

Lynchburg Parking Authority Minutes

City Hall – Second Floor, Training Room
900 Church St., Lynchburg, VA, 24504
Tuesday, November 13, 2012
3:00 P.M.

Members Present: Chairman, Brandon Farmer
Council Member, Randy Nelson
Jackie Wilkes
Thorne McCraw
Tobi Jaeger
Urs Gabathuler

Members Absent: Vice Chair, Ed Koepenick

Staff Present: Norman Hale, David Owen, Don DeBerry, Lee Newland, Kent White, Kim Payne, Danny Marks, Anna Bentson, Cindy Kirkland, Kyna Thomas, Tamara Rosser, Joe Smith

Others Present: Alicia Petska (News & Advance)

The meeting was called to order by Chairman Farmer.

October 9, 2012 Meeting Minutes were approved.

No comments from the Public

Comments from Authority Members

- Chairman Brandon Farmer welcomed the four new Parking Authority Members, Jackie Wilkes, Thorne McCraw, Tobi Jaeger, and Urs Gabathuler; and stated that the Parking Authority Members need to set a good example by following the parking rules and regulations as the Parking Authority Members are held to a higher standard.

Informational Briefs & Updates

- Parking Manager, Norman Hale, demonstrated and detailed how the Parking Management System Software reports revenue and usage of the meter pay stations and the off-street facility parking permits.
- Parking Manager, Norman Hale: The hand-held devices used to issue citations will be demonstrated at a later date: how we issue citations, location of citations, reason for citation, citation amount, etc. If you have additional questions on any of the software programs and devices the Parking Management Department is using, please feel free to ask.
- Activity of Monthly Permits - Midtown Parking Deck is oversold by 25%, but we are not experiencing any issues due to the mixture of residents and commuters using the Midtown Parking Deck.

Reports:

- Construction Dumpster Permits
 - Public Works Director, David Owen: Most localities charge an administrative or application fee for the on-street parking of construction dumpsters. In addition, many nearby localities

charge a daily rental fee allowing the contractor to place the dumpster on-street. Currently, the City only has an application process so that the City can determine the best location for the dumpster and ensure the safety of the public including not blocking driveways, traffic, or sidewalks. An administrative fee of \$25.00 should be charged for each 60 day cycle the construction dumpster permit is needed. After 60 days, if the permit needs to be renewed then the contractor can renew the permit for another 60 days upon updating the application paying the \$25.00 administrative fee.

- Parking Manager, Norman Hale: The Parking Authority recommended that Construction Parking Permits will only be issued to licensed contractors who have active building permits, and the number of permits issued will be limited to 10 permits per active jobsite.
- Parking Manager, Norman Hale: The issue of Construction Parking Permit fees was discussed but no amounts were specified. The Chairman recommended that the Construction Parking Permit and Dumpster fees should be presented in a comprehensive package in this meeting (November 13, 2012).
- Tobi Jaeger: I think that the Parking Authority Members should receive a copy of the Construction Parking Permit Recommendations presented by the Parking Authority Subcommittee on October 9, 2012. If this presentation goes to Council, then the Parking Authority should be well versed in our recommendations.
- Charisse Curtis: I will email the Parking Authority the Construction Parking Permit Recommendations from the October 9, 2012 meeting.
- Council Member, Randy Nelson: Have you (Public Works Director, David Owen) gotten any feedback from other contractors on how these new policies might affect them?
- Public Works Director, David Owen: No, Sir.
- Council Member, Randy Nelson: All of the discussion was internal with City Staff?
- Public Works Director, David Owen: Yes, Sir.
- Community Development Director, Kent White: Tom Gerdy, who is a construction company owner, was on our Parking Authority Subcommittee when the recommendations were made to the Parking Authority. If the Parking Authority prefers, we will research and obtain feedback from other developers and stakeholders.

