

Storrs Center Parking Management Plan  
August 7, 2012

Storrs Center Parking Steering Committee

Approved by Mansfield Downtown Partnership Inc., on January 5, 2012, and the Mansfield Town Council on February 14, 2012.

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## **Storrs Center Parking Management Plan**

### **Introduction**

Storrs Center will create a variety of parking facilities – parking garage, on-street, and surface lot parking – to accommodate the mixed-use downtown which will include shops, restaurants, offices, housing, parks, and open space. The goal is for parking at Storrs Center to be user-friendly, convenient and affordable.

Parking is critical to the success of the downtown as a destination for shopping, eating and recreating. The customer’s parking experience will partly dictate whether he or she will patronize Storrs Center.

By way of background, in June 2007, the Storrs Center Special Design District Master Parking Study was approved by the Mansfield Planning and Zoning Commission as part of the Storrs Center Special Design District. The Parking Study requires that a specific number of parking spaces, by use, be included in Storrs Center.

On July 13, 2009, Town of Mansfield and Mansfield Downtown Partnership, Inc. staff provided the Mansfield Town Council with an overview of the research staff conducted on parking management systems. Staff recommended that a parking steering committee be formed to oversee the preparation of a parking management plan (the “Plan.”)

On August 10, 2009, the Town Council adopted a resolution to establish and issue a charge to a parking steering committee for Storrs Center. The resolution is attached (*Appendix 1*). The Town Council authorized the Committee to develop a parking management plan for Storrs Center.

The Town Council also approved a resolution to appoint members to the parking steering committee that would represent the Town Council, Regional School District #19, the University of Connecticut, the Mansfield Downtown Partnership, Mansfield citizens, and the local public transportation network. Staff and ex-officio members would include the Mansfield Town Manager, Mansfield Director of Public Works, Mansfield Downtown Partnership Executive Director, the Town’s parking consultant, and a representative from master developer LeylandAlliance (doing business in Storrs as “Storrs Center Alliance” and hereinafter referred to as Storrs Center Alliance).

On September 14, 2009, the Town Council appointed members to the Parking Steering Committee. *See Appendix 2 for adopted resolution and list of the Storrs Center Parking Steering Committee members.*

## **Parking Steering Committee**

The Parking Steering Committee held its first meeting on November 2, 2009 with subsequent meetings held in 2009: December 8; 2010: January 12, March 2, April 13, June 22, October 12, December 14; and 2011: January 11, April 27, September 13, November 10, 2011, and December 14, 2011 (*draft*). The minutes for the meetings are attached as part of the Plan (*Appendix 3*).

The Committee agreed to limit its work to the parking associated with Phase 1 of Storrs Center. The Committee engaged Walker Parking Consultants to assist the Committee with its work. Initially, the Committee spent time learning about the parking planned for Storrs Center, and how other rural college towns have integrated parking into their communities. The Committee then reviewed the various options for operations and management of garage, surface, and on-street parking. Finally, the Committee addressed the challenge of the management of adjacent public and private lots to the Storrs Center planned parking. A cooperative agreement was the main outcome of the Committee's work.

### **Phase 1 Program and Parking**

The preliminary Phase 1 program for Storrs Center is as follows:

Phase 1A:

- 127 Residential Units
- 27,366 Square Feet of Retail/Restaurant/Commercial Uses

Phase 1B:

- 160 Residential Units
- 41,034 Square Feet of Retail/Restaurant/Commercial Uses

Phase 1C:

- 120 Residential Units
- 28,007 Square Feet of Retail/Restaurant/Commercial Uses

Total Program Estimate for Phase 1:

- 407 Residential Units
- 96,407 Square Feet of Retail/Restaurant/Commercial Uses

A variety of parking options are planned for Phase 1 including on-street, a parking garage, and a surface lot. *See Appendix 4 for planned parking map.*

Phase 1 Proposed Parking		
<u>Location of Parking</u>	<u>Type</u>	<u>Spaces</u>
Storrs Road	Public	59
Garage/Intermodal Transportation Center	Public	671
Surface Parking	Private	126
Other Surface Parking in Bishop/Auto Repair Area	Private	13
Town Square/Dog Lane On-Street	Public	13
Village Street in Phase 1 On-Street	Public	17
TOTAL		902

## Operations

Along with the Parking Steering Committee, the Town Council was also working on parking issues through its comprehensive development agreement for Phases 1A and 1B with the master developer Storrs Center Alliance LLC and its development partner Education Realty Trust, Inc. (EDR). The entire Development Agreement, dated February 15, 2011, is incorporated by reference.

One of the key objectives of the Development Agreement was that the design of the operational structure of the garage and parking system would ultimately be self-supporting, and parking revenues would cover the costs of operation, maintenance and deferred maintenance.

During the Parking Steering Committee meetings, Committee members expressed concern about any Town financial obligation with respect to the operations of the parking. This concern was shared by the Mansfield Town Council. Consequently, one of the main tenets of the Agreement was that Storrs Center Alliance would manage and operate the Storrs Center parking for a period of at least seven years. Storrs Center Alliance would collect all proceeds and assume liability for any operational deficit.

Other key components of the Development Agreement include the following:

The Town of Mansfield would establish a “repair and replacement reserve” on an annual basis to fund capital repairs.

EDR shall lease 425 spaces (approximately 350 to 375 in the garage) at an initial rate of \$60/month per space. EDR will lease 212 spaces at the completion of Phase 1A and the balance at the completion of Phase 1B. The residential spaces in the garage will be nested/separated from the transient spaces and will be located on the upper floors of the garage.

The Development Agreement also required that the parties agree to a parking lease for the garage and a parking management agreement. A parking lease was approved by the Town Council on May 2, 2011 and signed on May 26, 2011 by the Town, Storrs Center Alliance and EDR. The parking lease is incorporated by reference. The parking management agreement which will cover the management of the parking garage by Storrs Center Alliance for seven years was adopted by the Town Council on May 29, 2012 and signed on June 14, 2012 by the Town and Storrs Center Alliance. The parking management agreement is incorporated by reference.

## **Management**

Storrs Center Alliance expects to hire a third party professional parking management firm to manage the parking garage, on-street parking, and the Dog Lane surface lot. A 3<sup>rd</sup> Party Operator will bring expertise to the parking system, which is important given that there currently is no Town parking management system. Operators have a pool of trained staff available to fill in for assigned workers on sick days, vacation days, no-shows, etc., which allows them to operate efficiently.

Storrs Center Alliance will pay the 3<sup>rd</sup> Party Operator its management fee, and pay for operating expenses of all parking facilities including the cost of routine maintenance. Per the development agreement, the Town of Mansfield will approve the 3<sup>rd</sup> Party Operator and contract. The Parking Steering Committee will be advised of the main obligations of the 3<sup>rd</sup> Party Operator.

Storrs Center Alliance will oversee the parking management firm but the 3<sup>rd</sup> Party Operator will be responsible for hiring its site staff. The 3<sup>rd</sup> Party Operator's staff will be private employees and subject to salaries and employee benefits as determined by the parking management firm.

The 3<sup>rd</sup> Party Operator will be responsible for managing, operating and maintaining and fixing all parking equipment. The 3<sup>rd</sup> Party Operator will also have staff available locally to help with any minor equipment failures. On-site attendants/managers can often fix minor problems. Larger problems require either the Operator's own maintenance staff or the equipment company's repair service to come from the nearest office.

As per the Development Agreement, the net revenue from the parking spaces associated with the parking garage, internal on-street parking (i.e., Village Street) and Storrs Road parking will accrue to Storrs Center Alliance subject to the Town's right to share a portion of revenues according to the terms of the Development Agreement.

The surface lot will be a private lot but management of all parking will be done by the same 3<sup>rd</sup> Party Operator. As proposed, the surface lot will be managed together with the parking garages and streets such that rates, hours of operation and staffing are all coordinated.

Storrs Center Alliance is currently negotiating for a 3<sup>rd</sup> Party Operator. The Committee is recommending that a firm be hired as soon as possible with the goal of having a manager in place no later than three months before the parking garage is scheduled to open.

## **Parking Garage**

The parking garage is being planned to accommodate the majority of the parking for Phase 1. The limited physical site, the goal to create a dense, attractive downtown led to the development of the parking garage model for Storrs Center. The Mansfield Downtown Partnership, Inc., and master developer Storrs Center Alliance have emphasized the creation of a downtown that relies on alternative modes of transportation including transit, walking, biking and shared car use. An intermodal transportation center is being created to accommodate these uses and is a key element of the downtown.

### *Operations*

The parking garage is under construction and scheduled to open in the summer of 2012. Desman Associates was contracted by the Town of Mansfield to design the parking garage. The design of the garage employs Pay on Foot stations with machines located on the first floor of the garage as well as an in-lane revenue system (which is not staffed). The machine will be located in an accessible and visible spot for the customer. In this model, the customer enters the garage and takes a ticket. As they return to the garage to leave, they insert their ticket into a machine which records their fee. The fee is paid (cash, credit card) and a second ticket is printed to use to exit the garage. The ticket is valid for 15 to 20 minutes so that the customer has time to get to their car and drive to the exit. At the exit gate, the customer inserts the ticket into a reader to activate the gate. Gates are located in entry and exit lanes.

This recommendation from the design team at Desman is made based on using the latest technology for garage operations. Pay on Foot costs more upfront for the system but the advantage of this system is that it ultimately cuts down on the number or, in the case of the Storrs Center garage, eliminates the use of cashiers (and thus eliminates labor costs).

The revenue control system allows for the use of monthly permits and validations. Residents, employees and other frequent parkers are given proximity cards that activate the gates. The cards can be programmed to limit permit holders to certain hours and/or certain locations. To ensure that residents and employees park in their assigned areas on the upper levels of the garage, nesting gates will be installed. Nesting gates are a second set of gates that block off a specific area for permit holders. Permit holders use their access (proximity) card to enter the main gate of the facility, then must use the same card to enter the nesting gates within 10 minutes or so. If they do not enter the nesting area,

the access software notes the violation, and they cannot leave the garage without paying the transient rate. Similarly, they have to exit the garage within a time period after they leave the nesting area.

The parking garage will include automated signage that indicates if the garage is “full”.

#### *Enforcement*

The gate will not rise unless there is a valid exit transaction.

### **On-Street Parking**

Storrs Center will include on-street parking on Storrs Road, Dog Lane and the new Village Street. It is likely that for many, the on-street spaces will be the most desirable spaces and the ones with the most turnover. The spaces will be parallel parking on Dog Lane and Storrs Road and a combination of parallel and angle parking on Village Street.

#### *Operations*

The Committee is recommending that on-street spaces initially incorporate a time limit model. Parking would be limited to short term parking (specific time periods to be determined after the 3<sup>rd</sup> Party Operator is brought on board). Parking time limits will vary between half an hour and three hours and will be established and monitored by Storrs Center Alliance and the Town. The key to the effectiveness of this system will be enforcement which will be the responsibility of the third party professional firm under the direction of Storrs Center Alliance.

Meters are not recommended at the outset but could be considered in the future. A Pay by Space model is being integrated into many communities where single space meters are being pulled.

With a Pay by Space model, the parking spaces are numbered. After the customer parks the vehicle they make note of the space number and proceed to the pay station. At the pay station, they enter the space number and pay for the amount of time they wish to park. Additional payment can be made if a person intends to stay longer at his/her space. There is no need to return to the car with the receipt as the time limits are enforced by checking the machine.

#### *Enforcement*

The 3<sup>rd</sup> Party Operator will provide enforcement by monitoring the spaces and issuing tickets or towing as necessary. See the Cooperative Agreement section for more information on tickets and towing.

## **Dog Lane Surface Lot**

Surface lot parking will be available adjacent to the University of Connecticut's Bishop Center in the Dog Lane surface lot.

### *Operations*

The surface lot will be managed by Storrs Center Alliance in accordance with the terms of the Development Agreement. Storrs Center Alliance is considering a time limit model similar to the on-street parking or the model being used for the parking garage.

### *Enforcement*

The 3<sup>rd</sup> Party Operator will provide enforcement by monitoring the spaces and issuing tickets or towing as necessary. See the Cooperative Agreement section for more information on tickets and towing.

### *The Cooperative Agreement*

There are several private and public parking lots adjacent to the proposed Storrs Center that currently offer parking at no direct cost to the customer. These include the commercial centers at 1244 Storrs Road (Storrs Commons), and 1232 Storrs Road (University Plaza); University of Connecticut lots adjacent to E.O. Smith High School, the School of Fine Arts, Bishop Conference Center, and the Buckley dormitory; E.O. Smith High School; Center for Hellenic Studies Paideia; Mansfield Town Hall; Mansfield Community Center; the Courtyard Condominiums; and the US Post Office. The Town Hall, Community Center, Courtyard Condominiums, and US Post Office are all more than 1,000 feet from Phase 1A of Storrs Center. *See Appendix 5 for map of current adjacent parking lots to the new Storrs Center parking.*

The University of Connecticut and the Town of Mansfield require tags on rearview mirrors of cars during work hours to park in their lots. Spaces at E.O. Smith High School are designated for faculty, staff, and students and also require tags.

Residents of Storrs Center will be required to park in one of the Storrs Center parking options through their lease agreement.

Currently, high school students can purchase spots at the Center for Hellenic Studies Paideia.

One of the main challenges to a successful parking program is protecting against "poaching" of these lots. There is some poaching that is already occurring but generally all these lots are full during the weekdays. Private owners are currently paying for enforcement to discourage poaching. The system in place for enforcement should be

extended and shared among the different owners. The main concern is on evenings and weekends when enforcement is non-existent.

Poaching is a concern for the owners of these lots who need to provide enough parking for their purposes, not to accommodate the customers of Storrs Center. This is also a concern for the manager of Storrs Center parking - master developer Storrs Center Alliance - who is dependent on parking revenue to assist with operations and maintenance of their facilities.

The Committee's recommendation is to establish a cooperative agreement for parking enforcement that covers both the Storrs Center related parking and the adjacent public and privately owned parking. The Committee spent several meetings fine tuning this cooperative agreement, and it is one of the major recommendations of this Plan.

The Cooperative Agreement should be signed by any party affected. Additionally, modifications of the current parking ordinance will need to be approved by the Town Council that establishes, among other things, a set of Storrs Center Parking Regulations in the Mansfield Code. On July 9, 2012, the Town Council approved changes to its Motor Vehicle Traffic & Parking Ordinance (Chapter 182 and Chapter A-198) and established a set of Storrs Center Parking Regulations which are attached in *Appendix 6*. The regulations were approved by the Mansfield Town Council on July 9, 2012.

*Final*  
**COOPERATIVE AGREEMENT  
for Parking Enforcement  
in and adjacent to  
the Storrs Center Development  
Mansfield, CT**

This Agreement made and concluded on the \_\_\_\_\_ day of \_\_\_\_\_, 2012 by and between the Town of Mansfield, a municipal corporation organized and existing under the laws of the State of Connecticut, acting through its Town Manager; the University of Connecticut, acting through its Executive Vice President for Administration & Chief Financial Officer; Storrs Center Alliance LLC, acting through its Manager; the Mansfield Downtown Partnership, Inc., acting through its Executive Director; Storrs Associates, LLC (Storrs Commons), acting through its Managing Member; Nicholas and Georgia Haidous, the owners of University Plaza (1232 Storrs Road), acting through their representative Emmanuel Haidous; Regional School District 19, acting through its Superintendent of Schools; and the Center for Hellenic Studies Paideia acting through its President, all duly authorized.

WITNESSETH:

**Whereas**, properties of the above parties are located within or immediately adjacent to the proposed Storrs Center Development Area in Storrs-Mansfield; and,

**Whereas**, the above parties all have or will have motor vehicle parking areas under their control on or adjacent to their respective properties; and,

**Whereas**, the above parties are interested in cooperating in the management and enforcement of parking in and immediately adjacent to the proposed Storrs Center Development Area, including but not limited to Storrs Center (including Phases 1A and 1B, as well as later phases); 1244 Storrs Road (Storrs Commons); 1232 Storrs Road (University Plaza); the University of Connecticut (the lots adjacent to E.O. Smith High School, the School of Fine Arts, the Bishop Conference Center, and the Buckley and Shippee dormitories); E.O. Smith High School; Center for Hellenic Studies Paideia; and Town of Mansfield (Town Hall and Community Center lots); and,

**Whereas**, the above parties agree that parking on the streets in and around the Storrs Center Development Area and in the parking lots adjacent to and within said Development Area and in the proposed parking garage in the Development Area should be managed and enforced in a consistent, cooperative manner; and,

**Whereas**, it is the desire of the parties to enter into a cooperative agreement to manage and enforce parking in and adjacent to the Storrs Center Development Area for an initial period, during which time valuable knowledge and experience will be gained in determining how best to manage parking and its enforcement for this area in the future in the interests of public safety; and,

**Whereas**, the parties intend that in cooperation with each other, the Town of Mansfield and Storrs Center Alliance LLC, parking enforcement in the Storrs Center Development Area will be managed by each property owner with the potential for some assistance from the Town and Storrs Center Alliance LLC in so far as resources permit; and,

**Whereas**, the Storrs Center development has begun construction in 2011 and an agreement to manage and enforce parking in the area is now appropriate and timely.

**NOW, THEREFORE**, for good and valuable consideration, the receipt and sufficiency of which the parties hereby each acknowledge, the parties hereto hereby agree as follows:

#### Article A. Definitions

Unless the context in which they are used herein clearly indicates otherwise, the following words shall be defined as indicated:

- *3<sup>rd</sup> Party Operator* – a parking or management company employed by Storrs Center Alliance LLC to operate parking areas under its control. Said duties may also include parking enforcement in the Storrs Center Development Area.
- *Development Agreement* – the Agreement between the Town of Mansfield, Storrs Center Alliance LLC and Education Realty Trust, Inc. covering the construction of the first phases of the Storrs Center development.

- *Employee parking* – parking within the Storrs Center Development Area for employees of the businesses, maintenance companies, management companies, offices, and retailers doing business in the Storrs Center Development Area. Said employee parking does not include public parking or parking for customers of the Storrs Center Development Area’s businesses, management companies, maintenance companies, offices and retailers of the development.
- *Enforcement standards* – the listing of enforcement procedures (including but not limited to ticketing, warning and towing) that have been agreed to by the representatives of the parties in the parking cooperative for the management and enforcement of parking in and immediately adjacent to the Storrs Center Development Area (*see Appendix A*).
- *Hearing Officer* – A person appointed by the Town Manager pursuant to Chapter 182 of the Mansfield Town Code to serve as a citation hearing officer to conduct hearings concerning the violation of Town ordinances, including the violations given pursuant to the Mansfield Parking Ordinance (Chapter A-198 of the Town Code).
- *Institutional parking* - parking in the Regional School District 19’s parking lots, the Town Hall/Community Center parking lots, and the University of Connecticut parking lots.
- *Mansfield Parking Ordinance* – Chapters 182 and A-198 of the Mansfield Town Code of Ordinances which include, among other things, the Storrs Center Development Area parking regulations, fines, enforcement procedures, appeals procedures, and the appointment of special constables for parking enforcement.
- *On-street parking* – parking alongside and in the right-of-way of a public street in or immediately adjacent to the Storrs Center Development Area, which may include parallel and diagonal parking.
- *Parking Cooperative* – the group comprising all parties that are signatory to this agreement which controls or will control the parking, both public and private in and immediately adjacent to the Storrs Center Development Area.
- *Parking enforcement* – the process of controlling illegal parking or parking in excess of determined time limits in public and/or private parking areas.
- *Parking fines* – the amount to be paid for a parking violation or towing in the Parking Cooperative’s parking areas as well as other parking infractions under Town or State law (parking in a handicapped space, parking too close to an intersection or fire hydrant, etc.). Said fines set by the Town of Mansfield are listed in Chapter A-198 of the Mansfield Town Code of Ordinances.

- *Parking ticket* – a written document issued for a parking violation and placed on a vehicle, notifying the owner or operator of a vehicle of their parking violation and the fine due.
- *Parking violation* – illegal parking, parking longer than specified time limits, or other parking that is in violation of posted, agreed-upon parking rules or regulations.
- *Private parking* – parking on privately controlled property in or immediately adjacent to the Storrs Center Development Area.
- *Public parking* – parking on the streets or in the parking garage located within the Storrs Center Development Area.
- *Residential parking* – parking that is reserved for the use of persons who live in the Storrs Center Development Area. Said residential spaces are located in the Storrs Center Parking Garage and the surface parking lot on Dog Lane near the Bishop Center under the control of Storrs Center Alliance LLC.
- *Special Constables* – persons appointed by the Town Manager under section 7-92 of the Connecticut General Statutes and Chapter A-198 of the Mansfield Town Code of Ordinances to enforce parking in the Storrs Center Development Area.
- *Standing letter of trespass* – a letter from any of the parties in this cooperative agreement to the Town of Mansfield and Mansfield Downtown Partnership requesting and authorizing that vehicles illegally parked (trespassing) in parking areas under the party's control be towed upon his/her request, and asking that the Town Manager of the Town of Mansfield appoint special constables to enforce agreed upon parking rules and regulations on the property of the party, the services of any such special constable to be paid for by the requesting party.
- *Storrs Center Development Area* - the area in northern Mansfield bounded by and including the Post Office Road (extension of South Eagleville Road) and South Eagleville Road to the south, the Town Office building, Regional School District 19 (E.O. Smith High School), and the University of Connecticut's Fine Arts Complex to the west, Dog Lane and the University's Bishop Center to the north, the Center for Hellenic Studies Paideia, the new Village Street (paralleling Storrs Road) and the Storrs Post Office to the east.
- *Towing warning* – a notice placed on a vehicle notifying the owner/operator that the vehicle is subject to being towed for a continuing parking violation.
- *UConn parking enforcement procedures* – enforcement procedures followed by UConn parking enforcement agents to enforce parking laws in parking areas under the control of the University of Connecticut.

## Article B. Formation of the Storrs Center Parking Cooperative

The parties hereto hereby form the Storrs Center Parking Cooperative. The purpose of said Cooperative is to assist in the consistent management and enforcement of parking laws, rules and regulations in and immediately adjacent to the Storrs Center Development Area. Because of the mixture of public, institutional and private parking, the intention of the parties is to establish a simple framework for managing parking in the area and work cooperatively to solve unanticipated parking problems as they arise.

## Article C. Quarterly Meetings

The parties hereto agree to send an authorized representative to quarterly meetings of this parking cooperative to discuss parking management and enforcement in and around the Storrs Center Development Area. Said meetings shall be called by the Executive Director of the Mansfield Downtown Partnership, and be conducted under Roberts Rules of Order. When matters of business cannot be approved by consensus of the parties, votes shall be taken with each of the parties' representatives having a proportionate vote based on the number of parking spaces under his/her control in and immediately adjacent to the Storrs Center Development Area (*See Appendix B*). Votes taken must have a super-majority of 2/3 of the votes cast to be approved. The Executive Director of the Mansfield Downtown Partnership shall send out agendas for these meetings, take minutes, distribute them amongst the parties and file them with the Mansfield Town Clerk.

## Article D. Powers of Enforcement

This agreement is not intended to limit any party's ability to enforce parking on the parking premises under its control; however, it is the intent of the parties to use parking enforcement that is reasonably consistent across all parking areas in or immediately adjacent to the Storrs Center Development Area.

