

**MINUTES**  
**PUBLIC TRANSPORTATION & PARKING COMMISSION**  
**September 15, 2010**

The Public Transportation and Parking Commission met on the above date at 9:15 a.m. in the Conference Room 337 at City Hall.

Members Present: Ms. Lisa Simmons, Ms. Marsha Wyly, Mr. Mike Hamer, Ms. Nancy Ray and Mr. Eric Foushee.

Staff Present: Mr. Carl Rees, Senior Planner; Mr. Niki Jones, Planner I; Ms. Nancy Harrington, Transit Manager; Ms. Stacey Pigford, Engineer I, and Ms. Geraldine Teel, Secretary.

Council Liaison: Ms. Kandie Smith

**WELCOME:** Ms. Lisa Simmons, Chairperson, called the meeting to order and welcomed everyone to the meeting.

**AGENDA:** The agenda for the September 15, 2010 meeting was approved.

**MINUTES:** Ms. Marsha Wyly made a motion to approve the minutes of the August 18, 2010 meeting. This was seconded by Mr. Mike Hamer. The motion carried unanimously.

**INTRODUCTION OF NEW MEMBERS:** Chairperson Lisa Simmons introduced Ms. Nancy Ray and Mr. Eric Foushee, the newest members of the Public Transportation and Parking Commission, and welcomed them aboard.

**INTERMODAL TRANSPORTATION CENTER UPDATE:** Mr. Thom Moton gave a brief update on the Intermodal Transportation Center Project. He stated that the consultant is continuing to work on the environmental assessment. Mr. Moton gave an overall review of the project for the benefit of the new members of the Commission. He stated that on July 13, 2010 City staff participated in a conference call with the Federal Transit Administration and the Consultants to discuss the next steps in the project environment assessment. On July 14, 2010, staff mailed out letters to the property owners advising them of the status of the project. He noted that on August 24, 2010 staff had a conference call with FTA Officials and Moser-Meyer-Phoenix Associates (the project consultant) to discuss issues involving the environmental assessment. During the month of August, staff also had a conference call with East Carolina University regarding acquisition of the two parcels owned by the University. He noted that on August 30, 2010, staff met with the local State Historic Preservation Office. He added that another conference call is scheduled for October 5, 2010 to discuss issues with the Environmental Assessment as it relates to the Jones-Lee House and whether or not it would be moved or remain on site and converted to an alternate use by the City. Mr. Moton stated that the conference calls will continue until all the remaining issues are resolved. Council Member Smith asked if a location has been found for the Jones-Lee House if it is moved. Mr. Moton advised that it will most likely be west of City Hall in a residential area with comparable homes. Council Member Smith stated that she would like to see a proposed sketch of how the site would look with and without the Jones-Lee House. Mr. Moton said he would provide available sketches. Ms. Marsha Wyly asked what happens to the funding if there are further delays. Mr. Moton stated that the present funding is secured. Ms. Nancy Harrington stated that there were three ear marks available and two have been received in approved grants. The third will be

applied for as soon as the Environmental analysis is complete and approved by FTA. She noted that the secured funding is for acquisition and planning and additional funding is needed for construction.

**PUBLIC COMMENTS:** There were no public comments at this time.

**PARKING UPDATE:** Mr. Carl Rees of Community Development gave an update on parking. He stated that the concept approved by the Redevelopment Commission and City Council is to make improvements to the parking lot at 5<sup>th</sup> and Evans Street. He added that this is the location where the Free Boot Friday events have been held before home football games for a number of years. In addition, he noted that the Umbrella Market uses the north portion of this lot every Wednesday from 5 p.m. to 8 p.m. from the middle of May to the middle of September for an open air market. Mr. Rees stated that this lot was not originally designed to host these types of events. He advised that with the growing popularity of these events, the timing seems right to make some improvements to the lot that would benefit these events and attract other events to Uptown Greenville. He explained that plans call for opening up the parking lot so that people are able to navigate through the space easily. He said that most of the improvement will take place on the end near 5<sup>th</sup> Street. Included in these improvements are the installation of vendor shelters that will be hooked up to electrical and water service, installation of benches and beautification of the area with plantings and vegetation. He pointed out that the Laughinghouse Clock will be maintained and a kiosk will be installed with historic information about the Five Points Plaza. Mr. Rees noted that some parking will be rearranged but there will be no significant loss of parking as only two spaces are designated to be eliminated. Mr. Rees also informed the Commission that there will be a traffic control system installed in the parking lot. Ms. Marsha Wyly voiced her concerns about the oak trees that will be removed along with other vegetation issues. Mr. Rees said he would take these concerns back to the project design team.

