

## Lynchburg Parking Authority Minutes

City Hall – Second Floor, Training Room  
900 Church St., Lynchburg, VA, 24504  
Tuesday, October 09, 2012  
3:00 P.M.

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

**Members Absent:** Tom Gerdy

**Staff Present:** Norman Hale, David Owen, Don DeBerry, Lee Newland, Charisse Curtis

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

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

Charisse Curtis presented a correction of the September 11<sup>th</sup> Meeting Minutes for Tom Gerdy regarding the protection of the Lot E pay station. The corrections and September 11<sup>th</sup> Meeting Minutes were approved.

No Comments from the Public

No Comments from Authority Members

Parking Manager Informational Briefs & Updates

- Parking demand has increased for off-street parking facilities.
- The Midtown Parking Deck has been oversold by approximately 30%.
- We have sold the 10 allotted monthly permits in Parking Lot E. A mixture of residential and facility permits were sold.
- The parking token program is working. We are consistently encouraging merchants to take advantage of the program. Several businesses including the Craddock Terry Hotel, City Market business and others have purchased several packages of tokens within the past couple weeks.
- We stepped up the promotion of MPARK, our pay parking by phone program. The MPARK option is promoted via the City of Lynchburg Parking pamphlets and the City of Lynchburg website. Parking Ambassadors provide the information verbally, and by passing out the parking pamphlets to visitors. The Administrative Parking Coordinator provides this information to walk-in customers as well.
  1. It's convenient because the customers don't have to hassle with looking for change for the parking meter.
  2. Off-street paying, parking customers can avoid over time parking fines because a reminder SMS text messages will be sent to their phones. Customers can pay remotely and extend their parking stay, without having to return to the meter.
  3. Customers receive a free online account detailing all their parking charges, which, is great for expense claims or tax records.

## Reports:

### ➤ Construction Dumpster Permits Report

- Public Works Director, David Owen: Most localities charge an administrative fee and/or a daily rental fee for the on-street parking of construction dumpsters. Fees range from \$10.00 to \$30.00. Some localities will offer a discounted rate if the renter needs to rent the on-street parking for the construction dumpster on a weekly or monthly basis. It is necessary when performing major renovations or rehabilitations to have the construction dumpster near the building that is being worked on. We worked to find a balance of what is fair and appropriate. The question is – do we want businesses renovating downtown? If construction dumpster permit fees are too high, it will discourage smaller businesses to perform renovations. On the other hand, we do not want a dumpster taking up on-street parking spaces while it is not in use. I recommend charging an administrative fee, and we can research on-street parking rates for the construction dumpsters if that is what the Parking Authority requests.
- Vice Chair, Ed Koepenick: Does the City get involved at all if someone orders a dumpster that will be parked on-street and do we charge a fee for those permits?
- Public Works Director, David Owen: Yes, the person requesting the construction dumpster has to obtain a permit from Public Works and currently there is currently no charge for the permit.
- Chairman, Brandon Farmer: What is the time limit for parking the construction dumpster on-street?
- City Traffic Engineer, Don DeBerry: Public Works does not assign a fixed time limit. The permit applicant only needs to tell Public Works where the construction dumpster will be parked and the duration it will be there.
- Chairman, Brandon Farmer: Currently, there are three dumpsters parked on Main Street and they are taking up parking spaces.
- Anna Bentson: Is Public Works recommending a one-time administrative fee and will the fee be assessed based on time-limit? Will Public Works also perform research on fees based on daily or weekly usage?
- Public Works Director, David Owen: I would recommend that Public Works perform additional research so we can present a comprehensive package for the construction dumpster permit rates. The administrative fee should be implemented to cover the City's costs to issue and maintain the construction parking permits.
- Vice Chair, Ed Koepenick: What is the recommendation for the one-time administrative fee?
- Public Works Director, David Owen: I would recommend \$25.00.
- Vice Chair, Ed Koepenick: In your research, did you find any instances where the localities would charge an administrative fee as well as impose a time limit for the on-street parking of the construction dumpster?
- Public Works Director, David Owen: No time limits were imposed; however, the fees were higher on a daily basis.
- Council Member, Randy Nelson: We do not want to incorporate additional supervisory duties and require City Employees to police the construction dumpsters. We would like to determine a price that will encourage the permit holders to perform the necessary work and remove the construction dumpsters from the street as quickly as possible. The administrative fee should cover an allotted time period, and after that time has expired

then the City should charge a flat fee to cover an extended amount of time. How much did other cities charge for a daily or weekly rate in addition to the administrative fee?

