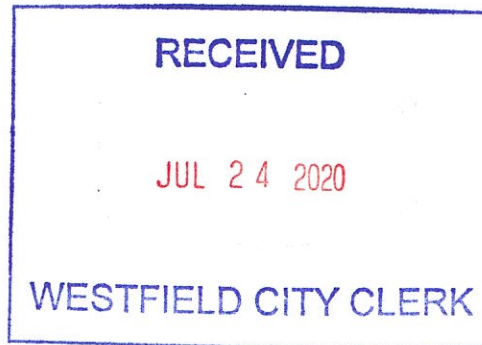




*City of Westfield*  
OFFICE OF THE PARKING CLERK

Eleanor Meyer  
John Regan



CITY HALL  
59 COURT STREET, ROOM 300  
WESTFIELD, MA 01085  
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**OFF-STREET PARKING COMMISSION  
MONTHLY MEETING  
Wednesday, May 20, 2020 meeting, 6:00 P.M.  
TELECONFERENCE**

**MINUTES**

Meeting was called to order at 6:00 PM

Present was: Chairperson Ellie Meyer, Commissioner John Regan, Council Liaison Bridget Kane, Community Development Director, Peter J. Miller

A MOTION was made by Commissioner Ellie Meyer and VOTED to approve the minutes of the December 18, 2019 meeting as presented.

The next meeting was confirmed for Wednesday, June 17, 2020 at 6:00pm.

**Public Participation:** NONE

**Regular Business:**

1. Update from Community Development Director Peter Miller regarding the following:

- a. **OFF-STREET MUNICIPAL PARKING LOTS REPORT:**

Mr. Miller reported that off-street lots are still open but are being used sparingly because businesses are closed due to COVID-19. Mr. Miller also reported that the Off-Street Officer is not currently working due to this matter and that we have not sold any parking permits since March 13<sup>th</sup>.

Mr. Miller also stated that due to City Hall being closed to public, all parking passes that are valid as of March 2020 will remain valid through May 31<sup>st</sup>. Mr. Miller stated that the only tickets that are being issued are from the Westfield Police Department for on-street and handicap parking spaces at this time. Mr. Miller shared he anticipates this to be the nature of business until at least June 30<sup>th</sup>. Also, due to the fact City Hall is closed to the public and the only way to purchase parking permits is to come in to the office.

**b. Wayfinding Signs Update.**

Mr. Miller reported that the Wayfinding Signs are in possession of DPW and that they should be installed soon.

**c. Off Street Commission Vacancy Report:**

- Mr. Miller acknowledged thanking the City Council for allowing the ordinance to be amended to reduce the size of commissioners from five to three.
- Mr. Miller stated that we are still waiting to fill one vacancy for the Off-Street Commission.

**3. ELM STREET PROJECT.**

Mr. Miller reported that the WRA will be requesting an RFP in August. Mr. Miller also stated that this area is zoned for Core district, which allows for commercial, office retail and residential uses. Mr. Miller said depending on the economy, it's hard to say what will transpire with this project. Most likely use is with limited retail on street level and apartments above.

**4. CENTRAL STREET PARKING LOT.**

Mr. Miller reported that there are 55 new spaces in this newly paved parking lot. We are required by the lease to provide 25 spaces to Westfield State University. The City receives \$700.00 a month from WSU to provide these spaces.

Mr. Miller stated that the Westfield Police Department has requested that we accommodate them and allow 12 parking spaces due to a lack of space at their location. The spaces that would be occupied by WPD are the spaces that are closest to Washington Street. Mr. Miller also stated that to eliminate traffic flow we may need to put up barriers on Washington Street to make this an easier way to access the parking lot for the employees and patrons.

Mr. Miller stated that the Westfield Athenaeum is also in need of parking spaces and this is something we can think about to figure out if we could balance/regulate this request.

Mr. Miller asked that a Motion be made to designate 12 parking spaces for the Westfield Police Department at the Central Street parking lot.

A MOTION was made by Commissioner Meyer seconded by Commissioner Regan, and it was VOTED 2-0 to designate 12 spaces to the Westfield Police Department located at the Central Street parking lot.

**5. Administrative Business.**

1. Approve Monthly bills

Monthly bills were circulated for signature.

A MOTION was made by Commissioner Meyer Seconded by Commissioner Regan and VOTED to adjourn the meeting at 6:28pm.

SIGNED:  Eleanor Meyer, Chairperson