

# Westport Rail Stations Parking Study

Existing Conditions Report Analysis Recommendations

August 2013

*updated June 2014*



prepared by

**RBA Group of Connecticut, LLC**

prepared for

**South Western Regional Planning Agency**

**SWRPA**  
South Western Regional Planning Agency

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# Table of Contents

*click on a heading to go to that section*

<a href="#">Executive Summary</a>	8
E.1 Study Background	8
E.2 Purpose	8
E.3 Key Findings	9
E.4 Next Steps	10
<a href="#">1. Introduction</a>	13
1.1 Study Background	13
1.2 Purpose & Objectives	13
<a href="#">2. Coordination</a>	16
2.1 Project Kickoff Meetings	16
2.2 Additional Meetings	16
<a href="#">3. Review of Existing Studies, Plans, Regulatory Documents</a>	17
<a href="#">4. Commuting Patterns in the Region</a>	18
<a href="#">5. Existing Conditions: Saugatuck Station</a>	20
5.1 Description of Station Area	20
5.2 Station Area Physical Conditions Assessment	28
5.3 Station Assessment	50
5.4 Mode of Travel to Station	52
<a href="#">6. Existing Conditions: Green's Farms Station</a>	54
6.1 Description of Station Area	54
6.2 Station Area Physical Conditions Assessment	54
6.3 Station Assessment	59
6.4 Mode of Travel to Station	69
<a href="#">7. Parking Operations &amp; Management</a>	70
7.1 Roles/Responsibilities & Daily Operations	70
7.2 Parking Permits	72
7.3 Lease Arrangements	75
7.4 Parking Operations & Capital Budget	75
7.5 Parking Enforcement	77
<a href="#">8. Rail &amp; Public Transit Service</a>	78
8.1 Commuter Services & Shuttles	78
8.2 Metro-North Railroad	82
8.3 Taxi & Car Rental	84
<a href="#">9. Roadway Congestion</a>	85
9.1 Traffic Generators & Daytime Population	86

- A. Public Involvement Plan
- B. List of Existing Studies, Regulatory Documents and News Articles
- B-1. Summary of Existing Studies and Regulatory Documents
- B-2. Maps of Property Ownership and State-Owned Parcels/Right-of-Way Leased to the Town
- C. CTDOT *Metro-North Railroad Station Improvements Program Reports - New Haven Rail Line*, 2012: Summary of Recommended Improvements
- D. Regulations Governing Vehicles Parking the Westport and Green's Farms Railroad Stations
- E. Tickets & Fees
- F. Permit Application & Copy of Annual Permit
- G. 2011 Rate Increase Approval by Town of Westport Board of Selectman
- H. Rail Lease Agreement & Extension
- I. Turning Movement Counts
- J. Environmental Screening



# List of Tables

Table 1: Westport Rail Stations Study Technical Committee	16
Table 2: Overall Parking Capacity of Saugatuck Station by Space Type	22
Table 3: Parking Capacity of Saugatuck Station by Lot and by Space Type	23
Table 4: 2013 Overall Saugatuck Station Parking Utilization	51
Table 5: 2013 Saugatuck Station Rail Parking Utilization Lot	51
Table 6: Saugatuck Station - No. of Westbound Train Passengers by Mode of Transportation	52
Table 7: Overall Parking Capacity of Green's Farm Station by Type of Space	55
Table 8: Parking Capacity of Green's Farm Station by Lot by Type of Space	56
Table 9: 2013 Overall Green's Farms Parking Utilization	61
Table 10: 2013 Green's Farm Station Rail Parking Utilization by Lot	61
Table 11: Green's Farms Station - No. of Westbound Train Passengers by Mode of Transportation	69
Table 12: Station Parking Roles and Responsibilities	71
Table 13: Annual Parking Permits and the Permit Waiting List	72
Table 14: Metro-North New Haven Line New Canaan Branch Rail Parking Rates by Station	74
Table 15: Town of Westport Police Department Rail Parking Budget Allocations	76
Table 16: Town of Westport Police Department Rail Parking Budget Revenues	77
Table 17: Westport Commuter Service Fares	80
Table 18: Service Information for Commuter Routes & Imperial Parking Lot Shuttle	80
Table 19: Ridership on Westport Commuter Services and Imperial Parking Lot Shuttle	81
Table 20: Door-to-Door Ridership Figures	82
Table 21: Metro-North New Haven Line Service Details	82
Table 22: Saugatuck & Green's Farms - 2011 Weekday/Weekend Inbound Boardings	82
Table 23: Total Inbound Boardings from Saugatuck Station, 2000 & 2007-2012	83
Table 24: Total Inbound Boardings from Green's Farms Station, 2000 & 2007-2012	83
Table 25: Ticket Prices for Travel from Westport Stations to Grand Central/125th St Stations	83
Table 26: Ticket Prices for Travel from Westport Stations to Stamford	83
Table 27: Traffic Generators in Westport	86

# List of Figures

Figure 1: Town of Westport, CT & Commuter Rail Lines in the Region	14
Figure 2: Town of Westport, CT & The New Haven Line of Metro-North	15
Figure 3: Where Westport Residents Work	18
Figure 4: Where People Employed in Westport Live	19
Figure 5: Images of Saugatuck Station Commuter Rail Parking Lots	21
Figure 6: Saugatuck Station Commuter Rail Parking Lots & Space Types	22
Figure 7: Saugatuck Station Area Land Uses	24
Figure 8: Image of Staircase Connecting Lot 1 to Lot 2	24
Figure 9: Saugatuck Station Area Zoning & Parcels	25
Figure 10: Saugatuck Station Area Roadways	28
Figure 11: Riverside Avenue Cross Section Diagram	29
Figure 12: Location of Riverside Avenue	29
Figure 13: Crosswalks at Riverside Ave and Railroad Place	29
Figure 14: No Sidewalks Along East Side of Riverside Avenue	30
Figure 15: Charles Street Cross Section Diagram	31
Figure 16: Location of Charles Street	31
Figure 17: Charles Street at Franklin Street	31
Figure 18: Recently-constructed Sidewalks along Charles Street	32
Figure 19: Franklin Street Cross Section Diagram	33
Figure 20: Location of Franklin Street	33
Figure 21: Franklin Street at Charles Street	33
Figure 22: Looking North Up Franklin Street	33
Figure 23: Park Street Cross Section Diagram	35
Figure 24: Location of Park Street	35
Figure 25: Park Street at Saugatuck Ave	35
Figure 26: Heading West on Park Street	36
Figure 27: Saugatuck Avenue Cross Section Diagram	37
Figure 28: Location of Saugatuck Avenue	37
Figure 29: Saugatuck Avenue Crosswalk to Parking Lot	37
Figure 30: New Sidewalk along Saugatuck Ave	38
Figure 31: Ferry Lane Cross Section Diagram	39
Figure 32: Location of Ferry Lane	39
Figure 33: Cars Parked in Lot 3	39
Figure 34: Cars Parked Right up to Ferry Lane	40
Figure 35: Railroad Place Cross Section Drawing	41

Figure 36: Location of Railroad Place	41
Figure 37: Crosswalk on Railroad Place	41
Figure 38: Looking East on Railroad Place	42
Figure 39: Commuter Lot Sign	43
Figure 40: Railroad Place Diverter	43
Figure 41: Dedicated Taxi Area	43
Figure 42: Bicycle Racks at Saugatuck Station	43
Figure 43: Saugatuck Station Existing Traffic Controls & Signs	44
Figure 44: Saugatuck Station On-Street Parking Regulations	45
Figure 45: Saugatuck Station Existing Bicycle & Pedestrian Amenities	46
Figure 46: Saugatuck Station Bicycle & Pedestrian Routes	43
Figure 47: Saugatuck Station Traffic Direction of Traffic & Allowable Turning Movements	49
Figure 48: Images of Green's Farms Station Commuter Rail Parking Lots	54
Figure 49: Green's Farms Station Commuter Rail Parking Lots & Space Types	55
Figure 50: Green's Farms Station Area Zoning & Parcels	57
Figure 51: Green's Farms Station Area Roadways	59
Figure 52: New Creek Road Cross Section Diagram	62
Figure 53: Heading North on Green's Farms Road toward the Station	62
Figure 54: Green's Farms Road Cross Section Diagrams	63
Figure 55: Heading East on Green's Farms Road toward New Creek Road	63
Figure 56: Signs Identifying Commuter Lots	64
Figure 57: Bicycle Racks at Green's Farms Station	64
Figure 58: Green's Farms Station Traffic Controls & Signage	65
Figure 59: Green's Farms Station Bicycle & Pedestrian Amenities	66
Figure 60: Green's Farms Station Bicycle & Pedestrian Routes	67
Figure 61: Green's Farms Station Direction of Traffic & Allowable Turning Movements	68
Figure 62: Metro-North New Haven Line Daily Commuter Parking Rates by Station	73
Figure 63: Metro-North New Haven Line Annual Rail Parking Permit Price by Station	73
Figure 64: Westport Commuter Lot Permit Holder Characteristics	74
Figure 65: FY 2013 Revised Budget, Town of Westport Police Department - Rail Parking	76
Figure 66: Westport Commuter Routes System Map	79
Figure 67: Image of Recently Installed Promotional Sign	81
Figure 68: Saugatuck Station Average Daily Traffic Volume	87
Figure 69: Green's Farms Station Average Daily Traffic Volume	87

# Executive Summary

## E.1 Study Background

The shortage of parking, particularly permit parking, at the Westport-Saugatuck (herein referred to as Saugatuck Station) and Green's Farms Stations has been a growing concern for the Town of Westport over the past two decades. As Metro-North has increased service over the last two years, more residents and non-residents have been using both stations to commute to Manhattan in addition to intrastate destinations. The demand for parking at both stations is high; the Town of Westport has a waiting list for permit parking of more than 1,700 people, with an average wait time of approximately 3 years. Furthermore, the stations are popular with non-residents due to a short commute time into New York City of approximately one hour, the relatively low annual parking permit rates (\$325) and market rates for parking compared to other stations along the line, and the absence of rail service to Weston and other towns north of Westport.

Since the Town of Westport assumed responsibility in the 1960s for parking at its stations (or lose it to a private operator) by the track operator New Haven Railroad Company, it has long recognized the importance of providing sufficient commuter parking at its train stations for its residents. However, since the early 1990s, when parking at Saugatuck Station was expanded to its current capacity, rather than build more parking the Town has focused on alternatives ways to alleviate parking demand such as improving bus/shuttle service to the station. This was a recommendation in both the *1997 Plan of Conservation and Development* (1997 POCD) and the *2007 Plan of Conservation and Development* (2007 POCD).

Another important recommendation from the 2007 POCD—one that helped initiate this study—was to conduct a comprehensive study of parking associated with commuter train service.

## E.2 Study Purpose

The purpose of this study is to recommend ways to alleviate commuter rail parking shortages at the stations, and to provide recommendations for improving operations and governance while incorporating multi-modal solutions as part of the overall approach. The study promotes the goals and objectives of the South Western Regional Planning Agency's (SWRPA) *South Western Region Long Range Transportation Plan 2011-2040*, which recommends that adequate rail station parking must be provided, managed and operated so that Connecticut residents can utilize the regional rail network. It also recommends creating or improving intermodal transit connections and facilitating alternative methods of accessing stations such as walking, bicycling, or riding motorized two-wheelers (e.g., motorcycle, motor scooter, moped).

SWRPA has commissioned this study in partnership with the Connecticut Department of Transportation (CTDOT) and the Town of Westport. Funding for the study was provided by CTDOT in cooperation with the United States Department of Transportation (USDOT). SWRPA retained RBA Group of Connecticut, LLC to prepare this study.

This Existing Conditions Report will provide a broad overview of the various issues related to each station area and establish a planning baseline from which the study can proceed. It will also offer a better understanding of the opportunities, limitations, and synergies that come into play.

The study is being assisted by a Study Technical Committee (STC) consisting of representatives from SWRPA, the Town of Westport's Police Department, Department of Public Works, and Planning Department, CTDOT, the Norwalk Transit District, and the Westport Transit District.

## E.3 Key Findings

The following key findings were identified based on a review of existing plans, studies, and regulatory documents; parking, transit, environmental, and traffic data/information collected from SWRPA, the Town of Westport Police Department, CTDOT, and the Norwalk Transit District; several field observations, site inventories, and surveys undertaken by RBA; and input from the STC.

### Review of Existing Plans, Studies and Regulatory Documents

- SWRPA's 2013 Rail Stations Parking Study Update and the Town of Westport's 2012 Internal Audit Report made recommendations to improve parking operations and management that included issuing separate permits for both the Saugatuck and Green's Farms Stations and maintaining separate waiting lists, increasing annual permit costs, and examining whether parking /operations should be carried out by another Town department to potentially save costs.
- Connecticut Department of Transportation's (CTDOT's) 2012 Metro-North Railroad Station Improvements Program - New Haven Rail Line reports for Westport and Green's Farms Stations identify on-platform, off-platform and station building improvements necessary to bring the stations to an overall state of good repair.
- CTDOT's 2009 Statewide Bicycle and Pedestrian Transportation Plan identified Saugatuck Avenue, Park Street, Charles Street, Bridge Street, and Riverside Avenue as being suitable for bike routes.
- The Town of Westport's 2007 Plan of Conservation and Development indicated that the Saugatuck area and its streets are part of the proposed Riverway and Greenway corridors, which are designed to support bicycle and pedestrian movement, and identified the Saugatuck area as a high priority sidewalk area.
- The CTDOT Bureau of Policy and Planning's 2005 CT Rail Governance Study provided an assessment and related improvement recommendations with regard to facilities, management, and governance at rail stations along the New Haven Line, and the New Canaan, Danbury, and Waterbury Branches. The study resulted in three governance options that were to be explored further including a Minimal Strategy, in which governance is basically left the same as it is now, but incorporates improved leases and the use of Standards and Practices (S&P); a Memorandum of Understanding (MOU), in which CTDOT negotiates with owners of non-CTDOT parking to develop standard operations across all facilities, including use of S&P; and the State Governance of stations and parking by a single entity, in which the management of all stations and parking (including the purchase of parking CTDOT does not now own) is assumed by the state and operated by CDOT either with its own employees, under a contract, or by a created authority.

### Existing Conditions: Saugatuck & Green's Farms Stations

- Overall parking utilization at both Saugatuck and Green's Farms Station is very high, at 94% and 95%, respectively.
- An Intercept Survey conducted on April 24, 2013 by RBA revealed that the primary mode of travel to

each station is driving alone and self parking, followed by people being dropped off by car. Additional observations noted during the survey included: excessive speeding along Railroad Place, commuters parking in Lot 8 utilizing the crosswalk at Saugatuck Avenue and I-95 Exit 17 sporadically, often crossing Saugatuck Avenue north of this location before walking to the station, and a significant number of potential vehicular and vehicular-pedestrian conflicts occurring along Park Street and Lot 1, and along Ferry Lane and Lot 3 where there are multiple access/egress locations.

## Parking Operations & Management

- There are approximately 3,800 permitholders for rail station parking. The waiting list for permits has been reduced from 1,850 to 1,711 due to efforts of the Westport Police Department, which included sending letters to all people on the waiting list and tracking people who no longer needed a permit or letters that repeatedly were returned to sender. Individuals on the waiting list can expect a three-year wait to receive a permit.
- The Town's annual permit fee of \$325 and daily rate of \$5 are low compared to other stations on the New Haven Main and Branch Lines including Stamford (\$840 - annual & \$8 - daily, New Canaan - Richmond Hill (\$420 - annual & \$6 - daily), South Norwalk (\$1,080 - annual & \$10 - daily, and Fairfield Metro (\$420 - annual & \$6 - daily).
- The Town of Westport's rail parking budget for FY 2013 was \$1,829,361 and for FY 2014 is \$1,892,977. The projected rail parking revenue for 2012/2013 was \$1,829,361, with the actual revenue amounting to \$1,899,930. Rail parking revenues are projected to be \$1,892,500 in FY 2013/2014.

## Rail & Transit Services

- There are six commuter bus routes that provide service to the two Metro-North Stations in Westport. Four routes (S1-S4) serve Saugatuck Station and two routes (G1 and G2) provide service to the Green's Farms Station. Two shuttle services are also provided for commuters, one which operates between Saugatuck Station and an auxiliary parking lot on Imperial Avenue at Thomas Road, and another that operates between Saugatuck Station and Norden Park.
- Metro-North inbound boardings (total weekday) increased at both stations between 2010 and 2011, growing from 2,169 to 2,190 at Saugatuck Station, and from 725 to 732 at Green's Farms Station. The totals represent a .96% increase at both stations which is smaller than the overall growth in inbound weekday boardings on the Metro North New Haven Line which grew at 3.6% between 2010 and 2011.

## Roadway Congestion

- The highest traffic volumes occur along Saugatuck Avenue between the I-95 Exit 17 ramps and Treadwell Avenue/Riverside Avenue (15,300 AADT) and along Riverside Avenue south of Bridge Street and along Bridge Street (13,700 AADT).

## Environmental Conditions

- A preliminary environmental screening for Saugatuck and Green's Farms Station areas was conducted to broadly document the existing environmental and cultural considerations early in the study process. This documentation serves as a baseline for identifying potential environmentally-sensitive areas, cultural resources, and community facilities, with the intent that these resources will be considered during the selection and planning of parking alternatives.



- Each station area was screened for the following resources: Land Use; Cultural Resources; Parklands, Section 4(f) and 6(f) Resources; Sensitive Noise Receptors; Surface Water Resources; Wetlands and Stream Channel Encroachment Lines; Floodplains; Ground Water Resources; Fish, Wildlife, and Endangered Species; Listed Species / Critical Habitats; Hazardous Materials; Population and Employment; and Environmental Justice.
- A summary of findings for both station areas is included in Chapters 5 and 6. The full document is in K. Initial findings include: two National Register of Historic Places (NRHP) listed structures (Connecticut Route 136 and the Railroad Bridge) in the Saugatuck Station area, two Section 4(f) parkland areas (Saugatuck Playground in the Saugatuck Station area and Sherwood Island Park in the Green's Farms Station area), several sensitive noise receptors and surface water resources in each station area, wetlands and 100- and 500-year flood zones in each study area, one threatened species (the Peregrine Falcon) in the Saugatuck Station area and a critical habitat area (the intertidal wetlands) in the Green's Farms station area, and one hazardous materials site (Westport Town Landfill leachate and wastewater discharge) in the Green's Farms Station area.
- Saugatuck Station, which was affected by Superstorm Sandy, is impacted by NOAA's Sea, Lake, and Overland Surges from Hurricane (SLOSH) categories 1, 2, 3 and 4. The areas north and east of the station, fronting the Saugatuck River, are particularly vulnerable. Between the station and Route 33, areas are also vulnerable to similar inundation, including Ferry Road and Route 136. Areas of track west of I-95 Exit 18 are also impacted by SLOSH Category 2 and were inundated during Superstorm Sandy.
- Parts of Green's Farms Station and its environs are impacted by SLOSH Categories 1,2,3, and 4. The area on either side of the tracks is particularly vulnerable, especially east of New Creek Road.

## E.4 Next Steps

The next phase of the project will analyze the data collected and presented in this report and defining issues and opportunities, which will focus on the following areas:

- Parking supply/demand at Saugatuck and Green's Farms Stations
- Origin/destination analysis of who is using the parking areas
- Opportunities to improve existing parking operations and governance
- Identifying issues and opportunities with the fee structure
- Evaluation of facility conditions, as well as the needs and uses, at each station
- Identifying deficiencies in existing vehicular, pedestrian, and bicycle connections between and within parking lots, as well as to surrounding neighborhoods, and exploring other options for connectivity to the train stations
- Identifying primary areas of traffic congestion and safety concerns
- Identifying deficiencies related to wayfinding and signage
- Identifying the issues and opportunities surrounding the construction of structured parking



# 1. Introduction

## 1.1 Study Background

The shortage of parking, particularly permit parking, at the Westport-Saugatuck (herein referred to as Saugatuck Station) and Green's Farms Stations has been a growing concern for the Town of Westport over the past two decades. As Metro-North has increased service over the last two years, more residents and non-residents have been using both stations to commute to Manhattan in addition to intrastate destinations. The demand for parking at both stations is high; the Town of Westport has a waiting list for permit parking of more than 1,700 people, with an average wait time of approximately 3 years. Furthermore, the stations are popular with non-residents due to a short commute time into New York City of approximately one hour, the relatively low annual parking permit rates (\$325) and market rates for parking compared to other stations along the line, and the absence of rail service to Weston and other towns north of Westport.

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Another important recommendation from the 2007 POCD—one that helped initiate this study—was to conduct a comprehensive study of parking associated with commuter train service.

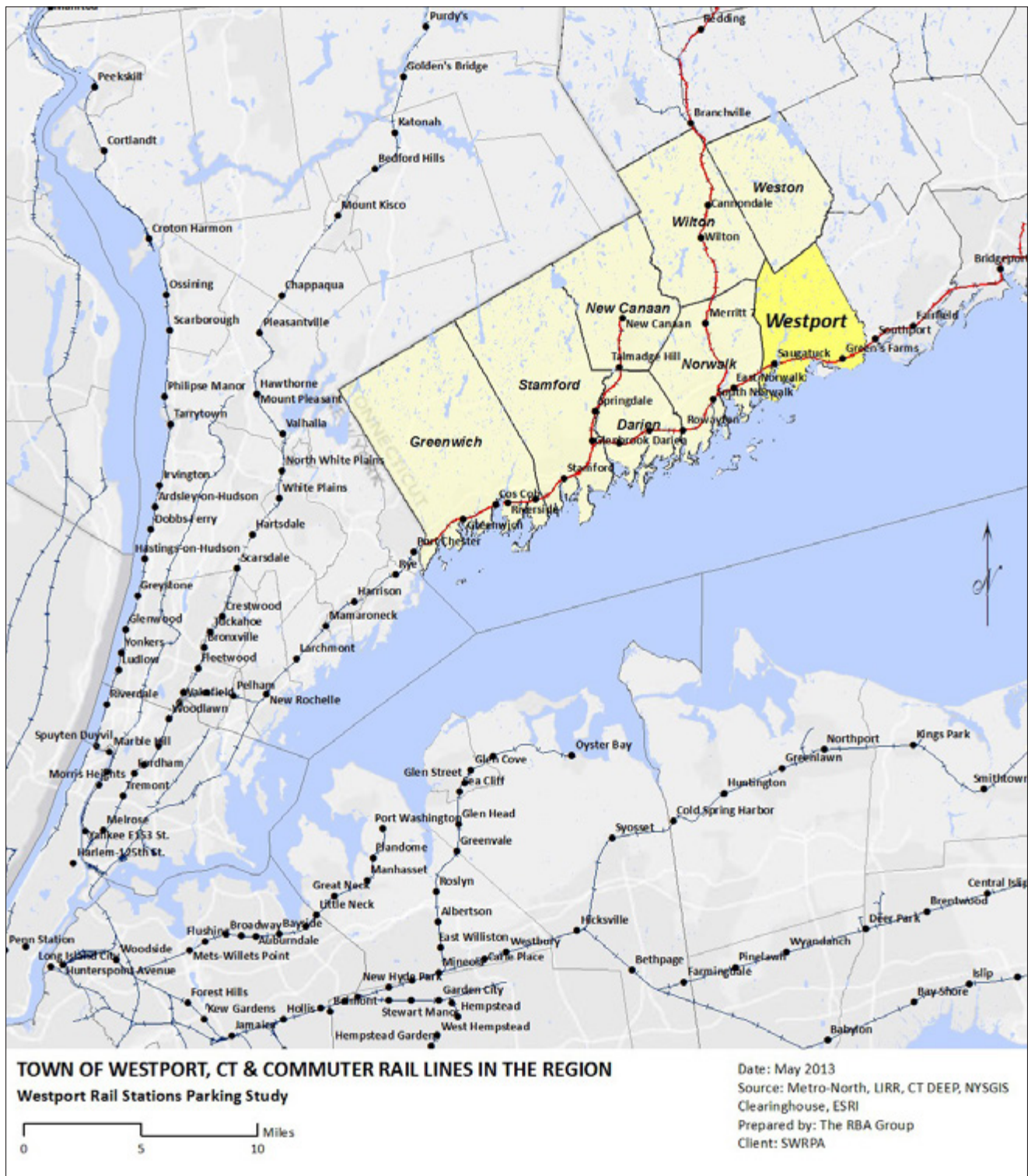
## 1.2 Study Purpose & Objectives

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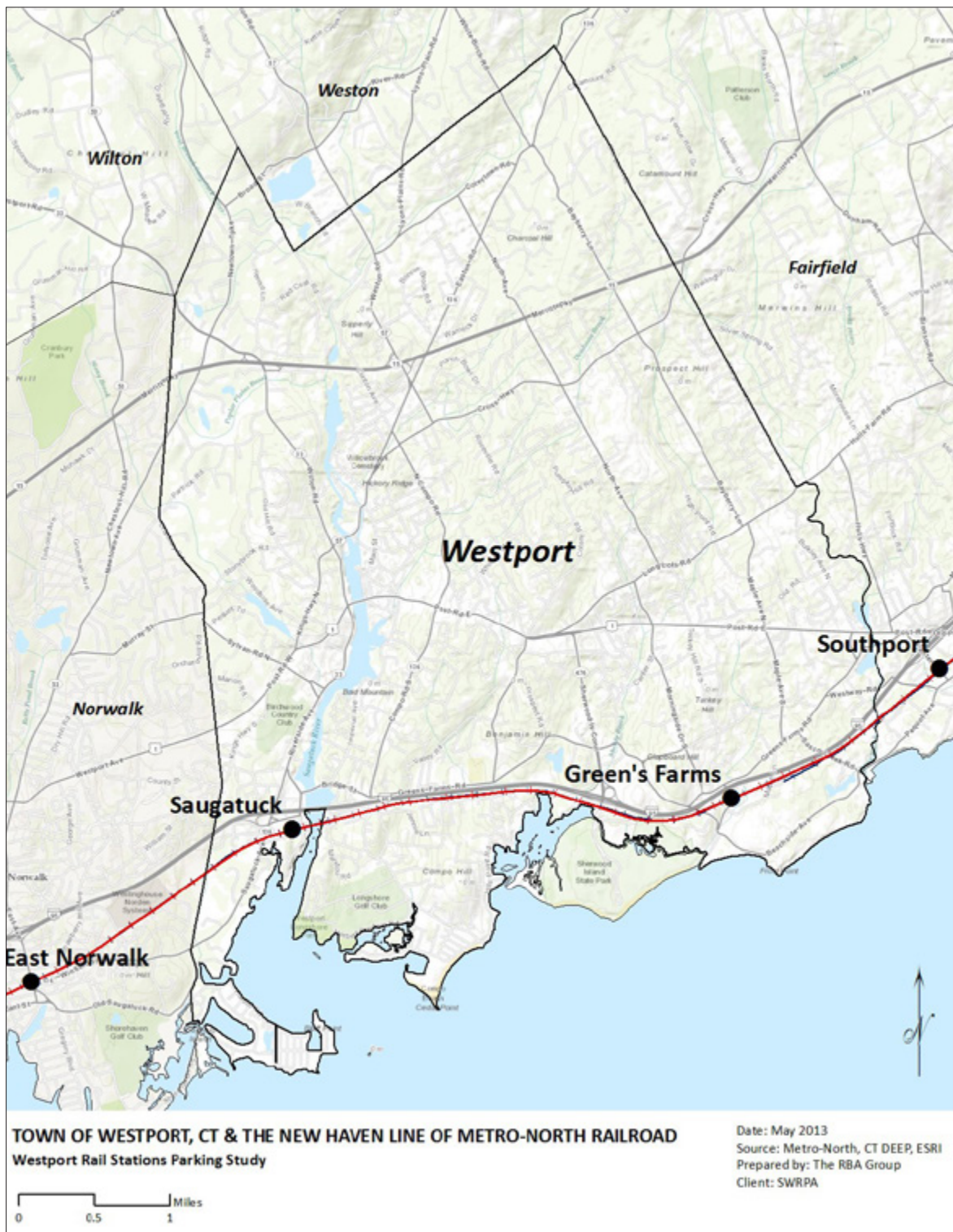
Figure 1 is a map highlighting the location of the Town of Westport in relation to the South Western Region and the regional rail network, while Figure 2 is a more focused map that shows the two stations (Saugatuck and Green's Farms) in relation to the Town of Westport.

Figure 1: Town of Westport, CT & Commuter Rail Lines in the Region





**Figure 2: Town of Westport, CT & The New Haven Line of Metro-North**



## 2. Coordination

### 2.1 Project Kick-Off Meetings

The project Study Technical Committee (STC) met for a project kick-off meeting at the Westport Police Department on December 12, 2012. The purpose of the meeting was to introduce the project team and the STC, review the scope and schedule, discuss the vision, goals, and objectives of the study, review existing data resources, and discuss coordination with the upcoming Westport Bus Study. A detailed meeting summary is included in [Appendix A](#).

### 2.2 Additional Meetings

Additional project meetings were held with the Westport Police Department on February 13, 2013, the Norwalk Transit District on February 25, 2013, and the Westport Transit District Commissioner on April 2, 2013, to discuss issues and opportunities related to the project, and collect relevant data. The STC met on October 17, 2013 to review a draft of this report. Detailed summaries from these meetings are included in [Appendix A](#).

**Table 1: Westport Rail Stations Parking Study Technical Committee**

NAME	AGENCY
Sue Prosi	SWRPA
Kristi Knecht	SWRPA
Craig Lader	SWRPA
Dale Call	Town of Westport Police Department
Foti Koskinas	Town of Westport Police Department
Laurence Bradley	Town of Westport Planning Department
Peter Ratkiewich	Town of Westport Department of Public Works
Anna Bergeron	CTDOT
Louis Schulman	Norwalk Transit District
Eugene Cenderbaum	Westport Transit District
Jennifer Johnson	Westport Transit District



### 3. Review of Existing Studies, Plans, Regulatory Documents

Many agencies and organizations are involved with the Saugatuck and Green's Farms rail stations. These include:

- Metro-North
- Connecticut Department of Transportation
- SWRPA
- Norwalk Transit District
- Westport Transit District
- Town of Westport
- Westport Citizens Transportation Committee
- Local news media

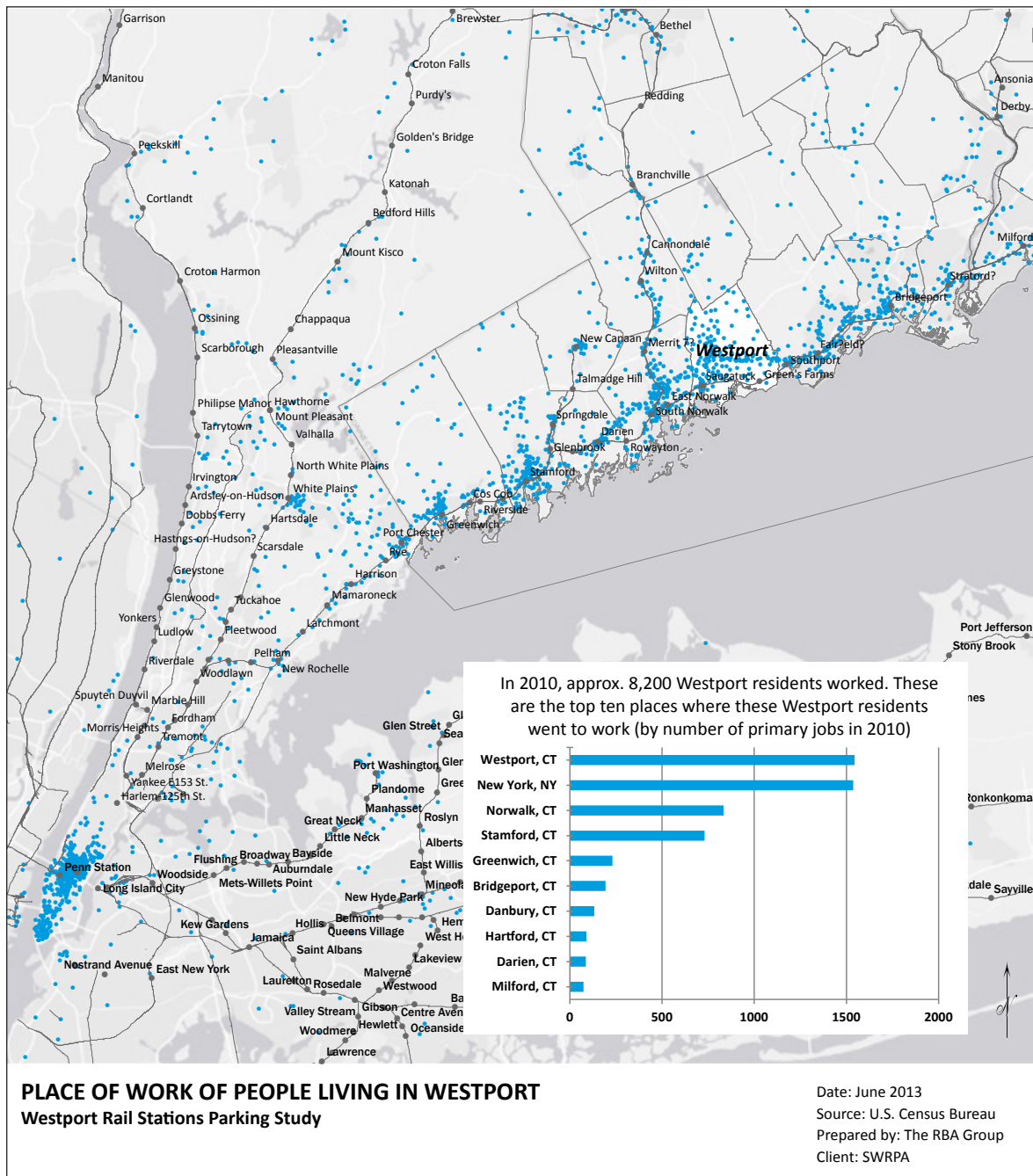
Each has generated information pertinent to the Westport Rail Stations Parking Study in various forms: reports, data, articles, plans, studies, and technical memos. A comprehensive list of each of these reports, plans, and studies is provided in [Appendix B](#), while summaries are provided for a selection of these items in [Appendix B-1](#).

## 4. Commuting Patterns in the Region

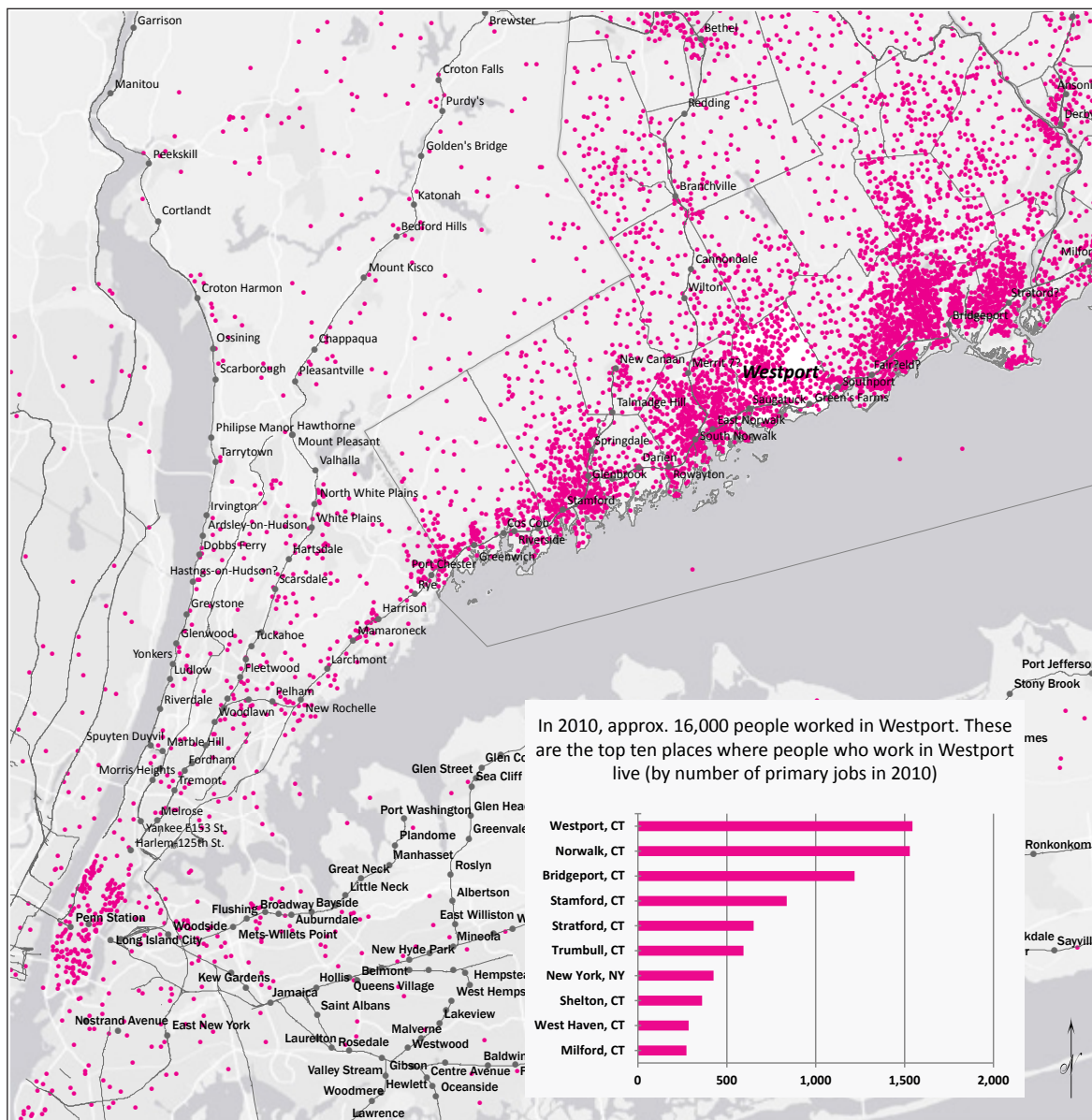
Examining at a regional scale where people work and live can provide a better understanding of travel patterns and how these patterns might impact the use of rail as a mode of transportation. Figure 3 illustrates where Westport residents are employed. As of 2010, the highest number of Westport residents worked in Westport, whereas an almost equal number worked in New York City. The next highest places of employment were Norwalk, Stamford, and Greenwich which are all located along the Metro-North corridor.

Figure 4 shows where people who work in Westport live. The majority of people who work in Westport live in Westport, followed by Norwalk, Bridgeport, and Stamford.

**Figure 3: Where Westport Residents Work**



**Figure 4: Where People Employed in Westport Live**



**PLACE OF RESIDENCE OF PEOPLE WORKING IN WESTPORT**  
Westport Rail Stations Parking Study

Date: June 2013  
Source: U.S. Census Bureau  
Prepared by: The RBA Group  
Client: SWRPA

## 5. Existing Conditions: Saugatuck Station

This section describes Saugatuck Station and the surrounding area. It provides an assessment of the physical conditions of the station area and station facilities (including parking and its utilization) and highlights the modes of travel commuters take to reach the station.

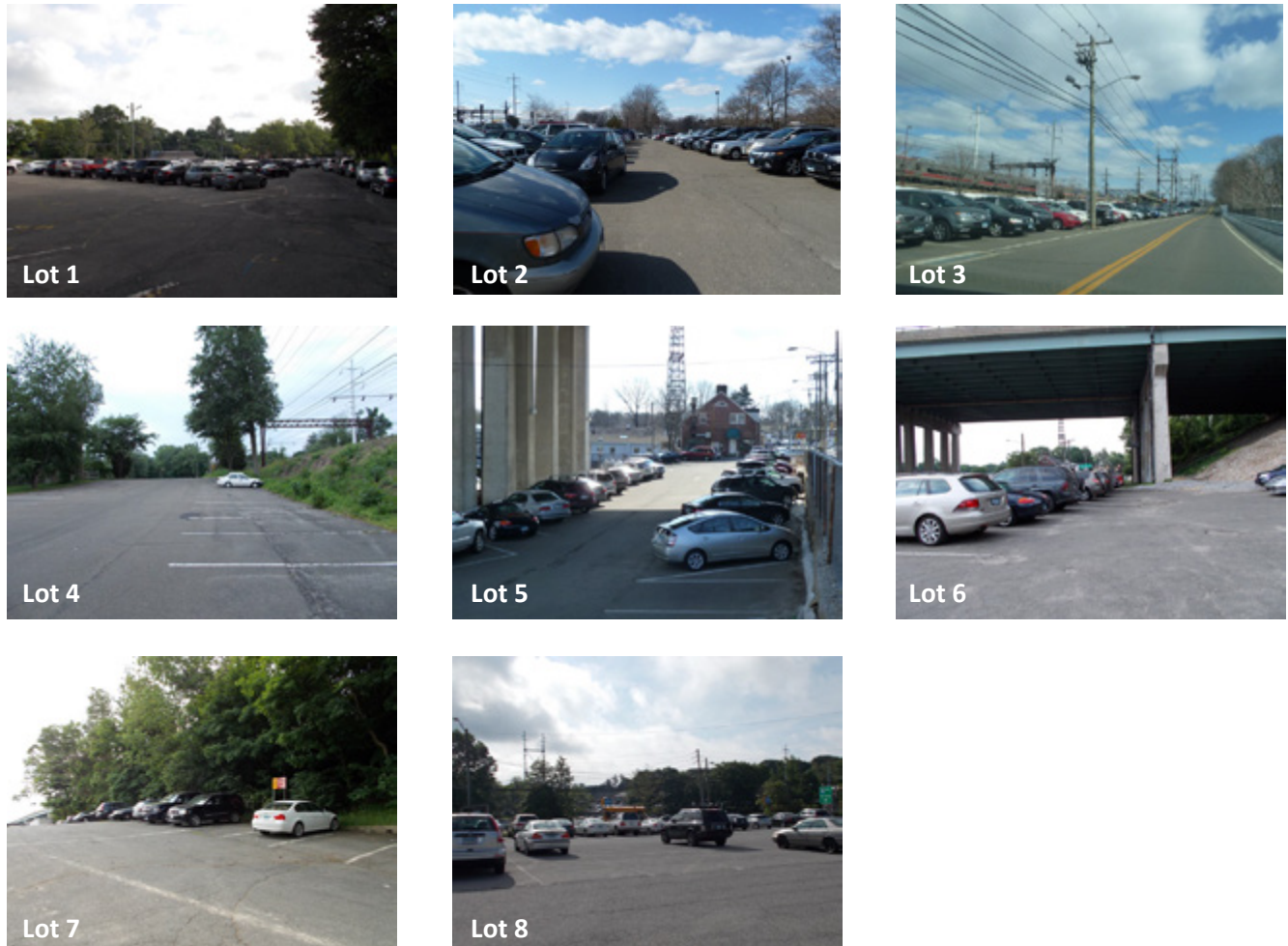
### 5.1 Description of Station Area

Saugatuck Station is located south of I-95 approximately 1.75 miles from downtown Westport. The station is bound by Railroad Place on the north, Riverside Avenue on the east, Ferry Lane on the south, and Saugatuck Avenue (Route 33) on the west. Public commuter parking at the station is comprised of eight lots. Two of the lots are owned by the Town of Westport while the remaining five lots are owned by the State. Figure 5 shows photographs of each lot and Figure 6 is a map that shows the locations of each of the lots. The following is a brief description of each lot:

- **Lot 1** (Park Street): Lot consisting of 324 annual permit spaces (Town converted all spaces to permit spaces as per the recommendation in SWRPA's [2011 Rail Station Parking Study Update](#)). In addition, an electric vehicle charging station is located at the northeast corner of the lot.
- **Lot 2** (trackside - New York Bound): Lot consisting of 145 annual permit and handicapped spaces. (Town converted all spaces to permit spaces as per the recommendation in SWRPA's [2011 Rail Station Parking Study Update](#)).
- **Lot 3** (trackside - New Haven Bound): Lot consisting of 468 annual permit and daily spaces, as well as spaces reserved for other uses including Avis car rentals, taxis, electric vehicles (including an electric vehicle charging station), and motorcycles, and handicapped parking.
- **Lot 4** (Saugatuck Avenue - New Haven Bound): Lot consisting of 104 spaces (mix of annual permit and daily spaces).
- **Lot 5** (Riverside Avenue, East - New York Bound): Lot consisting of 60 annual permit spaces.
- **Lot 6** (Riverside Avenue, West - New York Bound): Lot consisting of 16 annual permit spaces (converted back to commuter parking as per recommendation from [2009 SWRPA Regional Rail Station Parking Study](#)).
- **Lot 7** (Franklin St - New York Bound): Lot consisting of 30 annual permit parking spaces.
- **Lot 8** (Saugatuck Avenue - New York Bound): Lot consisting of 152 spaces (mix of annual permit and daily spaces). All of the available annual permit spaces become daily spaces after 10:00am, which was recommended in the [2011 SWRPA Regional Rail Station Parking Study Update](#).

Appendix B-2 includes a map showing parcel ownership in the station area and a map showing State-owned parcels and right-of-way that is leased to the Town of Westport. Both maps also show the locations of the commuter parking lots.