**UPTOWN PARKING PAY STATIONS:** Mr. Niki Jones of Community Development gave an update on the parking pay stations. He stated that it was decided to continue the Georgetown lot and the Reade Street spaces as metered parking. The fee was set at \$ .75 per hour for these spaces. Mr. Jones gave a brief presentation on the pay station project for the benefit of the new members. He stated that parking pay stations are devices that take payments for parking and allow more flexibility in enforcement, data collecting, and in streetscapes. Mr. Jones discussed two options - Pay-and-Display and Pay-by-Space. He noted that the benefits are: 1) multiple payment options, 2) effectiveness and efficiency through data collection, wireless monitoring and less human error, and 3) less meters to service. He said that Pay-by-Space is the one of choice as it is more efficient. Mr. Jones said that RFP's were sent out in March 2010 and three vendors responded. He reported that interviews were held on March 29, 2010 and that the two finalists selected were Southern Times and Duncan Solutions. On July 1, 2010 Duncan Solutions was selected. Mr. Jones advised that the City of Raleigh has Duncan Solutions Pay Stations and that he travelled to Raleigh to see how the pay stations are working for them. The information was positive and the City is very satisfied with Duncan Solutions. The business owners on Evans Street have agreed to have them installed on the 300 and 400 block of Evans Street. He said that some free 2hr. parking is still available downtown. Mr. Jones said that the Hodges lot will have two pay-stations due to the two-way traffic pattern. He informed the Commission that staff is recommending that the Hodges Lot and the 300 and 400 blocks of Evans Street become metered at \$ .75 per hour and that two spaces in the Hodges Lot be changed to 15 minutes free parking. A discussion was held. Ms. Marsha Wyly made a motion to meter the Hodges lot at \$ .75 per hour and have two 15 minutes free parking. This was seconded by

Mr. Mike Hamer. The motion carried. Ms. Marsha Wyly made a motion to have the 300 and 400 blocks of Evans Street metered at \$ .75 per hour. This was seconded by Ms. Nancy Ray. The motion carried.

**ANNUAL PRESENTATION TO CITY COUNCIL:** Ms. Nancy Harrington stated that each year all City Boards and Commissions are given an opportunity to make a presentation to the City Council on the previous year's work. She reported that the Public Transportation & Parking Commission report is scheduled for November 8, 2010. She asked that members provide information for the report. Ms. Marsha Wyly gave the group a list of items she had prepared based on last year's minutes. She asked that members review her list and bring back suggestions at the next meeting. Ms. Harrington said she would assist Ms. Simmons with preparation of the report and that a final report would be completed after the October meeting. In addition, Ms. Wyly advised that a subcommittee should be formed to provide suggestions for using the Commission's \$3,000 budget allocated for this fiscal year. She asked that this item be placed on the Agenda for the next meeting.

**FEDERAL TRIENNIAL REVIEW:** Ms. Nancy Harrington stated that urban transit systems receiving Federal Transit Administration (FTA) funds are reviewed every three years to determine compliance with Federal requirements. She said that FTA examines grant management practices and compliance with regulatory requirements in 24 specific review areas. Ms. Harrington stated that the review was performed on August 17 and 18, 2010. No deficiencies were found with FTA requirements in any of the 24 areas examined during the review.

**GREAT DATA & RGP SERVICE REPORT:** Ms. Nancy Harrington stated that ridership continues to increase. She stated that the County's Rural General Public (RGP) Service has also seen an increase in ridership. Ms. Harrington reported that total expenses and revenues have increased slightly as compared to last year.

**ADJOURNMENT:** There being no further business, the meeting was adjourned. The next meeting is scheduled for October 20, 2010 at 9:15 a.m. in City Hall Conference Room 337.

Respectfully submitted,

Geraldine Teel, Secretary  
Public Transportation & Parking Commission