



# CITY OF CHARLESTON West Virginia



Council Member – 12<sup>th</sup> WARD

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Finance Committee, Chair  
Parking Committee, Chair  
Public Safety Committee

**AGENDA**  
**PARKING FACILITIES COMMITTEE MEETING**  
**Monday, March 2, 2020**  
**6:00 PM**

**I. DISCUSSION:**

- a. Approval of Previous Minutes - 10-21-2019

**II. BILLS:**

- a. Bill No. 7868 - A BILL to amend the Code of the City of Charleston relating to authorizing the Charleston Coliseum & Convention Center / Municipal Auditorium Board to set parking garage rates; and requiring that a percentage of the parking revenue be placed in a special revenue account for capital improvements for parking facilities.

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**MINUTES**  
**PARKING FACILITIES COMMITTEE MEETING**  
**6:55 P. M., OCTOBER 21, 2019**  
**A/V CONFERENCE ROOM**

Joseph Jenkins, Chairperson, called the meeting of the Charleston City Council Committee on Parking Facilities to order at 6:55p.m., October 21, 2019, in the Audio/Visual Room in City Hall.

A silent roll was taken by the Clerk and a quorum was established. The following committee members were present:

Joseph Jenkins, Chair  
Bobby Reishman, Vice Chair  
Brent Burton  
Mary Beth Hoover  
Will Laird  
Shannon Snodgrass  
Keeley Steele

I. DISCUSSION

a. Councilmember Reishman asked for unanimous consent to dispense with the reading of the minutes for the August 5, 2019 meeting and that they be approved as distributed. There was no objection and the minutes were approved.

## II. MOTIONS

a. Chairperson Jenkins made a motion to direct the Director of Parking to remove approximately 19 parking meters from property owned by CURA on Lot No. 29 of Block D of the Ruffner Brothers Addition in the City of Charleston, which is approximately 1595 Washington Street East.

Councilmember Steele abstained from voting and recused herself as she owns a business adjacent to the area.

City Attorney, Kevin Baker, added this lot is owned by CURA with City parking meters on it. CURA has asked the City to remove the meters.

Councilmember Reishman moved to approve the Motion. With a majority of members present recorded thereon as voting in the affirmative, with one abstention from Steele, Chairperson Jenkins declared the Motion approved.

Councilmember Reishman motioned to adjourn the meeting.

Meeting adjourned.

**Bill No. 7868**

**Introduced in Council:**

**Adopted by  
Council:**

**February 18, 2020**

**Introduced by:**

**Referred to:**

**Sam Minardi and Chad Robinson**

**Parking Facilities  
Committee**

1 **Bill No. 7868** - A BILL to amend and reenact Chapter 114, Article VII, Section 114-602  
2 of the Code of the City of Charleston, as amended, relating to authorizing the Charleston  
3 Coliseum & Convention Center / Municipal Auditorium Board to set parking garage rates;  
4 and requiring that a percentage of the parking revenue be placed in a special revenue  
5 account for capital improvements for parking facilities.

6

7 **Now, therefore, be it ordained by the Council of the City of Charleston:**

8

9 That Chapter 114, Article VII, Section 114-602 of the Code of the City of Charleston, as  
10 amended, is hereby amended and reenacted to read as follows:

11

12 **Chapter 114 – Traffic Ordinance**

13 **Article VII. STOPPING, STANDING AND PARKING**

14

15 **Sec. 114-602. - Management of and regulations governing city-owned lots and  
16 buildings.**

17

18 (a) Unless otherwise provided herein, all parking lots and parking buildings owned  
19 or operated by the city shall be operated under the control and management of the parking  
20 facilities committee, who are hereby authorized to promulgate rules and regulations  
21 governing such usage not inconsistent herewith. There shall be a Director of Parking,  
22 who shall carry out the efficient administration of the provisions of this section and any  
23 associated rules and regulations, promulgated by the parking facilities committee,  
24 including but not limited to the authority and discretion to enter into and suspend  
25 agreements to lease parking spaces on a month to month basis, set days and hours of  
26 operation, collect and adjust parking fees and fines, and to make provisions for special  
27 events or open rent-free parking when deemed in the best interest of the city.

28

29 (b) Motor vehicles shall be parked, placed, handled and driven into, from, in and  
30 on such parking lots and such parking buildings in accordance with the applicable laws  
31 and ordinances of the city relative to traffic upon the streets in the city, and in accordance  
32 with any rules and regulations respecting usage of such parking lots and parking buildings  
which are adopted and promulgated by the parking facilities committee and the directions,

33 instructions and order of the Director of Parking or official city attendants at any such lot  
34 or building.