- Public Works Director, David Owen: Daily rates ranged from \$10.00 to \$30.00 and weekly rates ranged from \$50.00 to \$75.00.
- Council Member, Randy Nelson: Are prices based on the size of the dumpsters?
- Public Works Director, David Owen: Only one city out of the various cities I researched based fees on the size of the dumpsters. Most localities based fees solely on the fact that the permit holder was parking a dumpster on-street.
- Vice Chair, Ed Koepenick: Large dumpsters take up at least one parking space whereas the smaller dumpsters take up half of a parking space.
- Public Works Director, David Owen: The larger dumpsters are about 25 – 30 feet in length. A typical parking space is between 18 – 25 feet in length. Large dumpsters typically take up more than one parking space.
- Vice Chair, Ed Koepenick: \$10.00 a day is a good rate compared to how much the City could receive in parking fees.
- Public Works Director, David Owen: The recurring question is - which spaces are the most valuable to the businesses, and the answer is the on-street parking.
- Vice Chair, Ed Koepenick: There is a need for the construction dumpsters to be near the construction site. Demolition for a renovation may take months. There should be some disincentive to leave the dumpsters on-street such as charging a daily fee of \$5.00 if the work has not been completed in a couple of months.
- Anna Bentson: I would hate to start charging people for periods of time because renovations take time to complete and we want to encourage redevelopment. Perhaps, we should charge an additional administrative fee if the dumpster is still in use after a certain time period. The administrative fee can be created to cover 30 or 60 day increments versus daily.
- Council Member, Randy Nelson: From what you (David Owen) have experienced, are the dumpsters filled rather quickly on the average construction site or are they at the disposal of the contractor during the lifespan of the project?
- Public Works Director, David Owen: For renovations, the first project task is demolition. During that time period the dumpsters would be used frequently. After that, the contractor would just be disposing the waste of new materials.
- Vice Chair, Ed Koepenick: In that case, Anna Bentson's recommendation is feasible – charge administrative fees for a 60 day permits and after 60 days the permit holders will need to pay the administrative fee again.
- Anna Bentson: What is the administrative process for issuing these construction dumpster permits?
- Parking Manager, Norman Hale: There is not an application fee at this point. The ordinance is already established. The ordinance would need to be amended to charge the administrative fee. If the administrative fee discourages abuse of the construction dumpster permits, then we have accomplished our goal. On-street parking spaces need to be available short term uses support retail businesses.
- Chairman, Brandon Farmer: When you talk about the administrative fee and the time limit associated with the fee, it sounds like a permit rather than an administrative fee. What is issued to the contractor who is making the request to park a dumpster on-street?
- Public Works Director, David Owen: The applicant has to fill out the form with all the standard personal/business information, which, is tied to the dumpster. However, there is

no recourse if the dumpster is parked on-street for any amount of time as long as the permit is valid.

- Parking Manager, Norman Hale: The Parking Authority will not make the final decision in this matter. The Parking Authority will need to make the recommendation to City Council. I suggest that the Parking Authority give David Owen time to submit some options for the construction dumpster fees, and he can present these options at the next Parking Authority Meeting.
- Public Works Director, David Owen: I think it should be submitted as a comprehensive packet with the construction parking permits and changes to the City code so we can make one proposal before City Council.
- Parking Manager, Norman Hale: The Parking Authority will be reviewing the construction parking permit recommendations today. The construction parking permits and construction dumpster permits could be presented to City Council at the first meeting in January 2013 and the fees can become effective and imposed thereafter.
- Chairman, Brandon Farmer: One of the options should be 30 day permit with a renewal process. There will be a lot of overhead associated with a daily or weekly fee.

➤ Construction Parking Permits

- Several nearby cities were researched such as Alexandria, Danville, Charlottesville, and others.
  1. There was no provision for on-street parking except allowed within time limits per block (1 to 2 hours) and off-street parking available through public/private lots.
  2. No provision for contractors unless they are carrying heavy equipment. Contractors and workers are required to secure their own parking while working on site.
  3. There is a provision for cranes and dumpsters, and the fee is \$10 - \$30 per day.
  4. Usage per space per day. Some cities gave a discount to customers who purchased weekly or monthly permits.
- Options for Parking Permits for Active Construction Sites
  1. Limit the number of parking permits issued for construction projects.
    - a. Construction parking permits will only be issued to licensed contractors that hold active building permits.
    - b. Set a maximum number of permits issued to licensed contractors for a permitted project. Contractors would be responsible for the distribution of permits among subcontractors. 15 construction parking permit maximum per active job site.
    - c. Limit permit based on location - on-street versus off-street parking.
  2. Charge a fee or provide an option to purchase permits similar to the delivery/maintenance permits.
  3. Do not manage construction parking permits at all.
    - a. People would be responsible for finding their own parking.
    - b. Construction vehicles could use 1-hr to 2-hr spaces on street or park-and-ride options without charge.

