

**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.