

**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 "3rd 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 3rd 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.