- Anna Bentson: The Parking Authority Subcommittee recommends that the Parking Authority present Option 1 by setting limitations on the permit whereas before there were no limitations. Option 1 would reduce the amount of issued permits by 70% without having to charge the people that really need the construction parking permits a fee. There is a reason why other cities do not have provisions for providing on and off-street parking to contractors because it is difficult to gauge what is fair and reasonable and manage the process.
- Chairman, Brandon Farmer: In regards to Option 1, 15 permits are too many permits to issue to each job site. If you consider how many construction projects are occurring between Commerce and Main Street, 15 permits issued per job site would deplete all the on-street parking.
- Anna Bentson: The Subcommittee's logic behind the 15 maximum permits is that each job site would receive up to 15 permits in total for the duration of the project, regardless which stage of the project they are working on; and those 15 permits would have to cover all the general contractors and subcontractors.
- Parking Manager, Norman Hale: To be consistent, the majority of the localities researched are within our region, and the Parking Authority should consider a limited number when choosing which option they would like to present before City Council.
- Council Member, Randy Nelson: Will you (Norman Hale) please explain the rates for the on-street versus off-street parking if we were charging a fee?
- Parking Manager, Norman Hale: Kent White's (Director of Community Development) report shows the comparison rates of suggested on-street prices: \$10.00 daily, \$25.00 weekly, and \$60.00 monthly versus the off-street parking permit fees that are already established. Currently, we do allow construction vehicles to park in our off-street facilities depending on availability.
- Council Member, Randy Nelson: Did you (Anna Bentson) survey any other contractors to receive feedback regarding these options you have proposed?
- Anna Bentson: The Subcommittee only developed these options and appointed Tom Gerdy as the contractor representative because he is a developer.
- Parking Manager, Norman Hale: When the Parking Authority makes their decision; they need to determine how different we want our parking policies to be from our sister cities, supply and demand, and take into account the established retail businesses. Parking Management receives numerous complaints when construction projects take place because established businesses do not have convenient on-street parking for customers.
- Chairman, Brandon Farmer: I would like the Subcommittee to reduce the maximum amount of construction parking permits issued to 10 per active job site. I agree with the recommendation regarding the on-street parking permit fees except that the weekly and monthly rates are underpriced. The weekly rate should be increased to \$50.00 and the monthly rate should be increased to \$200.00.
- Anna Bentson: Are you suggesting that people requesting additional permits beyond the 10 limit maximum should be charged a fee for the extra permits? The limitations applied to permit issuance and the charges for construction parking permits are two different options that we have proposed. The Parking Authority needs to consider Lynchburg's progress in redevelopment compared to these sister cities. Lynchburg may be ahead of Danville in development, but we are not comparable to Charlottesville or Roanoke.
- Chairman, Brandon Farmer: I do not see any localities giving away construction parking permits. There has to be an incentive for the contractors to complete their projects. There are about three active construction sites on Main Street. If they can receive 15 permits for parking and dumpsters, then they are able to use 45 spaces with no supervision. As a

business owner, it is a scary thought that your customers have 45 less places to park near your business.