35 (c) It shall be unlawful for any person or vehicle to block any driveway or  
36 passageway in or upon such parking lots or parking buildings, or for persons to leave or  
37 park cars therein contrary to the applicable ordinances, rules and regulations and  
38 instructions of attendants, as aforesaid, or without paying the required rental fees.

39 (d) No fees or charges shall be required for metered or unmetered spaces in such  
40 lots or buildings at times other than those expressly posted at the site, or when provisions  
41 have been made for event parking, or as expressly provided herein.

42 (1) Specific unmetered spaces may be reserved from 7:00 a.m. through 5:00 p.m.,  
43 Monday through Friday, by paid-up lease on a month to month basis according to the  
44 rates identified in this section; provided, nothing herein shall preclude the Director for  
45 good cause from designating spaces as assigned or reserved at other times.

46 (2) All fees for monthly rentals shall be paid in advance prior to the first day of the  
47 month; provided, the rental fee for the initial month of any newly activated account may  
48 be prorated based upon the date of activation.

49 (3) An administration fee of \$15.00 per space shall be charged to any account that  
50 is delinquent past the tenth day of the month. The director of parking shall provide notice  
51 of the assessment of the administrative fee with the further statement that if the account  
52 is delinquent past the twentieth day of the month, then the account will be considered  
53 closed and the vehicle associated with the account will be treated as a typical vehicle  
54 without a monthly account.

55 (4) An administration fee of \$10.00 per space shall apply for the activation of any  
56 monthly rental agreement, or the replacement of an electronic entry key or any placard  
57 or decal provided to identify license or assignment of a reserved space.

58 (5) Nothing herein shall preclude the immediate revocation and/or reassignment  
59 of parking privileges in the event of nonpayment or a violation of the rules.

60 (6) Unless otherwise provided herein, Event Parking at any city-operated lot or  
61 building shall be at the minimum rate of \$3.00 per vehicle.

62 (e) *City Off-Street Lots*. The daily rental fee for each separate usage of any single  
63 parking space on any city owned or operated parking lot not specifically set forth below  
64 shall be at the rate of \$3.00 per day. The monthly rental fee for reserved usage of any  
65 unmetered space in a city owned or operated lot not otherwise expressly set forth below  
66 shall be \$50.00 per month. The rental fee for each separate usage of a single metered  
67 parking space in a city owned or operated off-street parking lot, not otherwise expressly  
68 set forth below, shall be at the rate of \$0.25 per hour.

69 (1) *Municipal Auditorium*. The rental fee for each separate usage of any single  
70 metered parking space in the city-owned lot behind the municipal auditorium shall be  
71 \$0.50 per hour and the rental fee for the reserved usage of any unmetered space shall  
72 be \$40.00 per month.

73 (2) *Summers Street Alley*. The rental fee for the reserved usage of any unmetered  
74 space in the Summers Street alley shall be \$80.00 per month.

75 (3) *West Side Lots*. The rental fee for each separate usage of any single metered  
76 parking space in city owned or operated lots on the West Side, Elk City district, shall be  
77 \$0.25 per hour and the rental fee for the reserved usage of any unmetered space shall  
78 be \$35.00 per month.

79 (4) *Morris Street Lot*. The rental for each separate usage of any space that is not  
80 otherwise made available for metered parking in the city-owned Morris Street lot shall be  
81 \$40.00 per month; provided, any such rented space which is unoccupied at the  
82 commencement of an event parking period shall be available for event parking on a first  
83 come first served basis and subject to the event parking rate.

84 (5) *Smith Street Lot*. The rental for each separate usage of any space that is not  
85 otherwise made available for metered parking in the city-owned Smith Street lot shall be  
86 \$30.00 per month; provided, any such rented space which is unoccupied at the  
87 commencement of an event parking period shall be available for event parking on a first  
88 come first served basis and subject to the event parking rate.

89 (6) *Union Building Parking Lot*. The monthly rental rate for each parking space at  
90 the city-owned Union Building Parking Lot located between Kanawha Boulevard and the  
91 Kanawha River just east of the Union Building shall be at a rate of \$70.00 per month;  
92 provided, any such rented space which is unoccupied at the commencement of an event  
93 parking period shall be available for event parking on a first come first served basis and  
94 subject to the event parking rate.

95 (f) *City Parking Buildings*. Unless otherwise provided herein, the following  
96 provisions of this section shall apply to city-owned parking buildings.