**Figure 5: Images of Saugatuck Station Commuter Rail Parking Lots (dates taken: Feb 22 & June 6, 2013)**



## Parking Capacity

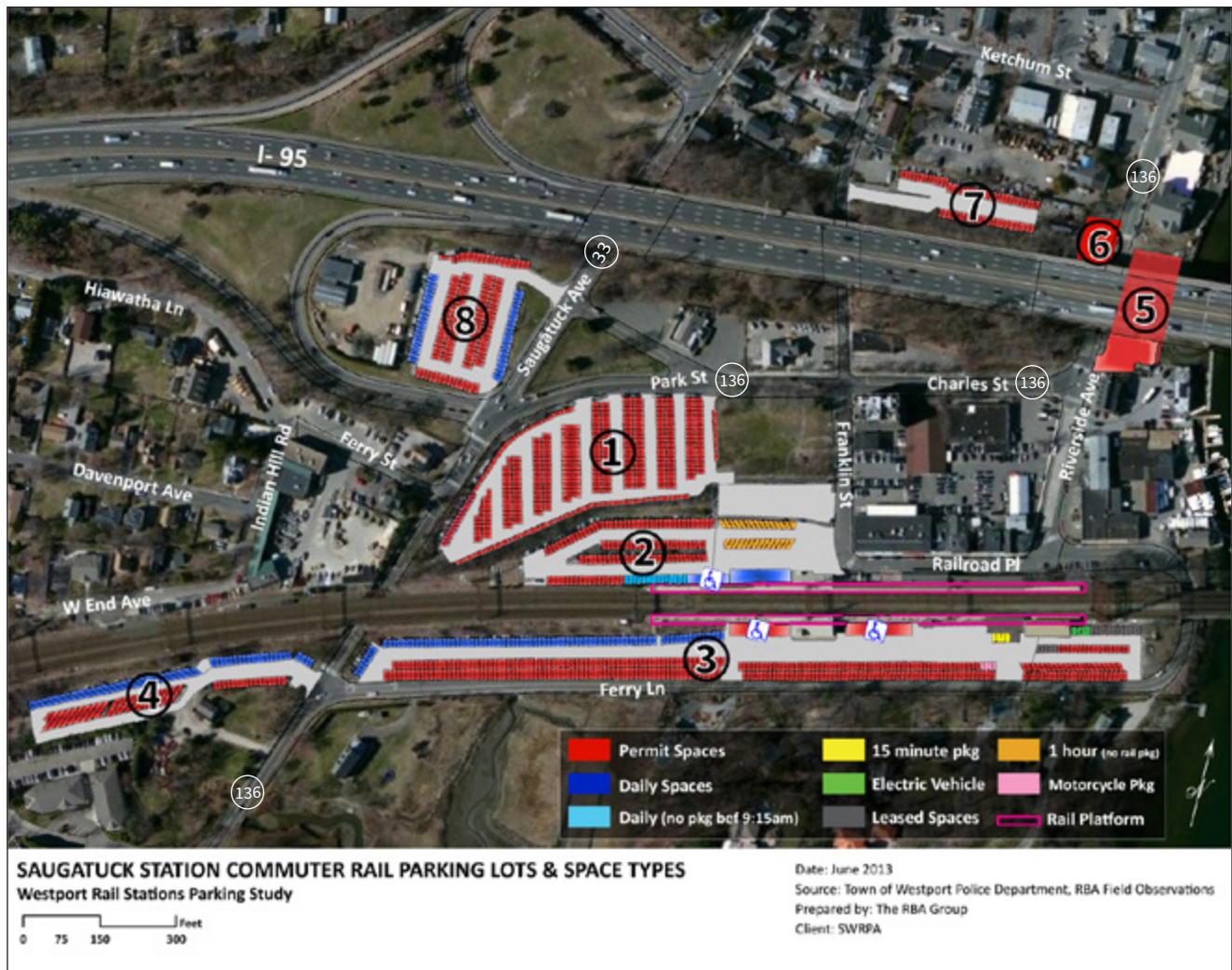
There are 1,299 parking spaces within eight public commuter parking lots at Saugatuck Station. The majority of the spaces at the station (82%, or 1,064 spaces) are reserved for annual permit holders. Daily spaces are allotted 184 spaces. The remaining parking spaces are for the handicapped, rental cars, electric vehicles, and motorcycles. Table 2 provides details on parking capacity at the station by type of space. Figure 6 illustrates the location of daily, annual, and other (handicapped, leased, motorcycle, etc.) spaces in each lot.



**Table 2: Overall Parking Capacity of Saugatuck Station by Space Type**

PARKING SPACE TYPE	QUANTITY	
	Number	Percent of Total
Daily Spaces	184	14%
Annual Permit Spaces	1,064	82%
Handicap Spaces	25	2%
Electric Vehicle (Permit)	2	<1%
Electric Vehicle (Daily)	2	<1%
Motorcycle	4	<1%
Leased Spaces (Avis)	18	1%
<b>Total Spaces</b>	<b>1,299</b>	
Date: February 2013 Source: Town of Westport Police Department Prepared by The RBA Group Client: SWRPA		

**Figure 6: Saugatuck Station Commuter Parking Lots & Space Types**





Lot 3 is the largest parking lot at Saugatuck Station while Lot 6 is the smallest lot serving the station, containing 16 spaces for annual permit holders. Table 3 shows the parking capacity of lots by type of space.

**Table 3: Parking Capacity of Saugatuck Station by Lot and by Space Type**

LOT #	DAILY SPACES		ANNUAL PERMIT SPACES		HANDICAP SPACES		OTHER SPACES*		TOTAL PARKING SPACES	
	Number	Percent	Number	Percent	Number	Percent	Number	Percent	Number	Percent
1			324	30%					324	25%
2	15	8%	122	11%	8	32%			145	11%
3	82	45%	343	32%	17	68%	26	100%	468	36%
4	47	26%	57	5%					104	8%
5			60	6%					60	5%
6			16	2%					16	1%
7			30	3%					30	2%
8	40	22%	112	11%					152	12%
<b>Total</b>	<b>184</b>		<b>1,064</b>		<b>25</b>		<b>26</b>		<b>1,299</b>	

\* = leased (Avis), motorcycle, electric vehicle

Date: February 2013 Source: Town of Westport Police Department Prepared by : The RBA Group Client: SWRPA

## Surrounding Land Uses

The area surrounding Saugatuck Station is comprised of a mix of uses (see Figure 7). The block directly across from the New York bound platform, which is framed by Railroad Place, Charles Street, Franklin Street, and Saugatuck Avenue contains a varied collection of buildings consisting of small retail stores and eateries which front the station area and cater to commuters. It also has a 5 to 6 story office building, a dry cleaner, and two auto body shops. The interior of this block is devoted to surface parking for business owners and a private lot for commuter parking (Morton's) that includes approximately 30 spaces, half of which are within shed-type structures behind the buildings lining Railroad Place. Daily parking costs \$15. Parking under the shed spaces is first-come, first-serve and priced the same as the open-air spaces.

Along the west side of Franklin Street, uses include a public parking lot of 57 spaces for customers of the retail/commercial businesses along Railroad Place, Franklin Street, etc., Saugatuck Grain & Supply Parking, an open private commuter lot with 50 spaces, which are typically full during weekday mornings (the cost to park in this lot is \$15 per day; there is also an overnight rate of \$35), and Luciano Park, which contains a ballfield and playground.

On the north side of the intersection of Franklin Street and Charles Street is a bank and a restaurant each with its own surface parking for customers and employees.

Commercial uses, several restaurants, as well as the new mixed-use Saugatuck Center development (Phase I of which is complete and Phase II of which is currently underway) are located along Riverside Avenue south of Ketchum Street.

It should be noted that the topography of the station area changes significantly from east to west. Therefore there is a grade change downward between Lot 2 and Lot 1 and within the western portion of Lot 3. A set of stairs was reconstructed with granite in 2012 to provide safe passage for commuters parked in Lot 1 and Lot 2 (see Figure 8).

Figure 7: Saugatuck Station Area Land Uses

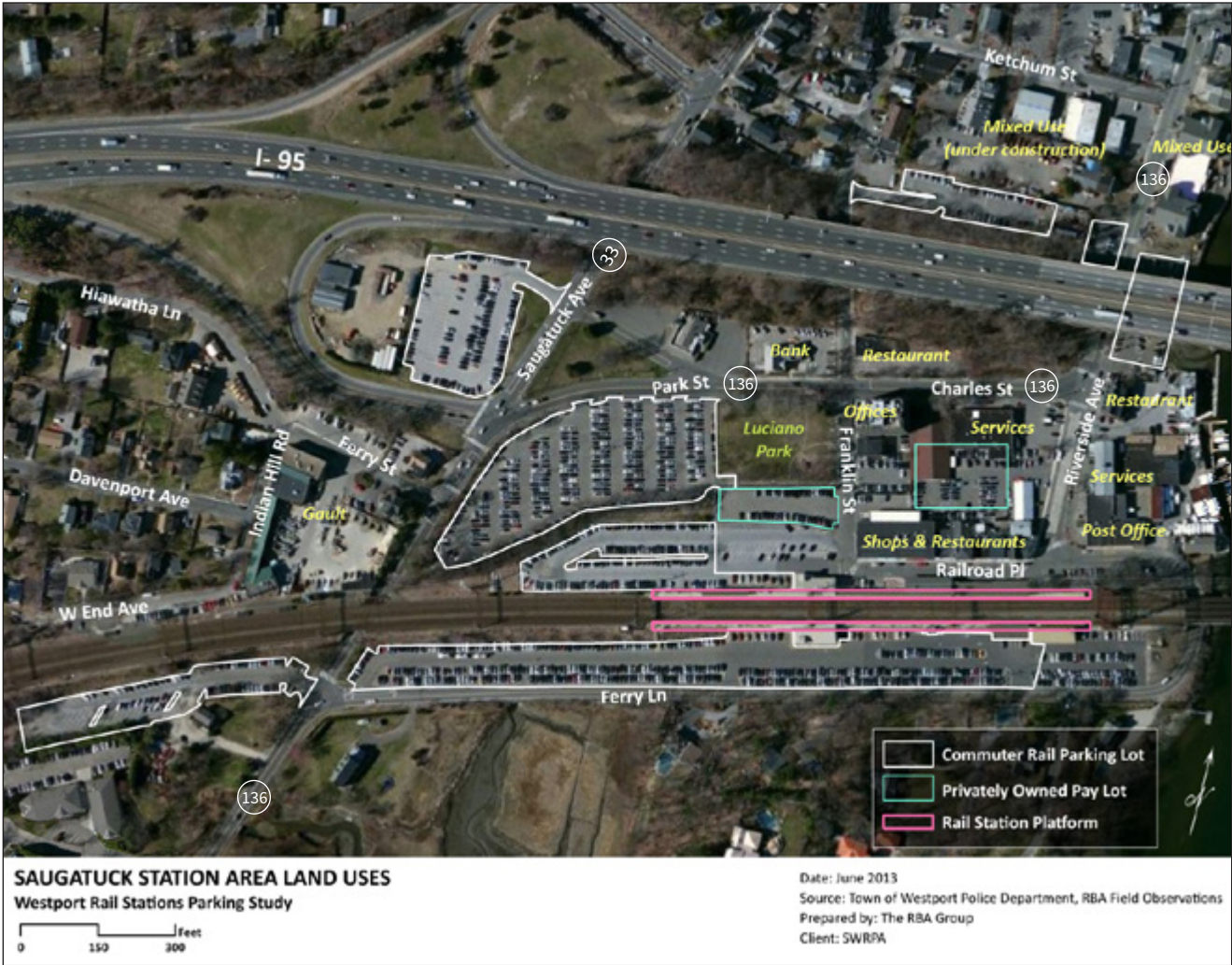


Figure 8: Image of Staircase Connecting Lot 1 to Lot 2  
(photo taken 2/22/2013)

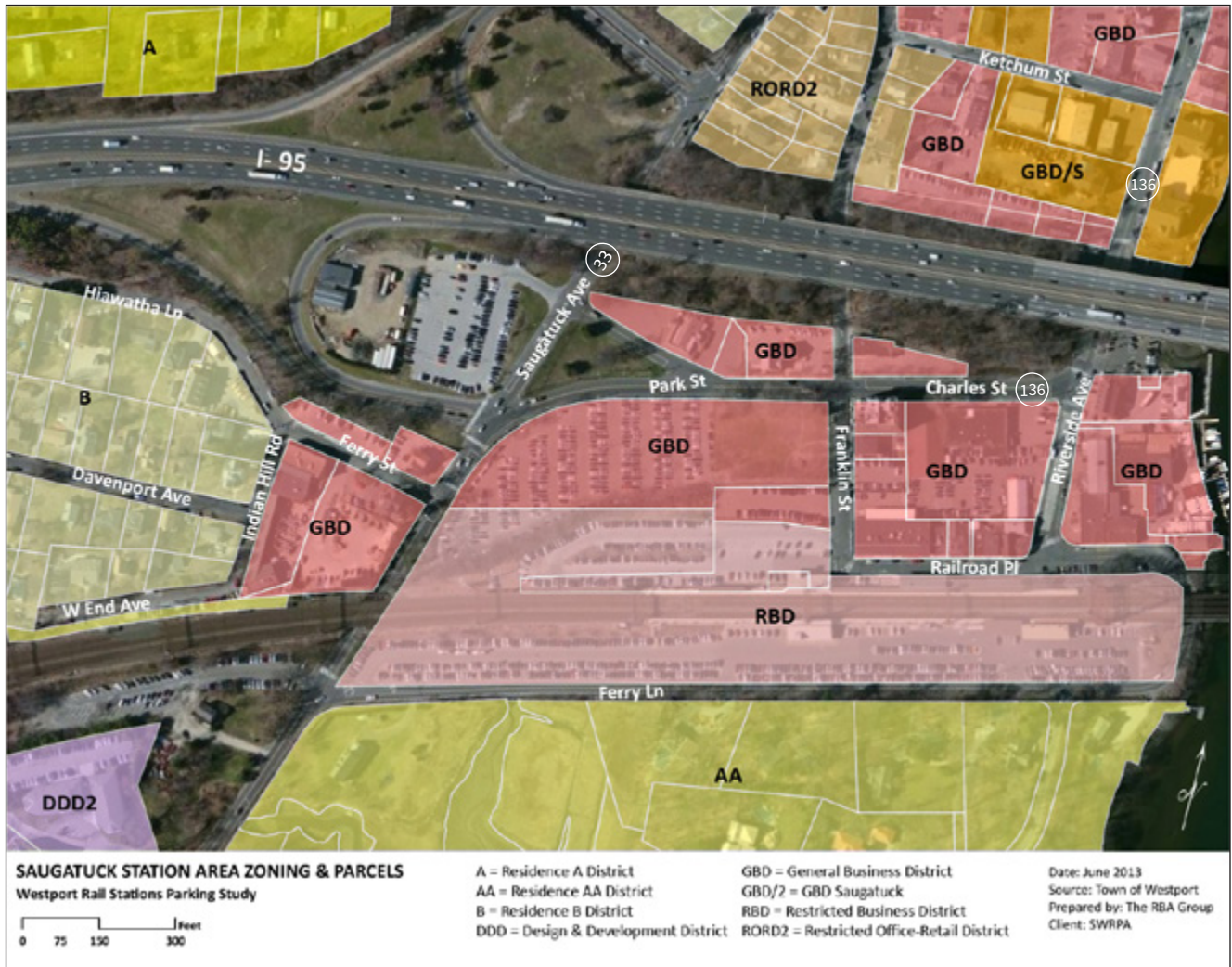




## Zoning

Figure 9 shows parcel lines and zoning designations for the area surrounding Saugatuck Station. The immediate station area is zoned General Business District (GBD) which permits general commercial and office development in designated areas located along arterial streets, limiting the intensity of development and providing adequate off-street parking, and Restricted Business District (RBD) which permits limited convenience shopping goods and office services.

**Figure 9: Saugatuck Station Area Zoning & Parcels**



## Environmental Conditions

A preliminary environmental screening for the Saugatuck Station area was conducted to broadly document the existing environmental and cultural considerations early in the study process. This documentation will serve as a baseline for identifying potential environmentally-sensitive areas, cultural resources, and community facilities, with the intent that these resources will be considered during the selection and planning of parking alternatives.

The Saugatuck Station area was screened for the following resources: Land Use; Cultural Resources; Parklands, Section 4(f) and 6(f) Resources; Sensitive Noise Receptors; Surface Water Resources; Wetlands and Stream Channel Encroachment Lines; Floodplains; Ground Water Resources; Fish, Wildlife, and Endangered Species; Listed Species / Critical Habitats; Hazardous Materials; Population and Employment; and Environmental Justice.

A summary of the finding of the environmental screening for the Saugatuck Station area is provided below while the full analysis is provided in [Appendix K](#).

- **Cultural Resources.** The Saugatuck Station study area contains two National Register of Historic Places (NRHP) -listed structures. Connecticut (CT) Route 136 is a historic roadway and is located at the northern edge of the study area. An historic railroad bridge is located just east of the station site within State right-of-way.
- **Parklands and Section 4 (f) and 6 (f) Resources.** The Saugatuck Station study area wholly contains Saugatuck Playground, a Section 4(f) resource. Saugatuck Playground is located just to the north of the surface parking lot, at the corner of Park Street and Franklin Street. A search of the National Park Services website: <http://waso-lwcf.nrc.nps.gov/public/index.cfm> revealed that there are no Section 6(f) properties within the Saugatuck Station study area.
- **Sensitive Noise Receptors** - The Federal Highway Administration's (FHWA) Noise Abatement Criteria (NAC) documented in 23 CFR 772, Procedures for Abatement of Highway Traffic Noise and Construction Noise is based on Land Use Activity Categories. Land uses considered most sensitive to highway/roadway noise are designated as either Land Use Activity Category A or B.
- **Land Use Activity Category A** includes lands on which serenity and quiet are of extraordinary significance; serve an important public need; and where the preservation of those qualities is essential if the area is to continue to serve its intended purpose. The two historical landmarks within the Saugatuck Station study area, CT Route 136 and the rail bridge over the Saugatuck River, are not noise-sensitive and therefore not Category A land uses.
- **Land Use Activity Category B** includes noise-sensitive land uses, such as picnic areas, recreation areas, playgrounds, active sports areas, parks, residences, motels, hotels, schools, churches, libraries, and hospitals facilities. Section 4(f) properties should also be considered as noise-sensitive land uses for the purpose of this evaluation. Saugatuck Playground at 42 Charles Street is the only property in Land Use Activity Category B that is located in the Saugatuck Station area. However, the study area does contain a large amount of residential properties, which could potentially be affected by project-related noise.
- **Surface Water Resources** – The Saugatuck Station study area lies within the Outlet Saugatuck River-Frontal Long Island Sound watershed. The study area contains one small unnamed pond

with a CTDEEP designation as Class A (which uses include potential drinking water supply, fishing, swimming, recreation, healthy aquatic habitat, industrial supply, and agricultural use). Within the study area, the Saugatuck River changes designation, starting as a Class SA coastal/marine water resource and becomes a Class SB coastal/marine surface water resource. Designated uses of Class SB water resources include fishing, swimming, recreation, healthy marine habitat, commercial shellfish harvesting (requires purification), and industrial supply.

- **Wetlands** - Within the Saugatuck Station study area, a tidal wetland is present south of the railroad tracks, edging the surface parking lot on Ferry Road and continuing south to border Burritt's Cove. Another wetland is located along the southwestern border of the study area and is bounded by Saugatuck Avenue on the east and the railroad tracks on the north.
- **Floodplains and Stream Channel Encroachment Lines** - The Saugatuck station study area contains the 100-year and 500-year flood zones. Within the Saugatuck Station study area, the 100- and 500-year flood zones are located north of the station; a small portion of the surface parking lot in this area is located within this zone. A large 100- year floodplain associated with the Saugatuck River is located in the northeastern portion of the study area. South of the station, a 100-year flood zone is present from just south of the railroad tracks to the Saugatuck River and Burritt's Cove.
- **Groundwater Resources** - The groundwater in the Saugatuck Station study area is designated by the CTDEEP as Class GA. Designated uses of Class GA groundwater include existing private and potential public or private supplies of water suitable for drinking without treatment. The base flow is connected to nearby surface water bodies. Discharges to Class GA groundwater are restricted to treated domestic sewage, certain agricultural wastes, and certain water treatment discharges.
- **Listed Species / Critical Habitats** - There is one threatened species present in the Saugatuck Station study area: the Peregrine Falcon (*Falco peregrinus*). CTDEEP recommends that a biologist familiar with the habitat requirements of this species conduct surveys of the study area as the project moves forward. There are no critical habitats within the boundaries of the Saugatuck Station area.
- **Hazardous Materials** - There are no hazardous sites located within the Saugatuck Station study area.
- **Hurricane Surges** - Saugatuck Station, which was affected by Superstorm Sandy, is impacted by NOAA's Sea, Lake, and Overland Surges from Hurricane (SLOSH) categories 1, 2, 3 and 4. The areas north and east of the station, fronting the Saugatuck River, are particularly vulnerable. Between the station and Route 33, areas are also vulnerable to similar inundation, including Ferry Road and Route 136. Areas of track west of I-95 Exit 18 are also impacted by SLOSH Category 2 and were inundated during Superstorm Sandy.
- **Environmental Justice** - There are no environmental justice populations located within the Saugatuck Station study area.



## 5.2 Station Area Physical Conditions Assessment

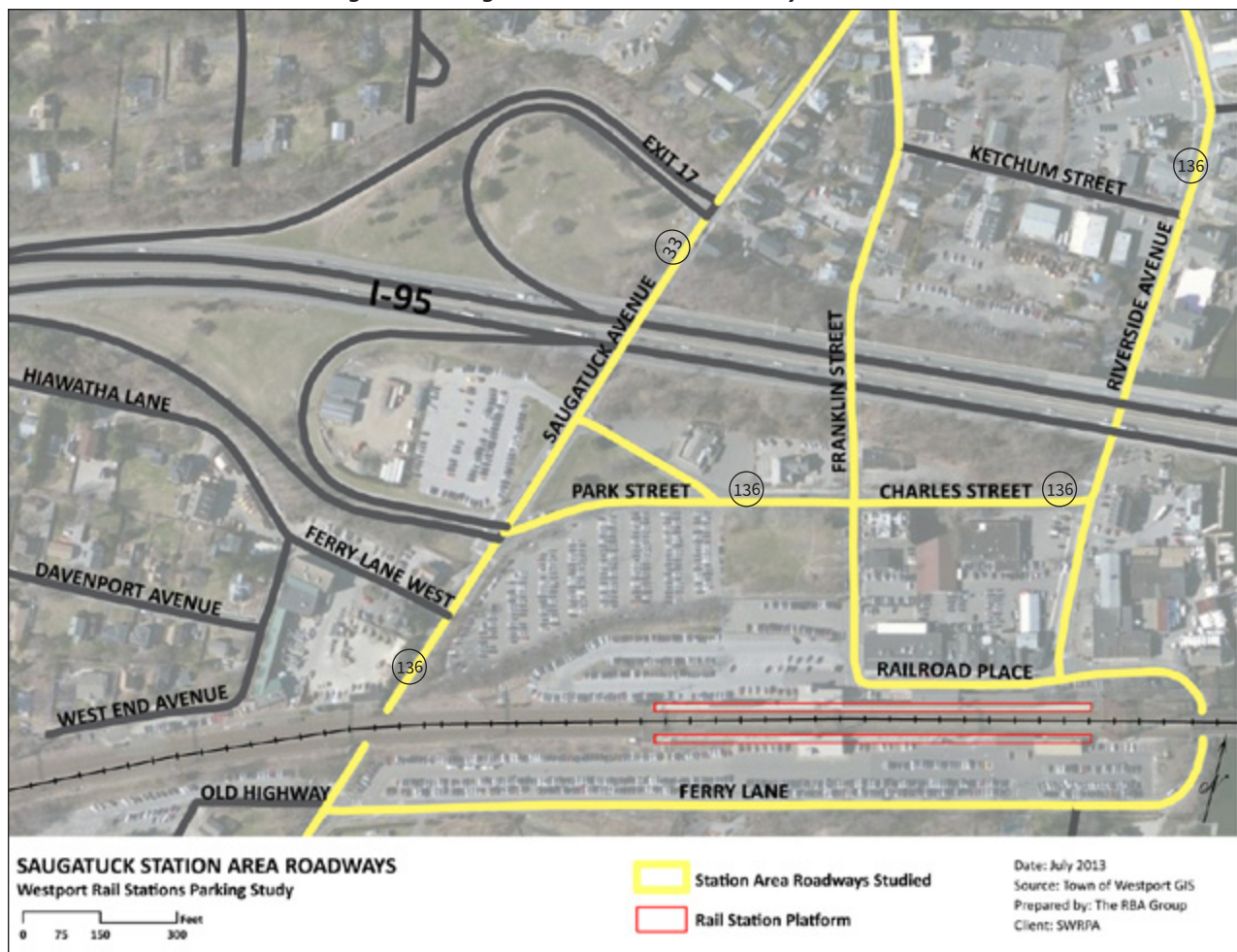
RBA staff performed a physical conditions inventory on March 4, 2013 to identify roadway characteristics and traffic/transportation conditions in the Saugatuck Station area. RBA staff also observed prevailing traffic operational, parking, and safety issues, and noted the location of bicycle and pedestrian paths to the station.

### Roadway & Commuter Lot Characteristics

This section organizes and presents information about the roadways observed in the Saugatuck Station area. These include: Riverside Avenue, Franklin Street, Charles Street, Park Street, Saugatuck Avenue, Ferry Lane, and Railroad Place (see Figure 10). The following attributes of each roadway are presented. Similar information is presented for the commuter lots.

- Cross section diagram
- General description and map locating the roadway
- Functional classification
- Speed limit
- Traffic controls and pedestrian amenities
- Traffic volumes
- Travel lanes
- Bicycle lanes
- Sidewalks
- On-street parking/shoulder
- Street lighting

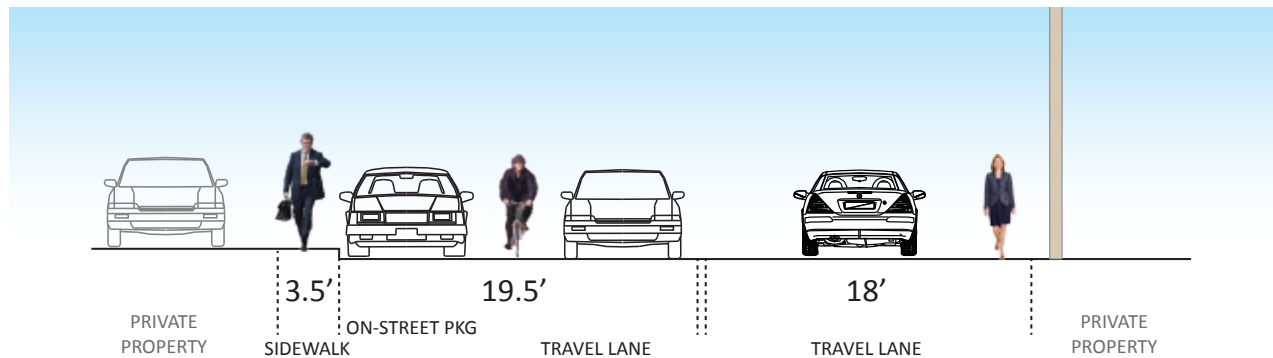
**Figure 10: Saugatuck Station Area Roadways Observed**






# Riverside Avenue

**Figure 11: Riverside Avenue Cross Section Diagram** (between Charles St and Railroad Pl, looking south)

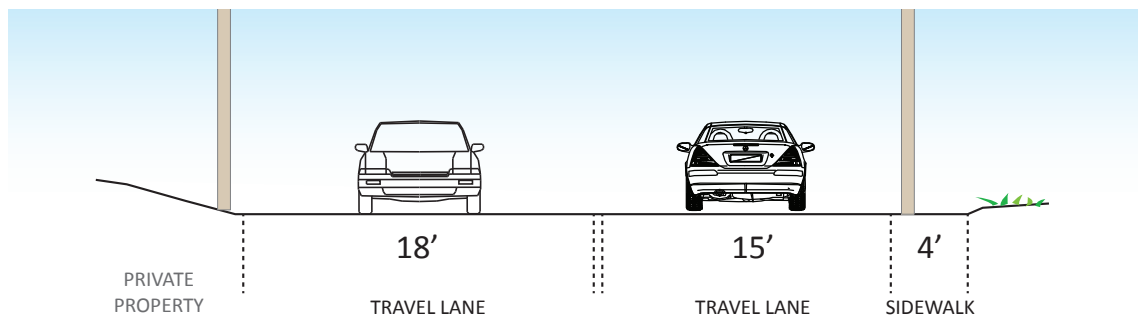




<b>General Description</b>	Riverside Avenue (see Figure 12 for location) is a north-south, wide, two-lane roadway, with a pavement width that varies between 38 and 39.5 feet. The road is also designated State Route 136 and is maintained by CTDOT.	<p><b>Figure 12: Location of Riverside Avenue</b></p>
<b>Functional Classification</b>	Minor Arterial	
<b>Speed Limit</b>	25 mph	
<b>Traffic Controls &amp; Ped. Amenities</b>	Traffic signals control traffic at the intersections with Bridge Street, Ketchum Street (flashing signal), and Charles Street. The signalized intersection of Riverside and Bridge Street is also controlled by the Westport Police Department during peak periods. In addition to the traffic signals, there is a yield sign for vehicles traveling south on Riverside Avenue at the intersection with Railroad Place. Pedestrian activated signals and crosswalks are located at the intersection of Riverside Avenue and Bridge Street, and Riverside Avenue and Charles Street, while crosswalks are located at Riverside Avenue and Railroad Place (see Figure 13).	<p><b>Figure 13: Crosswalks at Riverside Ave and Railroad Place</b> (photo taken 2/22/2013)</p>
<b>Traffic Volumes</b>	4,600 ADT (Average Daily Traffic - Source: 2011 CTDOT) between Charles Street and Railroad Place; 12,200 ADT between Ketchum Street and Charles Street.	
<b>Travel Lanes</b>	1 north / 1 south	


Bicycles Lanes	None	
Sidewalks	Both sides of the Riverside Avenue have sidewalks, with the exception of the east side of Riverside Avenue between Charles Street and Railroad Place, which consists of driveways and curb cuts (see Figure 14).	<p><b>Figure 14: No Sidewalks Along East Side of Riverside Avenue</b> (photo taken 2/22/2013)</p> 
On-street Parking/Shoulder	On-street parking is available on the west side of Riverside Avenue south of Charles Street and on the east side of Riverside Avenue north of the highway overpass.	
Street Lighting	Yes	

## Charles Street

**Figure 15: Charles Street Cross Section Diagram** (looking west)

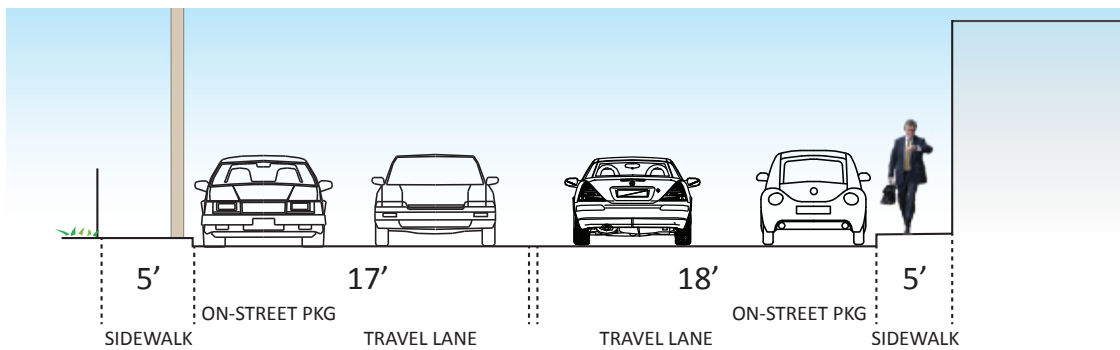


<p><b>General Description</b></p>	<p>Charles Street (see Figure 16 for location) is an east-west, State-maintained roadway also designated State Route 136 between Riverside Avenue and the intersection with Park Street.</p>	<p><b>Figure 16: Location of Charles Street</b></p> 
<p><b>Functional Classification</b></p>	<p>Minor Arterial</p>	
<p><b>Speed Limit</b></p>	<p>25 mph</p>	
<p><b>Traffic Controls &amp; Ped. Amenities</b></p>	<p>Traffic signals control traffic at the intersections with Franklin Street and Riverside Avenue. A stop sign controls traffic at the intersection with Saugatuck Avenue. Pedestrian activated signals and crosswalks are located at the intersections with Riverside Avenue and Charles Street. At the intersection with Franklin Street, however, there is no crosswalk (see Figure 17).</p>	<p><b>Figure 17: Charles Street at Franklin Street</b> (photo from GoogleMaps)</p> 
<p><b>Traffic Volumes</b></p>	<p>8,700 ADT (Average Daily Traffic - Source: 2011 CTDOT) between Riverside Avenue and Franklin Street.</p>	
<p><b>Travel Lanes</b></p>	<p>1 east / 1 west</p>	

Bicycles Lanes	None	
Sidewalks	<p>The north side of Charles Street (Route 136) between Franklin Street and Riverside Avenue has a sidewalk on the western half of the block while on the eastern half there is a substandard asphalt path without a curb which can be driven onto easily by vehicles (see Figure 18). It is less than 3 feet wide at points and has utility poles that block access. The asphalt blends with the street, reducing the visibility of the path almost entirely. Since the publication of this report, sidewalk has been installed up to the property line of the restaurant Tarry Lodge. The south side between Franklin Street and Riverside Avenue only has a sidewalk at the approach to Franklin Street, as much of the rest of this side has driveway entrances. West of Franklin Street, there are sidewalks on both sides of the street.</p>	<p><b>Figure 18: Recently-constructed Sidewalks along Charles Street</b> (photo taken 6/24/2014).</p> 
On-street Parking/ Shoulder	On-street parking is prohibited on both sides of the street east of Franklin Street; west of Franklin Street there is two hour parking on the south side of the street.	
Street Lighting	Yes	


# Franklin Street

**Figure 19: Franklin Street Cross Section Diagram** (looking east)



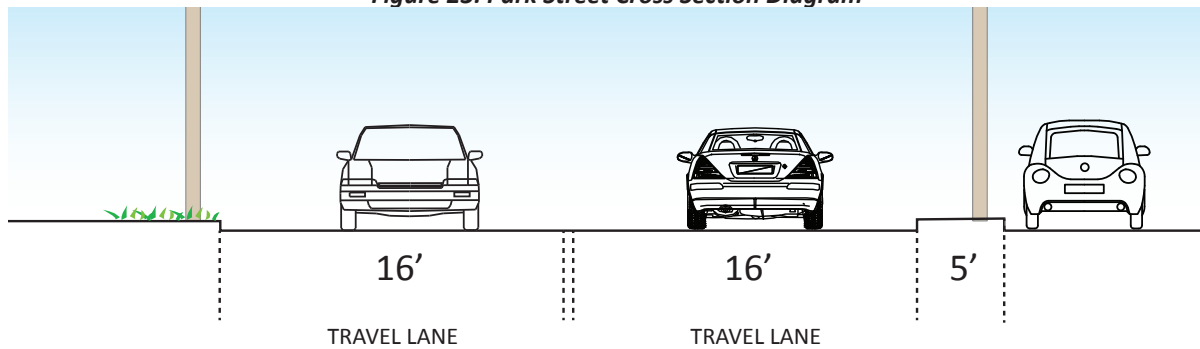
General Description	Franklin Street (see Figure 20 for location) is a north-south, Town maintained roadway.	<p><b>Figure 20: Location of Franklin Street</b></p>
Functional Classification	Local	
Speed Limit	25 mph	
Traffic Controls & Ped. Amenities	<p>A traffic signal controls traffic at the intersection with Charles Street, while a stop sign controls traffic at the intersection with Railroad Place. A pedestrian-actuated signal is located at the intersection with Charles Street, but there is no crosswalk (see Figure 21).</p>	<p><b>Figure 21: Franklin Street at Charles Street</b> (photo from GoogleMaps)</p>
Traffic Volumes	Not available	
Travel Lanes	1 lane northbound between Railroad Place and Ketchum Street	
Bicycles Lanes	None	




Sidewalks	Both sides of Franklin Street, up to I-95, have sidewalks (with minor gaps for parking lot entrances and driveways). North of I-95 only the east side of the street has sidewalks.	
On-street Parking/Shoulder	On-street parking is available on both sides of the street. In addition, there are two signed bus stops located on the east side of the street just north of the intersection with Railroad Place (see Figure 22).	<p><b>Figure 22: Looking north on Franklin Street</b> (photo taken 2/22/2013)</p> 
Street Lighting	Yes	

## Park Street

**Figure 23: Park Street Cross Section Diagram**

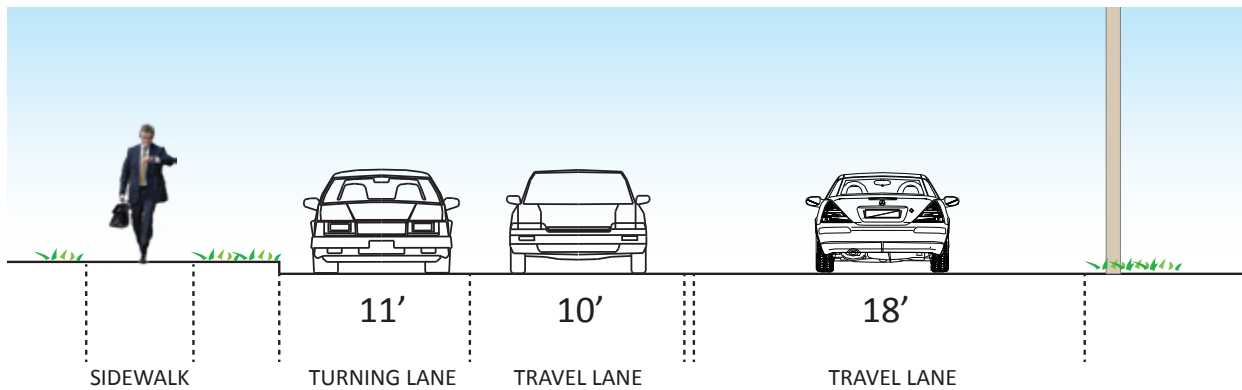


<p><b>General Description</b></p>	<p>Park Street (see Figure 24 for location) is an east-west State maintained roadway also designated State Route 136.</p>	<p><b>Figure 24: Location of Park Street</b></p>
<p><b>Functional Classification</b></p>	<p>Local</p>	
<p><b>Speed Limit</b></p>	<p>25 mph</p>	
<p><b>Traffic Controls &amp; Ped. Amenities</b></p>	<p>A traffic signal controls traffic at the intersection with Saugatuck Avenue (see Figure 25) while a stop sign controls traffic at the intersection with Charles Street. Pedestrian activated signals and crosswalks are located at the intersection with Saugatuck Avenue.</p>	<p><b>Figure 25: Park Street at Saugatuck Ave</b> (photo taken 6/2/2013)</p>
<p><b>Traffic Volumes</b></p>	<p>5,300 ADT (Average Daily Traffic - Source: 2011 CTDOT) between Charles Street and Saugatuck Avenue.</p>	
<p><b>Travel Lanes</b></p>	<p>1 east / 1 west</p>	
<p><b>Bicycles Lanes</b></p>	<p>None</p>	


Sidewalks	Sidewalks are located along both sides of the street until the point where the park meets Lot 1 (see Figure 26).	<p><b>Figure 26: Heading West on Park Street</b> (photo taken 6/2/2013)</p> 
On-street Parking/ Shoulder	No on-street parking	
Street Lighting	Yes	

## Saugatuck Avenue

**Figure 27: Saugatuck Avenue Cross Section Diagram** (looking north)



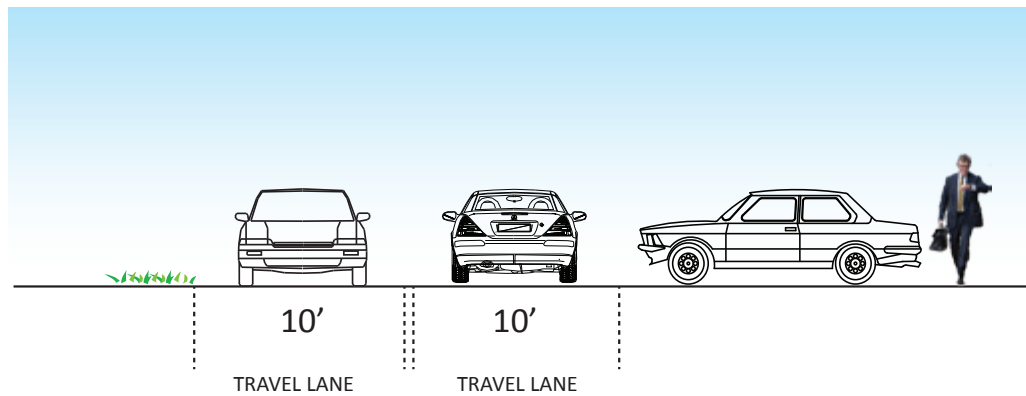
<b>General Description</b>	Saugatuck Avenue (see Figure 28 for location) is an east-west State maintained roadway also designated State Route 33 with a pavement width that varies between 30 and 32 feet.	<b>Figure 28: Location of Saugatuck Avenue</b> 
<b>Functional Classification</b>	Minor Arterial	
<b>Speed Limit</b>	30 mph north of Ferry Lane; 35 mph south of Ferry Lane.	
<b>Traffic Controls &amp; Ped. Amenities</b>	Traffic signals control traffic at the intersections with the I-95 northbound on/off-ramps and Park Street, the I-95 southbound on/off ramps, and Ferry Street. Pedestrian activated signals and crosswalks are located at the intersections with the I-95 northbound on/off ramps and Park Street, and Ferry Lane (see Figure 29). There is also a crosswalk across Saugatuck Avenue from Lot 4 to Lot 3.	<b>Figure 29: Saugatuck Avenue Crosswalk to Parking Lot</b> (photo from GoogleMaps) 
<b>Traffic Volumes</b>	7,700 ADT (Average Daily Traffic - Source: 2011 CTDOT) between Ferry Street and Ferry Lane; 14,000 ADT between I-95 on-ramp and Ferry Street.	
<b>Travel Lanes</b>	1 north / 1 south	
<b>Bicycles Lanes</b>	No	

<p><b>Sidewalks</b></p>	<p>Sidewalks are located along the west side of the street between Ferry Street and the I-95 southbound on/off-ramps (see Figure 30), and on the east side of the street north of the I-95 southbound on/off ramps, as well as along a small stretch of Lot 1.</p>	<p><b>Figure 30: New Sidewalk along Saugatuck Ave</b> (photo taken 6/2/2013)</p> 
<p><b>On-street Parking/ Shoulder</b></p>	<p>Intermittent. On-street parking is prohibited between Ferry Lane and the intersection with the I-95 southbound on/off ramps, but allowed (2 hour parking 8:00am to 6:00pm) north of the intersection with the I-95 southbound on/off ramps to Franklin Street.</p>	
<p><b>Street Lighting</b></p>	<p>Yes</p>	




# Ferry Lane

**Figure 31: Ferry Lane Cross Section Diagram** (looking west)

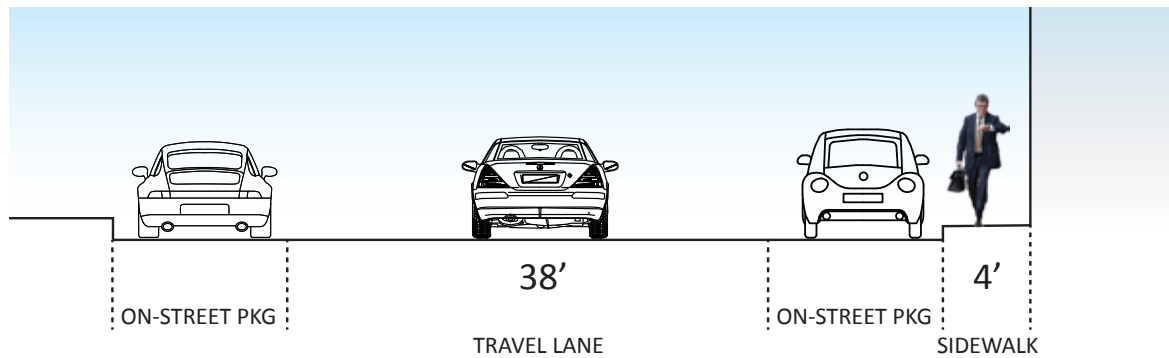


General Description	Ferry Lane (for location see Figure 32) is an east-west roadway that runs along Lot 3. At the intersection of Saugatuck Avenue, the westbound travel lane splits into two turn lanes: one right turn-thru lane and one left turn lane.	<p><b>Figure 32: Location of Ferry Lane</b></p>
Functional Classification	Local	
Speed Limit	25 mph	
Traffic Controls & Ped. Amenities	Stop signs control traffic at the intersection with Saugatuck Avenue, as well as at the western exit of Lot 3. Cars park right up to the travel lanes (see Figure 33).	<p><b>Figure 33: Cars Parked in Lot 3</b> (photo taken 2/22/2013)</p>
Traffic Volumes	Not available	
Travel Lanes	1 east / 1 west	
Bicycles Lanes	None	


Sidewalks	As cars park right up to the travel lane, there is no room for sidewalks (see Figure 34)	<p><b>Figure 34: Cars Park Right up to Ferry Road</b> (photo taken 2/22/2013)</p> 
On-street Parking/ Shoulder	Varies from 1'-4' on north side and from 3' to no shoulder on south side. On-street parking is prohibited.	
Street Lighting	Yes	

## Railroad Place

**Figure 35: Railroad Place Cross Section Drawing** (looking west)







<b>General Description</b>	Railroad Place (for location see Figure 36) is a two-way roadway east of Riverside Avenue, and a one-way westbound roadway west of Riverside Avenue.	<p><b>Figure 36: Location of Railroad Place</b></p>
<b>Functional Classification</b>	Collector	
<b>Speed Limit</b>	25 mph	
<b>Traffic Controls &amp; Ped. Amenities</b>	A stop sign controls traffic exiting Lot 2 at the intersection with Franklin Street. There is also a yield sign for vehicles traveling south on Riverside Avenue at the intersection with Railroad Place. Crosswalks are located at the intersections with Riverside Avenue and Franklin Street (see Figure 37).	<p><b>Figure 37: Crosswalk on Railroad Place</b> (photo taken 2/22/2013)</p>
<b>Traffic Volumes</b>	Not available	
<b>Travel Lanes</b>	2 travel lanes (1 eastbound/1 westbound) east of Riverside Avenue: 1 travel lane (westbound) west of Riverside Avenue	
<b>Bicycles Lanes</b>	None	

Sidewalks	Sidewalks are located along the north side of the street	
On-street Parking/ Shoulder	There is on-street parking on both sides of the Railroad Place (see Figure 38).	<p><b>Figure 38: Looking East on Railroad Place</b> (photo taken 2/22/2013)</p> 
Street Lighting	Yes	



## Commuter Lots

<p><b>Signage &amp; Traffic Controls</b></p>	<p>All of the commuter lots contain signage identifying the lot number (see Figure 39) as well as the location of annual vs. daily parking (if applicable). At the eastern edge of Lot 2 and Railroad Place, there is a truncated cone with 'Do Not Enter' sign, which acts as a channelized diverter for vehicles traveling east, perhaps to push vehicles north to avoid having them enter Railroad Place against the westbound flow of traffic (see Figure 40).</p>	<p><b>Figure 39: Commuter Lot Sign</b> (photo taken 6/2/2013)</p>  <p><b>Figure 40: Railroad Place Diverter</b> (photo taken 6/2/2013)</p> 
<p><b>Pick-up/ Drop-off Locations</b></p>	<p>Taxi pick-up/drop-off occurs on either side of the station, although there is only a marked location for taxi on the eastbound side of the station (see Figure 41), mixed with private vehicle pick-up/drop-off, while bus pick-up/drop-off occur at designated bus stop within Lot 1.</p>	<p><b>Figure 41: Dedicated Taxi Area</b> (photo from GoogleMaps)</p> 
<p><b>Bicycle Racks</b></p>	<p>Bicycle racks are located near both the eastbound and westbound platforms at the Saugatuck Station. As of SWRPA's 2009 <i>South Western Regional Rail Parking Study</i>, few of the available bicycle parking spaces were utilized (14 percent at Saugatuck Station) and many bicycles were seen locked in places other than the racks provided in the specified bicycle parking area. However since 2009, new bicycle racks and signs have been installed at the station (see Figure 42) and the bicycle racks were observed being utilized at higher rates during the March 4, 2013 inventory.</p>	<p><b>Figure 42: Bicycle Racks at Saugatuck Station</b> (photo taken 6/2/2013)</p> 
<p><b>Lighting</b></p>	<p>All of the commuter lots contain lighting, except for Lot 6.</p>	

## Physical Condition Assessment Maps

This section contains maps of the following aspects of the Saugatuck Station area, several of which compile much of the information collected during the inventory, supplemented by data obtained from the Town of Westport and CTDOT (2010 Photolog).

