

**Lynchburg Parking Authority Minutes**  
**City Hall – Second Floor, Training Room**  
**900 Church St., Lynchburg, VA, 24504**  
**Tuesday, July 9, 2013**  
**3:00 P.M. – 4:00 P.M.**

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

**Members Absent:** Vice Chair, Ed Koepenick, Urs Gabathuler

**Staff Present:** Norman Hale, Kim Payne, Lee Newland, Anna Bentson, Don DeBerry, Gaynelle Hart, Kent White,

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

The meeting was called to order by Chairman, Farmer.

Jackie Wilkes noted “Mr. Urs” needed to be changed to “Mr. Gabathuler” on page 2 under Action Items, 2<sup>nd</sup> Parking Recommendation of the May 16, 2013 meeting minutes. The May 16, 2013 meeting minutes were approved as amended, 5 to 0.

No Comments from the Public

No Comments from Authority Members

Informational Briefs & Updates

- Parking Manager, Norman Hale: City Staff is continuing to work with Desman Associates on the possible construction of a deck at 12<sup>th</sup> Street and Commerce Street. The City’s Engineer, Lee Newland, and I have met with them several times, exchanging information to create a detailed cost analysis.

No Reports

Action Items

- Proposed 12<sup>th</sup> Street Parking Deck (Phase 2 Parking Deck Cost Analysis)
  - ◆ Mr. Newland recounted the items discussed in the Desman meetings.
    - There were several items Desman needed to know to develop the concept plans including demand, projected number of spaces, and type of construction.
    - The first step is to determine whether or not the site is viable for construction. The City is in the process of hiring a Geotechnical Engineer and an Environmental Engineer to perform Geotechnical and Environmental Phase I Tests.
    - In late September we should have the cost analysis, engineering test results; and approximately 4 concept plans, which will include parking deck designs, minor finishes, fixtures, and parking automation. Desman Associates will also hold a Public Workshop to exhibit the concept plans and operations.
  - ◆ Tobi Jaeger: What is included in the Geotechnical Test?
  - ◆ Mr. Newland: It tests whether the soil will support the construction of the deck and what type of foundation will have to be laid in the ground to support 3 to 5 levels of the deck.
  - ◆ Ms. Jaeger: Is it correct that the Environmental Phase I Test determines if there is any type of contamination at a particular site?

- ◆ Mr. Newland: Yes, it is used to assess risks of ownership of commercial properties which had a high degree of risk from prior toxic chemical use or disposal. We know the property located at 12<sup>th</sup> Street and Commerce Street used to be a service station.
- ◆ Council Member, Randy Nelson: In the event that the most expensive of the 4 concept plans is chosen, what is the longest completion time we can expect?
- ◆ Mr. Newland: The completion time is going to vary on whether the construction will be a pre-stressed (double tee beam) deck or a cast-in-place, concrete poured deck. Many decks built today are pre-stressed. There are many other options that need to be considered as well. A rough estimate is that it will take 18 months or more to build a deck.
- ◆ Mr. Nelson: Does a pre-stressed deck take longer to build than a cast-in-place poured concrete deck?
- ◆ Mr. Newland: Yes, but it is dependent on the manufacturer for the pre-stressed, double tee beams.
- ◆ Ms. Jaeger: The concept plan is not necessarily the engineering plan. When we receive the engineering test results and reports, we will have to hire an engineering company to develop the plans from the concept designs. Is it correct, we will not know the actual cost of the deck until we receive all of these reports back and we put it out to bid?
- ◆ Mr. Newland: Correct, however, that is why the concept plans are important. The concepts will tell us the magnitude of funding we need to construct the deck. It will be a close estimate but not a final construction cost.
- ◆ Chairman, Brandon Farmer: If we are expecting the reports in September, then will we be able to review them by our October meeting?
- ◆ Mr. Newland: Yes.

➤ Downtown Parking Tour – Proposed Dates

- ◆ Mr. Farmer: Yearly, we do a walkthrough of downtown to look at our resource of facilities, including the condition of the facilities, loading zones, etc. I think it would be more beneficial to have it in October when we understand Dr. Catalano's deck situation as well as the cost analysis for the proposed deck. Does the Parking Authority feel that it would be better to go forward with the tour on one of the previously proposed dates (July 19, July 30, August 9)?
- ◆ With no further discussion, the Parking Management Office will email new proposed dates to take the tour in October.