97 (1) *Parking Building No. 1—McFarland Street Garage*. The rental fee for the  
98 reserved usage of any unmetered space on Floor 6 or above in Building No. 1 shall be  
99 \$45.00 per month; on all other floors, the rental fee shall be \$65.00 per month.

100 (2) *Parking Building No. 2—Washington Street Garage*. The rental fee for the  
101 reserved usage of any unmetered space in Parking Building No. 2 shall be \$35.00 per  
102 month.

103 (3) *Parking Building No. 3—Convention Center North/Greyhound Garage*. Parking  
104 Building No. 3 shall be under the control and management of the Charleston Coliseum  
105 and Convention Center / Municipal Auditorium Board. ~~Unless a The Charleston Coliseum  
106 and Convention Center Rate Ordinance provides for other or additional fees for parking  
107 in Building No. 3, event or daily parking shall be the rate of \$3.00 per vehicle; monthly  
108 parking shall be at the rate of \$25.00 per vehicle / Municipal Auditorium Board shall have  
109 discretion to set the parking rates in Parking Building No. 3. Twenty percent (20%) of all  
110 parking revenue collected from Parking Building No. 3 shall be deposited into a special  
111 revenue account designated solely to capital improvements for parking facilities under the  
112 control and management of the Board.~~

113 (4) *Parking Building No. 4—Convention Center South/Quarrier Street Garage*.  
114 Parking Building No. 4 shall be under the control and management of the Charleston  
115 Coliseum and Convention Center / Municipal Auditorium Board. ~~Unless the The  
116 Charleston Coliseum and Convention Center Rate Ordinance provides for other or  
117 additional fees for parking in Building No. 4, event or daily parking shall be the rate of  
118 \$3.00 per vehicle; monthly parking shall be at the rate of \$25.00 per vehicle / Municipal  
119 Auditorium Board shall have discretion to set the parking rates in Parking Building No. 4.  
120 Twenty percent (20%) of all parking revenue collected from Parking Building No. 4 shall  
121 be deposited into a special revenue account designated solely to capital improvements  
122 for parking facilities under the control and management of the Board.~~

123 (5) *Parking Building No. 5—Shanklin/City Hall Garage.* The rental fee for the  
124 reserved usage of any unmetered space on Floor 4 and above in Parking Building No. 5  
125 shall be \$45.00 per month; on all other floors, the rental fee shall be \$65.00 per month.

126 (6) *Parking Building No. 6—Summers Street Garage.* The rental fee for the  
127 reserved usage of any unmetered space in Parking Building No. 6 shall be \$80.00 per  
128 month.

129 (7) The Director shall designate no fewer than 20 spaces at the lowest or most  
130 convenient level practical within each city-owned parking building and equip the same  
131 with SMART meters for the use of daily or itinerate parkers, and shall designate as many  
132 spaces as practical on the unsheltered rooftop of each building and equip the same with  
133 mechanical meters for the use of daily or itinerate parkers; provided, this provision shall  
134 not apply to Buildings No. 3 or No. 4 which shall be controlled and operated by the  
135 Charleston Coliseum and Convention Center / Municipal Auditorium Board; provided  
136 further, that this provision shall not apply to Building No. 2, which shall be controlled and  
137 operated by the director of parking consistent with the provisions of subdivision (10) of  
138 this subsection.

139 (8) The rental fee for each separate usage of a SMART metered parking space in  
140 a city-owned parking building shall be \$1.00 per hour between the hours of 7:00 a.m. and  
141 5:00 p.m., Monday through Friday.

142 (9) The rental fee for each separate usage of a single metered parking space on  
143 the rooftop of a city-owned parking building shall be at the rate of \$0.25 per hour, from  
144 7:00 a.m. through 5:00 p.m., Monday through Friday.

145 (10) Parking Building No. 2 will continue to be operated with an electronic entry  
146 key and ticketed system at the direction of the director of parking. Parking in Parking  
147 Building No. 2 shall be free on Saturdays, Sundays, and holidays. The director of parking  
148 has the authority to set parking rates for the building and to set hours during which parking  
149 rates are charged and collected on Monday through Friday, excluding holidays, provided  
150 that the hours during which parking rates are charged shall begin no later than 9:00 a.m.  
151 and end no earlier than 5:00 p.m. The hours during which the parking booth may be  
152 attended and actively collecting parking fees may be set at the discretion of the director  
153 of parking. The discretion given to the director of parking in this subdivision is subject to  
154 active lease agreements maintained by the City with tenants of Parking Building No. 2.

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