As set forth in Chapter A-198 of the Mansfield Town Code of Ordinances, per Connecticut General Statutes section 7-92, the Mansfield Town Manager may appoint special constables to enforce parking in the Storrs Center Development Area. The Town Manager shall have reasonable discretion to determine whether an individual is suitable for appointment as a special constable and shall have the authority to rescind appointments for cause. Said constables shall be sworn and trained by the Town prior to taking part in any parking enforcement activities, whether on public or private parking areas. It is the intent of this section that the parties agree that each party has the right to nominate and to utilize these special constables, which may include employees of the parties to this agreement as well as the employees of any 3<sup>rd</sup> Party Operator, for parking enforcement in and immediately adjacent to the Storrs Center Development Area. Said special constables shall have full enforcement powers including ticketing and the authorization to tow vehicles for parking violations (as authorized by a standing letter of trespass for private properties).

#### Article E. Ticketing & Supplemental Enforcement

Notwithstanding the parking enforcement currently conducted by the parties in the parking areas under their control and the powers of enforcement bestowed in Article D above, it is the intent of the Parking Cooperative to have the Town and Storrs Center Alliance LLC, in so far as resources permit, assist with the management and enforcement of parking in privately or institutionally owned parking areas within or immediately adjacent to the Storrs Center Development Area on request. Said supplemental enforcement may include ticketing, warning and towing of vehicles parked illegally on privately or institutionally owned parking areas and will be done at the request of the private or institutional parking owner. The costs of said supplemental enforcement shall be borne by the requesting property owner and done in accordance with C.G.S. section 7-92.

#### Article F. Powers of Enforcement and Supplemental Enforcement – Public Parking Areas and Adjacent Private Parking Areas

The 2011 Agreement between the Town, Storrs Center Alliance LLC and Education Realty Trust, Inc. (the “Development Agreement”) calls for Storrs Center Alliance LLC to manage and enforce public parking within the Storrs Center Development Area. Storrs Center Alliance LLC agrees to provide, on request and in conjunction with the Town, through the services of said 3<sup>rd</sup> Party Operator, and in accordance with the provisions herein, supplemental enforcement on private and institutional parking areas within the Storrs Center Development Area. No such obligation shall arise on the part of Storrs Center Alliance LLC prior to the retention of said 3<sup>rd</sup> Party Operator. Any costs of said supplemental enforcement that are not paid for by the fines generated by this activity will be the responsibility of the property owner requesting the supplemental enforcement.

#### Article G. Ticket Revenues; Enforcement Costs

Fines collected from parking violations issued by the Town or the 3<sup>rd</sup> Party Operator for illegal parking, parking in excess of specified time limits, towing and trespassing in the public parking areas in and immediately adjacent to the Storrs Center Development Area shall be in accordance with the above referenced Development Agreement.

With the exception of parking areas controlled by the University of Connecticut, fines collected from parking violation tickets issued by the Town, the 3<sup>rd</sup> Party Operator, or special constables for parking violations in the **private or institutional** parking areas in and immediately adjacent to the Storrs Center Development Area shall be made payable to the Town of Mansfield, which shall collect said fines, account for them separately from the public area fines referenced in the above paragraph, and make them available to defray the supplemental enforcement costs in these parking areas. The collector of said revenue shall also be entitled to withhold reasonable administrative costs for collecting and accounting for said fines.

#### Article H. Employee Parking

Employee parking in **public** parking areas shall only be permitted in areas approved by the Town, Storrs Center Alliance LLC, and the Mansfield Downtown Partnership.

#### Article I. Appeals and Hearing Officers

In accordance with the Mansfield Parking Ordinance (Chapters 182 and A-198 of the Mansfield Town Code), parking and towing fines in the Storrs Center Development Area may be appealed and brought before the Town's Hearing Officer; however, said appeals and ordinance shall not apply to parking areas under the control of the University of Connecticut, whose enforcement authority and procedures are specified in State of Connecticut law and regulations.

Towing appeals shall be made to the Town's municipal Hearing Officer designated to hear such appeals by filing a DMV form A-25 "Request for Hearing Contested Tow" with the Town in accordance with Section 14-307 of the Connecticut State Statutes.

#### Article J. Amendments to the Agreement; Addition of Parties

Provided that this Agreement has been duly executed by the Town of Mansfield, this Agreement shall be binding upon each aforementioned signatory organization immediately upon its execution by its duly authorized representative and delivery to the Executive Director of the Mansfield Downtown Partnership, who shall forthwith distribute a certified copy of said executed Agreement to each other party or aforementioned potential party. This Agreement may be amended at any time by the duly authorized written consent of all parties. In the event other property owners in the immediate vicinity of the Storrs Center Development Area wish to join this parking cooperative, they shall be permitted to do so upon their execution of a copy of this agreement which agreement shall be forwarded to all signatory members as listed herein below. Said new member of the cooperative shall by his/her signature be bound to all the terms of this agreement, and all attachments thereto.

#### Article K. Disputes

In the event that the Parties do not agree to or cannot resolve any dispute through negotiation within thirty (30) days of any such dispute arising, such dispute shall be settled by arbitration in Mansfield, Connecticut, which arbitration, unless the Parties mutually agree otherwise or except as expressly provided herein, shall be in accordance with the Commercial Arbitration Rules of the American Arbitration Association (the "AAA") currently in effect.

#### Article L. Audit

The Town of Mansfield, Storrs Center Alliance LLC and the Mansfield Downtown Partnership agree to keep books and records of all expenditures and disbursements concerning any activities covered by this Agreement, in accordance with generally accepted accounting principles and practices, and shall provide to all parties quarterly

summaries of revenues and expenses and shall also provide at least annually, a financial statement setting forth a summary of such receipts and disbursements.

The Parties also agree that all of their books, records, accounts, statements, and any other memoranda concerning the operations covered by this Agreement and the records of costs thereof, shall be subject to inspection and audit at all reasonable times.

#### Article M. Indemnification

Parties to this agreement filing a standing letter of trespass with the Town and/or whose employees or nominees are designated as special constables shall at the same time complete and submit a “hold harmless” indemnification to the Town of Mansfield, to Storrs Center Alliance LLC and to the 3<sup>rd</sup> Party Operator to the satisfaction of said entities for any actions or liability of any such employee or nominee resulting from parking enforcement on their respective properties.

#### Article N. Term and Termination

This Agreement shall commence on August 7, 2012 and shall end on July 30, 2014. The term of this Agreement may be extended or modified by the mutual consent of the parties except that no later than 120 days prior to the end of each two year period, the parties hereto shall undertake a thorough and expeditious review of this Agreement, a process which may conclude in the renegotiation of this Agreement, or change or alteration of any of its provisions. Any such amendment, change or alteration shall be implemented at the beginning of the next two year term. Notwithstanding this review and extension, this Agreement shall not be altered, changed or amended except for formal written amendment approved and duly executed by the parties hereto. The performance by any party of its respective obligations under this Agreement shall not operate in any way as a waiver of non-compliance or breach by another party.

Any party may terminate their participation in this parking cooperative agreement upon giving 90 days written notice to the Executive Director of the Mansfield Downtown Partnership, who shall distribute forthwith said termination notice to the other parties to this agreement.

#### **OTHER AGREEMENT PROVISIONS:**

1. This Agreement sets forth the entire agreement between the parties on the subject matter contained herein. No agreement modifying this Agreement shall be binding unless made in writing and signed by a duly authorized representative of the parties signatory hereto.
2. This Agreement shall be executed in seven or more counterparts, each of which shall be deemed to be an original, but all of which shall constitute one and the same agreement. This Agreement shall be construed to make each of its provisions enforceable. In the event that any provision hereof is deemed to be illegal or unenforceable, then the provisions shall be reformed so as to as

closely as possible reflect the intent of the provision, but in such a manner so as to comply with applicable law, and such a determination shall not affect the validity or enforceability of the remaining provisions thereof, all of which shall remain in full force and effect.

**THE UNDERSIGNED HAVE ACCEPTED AND EXECUTED THIS AGREEMENT.**

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Matthew W. Hart, Town Manager

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Date

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Bruce Silva, Regional School District 19 Superintendent

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Richard D. Gray, Executive Vice President for Administration & Chief Financial Officer,  
University of Connecticut

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Michael Taylor, Managing Member, Storrs Associates, LLC

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Howard Kaufman, Managing Manager, Storrs Center Alliance LLC

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Cynthia van Zelm, Executive Director, Mansfield Downtown Partnership

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Emmanuel Haidous, University Plaza

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Ilias Tomazos, President, Center for Hellenic Studies Paideia

## **Appendix A – Enforcement Standards and Procedures**

In addition to being in strict compliance with the Mansfield Parking Ordinance, each and every parking enforcement action in the areas in the Storrs Center Development Area shall be accomplished with courtesy and respect. All parties in the cooperative agree to use tact and restraint in dealing with the owners or operators of vehicles that are the subject of parking enforcement in this area.

Each party shall enforce the parking rules within the parking areas they own and/or control; however, tickets shall only be issued by the Town of Mansfield, the University of Connecticut, the 3<sup>rd</sup> Party Operator, or the special constables appointed by the Town Manager pursuant to Chapter 198 of the Mansfield Town Code. (Employees of the 3<sup>rd</sup> Party Operator will be appointed special constables).

Parking tickets may be issued when a parking space has been occupied longer than its permitted duration. Ticketing by Storrs Center Alliance LLC or the 3<sup>rd</sup> Party Operator (supplemental enforcement) may be requested by the owners of private parking areas owned or controlled by the parties in the Parking Cooperative; however, the Town, the 3<sup>rd</sup> Party Operator and appointed special constables will not issue tickets in the University of Connecticut's parking areas.

Documentation for parking beyond a parking space's permitted time limit shall be obtained prior to issuing a parking ticket for exceeding a space's duration. This documentation may take the form of chalking tires, log books, photography, meter records, etc., in accordance with standard and reasonable parking enforcement practices.

Tow warning notices shall be placed on vehicles exceeding parking limits prior to towing.

Vehicles may be towed when trespassing, for parking while not being present on the premises or for exceeding a posted space's time limit by 50 percent (for example, when parked for 3 hours in a 2 hour space). Towing will be in accordance with Sections 14-307 and 14-145 or the Connecticut State Statutes and Section A-198-5a of the Town Ordinances. Vehicles may be towed by authorization by the Town, or Storrs Center Alliance LLC or the 3<sup>rd</sup> Party Operator for trespass on private parking lots owned and controlled by the parties of the Parking Cooperative if there is a standing letter of trespass on file with the Town and the Mansfield Downtown Partnership and the owner of the parking area has requested that a particular vehicle or vehicles be towed.

Owners or operators of towed vehicles will be subject to the cost of the towing itself as well as the fine for having a vehicle towed as listed in Section A-198-5a of the Town's Ordinances.

**Appendix B – Parking Areas and Numbers of Spaces (See attached Excel spreadsheet)**

**See Appendix 6 for Town of Mansfield Motor Vehicle Traffic & Parking Regulations, Section A198, with parking fines.**

**Options for Customers**

The Mansfield Downtown Partnership and the Parking Steering Committee will work with Storrs Center Alliance, and its 3<sup>rd</sup> Party Operator, to evaluate options for payment of parking that is user-friendly. Many communities have adopted “smart cards” which work in several different ways. A smart card can be used to load value on to the card and purchase time for parking until the balance is expended. This may include some of the smart-cards New Haven and West Hartford have adopted to allow people to purchase (often at commercial establishments) and pay for parking.

The City of New Haven has a New Haven City Card which allows a customer to buy a card online or at one of its downtown merchants. The City Card can be used to purchase merchandise at participating stores and to pay for parking at meters, garages and surface lots. It can be reloaded at a participating store. The advantage of the card is that it can be used for a variety of uses and with respect to parking meters, it eliminates the need for coins.

The New Haven City Card is part of the Parcxsmart Technologies, Inc. system. The City of West Hartford also recently adopted the same technology and has its West Hartford Card which works the same as the New Haven City Card.

An option to review would also be to allow customers to pay monthly parking, recharge smart-cards, pay parking fines, etc., via the internet. The ability to use a cell phone to reserve a parking spot is a technology that has also emerged over the last few years.

**Communications**

The Parking Management Plan will be a public document and will be made available on the Town of Mansfield/Mansfield Downtown Partnership’s website ([www.mansfieldct.org/mdp](http://www.mansfieldct.org/mdp)), and the Storrs Center website operated by Storrs Center Alliance ([www.storrscenter.com](http://www.storrscenter.com)).

The Mansfield Downtown Partnership will serve as a conduit for information sharing and public input amongst adjacent property owners, other interested parties and the Mansfield community.

It will be important to effectively and proactively convey the major elements of the Parking Management Plan as well as details on parking which go beyond the actual Plan. A Parking section will be set up on the Town of Mansfield’s website with links to the

Mansfield Downtown Partnership, the master developer Storrs Center Alliance, and the Oaks on the Square (residential leasing) websites. A Fact Sheet will be developed which will include, but not be limited to, how to utilize the parking equipment, parking rates, payment options, hours and a map of parking locations. The Fact Sheet will be included on the websites and in limited hard copy form. The website will also include a form to provide customer feedback. E-mail and social networking sites will also be used to update people on parking including meetings and hearings related to parking issues, introduction of new programs, planned system upgrades, and events that will affect parking.

The intermodal transportation center will be a key communications hub that will include information about parking options.

More traditional forms of communication including press releases, and TV and radio interviews will also be utilized to “get the word out” on parking at Storrs Center.

Quarterly public meetings should be held by the Parking Steering Committee and Partnership staff, and property owners, tenants, and other stakeholders to review issues and concerns. This will also be an opportunity to review whether any capital improvements need to be recommended.

An ambassador program should be set up to facilitate customer service delivery. It is critical that the physical site of Storrs Center is designed with effective wayfinding signage for parking, and clear signage in the parking garage and on the streets and lots. Because a parking system is new to Mansfield, it is recommended that at least for the first few months, a few people be assigned to help people use the pay station and also direct people toward parking.

### **Wayfinding Signage**

Directional and informative signage will be imperative for the Storrs Center project to operate effectively. One of the key destinations will be the parking. The Mansfield Downtown Partnership has begun to work with LeylandAlliance on a signage program. The Storrs Center Special Design District Guidelines include several sections on signage which will need to be adhered to as part of the signage program. Another significant coordination effort will be with the Mansfield Downtown District Public Spaces Plan which was finalized in the spring of 2012. Finally, the intermodal transportation center designer, Gregg Wies & Gardner, is working with Alexander Isley, Inc., on the signage for the intermodal transportation center and the Village Street. Collaborating with Alexander Isley on the signage program will be important as well.

### **Next Steps and Implementation**

As required by the charge to the Parking Steering Committee by the Mansfield Town Council, the Parking Management Plan was reviewed and endorsed by the Mansfield Downtown Partnership, Inc. Board of Directors on January 5, 2012, and reviewed and

approved by the Mansfield Town Council on February 14, 2012. With this approval, a more detailed communications implementation plan, as described above, will be developed by the Mansfield Downtown Partnership, Town of Mansfield, Storrs Center Alliance and the Parking Steering Committee.

The Parking Management Plan is not a static document. It will need to be reviewed after six months by the Parking Steering Committee, the Town Council, Storrs Center Alliance, and the Mansfield Downtown Partnership Board of Directors, and on a yearly basis thereafter. This review will include assessing customer convenience, evaluating capital needs, and incorporating new efficient technology as appropriate. Annual reports will be required of the Parking Steering Committee.

## **Appendices**

- 1) Resolution to Establish a Parking Steering Committee for Storrs Center dated August 10, 2009
- 2) Resolution to Appoint Members of a Parking Steering Committee for Storrs Center dated September 14, 2009
- 3) Minutes from Parking Steering Committee Meetings
- 4) Map of Conceptual Phase 1 Parking Plan
- 5) Map of Adjacent Parking Lots
- 6) Storrs Center Parking Regulations

Appendix B -- Summary of Parking Spaces in the Storrs Center Development Area				LRH 10/11/11	
	<i>Note: Spaces counted off aerials -- subject to corrections!</i>				
Owner	Description/Location	Number of Spaces	% of total	%total w/o UConn	
Town of Mansfield	Town Hall and Community Center Parking Lot	219	9.4%	13.3%	
Regional District 19	South Lot	127			
	Front Lot	109			
	North areas	37			
	EOS total:	273	11.7%	16.6%	
University of Connecticut	South Campus Lot	341			
	Lot behind EO Smith	67			
	Shippee Lot	114			
	Bishop Center Lots	161			
	UConn total:	683	29.4%	N/A	
Center for Hellenic Studies	Lot around center	80	3.4%	4.9%	
Storrs Center Alliance	Parking garage	660			
	Bishop lot controlled by SCA	125			
	Dog Lane on street (incl new Bishop Dr)	9			
	Storrs Road on street	60			
	Total SCA/MDP:	854	36.7%	52.0%	
1244 Storrs Road (Taylor)	Front Lot along Rte 195	66			
	Rear lot	59			
	Taylor total:	125	5.4%	7.6%	
1232 Storrs Road (Haidous)	Front Lot	37			
	Side and rear lots (includes UConn leased)	55			
	Total Haidous:	92	4.0%	5.6%	
	Grand total:	2326	100.0%		
	Total without UConn:	1643		100.0%	

## APPENDIX 1

REGULAR MEETING-MANSFIELD TOWN COUNCIL  
August 10, 2009

Mayor Elizabeth Paterson called the regular meeting of the Mansfield Town Council to order at 7:30 p.m. in the Council Chambers of the Audrey P. Beck Building.

I. ROLL CALL

Present: Clouette, Haddad, Koehn, Nesbitt, Paterson, Paulhus  
Excused: Duffy, Lindsey, Schaefer

II. APPROVAL OF MINUTES

Mr. Clouette moved and Mr. Haddad seconded to approve the minutes of the July 27, 2009 meeting. Ms. Koehn requested a clarification regarding her statement concerning the Town's water standards for the community water system at Ponde Place be added to the minutes. She also requested additional information detailing who sets the standards for community water systems be provided to Council members. Mr. Haddad noted that in the information provided by Ms. Koehn regarding the Northeast Regional Management Area Water Supply Forum she attended, the position of two of the speakers were confused. The Town Manager will correct the notes and forward the information for inclusion in the record copy of the minutes.

The minutes as amended were approved.

Mr. Clouette moved and Mr. Nesbitt seconded to move Item 3, Presentation: MetroHartford Alliance, as the next item of business after the opportunity for public comment. Motion passed unanimously.

III. OPPORTUNITY FOR PUBLIC TO ADDRESS THE COUNCIL

Ric Hossack, Middle Turnpike, implored the Council to speed up the process to install cameras in the Council Chambers. Mr. Hossack also questioned why the Fire Department contract is taking so long to be signed.

Betty Wassmundt, Old Turnpike Road, asked for information on the recently settled lawsuit between Mansfield and the Windham Water Pollution Control Authority. Ms. Wassmundt requested an accounting of the projected and actual savings as a result of changes made to the energy plan of the Town.

IV. TOWN MANAGER'S REPORT

August 10, 2009

Attached

In response to a citizen question, Mr. Hart stated the labor contract with the Fire Department is actively being negotiated.

Ms. Koehn will send questions to the Town Manager regarding the Northeast Regional Management Area Water Supply Forum and how the information presented there might relate to Pond Place's water supply system.

V. OLD BUSINESS

1. Community/Campus Relations

The Town Manager reported Town and University staff have already met with a number of apartment owners and managers to discuss existing security measures. The group also plans to meet with landowners and renters from some single-family homes to discuss existing and potential problems. He noted that some infractions have already been ticketed in single-family rentals.

Mayor Paterson reported that she and co-chair of the Community Campus Partnership, Jim Hintz, have been working to revamp the time of the meetings and are planning to schedule presentations dealing with different aspects of community/campus life.

2. Community Water and Wastewater Issues

The Town Manager reported that WINCOG has agreed to schedule the next meeting to continue the discussion of the role of a Water Utility Coordinating Committee (WUUC) in the Northeast Region of Connecticut. He noted that staff would continue to meet and discuss the issue with UConn through the Water and Wastewater Advisory Committee. Ms. Koehn asked to attend these meetings.

Mr. Nesbitt reported the Four Corners Sewer Advisory Committee will meet on August 27<sup>th</sup> and that his committee has ascertained there is definitely interest in public water beyond the Four Corners Area. Mr. Haddad asked if the mission of the Committee includes water and areas beyond Four Corners. The Town Clerk will provide a copy of the resolution approving the establishment of the Committee. Members discussed the role of the Downtown Partnership, which was originally charged with developing plans for 3 areas of Town including the Four Corners. Mr. Nesbitt noted that a member of the Partnership Board serves on the Committee,

August 10, 2009

thereby keeping the Partnership advised of the Committee's activities.

## VI. NEW BUSINESS

### 3. Presentation: MetroHartford Alliance

Town Manager Matt Hart welcomed MetroHartford Alliance members John Shemo and Becky Nolan to the meeting. Mr. Shemo described the Alliance as a private nonprofit organization that serves as a leader in the economic development of the greater Hartford area and serves as Hartford's Chamber of Commerce. He also reviewed the 2009 priorities of the Alliance. (Strategic Goals attached) Mansfield was a municipal investor in the Alliance until 2007.

Becky Nolan described some of the advertising work of the Alliance and emphasized that they have cultivated relationships with site selectors across the world. She outlined some of the benefits municipalities receive as members of the Alliance.

Members questioned how the Alliance works with the Councils of Government, what percentage of their budget is supplied by municipal investors (4%), what percentage is paid by corporate interest. and, consequently, the amount of influence municipal investors have on the policies of the Alliance. Mr. Shemo stated that, if the Town rejoined, it would be at the rate of .20 per capita and that the Town could join its public policy Council. He also stated that the Alliance works with all the Councils of Government and that because Mansfield is part of the Hartford labor market it would be a good fit.

### 4. Mansfield's Plan for Young Children

Mr. Paulhus moved and Ms. Koehn seconded, effective August 10, 2009 to endorse Mansfield's Plan for Young Children as an element of Mansfield 2020: A Unified Vision, under the vision point "Early Care and Education"

Kevin Grunwald, Director of Human Services, provided an overview of the background and process that led to the comprehensive plan for children from birth to eight years old. Mansfield was one of 23 communities who received a grant from the William Caspar Graustein Memorial Fund and the State Department of Education to create a plan for this population using Result Based Accountability. Mr. Grunwald acknowledged the outstanding work of Sandy Baxter and the group of volunteers who formulated the plan. He noted that

there is an additional opportunity for funding for the implementation of the plan from the Graustein Fund. A matching Town commitment would be required. Ms. Koehn suggested the Town support of the Discovery Depot might be considered a contribution.

The motion to endorse the plan passed unanimously with the understanding that the endorsement does not approve any additional financial support.

5. Volunteer Driver Program

Council members discussed options available to the Town in an effort to expand transportation opportunities for seniors and residents with disabilities. By consensus the Council agreed to have staff explore the options and make a recommendation to the Council.

6. Establishment of Parking Steering Committee for Storrs Center

Joined by Director of Public Works Lon Hultgren and Executive Director of the Mansfield Downtown Partnership, Council members discussed the draft committee charge for the establishment of Parking Steering Committee for Storrs Center. The ensuing discussion centered on the role of the Council as policy makers, the role of the Advisory Committee the role of professional staff and consultants, the ongoing negotiations and the composition of the membership of the Committee. The public will have an opportunity to approve any funding for the project. Mr. Hultgren suggested the focus of the Steering Committee be centered on the parking outside of the garage and commented that it is important that all the stakeholders be able to contribute.

