

## Lynchburg Parking Authority Minutes

City Hall – Second Floor, Training Room  
900 Church St., Lynchburg, VA, 24504  
Tuesday, February 26, 2013  
2:30 P.M. – 4:00 P.M.

**Members Present:** Chairman, Brandon Farmer  
Vice Chair, Ed Koepenick  
Council Member, Randy Nelson  
Jackie Wilkes  
Thorne McCraw  
Tobi Jaeger  
Urs Gabathuler

**Members Absent:**

**Staff Present:** Norman Hale, David Owen, Don DeBerry, Lee Newland, Kent White, Kim Payne, Ron Staton, and Charisse Curtis

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

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

**Work Session:**

- Parking Manager, Norman Hale: The Parking Authority has received a copy of the recommendation for Construction Parking & Dumpster Permits and options for the proposed management of SunTrust Parking Deck.
- The items on today's work session agenda are for the Authority's comments and questions. Voting on work session items will take place during the regular meeting, March 12, 2013.

**Parking Authority Members' comments regarding City Staff's recommendations for Construction Parking & Dumpster Permits**

- Council Member, Randy Nelson: One of the recommendations stated that the dumpsters are only allowed to be parked on-street subject to the City's approval and inspection of the site. Previously, we did not discuss this qualification. Is this being practiced currently?
- City Traffic Engineer, Don DeBerry: Yes, it is standard practice to evaluate every dumpster site location to ensure that the location does not endanger public safety. We permit the dumpster once the site is evaluated. If the customer wants to extend the use of the dumpster, then we re-evaluate the site each time the customer requests to renew the permit.
- Community Development Director, Kent White: Site evaluation and approval is not stated in the code, but it was deemed necessary years ago for public safety and we would like to continue to operate in this manner.
- Tobi Jaeger: Are the Construction Parking & Dumpster Permit recommendations being consolidated into one recommendation or are we reviewing these two City Codes separately?
- Council Member, Nelson: The dumpsters take up at least two parking spaces. I believe that the two permits should be blended into one recommendation. If your site no longer needs a dumpster or does not need a dumpster at all, then the customer should be allowed to use all of the allotted parking spaces for construction vehicles. If your site does need a dumpster, then the customer will have two fewer spaces to park construction vehicles.

- Director, White: If you want to go the route of blending these two codes together, we need to look at a couple items such as technology limitations and the fact that parking spaces are not guaranteed. If a dumpster is placed in front of an address, no one else will be able to park in those spaces because the dumpster will not be moved.
- Urs Gabathuler: Is it possible to assign the permits to the project site's physical address? I believe that there are about 3 to 4 parking spaces per building on the block.
- Public Works Director, David Owen: The number of on-street parking spaces per building depends on the size of the buildings on the block. There are about 12 to 15 parking spaces per block on each side of the street. When assigning dumpster permits, sometimes the dumpster cannot be placed in front of the project site's physical address. We inspect the site and make provisions for fire hydrants, loading zones, no parking zones, and etcetera. If public safety is not an issue, then we will allow the dumpster to be placed as close as possible to the project's physical address.
- Parking Manager, Hale: It sounds like we are getting closer to a maximum number for the Construction Parking & Dumpster Permits. If the Parking Authority can decide on a number between 3 and 6, then the contractor will not be using all of the parking on the block so that other businesses will be able to have parking for their customers.
- Chairman, Farmer: Based on our conversation, we will be combining the Construction Parking & Dumpster Permits. However, there may be an issue with tracking the replacement permits. A dumpster permit does not look like a construction parking permit. How will Community Development be able to track the permits they are issuing to customers? How will Community Development know they haven't issued more permits than allotted when the customers stop using the dumpsters?
- Director, White: We will be using Add Issue to manage the Construction Parking Permits. We cannot limit the address for the parking permits, but we can scan the permit and attach the file to the building permit record. Once it is in the system, we will be able to see how many permits the customer has been issued. It is feasible that if we set a minimum and maximum number of permits allotted for both the Construction Parking & Dumpster Permits, then we can control the number of permits issued at any given time regardless whether the customer is using the spaces for a dumpster or construction vehicles.
- Mr. Gabathuler: Is it possible, Norman, to program those construction vehicles or permits in the handhelds so that you can determine whether or not the permits are being abused.
- Parking Manager, Hale: The Parking Ambassadors patrol those areas and are aware of what permits are issued by the City. We do not patrol the dumpsters because that is handled through Public Works. Yes, the permit information can be integrated with our system.
- Council Member, Nelson: Perhaps, we should make it necessary to turn in the dumpster permit when receiving the additional construction parking permits.
- Jackie Wilkes: Is it correct to presume that the Construction Parking & Dumpster Permit Recommendations are based on the Construction Permit Survey? If they are, then I would like to hear from Community Development and Public Works what their recommendations are since they work these permits on a day to day basis. Based on your professional experience, what are your recommendations for the permits?
- Director, White: We believe it would be more proficiently handled through the private sector. We have defined the recommendation from the survey and tailored them with our thoughts on how it should be managed. We would like you to consider whether or not we should be in the business of managing construction parking permits. Paid on-street parking would eliminate the need to manage construction parking permits. If you agree that it is necessary to manage construction parking permits, then the other option is to set some parameters including who can obtain the permits and for what purpose, how many permits can be issued, what is the duration of the permits issue, and whether or not to charge for those permits.
- Council Member, Nelson: I think it would be beneficial to developers to base the number permits issued on the size of the project.