- Traffic Controls & Signs (Figure 43)
- On-Street Parking Regulations (Figure 44)
- Bicycle & Pedestrian Amenities (Figure 45)
- Bicycle & Pedestrian Routes (Figure 46)
- Direction of Traffic & Allowable Turning Movements (Figure 47)

**Figure 43: Saugatuck Station Existing Traffic Controls & Signs**

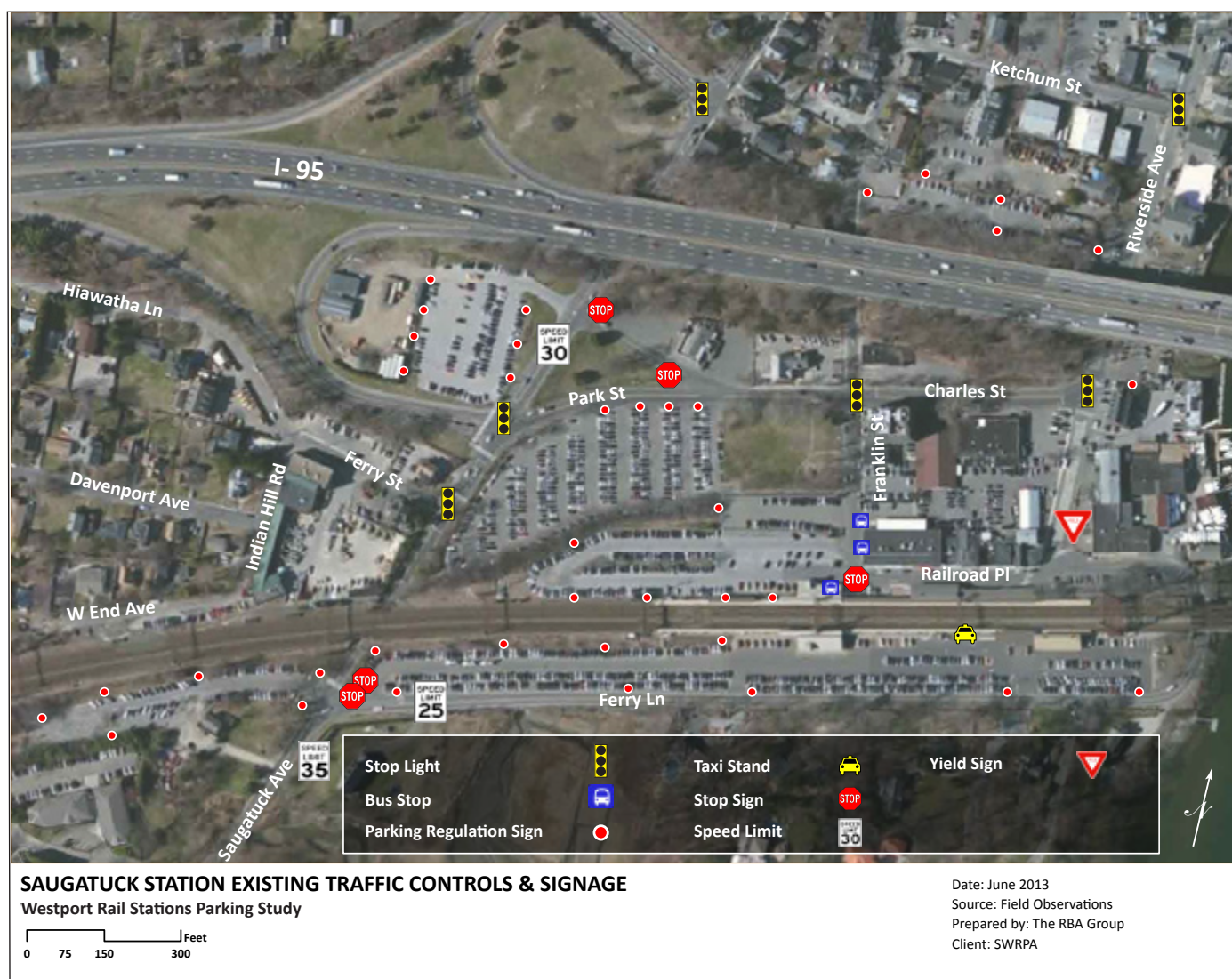




Figure 44: Saugatuck Station On-Street Parking Regulations

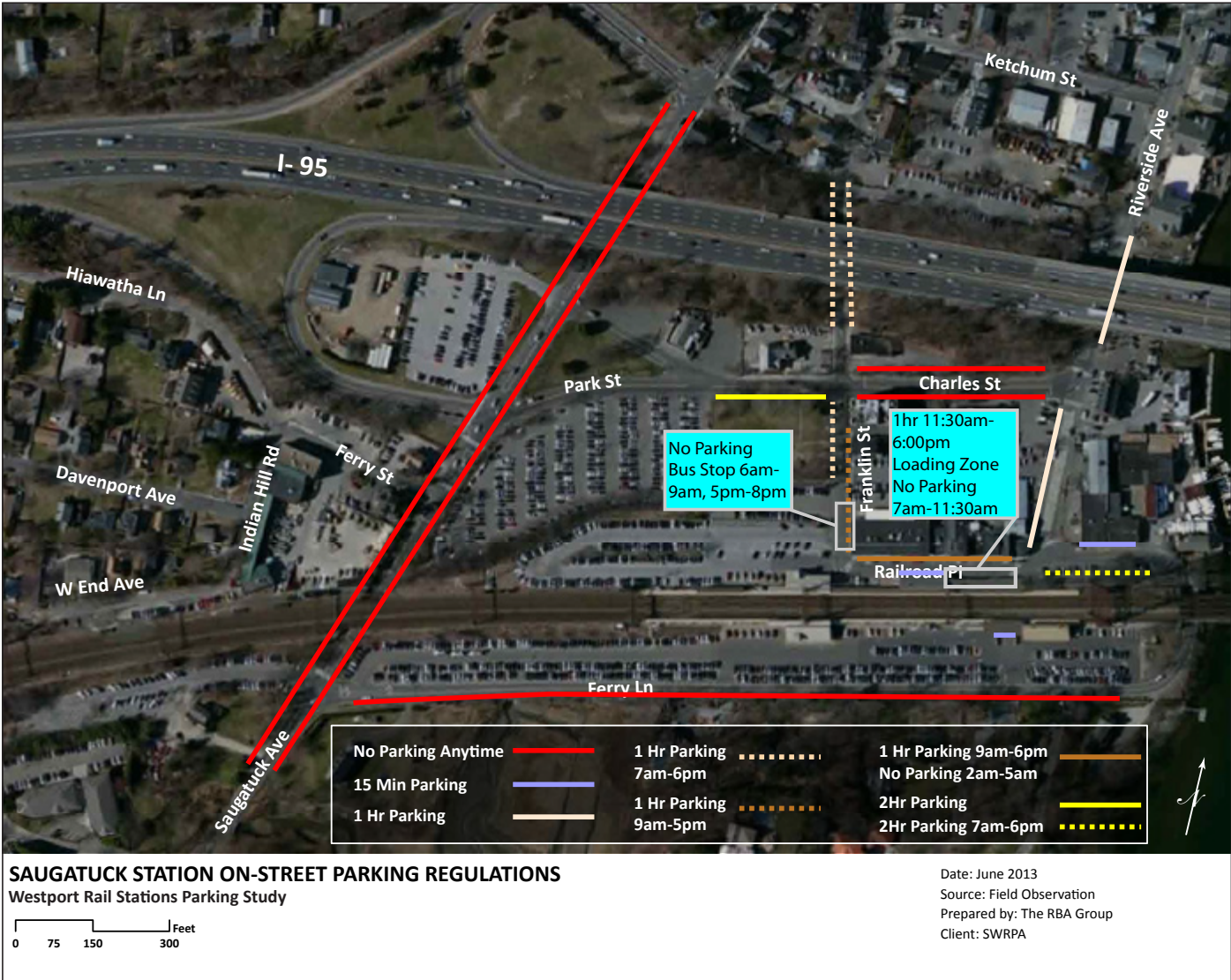
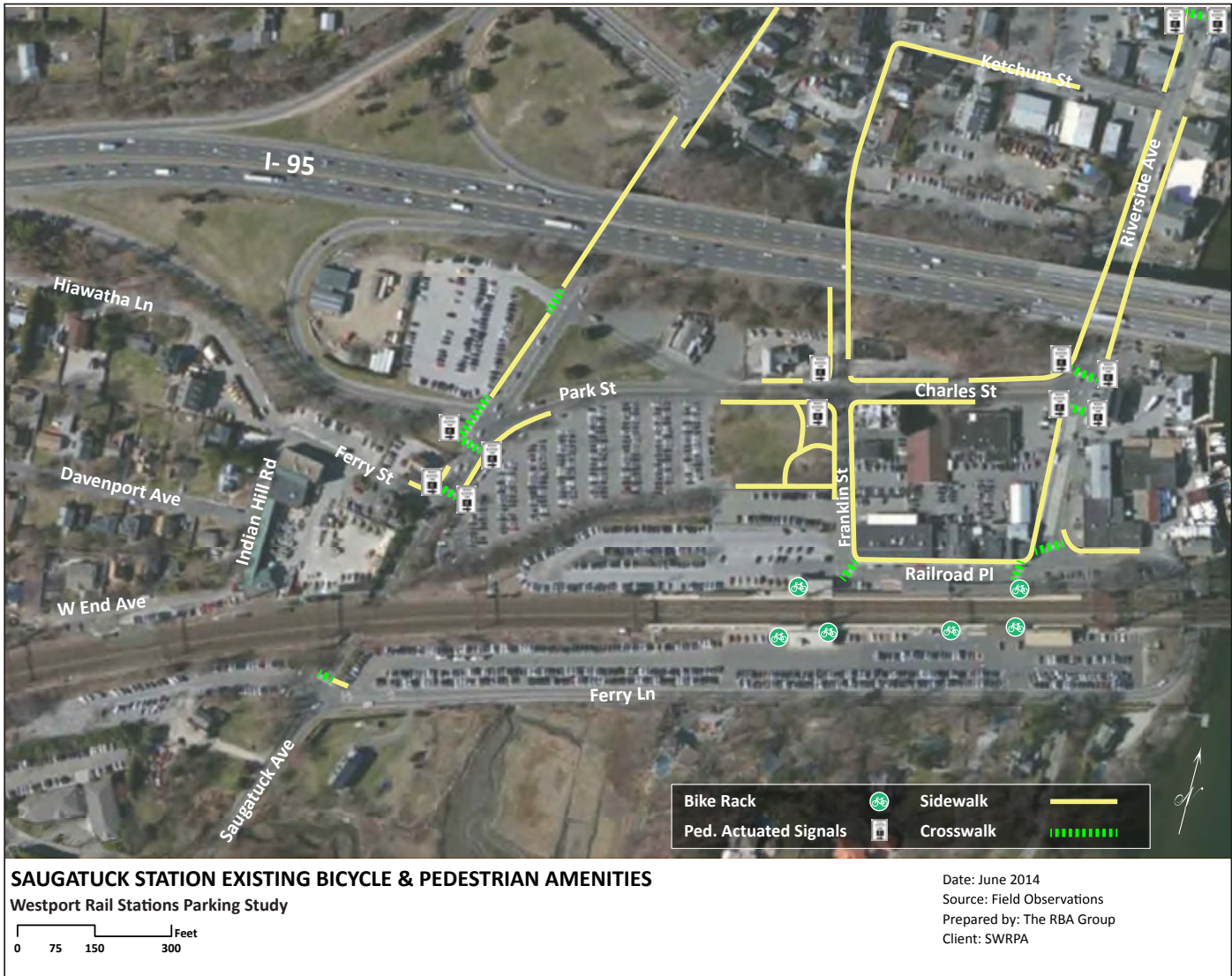
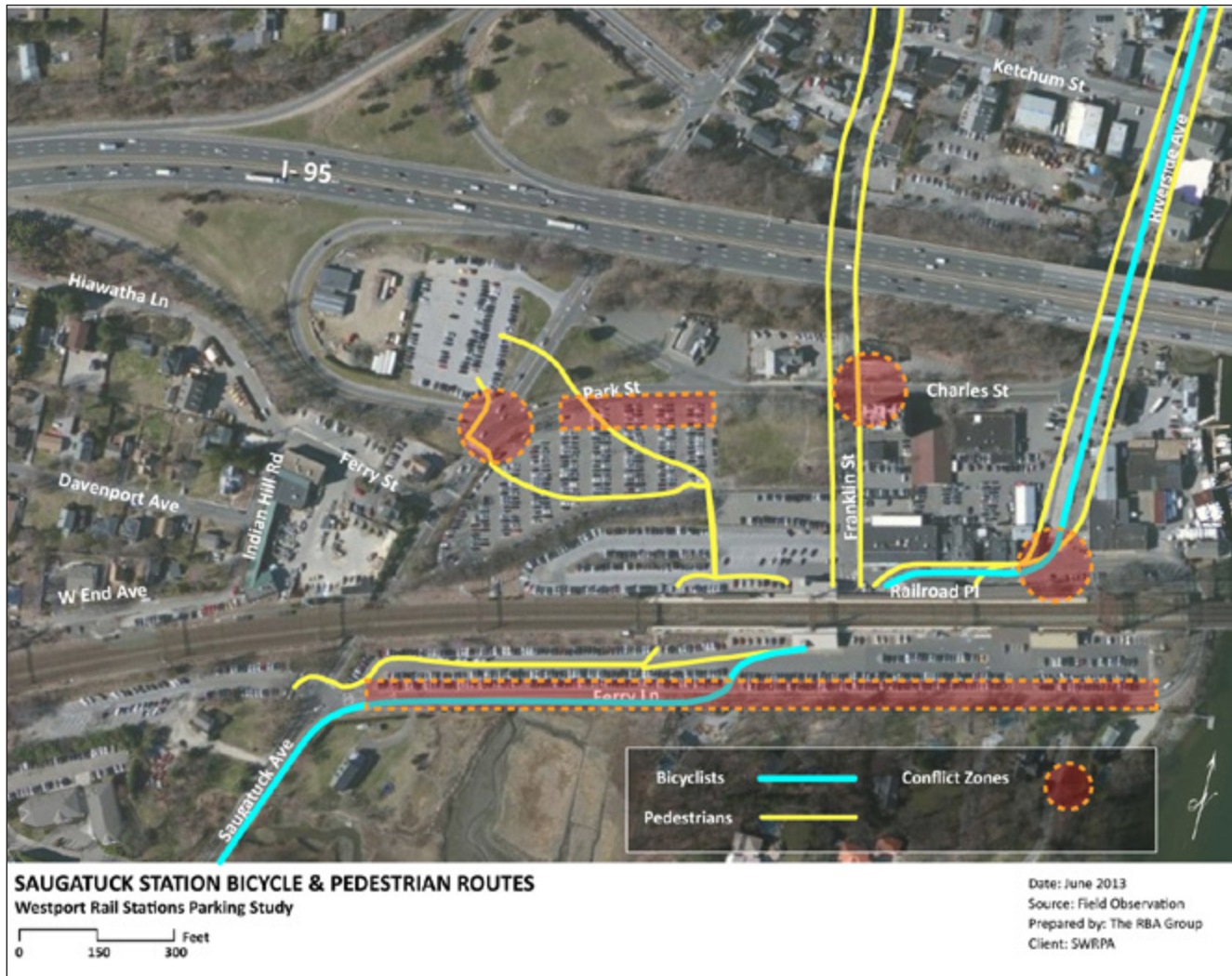


Figure 45: Saugatuck Station Existing Bicycle & Pedestrian Amenities





**Figure 46: Saugatuck Station Bicycle & Pedestrian Routes**



## Bicycle & Pedestrian Routes

During the March 4, 2013 physical conditions inventory, RBA staff also identified the most common routes that commuters used to reach the station platforms from the adjacent commuter lots, as well as from the surrounding neighborhoods. Figure 46 identifies these routes. Bicycles traveling from north of the station utilized Riverside Avenue and then Railroad Place to reach the station, while those traveling from the south utilized Saugatuck Avenue and then Ferry Lane before entering Lot 3 to reach the station. As for pedestrians walking from surrounding neighborhoods, the most common routes to the station were Franklin Street, and Riverside Avenue to Railroad Place (which also included commuters walking from Lots 5, 6, and 8). As indicated earlier, while some commuters parking in Lot 8 utilized the crosswalks at the intersection with the I-95 northbound on-off ramp to reach Lot 1, Lot 2 (utilizing the staircase between the lots), and then the station, a large number simply cut across Saugatuck Avenue mid-block to save on walking time to the station. South of the station, commuters parking in Lot 3, as well as those across Saugatuck Avenue in Lot 4, walk to the station through the middle of Lot 3.

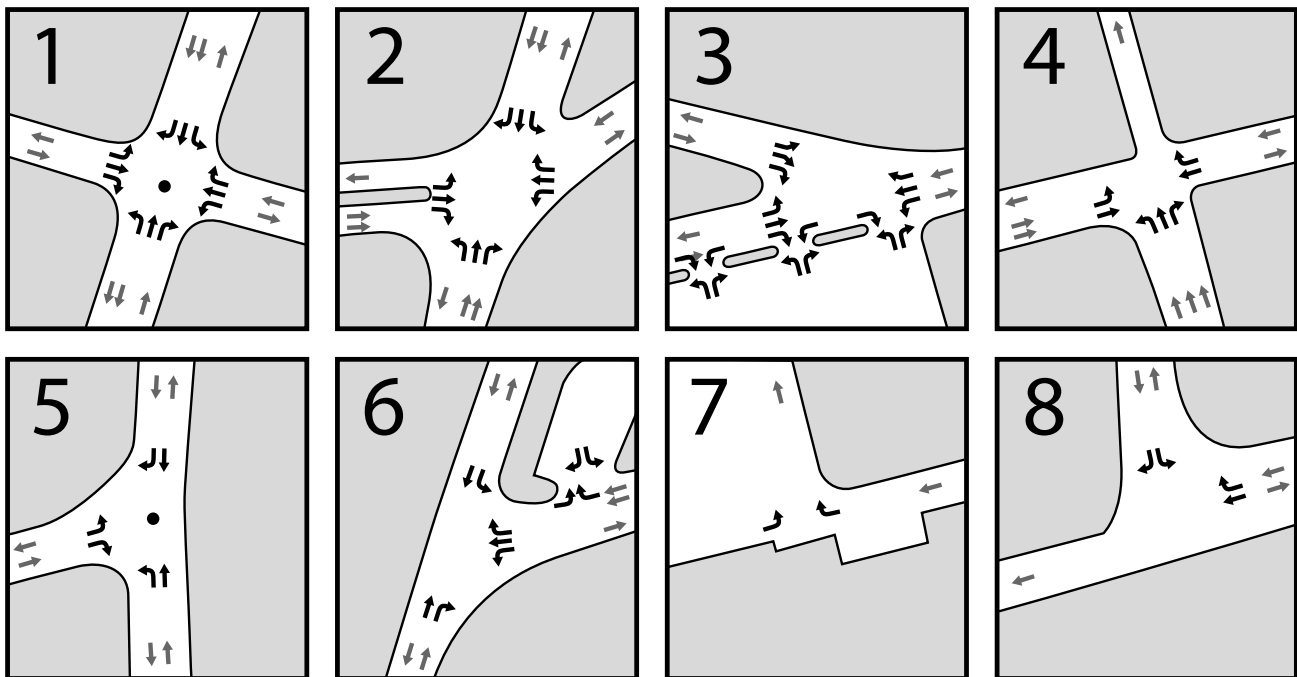
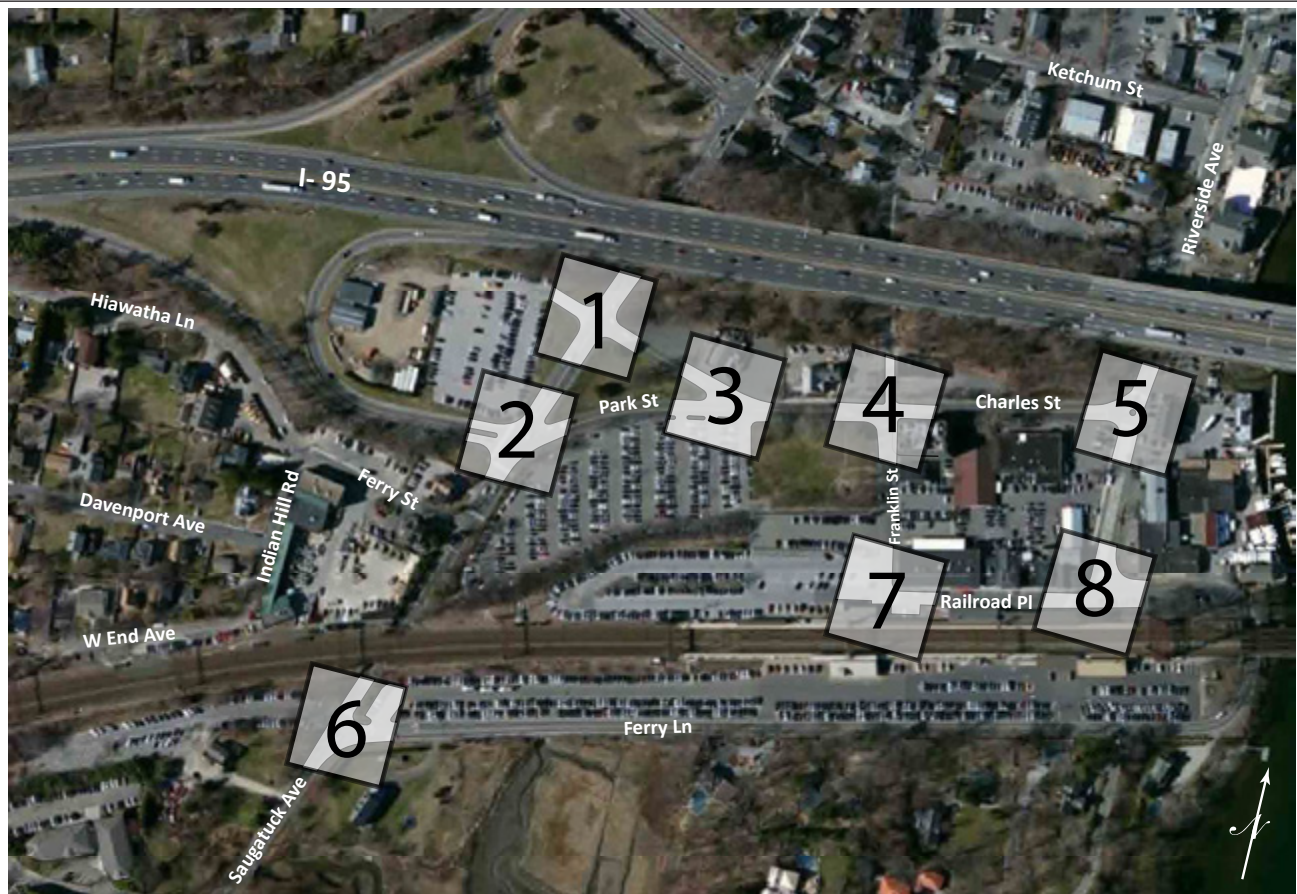
## Potential Conflict Points

During the physical conditions inventory the following conflict points related to traffic operations, and vehicular and pedestrian safety were observed by RBA staff. Figure 46 maps the locations of these conflict points.

- **The pedestrian connection from Lot 8**, which includes crosswalks at the intersection of Exit 17, Saugatuck Avenue and Park Street, requires commuters to cross the entrance and exit ramps to I-95 in order to reach Lot 2, and eventually the westbound platform. Many commuters cross north of these crosswalks where there is neither a signal nor a crosswalk.
- **At the intersection of Railroad Place and Riverside Avenue.** Vehicles traveling east on Ferry Lane cross under the railroad overpass and make a 180 degree turn onto Railroad Place traveling west at this location. Simultaneously, southbound vehicles on Riverside Avenue approach the same location with little visibility between westbound and southbound traffic. Additionally, the intersection is wide and unmarked, making this location with blind vehicle movements a potential conflict point.
- **Franklin Street between Charles Street and Railroad Place** is a northbound one-way street. During field observations, a vehicle was observed turning onto Franklin Street in the southbound direction from Charles Street. While Franklin Street has 'Do Not Enter' and 'Wrong Way' signs, and a 'No Left Turn' sign for westbound traffic on Charles Street, it does not have a turn prohibition sign ('No Right Turn') for eastbound traffic on Charles Street.
- **Lot 1 and Lot 3 both have precarious access issues.** At Lot 1, vehicles can enter/exit from multiple locations along Park Street which causes congestion as well as potential vehicular safety issues. At Lot 3, vehicles can enter/exit immediately from spaces that are adjacent to Ferry Lane which leads to conflicts with vehicles traveling along Ferry Lane. In addition, several vehicles that parked in spaces immediately adjacent to Lot 3 were partially jutting out into the roadway, which presents a hazard.

These issues will be examined further in future chapters of this study.

Figure 47: Saugatuck Station Direction of Traffic and Allowable Turning Movements



**SAUGATUCK STATION TURNING DIAGRAMS**  
Westport Rail Stations Parking Study

0 75 150 300 Feet

Date: June 2013  
Source: Field Observations  
Prepared by: The RBA Group  
Client: SWRPA



## 5.3 Station Assessment

The following section provides an assessment of Saugatuck Station facilities, which includes the station buildings, platforms, canopies, lighting, and parking lots. This also includes an analysis of parking utilization.

### Station Condition

As part of the Connecticut Department of Transportation's (CTDOT) Metro-North Railroad Station Improvements Program for the New Haven Line, AECOM prepared *Westport Station - Final Report* in August 2012 that assessed the physical condition of Saugatuck Station (including on-platform, off-platform and station building improvements) and identified recommendations that would bring the station to an overall state of good repair. A summary of the station report describing the station and general recommendations are provided below. [Appendix C](#) includes a more detailed description of the recommendations.

Saugatuck Station is considered a mainline station with one westbound and one eastbound platform on each side of the four mainline tracks that run through the station site. Typically, track four services eastbound passengers and track three services westbound passengers. The platforms are directly opposite each other and can accommodate 10 train cars. In recent years, the facility has undergone a major addition to the westbound side including a multi switch back style handicap ramp and a new tunnel/elevator system to access either platform. Only Metro-North commuter trains use this facility.

The Saugatuck Station building is located on the westbound side of the facility. The building is a one-story wood structure which provides ticket vending, waiting area and restroom facilities to commuters.

The station report recommended that structural, architectural, and electrical improvements be made to the platforms, milling, sidewalk, re-striping, and drainage improvements be made to the lots, and architectural, Mechanical/HVAC and fire protection improvements be made to the station buildings.

The total cost of the recommended repairs was estimated at \$4,791,088 with a base construction year of 2013.

### Improvements

Acting on these recommendations, over the past year significant renovations have been made to the Saugatuck eastbound station, including painting, windows, roofing with solar panels, and electric vehicle charging stations. The westbound station area has also seen renovations, including painting, refinished floors, and the conversion of the former ticket office into a police sub-station. Approximately 30 security cameras were installed by and are maintained by police personnel. The cameras provide real-time surveillance and 30-day recording. The cameras point toward entrances and exits, the bicycle racks, and the adjacent parking area.

Most recently, new signs on the platforms that encourage commuters to take the shuttle bus have been added to Saugatuck Station. The 10-foot by 4-foot placards are displayed in frames facing the commuter lots and adjacent streets. Two stand on the westbound platform, while another hangs on the eastbound side. Another sign will also be placed at the Green's Farms station. All of the signs have a Quick Response (QR) code, which links to the Westport Transit District (WTD) website when people scan it with their mobile phones.

As part of the same campaign, WTD posters were placed in the waiting rooms of the Saugatuck and Green's Farms Stations along with handouts of WTD route maps. As described earlier in this report, new bicycle



racks, signs, and wayfinding signs have been installed at the station.

Planned improvements include: lighting upgrades to more efficient LED lights and longer life; sandblasting and sealing of the old tunnel; and installing more bicycle racks.

## Parking Utilization

RBA conducted a parking utilization survey on May 7, 2013 to determine the current utilization rate at Saugatuck Station, and to serve as a comparison with previous years to identify any trends.

As Table 4 shows, parking spaces were utilized at a high rate with all of the daily permitted spaces being occupied and 86% of the annual permit spaces being occupied.

**Table 4: 2013 Overall Saugatuck Station Parking Utilization**

PARKING SPACE TYPE	UTILIZATION		
	In Use	Total Spaces	Utilization Rate
Daily Spaces	184	184	100%
Annual Permit Spaces	992	1,064	86%
Handicap Spaces	20	25	80%
Other Spaces	22	26	85%
<b>Total Spaces</b>	<b>1,218</b>	<b>1,299</b>	<b>88%</b>
Date: May 2013 Source: RBA Parking Utilization Survey Prepared by: The RBA Group Client: SWRPA			

Comparing the above utilization data with parking counts conducted by SWRPA as part of their 2013 Rail Parking and 2011 Updates indicates that overall utilization at the station has decreased slightly, as Saugatuck Station was utilized at a rate of 94% in 2012 and 95% in 2010.

Table 5 provides details on current utilization on a lot by lot basis for Saugatuck Station. Parking spaces were highly utilized at almost all of the parking lots serving Saugatuck Station. The lowest rates of utilization were both located at Lots 7 and 8, where the percent of spaces being used was 43% and 63%, respectively. Lot 7 is located just north of I-95, while Lot 8 is located under the highway. The other lots were all full or close to full.

**Table 5: 2013 Saugatuck Station Rail Parking Utilization by Lot**

LOT	DAILY SPACES			ANNUAL PERMIT SPACES			HANDICAP SPACES			OTHER SPACES			TOTAL PARKING SPACES		
#	In Use	Total Spaces	Util. Rate	In Use	Total Spaces	Util. Rate	In Use	Total Spaces	Util. Rate	In Use	Total Spaces	Util. Rate	In Use	Total Spaces	Util. Rate
1				324	324	100%							324	324	100%
2	15	15	100%	120	122	98%	8	8	100%				143	145	98%
3	82	82	100%	343	343	100%	12	17	71%	22	26	85%	459	468	98%
4	47	47	100%	57	57	100%							104	104	100%
5				60	60	100%							60	60	100%
6				16	16	100%							16	16	100%
7				13	30	43%							13	30	43%
8	40	40	100%	55	112	49%							95	152	63%
Date: May 2013    Source: RBA Group Parking Utilization Survey    Prepared by: The RBA Group    Client: SWRPA															

## 5.4 Mode of Travel To Station

### Methodology

On April 24, 2013, RBA conducted a survey that counted the modes of transportation commuters used to reach Saugatuck Station. The survey lasted between the hours of 6:14am and 7:29am, which allows Metro-North commuters to reach New York City between the hours of 7:15am and 8:45am. Three staff members undertook the survey. One surveyor drove through the parking lots before the first train (6:14am) and counted the number of cars parked at Saugatuck Station to determine the number of cars that parked for the train prior to the 6:14am train (i.e., the 6:03am train). After this count was completed, the surveyor drove around to identify people who were walking to the station or carpooling. During this time, at Saugatuck Station, two surveyors stood at either end of the westbound platform and observed how people arrived at the train station. Those train passengers who stood on the eastbound platform were not counted. To determine the final number people who drove themselves to the stations and parked, the total of number of cars parked after the last train observed was subtracted from the total number of cars parked before the first train was observed. Table 6 summarizes the results.

**Table 6: Saugatuck Station - Number of Westbound Train Passengers by Mode of Transportation to Station**

TRAINS OBSERVED	DROVE SELF & PARKED	DROPPED OFF BY CAR	SHUTTLE	WALK	TAXI	BICYCLE	CARPOOL	BUS
6:14 am	318	69	17	15	12	7	2	0
6:34								
6:53								
7:17								
7:29 am								
Percent	72%	16%	4%	3%	3%	2%	1%	0
Date: April 2013 Source: RBA Intercept Survey Prepared by: The RBA Group Client: SWRPA								

The results show that, on the days that counts were taken, commuters largely drove themselves to the station and parked, followed by a significant number of people who were driven to the station by a friend or family member.

The surveyors also observed, before beginning their counts, that a number of bicycles had already been parked at the station on bicycle racks. These bicycles (approx. 6) were not included in the counts because their users had either taken earlier trains or perhaps left their bicycles at the station for an extended period of time. Seven more people rode to Saugatuck Station on bicycles during the counting period and parked their bicycles on the racks provided near the platform.

### Additional Observations

- Excessive speeding was observed along Railroad Place, as many vehicles drove above the posted speed limit as they headed toward Lot 2 at Saugatuck Station.
- Commuters parking in Lot 8 utilized the crosswalk at Saugatuck Avenue and exit 17 sporadically, often crossing Saugatuck Avenue north of this location before walking to the station.

- The predominant routes for commuters walking to the station were Riverside Avenue and Franklin Street, while the predominant route for bikers to the station was Riverside Avenue.
- A significant number of potential vehicular and vehicular/pedestrian conflicts occurred along Park Street and Lot 1, and along Ferry Lane and Lot 3 where there are multiple access/egress locations.

## 6. Existing Conditions: Green's Farms Station

The section below provides a description of Green's Farms Station and the surrounding area, a physical conditions assessment of the station area, an assessment of the station itself including parking utilization, and a discussion of the mode of travel to the station.

### 6.1 Description of Station Area

Green's Farms Station is located south of I-95 along New Creek Road. Public commuter parking at the station is comprised of three lots (see Figure 48 for images of each lot):

- **Lot 1** (New Creek Rd. - New York Bound): Lot consisting of 163 annual permit spaces and 106 daily spaces. Daily parking was moved to all one location as per the recommendation in SWRPA's [\*2011 Regional Rail Station Parking Study Update\*](#).
- **Lot 2** (trackside - New York Bound): Lot consisting of 156 annual permit spaces and four handicapped spaces. The area near the Post Office was converted to permit parking as per the recommendation in the [\*2011 SWRPA Regional Rail Station Parking Study Update\*](#).
- **Lot 3** (trackside - New Haven Bound): Lot consisting of 56 annual permit spaces and one handicapped space.

[Appendix C-1](#) includes a map showing parcel ownership in the station area and a map showing State-owned parcels and right-of-way that is leased to the Town of Westport. Both maps also show the locations of the commuter parking lots.

**Figure 48: Images of Green's Farms Station Commuter Rail Parking Lots** (photos taken 6/6/2013)



### Parking Capacity

Green's Farms Station has three adjoining public commuter parking lots with 492 parking spaces. The majority of the spaces at the station are reserved for annual permit holders. Daily spaces are allotted the next highest percentage of spaces. Table 8 provides details on capacity at the station by type of space. Figure 49 maps the location of daily, annual, and other (handicapped, motorcycle, etc.) spaces in each lot.

**Figure 49: Green's Farms Station Commuter Rail Parking Lots & Space Types**



**Table 7: Overall Parking Capacity of Green's Farm Station by Type of Space**

PARKING SPACE TYPE	CAPACITY	
	Number	Percent of Total
Daily Spaces	111	23%
Annual Permit Spaces	375	76%
Handicap Spaces	5	1%
Electric Vehicle (Permit)		
Electric Vehicle (Daily)		
Motorcycle	1	<1%
Leased Spaces		
<b>Total Spaces</b>	<b>492</b>	
Date: February 2013 Source: Town of Westport Police Dept. Prepared by : The RBA Group Client: SWRPA		



Lot 1 is the largest parking lot at the Green's Farms Station with about 56% of available spaces, followed by Lot 2. Daily permit spaces are all located in Lot 1. All of the handicapped spaces are located in Lots 2 and 3, which are closest to the station. Table 8 shows the parking capacity for each lot by type of space.

**Table 8: Parking Capacity of Green's Farm Station by Lot by Type of Space**

LOT #	DAILY SPACES		ANNUAL PERMIT SPACES		HANDICAP SPACES		OTHER SPACES*		TOTAL PARKING SPACES	
	Number	Percent	Number	Percent	Number	Percent	Number	Percent	Number	Percent
1	106	100%	163	43%					274	56%
2			156	42%	4	80%	1	100%	161	33%
3			56	15%	1	20%			57	11%
<b>Total</b>	<b>106</b>		<b>375</b>		<b>5</b>		<b>1</b>		<b>466</b>	

\* = motorcycle parking

*Date: February 2013    Source: Town of Westport Police Department    Prepared by : The RBA Group    Client: SWRPA*

## Surrounding Land Uses

The area surrounding Green's Farms Station is primarily residential consisting of single family homes on large lots. The only other uses in the area are a Post Office which is located on Post Office Lane just east of Lot 2, and Green's Farms Academy which is located south of the station along Beachside Avenue and Maple Lane. Wetlands lie just to the south of Lot 2 and east of Lot 1. A Connecticut Power & Light substation was constructed several years ago across along New Creek Road across from Lot 3.

## Zoning

Figure 50 indicates the zoning designations, as well as delineates parcel ownership, for the area surrounding the Green's Farms Station. The immediate station area is zoned Residential AAA which allows single-family residences on a minimum two acre lot.

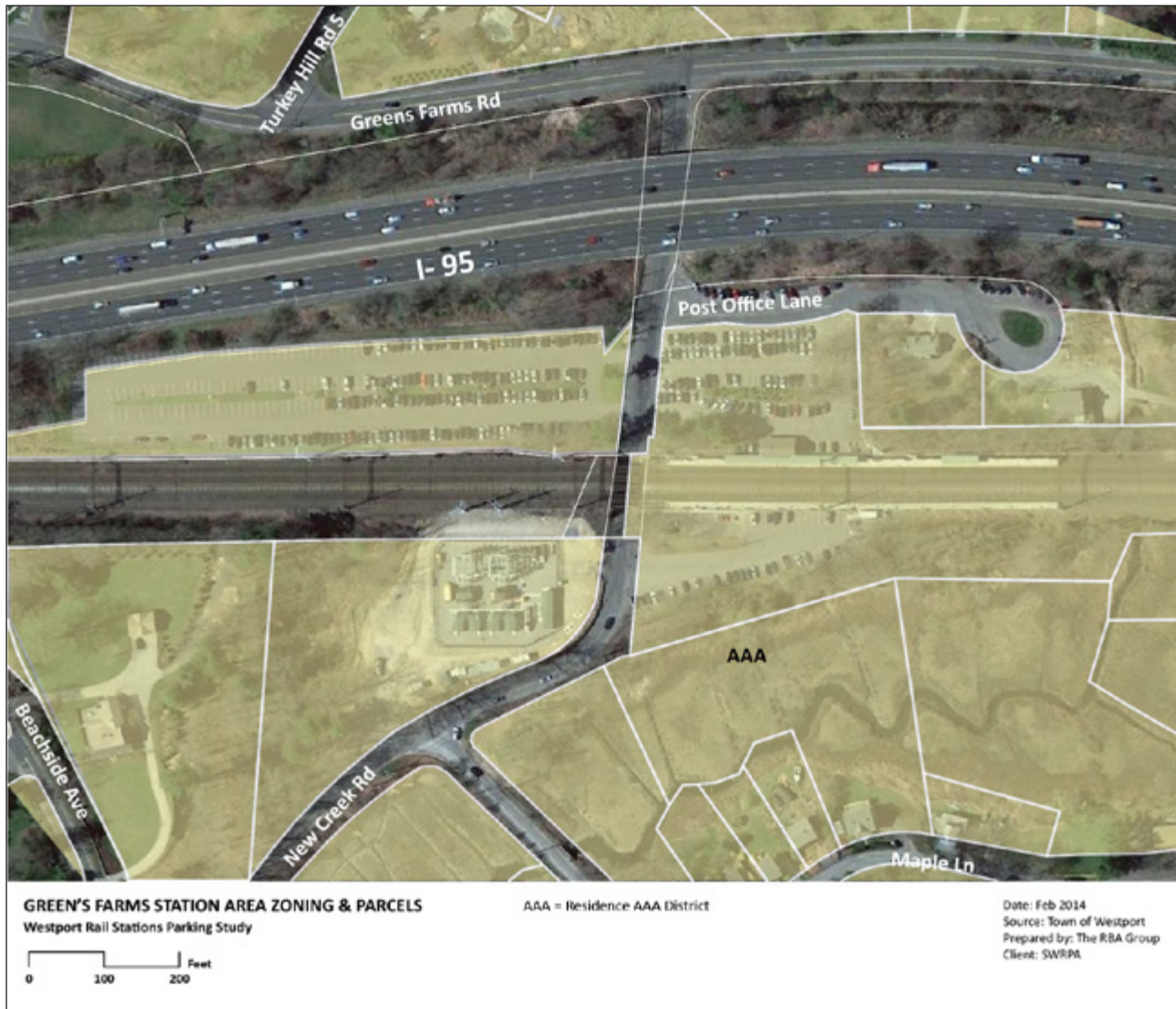
## Environmental

A preliminary environmental screening for the Green's Farms Station area was conducted to broadly document existing environmental and cultural considerations early in the study. This documentation serves as a baseline for identifying potential environmentally-sensitive areas, cultural resources, and community facilities, with the intent that these resources will be considered during the selection and planning of parking alternatives.

The Green's Farms Station area was screened for the following resources: Land Use; Cultural Resources; Parklands, Section 4(f) and 6(f) Resources; Sensitive Noise Receptors; Surface Water Resources; Wetlands and Stream Channel Encroachment Lines; Floodplains; Ground Water Resources; Fish, Wildlife, and Endangered Species; Listed Species / Critical Habitats; Hazardous Materials; Population and Employment; and Environmental Justice. A summary of the finding of the environmental screening for the Green's Farms Station area is provided below while the full analysis is provided in [Appendix J](#).

- **Cultural Resources.** The Green's Farm Station study area does not contain any historic properties or structures listed on the National Register of Historic Places (NRHP).

**Figure 50: Green's Farms Station Area Zoning & Parcels**



- **Parklands and Section 4 (f) and 6 (f) Resources** - The Green's Farm Station study area in addition to Burying Hill Beach, partially contains Sherwood Island State Park, a Section 4(f) resource, both of which are located in the southwest corner of the study area.
- **Sensitive Noise Receptors** - The Federal Highway Administration's (FHWA) Noise Abatement Criteria (NAC) documented in 23 CFR 772, Procedures for Abatement of Highway Traffic Noise and Construction Noise is based on Land Use Activity Categories. Land uses considered most sensitive to highway/roadway noise are designated as either Land Use Activity Category A or B. Land Use Activity Category A includes lands on which serenity and quiet are of extraordinary significance; serve an important public need; and where the preservation of those qualities is essential if the area is to continue to serve its intended purpose. There are no historical landmarks within the Green's Farm Station study area. Land Use Activity Category B includes noise-sensitive land uses, such as picnic areas, recreation areas, playgrounds, active sports areas, parks, residences, motels, hotels, schools, churches, libraries, and hospitals facilities. Section 4(f) properties should also be considered as noise-sensitive land uses for the purpose of this evaluation. Green Farms Academy at 35 Beachside Ave and Sherwood Island State Park,

are the two properties in Land Use Activity Category B located in the Saugatuck Station area. However, the study area contains many residential properties, which might be affected by project-related noise.

- **Surface Water Resources.** The Green's Farms study area is within the Outlet Saugatuck River-Frontal Long Island Sound watershed. The station has one small, unnamed stream running through it, in a north-south direction. This stream is listed by the Connecticut Department of Energy and Environmental Protection (CTDEEP) as a Class A surface water resource. Designated uses of Class A water bodies include potential drinking water supply, fishing, swimming, recreation, healthy aquatic habitat, industrial supply, and agricultural use. As this stream flows south into the Long Island Sound, it becomes a Class SA coastal/marine surface water resource. Designated uses of Class SA water resources include fishing, swimming, recreation, healthy marine habitat, direct shellfish consumption, and industrial supply. Within the study area there are also three small ponds north of Green's Farm Station that are all Class A surface water resources.
- **Wetlands.** There are several wetlands located within the Green's Farm Station study area. A tidal wetland area borders the station to the south of the railroad tracks and partially overlaps the existing station site. State and federal wetlands are also located north of Green's Farm Road as well as another that borders the railroad tracks on the south side, then continues in a southwesterly direction through the middle of the study area, partially overlapping the tidal wetland.
- **Floodplains and Stream Channel Encroachment Lines.** The Green's Farms station study area contains the 100-year and 500-year flood zones. Near the Green's Farm Station, the flood zone of the Long Island Sound is located on the north and south sides of the railroad tracks; it should be noted that a portion of the surface parking lot at this station is within the 100- and 500-year flood zone.
- **Surges.** Portions of the Green's Farms Station area are impacted by SLOSH Categories 1,2,3, and 4, especially on either side of the tracks, with the area east of New Creek Road being especially vulnerable.
- **Storm Damage.** Superstorm Sandy badly damaged Burying Hill Beach, which is located off of Beachside Road near Greens Farms Academy. The storm caused erosion of the embankment and damages the seawall. FEMA funding contributed toward repairs.
- **Groundwater Resources.** The groundwater in the Green's Farm Station study area is designated by the CTDEEP as Class GB. A Class GB designation of groundwater states that this water is assumed to have some degradation and is not suitable for drinking without treatment. Discharges to Class GB groundwater includes domestic sewage, agriculture, water treatment, and clean water discharge.
- **Listed Species / Critical Habitats.** The wetlands just south of the Green's Farm Station site are intertidal marsh that is defined by the CTDEEP as a critical habitat. Critical habitats are significant natural community types for species of the greatest conservation need.
- **Hazardous Materials.** Based on the most recent CTDEEP GIS data, there is one hazardous site, the Westport Town Landfill leachate and wastewater discharge, located on the northeastern corner of the Green's Farm study area. As the study evolves and study alternatives become more defined, a more detailed assessment of potential hazardous materials and contamination risks may be recommended if study alternatives involve property acquisitions.
- **Environmental Justice.** There are no environmental justice populations located within the Green's Farms Station study area.