Mr. Haddad moved, effective August 10, 2009, to approve the draft proposal in its entirety with changes. The amended resolution is as follows:

**RESOLUTION TO ESTABLISH AND ISSUE CHARGE TO A PARKING STEERING COMMITTEE FOR STORRS CENTER**

**WHEREAS**, the Storrs Center downtown project incorporates a mix of uses including shops, restaurants, offices, housing, parks, and open space; and

**WHEREAS**, a variety of parking, including an intermodal facility, on-street and surface parking, is needed to accommodate the uses associated with Storrs Center; and

August 10, 2009

**WHEREAS**, the Storrs Center Special Design District Master Parking Study was approved by the Mansfield Planning and Zoning Commission as part of the Storrs Center Special Design District on June 18, 2007, which requires that a specific number of parking spaces, by use, be included in the Storrs Center project; and

**WHEREAS**, it is imperative that parking at Storrs Center be user-friendly, convenient, and affordable; and

**WHEREAS**, the Town of Mansfield will own the initial intermodal facility and the interior streets in Storrs Center; and

**WHEREAS**, the Storrs Center project received one of its last major approvals (a permit for improvements to Storrs Road) on June 16, 2009, and the project is continuing to progress toward construction, necessitating the need to move forward on a parking management plan; and

**WHEREAS**, there are several Town, University of Connecticut, and private surface parking lots immediately adjacent to the Storrs Center project area that will be affected by parking for Storrs Center; and

**WHEREAS**, the input of adjacent property owners, other interested parties and the Mansfield community is necessary for the development of a parking management plan that meets the goals of Storrs Center; and

**WHEREAS**, an advisory Steering Committee would assist the Town and the Mansfield Downtown Partnership in planning for parking in Storrs Center; and

**WHEREAS**, the Town Council desires to establish a Steering Committee to assist in the coordination and planning for parking at Storrs Center:

**NOW, THEREFORE BE IT RESOLVED THAT:**

A Parking Steering Committee is established for the Storrs Center project and is authorized to perform the following charge:

- Oversee development of a parking management plan for Storrs Center (intermodal facility, surface parking, on-street parking, and adjacent parking areas) including but not limited to an evaluation of parking management strategies; parking operational systems; development of access control and enforcement strategies; evaluation of the cost of operational and

August 10, 2009

enforcement systems; creation of regulatory and wayfinding parking signage; creation of a public communications strategy about parking options;

- Assist Town of Mansfield staff and the Town Transportation Advisory Committee with public transportation issues;
- Assist with information sharing and public input for the project amongst adjacent property owners, other interested parties and the Mansfield community;
- Present the management plan to the Mansfield Downtown Partnership's Board of Directors for its review and endorsement; and
- Present the management plan to the Town Council for its review and approval.

#### **RESOLUTION TO APPOINT MEMBERS OF PARKING STEERING COMMITTEE FOR STORRS CENTER**

**WHEREAS**, the Town Council desires to appoint a Parking Steering Committee for Storrs Center:

**NOW, THEREFORE, BE IT RESOLVED TO:**

Appoint a Storrs Center Parking Steering Committee with the following members:

1. Town Council, at least one member
2. One representative from Regional School District #19
3. One representative from the University of Connecticut
4. One representative from the Mansfield Downtown Partnership, Inc.
5. Two Mansfield citizens including at least one adjacent private property owner and one who is interested in public transportation as recommended by the Transportation Advisory Committee
6. One representative from a local public transportation provider

Staff and Ex-officio members:

Town Manager  
Town of Mansfield Public Works Director  
Mansfield Downtown Partnership, Inc. Executive Director  
Town's Parking consultant

August 10, 2009

One representative from Storrs Center master developer  
LeylandAlliance

Seconded by Ms. Koehn the motion passed with all in favor with the  
exception of Mr. Nesbitt who voted nay.

The Town Manager will compile a slate of appointees for Council  
approval.

Mr. Nesbitt questioned the letter from DECD which stated that  
“design build” projects are not allowed and asked that an inquiry be  
sent to DECD requesting specific regulations which support this  
finding. He would like for the Town to have a direct dialogue with  
them prior to a final decision. The Town Manager agreed and  
reported that a “design build” project requires a short list of  
contractors and a fairly complete design plan. Mr. Hart said that  
staff would follow-up with the DECD on the possibility of allowing a  
“design build” project.

VII. DEPARTMENTAL AND COMMITTEE REPORTS

No comments

VIII. REPORTS OF COUNCIL COMMITTEES

Mr. Clouette reported on the meeting of the Finance Committee. As a  
result of the efforts of the Finance Department, the Town Manager and  
the Department Heads, preliminary figures for FY2008/09 show a  
modest increase of about \$11,000 in the fund balance. The  
Committee discussed the rescue-billing proposal and asked for  
additional information for the Council. Also discussed was the short  
period of time after the election of the Council to discuss the hiring of a  
Town Attorney. To assist in the effort the Finance Committee  
requested information on Town Attorney activity including the benefits  
of retaining an attorney or hiring on an hourly basis. Mr. Clouette  
announced that due to the September 3<sup>rd</sup> deadline for approval of  
referenda items for this year’s November election, four bonding issues  
would be before the Council at the next meeting. These include the  
Hunting Lodge Road walkway, various bridge projects, the salt shed  
and reauthorization of open space funding.

Mr. Clouette moved the following nominations of the Committee on  
Committees:

Personnel Appeals Board – Donald Nolan  
Mansfield Advocates for Children – James Greene

Motion to approve the recommendations passed unanimously.

Mr. Haddad, Chair of the Personnel Committee, discussed and distributed a timeline for the Town Manager's annual review. (Timeline attached) For the next meeting, Mr. Haddad will prepare a motion reserving the right to change aspects of the Town Manager's contract.

IX. REPORTS OF COUNCIL MEMBERS

None

X. PETITIONS, REQUEST AND COMMUNICATIONS

7. Connecticut Preservation News "A Tavern, A Bank, and A Dam" – July/August
8. UConn students living on-campus at Storrs, 1989-2009
9. Light the Night 2009
10. Chronicle "Mansfield Dem slate unveiled for election" – 07-27-09
11. Chronicle "Mansfield GOP confident in election slate" – 07-29-09
12. Chronicle "Mansfield looks ahead to 2020" – 08-01-09
13. Chronicle "Parents ticked at 'Toddler Time' demise" – 07-22-09
14. Chronicle "Revamped panel has spring fling oversight" – 08-01-09
15. Mansfield Today "Letter to the Editor" – 07-23-09
16. Mansfield Today "Town Committees name their candidates..." – 07-31-09

XI. OPPORTUNITY FOR PUBLIC TO ADDRESS THE COUNCIL

No comments

XIII. FUTURE AGENDAS

Ms. Koehn requested a date for the Strategic Plan workshop and asked staff to address the questions posed by citizens during the public comment section of the meeting.

XII. ADJOURNMENT

Mr. Paulhus moved and Mr. Clouette seconded to adjourn the meeting at 10:30 p.m.

Motion passed unanimously.

August 10, 2009

Elizabeth Paterson, Mayor  
Town Clerk

Mary Stanton,

August 10, 2009

## APPENDIX 2

REGULAR MEETING-MANSFIELD TOWN COUNCIL  
September 14, 2009

Mayor Elizabeth Paterson called the regular meeting of the Mansfield Town Council to order at 7:30 p.m. in the Council Chambers of the Audrey P. Beck Building.

I. ROLL CALL

Present: Clouette, Duffy, Haddad, Lindsey, Nesbitt, Paterson, Paulhus, Schaefer  
Excused: Koehn

II. APPROVAL OF MINUTES

Mr. Schaefer moved and Mr. Nesbitt seconded to approve the minutes of the August 24, regular meeting with the addition of a comma. Motion to approve as amended passed with all in favor except Clouette, Duffy and Schaefer who abstained.

III. PUBLIC HEARING

1. Amendment to Mansfield Park Rules and Regulations  
Director of Parks and Recreation Curt Vincente presented an update on the use of signs and banners by athletic organizations in Town. Mr. Vincente commented that currently Youth football uses in ground signs on game day. Little League is reevaluating their sponsorship approach and will probably use a combination of banners and uniforms.  
No additional comments were presented.

IV. OPPORTUNITY FOR PUBLIC TO ADDRESS THE COUNCIL

David Freudmann, Eastwood Road, presented comments on the Parking Steering Committee for the Storrs Center Project and asked that the study provided by Mr. Hill of Walker Parking be handed out to all Steering Committee members. Comments attached

Betty Wassmundt, Old Turnpike Road, questioned the use of compensatory time by two individuals. Council members were in agreement that identifying individual employees was out of order. Such issues should be discussed with the Town Manager. Ms. Wassmundt again requested the Council review the practice of contributing to the Town Manager's ICMA pension fund.

V. TOWN MANAGER'S REPORT

Distributed

VI. OLD BUSINESS

2. Amendment to Mansfield Park Rules and Regulations  
Mr. Clouette moved and Mr. Nesbitt seconded to approve the amendments to the Mansfield Code Chapter A194 as presented to allow for the location of temporary program sponsorship signs/banners at the new Mansfield Skate Park.

The motion passed with all in favor except Mr. Haddad who voted nay.

3. Community/Campus Relations

Mayor Paterson reported on future actions agreed to by the Community Quality of Life Committee which include: presentation of proposed parking regulations to the Council; additional research on a parking registration and tenant registry; a possible change to the definition of "family, and an inventory by staff of various local ordinances regarding the quality of life and their relevant enforcement history. Council members discussed the difficulty the Committee has had with attaining a quorum for their meetings and agreed to look at the role of Council members on this Committee as part of a larger discussion of Committee assignments. This discussion will take place after the election.

4. Community Water and Wastewater Issues

Mayor Paterson asked that this subject be discussed at the September 28<sup>th</sup> meeting at which time relevant staff members will be available. By consensus the Council agreed.

5. Open Space Analysis for November 2009 Bond Referendum

Council members discussed the material on open space provided in the packet, including some apparent inconsistencies in the figures and concern with the age of the data. Ms. Lindsey, who is in favor of open space, asked if unintended consequences, as a result of open space acquisitions, are being tracked by staff. Ms. Lindsey will provide a list of these questions to the Manager. Members discussed the timing of having information available prior to the election and whether this information could be disseminated. Mr. Nesbitt requested information on how much of the land acquired over the years is developable and what improvements to existing properties are indicated for maximum use of the land. Mr.

Haddad presented information showing that there is a wish list in the Capital Improvement Plan that identifies about a million dollars in projects, which would now be permitted using the open space bonding authorization, and a \$300,000 wish list for open space parcels. As a consequence he feels any analysis should not be just the cost benefit ratio of open space but should include the other considerations now allowed. A discussion of the intrinsic value of open space, the determination of how much developable land is in any parcel and, and the difficulty in determining how open space impacts the Town's PILOT money ensued.

Mayor Paterson requested that all Council members submit a list of the information they would like to know to the Town Manager in the next couple of days. By consensus the Council agreed to have all questions in to the Town Manager by Wednesday morning.

6. Establishment of Parking Steering Committee for Storrs Center

Mr. Haddad moved and Mr. Clouette seconded to approve the following resolution establishing a Parking Steering Committee:

**WHEREAS**, on August 10, 2009, the Mansfield Town Council approved a resolution to establish a parking steering committee for Storrs Center; and

**WHEREAS**, on August 10, 2009, the Town Council approved a resolution to appoint members to the parking steering committee:

**NOW, THEREFORE BE IT RESOLVED THAT:**

The following members are appointed to the Storrs Center Parking Steering Committee:

- Ralph Pemberton, Director, Building and Grounds, Regional School District #19
- Martha Funderburk, Acting Manager, Parking Services for the University of Connecticut
- Karla Fox, Mansfield Downtown Partnership Planning and Design Committee member
- Manny Haidous, representing the owners of University Plaza
- Michael Taylor, representing the Town's Transportation Advisory Committee and the owner of Storrs Commons
- Melinda Perkins, Windham Region Transit District (WRTD) Administrator

Motion to approve passed unanimously.

Mr. Nesbitt moved and Mr. Paulhus seconded to appoint Meredith Lindsey as a Town Council representative to the Parking Steering Committee. Motion passed unanimously.

VII. NEW BUSINESS

7. Proclamation in Recognition of Fire Prevention Week

Mr. Clouette moved and Mr. Schaefer seconded, effective September 14, 2009, to authorize the Mayor to issue the attached Proclamation in Recognition of Fire Prevention Week.

In response to Councilor Schaefer's request for the Council to write a letter to the editor emphasizing the importance of Items 3, 4 and 5 of the proclamation, Fire Marshal John Jackman outlined his plans for a campaign to reach 5,000 homes in Town. These plans include a letter to the editor, a press release and the distribution of a self- inspection checklist for homes. By consensus the Council agreed with this plan of action. Mayor Paterson asked the proclamation also be sent to the Fire Houses as a show of support.

The motion to approve the proclamation passed unanimously.

8. Letter of Interest – William Caspar Graustein Fund

Mr. Schaefer moved and Mr. Paulhus seconded, effective September 14, 2009 that the Town Council authorize the Mayor to submit a Letter of Interest to the William Caspar Graustein Foundation to apply for funding under the Discovery initiative for the period 2010-2014.

Director of Human Services Kevin Grunwald described the uses of the grant money received as part of the Discovery Initiatives over the last eight years. This letter of interest does not obligate the Town to the required matching funds but signifies interest in pursuing the next step in the process, which is implementation of the plan.

Motion to approve passed unanimously.

VIII. DEPARTMENTAL AND COMMITTEE REPORTS

Quarterly reports handed out at this meeting will be discussed at the next meeting.

IX. REPORTS OF COUNCIL COMMITTEES

Mr. Clouette, Finance Committee Chair, announced the Committee would be meeting next week to discuss the effects of the state budget. Mr. Clouette also commented that, as Finance Chair, he was fully aware the previously approved open space bonding was about to expire. The Town had been able to fund its open space purchases from other sources. The new referendum will be an opportunity for the public to again express their will.

Ms. Duffy Chair of the Committee on Committees presented the following recommendation to the Council:

Parks Advisory Committee – Alfred Montoya  
Recreational Advisory Committee – Michael Gerald  
Housing Board of Appeals (full members) – Will Bigl and Brian McCarthy  
Mansfield Advocates for Children – Lisa Young  
Sustainability Committee – Lisa Stafford  
Motion to approve recommendations passed unanimously.

Ms. Duffy reported that by using technology the Committee has been able to increase exposure to volunteer opportunities and there are even waiting lists for some of the committees. Mayor Paterson thanked the Committee members, especially Ms. Duffy, for their work.

Mr. Clouette reported on the Volunteer Recognition event at the Picnic Palooza. The rain dampened attendance but ribbons and thanks were extended to those who attended. Mr. Clouette plans to write a letter to the editor thanking all volunteers in Town.

Personnel Committee Chair Gregory Haddad announced that the Town Manager's review would be discussed at the executive discussion this evening. Mr. Haddad also stated that the Committee's discussion regarding the use of compensatory time is not yet complete. Interested citizens are welcome to attend the Personnel Committee meetings.

X. REPORTS OF COUNCIL MEMBERS

Mayor Paterson called the 6<sup>th</sup> year of Celebrate Mansfield Weekend a resounding success and thanked all the volunteers for the tremendous effort they put forth. The Mayor was especially pleased with the increase in attendance of teenagers as a result of the dunking tank and

the entertainment. She also called this weekend a wonderful example of collaboration between the Town and the University.

Mr. Nesbitt requested information on recent activities at Carriage House and whether or not any violations were issued. Fire Marshal John Jackman stated that preliminary information shows that 25 violations of various ordinances were issued in the last week and a half. A full report will be compiled after October 31, 2009.

#### XI. PETITIONS, REQUEST AND COMMUNICATIONS

9. M. Hart re: Restoration of Passenger Rail Service to Eastern Connecticut
10. Mansfield's \$500 Energy Challenge
11. Mansfield Skate Park Grand Opening
12. T. Veillette re: Hunting Lodge Road Bikeway/Walkway
13. Mansfield Downtown Partnership re: Festival on the Green
14. United Transportation Union "Finally, a rail plan for New England" – 08-24-09
15. Windham Chamber of Commerce Northeast CT Tourism Development Plan
16. Chronicle "Birch Road Bikeway set for construction" – 09-01-09
17. Chronicle "Council seeks funds for trooper supplies" – 08-28-09
18. Chronicle "Editorial: We offer these threads, needles" – 08-31-09
19. Chronicle "Fire captain adds another title – deputy fire marshal" – 09-05-09
20. Chronicle "Letter to the Editor" – 09-03-09
21. Chronicle "Mansfield debates open space information" – 08-27-09
22. Chronicle "Mansfield probate district may grow" – 08-26-09
23. Chronicle "Oops, Mansfield lets \$1M bonds lapse" – 08-25-09
24. Chronicle "State to host hearing on transportation issues" – 08-31-09
25. Chronicle "The students are coming back" – 08-21-09
26. 18. Chronicle "Voters to decide \$3.46M package" – 08-29-09

XII. OPPORTUNITY FOR PUBLIC TO ADDRESS THE COUNCIL

Ric Hossack, Middle Turnpike, revisited the discussion of the JAG funding for shotguns and asked when the last time a firearm was discharged in Town.

He also questioned the need for bikes and sound meters. Mr. Hossack would also like his taxes lowered.

David Freudmann, Eastwood Road, questioned the need to purchase the Moss Sanctuary since, in his opinion, the land has no potential for development.

Betty Wassmundt, Old Turnpike Road, asked for clarification on appointments to the Ethics Committee.

XIII. FUTURE AGENDAS

None

Mr. Schaefer left at 9:35 p.m.

Mr. Paulhus moved and Ms. Lindsey seconded to recess the meeting and move into executive session to discuss the Town Manager's Performance Evaluation

XIII. EXECUTIVE SESSION

Town Manager's Performance Evaluation

Present: Clouette, Duffy, Haddad, Lindsey, Nesbitt, Paterson, Paulhus

XIV. ADJOURNMENT

The Council reconvened in public session.

Mr. Paulhus moved and Mr. Haddad seconded to adjourn the meeting at 10:25 p.m.

Motion to adjourn passed unanimously.

Elizabeth Paterson, Mayor  
Clerk

Mary Stanton, Town

## APPENDIX 3

**Town of Mansfield Parking Steering Committee for Storrs Center  
Monday, November 2, 2009  
Mansfield Downtown Partnership Office  
1244 Storrs Road (behind People's United Bank in Storrs Commons)**

**6:00 PM**

**Minutes**

Members Present: Karla Fox, Martha Funderburk, Manny Haidous, Meredith Lindsey, Ralph Pemberton, Mike Taylor

Ex-Officio Members Present: Matthew Hart, Andy Hill, Lon Hultgren, Macon Toledano, Cynthia van Zelm

**1. Introductions**

Town Manager Matt Hart offered to facilitate the first meeting as a Chair has not been elected yet.

Committee members introduced themselves.

**2. Update on Storrs Center**

Mansfield Downtown Partnership Executive Director Cynthia van Zelm updated the Committee on the status of Storrs Center to provide context for the meeting.

Ms. van Zelm said the focus for the Partnership is on Phase 1A which includes housing and commercial development on the north side of Dog Lane. She said that 8 letters of intent have been signed by new and current businesses to be part of the project.

Ms. van Zelm said she is working with Town Public Works Director Lon Hultgren and master developer LeylandAlliance Project Manager Macon Toledano on preparing the infrastructure for Phase 1A including utility extensions and demolition. A scope of work is being developed with engineer BL Companies.

Ms. van Zelm said design has begun on Storrs Road to incorporate pedestrian-friendly elements, integrating the project with Storrs Center.

Finally, Ms. van Zelm said that the Partnership and the Town are working with the Greater Hartford Transit District to implement the Town's federal grant for design work for the intermodal center. The goal is to include buses, bikes, and possibly Zip Cars, or their equivalent, as part of the center. A Request for Qualifications is being drafted for the design of the center.

**3. Overview of Committee Charge**

Mr. Hart passed out the Town passed resolution establishing the Steering Committee and read the Committee charge.

Mr. Hart said the main objective is to create a coordinated management plan. Mr. Hart said that public input and communication to the public is essential.

Mr. Hart noted that Paul Aho, who is on the Board of the Windham Region Transit District (WRTD), will represent WRTD but could not be at the meeting tonight.

#### **4. Overview of Objectives/Discussion**

Town parking consultant Andy Hill said he recommended to the Town early on that a parking steering committee of citizens was essential to work toward a comprehensive parking management plan. His suggestion is that each meeting cover a piece of the parking management plan.

Mr. Hill gave an overview of the recommended sections of a parking management plan:

- Fee for service: How does paid parking work? How is it done in other communities? Why is fee for service important/what are the alternatives?
- System configuration: Permits? Gated? A hybrid?
- Management configuration: Collaborate with UConn? Lease by Town to a private entity?
- Community impacts: How does new parking affect adjacent lots and vice versa?
- Communication: There needs to be clear pipeline of getting information out to people and taking in information. Key will be making sure there is a process to keep the public apprised of access during construction, with the goal to minimize the impact on the community.
- Development of formal parking management plan with presentation to the community.

#### **5. Election of Officers**

After some discussion about alternative ways to facilitate the meetings, Mike Taylor nominated Karla Fox to serve as Chair and Meredith Lindsey to be Vice Chair (pending her re-election to Town Council). Manny Haidous seconded the motion. The motion was approved unanimously.

The Committee deferred making a decision on a Secretary for now, deciding to wait and see if a Secretary is needed. Ms. van Zelm will take the minutes on behalf of the Committee.

## **6. Identify Schedule and Next Steps**

Mr. Hill suggested that the Committee meet for eight to nine months with six to seven meetings once a month. The Committee agreed to meet on the 2<sup>nd</sup> Tuesday of the month at 6 pm in the Partnership office. Ralph Pemberton offered the High School as an alternative location if the Committee needed more room for a particular meeting.

Ms. Fox asked for clarification regarding whether the Committee's role is advisory. Mr. Hart said the Committee is serving in an advisory role to the Town Council and the Partnership's Board of Directors.

## **7. Set Date for Next Meeting**

The next meeting is set for Tuesday, December 8 at 6 pm in the Partnership office.

## **8. Public Comment**

David Freudmann, 22 Eastwood Road, referred to the PowerPoint presentation that was given to the Town Council and the public in March 2009. He expressed concerns about the cash flow projections, estimate of daily car use, and the operating costs, particularly payroll, for the garage.

Mr. Hart said the presentation was designed to be an introductory workshop on parking for the Town Council and the Partnership.

Mr. Freudmann suggested that Committee members be given a hard copy of the presentation. Ms. Fox asked that staff do this as well as provide a one page synopsis regarding the context of the presentation from March. Ms. van Zelm noted that the PowerPoint presentation is also on the Partnership website.

## **9. Adjourn**

The meeting adjourned at 6:55 pm.

*Minutes taken by Cynthia van Zelm.*

**Town of Mansfield Parking Steering Committee for Storrs Center  
Tuesday, December 8, 2009  
Mansfield Downtown Partnership Office  
1244 Storrs Road (behind People's United Bank in Storrs Commons)**

**6:00 PM**

**Minutes**

Members Present: Karla Fox (Chair), Paul Aho, Martha Funderburk, Manny Haidous, Meredith Lindsey, Ralph Pemberton, Mike Taylor

Ex-Officio Members Present: Matthew Hart, Andy Hill, Lon Hultgren, Macon Toledano, Cynthia van Zelm

**1. Call to Order**

Chair Karla Fox called the meeting to order at 6:01 pm.

As this was Paul Aho's first meeting, Committee members introduced themselves.

