

Town of Ridgefield  
Parking Authority Special Meeting  
Thursday May 10, 2018 – 8:30 a.m.  
Town Hall Small Conference Room  
400 Main Street, Ridgefield, Connecticut  
APPROVED MINUTES

**Members present:**

J. Wilmot, E. Burns, S. Lussier

**Members absent:**

R. Murphy

**Others present:**

L. Fernandez, K. Knoche, J. Beckman

Chairman Wilmot called the meeting to order at 8:34 am.

1. Discussion of results of the May 1 Special Meeting action items. Ms. Wilmot met with Selectwoman Manners, Director of Parks & Recreation Dennis DiPinto and Chairman of the Parks & Recreation Commission, Phil Kearns on May 8th, to present the proposed plan for regulating parking in the CVS lots during CHIRP concerts (and other large events in Ballard Park). Ms. Wilmot reported that Ms. Manners agreed to pay \$100/concert, retroactive to the 2017 season, which is a total of \$4,900 for 2017 and 2018. Parks & Recreation will also be responsible for the cost of security during other large events held at Ballard Park. Mr. Kearns indicated that the P&R contract for Ballard Park events states that the Lessee is responsible for the cost of parking enforcement.

There followed a general discussion of the mechanics of how the parking rules will be disseminated to the public, how parking in the CVS lot during Ballard Park events will be enforced, and what type of signage will be needed. L. Fernandez will order the new signage : “No event parking: Violators will be ticketed” (5), Drop/off/Pick up only (handicapped parking will be allowed) (1), “Additional parking at Bailey Ave. & Governor Street lots” (2), and “Limited event parking” (1). Ms. Fernandez will also obtain prices for traffic cones (approx. 12 needed) so borrowing and returning to the RPD won’t be necessary. Ms. Wilmot will store the cones in the basement of the Ancient Mariner.

An additional discussion of enforcement during events, including the staffing needed, then took place. It was agreed that using the current PA enforcement staff may be adequate, with possibly one hired security officer

if deemed necessary. J. Beckman felt that he and K. Knoche should be able to handle it on their own, thus reducing costs substantially.

In order to be prepared to provide parking security during any upcoming events in Ballard Park, L. Fernandez will contact D. DiPinto and request that the PA is informed whenever Parks & Rec signs a contract for an event in Ballard Park.

2. Discussion of May 8 meeting with L. Fernandez re: budget, hang tags and permits. Chairman Wilmot and Ms. Burns met with Ms. Fernandez on May 8 to discuss the PA budget and the protocol for distributing landlord hang tags and permits sold by the town. Ms. Wilmot had walked the CVS lot with Benenson manager Kem Becovic on May 1. Mr. Becovic indicated that they have agreed to provide no more than 18 permits to Fairfield County Insurance Services for their employees to park in the CVS lot, a reduction of 8 permits. The PA budget has been reduced from the FY 2018 budget due to the reduction of permit fees in the CVS lot when the permits were revoked and refunded earlier this year.

The PA had considered issuing 3 month permits in anticipation of a revised permitting process and parking plan. This new plan can only be implemented upon the creation of new lots for employees, as the Municipal lot on Governor Street is nearly full every day. A discussion then followed regarding the fact that many restaurants are now located in the central business district (CBD), the fact that in 2010 the P&Z waived the parking requirements for new restaurants the CBD for a change of use in an existing structure (formerly requiring 15 spaces/1,000 sq ft), and that there are now 5 full-service restaurants located on the perimeter of the Bailey Avenue lot (with a 6<sup>th</sup> available for rent). In addition, the relocation of the RVNA to its new building on Governor Street, and the relocation of the Thrift Shop onto Governor Street, had created even greater pressure on the Bailey Avenue, Donnelly and Governor Street lots. A new lot for employees is critical to the establishment of a new parking plan. The May 8<sup>th</sup> Town Meeting voted to approve all the budget items proposed, including the capital spending proposal for the expansion of the Governors Street lot, which will add about 63 spaces. This means the \$570,000 capital item for the proposed Governor Street lot expansion will appear on the May 15<sup>th</sup> budget referendum. The new PA parking plan, to provide free, all-day employee parking on the perimeter of the CBD, is dependent on approval and construction of the new expanded lot.

Following the meeting with Ms. Fernandez, Ms. Wilmot & Ms. Burns met briefly with First Selectman Marconi to discuss construction timelines if the capital item for the parking lot expansion is approved by the voters. Given the time required to obtain P&Z/IWB approvals, putting the contract out to bid, and the fact that the macadam plants close in early December, it seems unlikely that the project, if approved, will be started before Spring, 2019. Consequently, it was agreed that we would renew parking permits through

the lottery for 6 months as has been done in the past. However, in order to try to free up space for customers and patrons of downtown businesses, the number of permits sold through the lottery will be reduced as follows:

CVS lot: no more than 52 permits will be issued.

Bailey Avenue lot: no more than 55 permits will be issued.

Donnelly lot: no more than 22 permits will be issued.

3. Ballard Park plan for event parking and costs of enforcement. The plan that Chairman Wilmot had created and obtained approval from Benenson Funding, CHIRP, and Parks & Rec, will be scanned and color coded by L. Fernandez for posting on the town website, publication in the Press, and disseminated as much as possible to the public so they will understand the parking rules for the CHIRP concerts this summer.

4. Other Business:

- a. Ms. Burns reported that she had invited Wing Biddle, CEO of Urstadt Biddle Properties, to attend an upcoming meeting of the PA to discuss his new properties (426 Main Street, 470 Main Street) and the related parking arrangements. He was unable to attend today's meeting, but is planning to attend the June 7<sup>th</sup> meeting.
- b. A discussion of an individual business owner having installed his own parking signage on a lot patrolled by the PA took place. It was agreed that all new leases should contain a provision that prohibits such installation, and that violations will need to have some financial consequences for the landlord in order to facilitate enforcement by the PA.
- c. S. Lussier requested a copy of the downtown parking lot map. She has access to CAD/CAM programs and large format printers, and will help detail the maps and print them for PA use. L. Fernandez will request the Engineering department to provide to Ms. Lussier the map in whatever format she can use.

1. Adjournment.

**E. Burns moved, and J. Wilmot seconded a motion to adjourn at 11:00 a.m.**

Respectfully submitted,

Ellen Burns