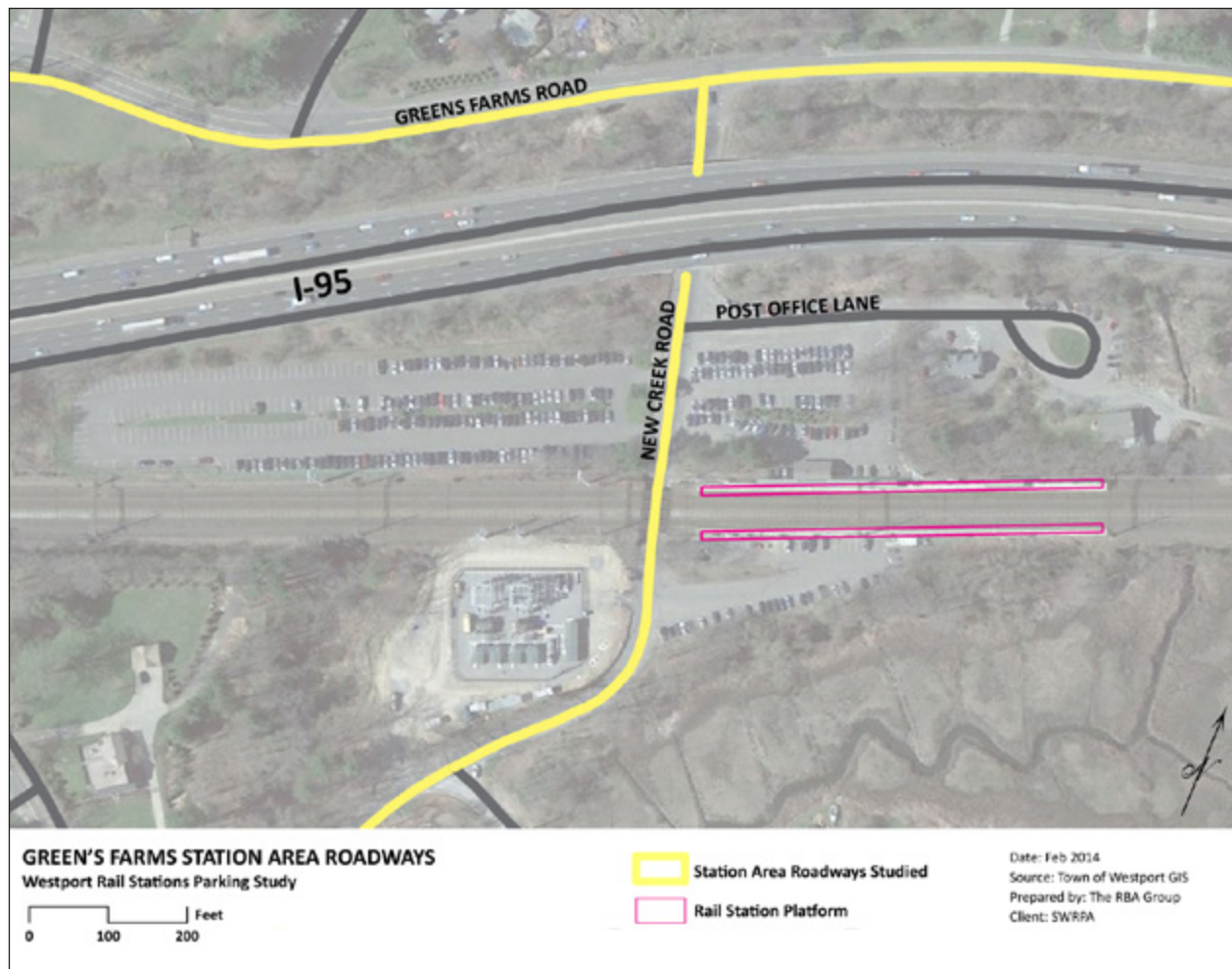
## 6.2 Station Area Physical Conditions Assessment

RBA staff performed a physical conditions inventory on March 4, 2013 to identify traffic/transportation conditions in the Green's Farms station area. In addition, observations were made to identify prevailing traffic operational, parking, and safety issues, and to note the location of bicycle and pedestrian paths to each station.

This section presents this information about and images of each roadway observed in the Green's Farms Station area. These include: Green's Farms Road and New Creek Road (see Figure 51). The following attributes of each roadway are presented. Similar attributes are presented for commuter lots.

- Cross section diagram
- General description
- Functional classification
- Speed limit
- Traffic controls and pedestrian amenities
- Traffic volumes
- Travel lanes
- Bicycle lanes
- Sidewalks
- On-street parking/shoulder
- Street lighting

**Figure 51: Green's Farms Station Area Roadways**



## 6.3 Station Assessment

The following section provides an assessment of the Green's Farms Station in terms of the station buildings, platforms, canopies, lighting, and parking lots. It also includes an analysis of parking utilization.

### Station Conditions

For the Connecticut Department of Transportation's (CTDOT) Metro-North Railroad Station Improvements Program for the New Haven Line, AECOM prepared *Green's Farms Station - Final Report* in August 2012. The report assessed the physical condition of the station and platform areas and identified recommendations that would bring the station up to an overall state of good repair. A summary of the station report describing the station and general recommendations are provided below. [Appendix C](#) includes more detailed description of the recommendations.

The Green's Farms Station is considered a mainline station with one westbound and one eastbound platform on each side of the four mainline tracks which run through the station site. Track four services eastbound passengers and track three serves westbound passengers. The platforms are directly opposite each other. Platform to platform passenger access is achieved by a sidewalk beneath the railroad on New Creek Road.

The Green's Farms Station building is located on the westbound side of the facility. The building is a preserved one story wood structure which is currently in need of various interior and exterior repairs. Prior to 2013, the facility underwent some minor interior and exterior improvements. The building provides ticket vending, a waiting area, a coffee concession, and restroom facilities to commuters. The mechanical storage room is located adjacent to the lobby area within the building.

The station report recommended that structural, architectural, and electrical improvements be made to the platforms, milling, sidewalk, re-striping, and drainage improvements be made to the lots, and structural, architectural, mechanical/HVAC, and fire protection improvements be made to the station building.

The total cost of the recommended repairs was estimated at \$4,962,211 with a base construction year of 2013.

### Improvements

In 2013, Green's Farms Station was renovated with insulated windows, interior and exterior lighting, plumbing and electrical upgrades, foundation work, a new bathroom, new heating and cooling systems, and new wood floors to support a new coffee concession that opened in June 2013. Eight surveillance cameras were also installed inside and outside that can record and display in real-time at the police station. Video from Green's Farms is streamed to the coffee shop at the Saugatuck Station so customers know how long they have until the New York bound train reaches Saugatuck.

In addition, as mentioned previously in this report, new bike racks and bicycle signs and wayfinding signs have been installed. The Town plans to replace the wooden steps on both sides of Green's Farms station with granite in 2014.



## Parking Utilization

RBA conducted a parking utilization survey on May 7, 2013 to determine the current utilization rate at the Green's Farm Station, and to serve as a comparison with previous years to identify any trends.

As shown in Table 9, parking spaces were utilized at a high rate with 94% of the daily permitted spaces being utilized and 96% of the annual permit spaces being utilized.

**Table 9: 2013 Overall Green's Farms Parking Utilization**

PARKING SPACE TYPE	CAPACITY		
	In Use	Total Spaces	Utilization Rate
Daily Spaces	104	111	94%
Annual Permit Spaces	360	375	96%
Handicap Spaces	3	5	60%
Other Spaces	0	0	0%
<b>Total Spaces</b>	<b>467</b>	<b>492</b>	<b>95%</b>
Date: May 2013 Source: RBA Prepared by: RBA Client: SWRPA			

Comparing the above utilization data with parking counts conducted by SWRPA as part of their [2013 Rail Stations Parking Study Update](#) and [2011 Rail Station Parking Update](#) shows that utilization at the station has remained fairly constant, as Green's Farms Station parking was utilized at a rate of 96% in 2012 and 92% in 2010.

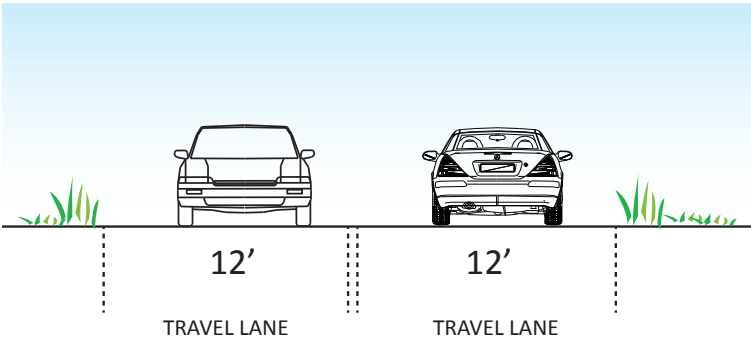
Table 10 provides details of the current utilization of each lot at Green's Farms Station. The table indicates that all of the lots are highly utilized, with Lot 2, which is located across New Creek Road from the station platforms, having the highest overall utilization rate at 96%, and highest permit utilization rate at 98%.

**Table 10: 2013 Green's Farm Station Rail Parking Utilization by Lot**

LOT	DAILY PERMIT SPACES			ANNUAL PERMIT SPACES			HANDICAP SPACES			OTHER			TOTAL PARKING SPACES		
	In Use	Total Spaces	Util. Rate	In Use	Total Spaces	Util. Rate	In Use	Total Spaces	Util. Rate	In Used	Total Spaces	Util. Rate	In Use	Total Spaces	Util. Rate
1	104	111	94%	159	163	98%							263	274	96%
2				148	156	95%	1	4	25%	0	1	0%	151	161	94%
3				53	56	95%	0	1	0%				53	57	93%
Date: May 2013 Source: RBA Parking Utilization Survey Prepared by: The RBA Group Client: SWRPA															

# New Creek Road

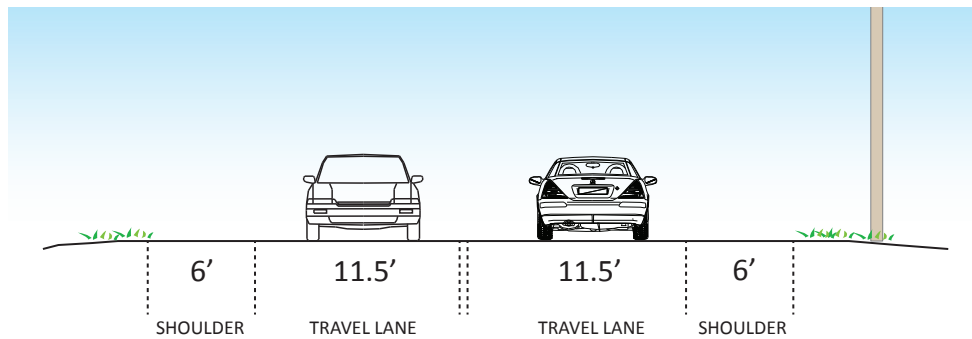
Figure 52: New Creek Road Cross Section Diagram



<div>General Description</div>	<p>New Creek Road is narrow, north-south, two-lane roadway (see Figure 52). This is the only road from which direct access to the Green’s Farms parking lots is possible (see Figure 53).</p>	<div>Figure 53: Heading north on Green’s Farms Road toward the station (photo taken 2/22/2013)</div>
<div>Functional Classification</div>	Local	
<div>Speed Limit</div>	15 mph	
<div>Traffic Controls &amp; Ped. Amenities</div>	There is a stop sign at the intersection with Green’s Farms Road to control traffic.	
<div>Traffic Volumes</div>	Not available	
<div>Travel Lanes</div>	1 north / 1 south	
<div>Bicycles Lanes</div>	None	

## Greens Farms Road

**Figure 54: Green's Farms Road Cross Section Diagram**



General Description	<p>Greens Farms Road is two-lane, east-west roadway, with 11.5 feet travel lanes and six-foot shoulders (see Figure 54). In the vicinity of the Green's Farms Station, this roadway runs parallel to I-95 (see Figure 55).</p>	<p><b>Figure 55: Heading east on Greens Farms Road toward New Creek Road</b> (photo from GoogleMaps)</p>
Functional Classification	Minor Arterial	
Speed Limit	30 mph	
Traffic Controls & Ped. Amenities	There is a stop sign at the intersection with Green's Farms Road to control traffic.	
Traffic Volumes	Not available	
Travel Lanes	1 east / 1 west	
Bicycles Lanes	None	
Sidewalks	None	
On-street Parking/Shoulder	Wide shoulder various from 6 to 8 feet	
Street Lighting	Yes	

## Commuter Lots

Signage & Traffic Controls	All of the commuter lots contain signs (see Figure 54) identifying the lot numbers as well as the location of annual vs. daily parking (if applicable). Yield signs are located at the entrance/exits at Lot 2 to control traffic, while a stop sign is provided in Lot 1 to control traffic entering onto New Creek Road.	<p><b>Figure 56: Signs Identifying Commuter Lots</b> (photo taken 6/6/2013)</p> 
Pick-up/Drop-off Locations	Taxi pick-up/drop-off occurs on either side of the station, mixed with private vehicle pick-drop-off, while bus pick-up/drop-offs occur in front of the station building at the westbound platform.	
Bicycle Racks	Bicycle racks are located near the north and northbound platforms at the Green's Farms Station (see Figure 55). As of the 2009 SWRPA Parking Study, few of the available bicycle parking spaces were utilized (22 percent at Green's Farms Station) and many bicycles were seen locked in places other than the racks provided in the specified bicycle parking area. However since 2009, new bicycle racks and signs have been installed at the station and the bicycle racks were observed being utilized at higher rates during the March 4, 2013 inventory.	<p><b>Figure 57: Bicycle Racks at Green's Farms Station</b> (photo taken 2/22/2013)</p> 
Traffic Controls & Ped. Amenities	There are no traffic signals in the Green's Farms station area. There are several pedestrian crossing signs located along New Creek Road.	
Lighting	All of the commuter lots contain lighting.	



## Physical Conditions Assessment Maps

This section contains maps compiled during the inventory, supplemented by data obtained from the Town of Westport and CTDOT (2010 Photolog). The following maps are included:

- Traffic Controls & Signs (Figure 58)
- Bicycle & Pedestrian Amenities (Figure 59)
- Bicycle & Pedestrian Routes (Figure 60)
- Direction of Traffic and Allowable Turning Movements (Figure 61)

**Figure 58: Green's Farms Station Traffic Controls & Signage**



Figure 59: Green's Farms Station Bicycle & Pedestrian Amenities

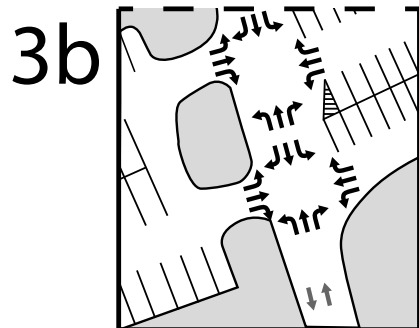
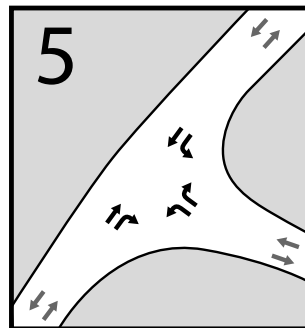
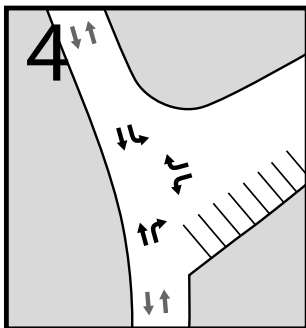
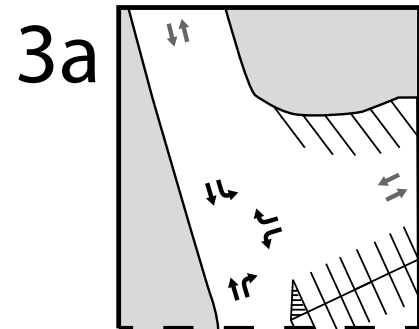
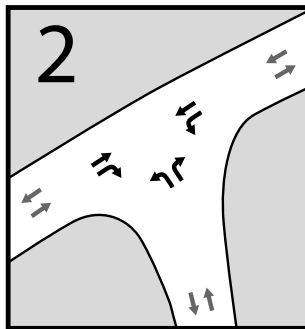
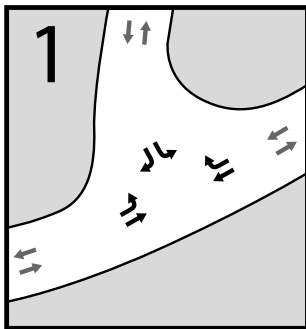
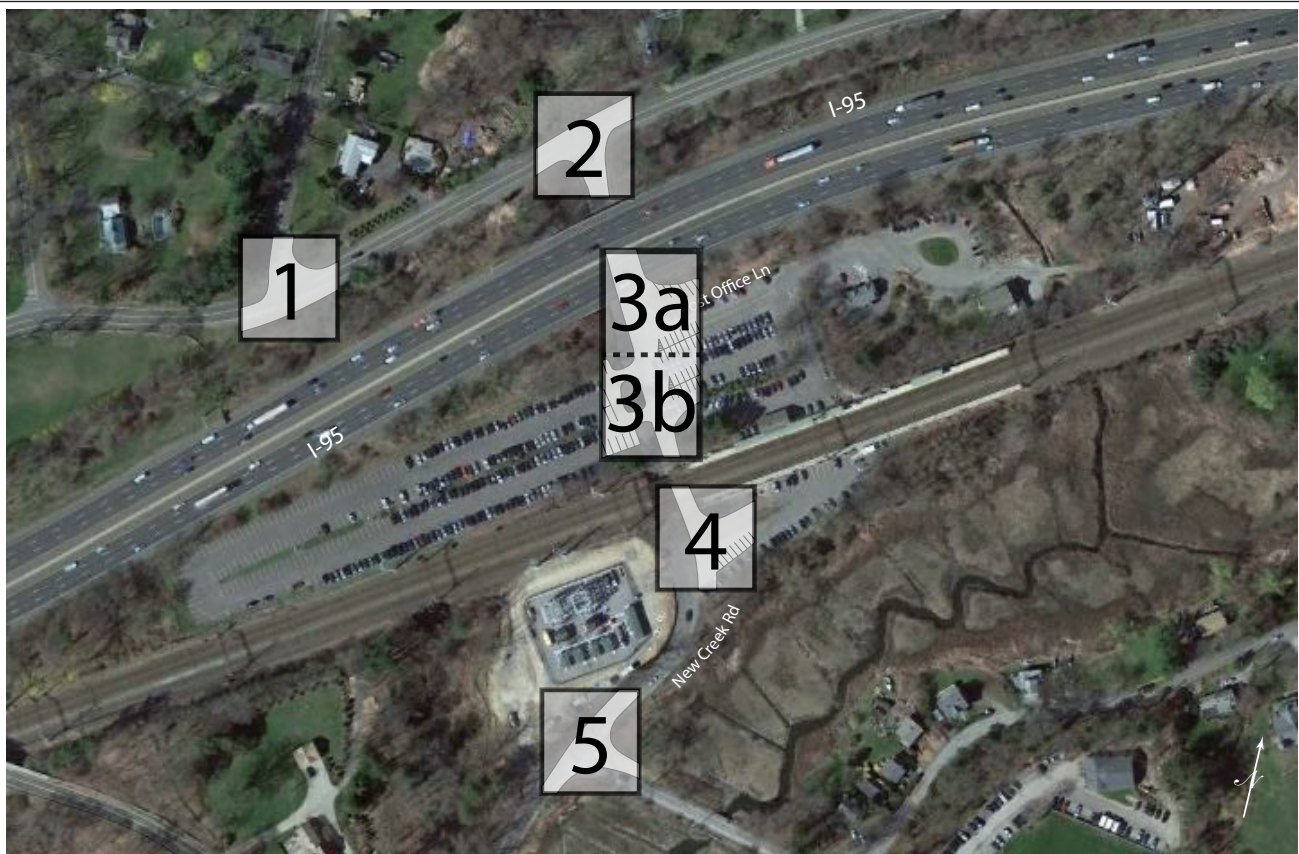




Figure 60: Green’s Farms Station Bicycle & Pedestrian Routes



**Figure 61: Green's Farms Station Direction of Traffic and Allowable Vehicular Turning Movements**



**GREENS FARMS STATION DIRECTION OF TRAVEL AND ALLOWABLE TURNING MOVEMENTS**  
Westport Rail Stations Parking Study

0 150 300 Feet

Date: March 2014  
Source: Field Observations  
Prepared by: The RBA Group  
Client: SWRPA



## 6.4 Mode of Travel To Station

### Methodology

On April 25, 2013 RBA conducted a survey that counted the modes of transportation commuters used to reach Green's Farms Station between the hours of 6:30am and 7:25am which allows commuters to reach New York City between the hours of 7:39am to 8:45am. Like at the Saugatuck Station, one surveyor counted the number of cars that parked for the train prior to the 6:30am train (i.e., after the 5:59am train). After completing this count, the surveyor identified if any people were walking or carpooling. One surveyor stood at the platform to count people reaching the station by other means of transportation. Table 11 summarizes the results.

**Table 11: Green's Farms Station - Number of Westbound Train Passengers by Mode of Transportation to Station**

TRAINS OBSERVED	DROVE SELF & PARKED	DROPPED OFF BY CAR	SHUTTLE	WALK	TAXI	BICYCLE	CARPOOL	BUS
6:30am 6:49 7:12 7:25am	125	16	9	1	1	1	1	0
Percent	81%	10%	6%	1%	1%	1%	1%	0
Date: April 2013 Source: RBA Intercept Survey Prepared by: The RBA Group Client: SWRPA								

The results show that, on the day that counts were taken, commuters largely drove themselves to the station and parked, followed by people who were driven to the station by a friend or family member, and shuttle users.

## 7. Parking Operations & Management

The following section describes the parking operations and management of Saugatuck and Green's Farms Stations focusing on daily operations, permits, the lease arrangement, and the operating and capital budget. Information on the Town's rail station parking operation is posted on the Town of Westport's website at [www.westportct.gov/index.aspx?page=468](http://www.westportct.gov/index.aspx?page=468). A copy of the regulations governing vehicle parking in parking areas serving the Saugatuck and Green's Farms Railroad Stations is included in [Appendix D](#).

### 7.1 Roles/Responsibilities & Daily Operations

Parking policies are set by the governing body of the Town of Westport Office of the First Selectman while the Westport Police Department manages day to day parking operations at Saugatuck and Green's Farms Stations.

The police department's day to day responsibilities include managing and maintaining the facilities, parking lots, ticketing, and rail parking permits. There are only two full time employees—a clerk and a custodian—and a part-time traffic enforcement officer. The remaining staff work is done by existing police department personnel. The majority of maintenance work is contracted out to private contractors.

In January 2011, the Town of Westport entered into a contractual relationship with COMPLUS DATA INNOVATIONS, INC. (COMPLUS) for the processing of parking tickets using the FastTrack Parking Ticket Management System (FastTrack). With this system, the Town of Westport is able to issue parking tickets that are accounted for within COMPLUS' FastTrack system. On behalf of the Town of Westport, COMPLUS issues delinquent notices and notices of violations for outstanding tickets to vehicles bearing State of CT plates and out-of-state plates (to the extent allowed by each State's DMV) to the last known registered owners.

Through the FastTrack internet-based system, outstanding daily parking tickets (along with tickets for other parking violations) can be paid for online by credit card. COMPLUS remits all proceeds (gross) by check to the Finance Department of the Town on a weekly basis. COMPLUS then sends an invoice to the Town of Westport on a monthly basis for fees.

During the past Fiscal Year, the contract with COMPLUS was updated to include permit management which allows online renewals and better accounting of the existing permits and waiting list. The Police Department is also examining having COMPLUS handle the actual mailing of permits, provided the cost is lower.

Table 12 shows station parking roles and responsibilities.

**Table 12: Station Parking Roles and Responsibilities**

ROLE/RESPONSIBILITY	AGENCY
<i>Policy and Oversight</i>	Office of the First Selectman
<i>Parking Operations Management</i>	Police Department
<i>Parking Enforcement/Ticketing</i>	Police Department
<i>Permit Process and Waitlists</i>	Police Department
<i>Facilities Maintenance</i>	Penna Construction (contracted)
<i>Routing Improvements</i>	Penna Construction (contracted)
<i>Security</i>	Police Department
<i>Date: May 2013 Source: SWRPA 2013 Rail Station Parking Study Update</i> <i>Prepared by: AECOM Client: SWRPA</i>	

Finally, one of the recent upgrades that has also helped to streamline operations involved relocating daily permit parking spots into a fewer number of lots at each station which made the administration of tickets easier for the police department. The change also made finding a parking spot for a specific permit type easier for commuters. After 10:00 am, the police department will provide additional daily permit parking in permit lots that are not full. Tickets for daily permits (see [Appendix E](#) for a sample daily ticket) are placed on vehicles parked in daily permit spaces by a parking attendant from the police department. Daily permit fees can be paid by mailing a check with the ticket, in person at the Westport Police Department, or online on the Town of Westport Police Department's website at [www.parkingticketpayment.com/westport](http://www.parkingticketpayment.com/westport). Fees must be paid within 14 days from the ticket issuance or an additional \$10 penalty will be imposed. A discussion of enforcement is included later on in the section.

## 7.2 Parking Permits

In order to obtain an annual parking permit, a permit application must be filled out in person at the Police Department or online on the Town of Westport's website and mailed to the police department (a sample copy of the permit application and annual parking permit is provided in [Appendix F](#)). Various items are required of Westport residents, non-residents and out of state applicants, such as vehicle registration information and tax receipts. The application will guarantee a spot on the waiting list. The police department conducts frequent utilization counts and applicants from the wait list are issued permits as space allows. In addition, the police department has been actively trying to reduce the number of people on the waiting list by sending out letters to all persons on the waiting list to verify that they still want an annual parking permit.

Annual permit fees can be paid by mail or in person at the Westport Police Department. The permit must be renewed each year. Advanced payment options are not available for either annual or daily permits.

The Police Department has been reducing the number of people on the wait list by allocating permits as they become available. Those who have just been added to the wait list can expect at least a 3-year wait for a permit (according to SWRPA's [2013 Rail Stations Parking Study Update](#), Westport has the longest waiting list in the region while people on Darien's wait list have the longest wait time for annual permits: up to 10 years). The table below shows the permit and wait list information.

**Table 13: Annual Parking Permits and the Permit Waiting List**

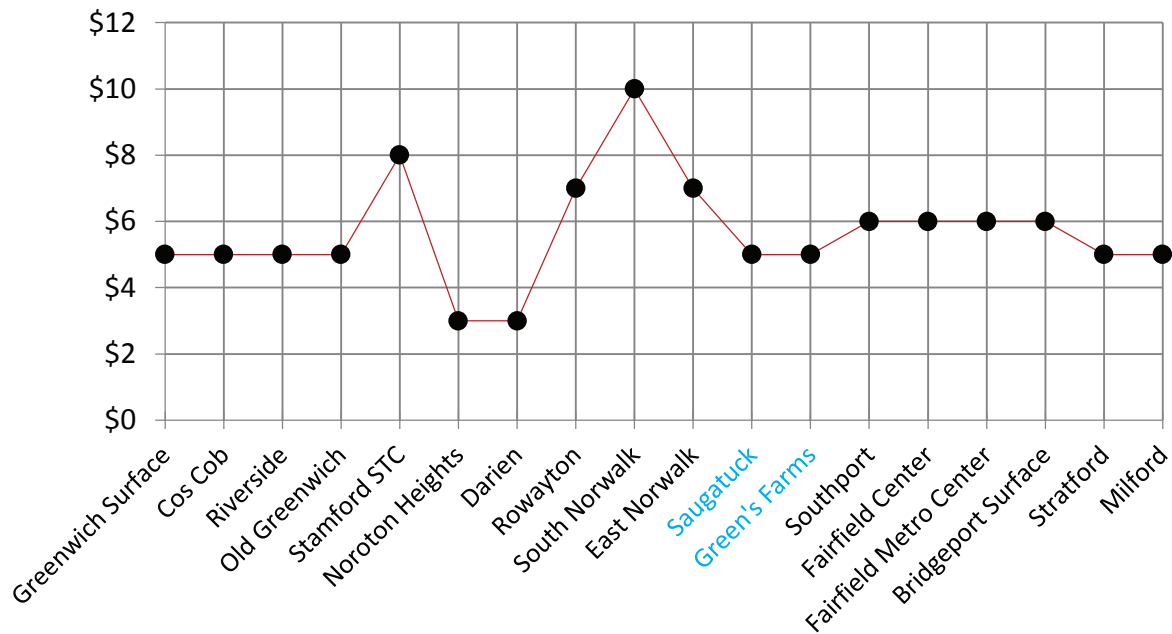
ATTRIBUTE	2008	2013/2014
Annual Permits Issued	3,911	3,803
Ratio of Permits Issued to Permit Spaces	2.8:1	2.8:1
Persons on Waiting List for Permit	1,850	1,711
Longest Length of Time on Waiting List	4 years	3 years
Date: March 2014		
Source: SWRPA's 2009 Rail Stations Parking Study, Town of Westport Police		
Prepared by: RBA Client: SWRPA		

### Parking Permit Rates

The Town of Westport raised their daily parking rate in April of 2011 (see [Appendix G](#) for a copy of the Board of Selectman's approval of the fee increase) from \$4 to \$5 dollars, and the annual permit fee from \$225 to \$325, an increase of 25% and 44%, respectively. Figure 62 shows the daily parking rates at the main New Haven Line stations, while Figure 63 shows prices for annual permits at each station. The average daily parking rate is \$6; Westport charges \$5 at Saugatuck and Green's Farms. The median annual permit price for New Haven Line stations is \$340, while the average is \$433. The price of annual permits at Westport's stations is \$325. Table 14 shows daily and annual rail station parking rates for stations along the New Canaan Branch. The daily parking rates are comparable with those of the main New Haven Line stations while the annual permit prices are slightly higher than average. The three stations of the Danbury Branch within the South Western region (Merritt, Wilton, and Cannondale) do not charge for parking.

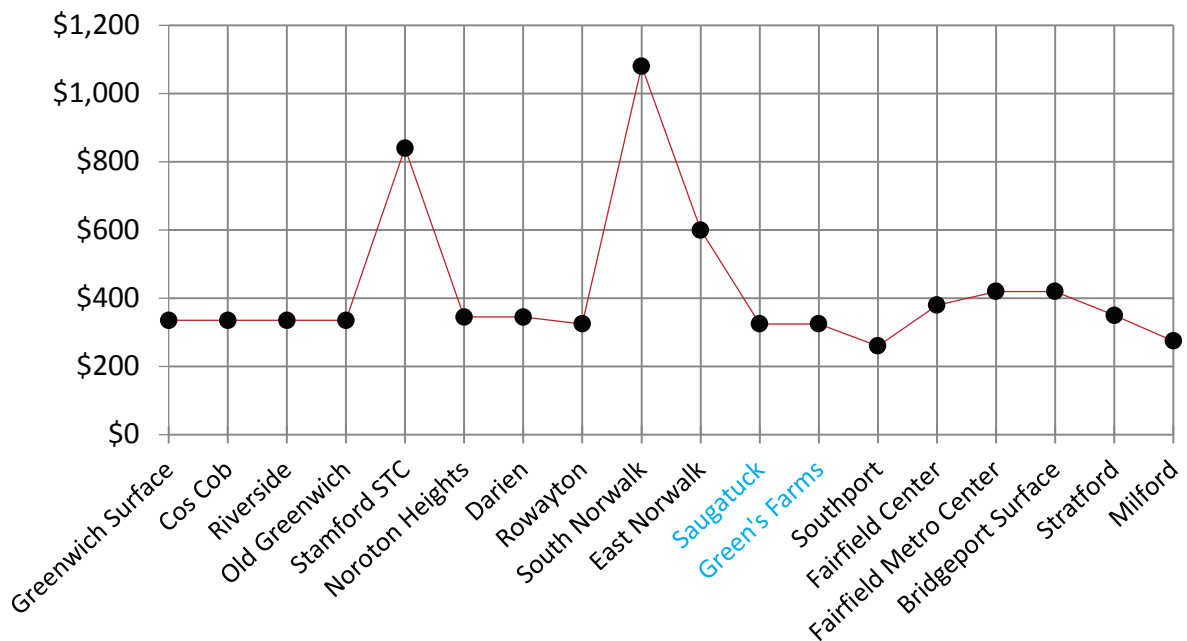


**Figure 62: Metro-North New Haven Line Daily Commuter Parking Rates by Station**



Source: SWRPA's South Western Region Rail Station Parking Study, Update 2013

**Figure 63: Metro-North New Haven Line Annual Rail Parking Permit Price by Station**



Source: SWRPA's South Western Region Rail Station Parking Study, Update 2013

**Table 14: Metro-North New Haven Line New Canaan Branch Rail Parking Rates by Station**

STATION	DAILY PARKING RATES	ANNUAL PARKING PERMIT PRICE
New Canaan Lumberyard	n/a	\$516
New Canaan Richmond Hill	\$6	\$420
New Canaan Trackage	\$5	n/a
Talmadge Hill	\$5	\$420
Springdale	\$5	\$504
Glenbrook	\$5	\$504

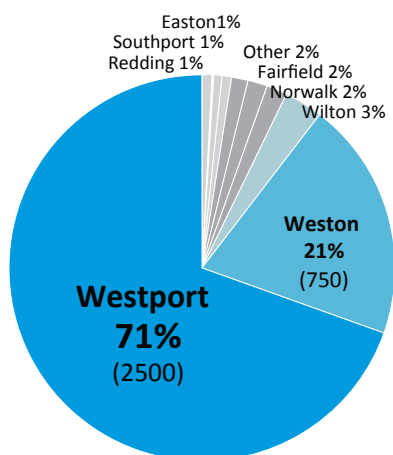
*Source: SWRPA's South Western Region Rail Station Parking Study, Update 2013*

## Place of Residence of Permit Holders and Persons on Wait List

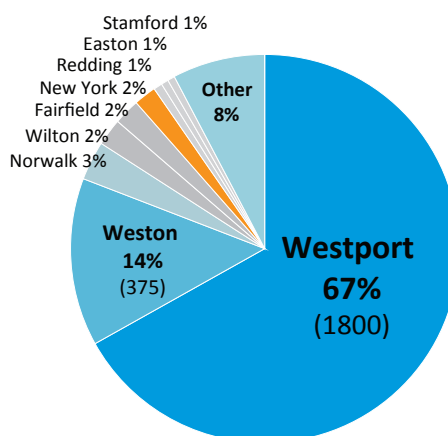
The Town of Westport Police Department maintains a list of permit holders and people on the wait list for a permit. Figure 64 shows the range of places of residence of permit holders as well as those on the wait list in 2012. Beyond Westport, a significant percentage of permit holders as well as people on the wait list reside in neighboring Weston. The remainder live in nearby towns.

**Figure 64**

**PLACE OF RESIDENCE OF PERMIT HOLDERS**  
n=3,559



**PLACE OF RESIDENCE OF PERSONS ON WAIT LIST**  
n=2,688



Source: Town of Westport Police Department

## 7.3 Lease Arrangements

An agreement was made between the State of Connecticut and Town of Westport in January 2002 to lease the land and parking lots that are owned by the state to the town. The term of the lease is 10 years with an option to renew the lease for up to two additional 10 year terms. The Town of Westport renewed the lease for two more 10-year periods beginning July 1, 2011. A copy of the lease and extension are included in [Appendix H](#).

The lease requires no fee be paid but that the town maintain the train stations and parking areas and invest any surplus from parking revenues into upkeep of the facilities. Towards that goal, two separate funds were required to be set up, an Operating Fund and a Capital Improvement Fund. All revenues generated from parking permit fees, on state and town property, must be put in the operating fund and used for daily parking operations. At the end of the fiscal year, fifty percent of remaining money left in the Operating Fund will be moved into the Capital Improvement Fund and the rest will remain in the Operating Fund. According to Westport's [Comprehensive Annual Financial Report for the Fiscal Year Ended June 30, 2013](#), the Operating Fund had a balance of -\$309,614 and the Capital Improvement Fund had a balance of \$256,909. Following a period of five years, the state may withdraw 50 percent of any surplus funds from the Capital Improvement Fund. The state also reserves the right to review budgets and expenditures related to station operations.

## 7.4 Parking Operations & Capital Budget

### Expenditures

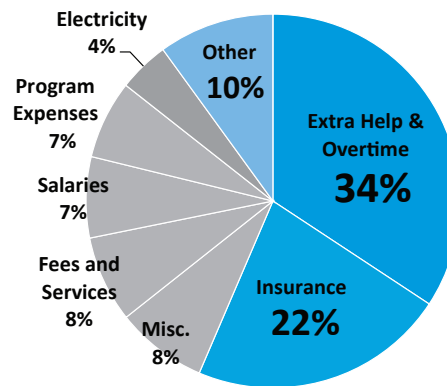
Table 15 shows the distribution of the operating and capital budgets by budget item for FY 2011 through 2013. FY 2011 and 2012 are actual budgets, FY 2013 and FY 2014 are adopted budgets. A description of some of the key items in the budget is as follows:

- **Salaries** - Employee Salaries
- **Extra Help & Overtime** - Overtime costs for weekend custodial work (in lieu of hiring a second custodian)
- **Fees and Services** - Beginning in FY 2012 includes fees to Complus, offset by revenue. In FY 2012, the fee to Comp Plus was \$142,000. The Police Department will be renegotiating fee percentage to Comp Plus based on increased volume.
- **Facility Maintenance** - Landscape costs, parking lot cleanups, general repairs
- **Program Expenses** - Snow removal from lots and platforms.

Table 15 shows that the operating and capital budget is projected to increase by 18% between FY 2011 and FY 2014 which is due to the police department taking on an increased work load. Figure 65 shows the percentage of each budget item in FY 2013, which indicates that extra help and overtime account for the majority of the budget, followed by insurance, and then other costs.

Table 15 includes capital expenses, identified by budget items labeled facility improvements, vehicles, and computers. In the fiscal years 2013 and 2014, capital expenses included parking lot and building upgrades totalling \$50,000, and a request for purchasing a new dump truck with a plow for \$35,000.

**Figure 65: FY 2013 Revised Budget, Town of Westport Police Department, Rail Parking** (Source: Town of Westport Police Department)



**Table 15: Town of Westport Police Department Rail Parking Budget Allocations**

#	BUDGET ITEM	FY 2011 ACTUAL		FY 2012 ACTUAL		FY 2013 ADOPTED		FY 2014 ADOPTED	
		Amount	Percent	Amount	Percent	Amount	Percent	Amount	Percent
1	Extra Help & Overtime	\$454,791.29	28%	\$499,850.40	28%	\$627,103	34%	\$667,947	35%
2	Insurance*	\$406,083.80	25%	\$397,377.00	22%	\$407,000	22%	\$412,000	22%
3	Misc.*	\$135,645 .00	8%	\$144,585.00	8%	\$144,796	8%	\$120,450	6%
4	Fees & Services*	\$30,414.44	2%	\$142,103.50	8%	\$137,500	8%	\$144,000	8%
5	Salaries	\$171,159 .00	11%	\$119,820.00	7%	\$128,944	7%	\$131,535	7%
6	Program Expenses*	\$213,210.93	13%	\$65,820.75	4%	\$125,000	7%	\$125,000	7%
7	Electricity	\$61,197.72	4%	\$57,503.49	3%	\$80,000	4%	\$75,000	4%
8	Facility Maintenance	\$34,278.42	2%	\$58,401.13	3%	\$55,000	3%	\$55,000	3%
9	Facility Improvement	\$16,402.50	1%	\$222,426.07	13%	\$50,000	3%	\$50,000	3%
10	Social Security	\$8,134.92	1%	\$8,656.52	0%	\$22,868	1%	\$21,135	1%
11	Supplies	\$11,387.73	1%	\$9,963.69	1%	\$10,000	1%	\$10,000	1%
12	Water	\$10,000.00	1%	\$7,982.70	0%	\$10,000	1%	\$11,000	1%
13	Heating Fuel	\$4,134.00	0%	\$3,311.50	0%	\$8,000	0%	\$7,000	0%
14	Postage	\$7,000.00	0%	\$3,372.88	0%	\$7,000	0%	\$5,000	0%
15	Vehicle Operations	\$3,211.38	0%	\$6,289.30	0%	\$6,000	0%	\$6,000	0%
16	Refunds	\$29,678.50	2%	\$1,699.81	0%	\$6,000	0%	\$3,000	0%
17	Telephone	\$3,399.43	0%	\$3,300	0%	\$3,500	0%	\$3,500	0%
18	Uniforms	\$395.44	0%	\$744.24	0%	\$650	0%	\$650	0%
19	Vehicles	\$0	0%	\$0	0%	\$0	0%	\$35,000	
20	Computers	\$0	0%	23,160.	1%	\$0	0%	\$0	0%
	<b>Total</b>	<b>\$1,600,524.50</b>	<b>100%</b>	<b>\$1,776,367.98</b>	<b>100%</b>	<b>\$1,829,361</b>	<b>100%</b>	<b>\$1,892,977</b>	<b>100%</b>

\*Fees & Services = WiFi Maintenance, fees to Complus for collection and software; Insurance = Life, Medical, Pension Funding, Property & Liability; Program Expense = Storm Expense; Misc. Expense = Town Hall administration, Transit Subsidy and Sales Tax, Refuse Collection

Date: April 2014 Source: Town of Westport Police Department Prepared by: The RBA Group Client: SWRPA



## Revenues

Table 16 shows actual and projected revenues for various fiscal years. The table indicates that revenue due to annual parking permit fees is expected to double between FY 2011/2012 and FY 2013/2014, while daily parking permit fees is projected to decrease by 1%. The Police Department is also projecting higher rental revenue as new tenants who will be charged 4 to 5 times higher than the current rates should soon be in place.

**Table 16: Town of Westport Police Department Rail Parking Budget Revenues**

	ACTUAL FY 2011/2012	PROJECTED FY 2012/2103	ACTUAL FY 2012/2103	PROJ. FY 2013/2014
Annual Parking Permit Fees	\$596,931	\$1,177,861	\$1,252,393	\$1,200,000
Daily Parking Permit Fees	\$648,749	\$600,000	\$607,799	\$600,000
Rents	\$33,662	\$51,000	\$50,000	\$50,000
Interest and Reimbursements	\$366	\$500	\$500	\$500
Fund Balance Application	-	-	-	-
<b>Total</b>	<b>\$1,279,708</b>	<b>\$1,829,361</b>	<b>\$1,899,930</b>	<b>\$1,892,500</b>
<i>Date: Feb 2014 Source: Town of Westport Police Department Prepared by: The RBA Group Client: SWRPA</i>				

## 7.5 Parking Enforcement

The Westport Police Department handles all law enforcement at Saugatuck and Green's Farms Stations which, includes issuing tickets for daily parking and for illegally parked vehicles (See [Appendix E](#) for a sample parking ticket for an illegally parking vehicle, the parking ticket hearing policy, and a petition for parking ticket violation form).

For daily parking tickets the fee is \$5 which must be paid within 14 days from the ticket issuance or an additional penalty of \$10 will be imposed (See [Appendix D](#) for ordinance). Railroad parking fees are not subject to appeal.

## 8. Rail & Transit Services

Norwalk Transit District (NTD) provides transit services in the Town of Westport. Four types of services are operated by NTD in Westport:

- Commuter Services
- The regional Coastal Link service, which runs along Route 1 through Westport from Norwalk to Milford
- After-school services
- Westport Door-to-Door ADA and senior services. The commuter services connect with Metro-North at the two Westport train stations: Saugatuck Station and Green's Farms Station. Door-to-Door services can also be used to schedule trips to the train stations.

It should be noted that the Westport Bus Service Operations & Needs Study (the Bus Service Study) is being undertaken at the same time as the Westport Rail Stations Parking Study. The Bus Service Study will apply current industry best practices to assess operations and develop an updated recommended service and governance plan for Westport bus services, including fixed route, ADA, services for the elderly, services to Saugatuck and Green's Farms Stations, off-site parking, and after-school shuttles.

This section describes the Commuter Services and Door-to-Door services, which serve the two train stations in Westport. The three After-School Routes that provide trips for students traveling between Westport schools and after-school programs do not provide service to either Metro-North Station in Westport and will not be described further. Information about other connections that can be utilized at the Westport train stations, such as taxi service, is provided in this section.

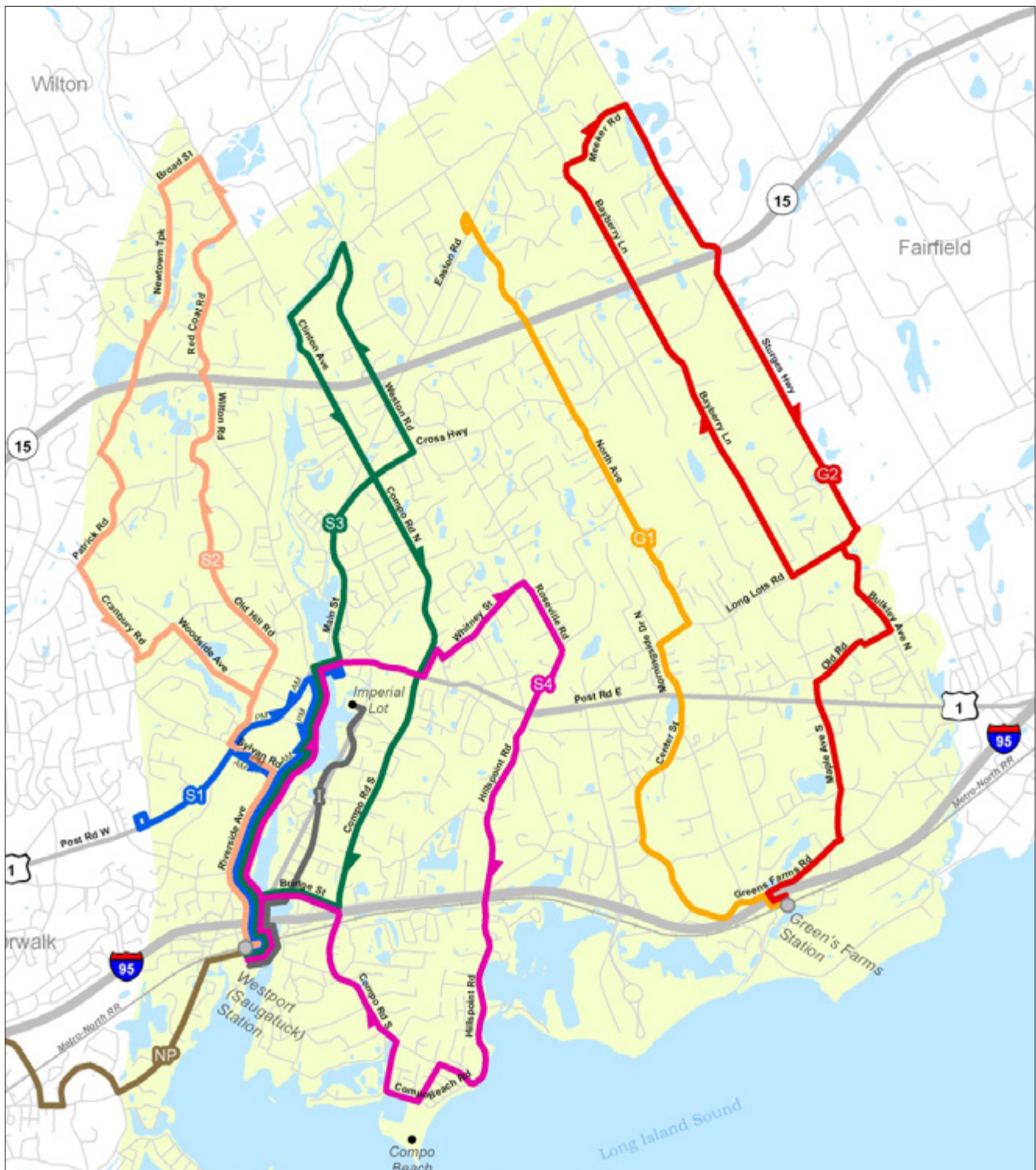
### 8.1 Commuter Services and Shuttles

There are six commuter routes that provide service to the two Metro-North Stations in Westport: four routes (S1-S4) serving Saugatuck Station and two routes (G1 and G2) providing service to the Green's Farms Station. Two shuttle services are also provided for commuters, one that operates between the Saugatuck Station and an auxiliary parking lot on Imperial Avenue at Thomas Road, and another that operates between Saugatuck Station and Norden Park.