**2. Approval of Minutes of November 2, 2009**

Committee members approved the minutes by consensus.

**3. Background on Storrs Center Parking**

Ms. Fox had asked staff to provide some more background on the parking demands for Storrs Center.

Ms. van Zelm referenced the Power Point presentation and reviewed the types, and location of parking planned for Storrs Center as well as the total spaces by type.

\*Ms. Fox asked that copies of presentations be provided to the Committee in hard copy for the meeting, and in color if applicable.

Macon Toledano reviewed parking for Phase 1 (1A, 1B, 1C). He indicated that most of the parking will be located in the first structure – the intermodal center. Additional parking will be available in the current UConn lot that serves Bishop Center pending the finalization of an agreement with UConn. The spaces that are potentially used for Storrs Center in this area will be replaced 1 for 1 with expansion and reconfiguration of the lots for UConn uses. There also may be a few spaces available near the Daily Campus.

Mr. Toledano said the sequencing of the Phase 1 spaces will depend on how soon tenants in Phil's, the Store 24 building and Storrs Automotive can be moved to Phase 1A. The intermodal center is planned to be under construction at the same time as Phase 1A. With respect to timing, Mr. Toledano said that the start of Phase

1A depends on the timing with respect to financing. It will take about 12 to 15 months to construct 1A and the prefab for the intermodal center.

With respect to a question on the timing of Storrs Road, Mr. Toledano said the Town has grants for Storrs Road and it is in design. The Town also has grants to start the infrastructure for Phase 1A including the improvements of the intersections of Dog Lane and Storrs Road, and Bolton Road and Storrs Road.

Mike Taylor asked where the customers for 1A will park. Mr. Toledano said he expected that they will park in the intermodal center, or on-street. Mr. Taylor said some of the uses will be grab and go so people will want to park as close as possible to the business. Mr. Toledano acknowledged that one of the key questions businesses ask is where is will their parking be located. He said that one of the goals of the project is to make it friendly to alternative modes of transportation whether they be buses, by feet, etc. The goal is also for people to use Storrs Center for several uses at once so that trips are cut down. Mr. Taylor favors the paradigm shift but it will take some education.

Manny Haidous asked how many residential spaces are planned for 1A. Mr. Toledano said that approximately 123 units are planned. Mr. Toledano said they will be expected to have “nested”/designated spaces in the garage that they will pay for to use. He said the zoning for project requires that each resident have 1.25 spaces.

Mr. Toledano said that spaces on Storrs Road were not counted toward the inventory for zoning requirements as it was unclear at the time whether the State Traffic Commission would allow parking on Storrs Road.

Mr. Toledano said the current estimated breakdown for spaces for Phase 1 is as follows: 538 for the intermodal center, 20 on-street, and 155 in surface lots. Mr. Toledano said that these 713 spaces are close to half of the total spaces as much of the project is focused on the town square/Phase 1.

Ms. van Zelm referenced the slide that shows the adjacent private and public parking lots to Storrs Center. Ms. Fox noted that some parking will be displaced when the new buildings for the School of Fine Arts are constructed.

#### **4. Fee for Service Overview and Discussion**

Andy Hill reviewed the cost of parking spaces and methods to finance parking.

Mr. Hill reviewed the range of costs for types of parking spaces. He said that a parallel parking space typically costs between \$500 and \$750 a space. He said that on the low end, a surface lot space is \$2,500 to \$2,700. These costs do not include landscaping; minimal curbing, striping and lighting. If these elements are added, the cost can be as much as \$5,000 a space.

Mr. Hill said that structured parking spaces are running about \$15,000 a space. Below grade structured parking is about \$30,000 per space.

He also noted the importance of maintaining facilities and spaces on a regular basis to prevent damage. He said that maintenance and labor costs will cost approximately \$750 a space.

Mr. Hill noted that no parking is really “free” and that even at a mall, the costs are being subsidized in some way.

Mr. Hill reviewed the pros and cons of financing mechanisms including general obligation bonds, tax increment financing, private loans, pro rata payments, and fee for service.

Ms. Fox said the Committee needs to review external and internal costs.

Mr. Taylor expressed concern about how paid parking may affect the use of his and other lots where there is no direct charge. He noted the importance of monitoring and enforcement tools for his and others’ lots. Mr. Toledano said the issue of the interplay between Storrs Center parking spaces and adjacent lots is a major one and will be main objective for the Committee to review.

Matt Hart and Mr. Toledano noted that the finance mechanisms discussed are largely based on retiring debt. The initial intermodal center will be paid for by state and federal grants. The key for that facility are the operations and maintenance costs.

Mr. Hill showed the slides of parking rates at facilities at UConn, West Hartford, and downtown Hartford.

Mr. Hill referred to the slide showing comparable communities to Mansfield where there is a college(s) and there is some type of fee for service for the parking downtown. He said that all these communities had to wrestle with the issue of fee for service. In his experience, Mr. Hill said the communities where the parking works the best is where a committee has been set up and continued to guide the process.

Ms. van Zelm said she is researching college/university communities to determine their costs, structures and management of parking downtown. She will work with Mr. Hill and try to have a report by the January meeting. Ms. Fox said it would be helpful to know what types of parking these communities have and whether it is charged, and, if so, is there a different fee for different types or areas.

Mr. Hill has been working on peer reviewing the projected revenues and expenses for Phase 1 as prepared by Desman Associates for master developer LeylandAlliance. He will be able to provide an update for the Committee.

The Committee also discussed that different users will have different needs in terms of the location of parking i.e., customers should be close to a place of business while tenants and employees may not need to be as close to the business.

Mr. Haidous suggested the Committee also look at whether other entities such as UConn have a need for parking that may be able to be filled at Storrs Center on an interim basis.

**5. Topic for next meeting**

The next meeting will focus on looking at Phase 1 parking specifically, what other comparable communities have in place for parking, and the discussion of various monitoring and enforcement mechanisms for the Storrs Center parking and the adjacent parking lots.

**6. Communications**

Ms. van Zelm referred to the background material that was mailed out earlier. There were no questions on the material.

**7. Public Comment**

David Freudmann, 22 Eastwood Road, again referred to the PowerPoint presentation that was given to the Town Council and the public in March 2009. He encouraged the Committee to focus on the cost of operating the parking. He encouraged the Committee to talk to other communities with similar projects. He expressed concerns about the cash flow projections, estimate of daily car use, and the operating costs, particularly payroll, for the garage.

Mr. Taylor noted that during the school year, his lot is constantly in turnover and suggested there may not be enough spaces in the project during the UConn school year.

Mr. Toledano reiterated that a majority of the users, especially in the structured parking, will be residents who will be required to have a space in the development if they have a car.

**8. Adjourn**

The meeting adjourned at 8:00 pm.

*Minutes taken by Cynthia van Zelm.*

**Town of Mansfield Parking Steering Committee for Storrs Center  
Tuesday, January 12, 2010  
Mansfield Downtown Partnership Office  
1244 Storrs Road (behind People's United Bank in Storrs Commons)**

**6:00 PM**

**Minutes**

Members Present: Karla Fox (Chair), Paul Aho, Martha Funderburk, Meredith Lindsey

Ex-Officio Members Present: Matthew Hart, Andy Hill, Lon Hultgren, Lou Marquet, Cynthia van Zelm

**1. Call to Order**

Chair Karla Fox called the meeting to order at 6:00 pm.

**2. Approval of Minutes of December 8, 2009**

Meredith Lindsey made a motion to approve the minutes of December 8, 2009. Martha Funderburk seconded the motion. The motion was approved unanimously.

**3. Remarks from the Chair**

Ms. Fox said she recommends focusing on the potential parking for Phase 1. She said tonight's meeting will focus on benchmarking what other similar communities have for parking and how it is managed and financed.

At the next meeting, she would like to focus on the expenses associated with parking – on-street, surface and garage.

Lon Hultgren said he felt it would be important to focus on the effects of the adjacent parking when looking at the overall parking costs and revenues.

**4. Review of Phase 1 Parking Concepts**

Cynthia van Zelm reviewed the Phase 1 parking, referring the Power Point presentation. The presentation included the planned housing and commercial space and parking types.

Andy Hill referenced the conceptual overhead parking costs which only refer to the garage. Ms. Fox reiterated that for the next meeting, she would like to show these costs for all types of parking.

**5. Comparable Communities Overview**

Mr. Hill reviewed the parking types and locations, management, system genesis/financing, and parking rates for parking in rural college communities. The communities reviewed were Hanover, NH/Dartmouth; Clemson, SC/Clemson University; Latrobe, PA/Saint Vincent College; Athens, OH/Ohio University; Durham, NH/University of New Hampshire; Keene, NH/Keene State; Northampton, MA/Smith College. Other similar communities that were not reviewed in depth are Amherst, MA/Amherst College and UMASS; Oxford, OH/Miami University; Bloomington, IN/University of Indiana; and Newark, DE/University of Delaware.

*Notes are excerpted below. Power Point presentation with details was presented to all Committee members in hard copy.*

#### Hanover, NH/Dartmouth

- Outer parking is reserved for employees.
- Garage is located in the center of downtown which is typical.
- Parking is under division of the police (this appears to be a trend in the communities reviewed).
- Garage is priced toward short term users.
- Validation program
- Fines double after 15 days/this is where money is made.
- Dartmouth built garage for Hanover. Town then bought it from Dartmouth. Was financed through Tax Increment Financing
- Operations are paid for from parking fund (fees, fines). Fairly common practice to establish a parking fund.

#### Clemson/Clemson University

- Most parking is in the garage.
- The University is developing structured parking. Most parking now is in University surface lots.
- Garage is metered and permitted. Use city token program. Sell tokens to merchants to use for validation program.
- Most money is made on game day passes.
- Fines very high if park in a handicapped space.
- Revenues from University parking supplement Clemson Area Transit.

### Latrobe, PA/Saint Vincent

- All parking at Saint Vincent's is surface parking.
- There is a Latrobe Parking Authority but more information is needed on their tasks.
- Most parking in the downtown is metered. There is no transition zone to free parking on the outskirts (typically there is a transition zone to a residential zone).
- Expenses for Latrobe parking come from the General Fund.

### Athens, OH/Ohio University

- The downtown is integrated with the Ohio University campus.
- Last year, \$220,000 was brought in in net revenue. This is supplementing the town's General Fund. Mr. Hill said more and more communities are using this approach with their parking revenue.

### Durham, NH/University of New Hampshire

- There is no parking garage in the town.
- UNH has a complex parking system with a variety of departments involved and 25 different type of permits.
- Net revenue averages \$158,000 a year, and most revenue goes toward infrastructure and beautification efforts.
- Durham has looked at a public/private partnership to undertake structured parking.

### Keene, NH/Keene State College

- The town has one parking garage; Keene State is considering constructing a garage.
- There is limited town staff time as most of the parking is tied to meters and permits.
- The town has a parking fund and is estimating \$1.1 million in revenue this year. Excess revenue goes toward downtown improvement fund (festivals, beautification, etc.)

### Northampton/Smith College

- There are two garages in Northampton and Smith College also has a garage.
- Parking operations are divided into three departments.

- There is significant enforcement in the downtown.
- Smith College will ticket a student who has an unregistered car at Smith and parks on a city street.
- The City brings in approximately \$2 million in revenues from parking a year. Any excess revenue goes to either the downtown projects such as festivals or the police department.

Mr. Hill briefly reviewed the other communities noted above. Ms. Fox asked if all downtown street parking was metered. Mr. Hill said most of these communities have metered parking although, for example, Newark has some time limited spaces on the street.

Ms. van Zelm noted that it appears that all the communities discussed manage the parking themselves. She asked about examples of communities that contract out parking management. Mr. Hill said he thought that Bloomington, IN was considering subcontracting to a private. Ms. Fox asked if enforcement could be subcontracted as well and Mr. Hill said that it could be subcontracted.

Lon Hultgren noted that most of the parking garages that were discussed were smaller than what has been built at UConn and proposed for the downtown.

## **6. Topics for next meeting**

The next meeting will focus on parking expenses.

## **7. Public Comment**

David Freudmann, 22 Eastwood Road, suggested the Committee look at labor costs.

Ms. Fox said it would be important to look at labor costs for municipal employees vs. contractual employees.

## **8. Adjourn**

The meeting adjourned at 7:15 pm.

*Minutes taken by Cynthia van Zelm.*

**Town of Mansfield Parking Steering Committee for Storrs Center  
Tuesday, March 2, 2010  
Mansfield Downtown Partnership Office  
1244 Storrs Road (behind People's United Bank in Storrs Commons)**

**5:00 PM**

**Minutes**

Members Present: Karla Fox (Chair), Paul Aho, Martha Funderburk, Manny Haidous, Meredith Lindsey, Ralph Pemberton, Michael Taylor

Ex-Officio Members Present: Matthew Hart, Andy Hill, Lon Hultgren, Carrie Krasnow, Macon Toledano, Cynthia van Zelm

**1. Call to Order**

Chair Karla Fox called the meeting to order at 5:00 pm.

**2. Approval of Minutes of January 12, 2010**

Matt Hart made a motion to approve the minutes of January 12, 2010. Meredith Lindsey seconded the motion. The motion was approved unanimously.

**3. Remarks from the Chair**

Ms. Fox introduced Carrie Krasnow from Walker Parking who will be taking on Andy Hill's role as parking consultant to the Town. Mr. Hill has accepted a position at a different firm. Ms. Krasnow has worked for Walker for over 12 years. The Committee members introduced themselves.

**4. Review of Parking Expenses**

Ms. Krasnow referred to a Power Point presentation and copies were given to Committee members.

With respect to the preliminary Phase 1 Program, Michael Taylor asked about the location of the surface lot. Macon Toledano confirmed that this would be in the Bishop Center lot, if needed, for Phase 1. He said this would be a private lot and, thus, expenses for surface parking are not being considered as part of the current discussion.

Ms. Krasnow said she would go over preliminary operating expenses related to the various parking options (garage, on-street). She said that the type of equipment or lack of equipment (meters) will affect cost. And, within equipment, there are several options such as single or multi-space. She said that labor considerations are the largest cost of operations.

With respect to the garage, Ms. Krasnow said the costs are largely related to the cashiering operation. On-site management can also be part of the costs and that personnel would assist with any problems that arise. Manny Haidous asked if an attendant is needed 24 hours a day. Ms. Krasnow said that typically an attendant is not there in the late night and early morning hours. The system can be set up for automation so people can get out at those hours. She does not recommend staffing the garage at all times.

Ms. Krasnow noted that the preliminary labor costs for the garage are based on contracting with a 3<sup>rd</sup> party operator. Matt Hart reiterated that the Town would most likely be looking at 3<sup>rd</sup> party management, in response to a question from Mr. Taylor.

Ms. Fox said that it will need to be determined if the garage parking is profitable or at least breaks even. Mr. Taylor suggested that, if needed, the developer guarantee a certain amount of revenue to the Town to ensure costs are covered.

Ms. Krasnow reviewed the Conceptual Garage Expenses slide. She said the current thinking is to focus more on “pay on foot” vs. paying at the gate. It requires less staffing and it is frequently seen at airports.

With respect to the conceptual overhead expense targets for the garage, Ms. Krasnow said this assumes an approximately 550 space garage, full-time staffing (see above re: not 24/7), and a 3<sup>rd</sup> party operator (not the Town).

Mr. Haidous asked if there was a mixed model (municipal and private). Andy Hill said the estimated staff costs were taken from the Hartford MSA (Metropolitan Statistical Area) labor rates for parking attendants. He said these costs are most likely a representation of staff costs for private and publicly operated garages. Ms. Krasnow said there are more efficiencies to the operations being done by one of the other – public or private entities.

Ms. Krasnow noted that the breakdown of estimated costs is included on a daily, monthly and annual basis. She said it is based on 25 days as Mondays and Tuesdays tend to be slower retail days/ a conservative analysis.

Ms. Fox asked Mr. Toledano how many people are expected in the housing units. Mr. Toledano said the majority of the parking spaces will be dedicated to residents who will pay a monthly fee to the operator. He said the estimate is 350 units in Phase 1. The zoning regulations require 1.25 spaces for each unit which approximates to 440 spaces. Mr. Toledano said spaces can be allocated to residents in the surface lot and the garage. This leaves approximately 200 spaces left for commercial activity. He said once the square footage is determined for Phase 1, a decision will need to be made whether some temporary parking would need to be developed on site.

Mr. Taylor noted that his lot and Mr. Haidous’ commercial lot are filled during the week. He expressed concern about whether there are enough spaces. Mr.

Toledano said it is a balancing act between creating enough spaces but not too many and recognized the issue.

Mr. Hultgren noted that the parking analysis assumes shared parking and so this needs to factor into the discussion. Mr. Toledano also noted that the goal is for Storrs Center to be a transit oriented project. The hope is to incentivize people not to drive, especially students who might drive over from campus.

Mr. Taylor expressed concern about the location of parking for “grab and go” items. Ms. Krasnow said that on-street parking is typically priced more expensive than lots or a garage as it turns over more quickly. This is the type of parking that makes sense for “grab and go.”

Mr. Toledano reiterated the goals of Storrs Center – to create a downtown where a person parks once and uses the commercial venues as well as the Community Center, Post Office, Town Hall, etc. The focus is on creating a pedestrian-friendly area and providing access to local (UConn and WRTD) and regional (Peter Pan) bus service.

Mr. Taylor said that his current leases do not allow for him to charge for parking.

Ms. Krasnow said that multi-space meters print tickets for recipients. They tend to be more expensive than one meter per space but less of them are needed.

Ms. Krasnow said that the conceptual on-street expenses assume paying by space through some type of metering systems (vs. time limited spaces) and 3<sup>rd</sup> party management. She said it also assumes central meter hardware. She said that private companies can do meter collection. Mr. Hill said that a company such as Central Parking can conduct on-street enforcement and management. He said that the revenues go to the owner of the entity, not the private company.

Ms. Lindsey asked about the location of on-street parking. Mr. Toledano said it would be on Storrs Road, Village Street and a few on Dog Lane. Ms. Lindsey asked if she would have to pay if she was in a space for a few minutes while she purchases an item (“grab and go”) Mr. Toledano said that some spaces could be stipulated for short-term parking. The number is key. Mr. Hultgren said that stores could also validate tickets.

Mr. Toledano said the goal is for parking to be concentrated and convenient. He noted that the Town had actually requested more funding for the garage than it received. Number of spaces, and expense and cost revenues are being based on \$10.5 million in state and federal funding.

Ms. Krasnow referred to the last page of the Power Point presentation which assumes preliminarily that each space costs about \$2.00 a day.

## **5. Update on Grants**

Ms. van Zelm referred to the grant the Town had submitted to Congressman Courtney as part of the appropriations process. She said the grant was for hardware and software related to Storrs Center parking. She noted that copies had been e-mailed previously to the Committee. She said the Town Council had approved submittal of this request but there was some concern raised about any assumptions about enforcement at surrounding lots. Ms. van Zelm said while the goal was to have a placeholder for items that may be needed in the future, at the Council's direction, specifics were pulled from the applications submitted. There will need to be more discussion by this Committee, the Town, the University of Connecticut, and surrounding property owners before any decisions are made on enforcement. She said that once the design is completed on the garage, this will also inform what the needs are for parking software and hardware. Ms. van Zelm said the request had been subsequently submitted to Senators Dodd and Lieberman.

Mr. Toledano said the goal is to use the land available as efficiently as possible including managing the stormwater run-off. He said that surface parking with its impervious surface contributes to run-off as opposed to a garage. He said the current planned system will improve the wetlands toward the back of the property.

## **6. Topics for next meeting**

Ms. Fox suggested reviewing conceptual revenues for Phase 1 parking; operation management; and adjacent lot issues for the next meeting.

Mr. Hultgren suggested to Ms. Krasnow that it would be helpful to have information from other communities/models on how they address the management of project parking with adjacent other parking.

## **7. Discussion of meeting time**

Ms. Fox suggested meeting at 5:30 for the April 13 meeting and then changing the meeting time to 5 pm going forward.

## **8. Public Comment**

David Freudmann, 22 Eastwood Road, expressed concerns about the conceptual labor costs and suggested the Committee conduct its own research on the labor costs.

Ms. Fox asked Ms. Krasnow to bring additional information on the basis for their estimated labor costs.

Ms. Fox said the discussion she heard was labor costs were based on a 3<sup>rd</sup> party operator, not the municipality. She said her understanding was that if a 3<sup>rd</sup> party is operating the garage, they would not be hiring an additional person if someone got sick. The cost is set. Ms. Krasnow concurred.

## **9. Adjourn**

The meeting adjourned at 6:15 pm.

*Minutes taken by Cynthia van Zelm.*

**Town of Mansfield Parking Steering Committee for Storrs Center  
Thursday, April 13, 2010  
Mansfield Downtown Partnership Office  
1244 Storrs Road (behind People's United Bank in Storrs Commons)**

**5:30 PM**

**Minutes**

Members Present: Karla Fox (Chair), Martha Funderburk, Meredith Lindsey, Ralph Pemberton, Michael Taylor

Ex-Officio Members Present: Lon Hultgren, Carrie Krasnow, Macon Toledano, Cynthia van Zelm

**1. Call to Order**

Chair Karla Fox called the meeting to order at 5:35 pm.

**2. Approval of Minutes of March 2, 2010**

Martha Funderburk made a motion to approve the minutes of March 2, 2010. Ralph Pemberton seconded the motion. The motion was approved unanimously.

**3. Remarks from the Chair**

Ms. Fox asked that the Power Point presentations from the Parking Steering Committee meetings be placed on the Town website. Cynthia van Zelm said she would follow-up (*done*).

Ms. Fox also recommended future meeting starts of 5 pm.

**4. Review of Parking Management and Parking Systems**

A Power Point presentation was shown and hard copies were passed out to Committee members. Carrie Krasnow gave an overview of parking management options. She said that generally parking falls under several department jurisdictions. She recommended that there be a point person who is focused on revenues and customer service. Ms. Krasnow said that regardless of ownership of the parking, she recommends that facilities be operated as a single system with efficient management.

Ms. Fox asked if there had been any discussion of which Town department might take on the management role. Lon Hultgren said he thought it would make sense to be part of the Committee's discussion.

Ms. Fox expressed her concern about making sure that there was coordination of the various parking venues since some of the surface parking is proposed to be privately owned while the garage and on-street parking will be publicly owned. She warned against competing strategies, particularly related to rates.

Ms. Krasnow reviewed various oversight options. She said that parking authorities are common in Connecticut. They are established separately from the municipality. Decisions are made by a board that is appointed by the municipality. An example is in Norwalk where they have a four person parking authority that contracts for all labor.

Another option is a municipal department/enterprise fund. An example would be West Hartford which has its own parking section through its Public Works Department. Ms. Krasnow said options in Mansfield could be through an existing department or the Mansfield Downtown Partnership. She said there are efficiencies to management being done through a municipal entity.

Ms. Krasnow said there are various management options including self-operation, third party operation-subcontract, and third party operation-lease. She said with a third-party operation-subcontract model, the municipality oversees parking and maintains control. She said with a lease model, there can be lower risk but the municipality can lose control particularly in the area of rates, cleanliness. Ms. Krasnow said she would not necessarily recommend a lease model.

Mike Taylor asked Ms. Funderburk how UConn manages its parking. Ms. Funderburk said they subcontract the management. She said that if there was no debt left on one of the garages, they would in the black. She said she could provide further information on revenues and expenses at the next meeting.

Ms. Fox and Ms. Funderburk said that UConn pays for enforcement of parking through its police force. Ms. Fox said it is important to pull together all the revenue and expense elements to get a full picture.