Old Business Items to Discuss

➤ Paid On-Street Parking

- ◆ Thorne McCraw: I'm still catching a lot of heat on paid parking. I am totally against it, and so are most of the downtown merchants. There are several members of City Council who aren't too crazy about it either. Are there other ways to pay for this parking deck like raising real estate taxes? Am I the only one who is against paid on-street parking?
- ◆ Mr. Nelson: I'm not in the position to comment on what City Council will or will not do. Based on the general semblance of the Lynchburg population, in terms of your conjecture, raising real estate taxes is not going to be an option for anybody regardless if the justification is downtown parking or other city wide projects. Everyone is going to benefit from these city improvements, however, taxing everyone to build a project in one specific area by increasing real estate taxes is going to be a difficult pill to swallow.
- ◆ Mr. Hale: Most municipalities use their paid on-street parking to help meet the debt service of their off-street parking structures. No one will pay to use the off-street parking structures if you can park on-street for free, and we will still have the same on-street parking problem. If surrounding municipalities do not already have paid on-street parking, then they are progressing towards paid on-street parking like Winchester, Virginia.
- ◆ Mr. McCraw: Paid on-street parking is really going to hurt the merchants, and we're really the ones who have helped build up the downtown area. The developers are going to benefit the most from the parking deck. The merchants will benefit from the residents moving to the downtown area, but we are struggling right now.

- ◆ Ms. Jaeger: I agree with Thorne. Blanket, paid on-street parking is not going to be a good thing. I believe that some paid on-street is necessary; and I agreed to vote for it as part of the proposal. I think that Court Street would be a good place for a pilot program. As I have said previously a number of times, paid on-street parking will deter the casual shopper from running into a store and purchasing items. We disagreed on whether or not to raise parking fines, but in some respects it would be good to have paid on-street parking in some areas and more enforcement in the areas without it. Initially, the merchants are going to suffer the most from paid on-street parking.
  - ◆ Mr. Hale: If you want the deck, paid on-street parking is how most municipalities pay for it. This is a decision that the Parking Authority and City Council have to make. The City Staff does not set policy and can only bring the information to the decision makers. I was hired to implement the Carl Walker Strategic Plan, and we have completed most of those items. The parking deck and paid on-street parking are some of the few items we have left to complete.
  - ◆ Mr. Farmer: Thorne, I can see your point and we can be flexible through a pilot program and implementation plan. If we see an area where paid on-street parking will be detrimental then we can exclude that area. In my personal opinion, I don't see City Council issuing and funding the debt service on the proposed deck. I think we can come up with other options if an area is suffering.
- 1001 Commerce Street, LLC
- ◆ Ms. Jaeger: Is October the same timeframe when Dr. Catalano expects to know how much funding is needed to get the deck in order as well as review the management agreement?
  - ◆ Mr. Hale: We are hoping to know the costs and be able to review the management agreement by September.
  - ◆ Ms. Jaeger: If I understood Mr. Payne correctly at our previous meeting, the City does allocate costs to the parking facilities when other departments perform maintenance or other work on those facilities. It must be written somewhere in the City Budget what it costs to operate the deck (city time, employee time, materials, etc.). When we talk about 20% of the revenue, we can equate that to what it costs us to operate the deck. I have not seen numbers which make me feel comfortable with agreeing to collect only 20% of the revenues. If we don't know the costs, then we don't know what will make a good profit for the City.
  - ◆ The Parking Management Office distributed a draft pro-forma of potential revenues and operational costs.
  - ◆ Mr. Hale: As a note, these are projected costs. The operational and maintenance expenses, to my understanding, are not broken down by facility. Other than the management of the pay stations and off-street parking permits, the Parking Management Office does not manage the maintenance such as the signs, cleaning, etc.
  - ◆ Mr. Farmer: Randy, do you have any information that you can share in regards to the management of the deck at 1001 Commerce Street (timelines and expectations)?
  - ◆ Mr. Nelson: Since I am a representative 1001 Commerce Street, LLC, I'm not supposed to engage in conversations regarding the deck. However, Dr. Catalano gave me permission to disclose that August would be the projected time and the cost has been fixed. I am not at liberty to say what the projected cost is, but it looks like a reasonable amount and the loan is in process. They expect to start construction on the engineering changes in August.
  - ◆ Mr. Hale: Since we just received this information, I need to have some conversations with the City's Engineer to address some specific items.

#### No New Business Items

Chairman, Brandon Farmer adjourned the meeting.

#### Next Steps

- Next meeting will be held on August 13, 2013 at 3:00 P.M., City Hall, 2<sup>nd</sup> Floor, Training Room