



WESTPORTsm

DOWNTOWN PLAN IMPLEMENTATION COMMITTEE

Thursday, October 10, 2024, Minutes

In attendance: Chair: Randy Herbertson; Members: Pete Ratkiewich, Donna Douglass, Michelle Perillie, Brian McGunagle, Jenna Petok, Matthew Mandell, Maxxwell Crowley (remote), Tom Kiely, David Farrell, Al D'Amura, Mike West, Johanna Martell (remote), Gately Ross, Travis Canavan, and Jacob Robison (remote, Colliers Engineering and Design); Staff: Sara Amaro

The Downtown Plan Implementation Committee held a public meeting at 8:30 a.m. on **Thursday, October 10, 2024**, for the following purposes:

- Opening Remarks – Chair
 - A. Overall Meeting Goals
 - B. Approval of Minutes ([09/19/2024](#) Meeting)
 - Motion to Approve:** Douglass
 - Second:** McGunagle
 - Vote:** Unanimous
- Strategic Priority Review
 - A. Parking Lots Reinvention
 - 1. Downtown Lots Design Master Plan – Reconnecting the Riverfront
 - (a) Jesup and Imperial (Police Station) planning and public engagement status
 - (b) Parking study updates and feasibility analysis status
 - [Public charette](#) will take place on October 23, 2024, from 6:00-8:00 pm at the Westport Library in the Brooks Room. Various attempts to inform the public of the event were made, including an email that was distributed to roughly 15,000 residents.
 - [Colliers](#) will meet and interview eight (8) focus groups, four (4) of which have been completed. The focus groups include:

1) Seniors (done on 10/7)	5) Levitt Pavilion (tentatively scheduled for 10/14)
2) Library (done on 9/30)	6) Woman's Club (TBD)
3) Landowners (done on 9/30)	7) Advocates* (will be held on 10/14)
4) Farmers Market (done on 10/1)	8) Families (will be held on 10/15)

*Advocates to include those that have been vocal within the community such as RTM members, Markus Marty of [Bike Westport](#), etc.

1. Downtown Lots Design Master Plan – Reconnecting the Riverfront (cont.)

- After the public charette and focus group interviews have been completed, Colliers will create a survey for residents to provide additional feedback. Once finalized; interviews, surveys and the public charette transcripts will be posted to the website.
- [BFJ Planning](#) received approval from the Board of Selectwomen on September 25, 2024. They will create an update of the 2015 parking study taking a look at downtown as a whole: North and South of the Post Road.
- An analysis of locations for a parking deck on the West and South sides of Post Road to be done. Three (3) potential locations for the deck include:

- 1) Baldwin Lot – to be analyzed on its own and, theoretically, with a portion of the Avey Lot (Avey is not owned by the Town)
- 2) Bay Street Lot – behind Walrus Alley and the Gillespie Center
- 3) Police Station – the lot behind the station to be analyzed with and without the Police Station remaining there. Police and Fire to potentially combine.

- A parking utilization management study is being done to examine current parking rules.
 - Drone footage was taken (at various times, including peak parking hours) of downtown during July and August. More footage to be obtained during the Fall; requesting that some of the surveying be done on Saturday(s).
 - BFJ Planning uses a sub-consultant, [THA Consultants](#), who will assist in the parking deck feasibility study. THA will look into any potential pitfalls with the area including environmental, geographical and utility issues.
- The following suggestions were recommended to help with planning –
 - [Safe Streets and Roads For All](#) is holding a public meeting on [10/17](#); the data from this meeting can potentially prove to be useful with downtown planning.
 - Public Transit to be included as a stakeholder; including but not limited to, suggestions for delivery truck parking.

- To adjourn the meeting.

Motion to adjourn the meeting: McGunagle

Second: Petok

Meeting adjourned: 9:24 AM

Randy Herbertson, Chair
Downtown Plan Implementation Committee
October 10, 2024