Mr. Hultgren asked whether the Mansfield Downtown Partnership could serve as a parking authority by managing a contract with a private entity on behalf of the town. Can this be done in Connecticut? Mr. Hultgren thought some research needed to be done on this issue. Ms. Krasnow said she can look into this possibility.

Meredith Lindsey asked about the advantages of leasing. Ms. Krasnow said that an entity may want to lease if they want to be very hands-off when it comes to parking. Again, the risk goes back to the private operator; there is no guaranteed revenue. She said this often works best on surface lots where there is less of a concern about customer service.

Ms. Krasnow reviewed site management options and the pros and cons. She said a sub-contract brings in expertise and staff. If someone is sick, the contractor can tap into a pool of core staff. The staffing is generally less expensive than if someone is a municipal employee. The municipality still controls the parking and needs to address customer service. If a municipality self-operates, there is much

more involvement by municipal staff. With a management contract, there is a municipal parking manager but it is a much smaller operation. Ms. Krasnow said that a manager could deputize enforcement. Ms. Funderburk said there may be a model in Hartford where this occurs. She said some cities have enforcement report to the police vs. a parking manager.

Mr. Taylor said he was attracted to the values of a lease in terms of potential cash flow predictability. He thought a lease could be drawn up that would address customer service requirements.

Mr. Hultgren said since the garage is being funded by the State of Connecticut, it needs to be determined if the State would even allow a lease. Ms. van Zelm will follow-up. Macon Toledano said with the state grant there is no debt to pay so this increases the chances for revenue enhancement.

Ms. Fox said a management agreement and knowledge of the number of spaces being used can be as predictable as a lease. Mr. Taylor acknowledged this if revenue and expenses can be predicted as well.

Mr. Pemberton said an option is to start with a lease and ascertain the yearly revenues. A decision could then be made to decide whether to manage it on a municipal level. Ms. Krasnow said that operators typically want a long-term lease of 5 to 20 years.

Ms. Fox said she is concerned about the bifurcation of ownership with the developer and the Town as she feels there is not total commonality. Macon Toledano said that all types of parking will include both residents and visitors. The difference will be in who gets the revenues. Ms. Fox asked what if the development team says all Phase 1 apartment dwellers need to park in the surface lot? Mr. Toledano said some of these issues are being discussed by the town administration and Leyland. Mr. Toledano said there will be enough apartments that residential spaces will be needed throughout the parking system. He said the pricing structure will need to be determined.

Mr. Taylor asked if residential spaces will be “nested?” He reiterated his support for the developer guaranteeing a certain number of spaces. Mr. Toledano said that spaces will be rented by residents, not owned. He said the rent will go to the Town. He said he had passed along Mr. Taylor’s recommendation to the Leyland team.

Mr. Taylor said it will be important to coordinate enforcement efforts with his lot and Mr. Haidous’ lot. Can the same enforcement be used for private parking as public parking?

Ms. Krasnow gave an overview of operations configuration. She said with equipment, enforcement can tell if people are not parking in the correct space. She said that if less is charged for on-street parking, people will circulate looking for a space. This causes congestion. She recommends that on-street parking be more expensive as it is premium parking. Enforcement here is key.

Ms. Krasnow discussed time limits vs. meters. She said that people generally find meters to be “unfriendly.” They are not very costly to build. It can be difficult to enforce time limits i.e., chalking of tires. The largest problem is that lack of enforcement for time limits can cause congestion. She said that time limits can allow for more long-term parking for employees when enforcement is lax.

Ms. Fox asked if employees can get a sticker so they have to park in off-site spots. Ms. Krasnow said this is possible but difficult to make sure employees park in designated spots. It can be a maintenance issue.

Mr. Taylor said he has clauses in his leases that indicated specific areas where employees have to park. He agrees that on-street spaces should be made more expensive as they are more valuable. Time limits would be difficult. Ms. Krasnow said the enforcement of time limits can be even more “unfriendly” than meters.

With respect to meters, Ms. Krasnow said that multi-space meters cost a little more up front but less are needed. She noted that West Hartford has a Parcsmart card that can be bought with an account set up.

Ms. Krasnow said there are several methods of payment with multi-space meters. There is a good revenue upside. There is somewhat of a learning curve with multi-space meters.

Mr. Hultgren asked if these spaces can be reserved ahead of time. Ms. Krasnow will look into this question. There are mechanisms that can notify people where spaces are available.

Ms. Fox asked if people will want to pay in a grab and go situation. Mr. Toledano said the term can be made shorter to allow for these instances. Mr. Taylor thought a few 15 minutes spots would be useful; most people do not abuse this. Ms. Krasnow said there are 15 minute meters where you pay less i.e., 25 cents. Mr. Taylor, Ms. Fox, and Ms. Lindsey expressed concern about whether people will walk 500 feet from a parking space if they are short-term customers.

Mr. Toledano noted that Storrs Center is not a suburban model and the goal is to get people to walk. He noted that with full build-out, there could be 1,000 people living at Storrs Center and 20,000 students that would be able to walk to the new amenities.

With respect to off-street parking, Ms. Krasnow said one of the new approaches is “pay on foot” which has low labor costs. It may allow there to be no central cashier. The actual cashier would be more for people’s comfort level. Another option is “pay by space” where spaces are metered.

Ms. Krasnow said that permit parkers typically park in the lease convenient spaces. If gates are put in, they can be difficult to remove.

Ms. Krasnow went over the costs of off-street parking options (pay on foot, pay on exit, and pay by space). With pay by space, there can be one to two meters per

floor. With pay on foot, the labor is less expensive. With pay on exit, a cashier is in attendance but may not be needed at slower times.

Ms. Fox mentioned a fourth option which UConn has which is to give people permits for all year with a key card. A user pays once a year. The analogy is that this could be used for residents. The above options can accommodate this scenario.

Ms. Krasnow said that store validations can be difficult in terms of monitoring whether they are given to actual users.

Mr. Pemberton said it will be difficult to monitor the users in the high school lot as well.

## **5. Topics for next meeting**

Ms. Krasnow said topics planned for the next meeting will include an update on expenses, revenues and management of adjacent lots.

## **6. Review of next meeting date**

The next meeting is scheduled for May 19 at 5 pm (*since changed*).

## **7. Public Comment**

David Freudmann, 22 Eastwood Road, expressed concerns about the Town losing money on parking. He thought the lease option was the least worst option.

There was some discussion of understanding the obligations for people who will live at Storrs Center with respect to their parking space(s).

## **8. Adjourn**

The meeting adjourned at 7:20 pm.

*Minutes taken by Cynthia van Zelm.*

**Town of Mansfield Parking Steering Committee for Storrs Center  
Thursday, June 22, 2010  
Mansfield Downtown Partnership Office  
1244 Storrs Road (behind People's United Bank in Storrs Commons)**

**5:00 PM**

**Minutes**

Members Present: Karla Fox (Chair), Martha Funderburk, Manny Haidous, Matthew Hart, Meredith Lindsey, Ralph Pemberton, Michael Taylor

Ex-Officio Members Present: Lon Hultgren, Carrie Krasnow, Macon Toledano, Cynthia van Zelm

**1. Call to Order**

Chair Karla Fox called the meeting to order at 5:03 pm.

**2. Approval of Minutes of April 13, 2010**

Martha Funderburk made a motion to approve the minutes of April 13, 2010. Ralph Pemberton seconded the motion. Meredith Lindsey noted that on page 2, her last name had been spelled with an "a" instead of an "e." The motion was approved with the correction.

**3. Remarks from the Chair**

Ms. Fox said today's presentation will be important as it will be focused on the issue of parking at lots adjacent to Storrs Center. She encouraged discussion from Committee members.

**4. Parking Management and Adjacent Parking**

Carrie Krasnow referenced the Power Point presentation, copies of which were given to each Committee member. She said one of the key issues is how to protect against "poaching" – using parking for uses other than intended. Ms. Krasnow said there are two major options: 1) free lots with customer parking only signs and other methods of enforcement, or 2) paid parking with some form of validation.

With respect to enforcement, security could monitor lots. Enforcement efforts could also be pooled among property owners.

Ms. Krasnow said some of the pros are no gates or queuing; no equipment maintenance, supplies; less hassle for legitimate customers.

She said some of the cons are the difficulty in telling who a “poacher” is and who a customer is; the cost of enforcement; and may need to fence perimeters at some properties.

Ms. Krasnow said that there are a few versions of paid/validated parking including traditional gated. This involves someone picking up a ticket (getting it validated by a business they patronize if applicable) and paying at the exit. It is a good way to avoid poaching. One of the pros is that this does not involve enforcement. The cons are if Storrs Center get crowded, people will pay anyway to park; some businesses will want to err on the side of the customer so will give away a validated ticket to anyone.

A variation on the traditional gated method is token-operated gated. A patron will get a token from a merchant for free parking. The token is deposited at the gate. There is no cash transaction and less equipment is involved as there are no gates. The cons include similar to validations, tokens can be challenging for businesses as they feel compelled to give them away unless there are limits.

Lon Hultgren asked how to get a token if a store is closed. Ms. Krasnow said that some communities/businesses will put up the gates after a certain time period while others will close the gates so cars may be unable to move until the morning.

Ms. Krasnow said the advantages of the multi-space meter option is there are no gates and no queuing. The refund process can be awkward for store clerks.

Ms. Krasnow said if validation is an option for the land uses surrounding Storrs Center, should it be done everywhere? Are gates feasible for some areas and not for others? Could enforcement be shared among property owners?

Manny Haidous asked how the Town Hall and Community Center lots will be addressed? Cynthia van Zelm said these lots are being considered comprehensively as part of the entire parking management plan.

Ralph Pemberton said that E.O. Smith High School currently issues permits for its staff and students. Enforcement occurs during the day until 2:15 pm. Mr. Pemberton said that during the day there is not a real issue as he does not have enough spots. The High School has 260 spots total with 50 taken by students. Mr. Pemberton said all permitted parkers have a tag hanging on their window and he is the enforcement officer. Mr. Pemberton thought the tendency will be for people who use Storrs Center to want to park at the High School after the current enforcement ends. How do we address people coming to the High School for events such as plays and athletic contests? If gated, how do visiting parents access the lot?

Mike Taylor said he has High School students parking in his lot. He asked how many students want spots at the High School? Mr. Pemberton said that he expected all of the senior class would be interested in a spot.

Ms. Fox noted that the University can provide enough spots but the key is that they are all not close by their desired locations.

Ms. Fox noted that some of the University parking lots will be redesignated. The residential lot behind Shippee dorm will be changed to a commuter lot. Some residential uses will be moved to outer lots. Ms. Fox thought the main pressure on Mr. Haidous and Mr. Taylor's lots are University commuters.

Mr. Haidous suggested approaching the High School students who cannot get spots at the High School to park elsewhere and serve as a revenue producer for Storrs Center.

Mr. Haidous said that enforcement is key but it is also important to be friendly to the customer and with buy-in from the tenants.

Mr. Taylor agreed that enforcement is key. He said he has to tow as that appears to be the only deterrent.

Mr. Taylor asked if he can have the right to ticket? Could commercial property owners be given this enforcement ability from the Partnership/Town?

Following up on this idea, Mr. Hultgren asked whether a district could be put together where enforcement covers the entire district? Mr. Taylor said he is not concerned about the revenue but protecting his spaces from poachers.

Mr. Taylor said currently he spends approximately \$9,000+ on security/enforcement for his lot using his staff. This does not include maintenance of the lot.

Mr. Taylor expressed his interest in there being some guarantee on revenue from the developer for operations cost for the garage. Matt Hart said one critical component of the Town's discussions with the master developer is a revenue guarantee from the developer.

The issue was raised of whether parking could be free for the user with operations and maintenance financed through leases with the tenants and the property owner. Ms. Krasnow said this done all the time at shopping malls and the cost is passed on to the tenant. Macon Toledano said there is an intrinsic higher cost to a mixed-use development where there is often a public contribution to the public infrastructure. Mr. Toledano expressed concern about passing this cost on to tenants particularly those who are relocating to Storrs Center. Mr. Hart acknowledged not overburdening tenants and queried whether operations and maintenance costs could be covered by the residential users.

Ms. Fox said the key issues are who will pay for the operations and maintenance, and how enforcement will be handled. She noted the appeal of a parking district amongst Committee members. The goal is to look at a cost effective plan that will not cost the Town additional money.

Mr. Hart said he expects that the Town will establish parking as an enterprise fund separate from the general fund which will need to cover operations and maintenance.

Ms. Krasnow noted that tickets and fines can cover enforcement.

Mr. Taylor said his concern is whether there will be enough parking, not whether there is enough revenue.

Ms. Fox asked if the Town might contract with a parking entity to manage and enforce parking. Mr. Hart said one idea is to contract with a company for these services, similar to what the University does with Central.

Ms. Fox asked if this is where a parking authority might be used. Ms. Krasnow said an enterprise fund can be used with or without a parking authority.

Ms. Fox asked if Mr. Haidous and Mr. Taylor's lots could be part of a parking district. Ms. Krasnow thought this could be set up with property owners paying into a fund for enforcement services.

Ms. van Zelm asked if a special services district could be established such as what is done in Manchester and other towns. Ms. Krasnow said this could be done; an analysis would need to be done of how this would work and how much revenue would be generated.

Ms. Lindsey said an enterprise fund would need to cover enforcement.

Ms. Funderburk reiterated the need for enforcement.

Ms. Fox said she was interested in the special services district and enterprise fund scenarios and asked for more guidance before moving forward.

Mr. Taylor suggested that contributions to enforcement be made on a pro rata share based on the number of parking spaces, if needed.

Ms. Fox asked about the concept of a time limit on surface lots vs. meters. Mr. Hart asked about how to charge for on-street parking. Ms. Krasnow said land is cheap at malls. In a dense area, meters help with enforcement. With a free system, there would need to be a lot of money spent on enforcement.

Ms. Fox asked Ms. Krasnow to look at the cost of meters vs. no meters on streets and the costs of a special design district.

Ms. Lindsey expressed concern about making parking attractive to the consumer. They may be more used to paying for spots in a garage vs. on-street parking.

Mr. Taylor said it may make sense to have meters in surface lots that are further away but not for meters on streets that are close to Storrs Center.

Mr. Hultgren said he thought most new parking on streets in Connecticut include meters and this is more the trend now.

**5. Review of next meeting date**

Ms. Fox asked Ms. van Zelm to poll the Committee for a next meeting date.

**6. Public Comment**

David Freudmann expressed concerns about the Town losing money on parking. He did not think meters on street would work well.

Ric Hossack said free parking is preferable. Betty Wassmundt agreed.

Mr. Fruedmann and Mr. Hossack said the University's captive audience allows parking to work at the University.

**7. Adjourn**

The meeting adjourned at 6:30 pm.

*Minutes taken by Cynthia van Zelm.*

**Town of Mansfield Parking Steering Committee for Storrs Center  
Tuesday, October 12, 2010  
Mansfield Downtown Partnership Office  
1244 Storrs Road (behind People's United Bank in Storrs Commons)**

**6:00 PM**

**Minutes**

Members Present: Karla Fox (Chair), Martha Funderburk, Matthew Hart, Meredith Lindsey, Ralph Pemberton, Mindy Perkins (on behalf of Paul Aho), Michael Taylor

Ex-Officio Members Present: Lon Hultgren, Carrie Krasnow, Macon Toledano and Howard Kaufman, Cynthia van Zelm

**1. Call to Order**

Chair Karla Fox called the meeting to order at 6:04 pm.

**2. Approval of Minutes of June 22, 2010**

Mike Taylor made a motion to approve the minutes of June 22, 2010. Ralph Pemberton seconded the motion. The motion was approved unanimously.

**3. Remarks from the Chair**

Karla Fox referred to the October 12 memo from Cynthia van Zelm and Carrie Krasnow which outlined issues related to Storrs Center parking. Ms. Fox said the memo follows the order of the agenda.

**4. Committee Discussion of Issues for Storrs Center Parking (Parking Financial Structure, Management and Operations, Enforcement, Storrs Center Surrounding Parking)**

Ms. Fox outlined the four main issues of Parking Financial Structure, Management and Operations, Enforcement and Storrs Center Surrounding Parking.

Ms. Fox asked what the Committee's role is with respect to surface parking since it will be a privately owned lot. Matt Hart said while it will be private, the goal is to integrate it into the entire parking system so it is managed as one system.

Howard Kaufman said that some financial decisions on parking will be business decisions by the development team.

Ms. Fox said her feeling is the largest concern from townspeople is that the parking break even and not lose money. It will be important to understand all the costs and revenues.

Mr. Kaufman agreed that parking needs to break even. One of the developer's concerns is that they meet the parking needs of the residential and commercial tenants.

Matt Hart noted that the Town and LeylandAlliance are contemplating Leyland managing the Storrs Center parking operations for an initial period of years. Leyland would probably subcontract with a third-party operator (professional parking operator) which the Town would need to approve. The residential developer, EDR, would lease some of the parking spaces for a number of years for its tenants. Mr. Hart said a management agreement would need to be developed by the Town and Leyland.

Mr. Kaufman said the concern was whether there would be any negative drain on the Town. If Leyland manages the parking, it takes the risk off the Town.

Mr. Hart said he is proceeding with discussions with Leyland under the following principle – that parking operations break even. He said the Town is fortunate that there is no debt on the garage with the State's grant. As Mr. Kaufman mentioned, the proposal would be for Leyland to take on management of the parking, and, consequently, any potential risk.

Mike Taylor asked Public Works Director Lon Hultgren if he had any concerns with Leyland potentially managing the parking. Mr. Hultgren said, on behalf of the Town, he would like to review any contract with a third-party operator.

Ms. Fox referred to one of the outstanding issues as described in the memo about on-street parking. Should it be free or paid?

Ralph Pemberton expressed his concern that paid on-street parking would lead people to park in the EO Smith High School lot.

Carrie Krasnow said she recognizes the appeal of free parking, but is concerned that once those spaces fill there will be overspill to surrounding areas anyway. She noted that free parking still requires enforcement. On-street parking is often metered because it is premium parking and charging causes people to move in and out more quickly.

Mr. Taylor asked about whether all on-street parking could be very short-term (15 to 30 minutes). Ms. Krasnow said there are probably too many spaces to allow this to work effectively.

Mr. Kaufman said he recognizes the concerns about metered parking particularly from commercial tenants who may be used to providing free parking to their customers.

Mr. Taylor said currently his only recourse with respect to enforcement is to tow cars. He feels that paid on-street parking will exacerbate issues on his lot. He is less concerned about the garage and surface lot as people will use those parking options for longer stays.

Ms. Fox asked whether enforcement can be done comprehensively across public and private lots.

Mr. Hultgren noted that revenue from meters typically goes to pay for enforcement.

Ms. Fox said that the University has enforcement officers. If Storrs Center can have an enforcement district, perhaps costs could be spread across the property owners. A third-party operator could take on the enforcement of all parking. Ms. Fox said that one idea (as previously discussed) was that private property owners would pay into the enforcement.

Mr. Taylor said that his goals would be that parking would be free on-street, it would be limited to 1 hour, enforcement would cover all lots, and his employees would supplement the enforcement.

Ms. Krasnow said that a Pay on Foot system in the garage and surface lots would eliminate a lot of enforcement costs. This would free up people to do more enforcement on the street.

Ms. Krasnow said she would be concerned about the revenue that would be sacrificed with no meters on approximately 100 on-street spaces.

Mr. Taylor expressed concerns about the additional enforcement costs for the private property owners. Mr. Hultgren said if a district could be formed, with enforcement, the private property owners should get some relief.

Macon Toledano asked about what type of enforcement could be done on a private lot? Ticketing? Chalking tires?

Cynthia van Zelm said that she, Mr. Hart, and Mr. Hultgren will follow-up on what type of enforcement might be possible by a third party and/or municipality on a private lot.

Ms. Krasnow said there are various enforcement options in addition to meters: chalking tires, mounted cameras to record the license of a car and sensors in the pavement that can both monitor how long a car has been parked. There is a higher labor cost with chalking tires vs. meters. Mr. Taylor asked for confirmation on whether ticket revenue can go into enforcement and Ms. Krasnow replied in the affirmative. Ms. Krasnow said that sometimes enforcement can get lax around ticketing because ticketing is so frowned upon by the public.

Mr. Hart asked Ms. Krasnow to provide information on how much estimated revenue would be generated by on-street meters in Storrs Center. Ms. Krasnow will put together an estimate.

Mr. Pemberton asked how enforcement would work at night in the EO Smith lot since enforcement of lots does not typically go into the night. He said that at night, with events at the school, parking can overflow into Mr. Taylors' lot.

Ms. Fox summarized the discussions from the meeting:

A likely outcome is that LeylandAlliance will take on the responsibility/risk for management of the parking system.

The two main issues appear to be whether on-street parking should be free or paid, how should it be enforced; and how enforcement in surrounding lots to Storrs Center may be structured so enforcement is not untenable for property owners.

## **5. Review of next meeting date**

The Committee tentatively set a next meeting date of November 9 at 6 pm. Ms. van Zelm will follow-up with Chair Fox on next steps and meeting dates.

Ms. Fox said she wanted to ensure that all Committee members could make a next meeting to come to some conclusion on recommendations to the Town Council.

## **6. Public Comment**

Steve Squires noted that he did not think the public would be upset if they were ticketed if they went over the allotted time period for parking (in a free on-street parking situation).

David Freudmann said that enforcement is a labor cost. He noted that Willimantic took out meters and the city does a good job of providing free parking. He does not feel that the Storrs Center area has a captive audience for parking as the University does.

Mr. Freudmann noted that some good progress has been made with the proposal of Leyland taking on the management of the parking.

Ms. Fox noted that all the Committee members had received Mr. Freudmann's letter.

## **7. Adjourn**

The meeting adjourned at 7:40 pm.

*Minutes taken by Cynthia van Zelm.*

**Town of Mansfield Parking Steering Committee for Storrs Center  
Tuesday, December 14, 2010  
Mansfield Downtown Partnership Office  
1244 Storrs Road (behind People's United Bank in Storrs Commons)**

**6:00 PM**

**Minutes**

Members Present: Karla Fox (Chair), Martha Funderburk, Manny Haidous, Matthew Hart, Meredith Lindsey, Mindy Perkins (on behalf of Paul Aho), Michael Taylor

Ex-Officio Members Present: Lon Hultgren, Howard Kaufman, Macon Toledano, and Cynthia van Zelm

Guest: John Phillips, West Hartford Director of Public Works and former West Hartford Municipal Parking Manager

**1. Call to Order**

Chair Karla Fox called the meeting to order at 6:05 pm.

**2. Approval of Minutes of October 12, 2010**

Martha Funderburk made a motion to approve the minutes of October 12, 2010. Michael Taylor seconded the motion. The motion was approved unanimously.

**3. Remarks from the Chair**

Karla Fox noted that the Committee had a full agenda and was looking forward to hearing from Mr. Phillips about West Hartford's parking experiences.

**4. Continued Discussion of Issues for Storrs Center Parking including enforcement and Storrs Center surrounding parking**

Manny Haidous asked about the discussion around not charging for on-street parking. Mr. Taylor said his concern was about unpaid parking on streets contiguous to areas where the parking is not charged. His feeling is that the inclination will be to park in free lots surrounding paid parking.

Ms. Fox indicated that this subject was part of an ongoing discussion with the Committee.

Mr. Haidous asked if the parking would be enforced if it is "free." Ms. Fox replied in the affirmative and noted that it would be very important to have strong enforcement.

