

# MEMO

**TO:** Advisory Committee  
**FROM:** Jonathan Slason  
**DATE:** January 26, 2021  
**SUBJECT:** Advisory Committee Kick-off meeting notes (Mtg #1)

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## Meeting Attendees:

### Advisory Committee:

- Laura Dlugolecki (Infrastructure Commission)
- Meredith Bay-Tyack (Downtown Winooski/Business community)
- Seth Leonard (Affordable housing advocate)
- Erik Hoekstra (Development community)
- Terry Zigmund (Planning Commission)
- Robert Millar (Renter/Housing Commission)

### Technical Committee:

- Eric Vorwald (City of Winooski)
- Jason Charest (CCRPC)
- Sai Sarepalli (CCRPC)
- Chris Dubin (CCRPC)
- Jonathan Slason (RSG)
- Andy Hill (DESMAN)

No members of the public were present.

## Meeting Agenda:

No public comment period was held due to the absence of general public members.

Jason Charest introduced the project and Eric Vorwald provided additional context and background as to why this study is needed, where it fits with other planning that is ongoing in the city, and how it follows previous planning studies.

Jonathan Slason kicked off an introduction conversation where each of the attendees identified themselves, their role in the project, and their interest and awareness of parking issues in the city.

Jason Charest reviewed the role of the Advisory Committee as one of participatory role that will provide guidance, input, and feedback during the project. It is not intended to vote or formally recommend or endorse any specific policies or recommendations. However, feedback from each of the members is encouraged as the members have been selected to represent various points of view. Discourse is encouraged.

Jonathan went through the slide deck first by introducing the relationships between the various roles of the City, CCRPC, the consultants, and the Advisory Committee.

Jonathan summarized the goal and specific objectives of the study. Subsequent slides covered parking in general, and some of the historical work that has preceded this study and will inform this current phase of work.

Jonathan continued reviewing the data collection efforts, the array of data being considered that includes on-street parking and off-street parking, as well as the land uses within walking distances to all those parking locations. This includes 73 on-street segments of streets in the city and 515 properties. The numbers of households and jobs are being summarized, as these inform the number of vehicles we expect to be parking in the study areas within the city.

Two primary data sources have been used over the years that have collected empirical observed parking data – the Institute of Transportation Engineers (ITE) Parking Generation manual and the Urban Land Institute (ULI) Shared Parking manual. These resources provide a nationally informed estimate of how many cars are typically associated with a specific type of land use at a specific point in time over various times during a year. The project team will compare observed data being collected to these national resources to arrive at a Winooski Specific parking rate.

Conversation between the attendees focused on COVID impacts associated with the observed parking. Concerns were raised that the data is not as valid and therefore the analysis will be wrong. However, others felt that there may not be a return to pre-COVID conditions, and therefore we should at least use this data now to inform a baseline that can continue to be tracked. Previous data collected pre-COVID on Weaver Street and possibly others will be compared to the currently collected data to provide a point of reference.

The parking model that is being produced during the study will be a tool which can be re-calibrated based on the conditions once a 'new normal' has been achieved. The attendees identified that working from home, increased use of last-mile delivery to homes, as well as potentially still growing demand for Uber/Lyfts may continue to change parking and private vehicle demand post-COVID.

Jonathan identified that in the data collection efforts, the off-street parking demand (how many cars are parked in private driveways and lots) is the most difficult data to collect. It



is hard to see in backyards, etc. We are asking for help in collecting any data on off-street parking lots.

To provide additional perspective and data on parking demand, the Technical Committee is working on a web-based survey that will ask people who live, work, or visit Winooski about their vehicle parking. The survey is intended to be customized based on the audience, but generally better understand where people park, how many vehicles are parked, for how long, do they use garages/driveways/streets, etc.

It is noted that business owners may have additional perspectives. The Technical Committee will consider that as the survey is reviewed.

Andy Hill from the consultants reviewed that the study will be reviewing previous recommendations on parking policies, review what has been done and what may be high priority for investigating. The study will provide a list of priority actions on policies and regulations that will support the city's land use and transportation goals.

The Technical Committee will be contacting the Advisory Committee to assist in data collection, disseminating the survey, and collecting input on the policies, regulations, and potential strategies to consider managing parking.

Jonathan concluded the meeting by summarizing the schedule of the study and the next meeting which will be in mid-March. The meeting will cover the data collection process, the results from the preliminary modeling, and an assessment of the policies and regulations.

Meeting ended at 7:30 pm EST.