



WESTPORTsm

DOWNTOWN PLAN IMPLEMENTATION COMMITTEE

Thursday, April 11, 2024, Minutes

In attendance: Chair: Randy Herbertson; Members: Peter Ratkiewich, Donna Douglass, Jen Fava, Dave Briggs, Gately Ross, Jenna Petok, Matthew Mandell, Maxwell Crowley, Gary Conrad, Tom Kiely, Alan D'Amura, Johanna Martell, Mary Young, Travis Canavan, Tony Riggio, Ken Bernhard, Brian McGunagle (remote), and Dina Upton (remote); Staff: Sara Amaro

The Downtown Plan Implementation Committee held a public meeting at 8:30 a.m. on **Thursday, April 11, 2024**, for the following purposes:

- I. Opening Remarks – Chair
 - A. Overall Meeting Goals
 - B. Approval of Minutes (03/2024 Meeting)

Motion to Approve: Herbertson
Second: Crowley
Vote: Unanimous
- II. Strategic Priority Review
 1. Parking Lots Reinvention
 - a) Downtown Lots Design Master Plan – Reconnecting the Riverfront
 1. Parker Harding Status
 - 8-24 and Coastal Site Plan (application #PZ-24-00133) received a positive report from the Planning and Zoning Commission on April 8, 2024
 - The following conditions/recommendations were required or advised by the commission and accepted by the applicant:
 - Coastal Site Plan conditions include: zero net loss in parking, increase of green space, and exploring the layout to yield pedestrian crosswalks and add more parking.
 - 8-24 recommendations include investigating the possibility of structured parking, evaluating the number of pedestrian cut-throughs, educating employees on all-day parking, and discussing snow removal.
 - The new layout of Parker Harding will fulfill [ADA](#) regulations and Fire codes.

1. Parker Harding Status (cont)

- Following the positive report, the next step is to invite bids for Phase 1 of Jesup and Parker Harding. Once a bid is won, approval will be required from the funding bodies, the Board of Finance, and RTM.
- Phase 1 can potentially begin this year, completing in 2025.
- Phase 1 of the project begins with upper Jesup to uphold the zero net loss in parking before the work on Parker Harding begins.
- During Phase 1, there will be a 17% loss of Jesup green space, including the removal or movement of several trees as approved by the Tree Board. The next phase of Jesup development will provide a net increase in green space (approximately 850 sqft) as conditioned by P&Z and always planned.

2. Jesup and Imperial (Police Station)

- The Board of Finance unanimously approved the design funds to complete the design work for the rest of Jesup and Imperial. The work will consider several phases of reducing the lower Jesup lot and increasing green space on flatter ground and closer to the river. This design phase will also evaluate structured parking in several locations to meet the condition of no loss in parking overall.
- The funding for this design phase will go before the RTM in early May before commencing.
- As feasibility funds to evaluate the Public Safety Center have been fully approved, consideration will be given to moving the Police Department out of downtown, which will free up their parking lots, so this will also be included in the contingency planning in this next phase of downtown design work.
- When approved, this design phase will again begin with extensive public engagement to inform the work.

III. To adjourn the meeting.

Motion to adjourn the meeting: Ken Bernard

Second: Gary Conrad

Meeting adjourned: 9:51 AM

Randy Herbertson, Chair
Downtown Plan Implementation Committee
April 11, 2024