Several services were discontinued in 2011 due to budget constraints. Daytime Route 1, a daytime service that operated between Saugatuck Station and downtown Westport, was discontinued in August 2011. Route S1 was introduced at that time to provide service in place of the daytime route. Additional services operating to Norden Park, Green Farms and Nyala Farms and Pepperidge farm were also eliminated in August 2011 due to budget constraints, although Pepperidge Farm (597 Westport Avenue) is now served by the new Route S1 and Norden Park is now served by a shuttle that operates as part of the Norwalk Commuter Shuttle system. Figure 66 is a map of Westport Commuter Services routes.

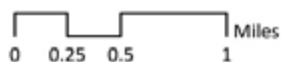
Fares for Westport Commuter Services can be paid with cash, token or fare card. Discounted fares are offered for those purchasing packs of tokens or a 10-ride fare card. Reduced fares are available for persons with disabilities, senior citizens over 65 years of age, and persons with Medicare cards. Table 17 lists fares for

Figure 66: Westport Commuter Routes System Map



# **WESTPORT COMMUTER ROUTES SYSTEM MAP**

Westport Rail Stations Parking Study



Date: March 2014  
 Source: Norwalk Transit District, Metro-North, CT DEEP, ESRI  
 Prepared by: AECOM & The RBA Group  
 Client: SWRPA

Westport transit service.

CT Rides also now offers a guaranteed ride home to monthly Uniticket Westport shuttle users. Eligible users may use the service up to four times a year. Commuters simply call the CT Rides phone number (1-877-287-4337), tell the representative the serial number of their monthly Westport Uniticket as well as the reason they need a ride, and arrangements will be made for a taxi to drop the person off at either Westport station or pick them up from either Westport station and take them to their destination. The fare, plus a gratuity, will be paid at no cost to the user.

**Table 17: Westport Commuter Services Fares**

FARE TYPE	COST
Cash- Full Fare	\$1.50
Cash- Reduced Fare	\$0.75
10 Token Pack	\$13.50
20 Token Pack	\$27.00
40 Token Pack	\$54.00
10 Ride Fare Card	\$13.50
10 Ride Reduced Fare Card	\$7.50
Date: Feb. 2013 Source: Norwalk Transit District Prepared by: AECOM Client: SWRPA	

Table 18 shows service details for the Commuter Routes, Imperial Parking Lot Shuttle, and Norden Shuttle. The routes all operate in the morning and in the evening and do not operate during the midday period. The S1 Route has the longest service span of all commuter routes and also provides the most trips and the highest service frequency. The Imperial Parking Lot Shuttle follows the S1 in terms of longest span and number of trips, and operates with a similar frequency to the S1. The other commuter routes typically provide three or four trips during morning and evening service.

**Table 18: Service Information for Commuter Routes & Imperial Parking Lot Shuttle**

ROUTE	TIME OF OPERATION		NUMBER OF TRIPS		FREQUENCY (MIN.)	
	am	pm	am	pm	am	pm
S1	5:55am - 9:35am	3:50pm - 7:40pm	10	9	19	22
S2	6:00am - 7:49am	6:10pm - 7:59pm	3	4	40	27
S3	6:05am - 7:48am	6:10pm - 7:58pm	3	4	38	27
S4	5:55am - 7:48am	6:10pm - 7:59pm	4	4	28	27
G1	6:10am - 7:45am	5:55pm - 7:50pm	3	3	40	50
G2	5:58am - 7:45am	5:55pm - 8:02pm	3	3	40	50
Imperial Shuttle	6:04am - 8:27am	6:08pm - 8:11pm	7	7	22	19
Norden	6:18am-9:01am	3:11pm-6:03pm	5	5	30-40	30-40
Date: February 2013 Source: Norwalk Transit District Prepared by: AECOM Client: SWRPA						

Between FY 2008 and FY 2013, ridership on Westport fixed routes decreased by approximately 40 percent, in part due to service reductions as well as overall ridership trends seen in years previous to this five-year period. The largest decreases in ridership were seen from FY 2008 to FY 2009 and from FY 2011 to FY 2012, largely due to the economic downturn, the closure of Gibbs College, and service cuts and adjustments. In FY 2012,



the elimination of shuttles to Greens Farms/Nyala Farms, Pepperidge Farm, and the transfer of the Norden Park Shuttle operation to NTD were largely responsible for the drop in total ridership.

**Figure 67: Image of Recently Installed Promotional Sign** (photo taken 6/6/2013)



**Table 19: Ridership on Westport Commuter Service & Imperial Parking Lot Shuttle**

ROUTE	RIDERSHIP					
	FY 2008	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013
Daytime Route 1*	20,487	18,119	15,303	15,245	1,431	n/a
S1	n/a	n/a	n/a	n/a	14,513	17,353
S2	5,549	5,538	4,552	4,897	5,067	5,194
S3	12,209	12,930	11,575	11,363	11,696	10,031
S4	5,818	5,004	6,961	7,314	6,684	7,427
G1	3,416	4,259	5,411	5,789	6,128	4,951
G2	3,303	3,827	4,215	4,264	4,432	4,551
Imperial Shuttle	12,190	9,361	9,021	9,136	10,246	10,046
Norden Park	27,602	18,766	15,874	14,534	1,089	n/a
Greens/Nyala Farms	4,761	2,914	2,410	2,757	939	n/a
Pepperidge Farm	4,202	3,666	3,119	3,262	222	n/a
<b>Total</b>	<b>99,537</b>	<b>84,384</b>	<b>78,441</b>	<b>78,562</b>	<b>62,447</b>	<b>59,553</b>
% Change	n/a	-15.2%	-7.0%	0.2%	-20.5%	-4.9%
* Daytime Route 1 was eliminated in August 2011. Commuter Route S1 replaced the service. Ridership figures for FY 08, FY 09, FY 10 and 1 month of FY 11 are from Daytime Route 1.						
Date: February 2013 Source: NTD Westport Service Ridership Stats, FY 07 to FY 13 Prepared by: AECOM Client: SWRPA						

## Door-to-Door Service

Door-to-Door is a service for the elderly and those with physical or mental disabilities. The service operates from 8:00am to 6:00pm on weekdays, not including holidays. Both the Saugatuck and Green's Farms Stations are ADA compliant and therefore are potential destinations for door-to-door customers. Individuals wishing to use ADA services must fill out an ADA Eligibility Form to become ADA certified. Customers must reserve a ride at least one day in advance. Reservations can be made Monday through Friday between the hours of 8am and 5pm.

There is a flat fare for a trip using the Door-to-Door service. Fares must be paid with a ticket that is purchased in advance. Cash is not accepted on the vehicle. Discounted fares are available with a purchase of 10 tickets. Individual tickets cost \$2.60 while 10 tickets cost \$23.40.

Ridership on the Door-to-Door service declined continually between FY 2008 and FY 2013, with relatively large decreases seen between FY 2008 and FY 2010. Table 20 shows Door-to-Door ridership.

**Table 20: Door-to-Door Ridership Figures**

SERVICE	RIDERSHIP					
	FY 2008	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013
Door-to-Door	8,817	7,926	7,093	7,010	6,924	6,683
Percent Change	n/a	-10.1%	-10.5%	-1.2%	-1.2%	-3.5%
Date: February 2013 Source: Norwalk Transit District Prepared by: AECOM Client: SWRPA						

## Contracted Van Service

Various corporations and institutions in Westport contract with ECS Transportation to provide transportation during peak hours between Saugatuck station and offices located within the town.

## 8.2 Metro-North Railroad

### Service Details & Boardings

Metro-North provides commuter rail service between Westport and New York City and New Haven. Service in either direction of service operates about 19 to 20 hours of the day. Certain trains do not stop at Green's Farms. Service details including span and frequency are included in Table 21.

**Table 21: Metro-North New Haven Line Service Details**

STATION	HOURS OF OPERATION		FREQUENCY	
	to NYC	to New Haven	Peak	Off-Peak
Saugatuck	4:47am - 12:14am	7:04am - 2:55am	18	38
Green's Farms	5:16 am - 12:10am	7:35am - 2:59am	27	53
Date: February 2013 Source: CTDOT Prepared by: The RBA Group Client: SWRPA				

In terms of ridership, Table 22 indicates the number of weekday inbound boardings for 2011 for Saugatuck and Green's Farms Stations. The boardings represent 5% of the total number of weekday inbound boardings (which totals 62,360) and 4% of the total number of weekend boardings (which totals 53,080) on the entire New Haven Line.

**Table 22: Saugatuck & Green's Farms – 2011 Weekday/Weekend Inbound Boardings**

STATION	AM PEAK	WEEKDAY OFF-PEAK	TOTAL WEEKDAY	SATURDAY	SUNDAY	TOTAL WEEKEND
Saugatuck	1,541	649	2,190	962	944	1,906
Green's Farms	594	138	732	99	93	192
Date: February 2013 Source: CTDOT Prepared by: The RBA Group Client: SWRPA						

Tables 23 and 24 provide historical data on inbound boardings at the Saugatuck and Green's Farms Stations. The data indicates that inbound boardings were highest at Saugatuck Station in 2007, before declining in 2008 and 2009, and then increasing between 2010 to 2013. Inbound boardings at Green's Farms have increased gradually between 2007 and 2012.

**Table 23: Total Inbound Boardings from Saugatuck Station, 2000 & 2007-2013**

YEAR	PEAK	OFF PEAK	TOTAL WKDY	SATURDAY	SUNDAY	TOTAL WKND
2000	n/a	n/a	2,408	n/a	n/a	n/a
2007	1,788	812	2,600	1,107	993	2,100
2008	1,574	639	2,213	923	906	1,829
2009	1,472	614	2,086	905	889	1,794
2010	1,531	638	2,169	940	923	1,863
2011	1,541	649	2,190	962	944	1,906
2012	n/a	n/a	2,230	n/a	n/a	n/a
2013	1,557	674	2,231	1,016	997	2,013
Date: Jun. 2014 Source: CTDOT Prepared by: The RBA Group Client: SWRPA						

**Table 24: Total Inbound Boardings from Green's Farms Station, 2000 & 2007-2013**

YEAR	PEAK	OFF PEAK	TOTAL WKDY	SATURDAY	SUNDAY	TOTAL WKND
2000	n/a	n/a	573	n/a	n/a	n/a
2007	539	79	618	51	70	121
2008	531	125	656	91	86	177
2009	531	125	656	91	86	177
2010	559	131	690	95	90	185
2011	594	138	732	99	93	192
2012	n/a	n/a	736	n/a	n/a	n/a
2013	581	140	721	103	97	200
Date: Jun. 2014 Source: CTDOT Prepared by: The RBA Group Client: SWRPA						

## Ticket Prices

Tables 25 and 26 show 2013 and 2014 ticket prices for travel from Westport's stations to New York City and to Stamford, CT.

**Table 25: Ticket Prices for Travel from Westport Stations to Grand Central/125th Street Stations**

YEAR	MONTHLY	WEEKLY	10-TRIP PEAK	10-TRIP OFF-PEAK	ONE-WAY PEAK	ONE-WAY OFF-PEAK	SENIOR 10-TRIP	SENIOR ONE-WAY
2013	\$341.00	\$109.00	\$157.50	\$100.00	\$15.75	\$11.75	\$77.50	\$7.75
2014	\$358.00	\$114.50	\$165.00	\$104.25	\$16.50	\$12.25	\$82.50	\$8.25
Date: February 2013 Source: Metro-North Prepared by: The RBA Group Client: SWRPA								

**Table 26: Ticket Prices for Travel from Westport Stations to Stamford, CT**

YEAR	MONTHLY	WEEKLY	10-TRIP	ONE-WAY
2013	\$59.50	\$18.50	\$21.25	\$2.50
2014	\$62.50	\$19.50	\$21.25	\$2.50
Date: February 2013 Source: Metro-North Prepared by: The RBA Group Client: SWRPA				

## 8.3 Taxis & Car Rental

Taxicab services are located at the Saugatuck Station. The services are provided by Westport Star Taxi and Saugatuck Taxi.

ITN Coastal CT offers transportation services for seniors whose mobility is restricted because they can no longer drive. Subscribed members can use the service for rides to and from Westport train stations or anywhere within the southwest Connecticut service area. Trips are available on-demand or can be reserved in advance 24 hours a day, seven days a week. The cost of the service is a flat \$3.50 per ride and an additional \$1.50 for every mile traveled.

Avis operates the rental car location at the station, leasing 20 spaces from the Town.



## 9. Roadway Congestion

Given the proximity to I-95 and Exit 17, geographic constraints which include the Saugatuck River, and a limited number of east-west routes, the area around Saugatuck Station suffers from traffic congestion, particularly during peak hours when commuters are traveling to/from the station. These conditions are exacerbated when traffic delays occur on I-95, and traffic spills back onto local streets, as people use alternate routes to reach their destinations.

The area around Green's Farms Station experiences a much lower volume of traffic and congestion, as the station is located in a low density residential neighborhood with limited access. The station also has a significantly less number of parking spaces (375 vs. 1,064) which in turn leads to attracting fewer commuters and generating less traffic.

Figure 68 and Figure 69 indicate the 2011 Average Daily Traffic (ADT) in the Saugatuck and Green's Farms Station areas. The figures indicate that the highest volumes occur along Saugatuck Avenue (Route 33) between the I-95 entrance/exit ramps and Treadwell Avenue/Riverside which is to be expected as this is the primary route between downtown Westport and the regional highway network. Additional heavy volumes can be found along Riverside Avenue south of Bridge Street, and Bridge Street itself, as these roads serve as one of the primary routes to/from Saugatuck Station. Contributing to traffic congestion in this area is the Saga Rail Bridge which serves as an obstruction for motorists.

In addition to the ADT counts, turning movement counts were obtained from CTDOT and the Town of Westport from the traffic analysis done for the Partial Replacement of the Saugatuck River Bridge; *Traffic Impact & Analysis – The Saugatuck Mill*, Ketchum Street, Westport, CT (2007); and *Traffic Impact & Analysis – Gault/Hamilton Multi-Use Development*, Riverside Avenue (State Route 136), Westport, CT (2006). These counts which are provided in [Appendix I](#), will be utilized along with the ADT (as well as new turning movement and ADT counts conducted as part of this study) to determine the existing and future level of service at key intersections near Saugatuck Station and Green's Farms Station as part of the next phase of the study.

## 9.1 Traffic Generators & Daytime Population

Major employers in Westport generate traffic within town in addition to train riders. Table 27 lists Westport's major employers.

**Table 27: Traffic Generators in Westport**

MAJOR EMPLOYER (2006)	TYPE OF ORGANIZATION	NO. OF EMPLOYEES OR RESIDENTS
Bridgewater Associates	Financial	1,200
Town of Westport Board of Education	Municipal School System	894
Avalon East Norwalk	Residential	365
Town of Westport	Municipal Government	298
Met Life	Insurance	250
TBM Holding Inc	Financial	220
Lifecare Inc.	Life Event Management Services	200
Hall-Brook Foundation	Health Care	200
Allied Domecq North America	Liquor Importers	200
Playtex Marketing	Marketing	200
Shoreline Life Care LLC	Health Care	180
Cervalis	Data Center	60
Saugatuck Center	Residential	30
<p><i>Date: June 2014 Source: The Hour, WestportNews, Westport Chamber of Commerce</i>  <i>Prepared by: The RBA Group Client: SWRPA</i></p>		

Input from the STC committee identified two additional projects that might impact the Westport rail stations. AvalonBay Communities is completing a new 240 unit multifamily development at 8 Norden Place. In addition, a new 168,000 sq. ft. data center is nearly complete at 10 Norden Pl. Both of these developments are scheduled to open later in 2013.

Given that people from towns throughout the region work in Westport, the town's daytime population is greater than its residential population. According to the American Community Survey 2006-2010, Westport's population grows 27 percent to almost 33,000 during the daytime. The daytime population in 2000 was approximately the same.

Figure 68: Saugatuck Station Average Daily Traffic Volume

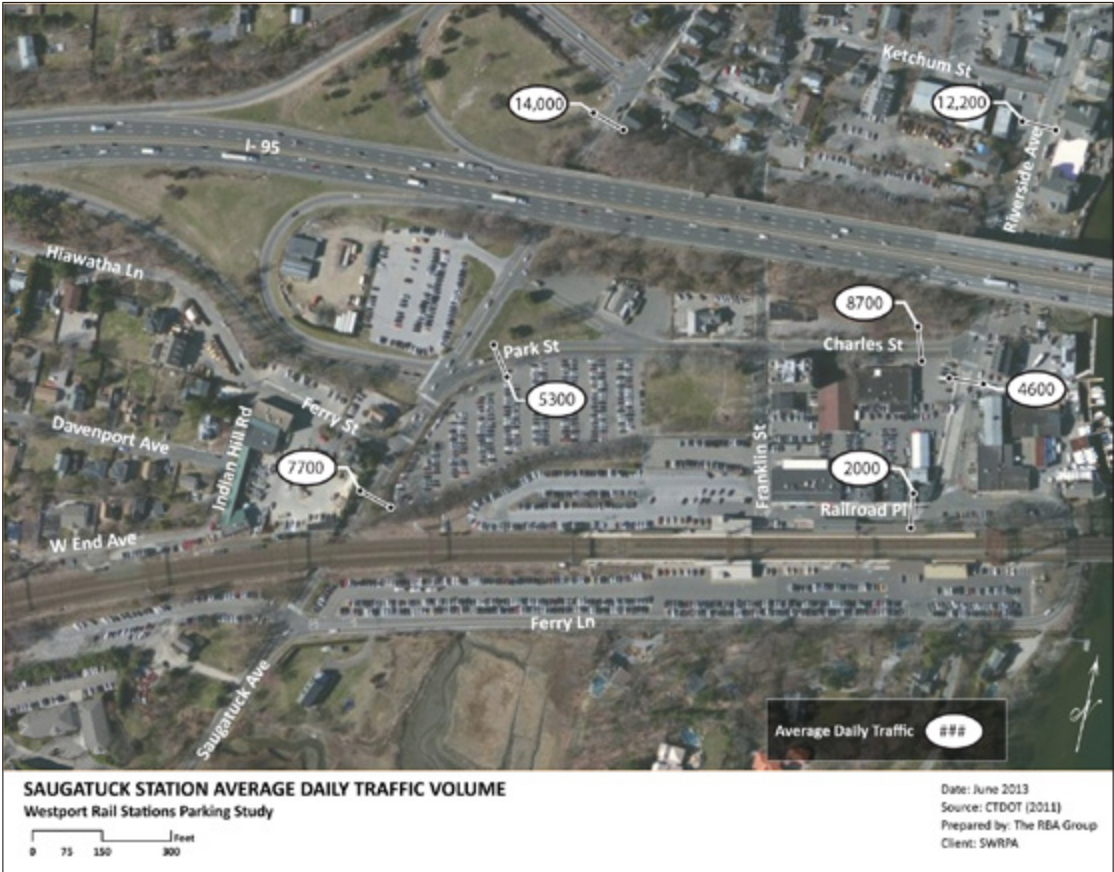


Figure 69: Green's Farms Station Average Daily Traffic Volume







# Appendices

- A. [Public Involvement Plan](#)
- B. [List of Existing Studies, Regulatory Documents and News Articles](#)
- B-1. [Summary of Existing Studies and Regulatory Documents](#)
- B-2. [Maps of Property Ownership and State-Owned Parcels/Right-of-Way Leased to the Town](#)
- C. [CTDOT Metro-North Railroad Station Improvements Program Reports - New Haven Rail Line, 2012: Summary of Recommended Improvements](#)
- D. [Regulations Governing Vehicles Parking the Westport and Green's Farms Railroad Stations](#)
- E. [Tickets & Fees](#)
- F. [Permit Application & Copy of Annual Permit](#)
- G. [2011 Rate Increase Approval by Town of Westport Board of Selectman](#)
- H. [Rail Lease Agreement & Extension](#)
- I. [Turning Movement Counts](#)
- J. [Environmental Screening](#)



## Appendix

### A. Public Involvement Plan

*Study Technical Committee Meeting Minutes & Agenda - 12/17/2012*

*Westport Transit District Commissioners Meeting Minutes - 2/25/2013*

*Study Technical Committee Meeting Minutes & Agenda - 10/17/2013*

*Westport Rail Stations Study Scope of Services - Phase 1 & Phase 2*

*Westport Bus Service Operations & Needs Study Description*



**Project Name:** Westport Rail Station Parking Study

**Client:** South Western Regional Planning Agency

RBA Project #Y4437

## MEETING MINUTES

Date: 12/17/12

Time: 9:00 am

Location: Westport Police Dept.

Attendees:

Name	Agency/Firm	Contact Information
Sue Prosi	SWRPA	prosi@swrpa.org
Kristi Knecht	SWRPA	knecht@swrpa.org
Craig Lader	SWRPA	lader@swrpa.org
Laurence Bradley	Westport - Planning	lbradley@westportct.gov
Peter Ratkiewich	Westport – DPW	pratkiewich@westportct.gov
Anna Bergeron	ConnDOT	AnnaBergeron@ct.gov
Lou Schulman	NTD	lschulman@norwalktransitdistrict.com
Victor Minerva	RBA	vminerva@rbagroup.org

### KICK-OFF MEETING

#### 1. Review of Scope & Schedule

SWRPA prepared an agenda and kick-off meeting package which included a resource list, and the project scope which was distributed to all attendees (see attached).

RBA presented a review of the scope & schedule to the Study Technical Committee (STC), noting that Phase I of the project consists of five tasks (Project Management, Review of Existing Conditions, Analyze & Define Issues/Opportunities, Identification of Alternatives, and Draft and Final Reports), has a total of five deliverables (three technical memorandums and a draft and final report), and is projected to run for a total of 10 months. A copy of the project and deliverable schedule is attached. SWRPA indicated that while public outreach is not part of this phase of the study, they will provide periodic updates to the Town of Westport RTM Transportation Committee as necessary. A link the study web-site can be found at the following address (<http://www.swrpa.org/default.aspx?Transport=256>).



## 2. Discussion of Vision, Goals, and Objectives

RBA then discussed the overall goal of the project which is to improve how rail station parking is provided, managed and operated, and how intermodal transit connections and alternative methods (such as walking or bicycling) of accessing the Saugatuck and Greens Farms stations can be improved. RBA then opened up the discussion to the STC for their feedback on what their view on the study, and what issues should be looked.

- NTD noted that the study should take into account the upcoming installation of GPS/AVL system in the bus fleet.
- SWPRA, ConnDOT and Westport DPW provided information on a number of on-going/upcoming and potential projects that should be reflected in this study including:
  - Installation of charging stations at Saugatuck Station
  - Metro North – Catenary work and replacement of the drawbridge
  - installation of a social media kiosk (providing rail, parking, and bus information) – FTA Enhancement Project
- Westport DPW noted that the tunnel closest to the Saugatuck River leaks like a sieve and should be brought to a state of good repair
- SWRPA and the Town of Westport indicated that the study should consider extending the platforms.
- SWRPA indicated that their web-site now has a Rail Station Parking Portal that provides a good source of parking information for commuters.
- In terms of new/potential development, Westport Planning identified the following projects that may have an impact on study recommendations:
  - Saugatuck Center (Phase I and Phase II)
  - Railroad Place/ Ketchum/Franklin (Superblock)
  - Post Office (fully renovated)
  - Move of Saugatuck Fire Station to Riverside
  - Bradley Commons (possible walkway to Saugatuck)
  - Mahackeno (exit 41)
- SWRPA also mentioned that the Town of Westport is now utilizing COMPLUS to manager their permit parking system. The software is allowing the Town to pare down the waiting the list, and sell permits at a 3 to 1 ratio. In addition, the Town is considering charging to be on the waiting list.
- SWRPA asked NTD if there was any way to promote the use of the Imperial Avenue lot for commuters (e.g. through the use of a shuttle). NTD indicated that they have tried to promote the bus service from the lot to Saugatuck Station in the past but with little success. Obstacles to fully utilizing the lot include it serving as parking for school buses, the farmers market, and serving as an overflow lot for the Levitt. Other improvements mentioned for the lot included providing a shelter.
- ConnDOT indicated that they would provide survey data from the Central CT Rail Study and Fairfield Center survey to see how people are traveling to the stations, help determine future demand, as well as their attitude towards transit.

## 3. Resource Review

RBA and SWRPA presented a list resource list detailing existing data and previous studies that can be used for the study, and asked the STC if there were any missing pieces of information that were not cited on the list. Westport agreed to provide a list of developments and traffic generators, as well as a list of locations where recent traffic counts have been taken, which can be used for this study as well as the Westport Bus Study. RBA will work with SWRPA, ConnDOT, and the Town of Westport to compile the information on the resource list, although any traffic counts will have to be conducted in the Spring due to problems with the counting machines. In addition, RBA will prepare a list detailing the transit information required for this study and will collect this information from NTD.

#### 4. Coordination with Westport Bus Study

SWRPA noted that data collection effort, analysis, and development of recommendations will be coordinated with the Westport Bus Study and their Citizens Transportation Committee.

#### 5. Next Meeting & Anticipated Deliverables

RBA will schedule follow up meetings with the Town of Westport Police Department and other Town Departments, to facilitate the data collection process and further discuss issues and opportunities. Based on the schedule, RBA noted that the next STC meeting is scheduled tentatively for the end of April, 2013 following the submission of Technical Memorandum #1 which provide a review of existing conditions.

**MEETING AGENDA – December 17, 2012**

**WESTPORT RAIL STATION PARKING STUDY**

**Kick-Off Meeting**

1. Review of Scope & Schedule
2. Discussion of Vision, Goals & Objectives
3. Resource Review
4. Coordination with Westport Bus Study
5. Next Meeting & Anticipated Deliverables

## Resource List

### Westport

- Traffic counts and studies – DPW
- Traffic counting capability – RBA will identify and map, with assistance from the Westport Police Department, intersections within the study area where traffic counts should be collected. The Westport Department of Public Works would be responsible for conducting these counts.
- Westport Plan of Conservation and Development
- GIS, parcel mapping
- Town of Westport property ownership
- Zoning and subdivision regulations, architectural & historic design guidelines, and any street standards and parking requirements
- Miscellaneous studies and projects – DPW and Planning
- Addresses from both permit holders and wait-listed persons from the Westport permitting database
- Westport Rail Capital Budget Operations
- Westport Rail Parking (Westport Police Department)
- Westport Citizens Transit Committee

### SWRPA

- Rail Station Parking Studies (2009, 2011, 2012)
- Commuter Parking Technical Memo (2011, 2012) and webpage
- Land Use and Zoning GIS database and map
- Pre-disaster Mitigation Plan (2010)
- Parcel ownership map (GIS)

### CTDOT

- Traffic counts – posted on CTDOT’s website, to include most recent and historic data to track shifts in travel patterns as a result of economic conditions
- 2007, 2009 SLOSSS and TASR data
- Saugatuck Bridge Rehabilitation Project (in design)
- Photo Log from 1985 to 2010 to assess travel and road conditions
- Connecticut Rail Governance Study
- Facilities assessment from CTDOT Rail Operations (for Saugatuck and Green’s Farms stations), and physical boundary surveys.
- Information on platform conditions for both stations.

- CT State Rail Plan
- Metro-North ridership, forecasts and origin-destination data

Norwalk Transit District

- Transit services data



## **Westport Rail Stations Study**

State Project No. DOT01580204PE  
Federal Project No. OTHER 00R(609)

### **SCOPE OF SERVICES – Phase I**

#### **Task 1: PROJECT MANAGEMENT**

##### **1.A Study Technical Committee**

**1.A.1 Organization:** The RBA Team, in conjunction with SWRPA , the Town of Westport and CTDOT, will identify a Study Technical Committee (STC) that will help guide the overall study process. The Study Technical Committee will consist of municipal representation, representatives from CTDOT, and the Norwalk Transit District. In addition, The RBA Team will coordinate with the Citizen’s Transportation Committee at the appropriate time, if necessary.

**1.A.2 Study Technical Committee Meetings:** The RBA Team will meet with the STC up to three (3) times over the study period at key project milestones to report findings and to seek input. The meeting agendas will approximately follow the summary below:

- STC Meeting #1: Kick off meeting, vision, goals and objectives
- STC Meeting #2: End of Task 4 Identification of Implementation Alternatives
- STC Meeting #3: End of Task 5: Presentation of Final Report

SWRPA and the Town of Westport will work with the RBA in scheduling project meetings. RBA will notify attendees, develop presentation and handout materials for each meeting, as appropriate, attend and participate in these meetings and develop and distribute meeting summaries (in electronic format only). It is anticipated that most communication between RBA and the STC will be conducted via email.

RBA will be responsible for developing digital meeting summaries to be utilized in publicizing the results of STC meetings on the project website, which will be maintained by SWRPA. Feedback from STC members on study products or process following or in between meetings will be directed to the SWRPA for transmittal to RBA so that responses can be coordinated with SWRPA in an organized fashion. The RBA Project Manager will serve as the study spokesperson at the direction of the SWRPA project manager, facilitating the STC Meetings.

RBA will provide paper copies of all study materials to the STC in addition to electronic (digital) copies. The number of copies will be determined by SWRPA. Copies of all study materials will also be made available at the library (document repository), as well as on the study's website, which will be maintained by SWRPA.

### Task 1 – Deliverables

The following deliverables will be produced as part of Task 1 (Note – executive summaries will be provided for all Technical Memorandum and documents):

- Agendas, presentation material, handouts, and meeting summaries for STC meetings

### **Task 2: REVIEW OF EXISTING CONDITIONS**

This phase of the project is the crucial backbone of the final product deliverables, as a thorough understanding of the existing data will provide the RBA Team with a broad overview and the various issues related to each station area, and establish a planning baseline from which the study will begin. It will also offer a better understanding of the opportunities; limitations and synergies that will come into play through the detailed design and community outreach, which will be part of phase II of the study. This knowledge will help the RBA Team effectively shape the form and content of its outreach efforts to better energize local residents and institutions.

The task includes the following sub-tasks.

**2.A Review of Existing Data:** SWRPA will work with the RBA Team to gather and review relevant available data regarding each station, its surroundings and neighborhoods, as well as other actions or initiatives which may impact potential recommendations.

This review of the existing data will provide the RBA Team with a broad over view of the area and the various issues related to each station area. Documents/data that may be incorporated in this review will include but is not limited to the following:

#### Westport

- Traffic counts and studies – DPW
- Traffic counting capability – RBA will identify and map, with assistance from the Westport Police Department, intersections within the study area where traffic

counts should be collected. The Westport Department of Public Works would be responsible for conducting these counts.

- Westport Plan of Conservation and Development
- GIS, parcel mapping
- Town of Westport property ownership
- Zoning and subdivision regulations, architectural & historic design guidelines, and any street standards and parking requirements
- Miscellaneous studies and projects – DPW and Planning
- Addresses from both permit holders and wait-listed persons from the Westport permitting database
- Westport Rail Capital Budget Operations
- Westport Rail Parking (Westport Police Department)
- Westport Citizens Transit Committee

#### SWRPA

- Rail Station Parking Studies (2009, 2011, 2012)
- Commuter Parking Technical Memo (2011, 2012) and webpage
- Land Use and Zoning GIS database and map
- Pre-disaster Mitigation Plan (2010)
- Parcel ownership map (GIS)

#### CTDOT

- Traffic counts – posted on CTDOT’s website, to include most recent and historic data to track shifts in travel patterns as a result of economic conditions
- Saugatuck Bridge Rehabilitation Project (in design)
- Photo Log from 1985 to 2010 to assess travel and road conditions
- Connecticut Rail Governance Study
- Facilities assessment from CTDOT Rail Operations (for Saugatuck and Green’s Farms stations), and physical boundary surveys.
- Information on platform conditions for both stations.
- CT State Rail Plan
- Metro-North ridership, forecasts and origin-destination data

#### Norwalk Transit District

- Transit services data

**2.B Collection of Parking/Traffic Data & Traffic Analysis:** RBA will conduct a survey of parking utilization at both the Saugatuck and Green Farm stations, In addition, street address information (as identified above) from holders of parking permits and those on the wait list will be collected to help analyze travel patterns.

### Parking

Current and future parking conditions will be assessed and projected for each train station to include the following:

- Rider origin/destination and projection of future conditions
- Utilization counts at each station (daily v. permit parkers) parking area, and counts at non-commuter lots (daily parking areas)
- Review of existing permit holders – addresses, which station they use, and how often
- Review of waiting list – addresses, which station they would use, and how often
- Review of current parking management practices, policies and governance
- Review of existing and historical fee structures and lease arrangements with CTDOT (including third party lease arrangements and current tenant utilization)
- Review of fee structures cited in other SWRPA studies/reports
- Review of existing and historical parking revenues and expenses
- A review of existing wayfinding and signage conditions

### Transportation Data

- Traffic/Transportation Conditions will be analyzed, including on-street parking locations and regulations; signage; location and type of traffic control devices; traffic signal timing; location of bus stops; speed limits; turn prohibitions, and the location of bicycle and pedestrian paths. In addition, field observations will be conducted by experienced traffic engineers to observe prevailing traffic operational, parking, and safety issues in the study areas. Observations will focus on driver and pedestrian behavior; vehicular-vehicular conflicts; vehicular-pedestrian conflicts; "near-misses"; driver and pedestrian compliance with traffic control devices; and the general "attitude" of roadway users.
- Transit, Pedestrian, and Bicycle Data – Transit, pedestrian, "kiss and ride", and bicycle circulation patterns at each station will be identified. This information will be obtained from secondary sources, supplemented by an intercept survey at each station that will identify the mode of travel that commuters use to reach the station. This intercept survey may be made available on-line at the project's

website. Ridership (including forecasts – where available), operating characteristics (hours of operations, schedules, etc.) and statistics for Norwalk Transit District routes, Metro North, local taxi operators, MetroPool, as well as private shuttles will be collected.

In addition an inventory of existing park & ride lots within the Town of Westport (including the Imperial Avenue lot) and the surrounding area and their usage will be compiled.

- Traffic Analysis - RBA will utilize existing traffic data and turning movement counts collected by Westport DPW to assist in determining the impact of future traffic conditions on the proposed recommendations.

Future traffic volumes will be projected in the study area for the build years of 2020 and 2030. Future volumes will be developed using the following procedure:

- Existing peak hour traffic volumes will be “projected” to the build years of 2020 and 2030 by applying an approved background traffic growth rate approved by CTDOT;
- Traffic estimated to be generated by large projects scheduled for completion and occupancy by the build year will be added to the study intersections based on projected trip distribution and assignment patterns, for the weekday AM and PM peak hours - as it relates to parking at the train station and increased demand

Future traffic conditions at study area intersections will be analyzed using the latest version of the Synchro traffic simulation model. Appropriate measures of effectiveness, such as level of service, delay, queues, etc, will be reviewed and compared with existing and/or Future No-Build conditions. Anticipated new traffic operational and safety issues, or existing deficiencies that may be exacerbated by the additional traffic volumes and/or pedestrian activities will be identified.

**2.C Survey and Base Map:** The RBA team will conduct a survey which identifies and maps the following key elements:

- Station Assessment – An assessment of the facilities (station buildings, platforms, canopies, lighting, parking lots, and electric vehicle charging stations) at both the



Saugatuck and Greens Farm stations will be conducted utilizing the information collected from CTDOT as identified above, as well as a walkthrough of each station area by an RBA architect.

### Task 2 – Deliverables

The following deliverable will be produced as part of Task 2 (Note – executive summaries will be provided for all Technical Memorandum and documents):

- Technical Memorandum detailing the results of the data collection and establishment of existing conditions. The memorandum will be submitted to SWRPA and the STC and following comment by each group, the results of the memo will be used to identify issues and opportunities which are discussed below.

### **Task 3: ANALYZE & DEFINE ISSUES/OPPORTUNITIES**

In Task 3, RBA will analyze the data collected above and define issues and opportunities which will focus on the following areas:

**3.A** Provide a supply/demand analysis for parking at both Saugatuck and Green Farm stations based on information obtained in Task 2. Provide opportunities for improvement to existing parking areas, rail and other, and determine the need for additional parking capacity and operational efficiency.

**3.B** Determine who is using the rail parking areas based on an origin/destination analysis, and provide future projections.

**3.C** Provide opportunities to improve existing parking operations and governance at the stations.

**3.D** Identify issues and opportunities with the fee structure.

**3.E** Evaluate facility conditions, as well as the needs and uses, at each station.

**3.F** Identify deficiencies in existing vehicular, pedestrian, and bicycle connections between and within parking lots, as well as to the surrounding neighborhoods, and explore other options for connectivity to train station (i.e.: Valet parking, bike lanes and bike use, additional shuttle service, etc.)

**3.G** Identify the primary areas of traffic congestion and safety concern (locations with high vehicular-pedestrian and vehicular-vehicular conflicts) within the study area.

**3.H** Identify deficiencies related to wayfinding and signage.

**3.I** Identify the issues and opportunities surrounding the construction of structured parking.

### Task 3 – Deliverables

The following deliverables will be produced as part of Task 3 (Note – executive summaries will be provided for all Technical Memorandum and documents):

- Technical Memorandum detailing issues/opportunities based on the analysis of existing conditions. The memorandum will be submitted to SWRPA and the STC. Following comment by each group, the results of the memo will be utilized to identify implementation alternatives.

### **Task 4 – IDENTIFICATION OF ALTERNATIVES**

Following the results of Task 3, RBA will develop implementation alternatives that include the following:

**4.A** A range of conceptual parking improvements will be identified that addresses the need to better handle existing as well as future demand. These improvements could include but are not limited to:

- lot reconfiguration, lot restriping, and items listed in Task 4C.
- transportation demand management strategies,
- potential locations for new parking facilities (i.e. purchasing private lots) including estimates for how much parking could be added per site,
- the possible decking over of existing lots, and
- the potential construction of structured parking including the creation of “green” parking structures.
- The potential for Public/Private partnerships and Transit Oriented Development (TOD) (to be further developed in Phase 2)

**4.B** A parking management plan that identifies recommendations to improve how the lots are managed, operated, and financed. The plan will include proposed new operations' models with organizational, management, and maintenance structures, including the assessment of the cost and benefits of each. The plan will also include a synopsis and analysis of the current lease arrangement between Westport, CTDOT, and any third parties.

**4.C** A mobility plan that provides recommendations to enhance mobility for all users, as well as vehicles, and improve operations and safety. A range of potential measures will be considered, including:

- *Sidewalks and pedestrian paths.* The location of new and/or missing sidewalks and pedestrian paths that will provide better connections between and within lots, and from surrounding areas to each station will be identified.
- *Bicycle Lanes.* The location of bicycle lanes will be identified that can potentially link residential neighborhoods to each station.
- *Reconfiguration of the Saugatuck station area.* The potential reconfiguration of the Saugatuck station area will be examined to determine if better connections can be made within and to the surrounding area (as well as more seamless and comfortable transfers) and facilities (e.g. bicycle lockers) can be provided for bus/shuttle users, taxi customers, pedestrians, and bicyclists.
- *Intersection geometric improvements* may include provision of turning lanes and intersection re-alignment to improve traffic operations.
- *Improved signal coordination, timing and/or phasing.* The potential for modification of the signal coordination, timing and/or phasing will be explored. These improvements may require upgrading of the existing signal equipment to allow for more flexible operations.
- *Channelization* to better guide traffic movements at intersections.
- *Traffic calming measures* to reduce speeding and improve quality of life.
- Consideration of *turn prohibitions* at certain intersections.
- *Street direction changes.*
- *Access management strategies* aimed at reducing conflicts and improving safety and operations
- *Transit shuttle route changes and the development of new shuttles as needed* to increase ridership to each station (*it should be noted that any transit recommendations developed as part of this study will be coordinated with the upcoming Westport Bus Study*).
- The development of a *wayfinding and signage program* that incorporates recent upgrades, and makes it easier for commuters to find the existing parking lots and then the best walking routes to each station.

- The implementation of *ITS technologies* at the Saugatuck and Greens Farm stations to improve travel information for all users.
- The identification of *green infrastructure initiatives*, such as electric car charging stations, that may be incorporated into infrastructure improvements at the Saugatuck and Green Farm stations

**4.D** A conceptual site plan for each study area will be produced highlighting parking and mobility recommendations.

#### **4.E NEPA/CEPA Implications**

Identify NEPA/CEPA requirements, if any

#### Task 4 – Deliverables

The following deliverables will be produced as part of Task 4 (Note – executive summaries will be provided for all Technical Memorandum and documents):

- An interim technical memorandum will be produced that presents the entire range of implementation alternatives, including estimated costs for each alternative, including capital, operation and maintenance costs using standard cost units (more detailed cost estimates will be provided in Phase 2). A final technical memorandum that indicates the preferred alternative review by SWRPA and the STC will be prepared. Conceptual drawings (as identified above) will be produced as part of the interim and final memoranda.

#### **Task 5 – DEVELOPMENT OF DRAFT AND FINAL REPORTS**

In this task the draft report will be presented initially to the client for review. Based on the review of the draft improvements, RBA would work with the SWRPA to identify any necessary changes to be made to the draft report. The final report would then be submitted to SWRPA and the STC.

#### Task 5 - Deliverables

The following deliverables will be produced as part of Task 5 (Note – executive summaries will be provided for all Technical Memorandum and documents):

- Draft and final reports will be developed and submitted to SWRPA and the STC as discussed above.

## PHASE II

Phase II will potentially involve developing a more detailed plan for the preferred alternative (s). Tasks that may be included as a part of this second phase are:

- Developing an implementation and financial plan that provides recommendations on how to prioritize and phase the various elements of the plan, providing detailed construction cost estimates and time frames, identifying potential funding sources, and providing annual status checks for the study.
- Conducting a thorough public outreach program to present the preferred alternative to the public and solicit their feedback.
- Developing renderings of each station area to illustrate what each station area may look like if capacity enhancements are made.
- Developing a more detailed parking management plan that addresses the following issues:
  - Management, operations and marketing budget needs
  - Facility maintenance
  - Parking access and revenue control equipment
  - Staffing needs/changes
  - Alternatives for reducing expenses
  - Marketing initiatives
    - Rate adjustments and new revenue streams
    - Projection of future revenues and expenses.
    - New fee structure for daily and permit parking
- Developing a streetscape plan that includes detailed recommendations for all elements of the pedestrian experience (i.e. lighting, street furniture, landscaping, paving materials etc.) as well as integrating the streetscape into the larger plan elements with consideration for drainage, storm water management, curb-cut and access management.
- Determining the potential for additional development and public/private partnerships around each station while preserving the existing character of the surrounding neighborhoods. Identifying underutilized or poor performing sites for new parking/development opportunities (TOD initiatives).
- Performing an assessment of potential Transit Oriented Development (TOD) market opportunities in the study area based on recent development trends, existing transportation infrastructure, etc. Economic, demographic, and land use characteristics will be analyzed to determine the economic viability and vitality, and development/market potential around the Saugatuck station,



particularly if the community visioning sessions point the study in this direction. As part of this analysis, the potential for public/private partnerships, particularly as it relates joint development with structured parking for rail, will be discussed.

- Reviewing Zoning and Subdivision Regulations and conducting a “Smart Growth/TOD” audit to consider the extent to which the local land use and circulation elements and zoning ordinances within the study area are consistent with smart growth/TOD principles and guidelines. The audit entails completing a review of existing regulatory documents and the findings from Phase 1 to assess whether each station area is adhering to Smart Growth/TOD principles and concepts.
- Reviewing environmental, archeological and historic Resources in each station area, and identifying possible opportunities and constraints that these resources may have on the preferred alternative (s).
- Analyzing and identifying the environmental impacts of all alternative (s) with regard to NEPA/CEPA requirements.

## **ATTACHMENT A**

### **Westport Bus Service Operations & Needs Study**

#### **Purpose and Need**

The Westport Bus Service Operations & Needs Study will apply current industry best practices to assess operations and develop an updated recommended service and governance plan for Westport bus services, including fixed route, ADA, services for the elderly, services to the two Westport rail stations, off-site parking, and after school shuttle services.

The study shall include review of previous studies (i.e. the most recent study of the Westport Service performed in 1993 and the CT DOT Statewide Study issued in 2000), review existing services, ridership over time, ridership counts and trends, and productivity for each type of service including ADA, services for the elderly, existing peak hour shuttle services to/from the two Westport rail stations and off-site parking, as well as after school shuttle services. Connectivity between bus/shuttle and rail services, and rail parking opportunities and needs should be examined. The Westport Bus Service Operations & Needs Study should also evaluate governance, operations, financing and marketing.

A public participation plan will encourage input and participation by diverse stakeholders and interested parties.

#### **Study Framework**

The project is administered by the South Western Regional Planning Agency (SWRPA) in cooperation with the Connecticut Department of Transportation (CTDOT), Norwalk Transit District, Westport Transit District and the Town of Westport. These study partners will participate in a study technical committee. Consultant services will be retained for certain study components. Peer Review by CT DOT and CT bus operators and rail operations will be incorporated into the Study.