Ms. Fox said there had been some discussion at the last meeting about forming a consortium of current property owners and the new property owners of Storrs Center to develop a plan for uniform enforcement throughout the entire downtown.

Lon Hultgren said he thought this would be a good way to start and suggested that a cooperative be formed which could meet quarterly to evaluate how it was working. Revenue from tickets could go into an enforcement "pot" and private and public property owners would continue to do their own enforcement on their properties.

Howard Kaufman queried whether tickets could be given out on private property. He expected this would need to be legal question.

In response to a question from Mr. Taylor, Mr. Kaufman said he thought there would be a mix of short and long-term parking on the street. He said shorter term meters, if used, would make sense directly in front of stores. Mr. Taylor expected that people would park in the garage for stays from 2 to 4 hours.

Mr. Haidous asked about pricing in the garage vs. on-street. Mr. Kaufman said that parking professionals advise that the more competitive spots (those on-street) should cost more than in the garage. The Committee has been discussing a model where parking may be free on-street.

#### **4. Discussion with John Phillips, West Hartford Director of Public Works and former West Hartford Municipal Parking Manger**

Ms. Fox introduced John Phillips, Town of West Hartford Director of Public Works, and noted that the Committee was looking at how West Hartford has dealt with a mix of public and private parking venues and enforcement.

Mr. Phillips said that West Hartford has regulated parking in West Hartford Center since the mid-1960s. Private lots north of Farmington Avenue had been managed independently. He said the Town put in meters right away in its downtown. He said in the late 1980s/early 1990s, the Town wanted to control some parking as they were finding that on-street spots would fill up quickly.

The Town took over many of the private lots and made them one functioning parking lot. The Town developed contracts with the property owners and reimbursed the value of the land to the property owner. The Town regulates and controls the property by leasing it from the private property owner.

Mr. Phillips said there is a private garage that mirrors the Town's parking rates.

Mr. Phillips said there is a private lot where the Town has the ability to ticket and tow if a violation. This is a free lot. The private property owner must have a letter on file with the Town to allow the Town Police Dept. to enforce this lot.

Mr. Phillips has his own staff and constables that provide enforcement on Town lots, garages, and on-street parking.

Mr. Taylor asked if a private property owner monitors a private lot, will the Town still provide enforcement? Mr. Phillips said that the Town will ticket and tow on the Whole Foods lot adjacent to Blue Back Square.

Howard Kaufman asked if a third-party operator could issue tickets. Lon Hultgren said the key will be to come to an agreement with all the landowners and that consistency will be important.

Mr. Phillips said the Town's parking operation is 100 percent sustainable. They have two full-time police officers, four enforcement officers, a maintenance person, and a parking manager that provide parking services. All employees are paid from the parking revenues. The Town has a total of 2,000 spaces and last year the Town brought in \$3 million in revenue. Mr. Phillips said that of the \$3 million in revenue, \$700,000 is from fines. The \$700,000 goes back into the General Fund.

Mr. Haidous asked how late enforcement is done? Mr. Phillips said it is done until 8 pm on street Monday through Saturday. Sunday is free. Enforcement in the garages is 24 hours a day, every day.

Macon Toledano asked how close other shopping areas are to West Hartford Center and what type of parking do they have for their customers. Mr. Phillips said there are about 5 shopping areas within a few miles of West Hartford Center (including West Farms Mall) where parking is free. He said there is no paid parking outside of West Hartford Center.

Mr. Phillips noted that paid parking only works well if there is an attractive destination.

Mr. Taylor said there are many contiguous lots to the proposed Storrs Center. He said his current leases require that he provide free parking. His concern is that future free on-street parking will exacerbate his current enforcement issue.

Mr. Phillips said that he expects that free on-street parking will be used by employees. Mr. Taylor said employee parking is strictly enforced in his lots with fines if necessary. Fines start at \$25 a day and escalate after that if an employee parks in spots not designated for employees.

Mr. Phillips said that West Hartford has a \$3/day parking program. Employers distribute these passes to employees.

Mr. Kaufman asked if employees have a favorable rate in the garage, would that free up parking on-street?

Mr. Phillips said he feels that without meters, there will need to be constant enforcement efforts.

Mr. Taylor requires the employees' license number and make and model of their cars. Mr. Taylor said he has never had a major problem with employee parking enforcement.

Mr. Phillips said that Blue Back Square in West Hartford has a similar clause regarding registering employee car information but it became unmanageable. He said that is why the Town implemented the \$3/day rate. Part of the problem is that employees can turn over a lot.

Matt Hart asked Mr. Phillips for his advice on how to address the concerns of private property owners. Mr. Phillips said that free parking could be offered but he suggested that a gated system would need to be implemented. The Town of Middletown is using gates with tokens.

Mr. Phillips said he believes in the shared parking system where the garage spaces are "shared" so that as office workers leave a spot, people parking for entertainment take their spots.

Mr. Kaufman asked if West Hartford has done enforcement without meters. Mr. Phillips said that the Town police have done enforcement in the nearby neighborhoods where people will park to use the downtown.

Mr. Phillips said the Town does have meters that are free for a certain period of time or a small amount i.e., 25 cents for 15 minute parking.

Mr. Phillips said the Town's goal is to be 85 percent full for on-street spots so that people can find spots.

Mr. Phillips predicts demand will only increase in Storrs Center over time, and it will be difficult to regulate without charging for parking.

Mr. Taylor asked if there were meters that would take money as small as a penny so people would feel compelled to move because they would not want to keep feeding the meter. Mr. Phillips said he did not know but was inclined to think "yes." There are some meters now that will take pictures of licenses and monitor by a license if someone parks beyond his/her allotted time.

Mr. Phillips and Mr. Hultgren said that sensors can also be done in the pavement. Some of these enforcement measures can start to get expensive. Mr. Haidous asked about video enforcement and Mr. Phillips said it can be very expensive.

Mr. Phillips said that in West Hartford there are customer service ambassadors that help people with parking and with enforcement. Mr. Taylor asked how many people are undertaking enforcement in West Hartford. Mr. Phillips said they have four full-time person parking monitors doing enforcement. The enforcement is done from 6 am to 2 am in various shifts.

Mr. Phillips said the threat of an \$18 ticket for a parking violation will help with enforcement management.

Ms. Fox and the Committee thanked Mr. Phillips for attending and providing information that will be helpful to the Committee. Mr. Phillips offered his assistance in continuing to work with the Committee.

**5. Update on Parking Elements of DRAFT Development Agreement between the Town of Mansfield/Storrs Center Alliance and EDR**

Mr. Hart went over some of the key elements in the DRAFT Development Agreement. He said that Leyland will manage the parking system, and likely retain a 3<sup>rd</sup> party operator to do the day to day management. Leyland will be responsible for any deficit with the parking. Mr. Hart said that any net operating income (NOI) will go to Leyland to cover any operating deficit; after any deficit retired, 50 percent will go to the Town and 50 percent to Leyland until the parking reserve is fully funded; and after that 100 percent will go to Leyland for operating the garage.

EDR has agreed to a long-term lease for 425 spaces. Parking will be nested/separated for the residents in the garage. The parking rate will be \$60 a month per space. The rate can increase every three years according to the CPI but will not exceed 10 percent in any three year period. The term of the parking arrangement shall be for 98 years.

Mr. Hart said that with respect to maintenance, the Town will establish a capital reserve. Desman Associates and Walker Parking Consultants have recommended starting with \$50,000 a year.

The parking garage is likely to have a useful life of 50 years. During the first 50 years, the Town will make all necessary capital improvements with the reserve and additional Town funds as needed. The level of obligation will decrease beginning in the 51<sup>st</sup> year with only liability limited to the amount in the reserve.

Mr. Hart said an additional deck in the garage is being proposed if the current grant funding can cover the costs.

Mr. Haidous asked if after 50 years the Town could sell the garage to Leyland for \$1. Mr. Hart said if the garage's useful life has expired, it can be transferred to the developer for minimal consideration.

Mr. Taylor asked how much each space in the garage costs. Mr. Hultgren said based on an estimated budget of \$9.2 million, the cost per space is \$15,000 to \$16,000.

Mr. Taylor asked if prevailing wage applies. Mr. Hultgren said prevailing wage is required on state and federally funded projects.

Mr. Haidous asked about the Steering Committee's role with respect to the development agreement and the Town Council deliberations. Mr. Hart said the DRAFT agreement was not referred to the Steering Committee and was deliberately silent on details that would come under the purview of the Steering Committee.

**6. Continued Discussion of Issues for Storrs Center Parking including enforcement and Storrs Center surrounding parking**

Mr. Kaufman said he was interested in the idea of ticketing for trespassing on private lots. It does pave the way for a cooperative agreement with all the property owners.

He noted that the other issues to be determined is meters vs. no meters, and what rates would be for paid parking (in garage, lots, and on-street if metered). What is a realistic meter charge to alleviate enforcement?

Mr. Taylor said if there are meters, there should be a continuum of fees and they should be de minimis. He reiterated his support for mutual enforcement among the current property owners and Leyland's management.

Mr. Taylor asked if there are problem parkers, and their cars need to be towed, and Leyland's management team is non-responsive, can his employees perform the same function at no cost to Leyland? Mr. Hultgren said the system will need group and individual owner enforcement. The whole team will need to agree on standards.

**7. Review of next meeting date**

Ms. Fox suggested that the Committee continue to review the key issues of enforcement and paid vs. non-paid parking. The Committee will meet on January 11.

Ms. van Zelm suggested that she and Mr. Hultgren put together a one page memo on the remaining key items to discuss for the next meeting.

**8. Public Comment**

David Freudmann said the parking discussion has come a long way. He asked if a \$50,000 reserve is enough money for maintenance and capital improvements. Mr. Kaufman said that Walker Parking Consultants gave the Town an estimate of costs. This was reviewed by Desman Parking and they concurred with Walker's estimates. He noted that the Town is receiving professional advice on these costs.

Mr. Kaufman said that because of EDRs' commitment to spaces, Walker and EDR can also better estimate revenue from parking.

Mr. Hultgren said that the capital reserve is for major capital improvements. Equipment repairs would come out of the regular parking operations budget.

Mr. Taylor noted that his tenants pay CAM (common area maintenance) which pays for painting lines, snow plowing, etc. Major expenses such as repaving the lot would be at his cost as the property owner.

**9. Adjourn**

The meeting adjourned at 7:45 pm.

*Minutes taken by Cynthia van Zelm.*

**Town of Mansfield Parking Steering Committee for Storrs Center  
Tuesday, January 11, 2011  
Mansfield Downtown Partnership Office  
1244 Storrs Road (behind People's United Bank in Storrs Commons)**

**5:00 PM**

**Minutes**

Members Present: Karla Fox (Chair), Paul Aho, Martha Funderburk, Manny Haidous, Matthew Hart, Meredith Lindsey, Michael Taylor

Ex-Officio Members Present: Lon Hultgren, Howard Kaufman (by telephone), Macon Toledano, and Cynthia van Zelm

**1. Call to Order**

Chair Karla Fox called the meeting to order at 5:05 pm.

**2. Approval of Minutes of December 14, 2010**

Martha Funderburk made a motion to approve the minutes of December 14, 2010. Meredith Lindsey seconded the motion. The motion was approved unanimously.

**3. Remarks from the Chair**

Karla Fox referenced the memo from Cynthia van Zelm and Lon Hultgren outlining key remaining issues for the Parking Steering Committee's consideration, and the referenced working draft of a cooperative agreement for parking enforcement in and around the future Storrs Center.

**4. Continued Discussion of Issues for Storrs Center Parking including Enforcement and Storrs Center Surrounding Parking**

Lon Hultgren reviewed the main points in the memo. Based on Committee input and discussions with the development team, the recommendation is to start with free, restricted parking in public and private lots in Storrs Center.

Mr. Hultgren said the input from the private property owners on the Committee was that it would be helpful to have supplemental enforcement to the enforcement that the property owners are already undertaking. One suggestion, based on the West Hartford model, would be for these private property owners to have a letter on file with the Town of Mansfield requesting this enforcement when called. The participating property owners would pay for this supplemental enforcement if fines would not cover all of the cost. Mr. Hultgren said a next step would be to obtain some estimated costs for this enforcement from a third party operator.

Mr. Hultgren said that ticketing and towing could be part of the supplemental enforcement system. The property owners would still have the ability to tow as they do now.

He noted that clear signage about parking rules will need to be in place.

Mr. Hultgren said due to the University of Connecticut and EO Smith High School's current enforcement, it may not be practical to include their lots in the enforcement system.

Meredith Lindsey asked why the Post Office and Courtyard Condo lots were not included. Mr. Hultgren said those lots may not be as much of a concern for Phases 1A and 1B since that part of the project is the furthest away from those lots. He thought those lots need to be looked at in a later phase.

Ms. Funderburk said the University will want to stay involved but its system is unique since no one else is allowed to ticket on the University lots except the University. Ms. Fox agreed that it would be difficult to include the University in a cooperative agreement.

Mr. Hultgren asked how the University handles enforcement after hours. Ms. Funderburk said that after 5 pm, lots are open parking. Mr. Hultgren queried as to whether that could be changed for lots near Storrs Center. Ms. Fox said the difficulty is that lots such as the Area 2 lot near the School of Fine Arts needs to be open for public events at the Nafe Katter Theater and the von der Mehden Recital Hall.

Matt Hart said the impact may be less if parking is free on the lots and on-street. There would be less incentive to park off the Storrs Center site. The garage and Dog Lane lot will be more populated by residents.

Mr. Taylor said he was pleased with the working draft of the cooperative agreement. He suggested that the agreement could be an initial step while everyone waits to see how the parking evolved on-street. How will the parking and financial needs for on-street parking evolve? Manny Haidous said a test case will be Storrs Road which will have the first on-street parkers. Mr. Hultgren said that a true test may not come until Phases 1A and 1B are operational.

Mr. Hultgren noted that a "parking tsar" will probably need to be brought on once the parking gets more involved with the multiple phases of the project.

Mr. Haidous asked if there would be any transitional parking lots. Macon Toledano said this may come into play with construction planning. The zoning regulations do allow for temporary lots during construction.

Mr. Toledano said there will be construction staging in the current Bishop lot area that will be leased by Storrs Center Alliance. Ms. Funderburk noted that this area will not be used for staging until the new lots for Bishop Center users is built. Ms.

Fox encouraged the Partnership and LeylandAlliance to update the neighbors. Ms. van Zelm said an initial meeting was held with the adjacent neighbors by the University with respect to the new lot, and future meetings will be held to update the neighbors.

Mr. Toledano said the team's phasing strategy is based on relocation in terms of when businesses are ready to move out of the University- owned commercial building. Once that building comes down the area can be used for temporary parking.

Mr. Haidous asked if the Town would adopt ordinances with respect to clearing out cars on the road if there is inclement weather.

Ms. van Zelm said the issue of the location of employee parking was still to be decided and she asked for feedback from the Committee. Mr. Haidous asked if a retailer wanted to pay for its employee's parking, could they? He expected that the location of employee parking spaces would be dictated on the number of employees.

Mr. Hultgren said his concern is that discounted employee parking should not be in the garage.

Mr. Taylor said employee parking should be designated for a specific area (s).

Mr. Hultgren suggested obtaining feedback from the retail consultant. Mr. Taylor said he assumed the Town's only interest would be that an employee not take valuable customer parking.

The Committee thought that a proposed \$30/month employee parking in the garage was not a good idea.

Howard Kaufman noted that it is difficult to track employees as West Hartford's Director of Public Works John Phillips noted at the last Committee meeting. If the rates are kept low enough at a location that may be further away, it may deter employees from parking at the choice spaces. He agreed with Mr. Hultgren that it would be good to get some feedback from the retail consultant on employee rates. The Town's parking consultant Walker Parking could help with the best location. Mr. Hart said that lots or the garage would be the better location for employee parking than on-street.

The Committee reviewed Appendix A in the draft cooperative agreement. Mr. Hultgren suggested that towing after a car has been parked for two hours in lots may be unrealistic. Mr. Taylor said a two hour limit would open up 90 percent of the spots. He suggested that if the parking is for two hours, there be an hour plus grace period before towing begins. Mr. Haidous said the largest issue is with the University student who parks and leaves for the day. Mr. Hultgren suggested that the new poacher may not be a student.

Mr. Haidous asked about the boundary of enforcement. Mr. Hultgren noted that a map would be developed but the proposed agreement would allow property owners to opt in or out. Mr. Hultgren said it was unclear if the Town and EO Smith would want additional enforcement in its lots. The high school may want additional enforcement at night. Mr. Haidous said he understood the concern of driving revenue away from the garage where parking is free.

Mr. Taylor said if there is a two hour limit of parking in the lots, it would need to be signed to indicate that it is for use of the services in Storrs Center. Mr. Hultgren will revise the language to reflect this suggestion.

Mr. Taylor, Mr. Haidous and Mr. Kaufman agreed that they would want interactive shopping between their lots.

The Committee reviewed draft Appendix B. Ms. Funderburk said that the University fines are \$25 to \$30. She, thus, thought the proposed \$10 fine was too low. Ms. Funderburk will provide the rates to Ms. van Zelm.

Mr. Taylor suggested if a private towing company, the property owner should also be paid a fee by the offender.

Ms. Lindsey asked who would be responsible for issuing citations. Mr. Hultgren said he thinks there is precedent for it being done outside of the police i.e., a third party operator. This is an issue that legal counsel needs to review.

Mr. Taylor reiterated that he would like the ability to ticket on his private lot if it is possible. He said he would be willing to sign a legally binding agreement that would hold the Town harmless if someone is ticketing incorrectly. He suggested that the cost of the ticket would not go to the private property owner but into the enforcement "pot."

Mr. Kaufman said he has no objection to private property owners ticketing if it is possible and Storrs Center Alliance may want that option as well.

Mr. Hart asked about how appeals to fines would be adjudicated? He noted that the Town has volunteer hearing agents.

Mr. Taylor said his concern is whether a third party operator would have the incentive to assist quickly with ticketing on a private lot.

Mr. Hultgren reiterated that a legal opinion is needed as to what is feasible for private property owners. He will revise the draft cooperative agreement with the comments from the Committee.

Mr. Hultgren will review the titles of the signatories to a cooperative agreement with the signatories.

Ms. Fox asked about whether it is appropriate for the University to be a signatory. Mr. Hultgren said the University may not want to be a signatory or would want enough exemptions.

Mr. Hart asked if enabling legislation is needed to allow for municipal powers to be given to people to ticket. Mr. Hultgren said the Town's attorney would need to be consulted.

With respect to draft Article L. Disputes in the draft cooperative agreement, Mr. Taylor thought that 10 days to resolve any dispute was too short. Mr. Hultgren agreed and Mr. Taylor suggested 30 days.

Mr. Hultgren asked for comments on how signatories could pull out of the agreement. Is 6 months notice appropriate? Mr. Hart advised looking at the timeframe in terms of the potential financial reliance on that signatory for the other partners. Mr. Hultgren queried as to whether payment into the enforcement pool could be on a pay as you go basis? Mr. Hart asked about paying on a quarterly basis?

With respect to draft Appendix C, Mr. Hultgren said that Walker Parking can help fill in the number of spaces for each lot which would determine the proportional vote if matters of business in the cooperative cannot be resolved by consensus.

Mr. Kaufman cautioned against the complexity of allowing too many entities to ticket. Mr. Hultgren suggested that supplemental enforcement through towing may not be needed if property owners can ticket. Mr. Kaufman said a third party operator can help with estimates on how much supplemental enforcement would cost.

With respect to next steps, Ms. Fox suggested that the legal feedback be ready by the next meeting. Ms. van Zelm and Mr. Hultgren said they will work with the Town attorney Dennis O'Brien.

Mr. Hart suggested additional review by a third-party operator when they are brought on board. Mr. Kaufman agreed that a third-party operator and Storrs Center Alliance's retail consultant can review the draft cooperative agreement once it is more formalized.

Ms. Fox suggested an update to the University Parking Committee in February.

## **7. Review of next meeting date**

The Committee will meet on March 8.

Mr. Hultgren said he will make changes to the draft cooperative agreement and send it to the Committee before the next meeting.

Ms. van Zelm suggested that she and Mr. Hultgren put together a one page memo on the remaining key items to discuss for the next meeting.

**8. Public Comment**

There was no public comment.

**9. Adjourn**

The meeting adjourned at 6:30 pm.

*Minutes taken by Cynthia van Zelm.*

**Town of Mansfield Parking Steering Committee for Storrs Center  
Wednesday, April 27, 2011  
Mansfield Downtown Partnership Office  
1244 Storrs Road (behind People's United Bank in Storrs Commons)**

**5:30 PM**

**Minutes**

Members Present: Karla Fox (Chair), Paul Aho, Martha Funderburk, Meredith Lindsey, Ralph Pemberton, Michael Taylor

Ex-Officio Members Present: Lon Hultgren and Cynthia van Zelm

**1. Call to Order**

Chair Karla Fox called the meeting to order at 5:33 pm.

**2. Approval of Minutes of January 11, 2011**

Martha Funderburk made a motion to approve the minutes of January 11, 2011. Meredith Lindsey seconded the motion. The motion was approved unanimously.

**3. Remarks from the Chair**

There were no remarks from Chair Karla Fox.

**4. Continued Discussion of Proposed Cooperative Agreement**

Lon Hultgren referenced an updated draft of the proposed Parking Cooperative Agreement.

He said that the towing section needs to be updated to make sure it is consistent with the State.

Mr. Hultgren noted that the regulations section also needs some further editing.

Mr. Hultgren referenced the comments from the last meeting about whether UConn should be part of the enforcement mechanism. His recommendation is that UConn still be part of the cooperative agreement even if their lots are not enforced through the agreement. Ms. Funderburk agreed.

Mr. Hultgren added some definitions in the agreement including "employee parking," "special constables," and "3<sup>rd</sup> party operator".

He said Articles B and C had not changed.

With respect to Article D, the concept of having special constables, appointed by the Town Manager, to assist with enforcement in the surrounding lots to the Storrs Center parking was added. He said that the special constables would not enforce on lots unless requested by the property owner. Mr. Hultgren said if the property owner wants the Town to tow, it must have a standing letter of trespass to that effect on record at the Town.

Mike Taylor said he liked the plan.

Mr. Hultgren said if a property owner calls for extra enforcement, the property owner will pay the difference between the revenues brought in by the enforcement and the cost to the Town. Mr. Taylor was ok with this concept and noted that his main concern was with making sure enforcement was happening, not the additional cost it may be for him. Ralph Pemberton expressed his approval as well.

Mr. Taylor said he would like it if a third party operator walked a loop in the area to see if there are any enforcement issues.

Ms. Lindsey asked how towing would work. Mr. Hultgren said a car would receive a notice first before it is towed.

Mr. Taylor said one of his main concerns is with car owners who walk off the property and come back several hours later. Mr. Hultgren agreed there should be more discussion on how to address this behavior. Mr. Taylor said he is ok with someone walking off to another commercial property but not ok when someone walks off the "Storrs Center site" to another destination, such as UConn.

Mr. Hultgren said the cooperative agreement may need language to discuss this issue at the quarterly meetings of the cooperative. The dilemma is that most walk-offs are going to E.O. Smith High School or UConn, and these two entities are part of the cooperative. "Walk-offs" need to be defined in the cooperative agreement.

Mr. Taylor reiterated his interest in the 3<sup>rd</sup> party operator walking a loop that covers the private lots, and Town Hall, and Community Center lots. The thinking is that the presence of a person who can enforce will have the effect of causing people to think twice about parking in those spots.

