing and collecting the permits from the various sub-contractors. **Chairman, Brandon Farmer: The maximum number needs to be revised because 15 permits is too high and if everyone elected to take the maximum number of permits, then retail customers would not have any parking spaces for blocks.**

- Community Development Director, Kent White: There are no recommendations currently to manage or charge fees for construction dumpster permits because the current program is working well.
- Chairman, Brandon Farmer, requested that the Subcommittee recommend charges for dumpsters. Since there is not a charge or limit for the dumpsters it is possible that we could have dumpsters lining the streets and no spaces available for on-street parking.

➤ Non-Construction Parking Permits

- Vice Chair, Ed Koeppenick: It seems that there are a number of jobs that are not tied to building permits yet those jobs would require a repair person to bring in heavy equipment such as to repair a busted water pipe, a broken air conditioning unit, or even to paint a home. Currently, there is not a permit limit for those types of jobs. What are the Subcommittee's suggestions for those workers and how will they obtain these permits?
- Community Development Director, Kent White: Upon the approval of the Parking Authority, the Subcommittee will begin drafting a proposal to sell permits to vehicles that do not meet the Construction Parking Permit criteria and/or perform maintenance functions. The proposed permits available for purchase will follow a similar model to the current Delivery Vehicle Permit.
- Parking Manager, Norman Hale: Delivery Vehicle Permits were created for retail businesses that offer delivery services. Each business is only allowed one Delivery Vehicle Permit per business, the cost is \$25.00 per month, and the permits are valid for off-street parking only.
- Community Development Director, Kent White: The Parking Authority Subcommittee has discussed developing an option for an on-street parking permit if that is something the Parking Authority would like the Subcommittee to research.
- Parking Manager, Norman Hale: As the City Manager, Kim Payne and present Members of the Parking Authority have said - the on-street parking is the most valuable parking in the Downtown area. We want those spaces to have a high turnover in order to support the businesses. If we do move forward with an on-street option, then the price for on-street parking would have to be significantly higher.
- Chairman, Brandon Farmer: Placard and utility vehicles can function appropriately while parking off-street and we have a great inventory of off-street parking. There are a number of businesses who feel as if their customers do not have enough parking already. If each business were allowed one permit for on-street parking, then it would reduce the on-street inventory considerably.
- Council Member, Randy Nelson: What are the qualifications for the non-construction parking permits? Will it be similar to the regular construction parking permits?
- Parking Manager, Norman Hale: Tentatively, the proposed permits will be for people who own property Downtown, own maintenance vehicles, or are subcontractors of utility companies.
- Development Director, Kent White: Currently, we are providing this exact service with no limitations and no charges.
- Chairman, Brandon Farmer: Where is the line of abuse and how can we deter people from abusing the system?
- Tom Gerdy: If these spaces are going to be used every day of the year, then we should not offer on-street permit parking. If we need to keep spaces open so customers can frequent vendors, restaurants, and our Downtown, then the people and businesses Downtown need to make concessions so we can have those outside customers come into town.
- Anna Bentson: We have also discussed making these permits either daily or weekly permits to offset abuse.

- Community Development Director, Kent White: With the Authority's permission we will draft a solution regarding criteria for construction and non-construction parking permits, the number of permits issued, and the fees for permits.

Action Items

- Parking Manager, Norman Hale, asked the Parking Authority for their consideration to enter into Parking Management Agreements with two private parking facility owners. The City has successfully managed similar agreements. The Parking Management Agreements are not meant to be permanent, rather to mentor the private owners with managing their facilities while adding more spaces to the public parking inventory. Chairman, Brandon Farmer: The Parking Authority would like to see what the terms are of the agreements but it will be considered.

No Old Business Items to Discuss

New Business Items

- Tom Gerdy: Currently, there is nothing protecting the \$8,000.00 pay station in Lot E (near the Farm and Seed) from impact forces as with the Clay Street and Midtown Parking Decks. The meter pay stations may be engineered to withstand weather conditions, but pylons should be built around it to offer some protection in case a vehicle runs into the parking meter.
- Parking Manager, Norman Hale: The City is working with a contractor on protecting that unit. If the City and the contractor cannot come to an agreement on how to protect the unit then we will perform the work in-house with the assistance from Public Works.
- For the month of October, pay station revenues exceeded \$3,000.00. This is a great accomplishment compared to the \$100.00 monthly revenues the City collected when the program first started. This shows that the public is supporting and using the paid parking system.

Chairman, Brandon Farmer adjourned the meeting.

Next Steps

- Next meeting will be held on October 9, 2012 at 3:00 P.M., City Hall, 2nd Floor, Training Room