➤ Construction Parking Permits

- Tobi Jaeger: I believe that the Parking Authority needs to review the recommendation. The previous meeting (October 9, 2012) was very confusing and I would not be able to describe what will be recommended before Council.
- Community Development Director, Kent White: The new recommendation and fee schedule will be forwarded to the Lynchburg Parking Authority.
- Urs Gabathuler: Does the Construction Parking Permit Recommendation only have a provision for construction vehicles, but not for someone performing building maintenance such as someone making stove reparations?
- Community Development Director, Kent White: That individual would be ineligible unless that individual obtained some sort of building, electrical, or plumbing permit through Community Development based on the current recommendation. The debate on that subject considers whether or not the cost of parking is part of the contractor's cost of doing business. During the previous meeting, it was discussed to charge a fee or provide an option to those individuals where they could purchase permits similar to the delivery/maintenance permits. The general consensus is that the Construction Parking Permit Recommendation would reduce about the number of permits issued by 70 percent.

- Council Member, Randy Nelson: I think before the Parking Authority can move forward with a recommendation, we need public feedback. We are going from a policy with no restrictions at all to a recommendation that may limit many customers from obtaining Construction Parking Permits. On the other hand, we do not want the individual that drives a corvette with a hammer on the front seat of his car inconveniencing the retailers' customers by taking up a parking space all day.
- Community Development Director, Kent White: Public engagement is important and we are willing to do it. You should expect on some level that construction means a lot of things to a lot of different people, but some of those activities do not require a permit.
- Chairman, Brandon Farmer: There is a fine line between revitalization and construction, which, impacts how many customers can park in front of your shop. We need to get to that point to where we can get feedback on that proposal.
- Urs Gabathuler: Was there a problem before with construction? I have renovated six buildings now and lived with the construction downtown for 16 years. How did we come to the conclusion that we needed to monitor the Construction Parking Permits?
- Chairman, Brandon Farmer: There were two parts to our decision. We have identified it as an inefficient process of managing parking such as the image of the corvette with the Construction Parking Permit and hammer lying on the front seat of the vehicle. Additionally, it is a tool to effectively manage on and off-street parking because the Construction Parking Permits are not being controlled.
- Council Member, Randy Nelson: We want to balance and promote healthy retail viability while accommodating those in construction who need those prime retail parking spaces to complete their jobs.
- Community Development Director, Kent White: There is a danger in entitling a specific group, especially when other localities have left those parking arrangements to the market. However, it is an improved system versus issuing limitless permits to anyone that requests them.
- Parking Manager, Norman Hale: Initially, the City did nothing in the way of managing construction parking as many other localities. Then began the revitalization of the 900 block of Main Street; and individuals working on the buildings were being ticketed for using the timed parking zones beyond the two hour time limit. We received complaints that those individuals did not have ample time or adequate parking to finish the projects they were working on. Is the City really responsible for providing parking to construction workers? Unless, we are going to provide free parking for all the employees downtown then we are not responsible for providing free parking to construction workers. We have received feedback from retailers, restaurateurs, property owners that the construction is taking away parking from their customers. One of the options is to let the market drive the parking as with other nearby cities.
- Council Member, Randy Nelson: We need to have the feedback concerning the pros and cons of the construction industry before we go before Council with any recommendations. Council's primary alternative is to have a public hearing which will be a recitation of what the Parking Authority has discussed.
- Parking Manager, Norman Hale: Community Development, Public Works, and Parking will work together to produce a condensed version of recommendations as well as public outreach to nearby contractors and developers.
- Tobi Jaeger: I am in favor of limiting the Construction Parking Permits and am sympathetic to retailers, yet I agree with Randy, and would like the City to survey some of the bigger contractors who may require more than 10 permits. Additionally, we need the options that

will be available to the individuals who will not be eligible for the Construction Parking Permits.

- Chairman, Brandon Farmer: If there are no more questions for Kent White, then the Parking Authority requests:
 1. The details of the recommendation should be presented in a table or with bullet points in a concise manner including:
 - The Construction Parking and Dumpster Options
 - A parking provision for those not eligible for the Construction Parking Permit
 - Fee Schedules for all proposed options
 - Action plan to survey or receive feedback from contractors and/or additional stakeholders regarding the Construction Permit Recommendations
 2. The initial recommendation and the revisions from the October 9, 2012 meeting need to be presented again in the next meeting so that the new Parking Authority Members can better understand the Construction Parking and Dumpster Permits.
 3. After the redrafted recommendation is presented on January 8, 2012, we will move forward with public outreach to receive feedback from the community.
- Council Member, Randy Nelson: Until we our presented the new materials, I would move that we table our last recommendation.
- Tobi Jaeger: Motion in second.
- Chairman, Brandon Farmer, asked if all in favor and present Parking Authority members agreed.