#### **Study Scope**

Scope components shall include the following elements:

- Project Management, Administration & Public Involvement
- Existing Conditions
- Development of Alternative Service Plans
- Recommended Service Plans
- Governance
- Peer Review

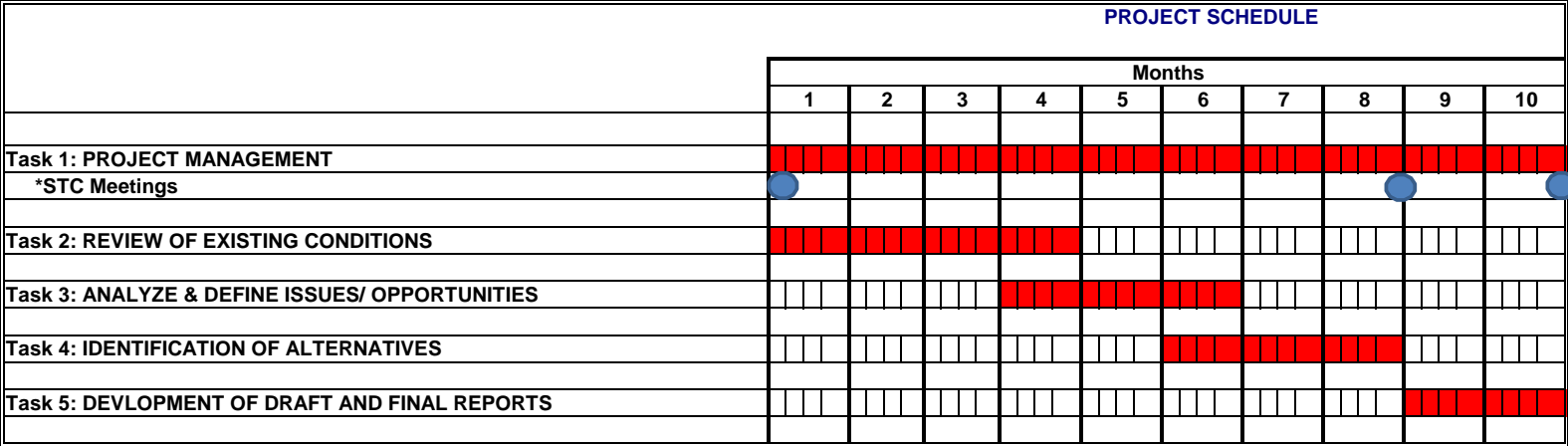
#### **Deliverables**

- Public Involvement Plan, including input and outreach opportunities, a website, study fact sheets, and similar study components to promote stakeholder participation.
- Technical memos with executive summaries covering existing conditions, bus operations alternative scenarios, governance and related issues (fare structure, financing and sustainability, etc.), and a recommended implementation plan.
- Presentations to select Westport officials, boards, and others with supporting handouts and powerpoints suitable for distribution, and posting on Study and town websites.

#### **Schedule**

The project will be initiated in FY2013 and be completed in FY2014. The study will be conducted in phases and subject to available funding.

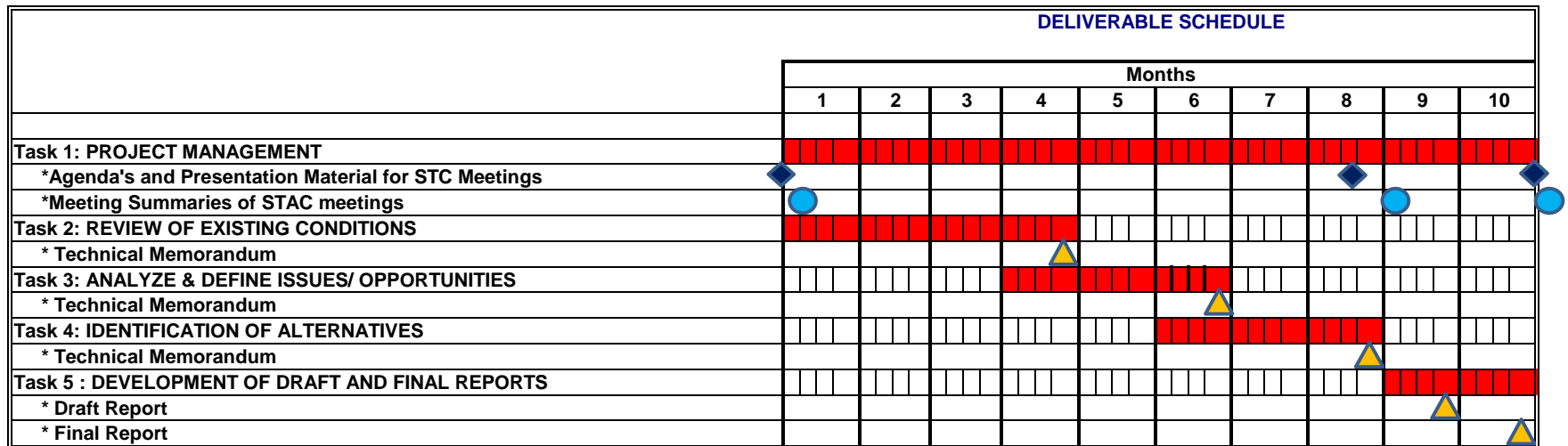
**SWRPA Project Manager:** Craig Lader, Senior Transportation Planner ([lader@swrpa.org](mailto:lader@swrpa.org))



KEY

STC Meetings





**KEY**

Agendas and Presentation Material



Meeting Summaries



Technical Memorandum and Reports





**Project Name:** Westport Rail Station Parking Study

**Client:** South Western Regional Planning Agency

RBA Project #Y4437

## MEETING MINUTES

Date: 2/6/13 Time: 11:00 am

Location: Westport Police Dept.

Attendees:

Name	Agency/Firm	Contact Information
Foti Koskinas– Deputy Chief	Westport – PD	fkoskinas@westportct.gov
Dale Call – Chief	Westport - PD	DCALL@westportct.gov
Victor Minerva	RBA	vminerva@rbagroup.org

### MEETING WITH TOWN OF WESTPORT POLICE DEPARTMENT

RBA met with the Westport PD to discuss what improvements have been made at both Saugatuck and Greens Farm stations, issues/opportunities, and data needs.

#### Station Improvements

PD indicated that a number of improvements have been made to the station in recent years including the installation of bike racks and surveillance cameras, electric vehicle parking (two spaces are currently being utilized), and wayfinding and signage.

PD also indicated that the stations are clean and that crime at each of the stations is very low. They also reported that an Avis Rent a Car and a coffee shop are going into the Eastbound Station building.

#### Issues/Opportunities

- Parking Availability at Saugatuck Station – The lots are generally full and there is a need for more spaces. The PD is thinking of converting 16 municipal spaces near the station to daily parking. It should be noted that the PD also practices dynamic type parking management, adding daily spaces each day based on a survey of permit usage at each lot by 9:30, and then placing signs at lots where they have added daily spaces. The PD mentioned the possibility of using some type of variable message signs linked with twitter or facebook to direct people to the available daily spaces, although this would require someone on staff to operate the system and update the messages. Finally, it was mentioned that while adding parking spaces would be great, there is



not enough seating capacity on Metro North trains to handle additional riders, and that there is a need to increase train service.

- **Structured Parking** – Structured parking should be considered an alternative for Saugatuck Station although there is likely to be resistance from residents for a garage. What to do with the adjacent park is concern as well.
- **Permits** – The PD is trying to cull out people on the waiting list by sending out letters to all persons on the list and ask them if they still wish to be included on the list. They received an initial response rate of 33% from the first round of letters sent out, and are going through additional follow up. They currently sell permits at a 3 to 1 rate, and are also interested in charging people to be on the list.
- **Fee Structure** – The current fee structure needs to be looked at as the annual permit fee is low compared to other municipalities.
- **Traffic** - With respect to traffic, the major choke point is Riverside Avenue/Bridge Street. The PD has a traffic officer posted there during peak periods to assist with traffic flow and safety.
- **Connections** – The study needs to look at improving connections to the Saugatuck station from adjacent residential neighborhoods and from the various lots. The PD would like crosswalks and a signal at the Charles Street and Saugatuck Avenue intersection, but ConnDOT will not approve. Bike lanes will be difficult to implement on surrounding streets due to limited roadway widths. As for Greens Farms, improved pedestrian/bicycle connections will be examined, although the PD does not think there are many people who walk/bike to the station.
- **Access Management** – Access management is an issue at the lot located along Park Street, as there are multiple entry/exit points. Limiting access/egress at this lot would improve safety and traffic flow.
- **Development** - The potential development on the superblock across from the westbound station, and the impact on parking and traffic needs to be considered when developing recommendations. The PD mentioned that the proposed residential maybe getting a higher parking ratio in exchange for making roadway improvements instead of lower ratios as per TOD guidelines. The new development is also may include below grade parking. Existing businesses have spaces for employees to park behind stores as part of their lease agreements.
- **Parking Availability** - The parking availability at Greens Farms varies more than Saugatuck and the lot can be completely full on any given day, but generally is at 75% to 85% occupancy. Additional spaces could be added in the lot on the westbound side of the station (near the Post office) if the current configuration is changed. Also spaces could potentially be added on-street as well.
- **Parking Operations and Funding** - The Town is currently operating with an expired lease arrangement with ConnDOT. The Town basically handles all maintenance including platforms which is supposed to be done by ConnDOT. There is a 50/50 split between the Town Operating Fund and Capital Fund . In addition, ConnDOT must approve any capital plans and can take money from capital fund every 3 years. The Town has been paying for capital improvements using operating funds.
- **Staffing** – The PD staff devoted to parking consists of a custodian, clerk, officer (part-time), and the Deputy Chief who oversees parking operations.

Parking Data Needs

Based on our meeting, RBA will prepare a list of parking data needs from the PD including the lease agreement, permit and wait list info, annual operating and capital budget, fee structure, rail station parking policies, etc., and email to the Deputy Chief.



**Project Name:** Westport Rail Station Parking Study

**Client:** South Western Regional Planning Agency

RBA Project #Y4437

## MEETING MINUTES

Date: 2/25/13 Time: 10:00am

Location: Norwalk, CT

Attendees:

Name	Agency/Firm	Contact Information
Louis Schulman	NTD	lschulman@norwalktransit.com
Victor Minerva	RBA	vminerva@rbagroup.org

### MEETING WITH NTD

RBA met with Louis Schulman, Manager of the Norwalk Transit District to collect operating and financial data for the Norwalk and Westport Transit District systems and to discuss possible transit recommendations for the study.

### Transit Recommendations

NTD mentioned three areas that they would like to see addressed as part of the study

- Providing a dedicated bus drop/off & pick/up area at Saugatuck station.
- Improving bus stop signage and information at Saugatuck station.
- Examining the use of the Town's Railroad Parking fund to pay for bus service.



**Project Name:** Westport Rail Station Parking Study

**Client:** South Western Regional Planning Agency

RBA Project #Y4437

## MEETING MINUTES

Date: 4/2/13 Time: 11:00 am Location: Westport, CT

Attendees:

Name	Agency/Firm	Contact Information
Gene Cederbaum	WTD Commissioner	gene@cederbaumlaw.com
Jennifer Johnson	WTD Commissioner	jbarrjohnson@gmail.com
Victor Minerva	RBA	vminerva@rbagroup.org

### MEETING WITH TOWN OF WTD Commissioners

RBA met with the WTD commissioners to discuss the project and its relevance to the upcoming Westport Bus Study.

RBA provided a summary of the project, its goals and objectives, schedule, and what has been accomplished to date.

### Issues/Opportunities

WTD would like the focus of the study to be on transit and multi-modal improvements. In particularly they mentioned:

- Providing additional shuttle services – look back at Mercedes shuttles and their routes – need to offer door to door service
- Filling in missing sidewalk connections
- Introducing bike lanes – identified Route 33 as potential route
- Tapping into Railroad Parking fund to pay for transit service
- Hiring a Grants Administrator so that the Town can make sure it is not missing out on any potential transit/infrastructure funds.



**Project Name:** Westport Rail Station Parking Study

**Client:** South Western Regional Planning Agency

RBA Project #Y4437

## MEETING MINUTES

Date: 10/17/13

Time: 10:00 am

Location: Westport Police Dept.

Attendees:

Name	Agency/Firm	Contact Information
Sue Prosi	SWRPA	prosi@swrpa.org
Craig Lader	SWRPA	lader@swrpa.org
Foti Koskinas	Westport PD	fkosinas@westportct.gov
Dale Call	Westport PD	<a href="mailto:dcall@westportct.gov">dcall@westportct.gov</a>
Laurence Bradley	Westport - Planning	lbradley@westportct.gov
Peter Ratkiewich	Westport – DPW	pratkiewich@westportct.gov
Craig Bordiere	ConnDOT – Rail	craig.bordiere@ct.gov
Anna Bergeron	ConnDOT	cnaa.Bergeron@ct.gov
Molly Parsons	ConnDOT	<a href="mailto:molly.parsons@ct.gov">molly.parsons@ct.gov</a>
Lou Schulman	NTD	lschulman@norwalktransitdistrict.com
Jennifer Johnson	WTD	<a href="mailto:jbarrjohnson@gmail.com">jbarrjohnson@gmail.com</a>
Gene Cedarbaum	WTD	gene@cedarbaumlaw.com
Victor Minerva	RBA	vminerva@rbagroup.org
Neil Desai	RBA	ndesai@rbagroup.com

### PROGRESS MEETING

SWRPA and RBA prepared an agenda and meeting package (see attached) which included a summary of key findings from the Existing Conditions Report, maps highlighting parking lot ownership at both Saugatuck and Green's Farms Stations, a memorandum highlighting the traffic methodology (to be utilized for the project) and count locations for both stations, and a summary of the items to be included in Technical Memorandum #2 – Analyze and Define/Issues and Opportunities. A separate summary of the results from the Commuter Survey was also distributed (and is also attached).

#### 1. Review of Existing Conditions Report

RBA presented the Existing Conditions Report to the Study Committee (ST) highlighting the key findings from the report which reviewed: existing plans, studies, and regulatory documents,



existing conditions related to parking utilization; the results of an intercept survey at both stations; parking operations and management; rail and transit services; and, roadway congestion. RBA also presented maps showing parking lot ownership at each station.

RBA then opened up the meeting to the ST for their feedback on the report and to see if anyone had any other comments or questions.

- Norwalk Transit District (NTD) noted that a new shuttle service will be implemented between Saugatuck Station and the new Avalon Housing development.
- The Westport Police Department (Westport PD) indicated that a number of improvements have been implemented at each station, including: lighting, wiring, roofing, sidewalk along north side of Charles Street between Riverside, addition of bike racks, installation of security cameras, etc.. Westport PD will supply RBA with updates for the Existing Conditions Report. The Westport PD program of proposed improvement will be shared with RBA and SWRPA. Alternative funding sources will be identified in the Recommendations Memorandum.
- The Westport PD advised that they have reduced the wait list from five years to four yearsthrough updates in the permit and wait list databases. Additional strategies are under consideration, such as a modest a fee to be on the wait list.
- The Westport PD indicated that they are examining alternative pay methods at the station (e.g. pay by cell phone and pay stations).
- Connecticut Department of Transportation CTDOT recommended that private parking fees as well as public parking fees be considered. With respect to parking lot ownership at each station, it was agreed that RBA will work with the data provided by CTDOT and the Westport DPW to ensure that the correct parking lot ownership is identified and presented in the Existing Conditions Report. The parking lot ownership information along with a review of the current lease between the Town and ConnDOT will be examined closely when looking at the issue of parking for only Westport residents in certain lots.
- The Westport PD indicated that they already have some ideas for expanding parking at the station and will work with RBA to identify the exact location, number of spaces potentially gained, and cost.
- The Westport Transit District (WTD) stressed the need to look at transit as an alternative to driving to the station. RBA and SWRPA indicated that the recommendations from the Westport Bus Study will be folded into this study.
- RBA will update the Existing Conditions Report to address comments and information received.

## 2. Summary of Commuter Survey Results

RBA presented a summary of the commuter survey results. Approximately 180 people responded to the survey (since the meeting, 10 more people have responded). The results of the survey are attached. The findings did not reveal any surprises. More than 63 percent of people who took the survey use the train at least four days a week and more than 75 percent of respondents take the train from Saugatuck Station. Cross tabulating the data showed that not only are many people who use the train 4-5 days a week waiting for parking permits but

that a number of permit holders (approximately 20%) use the train only up to three days a week or less. Permit holders are not required to park at the stations on any given day.

The survey results on travel-to-station questions corroborated the field visit. While the majority of respondents drive themselves to the station, a portion of commuters (10%) are dropped off by a friend or family member. The survey also indicated that more than 80 percent of respondents are familiar with the commuter shuttle service. However, only 35 percent of respondents use the service. The open-ended answers reveal that many people find driving more convenient. Many people responded that the shuttle does not come early enough for their needs and that the stops are not easily identified. Weston residents responded that the shuttle does not come to Weston. Many respondents indicated that permit parking spaces were often available in the morning and, therefore, suggested converting those spaces into daily parking.

### 3. Discussion of Next Steps and Anticipated Deliverables

RBA discussed the proposed traffic methodology and count locations which were approved by SWRPA. It is anticipated that the counts will take on a mid-week day before Thanksgiving. A total of nine intersections will be counted and analyzed as part of the study. The locations include:

- Saugatuck Avenue and the northbound and southbound Exits of I-95
- Saugatuck Avenue and Park Drive
- Park Drive and Charles Street
- Franklin Street and Charles Street
- Riverside Avenue and Charles Street
- Riverside Avenue and Railroad Place
- Greens Farms Road and New Creek Road
- Riverside Avenue and Bridge Street

Discussion was raised to the block across from the station on Railroad Place and its future development. Westport Planning indicated that there are no imminent plans for the block, but that the potential loss of 130 spaces should be considered in developing recommendations for this study. In addition it was agreed that trip generation (for a mixed use development) from the ITE manual should be used to project some future traffic growth for the site.

RBA then discussed the next deliverable which will be Technical Memorandum #2 – Analyze and Define Issues/Opportunities. This memo will provide an analysis of parking supply/demand, origin/destinations, parking operations/management, fee structure, traffic, etc. The target date for SWRPA to receive the draft memo is the end of December 2013. After SWRPA's approval Draft Technical Memorandum #2 will be issued along with the revised Existing Conditions Report.



**Project Name:** Westport Rail Station Parking Study

**Client:** South Western Regional Planning Agency

RBA Project #Y4437

## MEETING MINUTES

Date: 4/2/13 Time: 11:00 am Location: Westport, CT

Attendees:

Name	Agency/Firm	Contact Information
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Jennifer Johnson	WTD Commissioner	jbarrjohnson@gmail.com
Victor Minerva	RBA	vminerva@rbagroup.org

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RBA met with the WTD commissioners to discuss the project and its relevance to the upcoming Westport Bus Study.

RBA provided a summary of the project, its goals and objectives, schedule, and what has been accomplished to date.

### Issues/Opportunities

WTD would like the focus of the study to be on transit and multi-modal improvements. In particular they mentioned:

- Providing additional shuttle services – look back at Mercedes shuttles and their routes – need to offer door to door service
- Filling in missing sidewalk connections
- Introducing bike lanes – identified Route 33 as potential route
- Tapping into Railroad Parking fund to pay for transit service
- Hiring a Grants Administrator so that the Town can make sure it is not missing out on any potential transit/infrastructure funds.

## Appendix

### B. List of Existing Studies, Regulatory Documents and News Articles

## Appendix B - List of Existing Studies, Regulatory Documents and News

Agency	Month	Year	Type	Title
CTDOT	n/a	2014	Article	Saga Bridge Rehabilitation
CTDOT	Nov	2012	Report	Connecticut State Rail Plan 2012-2016
CTDOT	Aug	2012	Report	Metro-North Station Improvements Program Study: Green's Farms Rail Station
CTDOT	Aug	2012	Report	Metro-North Station Improvements Program Study: Westport Rail Station
CTDOT	Nov	2011	Data	2011 ADT - Westport
CTDOT	Dec	2010	Data	Photolog
CTDOT	Jan	2009	Report	2009 Statewide Bicycle & Pedestrian Transportation Plan
CTDOT	Feb	2008	Data	2008 ADT - Westport
CTDOT	Jan	2007	Report	Westport Train Station Visual Inspection Report
CTDOT	Aug	2005	Data	2005 ADT - Westport
CTDOT	Jan	2005	Report	Rail Governance Study
NTD	Jan	2013	Project	AVL System
SWRPA	April	2013	Report	Rail Stations Parking Study Update
SWRPA	April	2013	Data	Survey of Mode to Stations: "Intercept Survey" (See section 2.8 for more details)
SWRPA	Oct	2012	Report	South Western Regional Commuter Lot Inventory
SWRPA	Oct	2011	Report	South Western Region Commuter Lot Inventory
SWRPA	May	2011	Report	Predisaster Mitigation Strategy Document: CT's South Western Region
SWRPA	April	2011	Report	South Western Region Long Range Transportation Plan 2011-2040
SWRPA	May	2009	Report	South Western Regional Rail Station Parking Study



Agency	Month	Year	Type	Title
WCTC	Jan	2013	Report	Westport Citizens Transit Committee (CTC) Interim Report
Westport	Mar	2013	Budget	Police Department Railroad Parking Budget
Westport	April	2011	Rules	Regulations Governing Vehicle Parking (in Saugatuck and Green's Farms)
Westport	Oct	2007	Report	Plan of Conservation & Development
Westport	Jan	2012	Report	Internal Audit of Railroad Parking
WTD	Jan	2013	Budget	FY2013-2014 Budget
Private	Mar	2007	Report	Traffic Impact & Access Analysis for The Saugatuck Mill Ketchum Street in Westport
Private	Sep	2006	Report	Traffic Impact & Access Analysis for Gault/Hamilton Multi-Use Development, Riverside Avenue (State Route 136), Westport, CT
News	April	2013	Article	"Transit talk: Debating the public's support and need for Westport public transit," <i>WestportNews</i> , April 17, 2013
News	Feb	2012	Article	"What's the ticket to cracking Westport's RR parking crunch?" <i>WestportNews</i> , February 3, 2012
News	July	2012	Article	"Taxi company loses office at Saugatuck RR station," <i>WestportNews</i> , July 18, 2012
News	Oct	2012	Article	"Solar power outlook brightens with vehicle charging stations set for RR...," <i>WestportNews</i> , October 20, 2012
News	Oct	2012	Article	"Forum rolls out defense of Westport transit programs," <i>WestportNews</i> , October 4, 2012
News	April	2011	Article	"New study on track to review Saugatuck parking, traffic," <i>WestportNews</i> , April 26, 2011

# Appendix

## B-1. Summaries of Existing Studies and Regulatory Documents

## Appendix B-1 - Summary of Existing Studies and Regulatory Documents

AGENCY	MONTH	YEAR	TYPE	TITLE
CTDOT	n/a	2014	Project	<b>Saga Bridge Rehabilitation</b>
				ConnDOT has plans to rehabilitate the 4 track bascule drawbridge on Metro-North's New Haven Line (including the replacement of the catenary system) with public bidding for construction scheduled for 2017.
CTDOT	Nov	2012	Report	<b>Connecticut State Rail Plan (SRP) 2012-2016</b>
				The SRP provides an overview and inventory of the commuter, intercity, and freight rail system and facilities in Connecticut, the services provided, and the asset condition and constraints. It aims to support Connecticut's role in developing a growing, interconnected rail system with adjoining states, and with the New York and Boston metropolitan centers.
CTDOT	Aug	2012	Report	<b>Metro-North Station Improvements Program Study: Green's Farms Rail Station</b>
				The purpose of the individual station report is to identify the on-platform, off-platform and station building improvements necessary to bring the station to an overall state of good repair. The study identifies almost \$5 million of on-platform, off-platform, and building improvements.
CTDOT	Aug	2012	Report	<b>Metro-North Station Improvements Program Study: Westport Rail Station</b>
				The purpose of the individual station report is to identify the on-platform, off-platform and station building improvements necessary to bring the station to an overall state of good repair. The study identifies almost \$4.8 million of on-platform, off-platform, and building improvements.
CTDOT	Jan	2009	Report	<b>2009 Statewide Bicycle &amp; Pedestrian Transportation Plan</b>
				Provides direction for the Connecticut Department of Transportation (CTDOT) in developing policy and pursuing initiatives to advance programs and projects to accommodate non-motorized transportation (bicycling, walking, and horse riding). With respect to Westport and the Saugatuck and Green's Farms Station areas, the associated Statewide Bicycle Map indicates that there are a number of roads which are suitable for bike routes including Saugatuck Avenue, Park Street, Charles Street, Bridge Street, and Riverside Ave.
CTDOT	Jan	2007	Report	<b>Westport Train Station Visual Inspection Report</b>
				This report identifies maintenance repairs, amenity upgrades, governance improvements, and major capital improvements. Examples include, respectively, fixing broken railings, improving signs, and replacing the eastbound shelter.
CTDOT	Jan	2005	Report	<b>CT Rail Governance Study</b>
				The Connecticut Department of Transportation, Bureau of Policy and Planning conducted the study to evaluate rail station parking and management along the New Haven Line and the New Canaan, Danbury, and Waterbury Branches. The study provided an assessment and related improvement recommendations with regard to facilities, management, and governance at the rail stations.

## Appendix B-1 - Summary of Existing Studies and Regulatory Documents

AGENCY	MONTH	YEAR	TYPE	TITLE
NTD	Jan	2013	Project	<b>AVL System</b>
				The firm of TranSystems has recently been hired by the Norwalk Transit System to design and implement a GPS AVL system for its fleet of buses. The project will involve installing a complete automatic vehicle locator (AVL) system in its fleet of directly operated vehicles and purchased transportation vehicles and also installing mobile data terminals (MDT) in each of the paratransit vehicles. Enhanced communication, using GPS technology, will significantly increase efficiency in paratransit services by facilitating more trip combinations. In addition, installation of this technology on the fixed-route services will provide real-time information to customers via cell phones, bus stop signage and the internet which will reduce passenger wait time. Other benefits include an increased sense of security and reduced response time for incidents, as well as the potential for better management information that can lead to more productive service and better planning for future needs.
SWRPA	n/a	2014		<b>Westport Bus Study</b>
				The SWRPA in partnership with the Town of Westport, the Westport Transit District, the Norwalk Transit District, ConnDOT, is in the process of undertaking The Westport Bus Service Operations & Needs Study which will apply current industry best practices to assess operations and develop an updated recommended service and governance plan for Westport bus services, including fixed route, ADA, services for the elderly, services to the two Westport rail stations, off-site parking, and after school shuttle services. Recommendations from this study will be coordinated with the Westport Rail Stations Study.
SWRPA	April	2013	Report	<b>Rail Stations Parking Study Update</b>
				For the 2013 update, for the first time, basic information is provided for all rail station parking along the Main and Branch Lines, regardless of whether the station is located within the South Western Region. The Regional Overview includes parking capacity, rates, permit and wait list data, for each rail station along the New Haven main and branch lines. The detailed report focuses on those stations within the Region, only. For Westport, the study reported on new measures such as installing new wayfinding signs at all lots and grouping most daily parking in one location (which have been enacted upon). The study reports on significant renovations made to Saugatuck's eastbound station, including painting, windows, and roofing with solar panels. The westbound station has also seen significant renovations, including painting, refinished floors, and the conversion of the former ticket office into a police sub-station. An electric vehicle charging station was installed and new bike racks were installed on both sides of the platform. Several recommendations are made, including considering issuing separate permits for each station, and maintaining separate waiting lists.
SWRPA	Oct	2012	Report	<b>South Western Regional Commuter Lot Inventory</b>
				SWRPA conducts commuter parking lot inventories as part of regional and state efforts to support congestion reduction through transportation demand management. Additional objectives of SWRPA's inventory are to determine the use and condition of the lots, as well as to note any obstacles to the lots reaching their full potential of use. There are three lots in Westport (3, 4 and 7) with lot 4 having the highest utilization of the three at more than 75%, lot 7 at 46%, and lot 3 at 24%.

## Appendix B-1 - Summary of Existing Studies and Regulatory Documents

AGENCY	MONTH	YEAR	TYPE	TITLE
SWRPA	Oct	2011	Report	<b>South Western Region Commuter Lot Inventory</b>
				SWRPA conducts commuter parking lot inventories as part of regional and state efforts to support congestion reduction through transportation demand management. Additional objectives of SWRPA's inventory are to determine the use and condition of the lots, as well as to note any obstacles to the lots reaching their full potential of use. There are three lots in Westport (3, 4 and 7) with lot 4 having the highest utilization of the three at more than 66%, lot 7 at 17%, and lot 3 at 39%.
SWRPA	May	2011	Report	<b>Predisaster Mitigation Strategy Document: CT's South Western Region</b>
				This document proposes mitigation strategies that reduce the loss of life and property, human suffering, economic disruption, and disaster assistance costs resulting from natural disasters. The report is relevant to this study as the Saugatuck Station area is located along the Saugatuck River which is prone to flooding.
SWRPA	May	2009	Report	<b>South Western Regional Rail Station Parking Study</b>
				The study makes recommendations with regard to rail parking roles and responsibilities, costs, permits, capacity and websites for the Region's 19 rail stations. It found that costs vary considerably among stations and station managers report a need to increase parking capacity. The study recommends increasing annual permit costs and utilizing best management practices to maximize existing parking capacity.
WCTC	Jan	2013	Report	<b>Westport Citizens Transit Committee (CTC) Interim Report</b>
				Explains mission, roles, and activities of the CTC. Includes recommendations including enhancing services for seniors and drafting a Strategic Westport Transit Marketing Plan.
Westport	Jan	2012	Report	<b>Internal Audit Report - Railroad Parking</b>
				The audit emphasized understanding and documenting railroad parking-related procedures at the Town of Westport's Police Department and Finance Department. The audit states that the Town should seriously consider whether the railroad parking function isn't better suited for a different department of the town altogether (Finance or Public Works, for example). As the duties are largely clerical, particularly as they relate to the selling/tracking of annual permits and landlord/tenant relations, there might be significant savings in personnel costs by reorganizing.



## Appendix B-1 - Summary of Existing Studies and Regulatory Documents

AGENCY	MONTH	YEAR	TYPE	TITLE
Westport	Oct	2007	Report	<b>Plan of Conservation &amp; Development</b>
				<p>Chapter 8 of Westport's POCD addresses mobility topics, with the primary goals being to reduce traffic congestion and facilitate expansion of sidewalks and bicycle lanes. Directly related to rail parking, the POCD identifies the desire for more parking but recognizes that increasing capacity might not be the solution since many people from outside of Westport park at the stations. The POCD recommends a comprehensive study of rail parking. The POCD also supports bus transit enhancements such as more shelters and benches to expanded service.</p> <p>The POCD also recommends developing Riverway and Shoreway corridors that promote north-south (between Saugatuck and the Merritt Parkway) and east-west (between Norwalk and Fairfield) bicycle and pedestrian movement, and that the Saugatuck area and its streets (e.g. Bridge Street, Riverside Ave.) are part of each proposed corridor. In addition, the POCD identifies the Saugatuck area as a priority sidewalk area.</p>
Private	Mar	2007	Report	<b>Traffic Impact &amp; Access Analysis for The Saugatuck Mill Ketchum Street in Westport</b>
				Traffic study for the proposed redevelopment of the subject property located along the northerly side of Ketchum Street. Results indicated that development will reduce the level of site traffic activity during weekday peak hours and result in the same level of site traffic levels on Saturdays. No change in level of service at nearby intersections
Private	Sep	2006	Report	<b>Traffic Impact &amp; Access Analysis for Gault/Hamilton Multi-Use Development, Riverside Avenue (State Route 136), Westport, CT</b>
				Traffic study for the proposed redevelopment of the subject property located along Riverside Avenue. Results of the analysis of the proposed redevelopment of the subject property indicates minimal change in the overall operation of these intersections and acceptable levels of service remaining, except at the intersection of Saugatuck Avenue at Riverside Avenue and Treadwell Avenue. Any recommendation to modify the traffic operation of this traffic signal may result in negative impacts on other nearby traffic signals, which are coordinated with this signal.
Date: June 2013 Source: Various (see table) Prepared by: The RBA Group Client: SWRPA				

## Appendix

### B-2. Property Ownership and State-Owned Parcels/Right-of-Way Leased to the Town

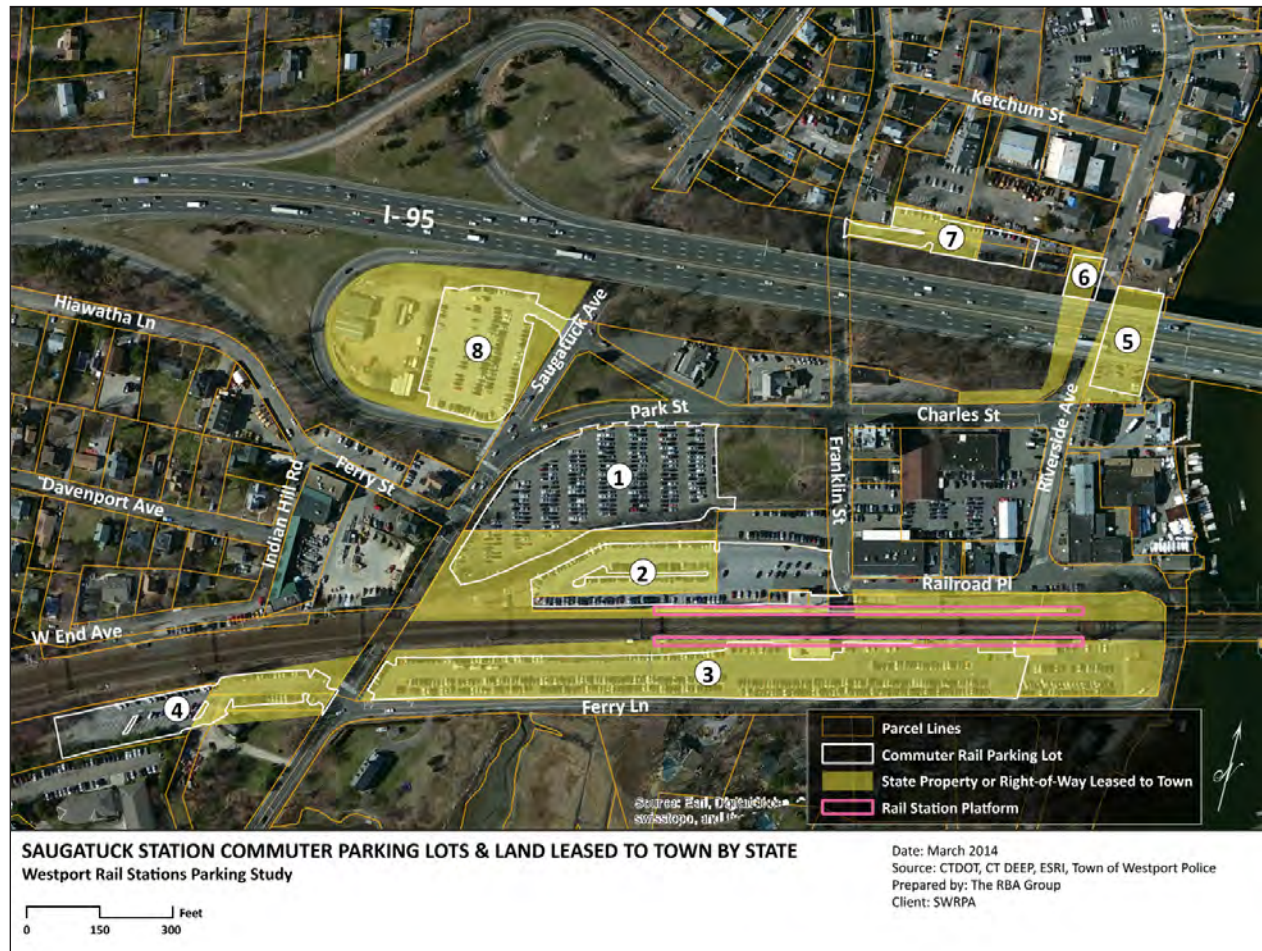
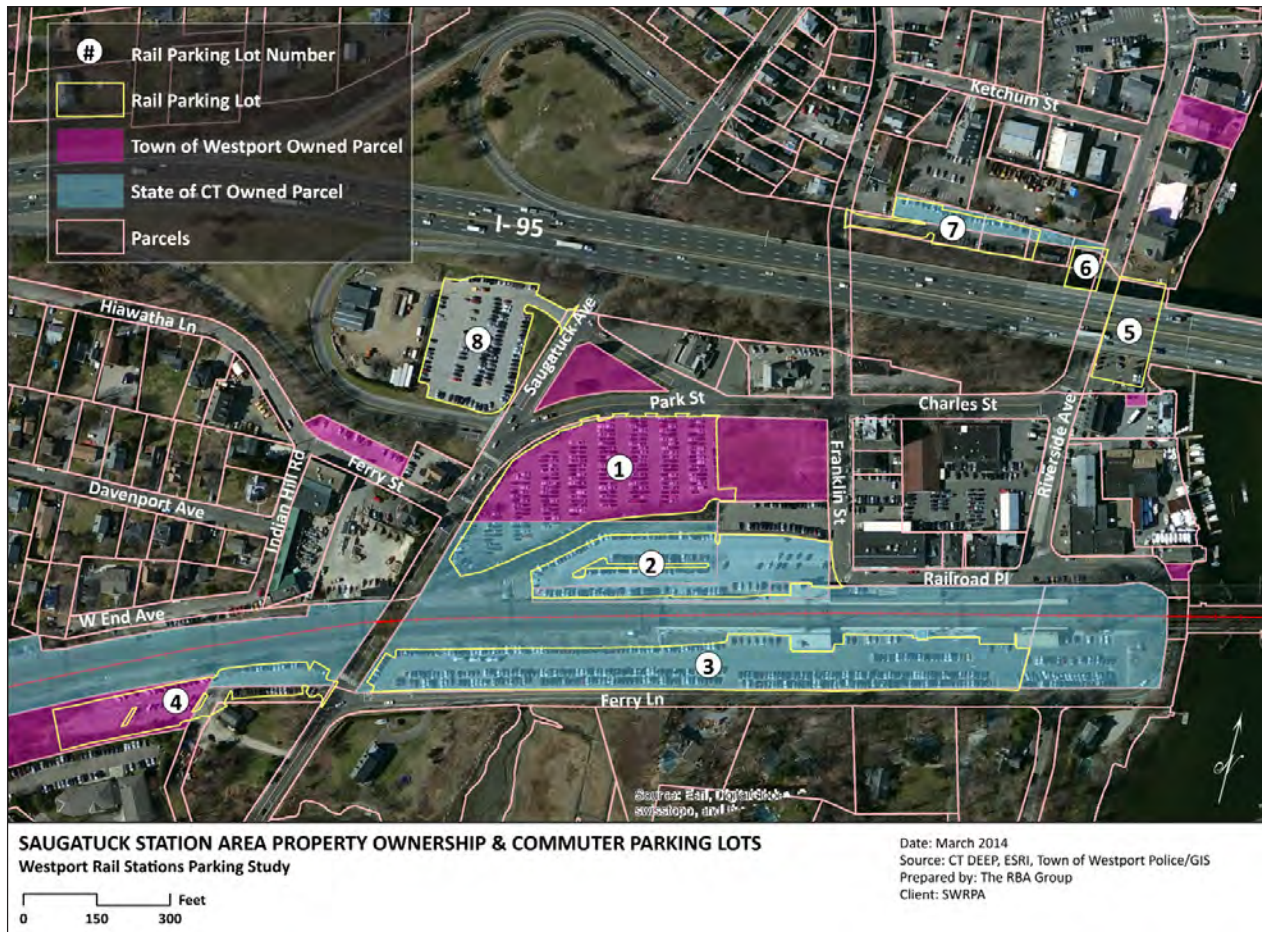
## **SAUGATUCK STATION PARKING LOTS PROPERTY OWNERSHIP & LEASING ARRANGEMENTS**

- Lot 1 (Park Street): The State leases a small portion of land on which the lot is located to the Town. The remainder is Town property.
- Lot 2 (trackside - NY Bound): State-owned lot.
- Lot 3 (trackside - New Haven Bound): State-owned lot.
- Lot 4 (Saugatuck Avenue - New Haven Bound): Part of this lot is State right-of-way, which is leased to the Town. The remainder is on Town property.
- Lot 5 (Riverside Avenue, East - New York Bound): The State leases the land on which the lot is located to the Town.
- Lot 6 (Riverside Avenue, West - New York Bound): The State leases the land on which the lot is located to the Town.
- Lot 7 (Franklin St - New York Bound): This lot is within the State right-of-way, which is leased to the Town.
- Lot 8 (Saugatuck Avenue - New York Bound): The State leases the land on which this lot is located to the Town.

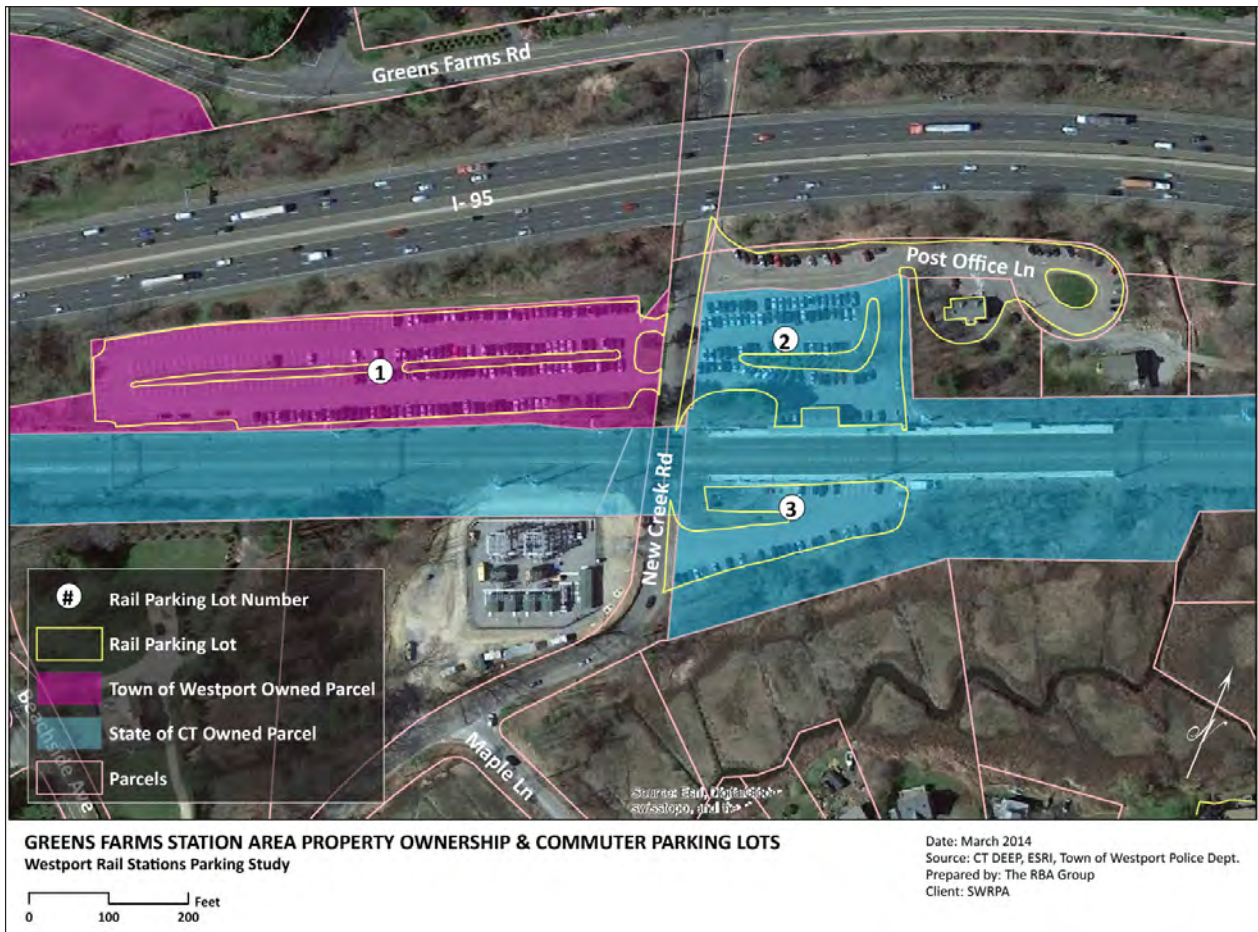
## **GREENS FARMS STATION PARKING LOTS PROPERTY OWNERSHIP & LEASING ARRANGEMENTS**

- Lot 1 (New Creek Rd. - New York Bound): Town-owned lot.
- Lot 2 (trackside - New York Bound): Most of the land comprising this lot is owned by the State and leased to the Town.
- Lot 3 (trackside - New Haven Bound): State-owned land leased to the Town for parking.









## Appendix

### C. Station Reports - Summary of Recommended Improvements

*Westport Station - Final Report. Connecticut Department of Transportation (CTDOT) Metro-North Railroad Station Improvements Program New Haven Rail Line. State Project No. 300-0148. April 2012.*

*Green's Farms Station - Final Report. Connecticut Department of Transportation (CTDOT) Metro-North Railroad Station Improvements Program New Haven Rail Line. State Project No. 300-0148. April 2012.*



## Appendix C

### Station Reports – Summary of Recommended Improvements

As part of the Connecticut Department of Transportation's (CTDOT) Metro-North Railroad Station Improvements Program for the New Haven Line, AECOM prepared station reports for both Westport and Green's Farms Stations in April 2012 that assessed the physical condition of each station (including on-platform, off-platform and station building improvements), and identified recommendations that would bring each station up to an overall state of good repair, some of which as identified above, have already been achieved. A summary of each station report describing the station, and the list of potential improvements is shown below.

#### Westport (Saugatuck) Station

Westport Station is located on east of Saugatuck Avenue (Route 136). Ferry Lane is to the south of the station and Franklin Street and Riverside Avenue meet the station on the north. This station is considered a mainline station with one southbound and one northbound platform on each side of the four mainline tracks which run through the station site. Track four services northbound passengers and track three services southbound passengers. The platforms are directly opposite each other. In recent years, the facility has undergone a major addition to the southbound side including a multi switch back style handicap ramp and a new tunnel/elevator system to access either platform. Only Metro North commuter trains use this facility.

The Westport Station building is located on the southbound side of the facility. The building is one story wood structure which provides ticket vending, concessions, waiting area and restroom facilities to commuters. In 2003, the building was renovated with major repairs to the interior and exterior.