- Director, White: It was brought up by 69% of people surveyed that we should come up with a formula to calculate the number of permits issued. We can create a sliding scale if the Parking Authority requests that information. As long as we have a maximum number we can set the parameters of the sliding scale.
- Ms. Jaeger: Is it a consideration that the workers can pay a discounted business rate for an off-street option?
- Director, White: There is an off-street option, but that was geared towards maintenance vehicles and other people that did not qualify for construction parking permits.
- Parking Manager, Hale: As a note, the City is limited in providing off-street parking. Permitted parking is dependent on our current availability. We will be discussing it in our second work session, but most if not all our parking facilities are overbooked.
- Chairman, Farmer: Before we continue, does anyone in the Parking Authority feel like we should not manage the Construction Parking Permits?
- The Parking Authority agreed that managing the Construction Parking & Dumpster Permits is necessary.
- Chairman, Farmer: Are we in accordance to combine the Construction Parking & Dumpster Permits into one recommendation?
- The Parking Authority agreed to combine the Construction Parking & Dumpster Permits into one recommendation.
- Chairman, Farmer: What is the maximum number of permits we would like to see in our recommendation? In my personal opinion, I cannot see us going over 5 permits even with the dumpster taking up 2 of those spaces.
- Council Member, Nelson: My problem is that it gives no consideration to the project. Someone performing moderate remodel work is being treated the same as someone redeveloping an entire building. I think that contractors need at least 8 spaces plus the dumpster. We do not want to stifle individuals who want to take on these larger projects.
- Ms. Jaeger: From our earlier conversation, we should come up with some type of sliding scale formula. Since I have done development work myself, I believe 6 should be the maximum and 2 should be the minimum, and those numbers include the dumpster.
- The Parking Authority agreed that 6 should be the maximum number of permits issued, 2 should be the minimum number of permits issued, and Community Development should come back to the next meeting to present a sliding scale based on the value of the project.
- Chairman, Farmer: As far as pricing goes for the permits, I believe we should agree with the on-street and off-street recommendations provided by City Staff.
- Director, White: Staff did not recommend having an on-street option, but it was requested by the Parking Authority. We do not know if charging for on-street parking would circumvent the Parking Authority's ultimate goal – promoting turnover on the street.
- Council Member, Nelson: My suggestion is no fee for 30 days, and upon the renewal of the permits the customer would be charged a fee to give the customer incentive to get the work done.
- Ms. Jaeger: The off-street option for maintenance vehicles is not optimal for customers that need to maintain their buildings. When a tenant calls you for an emergency, then you need to be able to unload any necessary materials right next to that building. I really don't know to whom this off-street option applies.
- Mr. Gabathuler: Is there a way Parking Management could create and monitor a permit for maintenance vehicles to park on-street that is tied to the owner's physical address?
- Ms. Jaeger: Some property owners like myself, own multiple properties. I do not think that the permits should be tied to a physical address rather parking zones that will cover certain areas.
- Parking Manager, Hale: A monthly or annually paid, on-street option is included in the recommendation for maintenance vehicles. However, we could still not guarantee the owners a parking space in front of their building.
- Director, White: When we created the survey and ultimately the recommendation, it was understood that the Construction Parking & Dumpster Permits would be at no cost to the customer. We only created pricing for maintenance vehicles.

- Mr. Gabathuler: How is the cost of building permits calculated?
- Director, White: It is based on the value of the building and it costs \$40.00 up to the first \$1000.00. I do not have the rates memorized, but we can definitely provide them to the Parking Authority.
- Mr. Gabathuler: We definitely need consider the “pain level” for customers. We cannot charge more for the Construction Parking & Dumpster Permits than it costs for the building permit.
- Mrs. Wilkes: Is everyone’s intention to move from an unlimited number of Construction Parking & Dumpster Permits with no fee to a limited number of paid parking spaces?
- Ms. Jaeger: Parking is a commodity.
- Chairman, Farmer: I don’t see us charging anything less than it costs for off-street residential when we know the most valuable spaces are on-street.
- Director, White: The building permits can range from \$40.00 to \$1660.00 in five price points. We can create the same type of sliding scale for the permits and recommend the Parking Authority a maximum rate to charge for the permits.
- Chairman, Farmer: Is the general consensus:
  1. It is necessary to manage the Construction Parking & Dumpster Permits,
  2. We want to combine the Construction Parking & Dumpster Permits,
  3. 6 should be the maximum number of permits issued and 2 should be the minimum number of permits issued,
  4. Community Development should come back to the next meeting to present a sliding scale based on the value of the project, and
  5. Community Development should recommend fees for the Construction Parking & Dumpster Permits in addition to the maintenance permit fees?
- The Parking Authority agreed that Community Development should make those formal recommendations for them to vote on during the next regular meeting.

Chairman, Farmer adjourned the meeting.

#### Next Steps

- Next meeting will be held on March 12, 2013 at 3:00 P.M., City Hall, 2<sup>nd</sup> Floor, Training Room