Action Items

- For Consideration: Manage the Lower Level of the Social Services Parking Lot
 - Parking Manager, Norman Hale: Staff is working with the Social Services Department to manage the lower lot (Lot N), however, at this time construction is being performed in the upper lot and the wall of Lot N. At Social Services request, we have temporarily moved some of their employees to the Midtown Parking Deck. When the construction is complete, then we can move forward with the discussing the management of the lower level, Lot N.
 - Chairman, Brandon Farmer: Has anyone spoken to Amazement Square about the completion of the mural on the wall of Lot N?
 - Social Services Director, Cindy Kirkland: Completion should be in December or January. Originally, they began assembling the mural on a wall which was not a retaining wall. In order to secure the wall, Amazement Square had to install rebar braces, and they are just finishing that process. The entry way of the upper lot on 9th Street will have to be repaved and restriped as well, and cement blocks will be placed to prevent people from driving over the handicap spaces. The majority of Lot N is closed off due to the construction and so is our 9th street entry into the lot. We are parking some clients on-street and in the lot. Parking demand will fluctuate depending on the time of day. This last fiscal year we saw approximately 59,000 customers, and depending on the month we will see between 2,000 to 7,000 customers.
 - Chairman, Brandon Farmer: It is one of our City owned lots that we do not manage, and one of the goals of the Parking Authority is to better manage the off-street parking. With the construction taking place, we will have to hold-off on discussing this item.
 - Social Services Director, Cindy Kirkland: What is your definition of management of the lot? Currently, we have staff that park there including legal staff. As we understand it, Parking Authority does have use of 10 spaces in Lot N to rent out as they please. But, we pay for a

part of the parking in Lot N in our lease payment and we pay a separate fee so our staff can park in the Midtown Parking Deck.

- Chairman, Brandon Farmer: How many spaces in Lot N are authorized for Social Services use?
- Parking Manager, Norman Hale: Social Services uses 28 spaces in Lot N and the lease allows for use of 133 spaces in the Midtown Parking Deck.
- Social Services Director, Cindy Kirkland: Those 133 spaces are just for the Midtown Parking Deck and we are not using all 133 spaces for which we are paying. We are paying about \$64,000 annually for parking.
- Parking Manager, Norman Hale: I'm not sure if Lot N is included in the parking agreement.
- Chairman, Brandon Farmer: It was my understanding that the parking that Social Services pays for spaces in the Midtown Parking Deck and not for Lot N. The Parking Authority wants to ensure that each City owned/managed off-street parking facility is managed similarly.
- Social Services Director, Cindy Kirkland: We would be pleased to meet with you and members of the Authority in a formal session to further discuss your perspective and our perspective.
- Chairman, Brandon Farmer: No action will be taken until construction of the lot is complete. We will do more research and review the lease before moving forward with a decision.
- 2013 Parking Authority Meeting Schedule
 - All Parking Authority Members agreed to continue meeting on the 2nd Tuesday of every month in 2013 from 3:00 – 4:00 PM.
- Recommendation: Cancel the Parking Authority's December 11th Meeting
 - All Parking Authority Members agreed to cancel the December 11, 2012 meeting.

No Old Business Items to Discuss

No New Business Items

Chairman, Brandon Farmer adjourned the meeting.

Next Steps

- Parking Authority Members are encouraged to attend a joint meeting with City Council in lieu of the January 2013 Parking Authority meeting. The Parking Deck Feasibility Study will be presented by Desman Associates in this joint meeting on January 8, 2013 at 3:00 P.M., City Hall, 1st Floor, Council Chamber.
- Next meeting will be held on February 12, 2013 at 3:00 P.M., City Hall, 2nd Floor, Training Room