#### *Recommended Improvements*

##### *Platform Improvements*

##### Structural

Given the existing conditions at the Westport Station and what repairs will be required to the various structural elements to bring them to a state of good repair the following improvements are recommended:

- Mill the top 2" of the platform's concrete double tee top flanges. Place new 2" latex modified concrete topping.
- Place new polymer mortar topping on surface of stairs and ramps.
- Install new tactile warning strips.
- Replace all existing joints between platform sections.
- Replace 66 bearings. All bearings not being replaced shall be repaired in accordance with Element Repair Description Sheet. Repair 38 bearings.
- Repair and replace stairs as required. There are seven (7) Type I repairs, two (2) Type II repairs,

one (1) Type III, and one (1) stair replacement required.

- Repair and replace ramps as required. There is one (1) Type II repair and one (1) ramp replacement required.
- Replace endwalls as required. There are two (2) replacements required.
- Repair and replace foundations as required. There are two (2) Type III repairs required. There is one (1) replacement required.
- Repair edge spalls on noses and backside flanges of double tees.

#### Architectural

Architectural improvements recommended to bring Westport Station to a state of good repair include the following:

- Repair broken coping stones at the stair openings.
- Replace shelter, windscreens, benches and trash receptacles.

Architectural improvements recommended to bring Westport Station in compliance with ADA guideline and Connecticut Building Code, include the following:

- Provide ADA stairs and ramps railing and guardrails.
- Provide an information kiosk.

#### Electrical

Given the existing conditions at the Westport Station and what repairs will be required to the various electrical items to bring them to a state of good repair, the following improvements are recommended:

- Those conduits that are showing signs of corrosion be replaced.
- Install GFI receptacles throughout the platforms. At the present time there are several new abandoned non-GFI receptacles scattered outside the platforms, complete with wiring and conduit.
- Inspect existing installation of new conduits, as several conduits are misaligned going into junction boxes.
- Several pull box covers are missing and should be installed.
- Install flexible conduits to protect cables going to security cameras on platforms, as some cables are exposed at present.
- Relocate electronic signs mounted to rusted train cable support structures. Signs are covered in rust and are hard to read as a result. Visibility will only worsen over the time
- All electrical equipment, fixtures, conduits, etc., replaced on the platform shall be weather proof.

## *Off Platform Improvements*

### Civil

Considering the existing conditions at the Westport Station and what repairs will be required to the various civil items to bring them to a state of good repair, the following improvements are recommended:

- Mill and overlay the top 2" of both of the entire parking lots.
- Re-stripe the parking lots and include 5 handicapped accessible spaces in the north parking lot.
- Reset all the drainage structures within the station parking limits.
- Install new concrete sidewalk and curbing as depicted on the site plan.
- Install new concrete retaining wall at the southwest end of the north parking lot as shown on the plans.
- Remove the concrete island and curbing in the north parking lot as shown on the plans.

## *Station Building Improvements*

### Structural

The following improvement is recommended for the structural elements of the building:

- Repair roof and replace shingles.

### Architectural

Architectural improvements recommended to bring Westport Station to a state of good repair include the following:

- Refinish the hardwood floor.
- Repair the broken interior wood panels.
- Repair window sills and refinish.

### Electrical

Given the existing conditions at the Westport Station and what repairs will be required to the various electrical items to bring them to a state of good repair, the following improvements are recommended:

- An addressable smoke detector should be installed in the restrooms.
- Those conduits that are showing signs of corrosion be replaced.
- Proper notification devices should be installed in the bathrooms to make them ADA-complaint.

### Mechanical/HVAC

There are no recommended improvements for the mechanical and HVAC systems at this station.

## Fire Protection and Plumbing

The following improvements are recommended for the fire protection and plumbing systems at the station:

- Install a new floor drain.
  - Assume 40 feet of 3" PVC service weight and a 3" vented floor drain.
  - Assume 25 feet of 1/12" PVC service weight vent to tie into existing vent through roof piping.
  - A 50 gallon electric water heater, assume 40 feet of 3/4" type L for connections.
- Install fire protection in the attic.
  - Assume 40 sprinkler heads and piping. Assume light wall (Schedule 10) for the distribution mains and Schedule 40 for the branches.
  - Assume a new 3" sprinkler service with RPZ device. Assume a 100 foot run of underground in parking lot to connection. Material for 3" line to be Schedule 30 with mechanically fastened joints.

The total cost of the recommended repairs is **\$4,791,088** with a base construction year of 2013.

## Green's Farms Station

The Green's Farms Station is located south of Interstate 95 along New Creek Road in Greens Farms, Connecticut. This station is considered a mainline station with one southbound and one northbound platform on each side of the four mainline tracks which run through the station site. Track four services northbound passengers and track three services southbound passengers. The platforms are directly opposite each other. Platform to platform passenger access is achieved by sidewalk beneath the railroad bridge on New Creek Road.

The Greens Farms station building is located on the southbound side of the facility. The building is a preserved one story wood structure which is currently in need of various interior and exterior repairs. The facility has undergone some minor interior and exterior improvements in recent years. The building provides ticket vending, a waiting area and restroom facilities to commuters. The mechanical storage room is located adjacent to the lobby area within the building.

### *Recommended Improvements*

#### *Platform Improvements*

##### Structural

Given the existing conditions at the Green's Farms Station and what repairs will be required to the various structural elements to bring them to a state of good repair, the following improvements are recommended:

- Mill the top 2" of the platform's concrete double tee top flanges. Place new 2" latex modified

concrete topping.

- Place new polymer mortar topping on surface of stairs and ramps.
- Install new tactile warning strips.
- Replace all existing joints between platform sections.
- Replace 48 bearings. All bearings not being replaced shall be repaired in accordance with Element Repair Description Sheet. Repair 16 bearings.
- Repair and replace stairs as required. There are two (2) Type I repairs, two (2) Type II repairs, and one (1) Type III repair required. There is one (1) stair replacement required.
- Repair and replace ramps as required. There is one (1) ramp replacement with a non ADA compliant ramp required and one (1) ramp replacement with an ADA compliant ramp required.
- Repair and replace endwalls as required. There are two (2) Type II repairs, one (1) Type III repair and two (2) replacements required.
- Repair and replace foundations as required. There are two (2) Type I repairs, and four (4) Type II repairs required. There are no replacements required.
- Repair edge spalls on noses and backside flanges of double tees.

#### Architectural

Architectural improvements recommended to bring Green's Farms Station to a state of good repair include the following:

- Install concrete stairs to underpass.
- Replace the amenities like shelter, windscreens, benches and trash receptacles.
- Install a downspout at the canopy.

Architectural improvements recommended to bring Green's Farm Station in compliance with ADA guideline and Connecticut Building Code, include the following:

- Provide information kiosk.
- Provide ADA compliant guardrails, stair and ramp railings, signage and access to the underpass to the other platform.
- Pedestrian Overpass: To meet ADA requirements, a compliant means of crossing the tracks from one platform to the other is required. The recommended means is a pedestrian overpass consisting of a stairway and elevator on each platform with a connecting overhead bridge spanning the tracks. This improvement remains an option due to complicated nature of the construction and the considerable cost impacts.

#### Electrical

Given the existing conditions at the Greens Farm Station and what repairs will be required to the various electrical items to bring them to a state of good condition the following construction work is recommended:



- Those conduits that are showing signs of corrosion should be replaced.
- Replace the majority of conduit pull/junction boxes, as they show signs of extreme corrosion.
- Install GFI receptacles throughout the platforms.
- All electrical equipment, fixtures, conduits, etc, replaced on the platform shall be weather proof.

### *Off-Platform Improvements*

#### Civil

Given the existing conditions at the Green's Farms Station and what repairs will be required to the various civil items to bring them to a state of good repair, the following improvements are recommended:

- Full Depth Pavement Replacement of the northeast parking lot (3" HMA S0.375 on 8" Granular Fill).
- Mill and overlay the top 2" of the south parking lot and northwest parking lot.
- Re-stripe the parking lots to include 7 handicapped accessible spaces in the northwest parking lot, 5 handicapped accessible spaces in the northeast parking lot and 3 handicapped accessible spaces in the south parking lot.
- Reset all the drainage structures within the station parking limits.
- Install new catch basins and pipes in the northeast parking lot.
- Install new concrete sidewalk and curbing.
- Install new chain link fence on the north and south sides of the northwest parking lot, the east side of the northeast parking lot and the south side of the south parking lot. Replace the chain link gate on the west side of the northwest parking lot and install gravel driveway.
- Install new metal beam rail in the northeast and south parking lots and reset metal beam rail in the northwest parking lot as shown.

### *Station Building Improvements*

#### Structural

The following improvements are recommended for the structural elements of the building.

- Repair and repoint masonry walls.
- Repair deteriorated exterior wood.
- Replace floor stringers, stringer supports and floor.

#### Architectural

Architectural improvements recommended to bring Rowayton Station to a state of good repair include the following:

- Repair or replace asphalt shingle roofing.
- Replace the water damaged ceiling.
- Repair water damaged wood overhang.
- Repair exterior wood siding.

Architectural improvements recommended to bring Green's Farm Station in compliance with ADA guideline and Connecticut Building Code, include the following:

- Remove stairs and lower threshold to make the front entrance accessible.
- Provide ramp to entrance door from parking lot.
- Provide ADA toilets.
- Provide ADA door hardware at doors.
- Add wayfinding signs.
- Enlarge Existing Toilets: The existing toilet rooms are not ADA compliant and must be enlarged, requiring additional floor area. This improvement remains an option due to complicated nature of the construction and considerable cost impacts.

#### Electrical

Given the existing conditions at the Green's Farms Station and what repairs will be required to the various electrical items to bring them to a state of good repair, the following improvements are recommended:

- An addressable fire alarm system should be installed in the station, along with all the applicable addressable fire alarm devices.
- Conduits showing signs of corrosion should be replaced.
- Replace the majority of conduit pull/junction boxes, as they show signs of extreme corrosion.
- Install proper notification devices in the bathrooms to make them ADA-complaint.
- Install illuminated exit signs.
- Install conduits in the basement area for cables going from distribution panels to kitchen area. Currently, the cables are exposed.
- Disconnect and dispose of abandoned power cables in the basement area.
- Install a security system on site.
- Disconnect and dispose of abandoned power cables in the basement area.

#### Mechanical/HVAC

The following mechanical/HVAC improvements are recommended to bring the station to a state of good repair:

- Install electric baseboard for heating.

#### Fire Protection and Plumbing

The following fire protection and plumbing improvements are recommended:

- Install a new floor drain.
- Assume 40 feet of 3" PVC service weight and a 3" vented floor drain.
- Assume 25 feet of 1/12" PVC service weight vent to tie into existing vent through roof piping.
- A new 40 gallon electric storage heater, assume 40 feet of 3/4" piping for connections. 60 feet of 1" pipe insulation and heat trace for domestic main distribution in basement.
- Install fire protection in the concealed attic space.
- Assume 60 sprinkler heads and piping. Assume light wall (Schedule 10) for the distribution mains and Schedule 40 for the branches.
- Assume a new 4" sprinkler service with RPZ device. Assume a 100 foot run of underground in parking lot to connection. Material for 3" line to be Schedule 30 with mechanically fastened joints.

The total cost of the recommended repairs is **\$4,962,211** with a base construction year of 2013.

## Appendix

### D. Regulations Governing Vehicles Parking at the Stations

## **REGULATIONS GOVERNING VEHICLE PARKING IN PARKING AREAS**

### **SERVING THE WESTPORT (SAUGATUCK) AND GREENS FARMS RAIDROAD STATIONS**

(These regulations were established by the Board of Selectmen and the Traffic Authority of the Town of Westport at a public hearing held on Monday, July 17, 1972 at 8:00 P.M. in the Town courtroom pursuant to Chapter 3, Section 6 of the Charter of the Town of Westport, and amended on February 24, 1987; January 16, 1991; May 18, 1994; December 13, 1995; March 13, 2002; April 28, 2004; and April 27, 2011.

1. All vehicles except those parking in \$5.00 a-day parking areas at the Westport (Saugatuck) or Greens Farms Railroad Stations shall display a valid Railroad Parking permit on the lower right corner of the windshield. When available, permits may be purchased during business hours at the Records Room in the Police Department, or by mail.
2. Said permits shall be available on the following basis:
  - (a) Vehicle permits allowing parking in all parking lots, \$325.00 plus any applicable tax.
  - (b) Motorcycle permits allowing parking in designated areas, \$325.00 plus any applicable tax.
  - (c) Transients, daily parking in designated areas \$5.00 per day plus any applicable tax.
  - (d) The fees for a railroad parking permit shall be based on a twelve (12) month period. For purposes of providing refunds or for new permits issued during the course of the permit year, the partial value of a permit will be pro-rated based on the annual fee divided by 12. Refunds will be based on the monthly value of a permit times the number of full months remaining until the expiration date. New permits will be based on the monthly value of the permit times the number of months remaining until the expiration date of the permit, including the month of issue, calculated from the time the permit application is mailed or offered. Applicable tax shall be added to all fees. There will be no refund of any part of the applicable tax.
  - (e) Permit holders that must use a substitute vehicle for an emergency may place in plain view a hand written note with the railroad permit number and registration number of the replaced vehicle. If the replacement is to exceed ten days, the Railroad Parking Division must be notified and a temporary permit requested. After ten days the replacement vehicle will be considered a non-permit vehicle if a temporary permit is not displayed.
  - (f) Seniors (age 62 and older) will be allowed to park free in \$5.00 a-day parking areas up to twice a month upon presentation of proper identification.
  - (g) Any permit vehicle that is parked in a \$5.00 a-day designated area shall receive a fee envelope and will be required to pay the \$5.00 fee and any applicable tax.

(h) The Director of Railroad Parking may create a special time zone not to exceed 20 spaces. This zone is for the use of the non-permit holding elderly and occasional day users. The fee for these spaces will be the same as the other daily parking spaces. The zone shall be clearly marked and will subject the violators to a \$50.00 fine.

3. Westport applicants for said permit shall present both an automobile tax receipt and a valid automobile registration for the vehicle for which the permit is requested. Non-residents must present a copy of the valid registration. A vehicle registered out of state, upon which automobile tax has been paid to Westport, shall present both an automobile tax receipt and a valid automobile registration.

(a) Of the permit vehicle is registered in a name other than that appearing on the application, you must also provide proof of spousal connection or other proof of authorized use of the vehicle.

4. Railroad parking permits shall not be issued or renewed to any Westport resident who is delinquent in payment of real estate tax, automobile tax, personal property tax, sewer and use tax, or alarm fees. No permit shall be issued or renewed to any applicant who is delinquent in payment of police parking violations, or railroad parking fees, until such time as all are paid.

5. Said permits shall be nontransferable. Any vehicle which is parked in the above described parking areas shall be subject to the Town of Westport parking fines when a vehicle does not have a valid permit displayed, the permit is determined to be misused, or the vehicle has been parked improperly.

6. Evidence of fraud in obtaining a permit will void that permit. If there is a waiting list at the time a permit is revoked, the person holding the permit will be placed on the waiting list as of the date of the expiration of the revocation.

7. An additional penalty of Ten Dollars (\$10.00) will be imposed for all delinquent transient area railroad parking fees not paid within (14) days of the date of issue.

8. Whenever there is found any motor vehicle parked in a railroad parking lot which has received five (5) or more parking citations or railroad parking fees or any combination thereof issued for any parking violation which are delinquent, unpaid, otherwise unsettled and uncontested, such vehicle may, by towing or otherwise, be removed for safekeeping by or under the direction of a police officer to a garage or other location, or such vehicle may be immobilized in such manner as to prevent its removal or operation except by such person as shall be authorized to do so by the police department.

(a) **PRIOR MAILING OF NOTICE** – Prior to scheduling any vehicle on a list for impoundment or immobilization, the police department shall cause to be mailed to the registered owner a list of all delinquent charges and statement warning that such vehicle shall be impounded or immobilized. Such notice shall be mailed at least fifteen (15) days prior to the placement of any vehicle on a list for impoundment or immobilization.



- (b) REQUIRED NOTICE OF REMOVAL – It shall be the duty of any police officer removing or immobilizing a vehicle, or under whose direction such a vehicle is removed or immobilized, to inform, as soon as practicable within twenty-four (24) hours, the owner of the removed or immobilized vehicle of the nature and circumstances of the prior unsettled parking violation notices for which, or on account of which, such vehicle was removed or immobilized. Such notice shall additionally state that if the owner fails to reclaim such vehicle within sixty (60) days from the date of mailing, title to such vehicle shall rest in the Town of Westport and such vehicle will be sold at public auction.
- (c) REPOSSESSION TIME PERIOD – The owner of an immobilized vehicle, or other duly authorized person, shall be allowed at least twenty-four (24) hours from the time of immobilization to repossess or secure the release of the vehicle following which such vehicle may be removed to a store area for safekeeping under the direction of a police officer.
- (d) CRITERIA FOR REPOSSESSION – Before the owner or person in charge of any vehicle removed or immobilized as above provided shall be allowed to repossess or to secure the release of said vehicle, the owner or agent shall pay the following: the cost of towing, or if immobilized, a fee of thirty five (35) dollars; plus the cost of storage for each day, or portion of a day that such a vehicle is so stored in excess of the first twenty-four(24) hours; plus all sums legally due for any Town of Westport parking citations issued and outstanding against such vehicle; or in lieu of the above, a bond with a surety company authorized to do business in this state in an amount sufficient to cover the above charges. No such vehicle shall be released until the owner or agent has established identity and right to possession and has signed a proper receipt therefore.
- (e) UNAUTHORIZED REMOVAL – Any person who, after having had their vehicle towed or immobilized, shall remove such vehicle without complying with Section 8(d) shall, in addition to the charges provided for in said section, be liable for any damage done to the immobilization device or mechanism and be subject to a fine of not more than one hundred (100.00) dollars.

9. The Railroad Parking Director is authorized to suspend the sale of permits for parking at the Westport railroad station parking lots if conditions warrant such action.

10. Sale of permit to applicant in no way guarantees that person a place to park on any specific day.

11. The Town of Westport cannot carry insurance to cover property of permittee who by accepting the permit assumes all risk of damage or loss of property and agrees to hold the Town of Westport harmless from any or all claims of such injury.

## 12. EXTENDED PARKING REGULATIONS

- (a) It shall be unlawful for any person, firm or corporation to leave any vehicle parked in a space on a continuous basis for more than seven (7) days unless prior written permission is obtained from the Railroad Parking Department.

- (b) Any vehicle parked continuously in a space for more than eight (8) days without prior written permission from the Railroad Parking Department shall be deemed abandoned and may be towed in accordance with the provisions of section 14.150 of the Connecticut General Statutes.

- 13. The submission of an application for a Railroad Parking permit shall signify consent of the applicant to each and every term of these regulations.

# Appendix

## E. Tickets & Fees

Copy of \$5.00 a day fee

FEE

**WESTPORT POLICE DEPARTMENT  
WESTPORT, CONNECTICUT**

TICKET NUMBER		ISSUE DATE / TIME	
4020010375		05/29/13 08:21	
LICENSE	STATE	REG. TYPE	
158LDS	CT	PAS	
VEHICLE MAKE	VEHICLE BODY	VEHICLE COLOR	
ACUR	4DSD	GRAY	
VEHICLE MODEL	VIN		
N/A	N/A		
CODE	CODE DESCRIPTION		
11	PARKING FEE		
LOCATION			
GF RR LOT 1			
FINE/FEE AMOUNT		AMOUNT DUE AFTER 14 DAYS FROM ISSUE DATE	
\$5.00		\$15.00	
NOTES OR COMMENTS			
BADGE NO.			
3601			

Pay online at:

[www.parkingticketpayment.com/westport](http://www.parkingticketpayment.com/westport)

See reverse for further payment instructions.  
Railroad parking fees are not subject to appeal.



REV. 07/11

FEE

# **TOWN OF WESTPORT**

## **Policy Regarding Parking Violation Hearings**

Connecticut General Statute 7-152b requires the traffic authority of each Town to appoint a hearing officer who must not be an employee of the Police Department.

The Westport Traffic Authority has appointed Attorney Robert Grant and James J.C. DiMiceli to act as hearing officers.

### **POLICY**

Anyone who has received a parking ticket within the Town of Westport may apply for a hearing in person at Police Headquarters or request that an application be mailed. In order to receive proper attention it is essential that anyone requesting a hearing complete the entire application. The returned application must be received within 14 days from the issuance of the ticket.

All applications for a parking ticket hearing will be reviewed. Upon this review, the parking ticket is either voided, necessitating no further action, or a date is assigned for a hearing. In either case, the individual shall be so notified by mail.

# **PETITION FOR PARKING TICKET VIOLATION**

TICKET NUMBER: \_\_\_\_\_

DATE OF TICKET: \_\_\_\_\_

TIME TICKET ISSUED: \_\_\_\_\_

OFFICERS BADGE NUMBER: \_\_\_\_\_

VEHICLE REGISTRATION: \_\_\_\_\_

STATE: \_\_\_\_\_

MAKE OF VEHICLE: \_\_\_\_\_

COLOR OF VEHICLE: \_\_\_\_\_

LOCATION: \_\_\_\_\_

VIOLATION NUMBER: \_\_\_\_\_

AREA: \_\_\_\_\_

NAME: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_

STATE: \_\_\_\_\_

ZIP: \_\_\_\_\_

## **EXPLANATION**

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## **PLEASE ATTACH ORIGINAL TICKET WITH THIS APPLICATION**

**I hereby declare under penalty of false statement that the foregoing statement is true.**

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

**DECISION OF HEARING OFFICER:**

**ASSESSED:** \_\_\_\_\_

**VOIDED:** \_\_\_\_\_

**HEARING OFFICER:** \_\_\_\_\_

**DATE** \_\_\_\_\_



Copy of Parking ticket



**WESTPORT POLICE DEPARTMENT  
WESTPORT, CONNECTICUT**

TICKET NUMBER		ISSUE DATE / TIME	
4010016313		05/30/13 11:51	
LICENSE	STATE	REG. TYPE	
6922EY	CT	PAS	
VEHICLE MAKE	VEHICLE BODY	VEHICLE COLOR	
CHEV	4X4	BLACK	
VEHICLE MODEL	VIN		
N/A	N/A		
CODE	CODE DESCRIPTION		
02	OVERTIME		
LOCATION			
PARKER HARDING PLAZA			
FINE/FEE AMOUNT		AMOUNT DUE AFTER 14 DAYS FROM ISSUE DATE	
\$25.00		\$50.00	
NOTES OR COMMENTS			
BADGE NO.			
6358			

Pay online at:  
[www.parkingticketpayment.com/westport](http://www.parkingticketpayment.com/westport)  
 See reverse for further payment instructions.  
 Railroad parking fees are not subject to appeal.



CT 616

REV. 07/11



## Appendix

### F. Permit Application & Copy of Annual Permit

Fill out on line; print and mail to Police Department

## **TOWN OF WESTPORT RAILROAD PARKING PERMIT APPLICATION**

There is a four-to-five year wait for a railroad parking permit.

In order to be added to the waiting list, please fill out this application, print, and mail to:

Westport Railroad Parking  
Westport Police Department  
50 Jesup Road  
Westport CT 06880

*There is no fee to be added to the waiting list. You will be notified when a permit becomes available.*

Last Name\_\_\_\_\_

First Name\_\_\_\_\_

Address\_\_\_\_\_

City\_\_\_\_\_

State\_\_\_\_\_

Zip\_\_\_\_\_

Home Phone\_\_\_\_\_

Work Phone\_\_\_\_\_

Email Address\_\_\_\_\_

You must notify us if your address changes.

We suggest that you verify information with us annually by calling 203-341-6001.

# Copy of Annual Permit

## WESTPORT POLICE DEPARTMENT

Railroad Parking Division  
50 Jesup Road  
Westport, CT 06880-4385  
203-341-6052

Not dated

Recipient  
Recipient2  
Recipient3  
Recipient4

Account  
Permit

Dear Permit Holder:

Enclosed is your permit for July 1, 2013 through June 30, 2014.

The parking permit must be affixed to the interior passenger side front windshield with the permit number and vehicle plate number clearly visible.

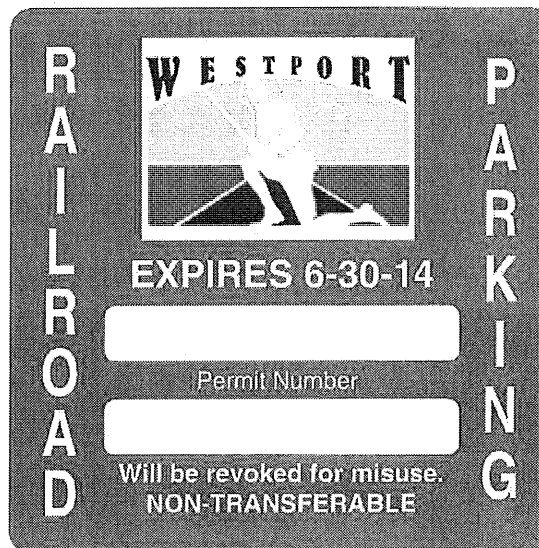
Please ensure your permit is always properly displayed. Failure to display your permit in the correct location may result in a parking violation.

Changes to the original permit must be presented in person to the Railroad Parking Division of the Westport Police Department. You must bring and who copies of your current registration(s).

Misuse of a permit will result in revocation of your permit.

Contact the (203) 341-6052 with any questions.

REMOVE  
PERMIT  
FROM  
REVERSE  
SIDE



## Appendix

### G. 2011 Rate Increase Approval by Town of Westport Board of Selectman

APPENDIX - G

**Event Calendar (All in One)**  
**Board of Selectmen Legal Notice & Agenda**

**Date:** 4/27/2011  
**Location:** Room 309  
Connecticut

Add to my Calendar

**LEGAL NOTICE & AGENDA**

Notice is hereby given that the Board of Selectmen, Traffic Authority and Water Pollution Control Authority will hold a public hearing on Wednesday, April 27, 2011, at 4 p.m. in Room 309 of the Westport Town Hall for the following purpose(s):

1. To take such action as the meeting may determine to approve the minutes of the Board of Selectmen's public hearing of April 12, 2011.
2. To take such action as the meeting may determine to approve acceptance of monetary gifts to the Department of Human Services Family Program Ceremonies and Celebrations in accordance with Policy for Gifts to the Town as amended Oct. 28, 1998.
3. To take such action as the meeting may determine to approve acceptance of monetary gifts to the Department of Human Services Family Program Campership in accordance with Policy for Gifts to the Town as amended Oct. 28, 1998.
4. To take such action as the meeting may determine to approve the acceptance of a 2011 Ford Expedition vehicle to the Town of Westport from the Westport Volunteer Emergency Medical Service in accordance with Policy for Gifts to the Town as amended Oct. 28, 1998.
5. To take such action as the meeting may determine to approve a contract between the Town of Westport and Positive Directions as relates to services from Employee Assistance Program of Southwestern Connecticut.
6. To take such action as the meeting may determine to approve a Memorandum of Understanding between the Town of Westport and the U.S. Fish and Wildlife Service as relates to Cockenoe Island, and to approve First Selectman Gordon F. Joseloff to sign such agreement on behalf of the Town of Westport.
7. To take such action as the meeting may determine to approve a Memorandum of Understanding between the Town of Westport and Connecticut Department of Agriculture as relates to the operation of the growing shellfish areas, and to approve First Selectman Gordon F. Joseloff to sign such agreement on behalf of the Town of Westport.
8. To take such action as the meeting may determine to approve an application to the Connecticut Office of Policy & Management designating the Westport Police Department Roof Replacement project as a Local Capital Improvement Project (LoCIP) program, and to authorize First Selectman Gordon F. Joseloff to sign such application on behalf of the Town of Westport.
9. To take such action as the meeting may determine, acting in its capacity as the Traffic Authority, to approve the use of certain town-owned roadways for The Connecticut Challenge "Bike Across America" event to be held on Saturday, July 30, 2011, contingent upon compliance with comments from town departments including the Westport/Weston Health District and in accordance with the Procedures for Use of Town-Owned Property, Facilities and/or Public Roadways.
10. To take such action as the meeting may determine, acting in its capacity as the Traffic Authority, to approve the removal of the traffic signals immediately in front of the Saugatuck Firehouse at the intersection of Ketchum Street and Riverside Avenue, contingent upon compliance with requirements of the Westport Fire Department.
11. To take such action as the meeting may determine to approve an increase of \$175 in the annual cost of a railroad parking permit effective July 1, 2011 bringing the annual cost to \$400 as recommended by the Westport Police Department; and to approve an increase of \$1 in the daily fee for railroad parking effective July 1, 2011 bringing the daily fee to \$5 as recommended by the Westport Police Department.
12. To take such action as the meeting may determine to approve a waiver of the Policy on Encroachments on Town Property as relates to the retention of an existing landing, ramp and floating dock at property located at 6 Canal Road, contingent upon compliance with Town Engineer letter of April 7, 2011 and Conservation Director letter of April 5, 2011.



13. To take such action as the meeting may determine to approve a waiver of the Policy on Encroachments on Town Property as relates to the rebuilding of an existing dock at property located at 92 Harbor Road, contingent upon compliance with Town Engineer letter of April 14, 2011 and Conservation Director letter of April 19, 2010

14. To take such action as the meeting may determine, and in accordance with the Town of Westport Charter, to approve the First Selectman's Five Year Capital Forecast 2011/2012 through 2015/2016.

Gordon F. Joseloff  
First Selectman

April 19, 2011

See approved minutes below:

Minutes

[Add to my Calendar](#)

[More Events »](#)

RESOLVED: That the request to the Traffic Authority to remove traffic signals immediately in front of the Saugatuck Firehouse at the intersection of Ketchum Street and Riverside Avenue, contingent upon compliance with requirements of the Westport Fire Department attached, is hereby APPROVED.

APPROVAL OF INCREASE OF \$175 IN THE ANNUAL COST OF A RAILROAD PARKING PERMIT EFFECTIVE JULY 1, 2011 BRINGING THE ANNUAL COST TO \$400 AS RECOMMENDED BY THE WESTPORT POLICE DEPARTMENT; AND TO APPROVE AN INCREASE OF \$1 IN THE DAILY FEE FOR RAILROAD PARKING EFFECTIVE JULY 21, 2011 BRINGING THE DAILY FEE TO \$5 AS RECOMMENDED BY WESTPORT POLICE DEPARTMENT

11. Item #11 was presented by Police Chief Alfred Fiore and Deputy Police Chief Dale Call. Mrs. Kassen made a motion which was seconded by Mr. Haberstroh.

Chief Fiore and Deputy Chief Call presented the request to the board. They said that the last increase was in 2004 and at \$225; the parking permit fee was the lowest on the New Haven railroad line. Since 2004, the expenses for the railroad parking operation have increased by 25% while revenues from the permit sales have remained more or less the same and therefore for the last three years the operation has shown a deficit.

Mrs. Kassen and Mr. Haberstroh expressed their concern about the amount of the proposed increase in the annual permit fee. Mr. Joseloff made an amendment to the motion to increase the annual cost of a railroad parking permit by \$125 bringing the permit fee to \$350. Mrs. Kassen seconded the motion. After discussion, Mr. Joseloff withdrew his motion – Mrs. Kassen withdrew her second.

Mr. Haberstroh said he would feel comfortable at an increase of \$75 for an annual permit fee of \$300, and presented board members with his analysis. With an expenditures increase of 25% since 2004, his analysis shows an annual permit fee of \$281.25. Mr. Haberstroh said that while the town wanted to encourage people to take the train, there was a need to cover expenses. He questioned the 25% increase in expenses.

Mr. Joseloff questioned how many commuters would no longer purchase a parking permit if the fee was raised to \$300? \$325? or \$350? Deputy Chief Call confirmed that there were approximately 3,700 permits sold for 1,500 spaces and that there is a 4-5 year waiting list. It was agreed that only time would tell.

Finance Director John Kondub stated he believed \$350 was the appropriate annual permit fee to cover increasing expenses and to decrease the deficit.

Mrs. Kassen suggested that the time of day for daily ticketing should be extended to the evening hours. This would increase revenues. If non-residents were permitted to use town-owned parking lots, the permit fee for non-residents could be determined by the town. Perhaps the town should examine the possibility of purchasing state-owned lots. With the increase in the number of town-owned parking lots, the town would have more control over the permit fees for non-residents.

Also speaking to the issue was RTM Member Richard Lowenstein. He felt that \$350 (between \$400 proposed by Westport Police Department and \$300 proposed by Selectman Haberstroh) was a good compromise. Westport resident Donald Bergman asked if \$300 would cover all expenses.

Mr. Haberstroh questioned the percentage increase for expenses. Mr. Kondub stated that in 2003/2004 expenses were \$1.13 million; in 2009/2010 \$1.44 million; and for 2010/2011 expenses were projected at \$1.75 million. Because there was not been an increase in the permit fee since 2004 the revenues have remained flat. Operating expenses have been covered by using the fund surplus. Mr. Haberstroh felt that the permit fee should be increase over time – perhaps to \$300 now; \$350 in six months; and then \$400 in another six months. This would give commuters advance notice of the increases.

Mrs. Kassen suggested an amendment to the motion to increase the annual permit fee by \$100 for an annual fee of \$325.

Upon motion by Shelly Kassen, seconded by Gordon F. Joseloff and passed by a vote of 2-1, with Mr. Joseloff and Mrs. Kassen voting yes and Mr. Haberstroh voting no, it was:

RESOLVED: That the request for an increase of \$175 in the annual cost of a railroad parking permit effective July 1, 2011 bringing the annual cost to \$400 be amended to an increase of \$100 in the annual cost of a railroad parking permit effective July 1, 2011 bringing the annual cost to \$325 is hereby APPROVED.

Mrs. Kassen then called for a vote on the original motion as amended. Upon motion by Shelly A. Kassen, seconded by Gordon F. Joseloff and passed by a vote of 2-1 with Mr. Joseloff and Mrs. Kassen voting yes and Mr. Haberstroh voting no, it was:

RESOLVED: That the request for an increase of \$100 to the annual cost of a railroad parking permit effective July 1, 2011 bringing the annual cost to \$325, and further that the request for an increase of \$1 to the daily fee for railroad parking effective July 1, 2011 bringing the daily fee to \$5, are hereby APPROVED.

APPROVAL OF WAIVER OF POLICY ON ENCROACHMENTS ON TOWN PROPERTY  
AS RELATES TO RETENTION OF AN EXISTING LANDING, RAMP AND FLOATING  
DOCK AT PROPERTY LOCATED AT 6 CANAL ROAD, CONTINGENT UPON  
COMPLIANCE WITH TOWN ENGINEER LETTER OF APRIL 7, 2011 AND  
CONSERVATION DIRECTOR LETTER OF APRIL 5, 2011

12. Item #12 was presented by John Hilts representing the applicant and Public Works Director Stephen Edwards. Connecticut Department of Environmental Protection sent a notice of violation to several Canal Road property owners with docks. As the dock was partially located on town owned property, approval of a waiver of the town's encroachment policy was need prior to applying to the state for approval of the dock. Upon motion by Shelly A. Kassen, seconded by Charles W.K. Haberstroh and passed by a vote of 3-0, it was:

RESOLVED: That the request for a waiver of the Policy on Encroachments on Town Property as relates to the retention of an existing landing, ramp and floating dock at

# Appendix

## H. Rail Lease Agreement & Extension

RECORDED IN Westport LAND RECORDS AT VOLUME 1994 PAGE 93

Agreement No. 3.29-02(01)

LEASE AGREEMENT

STATE OF CONNECTICUT  
DEPARTMENT OF TRANSPORTATION

AND

TOWN OF WESTPORT

RAIL FILE NO. (158) 7001-MISC-176

THIS LEASE AGREEMENT, concluded at Newington, Connecticut, this 31<sup>st</sup> day of JANUARY, 2001, by and between the State of Connecticut, Department of Transportation, James F. Sullivan, Commissioner, acting herein by Harry P. Harris, Bureau Chief, Bureau of Public Transportation, duly authorized, hereinafter referred to as the State, and the Town of Westport, a municipal corporation having its territorial limits within the County of Fairfield, State of Connecticut, having a principal place of business at Town Hall, 110 Myrtle Street, P. O. Box 549, Westport, Connecticut 06880, acting herein by Diane G. Farrell, First Selectman, hereunto duly authorized, hereinafter referred to as the Second Party.

WITNESSETH: THAT,

WHEREAS, the Second Party has requested use of certain land with building(s) thereon hereinafter described, comprising the Saugatuck Railroad Station, Green's Farms Railroad Station and commuter rail parking area(s), and

WHEREAS, the State and the Second Party have a mutual interest in encouraging use of mass transportation services and, under this Lease, the parties seek to make the most effective use of railroad property, to encourage and attract additional rail patrons, and to make rail facilities more convenient, attractive, and compatible with the public interest, and

WHEREAS, the State has the authority pursuant to Section 13b-36(b) of the Connecticut General Statutes, as revised, to enter into this Lease.

NOW, THEREFORE, KNOW YE:

The State does hereby lease to the Second Party, subject to all the stipulations, restrictions, specifications and covenants herein contained, those eleven (11) parcels of land situated in the Town of Westport, County of Fairfield and State of Connecticut, within the railroad right-of-way of the New Haven Main Line, with appurtenances thereon, if any, containing an aggregate of 17.444 acres, more or less, hereinafter collectively referred to as the parcel of land, as shown on the sketches attached hereto entitled:

"Town of Westport, Sketch Showing Land Leased to the Town of Westport by the State of Connecticut, Dept. of Transportation, Governor John Davis Lodge Turnpike, (Limited Access Highway), Scale 1"=40', January 1990, Bureau of Public Transportation-Office of Rail Operations Revised 5/8/90, 5/18/90, 4/1/91", Town No. 158, Project No. 7001-Misc., Serial No. 176, Sheet 1 of 6;

"Town of Westport, Sketch Showing Land Leased to the Town of Westport by the State of Connecticut, Dept. of Transportation, Governor John Davis Lodge Turnpike, (Limited Access Highway), Scale 1"=40', March 1991, Bureau of Public Transportation-Office of Rail Operations", Town No. 158, Project No. 7001-Misc., Serial No. 176, Sheet 2 of 6;

"Town of Westport, Sketch Showing Land & Buildings Leased to the Town of Westport by the State of Connecticut, Dept. of Transportation, (Saugatuck Station), Valuation Map 53-62-33, Scale 1"=60', March 1991, Bureau of Public Transportation-Office of Rail Operations, Revised 1/18/92", Town No. 158, Project No. 7001-Misc., Serial No. 176, Sheet 3 of 6;

"Town of Westport, Sketch Showing Land & Buildings Leased to the Town of Westport by the State of Connecticut, Dept. of Transportation, (Green's Farms Station), Valuation Map 53-62-36, Scale 1"=60', March 1991, Bureau of Public Transportation-Office of Rail Operations", Town No. 158, Project No. 7001-Misc., Serial No. 176, Sheet 4 of 6;

"Town of Westport, Sketch Showing Land Leased to the Town of Westport by the State of Connecticut, Dept. of Transportation, Governor John Davis Lodge Turnpike, (Limited Access Highway), Scale 1"=60', March 1991, Bureau of Public Transportation-Office of Rail Operations", Town No. 158, Project No. 7001-Misc., Serial No. 176, Sheet 5 of 6;

"Town of Westport, Sketch Showing Land Leased to the Town of Westport by the State of Connecticut, Dept. of Transportation, Governor John Davis Lodge Turnpike, (Limited Access Highway), (Exit 17), Scale 1"=80', March 1994, Bureau of Public Transportation-Office of Rail Operations", Town No. 158, Project No. 7001-Misc., Serial No. 176, Sheet 6 of 6;

All rights of ingress and egress are specifically denied, directly to and from the railroad tracks and the Governor John Davis Lodge Turnpike (Interstate Route 95), from and to the parcel of land herein described.



1. The term of this Lease is for a ten (10) year period of time commencing July 1, 2001, to and including June 30, 2011, with the Second Party having the right to renew said term by prior written notice to the State, for two (2) additional successive ten (10) year periods of time.

2. Upon expiration of the initial term hereof and the Second Party's failure to exercise, in writing, its right to renew, this Lease shall continue to remain in effect on a month-to-month basis until such time as it is cancelled, in writing, by either party hereto or replaced with a subsequent agreement. During said month-to-month basis, all terms and conditions stated herein shall remain in full force and effect.

3. There shall be no annual fee paid to the State under the terms of this Lease. In lieu of an annual lease payment, the Second Party agrees to reinvest all surplus revenue derived from rail parking and rail-related leases into the improvement and maintenance of rail station buildings, rail station parking, and mutually agreed upon rail station services.

4. The Second Party shall establish and maintain adequate records which show the yearly gross revenue and expenses charged against the gross. Expenses shall include capital improvements, maintenance of buildings and parking lots, administrative, accounting, and security costs, utilities, independent auditors, and any other mutually agreed upon, town-allocated applicable costs, including debt service. The basis of accounting for these records and for related funds shall be the modified accrual basis of accounting.

5. (a) The Second Party shall establish two separate funds, an Operating Fund and a Capital Improvement Fund. It is hereby understood and agreed by the parties hereto that all revenue generated from all sources derived from the use of both Town-owned as well as State-leased properties described herein, including all revenue derived from a minimum of 1,943 parking spaces jointly utilized by both parties hereto, shall be deposited into this Operating Fund.

(b) The Second Party has the right to charge the Operating Fund on an annual basis for in-kind administrative and general expenses provided by the Second Party for railroad station operations. The State reserves the right to review the computation of the allocation percentage to ensure that only items relevant to railroad station operations are included. The State also reserves the right to review the legally enacted railroad Operating Fund budget used in computing the annual in-kind charge.

(c) The Operating Fund shall also be used by the Second Party for operating and maintenance expenses associated with the railroad station operations described herein. Fifty percent (50%) of the remaining funds in the Operating Fund shall be disbursed to the Second Party on a yearly basis to be used without any limitation whatsoever and the other fifty percent (50%) of the remaining funds shall be deposited in the Capital Improvement Fund.

(d) In the event there is a surplus in the Capital Improvement Fund, as determined by the State and the Second Party's independent auditor, at the end of each five (5) year period within the initial term and any renewal periods thereafter, the State may elect to withdraw fifty percent (50%) of the surplus. The remaining fifty percent (50%) shall stay in the Capital Improvement Fund and continue to roll-over into the next five (5) year period.

(e) For the purpose of defining the surplus as set forth in 4(d) above, all funds appropriated by the Second Party from the Capital Improvement Fund, with the State's approval, for continued improvement and structural maintenance as described herein, shall be deemed expenditures from the Fund and not considered as surplus.

6. The Second Party shall have prepared and delivered to the State within one hundred eighty (180) days following the end of each year of the specified term of this Lease or any renewal periods thereafter, or other termination of this Lease, plus any extensions to perform the Second Party's audit as granted by the Office of Policy and Management, statement(s) of gross revenue, pertinent expenses and amount in the Capital Improvement Fund. The cost to prepare said statements for the State shall be included as an operating expense as defined herein. Such statement(s) shall be prepared and certified by an Independent Certified Public Accountant (CPA) as defined by Chapter 389 of the Connecticut General Statutes, in accordance with single-audit requirements for government audits, and shall contain the CPA's professional opinion relative to each of the following:

(a) The sufficiency and adequacy of all records presented by the Second Party to the CPA to properly reflect all aspects of the Second Party's operations under this Lease;

(b) The system of recordkeeping utilized by the Second Party pursuant to this Lease is in substantial accord with generally accepted accounting principles and practices;

(c) The payments due the State are computed correctly and in accordance with the terms of this Lease and the laws of the State of Connecticut; and

(d) The recommendations of the CPA, if any, that in the opinion of the CPA would improve the fiscal relationship between the State and the Second Party as regards this Lease.

While it is the intent of the State to rely on the certified statement(s) of the CPA as the same are defined hereinabove, the State hereby reserves the right to review, examine, and/or audit the records of the Second Party and the work papers of the CPA.

7. The State reserves the right to approve or disapprove the use of the funds in the Capital Improvement Fund to ensure improvement and maintenance of rail station

buildings, rail station parking, and rail station services, described herein. Such approval shall not be unreasonably withheld.

8. Where there is a charge for parking, a minimum annual parking fee per vehicle of One Hundred Dollars (\$100.00) shall be charged. The State hereby reserves the right to review and approve any and all parking fees which exceed the aforementioned minimum fee.

9. It is mutually understood and agreed by the parties hereto that this Lease is made subject to each and every specification and covenant, unless specifically deleted therefrom, contained in the "Standard Railroad Lease Specifications & Covenants", dated October 10, 2000, hereinafter referred to as the "Standard Specifications", which is hereby made an integral part of this Lease by reference thereto and which shall have full force and effect as if the same were incorporated herein, it being understood and agreed by the parties hereto that the said Standard Specifications is and shall remain on file in the offices of the State and of the Second Party identified on page 1 hereof.

10. It is mutually understood and agreed by the parties hereto that when pages 1 through and including 10 hereof are duly recorded in the land records of the town(s) in which the said parcel(s) of land exist(s), the said pages are and shall continue to function as a Notice of Lease pursuant to Section 47-19 of the Connecticut General Statutes, as revised.

11. The Second Party shall have the right, pursuant to this Lease, to establish and publish a Daily, Weekly, Monthly, Annual and/or other periodic Parking-Fee Schedule(s).

12. The Second Party agrees that if this Lease concerns public parking of motor vehicles, all such parking effected by the Second Party, its agent, subcontractors and invitees pursuant to this Lease, shall be solely and strictly on a non-discriminatory basis as regards, but not limited to, the following factors:

(a) the location and/or the number of parking spaces to be utilized at any one time;

(b) the amount and/or the frequency of parking fees, charges or levies assessed for such use;

(c) the duration of such use; or

(d) the fact that the user is or is not; a local resident; a local taxpayer; a high-volume user; or a user in conjunction with a local enterprise, activity, or organization.

13. The Second Party agrees to secure and maintain for the duration of this Lease, including any supplements thereto and all renewals thereof, if any, with the State

and Metro-North Commuter Railroad Company being named additional insured parties for paragraph (a) below, the following minimum liability insurance coverage or coverages regarding the said parcel of land at no cost to the State or Metro-North Commuter Railroad Company. In the event the Second Party secures excess/umbrella liability insurance to meet the minimum requirements specified in paragraph (a) below, the State and Metro-North Commuter Railroad Company shall be named as additional insured.

(a) Commercial General Liability Insurance, including Contractual Liability Insurance, providing for a total limit of not less than Seven Hundred Fifty Thousand Dollars (\$750,000) for all damages arising out of bodily injuries to or death of all persons in any one accident or occurrence, and for all damages arising out of injury to or destruction of property in any one accident or occurrence and subject to that limit per accident, a total (or aggregate) limit of One Million Five Hundred Thousand Dollars (\$1,500,000) for all damages arising out of bodily injuries to or death of all persons in all accidents or occurrences and out of injury to or destruction of property during the policy period.

