

Town of Ridgefield  
Parking Authority Regular Meeting  
March 21, 2024 – 8:00 a.m.  
Town Hall Lower Level Small Conference Room, 400 Main Street, Ridgefield, CT  
MEETING MINUTES - APPROVED

**Members present:** J. Wilmot, E. Burns, M. Recck

**Members absent:** None

**Also Present:** L. Yarrish, Parking Enforcement Officer

Chairman Recck called the meeting to order at 8:08 a.m.

1. Approval of minutes from February 15, 2024. Mr. Recck moved, and Ms. Wilmot seconded, approval of minutes for 2/15/24. Motion passed 3 – 0.
2. Parking Enforcement Officer report: Mr. Yarrish reported the information he gathered regarding permit costs in nearby towns. He said that many towns do not have permits available for purchase (other than train station parking) – many use kiosk systems, and many have parking garages. He looked at Danbury, Norwalk, Darien, Stamford, Greenwich and Westport. The costs for 8 hours vary from \$5 to \$12. A monthly permit in Danbury costs \$55.00/month, and the daily fee is \$15.00. Laurie Fernandez had asked the PA to consider an increase in the monthly permit fee, which is currently \$75.00 for 6 months. In light of the comparative cost in nearby towns and the increase in costs for operating and monitoring the lots, the PA agreed that an increase was appropriate. Ms. Burns moved, and Mr. Recck seconded the following motion:

**The Parking Authority shall increase the cost of Town-issued parking permits to \$100.00 for a six-month permit, effective July 1, 2024. Motion was approved 3 – 0.**

Mr. Yarrish also reported that the EV spaces in the CVS lot will be pay stations. There will be 6 charging stations eventually, serving 12 cars. Mr. Recck explained that if a car's battery is full yet continues to be connected to the charging station, an idle fee is charged to the vehicle owner. These spaces will be monitored and will have a time limit of 4 hours.

Mr. Yarrish also noted that the 3-hour spaces in the town-owned Bailey Avenue lot are filled every day with employees of the nearby restaurants and businesses who moved their cars regularly, including back and forth in the same space to avoid ticketing. PA members discussed various options to combat this situation, including possibly numbering the spaces which would enable the Parking Enforcement Agents to ticket cars that remain in one spot, or in the same lot. Ms. Burns pointed out that there are always available parking spaces in the Governor Street lot – a 5-minute walk from the Bailey Avenue lot. To start the effort and try to obtain cooperation from the business owners, Ms. Burns will draft a letter to be sent to the restaurant owners to encourage them to direct their employees to park in the Governor Street lot. Additional steps will be taken if the car-moving continues.

3. CVS/USPS lot discussion
  - a. No progress with USPS.
  - b. Ms. Burns distributed a updated proposed exhibit for the CVS/Benenson licence agreement for final approval. She will make the final corrections and forward to Mr. Recck who will send via email to Benenson for their review and approval.

4. Regency Centers lot enforcement/new agreement. Ms. Burns made contact with Morgan Gwilym of Regency Centers and provided him with a copy of the existing agreement and a map identifying the spaces owned by Regency. Ms. Burns will prepare a draft agreement and Mr. Recck will be responsible for negotiations with Regency, since Ms. Burns' business is a tenant of Regency. The Agreement will be modeled on our existing agreements (which have been approved by the town attorney) and will require the approval of the Board of Selectmen.
5. 3 Big Shop Lane discussion. The P&Z public hearing scheduled for March 19 was extended to April 2 because the applicant failed to comply with the notice requirement.
6. Governor Street lot to Bailey Avenue sidewalk. No progress to report.
7. Fairfield County Insurance Services lot. No one can locate a copy of the agreement for this lot. A new agreement will be drafted by Ms. Burns for discussion at the next meeting.
8. Branchville Train Station – tabled.
9. Parking Data review.
  - a. Citations: Increased by 48% (95 vs 64 in the prior period). BTS daily parking increased by 150%, from 41 to 105.
  - b. Permits issued: Mr. Recck reported the clarifications he received from Ms. Fernandez regarding the permits sold report. There is one unsold permit in the Willett lot, and the town employees with no lot information have permits in the Donnelly lot.

Adjournment. Ms. Burns moved, and Mr. Recck seconded a motion to adjourn at 9:30 a.m. Motion approved 3 – 0.

Respectfully submitted,

Ellen Burns