Mr. Hultgren said that more work needs to be done on the location of employee parking.

Ms. Lindsey asked how many employees are projected to be part of Storrs Center. Mr. Taylor said that he has license plate number for 65 employees that work in his building. About 40 to 45 are there on a daily basis.

Mr. Hultgren said input will be needed by Storrs Center Alliance and its retail consultant on employee parking.

Mr. Hultgren said the term of the Agreement is two years and he noted that the draft needs to change the date from July 1, 2011 start to July 1, 2012 start and to a June 30, 2014 end date for first two year term.

With respect to Appendix A, Mr. Hultgren has included that vehicles will be towed once they exceed the posted time of parking by 50 percent.

He said he also needs to add in information about “walkoffs” in this section.

With respect to Appendix B, Mr. Hultgren utilized the current Town traffic regulations fines.

With respect to Appendix C that outlines the number of parking spaces by each entity, Mr. Hultgren counted the number of spaces. Mr. Taylor noted that he has 125 spaces vs. 128 spaces (there are 59 in the rear lot, not 63).

**Mr. Hultgren asked each property owner represented on the Committee to get back to him on their parking counts.**

Mr. Hultgren said if there is a disagreement with the cooperative, the entity with the most number of spaces would have the most number of votes.

Ms. Lindsey asked why the Storrs Road and parking garage spaces were under Storrs Center Alliance. Mr. Hultgren said this designation was made because Storrs Center Alliance is managing those spaces and, thus, taking on the liability as well.

Mr. Taylor advocated for a two-thirds majority to decide on a matter of disagreement.

Ms. van Zelm said that the Mansfield Downtown Partnership has no ownership role and so Mr. Hultgren will delete the Partnership from the Storrs Center Alliance jurisdiction.

**Mr. Hultgren asked for any further comments to be sent to him or Ms. van Zelm.**

Mr. Hultgren reviewed the draft ordinance.

He referenced signage that will be posted. He said there will be tow warning notices and that the issue of walkoffs will need to be reconciled for the ordinance (as well as the cooperative agreement as previously discussed). The concern is that a tow warning will not affect a walkoff.

Both Mr. Taylor and Mr. Pemberton provide a tow warning notice before they tow.

Mr. Hultgren said a change from the copy that was sent to the Committee is that the appeal of tickets will go to the Director of Public Safety, not the Mansfield Downtown Partnership Executive Director. The Director of Public Safety is the Town Manager.

Mr. Hultgren said that Section G needs to be rewritten to reflect the state statutes. There are two different statutes for private vs. public parking.

Ms. Funderburk asked how people know where to appeal their fines. Mr. Taylor said the Director of Public Safety contact information will need to be printed on the ticket.

Ms. Fox and the Committee thanked and commended Mr. Hultgren for all his work.

## **5. Update on Design of Parking Garage and Intermodal Center**

Ms. van Zelm and Mr. Hultgren showed the images submitted as part of the zoning permit application for the parking garage and the intermodal center. Ms. van Zelm noted that Ms. Lindsey had requested an update for the Parking Steering Committee. Ms. van Zelm said the issue of color for the intermodal center elements and some of the garage elements was still being discussed.

Ms. van Zelm said the Partnership public hearing on the application is May 4 at 7 pm at the Mansfield Public Library, Buchanan Auditorium. She said that the Partnership Planning and Design Committee reviewed the plans last week and have reviewed preliminary plans at three previous meetings.

Mr. Hultgren said the Town Council had seen the same presentation last week.

Mr. Hultgren said there will be six car charging stations in the garage and four car sharing spaces. There will be six levels of parking with the upper three levels nested for residents.

The intermodal center will have an information area with bus information and a waiting area for the buses. There will be three adjacent bus stops and two bus berthing areas (for intercity buses).

The eastern part of the intermodal center will include a multi-purpose bike space. There will be bike storage available. The bike space may be a retail space where an operator could help with the information center and the transit operation.

The intermodal center will include public restrooms. Mr. Taylor expressed his concern about the restrooms being too far from the town square.

Mr. Hultgren said the intermodal center provides access to the garage but the access to restrooms at night will be closed off.

Mr. Hultgren showed the elevations of both the garage and the intermodal center. He said the garage will not be visible from Storrs Road as the TS-2 mixed use building will be in front of it.

Mr. Hultgren said the garage is being designed to allow for solar panels if funding is available in the future.

The intermodal center will include interactive kiosks so that riders will know when the buses are arriving.

Paul Aho asked whether there were only 12 seats in the intermodal center. Mr. Hultgren said there will be at least 20 seats; the drawings are still schematic.

Mr. Hultgren said the goal is for the intermodal center to be a bike commuting center, particularly, for employees. The storage for these bikes will be on the first floor. There will be showers and lockers for bikers which will be accessed by a key or access card.

Ms. Funderburk asked how snow will be handled. Mr. Hultgren said that maintenance will be a Storrs Center Alliance responsibility at least for seven years per the development agreement negotiated with the Town. Mr. Hultgren said the snow will be plowed but there will probably not be the need for the top floor initially and it can be closed off.

**6. Update on DRAFT Town/Storrs Center Alliance/EDR Parking Management Plan**

Ms. van Zelm reported that Town Manager Matt Hart will ask the Town Council to refer the parking management agreement to the Parking Steering Committee for its June meeting.

**7. Review of next meeting date**

The Committee will meet on June 14 at 6 pm.

**8. Public Comment**

There was no public comment.

**9. Adjourn**

The meeting adjourned at 6:50 pm.

*Minutes taken by Cynthia van Zelm.*

**Town of Mansfield Parking Steering Committee for Storrs Center  
Tuesday, September 13, 2011  
Mansfield Town Hall  
Conference Room B**

**7:00 PM**

**Minutes**

Members Present: Karla Fox (Chair), Martha Funderburk, Manny Haidous, Matthew Hart, Meredith Lindsey, Ralph Pemberton, Mindy Perkins, Michael Taylor

Ex-Officio Members Present: Lon Hultgren, Howard Kaufman (by phone), Macon Toledano, and Cynthia van Zelm

**1. Call to Order**

Chair Karla Fox called the meeting to order at 7:08 pm.

**2. Approval of Minutes of April 27, 2011**

Martha Funderburk made a motion to approve the minutes of April 27, 2011. Meredith Lindsey seconded the motion. The motion was approved unanimously.

**3. Remarks from the Chair**

There were no remarks from Chair Karla Fox.

**4. Continued Discussion of Proposed Cooperative Agreement**

Lon Hultgren referenced the revised cooperative agreement. He said some of the terms had been changed. He also said the goal is to start implementing the cooperative agreement before the Phase 1A buildings open.

Mr. Hultgren said he reviewed the proposed parking regulations with the Town attorney Dennis O'Brien.

Mr. Hultgren also added proposed fines.

Mr. Hultgren reviewed the main tenets of the cooperative agreement. He said each individual property owner would conduct its own enforcement but could request assistance from Storrs Center related personnel at a cost to the property owner. Collected fines would be used to offset this cost.

Mike Taylor asked who would be the recipient of any tow charges. Mr. Hultgren said that language was revised in the draft so that the entity towing would receive the towing charges. The Mansfield Downtown Partnership would not have a role.

Howard Kaufman asked about the timing in implementing the agreement right away. Mr. Hultgren said an ordinance would need to be prepared. Mr. Hultgren said implementing the agreement early on would allow the team to learn as it goes along and make changes as necessary.

Mr. Hultgren said that UConn would not be asked to enforce any differently than it is doing now. The key is to have special constables enforce on the other properties. Mr. Hultgren said this could be the third party operator which will be hired by Leyland and/or the property owners' employees.

Mr. Kaufman said that that Storrs Center Alliance would not be in a position to assist with enforcement until its third party operator is on board. It could involve a 6 month period where Storrs Center Alliance is not involved in the enforcement.

Mr. Kaufman asked about the voting rights of members of the cooperative. Mr. Hultgren said if an issue is not resolved by consensus, a vote will be a proportional vote with a 2/3rds majority. Mr. Hultgren said his preference is for UConn to be part of the cooperative. Mr. Hultgren said the allocation of spaces needs to be revised to incorporate the size of the garage and the reconfigured Bishop lot. Mr. Toledano said the total spaces in the garage with the additional deck is 660. He said he does not have the final numbers on the Bishop lot. He said a gate will likely be needed for that lot.

Mr. Taylor was less concerned about disputes and said an entity could always withdraw from the cooperative.

Mr. Taylor asked about the definition of special constables and the Town Manager's authority to hire them. Matt Hart said the Town Manager would need to have discretion on appointing non-Town employees as constables. He said parameters may want to be developed regarding the make-up of the constables.

The Committee discussed the process of towing. Ms. Lindsey asked why people are given a warning of a tow. Mr. Taylor said that sometimes he will call in a tow but if the tow truck does not come right away, a tow notice will still deter people from parking in an unauthorized spot.

Mr. Taylor said it would be possible for someone to have to pay for a ticket, the tow fine, and the actual towing.

Manny Haidous said the fee schedule should be on the website.

Mr. Haidous asked about signage on site. Mr. Hultgren said there will be wayfinding signage and there will need to be agreement by each property owner on the minimum amount of signage on each person's property.

Ms. Lindsey asked about employee parking. Mr. Hultgren said it will be up to each property owner to distinguish employee parkers vs. visitors. Mr. Taylor said this can be difficult as typically there is a lot of employee turnover with changing shifts. His practice is to get license plate numbers to track employee parking. He also requires employees to follow the same rules as customers if they are parking in his lot when they are not working on site. The goal is for the merchant to have as many customer parking spaces as possible.

Mr. Toledano said employee parking needs to be evaluated with the overall management of parking. There may be the need for some nested employee parking.

Mr. Hultgren said street parking will be short-term parking.

Mr. Hultgren said under Appendix A, there needs to be language added on the minimum size of signs and legibility.

Ms. Lindsey referenced the definition of "3<sup>rd</sup> Party Operator" and suggested that the Town of Mansfield be deleted as the development agreement between the Town, EDR and Storrs Center Alliance requires Storrs Center Alliance to contract for the third party operator for Storrs Center parking.

Mr. Taylor said that his title on the first page should be "Managing Member."

Ms. Lindsey referred to Article F and said it needs to include information on the letter of trespass.

She also suggested deleting "Owned Parking Areas" from Articles D and E and also deleting "owned parking premises" from both Articles and replacing them with "parking premises under its control."

Mr. Hart suggested that language be added under Article D regarding the Town Manager's discretion to remove special constables for cause.

With respect to the fee schedule, Mr. Hultgren said that all the fines are the current Mansfield fines except for parking beyond limited time period and towing.

Mr. Taylor asked about habitual abusers. Mr. Hultgren said that fines would escalate. Ms. Lindsey said she has seen a fee for habitual offenders at other colleges. Mr. Hultgren said that in order to change the current fines, the Town's Traffic Authority would need to approve them followed by the Town Council. Mr. Hultgren said the issue of fines for repeat offenders could be reviewed by the Traffic Authority.

Ms. Lindsey suggested raising the fine for parking in a bus stop.

Ms. Lindsey asked if residents could hand their parking cards to friends. Mr. Toledano said this is possible but the system in the garage will be fairly sophisticated.

Mr. Taylor said he thinks that the fines are fairly low in general.

Mr. Toledano suggested adding to Section B a prohibition of parking in reserved spots such as the Daily Campus.

Ms. Lindsey asked if the language in Section E regarding timing on payment of fines could be added to the fee schedule.

## **5. Update on Design and Construction of Parking Garage and Intermodal Center**

Mr. Hultgren said the Town received good bids on the parking garage so it can be built within budget and with the additional floor. The contract will be awarded to Downes Construction. They will start clearing the trees for the foundation in early October. The pre-cast parts are due to arrive in December.

## **6. Topics for next meetings**

Mr. Taylor encouraged implementing the cooperative agreement as soon as possible to see how it works.

Mr. Hultgren said the Traffic Authority would need to review the agreement, make any changes and then come back to the Committee. Once the changes are blessed, the regulation changes would need to go to the Town Council. The Town Council would probably meet one to two times on the regulations. The Town Council would also need to approve the overall cooperative agreement. A goal would be to bring both to the Town Council for October 11 or October 24.

The Committee agreed to meet on October 17 at 5 pm (*since moved to 4 pm*) to review final changes to the cooperative agreement.

Mr. Toledano and Mr. Haidous can talk to Ilias Tomazos who represents the Center for Hellenic Studies Paideia about the proposed cooperative agreement.

Ms. van Zelm said other issues that need to be addressed include the Town/Storrs Center Alliance/EDR management agreement and the operations plan.

## **7. Public Comment**

David Freudmann said the cooperative agreement is a small part of the overall parking management plan. What is the timeframe for the plan?

What are the costs of operations? Mr. Hultgren said that Storrs Center Alliance is committed to operating the parking for seven years per the development agreement. The equipment costs are part of the overall garage costs funded by the state grant. Mr. Freudmann asked about maintenance costs. Mr. Hultgren said Storrs Center Alliance is responsible for maintenance. Mr. Hultgren said the costs will be reviewed after the seven year commitment by Storrs Center Alliance.

**8. Adjourn**

The meeting adjourned at 9:08 pm.

*Minutes taken by Cynthia van Zelm.*

**Town of Mansfield Parking Steering Committee for Storrs Center  
Special Meeting  
Monday, October 17, 2011  
Mansfield Town Hall  
Conference Room B**

**4:00 PM**

**Minutes**

Members Present: Karla Fox (Chair), Martha Funderburk, Manny Haidous, Matthew Hart, Meredith Lindsey, Ralph Pemberton, Mindy Perkins, Michael Taylor

Ex-Officio Members Present: Lon Hultgren, Howard Kaufman (by phone), and Cynthia van Zelm

**1. Call to Order**

Chair Karla Fox called the meeting to order at 4:05 pm.

**2. Approval of Minutes of September 13, 2011**

Martha Funderburk made a motion to approve the minutes of September 13, 2011. Meredith Lindsey seconded the motion. The motion was approved unanimously.

**3. Remarks from the Chair**

Chair Karla Fox pointed to the revised changes to the Cooperative Agreement as handouts and asked Lon Hultgren to walk the Committee through the changes.

**4. Continued Discussion of Proposed Cooperative Agreement**

Mr. Hultgren said the changes that have been included in the latest draft of the Cooperative Agreement reflect changes made by the Committee since the last meeting in September; and some edits suggested by Committee member Meredith Lindsay and Storrs Center Alliance representative Howard Kaufman in the interim.

Mr. Hultgren noted that there were some edits made that were not substantive in nature.

Mr. Hultgren said that on page 1 the length of the agreement was changed from two years to an initial period to be consistent with language that is included later in the Agreement.

Mr. Hultgren also changed language on page one to reflect that the Town could be asked to conduct enforcement along with Storrs Center Alliance. The goal was to show that this is a cooperative arrangement.

On page 3, Mr. Hultgren said when the prior draft was written, it was with the assumption that the Town could hire a 3<sup>rd</sup> party operator after seven years (Storrs Center Alliance is committed to operating the Storrs Center parking (parking controlled by Storrs Center Alliance) for seven years per the Development Agreement) but since the draft Cooperative Agreement is only for two years, the Town was dropped from a possible source of enforcement on the Storrs Center parking areas.

On page 4, under Article D, the words “under its control” were added to “This agreement is not intended to limit any party’s ability to enforce parking on the parking premises **under its control...**”

On page 4, under Article D, Mr. Hultgren also had added Matt Hart’s suggested language that would allow him discretion in the appointment of special parking constables. The language now reads, “The Town Manager shall have reasonable discretion to determine whether an individual is suitable for appointment as a special constable and shall have the right to rescind appointments for cause.”

On page 4, language was added regarding the ability for property owners to nominate special constables. The language reads as follows: “It is the intent of this section that the parties agree **that each party has the right to nominate and** to utilize these special constables, which may include employees of the parties to this agreement as well as the employees of any 3<sup>rd</sup> Party Operator, for parking enforcement in and immediately adjacent to the Storrs Center Development Area.”

Mr. Hultgren also added language that in order for a property owner to be able to utilize a special constable for ticketing and towing, the property owner has to authorize a standing letter of trespass.

The Committee spent some time discussing the role of the 3<sup>rd</sup> party operator with respect to enforcement on other properties since that 3<sup>rd</sup> party operator has not been hired. Mr. Kaufman said he will be talking to the potential 3<sup>rd</sup> party operator soon to discuss this role. The Committee understood this dilemma and members reiterated that the cost of the additional enforcement by a 3<sup>rd</sup> party operator would be paid by fines and/or the property owner requesting assistance.

On page 5, Article F was revised to refine the enforcement role as follows: “The 2011 Agreement between the Town, Storrs Center Alliance LLC and Education Realty Trust, Inc. (the “Development Agreement”) calls for Storrs Center Alliance LLC to manage and enforce public parking within the Storrs Center Development Area. Storrs Center Alliance agrees to provide, on request and in conjunction with the Town, through the services of said 3<sup>rd</sup> Party Operator, and in accordance with the provisions herein, supplemental enforcement on private and institutional parking areas within the Storrs Center Development Area....

On page 5, in Article G, language was added back in with respect to the collection of fines. The language reads as follows: "Fines collected from parking violations issued by the Town or the 3<sup>rd</sup> Party Operator for unauthorized parking, parking in excess of specified time limits, towing and trespassing in the public parking areas in and immediately adjacent to the Storrs Center Development Area shall be in accordance with the above referenced Development Agreement."

Mike Taylor and Manny Haidous asked when the 3<sup>rd</sup> party operator would be hired and if language could be added to the draft Cooperative Agreement to that effect. Mr. Kaufman said Storrs Center Alliance will have a detailed parking management agreement with the Town. The plan is to have a 3<sup>rd</sup> party operator on board at least 60 to 90 days before the garage opens. Their primary responsibility is to manage the garage. Mr. Kaufman said the Development Agreement with the Town requires Storrs Center Alliance to manage the parking. Because of that requirement, it is not necessary to include language in the draft Cooperative Agreement.

Mr. Haidous asked who sets fees if included for on-street parking. Mr. Hultgren said the Development Agreement requires that the Town agree to any fees that may be proposed by Storrs Center Alliance.

On page 6, under Article J, Mr. Hultgren added that other property owners who want to join the cooperative can do so by signing the agreement with copies forwarded to the standing signatories.

Mr. Hultgren said he will show this language to the Town Attorney as well as the entire agreement again. The Town Attorney did review an earlier draft.

On page 6, Article K, Mr. Hultgren said that Mr. Kaufman had deleted some of the language with respect to disputes as it may have been too procedural for the scope of the agreement.

Mr. Hultgren referred to the list of fines that other surrounding towns, college towns and UConn charge for parking infractions. The Committee thought some of the fines were low at the last meeting. Most of Mansfield's current fines are in the mid-range of those distributed on the matrix.

With respect to proposed Storrs Center Parking Regulations, the Committee recommended raising the fines for parking in violation of a posted sign, and parking beyond specified limits from \$25 to \$30, and raise the fines for parking in a loading zone and parking in a bus stop from \$30 to \$50. Mr. Hultgren will take these suggestions to the Traffic Authority at its meeting next week along with the new fines for parking beyond specified time limits and towing. The Traffic Authority needs to approve these changes.

Language is also included that payment is due within 21 days and if not received, it will double, and if not paid within 30 days, the violation will be referred to Superior Court.

Mr. Haidous asked if signage was budgeted. Mr. Hultgren said it is included in the road budgets.

Ms. Lindsey said she reads the current Mansfield Code to say that parallel parking is not allowed in Mansfield so since there will be parallel parking in Storrs Center, this would need to be changed in the new regulations.

Ms. Lindsey suggested a new section in the regulations that requires that vehicles be removed from municipal parking areas (with the exception of the garage) during winter hours and times when plowing would need to occur.

Mr. Hultgren will send out a new draft to the Committee for its review.

Ms. van Zelm and Mr. Haidous will talk to Ilias Tomazos, with the Center for Hellenic Studies Paideia, about the agreement, at its next stage, as the Center would be a signatory. Mr. Haidous has reviewed the main tenets of the agreement with Mr. Tomazos.

**5. Topics for next meetings**

Ms. van Zelm had drafted the outline for the parking management plan and will bring the revised plan to the Committee at its next meeting for its review. A large part of the plan will be the cooperative agreement.

**6. Review of next meeting date**

The Committee will meet on November 10 at 5 pm.

**7. Public Comment**

There was no public comment.

**8. Adjourn**

The meeting adjourned at 6:05 pm.

*Minutes taken by Cynthia van Zelm.*

**Town of Mansfield Parking Steering Committee for Storrs Center  
Special Meeting  
Thursday, November 10, 2011  
Mansfield Community Center**

**5:00 PM**

**Minutes**

Members Present: Meredith Lindsey (Vice Chair), Paul Aho, Martha Funderburk, Michael Taylor

Ex-Officio Members Present: Lon Hultgren, Howard Kaufman (by phone), and Cynthia van Zelm

**1. Call to Order**

Vice Chair Meredith Lindsey called the meeting to order at 5:04 pm in Chair Karla Fox's absence.

**2. Approval of Minutes of October 17, 2011**

Martha Funderburk made a motion to approve the minutes of October 17, 2011. Michael Taylor seconded the motion. The motion was approved unanimously.

**3. Remarks from the Chair**

There were no remarks from the Vice Chair.

**4. Discussion of Parking Management Plan**

Ms. Lindsey noted that the Committee was receiving the final draft of the cooperative agreement which is part of the Parking Management Plan. The Committee was reviewing the first draft of the overall Plan.

Lon Hultgren went through the comments on the cooperative agreement from the last Parking Steering Committee meeting.

He noted that Article D had been changed to reflect how special constables are nominated to take on the potential parking enforcement role. Mr. Hultgren also said that Article E had been changed to show the assignment of enforcement to parties.

Mr. Hultgren said that Article F was changed to allow the Town of appoint special constables.

Mr. Hultgren reiterated that a property owner can ticket if someone walks off the property, regardless of any time limited signage.

Mr. Taylor asked when the cooperative agreement can go into effect. Mr. Hultgren said the goal would be start this winter. Ms. van Zelm noted the approval process in terms of the Partnership's Board review and the final approval by the Town Council. Time will need to be built in for these reviews. Mr. Hultgren also noted that the ordinance will require a public hearing and 30 days are required before an ordinance takes effect. Ms. van Zelm will poll the Parking Steering Committee members to see if they can meet on December 14.

Mr. Hultgren noted that the Town attorney has proposed adding language to the existing parking ordinance which is procedural in nature. It will prevent car registration if someone has outstanding parking tickets.

Mr. Hultgren said the Town's Traffic Authority okayed the changes in fines that the Parking Steering Committee recommended.

Mr. Hultgren reiterated the plan for the signatories of the cooperative agreement to meet quarterly to assess how the agreement is working and to solve any problems. In response to a question by Mr. Taylor, Mr. Hultgren said the indemnification clause was removed to reflect that the agreement is based on a cooperative/voluntary process.

Mr. Taylor asked when a third party operator would be on board. Howard Kaufman said the third party operator will likely be on board in the spring. He will share the final cooperative agreement with them so they understand that they could have a role in enforcement on lots other than those controlled by LeylandAlliance.

Mr. Hultgren asked Mr. Kaufman if there had been further discussion on employee parking. Mr. Kaufman said that the details are still being worked out on the location of employee parking and the cost.

Cynthia van Zelm went through the remainder of the draft Parking Management Plan. She noted that, as agreed to by the Committee at one of its early meetings, the Plan only reflects parking related to Phase 1.