- Council Member, Randy Nelson: Is the suggestion that 10 maximum permits can be issued to the applicant free of charge. A daily, weekly, or monthly fee is charged for each additional permit needed.
- Chairman, Brandon Farmer: As an initial place to start, fees need to be charged for each permit and 10 maximum permits can be purchased for each active job site.
- Council Member, Randy Nelson: I understand the logic – not wanting to give away public assets. Conversely, we are currently in an open regime. The construction parking permit system is working although it is not working well. In curtailing the number of permits issued, we can make the system more effective and manageable. I would like to see how much Option 1 regulates the construction parking permit problem before we start a financial imposition on property owners or contractors who may not want to undertake Downtown projects if the fees are too high.
- Vice Chair, Ed Koepenick: Currently, anyone carrying equipment or tools can get a construction parking permit. Is the recommendation that only licensed contractors with an active building permit may acquire up to 10 construction parking permits free of charge?
- Anna Bentson: Yes.
- Parking Manager, Norman Hale: Perhaps, the Parking Authority should consider what precedent we will be setting if you offered free parking to certain vehicles on-street and not to others. We need to also clearly define the term construction vehicle and heavy equipment.
- Vice Chair, Ed Koepenick: It is ideal to issue the 10 construction parking permits to the licensed contractor, and make that individual responsible for determining which employees or subcontractors receive permits. If the licensed contractor needs more than 10 permits, then that individual will need to pay a fee for each additional permit.
- Anna Bentson: In issuing the 10 permits to the licensed contractor, we have now reduced administrative work because the City will be responsible for managing one applicant for every 10 permits issued.
- Vice Chair, Ed Koepenick: Is this an action item for today and do we need to give our recommendation before the end of the meeting?
- Parking Manager, Norman Hale: It is an action item. You can wait to formally make the recommendation so that you can vote on both the construction parking permits and dumpsters at the same time. I recommend taking your recommendation before City Council during the January 2013 meeting. This will give City Staff enough time to make amendments to City ordinances and/or policies as well as time to review the policies before a recommendation is made. If a decision is not made by that time, then the Parking Authority will be advised by a new Subcommittee. There will be 4 new members that will also be appointed during that City Council meeting.
- Chairman, Brandon Farmer: Based on our discussion today, we agree on the recommendation to limit construction parking permits by issuing them only to licensed contractors who have active building permits, 10 permit maximum, and each additional permit will be charged a fee or the contractors will be responsible for finding their own parking. The Subcommittee may want to think if it is advisable to charge a flat administration fee for the first 10 permits issued. If an option for on-street parking permit is submitted the fees should be raised to \$50.00 weekly and \$200.00 monthly.

## Action Items

- For Consideration: Installing the parking emblem on all City owned Parking Facilities.
  - Parking Manager, Norman Hale: The Parking Management Department constantly receives inquiries on where to park and the location of the facilities. The Parking Authority has full authority over off-street parking decisions, and we will inform City Council of any decisions made. After speaking with Community Development and City Planning, the City does have the ability and authorization to post the national standard “P” way finding signs. We need to keep the parking and way finding signs consistent. Currently, the City uses various colors and different signs to direct customers to parking facilities, which, is confusing to visitors.
  - Council Member, Randy Nelson: The black and gold parking signs were fairly expensive. Would we have to discard those or can we coat them with a reflective paint?
  - Public Works Director, David Owen: Vinyl coating applied to aluminum signs makes the signs reflective, not the paint.
  - Vice Chair, Ed Koepenick: Would we have to replace all the signs?
  - Public Works Director, David Owen: If the Parking Authority wants all the parking signs to be consistent, then we would have to replace all the signs.
  - Anna Bentson: I agree with making the signs consistent, however, they should be designed well and that it looks nice for our downtown. Historically, the City has partnered with Lynch’s Landing.
  - Parking Manager, Norman Hale: If we’re going to continue to promote downtown, then we need to have the conversation of making all the parking signs consistent with the national standard “P” emblem. We need to review what signs we currently have and research our options to make the signs consistent.
  - City Traffic Engineer, Don DeBerry: The black and gold signs should be part of a different discussion because it is going to affect some expensive signs that are displayed throughout the City right now. I would suggest changing all the various traffic signs other than the black and gold signs to the standard green “P” on a white background until we have the way finding sign discussion. Changing the various other traffic signs can be done fairly quickly.
  - Parking Manager, Norman Hale: It is not so much the color of the signs as the consistency of the signs. If we’re going to keep the black and gold, make all the signs the same color.
  - Vice Chair, Ed Koepenick: I’ll make the motion that we will change all other parking signs (that are not the way finding signs) to the national standard, green “P” on the white background.
  - The Parking Authority quorum agreed on the motion.

## No Old Business Items to Discuss

## New Business Items

- Chairman, Brandon Farmer: I would like to put two action items on the next meeting agenda: consider management of at least the lower level of the Social Services lot and request that the Parking Manager provide an enforcement staffing report.
  - Parking Manager, Norman Hale: We have two ambassadors and we enforce on Saturdays at the City Market. If the staff needs time off for holidays, vacation, sick leave, and other reasons, then we only have one ambassador enforcing parking on the whole

City. One ambassador will be leaving for maternity leave in February. It is becoming more difficult to perform duties as activities increase; however, a staffing recommendation will be made once we receive the parking deck feasibility study report from Desman. All recommendations will be made to the City Manager and the City Manager will receive the staffing report.

Chairman, Brandon Farmer adjourned the meeting.

Next Steps

- Next meeting will be held on November 13, 2012 at 3:00 P.M., City Hall, 2<sup>nd</sup> Floor, Training Room