



WESTPORT<sup>sm</sup>

## DOWNTOWN PLAN IMPLEMENTATION COMMITTEE

Thursday, March 14, 2024, Minutes

In attendance: Chair: Randy Herbertson; Members: Peter Ratkiewich, Donna Douglass, Jen Fava, Dave Briggs (remote), Jenna Petok (remote), Matthew Mandell, Maxwell Crowley, Deirdre O'Farrelly, Gary Conrad (remote), Tom Kiely, Johanna Martell (remote), Mary Young (remote), Travis Canavan, Tony Riggio, Nick Marsan, Ken Bernhard; Staff: Sara Amaro

The Downtown Plan Implementation Committee held a public meeting at 8:30 a.m. on **Thursday, March 14, 2024**, for the following purposes:

- I. Opening Remarks – Chair
- II. Approval of Minutes (02/2024 Meeting)  
**Motion to Approve:** Herbertson  
**Second:** Douglass  
**Vote:** Unanimous
- III. Strategic Priority Review
  1. Downtown Lots Design Master Plan – Reconnecting the Riverfront
    - a) Parker Harding Status
      - Prep work is slated to begin this winter with a potential start in Spring of 2025, pending approval.
      - 43 (all day parking) spaces to be built during construction to make up for what will be temporarily lost.
    - b) Jesup and Imperial (Police Station)
      - BOF approved an appropriation of \$630,000 from the American Rescue Plan Act (ARPA) Fund 51003310-500189-13012 for design and permitting of the redevelopment of Jesup Green and the Imperial Lot on February 7, 2024.
      - A study is to be conducted to consolidate the Police and Fire stations. If approved, the current Police Station lot will be repurposed and used for public parking.
      - “Grand Staircase” to remain along Jesup and a portion of Taylor is to be used for green space.

c) Parking Maps

- Board of Selectwomen approved the enforcement of timed parking limits in various downtown parking lots on July 26, 2023, which is now being implemented. Parking maps to be established to determine where all day/timed parking can be found.
- Board of Selectwomen approved the request of the Police Department to obtain the Software License for Cardinal Tracking as it relates to the use of the TickeTrak Software for parking enforcement ticketing and billing. This will allow the traffic agent to scan license plates in timed lots in leu of chalking tires.
  - (a) Future tech upgrade to consider: software that will allow visitors to use an app and see which spots are available.
  - (b) Question to be addressed: Once the three-hour time limit is up, can you move to a different space/lot?

d) EV Charging

- EV [policy](#) went into effect on March 11, 2024.

e) Playground (ARPA, 501.c3)

- Discussion was held to determine if an application should be entered for the remaining \$300,000 in ARPA funds to be allocated for building a playground on Jesup Green.
- A 501(c)(3) has been established to maintain the playground.

f) Wayfinding

- Signs that are no longer valid to be replaced as well as installing additional signage. Potential date for signage is 2027.

IV. To adjourn the meeting.

**Motion to adjourn the meeting:** Herbertson

**Second:** Crowley

**Meeting adjourned:** 9:42 AM

Randy Herbertson, Chair

Downtown Plan Implementation Committee

March 14, 2024