With respect to operations, Ms. van Zelm noted that much of the operations are addressed in the development agreement between the Town, LeylandAlliance and EDR – which followed a parallel track as the Committee's work. LeylandAlliance will manage the parking operations for at least seven years. The Plan includes a section which suggests that the third party operator be hired no later than three months before the parking garage is schedule to open.

Ms. van Zelm noted that the parking garage will have a Pay on Foot station which is being designed by Desman Associates – the parking garage designer. Mr. Hultgren confirmed that there will be no cashiers.

Ms. van Zelm said there is “nesting” in the garage where residents will park their cars.

Martha Funderburk suggested eliminating the language on page 6 under parking garage enforcement that indicates that an IOU might be available if a driver does not have cash or a credit card. Ms. van Zelm will make that change.

As recommended by the Committee, Ms. van Zelm said the draft Plan includes a time limit model to enforce parking on the street. Meters are not recommended but could be considered in the future.

Mr. Kaufman asked if on-street parking signage could reflect that parking is only for utilizing Storrs Center. Mr. Hultgren thought this would be difficult on Route 195/Storrs Road as it is public space. It may be more feasible to do for Village Street. Mr. Taylor suggested that the parking on Storrs Road be for short term parkers.

With respect to the Dog Lane lot, Mr. Kaufman said it will likely operate similar to the parking garage with gated spaces.

Ms. van Zelm said she included some information in the Plan about options for customers to pay for parking with smart cards, etc.

Ms. van Zelm reviewed the communications plan for both the Plan and the parking locations, cost, etc. for parkers. The website will be an important vehicle.

Ms. van Zelm said that wayfinding signage is important and more work needs to be done with the development team to plan for signage.

Ms. van Zelm said the Plan calls for quarterly meetings of the Parking Steering Committee in the immediate future with annual reports.

The Plan should be reviewed itself in six months with yearly reviews thereafter.

## **5. Topics for next meetings**

Ms. van Zelm said she will send out the revised draft with the one change recommended by Ms. Funderburk, and a short paragraph on wayfinding signage for the Committee’s final review.

## **6. Review of next meeting date**

Ms. van Zelm will poll the Committee about a meeting date on December 14.

## **7. Public Comment**

There was no public comment.

## **8. Adjourn**

Paul Aho made a motion to adjourn the meeting. Ms. Funderburk seconded the motion. The motion was approved unanimously. The meeting adjourned at 6:10 pm.

*Minutes taken by Cynthia van Zelm.*

**Town of Mansfield Parking Steering Committee for Storrs Center  
Special Meeting  
Wednesday, December 14, 2011  
Mansfield Town Hall  
Conference Room B**

**5:00 PM**

**DRAFT Minutes**

Members Present: Karla Fox (Chair), Meredith Lindsey (Vice Chair), Paul Aho, Martha Funderburk, Manny Haidous, Matt Hart, Ralph Pemberton, Michael Taylor

Ex-Officio Members Present: Lon Hultgren, Howard Kaufman, and Cynthia van Zelm

**1. Call to Order**

Chair Karla Fox called the meeting to order at 5:04 pm.

**2. Approval of Minutes of November 10, 2011**

Martha Funderburk made a motion to approve the minutes of November 10, 2011. Ralph Pemberton seconded the motion. Meredith Lindsey noted that her name in the minutes should be spelled Lindsey with an "e", not an "a"; it is not consistent in the minutes. The motion was approved unanimously with the changes.

**3. Remarks from the Chair**

Karla Fox said that she had received an e-mail from the Assistant Dean at the UConn School of Fine Arts who expressed concern about individuals living in the Oaks on the Square apartments and parking in the lots adjacent to the School of Fine Arts. Howard Kaufman indicated that the apartments are allotted 1.5 spaces per unit.

**4. Recommendation of Parking Management Plan to Mansfield Downtown Partnership Board of Directors and Mansfield Town Council**

Ms. van Zelm said the only changes from the Parking Steering Committee meeting in November were the deletion of allowing for an IOU if someone does not have cash or a credit card to pay to leave the garage; and a section on wayfinding signage. Ms. van Zelm noted that she is working with developer LeylandAlliance on a comprehensive signage program for the project.

Ms. van Zelm said that the Partnership Board of Directors next meets on January 5 and if the Committee approves the Parking Management Plan for the Board's discussion, it would be placed on the January 5 agenda.

Mr. Hultgren noted that Town attorney Dennis O'Brien is working on an amendment to the parking fines section of the Town Code to allow for Town-wide parking fines to be enforced through the court system. This amendment would be taken to the Town Council at the same time as the Parking Management Plan but falls outside the purview of the Parking Steering Committee.

Mr. Kaufman said he had shared the draft Parking Management Plan with potential operators who are receptive to participating in enforcement as described in the cooperative agreement in the Plan. If there is a request by a property owner to assist with enforcement, they may need a separate agreement with the property owner. He said that once an operator is on board, there could be additional comments on the Plan.

Mr. Kaufman noted that parking consultant Desman Associates has recommended meters for on-street parking but the development team is initially concurring with the Plan recommendation of timed parking due to private property owner and future tenant concerns. Mr. Kaufman mentioned that Clemson University has a "free" on-street parking system with paid parking in its garage. Mr. Kaufman said his understanding is that technology is more advanced now to provide effective enforcement for time limited parking.

Matt Hart asked how changes to the Plan would be addressed? Mr. Hultgren suggested that significant changes come back to the Committee for review.

Michael Taylor made a motion, in conjunction with the Parking Steering Committee's charge, that the Steering Committee recommends the November 11, 2011 draft Parking Management Plan to the Mansfield Downtown Partnership and the Mansfield Town Council for their review and approval. Manny Haidous seconded the motion. The motion was approved unanimously.

Martha Funderburk will take the lead in reviewing the draft Plan with the University's Chief Operating Officer Barry Feldman and the Attorney General's office.

Mr. Taylor asked about the timing on enforcement. Mr. Hultgren said he believes that once the parking regulations are in effect, that enforcement can begin. The adjacent property owners would be empowered to begin enforcement before the cooperative agreement is signed by everyone.

Mr. Hultgren will follow-up with Town attorney Dennis O'Brien to determine if all signatories need to sign the cooperative agreement before it can take effect. Mr. Hart asked if a minimal number of signatories are needed for the cooperative agreement to take effect. Mr. O'Brien will review this issue to see if this is the case and whether language needs to be added to the draft cooperative agreement. Mr. Hart will also ask Mr. O'Brien to ensure that the language in the draft cooperative agreement protecting the Town is also in the draft regulations.

## **5. Review of next meeting date**

Ms. Fox suggested that the Committee reserve January 10 at 5 pm for its next meeting in case the University or others have major changes to the Plan. Ms. Funderburk noted that she will be unavailable on Tuesdays after January 10.

## **6. Public Comment**

David Freudmann noted that most of the Committee's meetings have been about the cooperative agreement which he believes is just a subset of the Parking Management Plan. He said the Committee's charge is to look at operational costs as part of the Plan. It is important for the Town to know what the operational costs will be especially, if LeylandAlliance is no longer responsible for operations after the initial seven years.

## **7. Adjourn**

The meeting adjourned at 5:55 pm.

*Minutes taken by Cynthia van Zelm.*

## APPENDIX 4

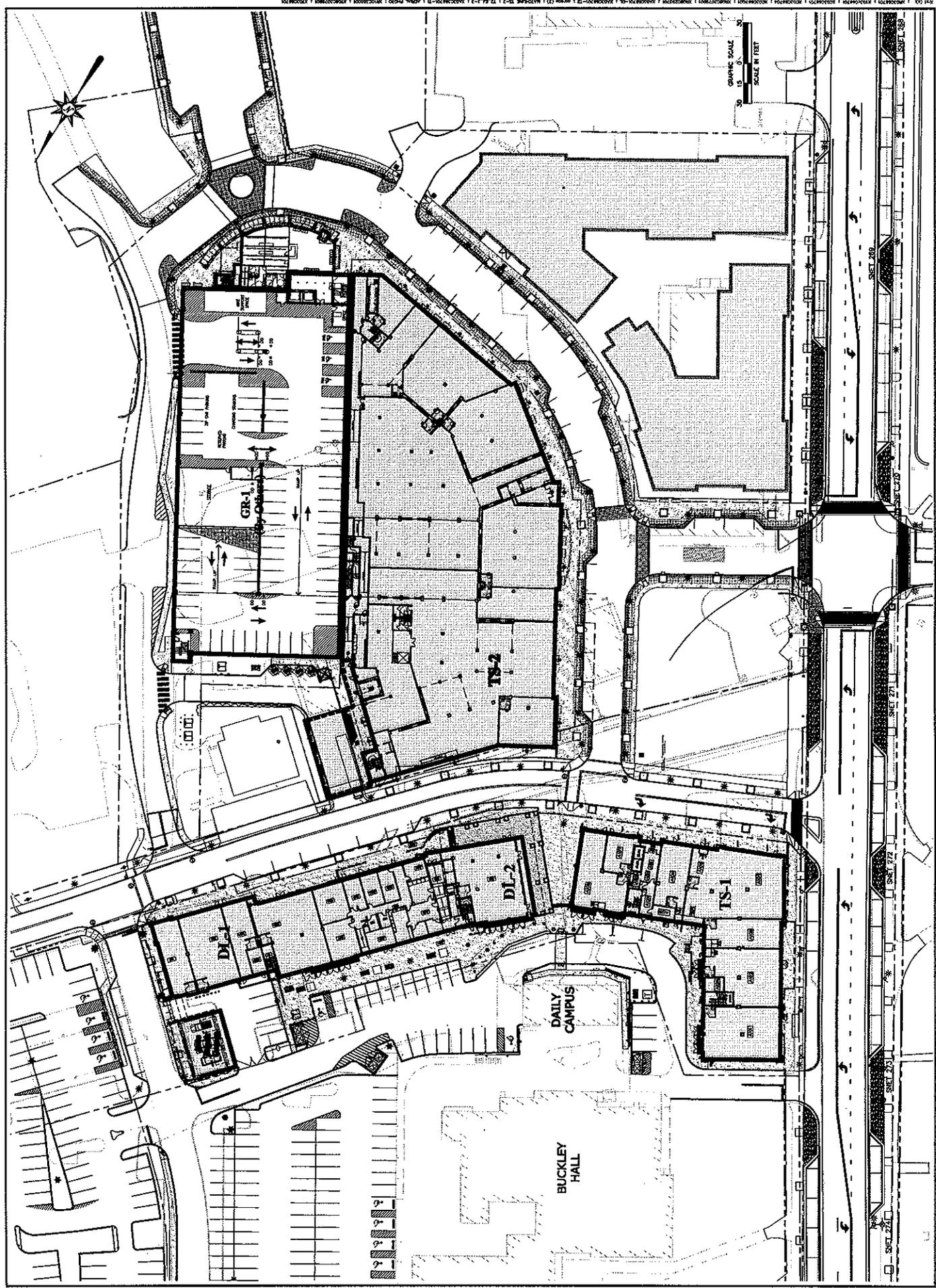


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 SUITE 200  
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**STORRS CENTER**  
 ROUTE 195 (STORRS ROAD) / DOG LANE / POST OFFICE ROAD  
 TOWN OF MANSFIELD, CONNECTICUT

Owner: U.S. ARMY  
 Architect: BL COMPANIES  
 Project No. 195-0001  
 Date: 12/01/01  
 Scale: 1/8" = 1'-0"  
 Project: STORRS CENTER  
 Date: 12/01/01

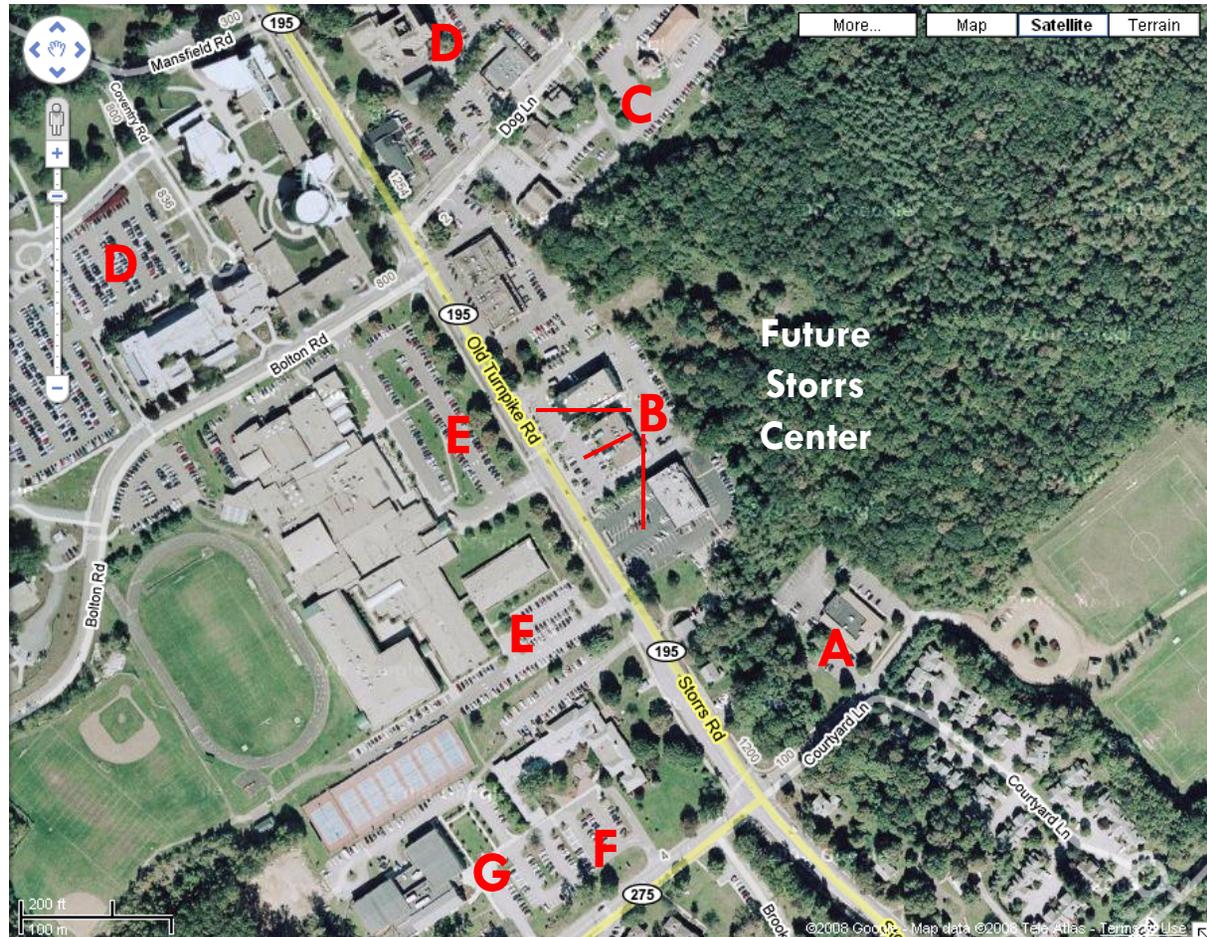
**MASTER PLAN**  
**PHASE 1A/1B/1C**  
 Sheet No. **MP-1A/1B/1C**



## APPENDIX 5

# Parking Options Adjacent to Future Storrs Center:

- A. Post Office (unregulated)
- B. Commercial (free, regulated)
- C. Greek Orthodox Church (open nights & weekends)
- D. UConn (regulated)
- E. High School (open nights & weekends)
- F. Town Hall (free, regulated)
- G. Community Center (free, regulated)



\*Aerial image taken prior to Storrs Center construction

## APPENDIX 6

**MOTOR VEHICLE TRAFFIC & PARKING REGULATIONS**  
**Chapter A198 Town of Mansfield Code**  
**Approved July 9, 2012**

**Chapter A198. TRAFFIC REGULATIONS** is/are hereby amended as follows:

The Title of the Chapter is repealed and replaced as follows: **MOTOR VEHICLE TRAFFIC & PARKING REGULATIONS.**

**Section A198-1A(2)** is repealed and replaced, as follows: **Title 14, Sections 14-145, 14-150 and 14-297 through 14-314, inclusive.**

**Section A198-1C(3)** is repealed and replaced, as follows: **Chapter 182, Motor Vehicle Traffic & Parking.**

**NEW Section A-198-5A** is added, as follows:

**Section A-198-5a. Storrs Center Parking Regulations**

A. In addition to the restrictions listed in Section A-198-5 above, no vehicle shall be permitted to remain parked on any public roadway in the Storrs Center Development Area, which consists of the area in northern Mansfield bounded by and including Charles Smith Way and South Eagleville Road to the south, the Town Office building, Region 19 (E.O. Smith High School), and the University of Connecticut's Fine Arts Complex to the west, Dog Lane and the University's Bishop Center to the north, the Center for Hellenic Studies Paideia, Royce Circle/Wilbur Cross Way (paralleling Storrs Road) and the Storrs Post Office to the east, in the following manner:

(1) In violation of any sign posted by the Traffic Authority of the Town of Mansfield, or the Traffic Commission of the State of Connecticut or the Mansfield Downtown Partnership which limits or regulates the parking of vehicles within the Storrs Center Development Area.

(2) In violation of any sign regulating parking posted by a member of the Storrs Center Parking Cooperative within the above described Storrs Center Development Area. Any such sign must be approved by the Town Manager or his designee.

B. Vehicles in violation of any parking regulation herein may be subject to fines and towing. Owner/operators of violating vehicles will be responsible for paying both the fine for towing and the actual costs of towing. Except in instances where a vehicle is a hazard to pedestrians or vehicular traffic or impedes the delivery of emergency services, tow warning notices shall be placed on vehicles prior to towing. Vehicles may be towed for parking in violation of the parking infractions listed in Attachment 1, trespass on private property, parking while not being present on the premises or for exceeding the parking limits in designated parking spaces by 50 percent of the allowable time limit for said space in accordance with Sections 14-307 and 14-145 of the Connecticut General Statutes.

C. The Town of Mansfield, the Mansfield Downtown Partnership, the Storrs Center Alliance and their designated agents are hereby authorized to tow vehicles for parking violations in the above described Storrs Center Development area. Vehicles towed from private property shall be in accordance with Sections 14-307 and 14-145 of the CGS and at the request of the property owner who shall have both a standing letter of trespass and an indemnification on file with the Town and the Mansfield Downtown Partnership.

D. In accordance with section 7-92 of the Connecticut General Statutes, the Mansfield Town Manager may upon request appoint special constables for terms of not more than two years to enforce parking laws and regulations in the Storrs Center Development Area. Any party to the “Cooperative Agreement for Parking Enforcement in and Adjacent to the Storrs Center Development” may file a standing letter of trespass with the Office of the Town Manager. Said letter may include a request that the Town Manager appoint any employee or other nominee of the party to be a special constable. The Town Manager shall have reasonable discretion to determine whether an individual is suitable for appointment and will be appointed as a special constable. The Town Manager may limit the geographical jurisdiction of any such appointee, and subject their appointment to such limitations, restrictions and conditions as the Town Manager deems appropriate. An Appointee shall have no property interest in their appointment, and shall serve at the pleasure of the Town Manager. Said constables shall be trained in parking enforcement by the Town and/or Mansfield Downtown Partnership prior to engaging in any enforcement activities. The services of any such special constable will be paid for by the requesting party, not by the Town of Mansfield. No such person may begin service as a special constable unless the requesting party has completed and submitted a “hold harmless” indemnification to the Town of Mansfield, Storrs Center Alliance, LLC, and to any Third Party Operator designated by said Town and LLC, to the satisfaction of said entities including consideration of being added as an “Additional Insured” under the requesting party’s liability policy for any actions or liability of such employee or nominee of such party resulting from parking law or regulation enforcement in their role as special constable.

E. Penalties for Violations shall be in accordance with the Town’s current Parking Violation Fine Schedule as listed in A-198 Attachment 1. Any person who violates any provision of these regulations shall be subject to the fines set forth herein. Any such fine must be paid to the Collector of Revenue within 10 days of the date on which the parking citation ticket is issued.

F. Any fine may be appealed as provided in Chapter 182, Article II of the Code of the Town of Mansfield, the “Hearing Procedure for Parking Violations Ordinance,” and in Section A198-10 of these regulations, below.

G. Towing of vehicles from public parking areas shall be in accordance with Section 14-307 of the CGS. Towing appeals shall be made on DMV form A-25 “Request for Hearing Contested Tow” filed with the ’s Office of the Mansfield Resident State Troopers. Towing of vehicles from private parking areas shall be in accordance with Section 14-145 of the CGS.

H. The cost of towing incurred by the towing party shall be paid prior to the release of the vehicle.

*Section A198 Attachment 1*

**Town of Mansfield  
Parking Violation Fine Schedule**

(Amended effective 7-1-1994; 9-28-2009; 7-9-2012)

<u>Infraction</u>	<u>Fine</u>	
Parking on a sidewalk	\$25	
Parking on a lawn, island or unpaved area	\$25	
Parking in violation of a posted sign	\$30	
Parking beyond specified time limits (except in the parking garage)	\$30	
Any violation resulting in towing	\$25	plus the cost of the original violation
Parking with a lost, forged or spurious permit/decal	\$30	

Parking on the wrong side of the street	\$30
Parking more than 12 inches from the curb	\$30
Parking within 25 feet of an intersection	\$30
Parking within 25 feet of a stop sign	\$30
Parking obstructing a driveway/bikeway	\$30
Parking with no Town permit/decal	\$30
Double parking	\$30
Parking in a crosswalk/bikeway	\$30
Parking in a designated "no parking" area	\$30
Parking in a loading zone	\$50
Parking in a restricted or reserved space	\$30
Parking in a bus stop	\$50
Parking causing a traffic hazard	\$50
Parking in violation of snow ordinance	\$50
Parking in a fire lane	\$50
Parking within 10 feet of a hydrant	\$50
Parking in a handicapped space or zone	\$150

**Section A-198-7** is repealed and replaced as follows:

**A-198-7 Parking and Snow Removal.**

No vehicle shall be parked on any public highway under the jurisdiction of the Town of Mansfield or in any area designated as a municipal parking area, with the exception of the Storrs Center Parking Garage, between the hours of 12:00 midnight and 6:00 a.m. from November 1 through April 15 whenever snow plowing is required.

**Section A-198-9B** is repealed and replaced as follows:

B. Any person who violates any provision of these regulations shall be subject to a parking citation ticket fine as established by the Traffic Authority in the Parking Violation Fine Schedule set forth in these Regulations. Any such fine must be paid to the Collector of Revenue within 10 days of the date on which the parking citation ticket is issued. Any fine may be appealed as provided for in Chapter 182, Article II of the Code of the Town of Mansfield, the "Hearing Procedure for Parking Violations Ordinance."

**Section A-198-10** is repealed and replaced as follows:

**Section A-198-10. Appeals.**

Any fine may be appealed as provided for in Chapter 182, Article II of the Code of the Town of Mansfield, the "Hearing Procedure for Parking Violations Ordinance," and in these regulations. Appeals for parking violations shall be made to the Office of the Mansfield Resident State Troopers by making a request for hearing as permitted by Section 182-13 of said Ordinance. If said appeal is upheld by the Hearing Officer, no payment shall be necessary; if said appeal is denied, payment of the required fine shall be made to the Collector of Revenue. The decision of the Hearing Officer may be appealed to the Superior Court per Section 182-16 of the "Hearing Procedure for Parking Violations" Ordinance.

**Schedule A198 Attachment I**

Removed and replaced by section A-198-5a. H. above.