(b) When this Lease requires work on, over or under the right-of-way of any railroad company, the Second Party shall carry, with respect to the operations that it or its subcontractors perform under this Lease, Railroad Protective Liability Insurance for and on behalf of the railroad company as named insured, and the State and the Second Party as named additional insureds, providing for coverage limits of (1) not less than Two Million Dollars (\$2,000,000) for all damages arising out of any one accident or occurrence, in connection with bodily injury or death and/or injury to or destruction of property; and (2) subject to this limit per accident, a total (or aggregate) limit of Six Million Dollars (\$6,000,000) for all injuries to persons or property during the policy period. If such Insurance is required, the Second Party shall obtain and submit the minimum coverage indicated above to the State prior to the commencement of rail-related work and/or activities.

In conjunction with the above coverages, the Second Party agrees to furnish to the State, only on the form or forms supplied by the State, a Certificate of Insurance (CON-32), fully executed by an insurance company or companies satisfactory to the State, for the insurance policy or policies required hereinabove, which policy or policies shall be in accordance with the terms of said Certificate of Insurance. Each insurance policy shall state that the insurance company(ies) shall agree to investigate and defend the insured against all claims for damages, even if groundless.

14. The Second Party understands and agrees that the State retains the exclusive right to use of the airspace above the Horizontal Plane of twenty-four (24) feet, within the entire area leased herein. However, the Second Party may petition the State with regard to projects which will make use of the air rights.

15. The Second Party shall conform to all Federal, State and local laws, permits and building and zoning regulations, in regard to the leased property.

16. This Lease may be terminated at any time without cause by the State. Notice of termination shall be given to the Second Party two (2) years in advance, in writing, to that effect, by registered mail or personal delivery by agent and upon expiration of said notice period, this Lease shall be null and void and all rights of the Second Party herein shall end and terminate.

17. All the Second Party's obligations hereunder shall survive this Lease or any other agreement or action, including, without limitation, any consent decree, or order, between the Second Party and the government of the United States or any department or agency thereof, the State and/or the Municipality.

18. Notwithstanding any provisions to the contrary in this Lease, the State retains the sole responsibility of maintaining and/or restoring all fencing bordering the tracks; canopies over the platforms; and the tunnel, tunnel drainage and stairways at the Saugatuck Railroad Station; the stairway from New Creek Road to the platform area on the east and west side of the Green's Farms Railroad Station; and the canopy under the tracks and over the sidewalk on New Creek Road at the Green's Farms Railroad Station. The State shall also retain sole responsibility for maintaining all major structural renovations and/or repairs, and may, upon written notice to the Second Party and in accordance with Article 5 hereof, draw funds remaining in the Capital Improvement Fund as surplus at the end of each five (5) year period to pay for any of the above-cited work, as regards the leased property described herein.

It is further mutually understood by both parties hereto that the Second Party shall retain sole responsibility of the day-to-day maintenance, including, but not limited to, general structural repairs, snow removal, trash removal and security of any and all platforms, railings, stairs, shelters, and ramps, in regard to the leased property described herein.

19. The Second Party shall adhere to the following special conditions as they relate to Lease Area "K":

(a.) If the subject property is required for future highway purposes the property shall revert to the jurisdiction of the State of Connecticut, Department of Transportation, Bureau of Engineering and Highway Operations.

(b.) If any work is to be performed within Lease Area "K", an encroachment permit will be required by the State of Connecticut, Department of Transportation, Bureau of Engineering and Highway Operations, District 3.

(c.) Lease Area "K" will be used by the "Loggia Francesca Lodge, Inc." - "Westport Sons of Italy" Festival Italiano Committee for a period of ten (10) days in July of each year for their annual festival. The "Westport Sons of Italy" agree to restore the

area to its prior condition and to the satisfaction of the State and the Second Party upon the conclusion of the festival.

20. The State reserves use of one (1) parking space in the "day" parking lot, on the westbound side of both the Westport and Green's Farms Railroad Stations.

21. The Second Party understands and agrees that if at any time during the term of this Lease the required Certificate of Insurance and/or the rental payment, if any, as described herein is/are not received within thirty (30) days of its/their due date, the State shall have the right to automatically terminate this Lease, and the Second Party shall be required to vacate the herein described premises without further notice.

22. Articles (7) and (28) of the attached Standard Specifications are hereby deleted in their entirety.

23. Article 31 of the attached Standard Specifications is hereby amended by deleting the last six (6) paragraphs thereof.

24. The Second Party is hereby put on notice that with the enactment of Title 49, Code of Federal Regulations, Part 214, entitled "Roadway Worker Protection", it may be necessary to have year-round railroad station platform maintenance performed by "qualified" railroad employees and/or personnel who have received the required Roadway Worker Protection training. Railroad station platform maintenance shall encompass concrete platform(s), platform stairs, canopy(ies), canopy gutters, light fixtures, including bulb replacement, ramps, shelters, railings, and seating and shall include, but not be limited to, recycling/trash removal, snow removal and ice control. All costs associated with platform maintenance shall be deemed a mutually agreed upon expense to be deducted from the Operating Fund in accordance with the terms of this Agreement.



IN WITNESS WHEREOF, the parties hereto do hereby set their hands and seals on the day and year indicated.

WITNESSES:

STATE OF CONNECTICUT  
DEPARTMENT OF TRANSPORTATION  
James F. Sullivan, Commissioner

Elizabeth H. Mosca  
Name: ELIZABETH H. MOSCA

By Harry P. Harris (Seal)  
Harry P. Harris  
Bureau Chief  
Bureau of Public Transportation

Louise Lent  
Name: LOUISE LENT

Date: 1/31/02

WITNESSES:

SECOND PARTY  
TOWN OF WESTPORT

Patricia Scully  
Name: PATRICIA SCULLY

By Diane G. Farrell (Seal)  
Diane G. Farrell  
First Selectman

Susan Brown  
Name: SUSAN BROWN

Date: 9/21/01

STATE OF CONNECTICUT)

COUNTY OF HARTFORD ) ss: Newington )

January 31 A.D., 20 02

Personally appeared for the State, Harry P. Harris, Signer and Sealer of the foregoing Instrument and acknowledged the same to be the free act and deed of the Department of Transportation, and his free act and deed as Bureau Chief, Bureau of Public Transportation, before me.

My Commission Expires:

**ELIZABETH H. MOSCA**  
**NOTARY PUBLIC**  
MY COMMISSION EXPIRES NOV. 30, 2002

Elizabeth H. Mosca  
Notary Public

STATE OF CONNECTICUT)

COUNTY OF FAIRFIELD )

ss: Westport 9-21 A.D., 20 01

Personally appeared for the Second Party, Diane G. Farrell, Signer and Sealer of the foregoing Instrument and acknowledged the same to be the free act and deed of the Town of Westport, and her free act and deed as First Selectman, before me.

My Commission Expires:

Michael J. Lonn  
Notary Public  
*Comm of Superior Court*

APPROVED AS TO FORM:

*Carl J. Spivey*  
Attorney General  
State of Connecticut

Date: 04/11/02





Base Map D.O.T. (158) 11 Sheet 2 of 11  
8-25-82

Lease Area 'B'

Sta. 42+73.1

LEASE AREA 'D' =  
0.590±  
ACRE

Sta. 40+16.1

GOVERNOR JOHN DAVIS  
LODGE  
TURNPIKE

40

To Norwalk

LEASE AREA 'C' =  
0.239±  
ACRE

RIGHTS  
OF ACCESS  
DENIED

N 35°-14'-20.3"E  
Base Line

15

To Bridgeport

This sketch is compiled from  
other maps, deeds, and/or  
other sources of information;  
it is not to be construed as  
having been prepared from  
an accurate survey and is  
subject to changes that an  
accurate survey may disclose.

CHURCH  
HILL  
(TWP)

CHARLES STREET

RIVERSIDE

Sta. 43+02.1

TOWN OF WESTPORT  
SKETCH SHOWING LAND LEASED TO  
THE TOWN OF WESTPORT  
BY  
THE STATE OF CONNECTICUT  
DEPT. OF TRANSPORTATION  
GOVERNOR JOHN DAVIS LODGE TURNPIKE  
(Limited Access Highway)  
SCALE 1" = 40'  
MARCH 1991  
BUREAU OF PUBLIC TRANSPORTATION - OFFICE OF RAIL OPERATIONS

Drawn By: P. Gaudin Date 3-7-91  
Checked By: \_\_\_\_\_ Date \_\_\_\_\_

DATE	REVISION	REQ BY

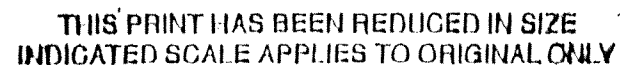
TOWN NO. 152  
PROJECT NO. 7001-H/SG.  
SERIAL NO. 176  
SHEET 2 of 6  
TITLE \_\_\_\_\_  
DATE \_\_\_\_\_

THIS PRINT HAS BEEN REDUCED IN SIZE  
INDICATED SCALE APPLIES TO ORIGINAL ONLY

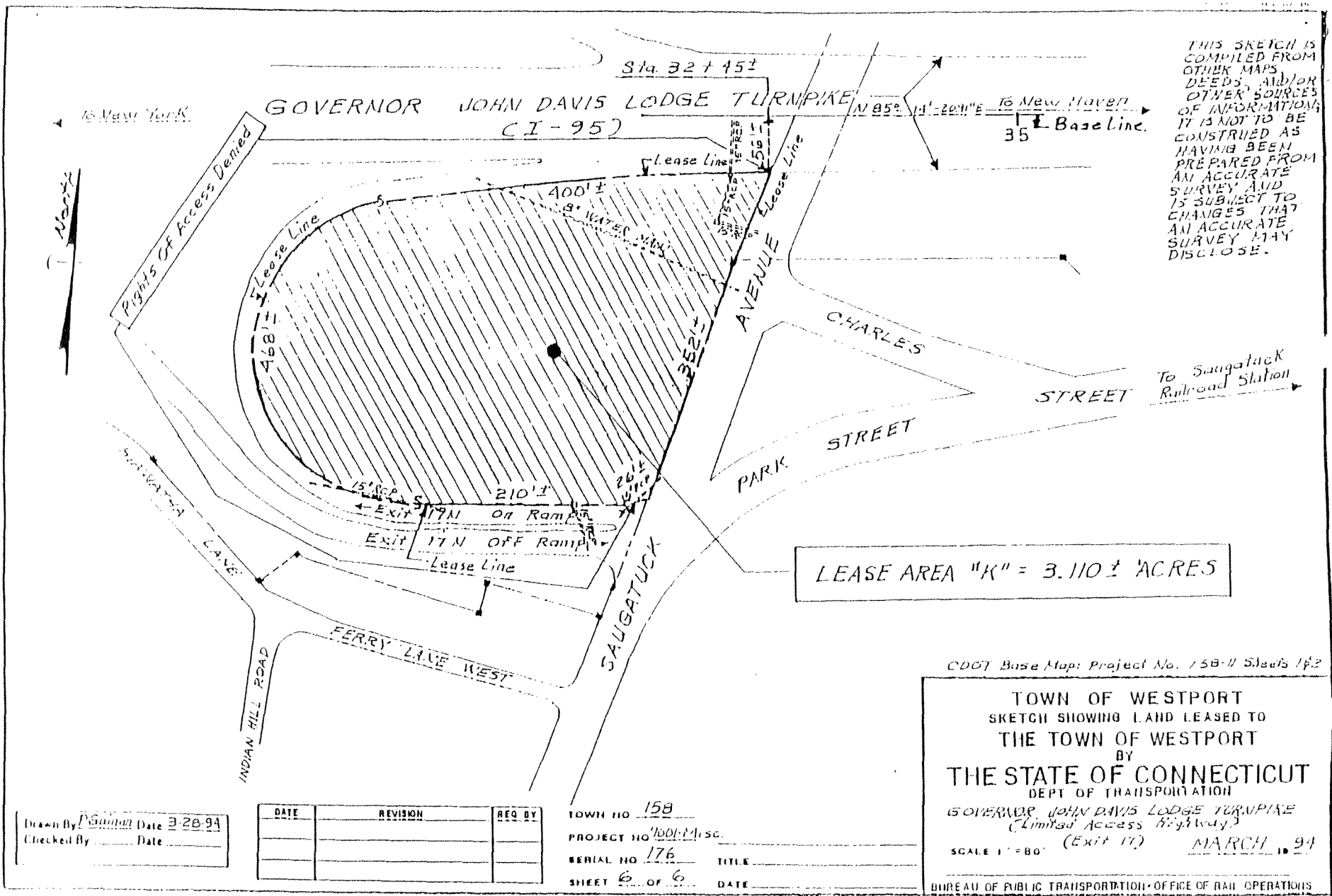








THIS SKETCH IS COMPILED FROM OTHER MAPS, DEEDS, AND/OR OTHER SOURCES OF INFORMATION. IT IS NOT TO BE CONSTRUED AS HAVING BEEN PREPARED FROM AN ACCURATE SURVEY AND IS SUBJECT TO CHANGES THAT AN ACCURATE SURVEY MAY DISCLOSE.



Drawn By P. Gannon Date 3-28-94  
 Checked By \_\_\_\_\_ Date \_\_\_\_\_

DATE	REVISION	REQ BY

TOWN NO 158  
 PROJECT NO 1001-Misc.  
 SERIAL NO 176  
 SHEET 6 OF 6  
 DATE MARCH 1994

CDOT Base Map: Project No. 158-11 Sheets 162

TOWN OF WESTPORT  
 SKETCH SHOWING LAND LEASED TO  
 THE TOWN OF WESTPORT  
 BY  
 THE STATE OF CONNECTICUT  
 DEPT OF TRANSPORTATION  
 GOVERNOR JOHN DAVIS LODGE TURNPIKE  
 (Limited Access Highway)  
 (Exit 17) MARCH 1994

BUREAU OF PUBLIC TRANSPORTATION - OFFICE OF RAIL OPERATIONS

THIS PRINT HAS BEEN REDUCED IN SIZE  
 INDICATED SCALE APPLIES TO ORIGINAL ONLY



# WESTPORT, CONNECTICUT

GORDON F. JOSELOFF  
First Selectman

April 5, 2011

Certified No. 7003 1010 0001 5507 7032  
Return Receipt Requested

James Redeker, Acting Commissioner  
Connecticut Department of Transportation  
2800 Berlin Turnpike  
Newington, CT 06131-7546

RE: Lease Agreement No. 3.29-02(01) dated January 1, 2002 (the "Lease")  
State of Connecticut, Department of Transportation and the Town of Westport  
Rail File No. (158) 7001-Misc-176

Dear Commissioner Redeker:

The term of the above described Lease expires on June 30, 2011.

Reference is made to paragraph 1 of the Lease which states the following:

"The term of this Lease is for a ten (10) year period of time commencing July 1, 2001, to and including June 30, 2011, with the Second Party having the right to renew said term by prior written notice to the State, for two (2) additional successive ten (10) year periods of time."

In accordance with the above, the Town of Westport hereby exercises its option to renew and to extend the term of the Lease for two (2) additional successive ten (10) year periods of time. Accordingly, the term of the Lease shall be extended up to and including June 30, 2031.

Sincerely,

A handwritten signature in black ink, appearing to read "G. Joseloff", is written over the typed name.

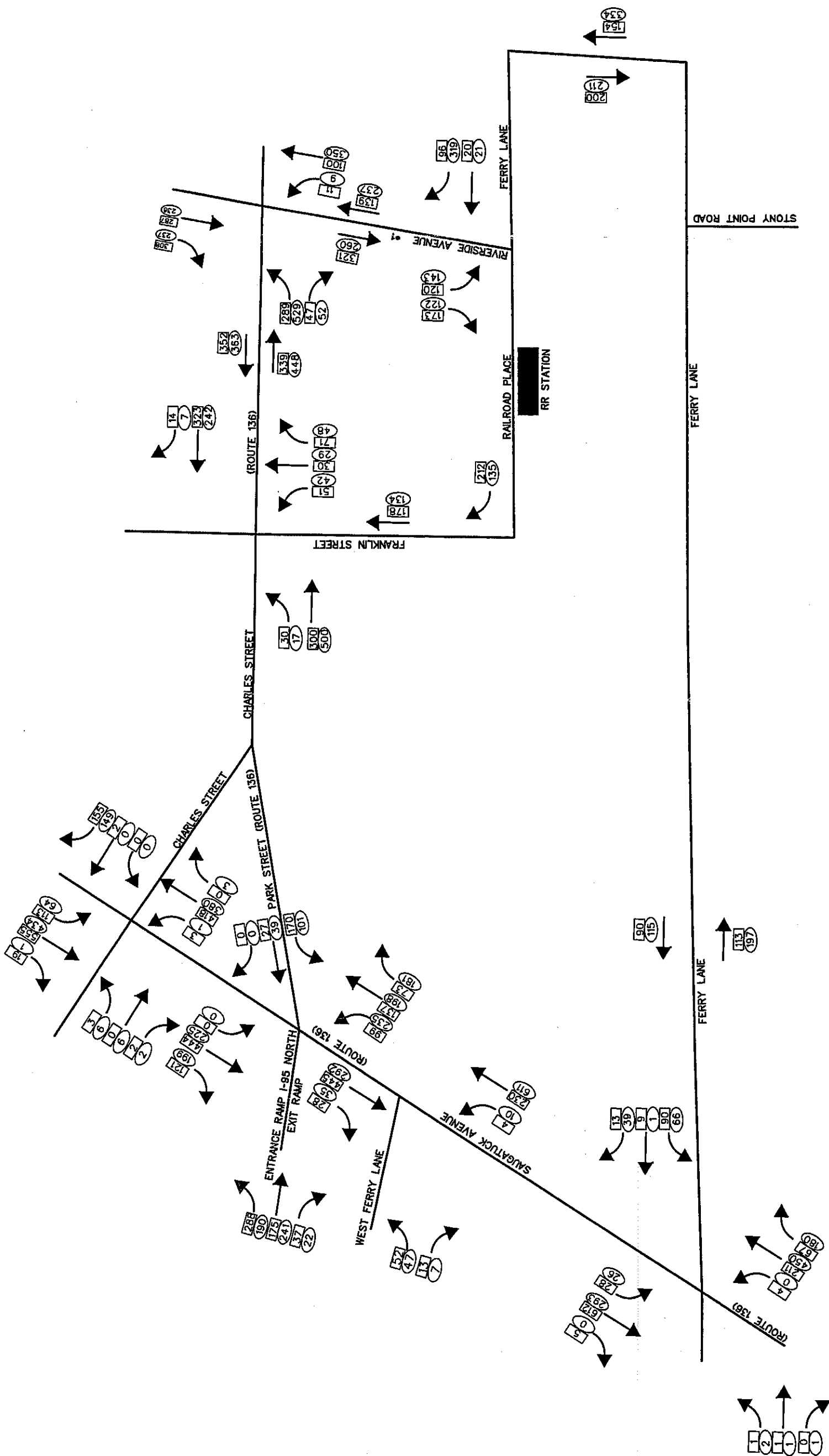
Gordon F. Joseloff  
First Selectman

GFJ:ps

cc: Also sent to P. O. Box 317546, Newington, CT 06131-7546  
Eugene Colonese, Administrator of Rail Operations, 50 Union Ave., New Haven CT  
Deputy Chief Dale Call, Westport Police Department

# Appendix

## I. Turning Movement Counts



LEGEND

0000 AM PEAK HOUR

0000 PM PEAK HOUR

\* VOLUMES NOT BALANCED

PROJECT TITLE: PARTIAL REPLACEMENT OF THE METRO-NORTH RAILROAD BRIDGE OVER THE SAUGATUCK RIVER

TOWN: WESTPORT

PROJECT NO.: 301-0040

DRAWING NO.: 0000

FIGURE NO.: 0000

STATE OF CONNECTICUT  
DEPARTMENT OF TRANSPORTATION

DESIGNER: M. DION

DRAFTER: L. DALEY

CHECKED BY: R. VOLPE

DATE CHECKED: 9/27/2004

APPROVED BY:

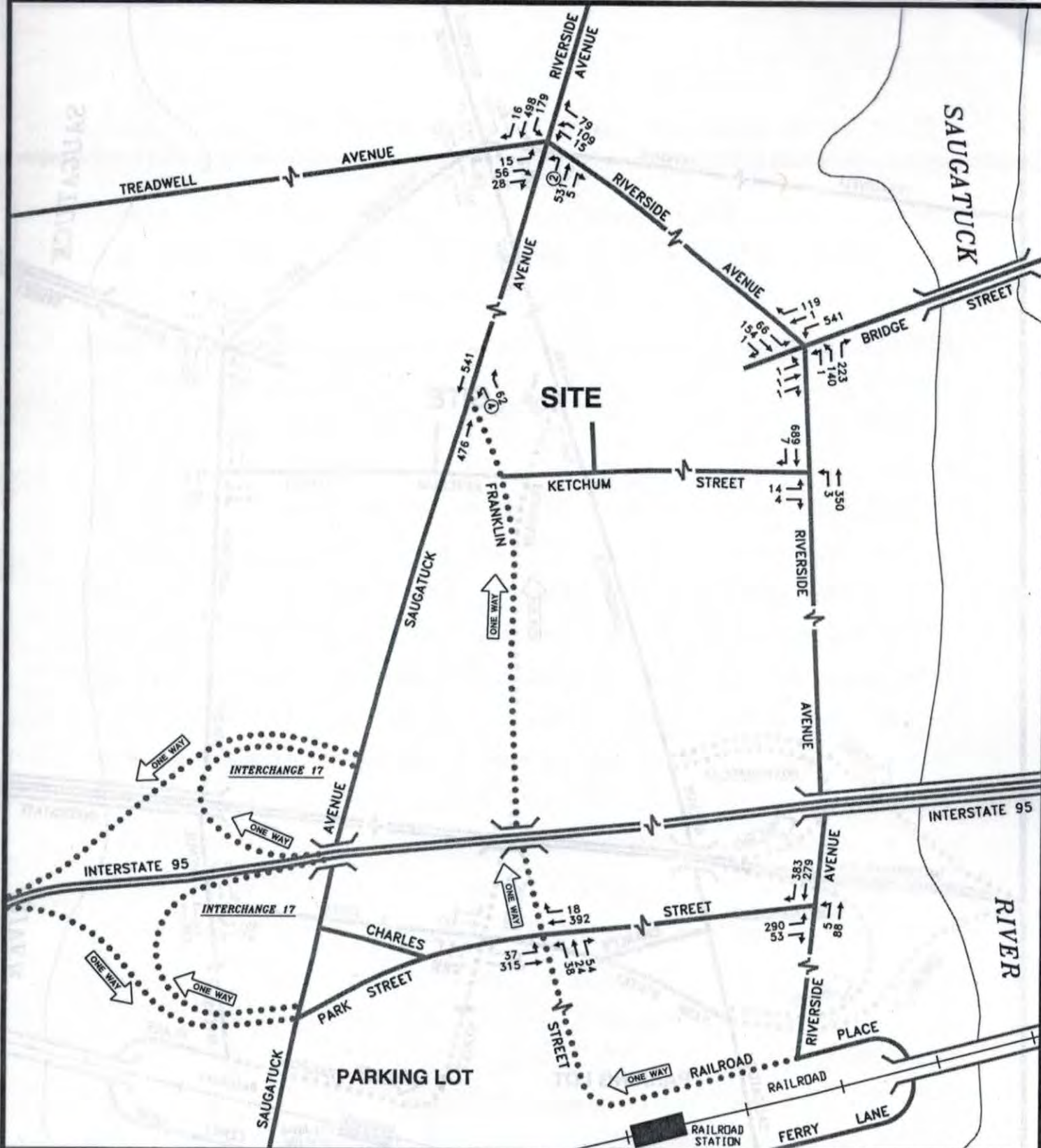
ENGINEER: CONSOER TOWNSEND ENVIRONMENTAL / VN ENGINEERS, INC.

DATE:

DESCRIPTION

REVISIONS

SHEET NO.



Note: Manual turning movement counts conducted by Frederick P. Clark Associates, Inc. on Thursday, March 30, 2006.

#### LEGEND

- ⓪ ILLEGAL LEFT TURN MOVEMENTS
- ..... ONE-WAY ROADWAY

2006 EXISTING TRAFFIC VOLUMES  
WEEKDAY MORNING PEAK HOUR  
(8:00 - 9:00 A.M.)

### THE SAUGATUCK MILL Westport, Connecticut

FREDERICK P. CLARK ASSOCIATES, INC.  
Planning/Development/Environment/Transportation

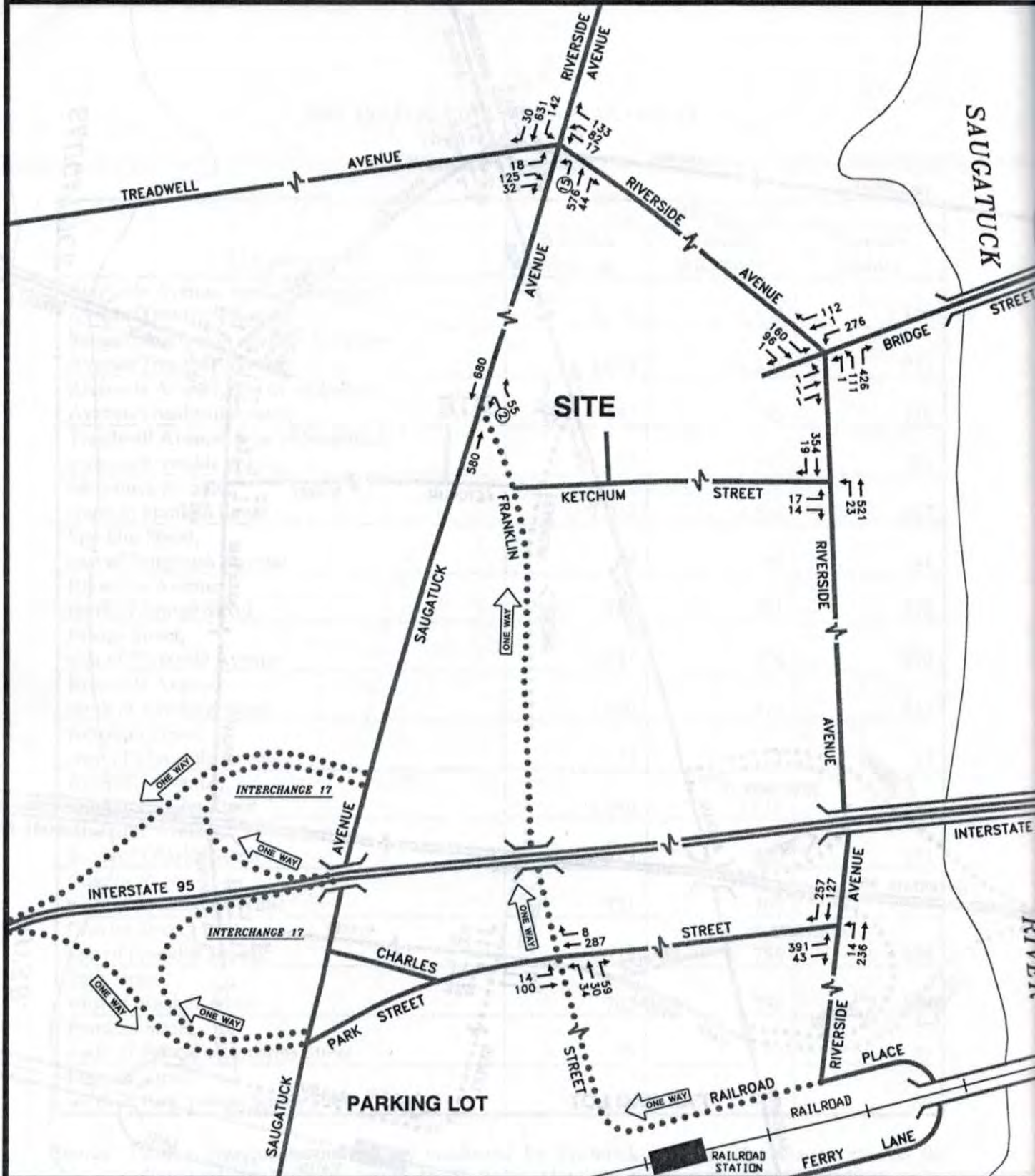
Not to Scale

Date: 3/9/07



4





Note: Manual turning movement counts conducted by Frederick P. Clark Associates, Inc. on Thursday, March 30, 2006.

#### LEGEND

- ⓪ ILLEGAL LEFT TURN MOVEMENTS
- ..... ONE-WAY ROADWAY

2006 EXISTING TRAFFIC VOLUMES  
WEEKDAY AFTERNOON PEAK HOUR  
(5:00 - 6:00 P.M.)

### THE SAUGATUCK MILL Westport, Connecticut

FREDERICK P. CLARK ASSOCIATES, INC.  
Planning/Development/Environment/Transportation

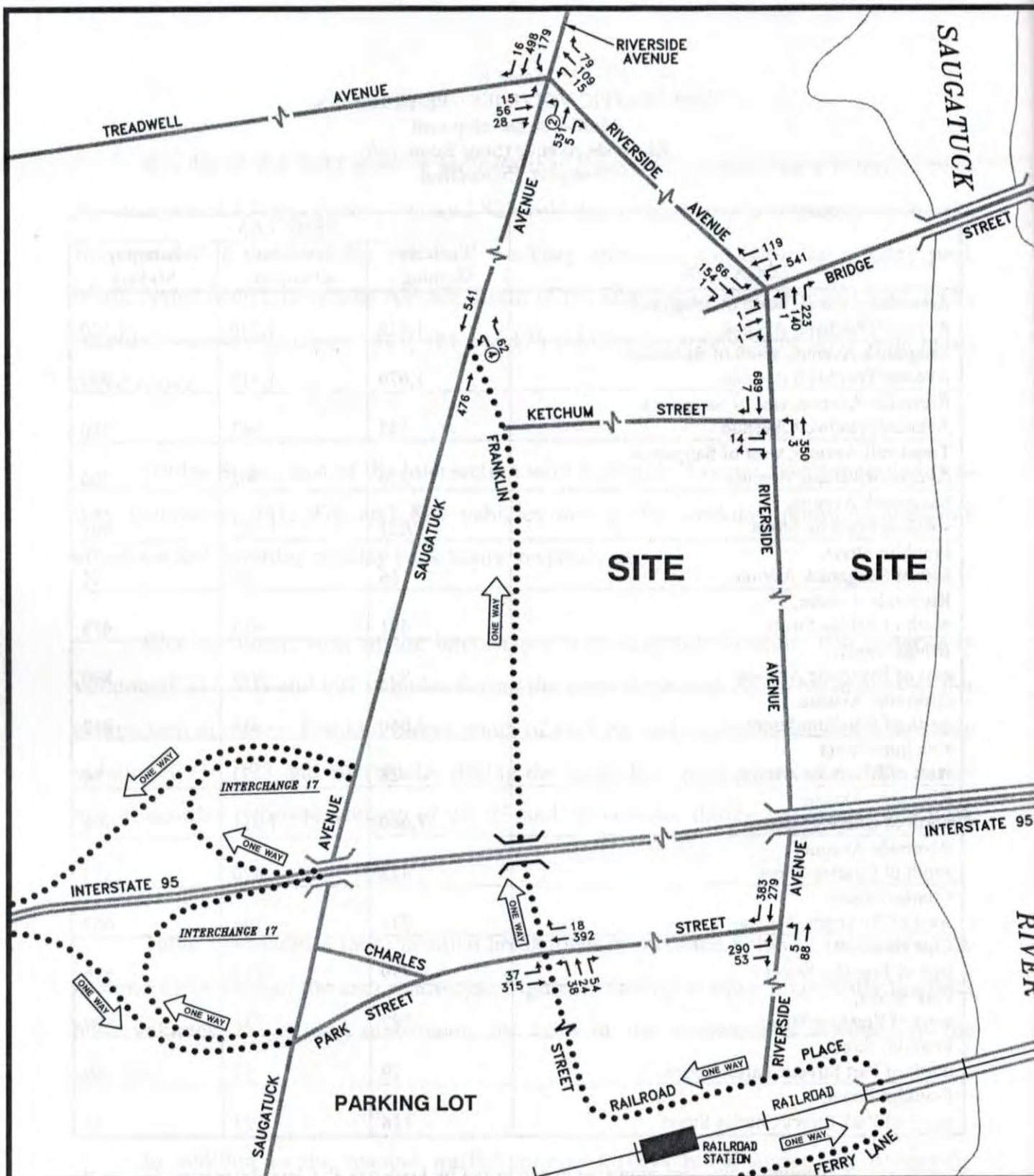
Not to Scale

Date: 3/9/07



5





Note: Manual turning movement counts conducted by Frederick P. Clark Associates, Inc. on Thursday, March 30, 2006.

#### LEGEND

- ⓪ ILLEGAL LEFT TURN MOVEMENTS
- ..... ONE-WAY ROADWAY

2006 EXISTING TRAFFIC VOLUMES  
WEEKDAY MORNING PEAK HOUR  
(8:00 - 9:00 A.M.)

#### MULTI-USE DEVELOPMENT Riverside Avenue (S.R. 136) Westport, Connecticut

FREDERICK P. CLARK ASSOCIATES, INC.  
Planning/Development/Environment/Transportation

Not to Scale

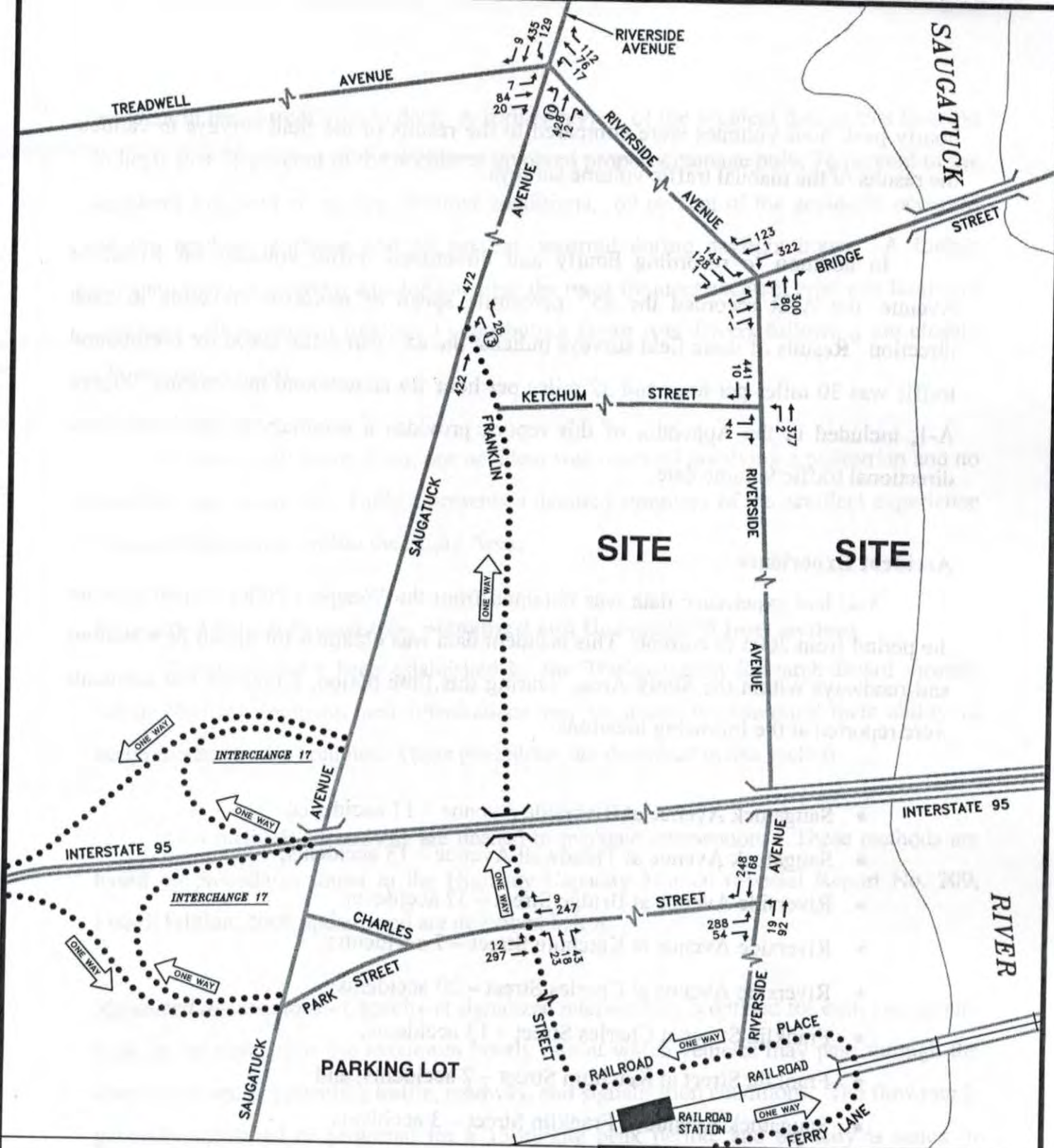
File: 615-000fig4

Date: 5/31



4





Note: Manual turning movement counts conducted by Frederick P. Clark Associates, Inc. on Saturday, March 18, 2006.

**LEGEND**

- ⓪ ILLEGAL LEFT TURN MOVEMENTS
- ..... ONE-WAY ROADWAY



**6**

# Appendix

## J. Environmental Screening



FITZGERALD & HALLIDAY, INC.

72 Cedar Street, Hartford, Connecticut 06106  
Tel. (860) 247-7200  
Fax (860) 247-7206

## MEMORANDUM

<b>To:</b>	Victor Minerva	<b>Project:</b>	Westport Rail Stations Study
<b>From:</b>	Marcy Miller	<b>Date:</b>	October 31, 2013
<b>Subject:</b>	Environmental Screening Draft		

---

## Overview

This memorandum summarizes the preliminary environmental screening for the Westport Rail Stations Study. The purpose of this environmental screening is to broadly document the existing environmental and cultural considerations early in the study process. This documentation will serve as a baseline for identifying potential environmentally-sensitive areas and community facilities, with the intent that these resources will be considered during the selection and planning of parking alternatives. As the study evolves and the selected alternatives move forward, a more detailed assessment of environmental and cultural resources should be conducted, in addition to an evaluation of any potential impacts on these resources.

Two study areas were identified for this evaluation. Each study area was screened for: resources:

- Land Use
- Cultural Resources
- Parklands, Section 4(f) and 6(f) Resources
- Sensitive Noise Receptors
- Surface Water Resources
- Wetlands and Stream Channel Encroachment Lines
- Floodplains
- Ground Water Resources
- Fish, Wildlife, and Endangered Species
- Listed Species / Critical Habitats
- Hazardous Materials
- Population and Employment
- Environmental Justice

In addition to aerial images, the most up-to-date Geographic Information Systems (GIS) data from the Connecticut Department of Energy & Environmental Protection (CTDEEP), Natural Resources

Conservation Service (NRCS), U.S. Census, and the Town of Westport were mapped for use in the evaluation process.

## **Study Area Description**

### ***Green's Farm Station***

The Green's Farm Station is generally bounded by Interstate 95 (I-95) on the north, Beachside Avenue on the west, Maple Lane on the east and the Metro North Railroad's (MNRR) New Haven Line railroad tracks on the south. New Creek Road traverses the study area in a north-south direction through the center of the station site, west of the station platform. For the purposes of this evaluation, the study area for the Green's Farm Station consists of those environmentally-sensitive resources that fall within a one-quarter mile buffer around the station. Figure 1 presents the general location of the Green's Farm Station Study Area.

The Green's Farm Station consists of two surface parking lots located just south of I-95; a smaller lot is located to the east of New Creek Drive, while a large surface lot is located to the west of New Creek Drive. Rail platforms are located on both the north and south sides of the railroad tracks. The Green's Farm Station is not currently staffed; however, ticket vending machines are located in a station building on the north side of the tracks as well as in a small vestibule on the south side.

Other notable characteristics of this study area include a tidal creek that runs through the center of the study area. This creek flows in a southerly direction, underneath the MNRR tracks, then flows west underneath Maple Avenue and New Creek Road to a larger tidal system that continues west, outside of the study area. Much of the remainder of the study area consists of low-density, single-family housing on the north and south sides of the MNRR tracks. A portion of Greens Farm Academy is also located near the southern edge of the study area.

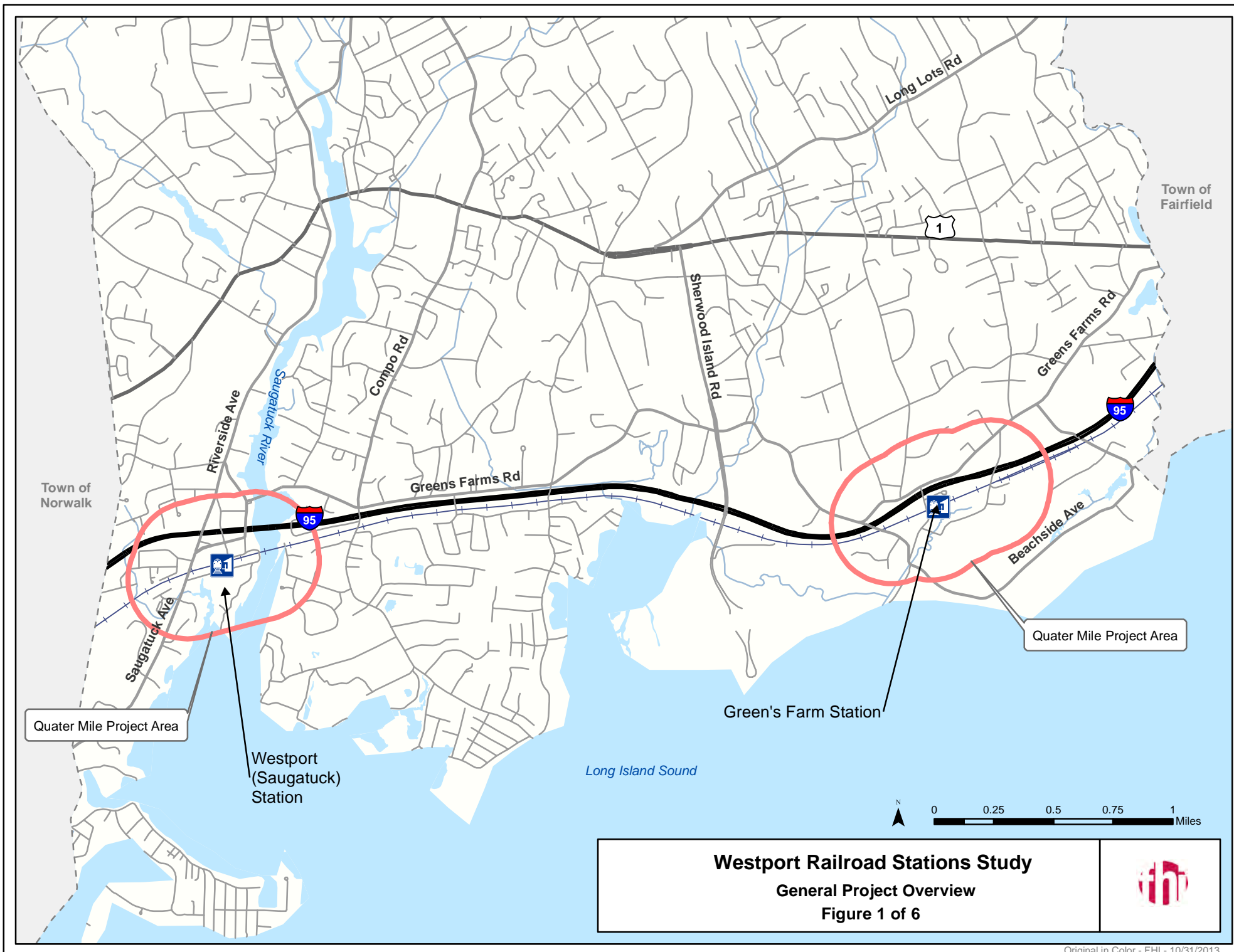
### ***Saugatuck Station***

The Saugatuck Station is generally bounded by surface parking, the Saugatuck Playground and a small commercial center on the north; Ferry Lane on the south; Railroad Place and the Saugatuck River on the east; and Saugatuck Avenue (Route 136) on the west. For the purposes of this evaluation, the study area for the Saugatuck Station consists of those environmentally-sensitive resources that fall within a one-quarter mile buffer around the station. Figure 1 presents the general location of the Saugatuck Station study area.

The Saugatuck Station is currently a stop on MNRR's New Haven Line rail service. This station consists of two surface parking lots; one located between Ferry Lane and the railroad tracks, and another located north of the railroad tracks, accessible via Railroad Place. The station also includes station structures on the north and south sides of the railroad tracks.

The study area immediately surrounding the station on the north side is commercial; small stores and other specialty shops are located adjacent to the railroad tracks. A large marina and other maritime support services are located and the eastern edge of the study area adjacent to the Saugatuck River. The remainder of the study area can be characterized as mixed residential with pockets of multi-family and high- and low-density single family housing located throughout.





## Community Resources

Community resources are displayed in **Figures 2 – 4** and described below.

### ***Land Use***

Land use for the Town of Westport is shown on Figure 2; this land use map is provided courtesy of the Town of Westport. Existing land uses within the Green's Farm Station study area are predominantly zoned single-family residential. A large area south of the Green's Farm Station is zoned institutional as it is the location of the Greens Farm Academy.

The Saugatuck Station study area is located within a restricted business district. The area north of the Saugatuck Station study area is zoned general business district, and the areas south and west are zoned residential.

### ***Cultural Resources***

The Green's Farm Station study area does not contain any historic properties or structures listed on the National Register of Historic Places (NRHP).

The Saugatuck Station study area contains two NRHP-listed structures. Connecticut (CT) Route 136 is a historic roadway and is located at the northern edge of the study area. An historic railroad bridge is located just east of the station site within Amtrak right-of-way. These are shown in Figure 4.

### ***Parklands and Section 4 (f) and 6 (f) Resources***

There several parks and open space properties within the study area, as shown in Figures 3 and 4. These include publicly-owned parks and/or recreation areas as well as those properties protected under Section 4(f) of the Department of Transportation Act of 1966 and Section 6(f) of the Land and Water Conservation Funding Act of 1965.

Section 4(f) protects publicly-owned parks, recreation areas, and wildlife and waterfowl refuges from the potential adverse impacts resulting from federally-funded transportation programs; also protected under Section 4(f) are NRHP-listed resources or those eligible for listing on the NRHP. All 4(f) properties are open to the public without a fee.

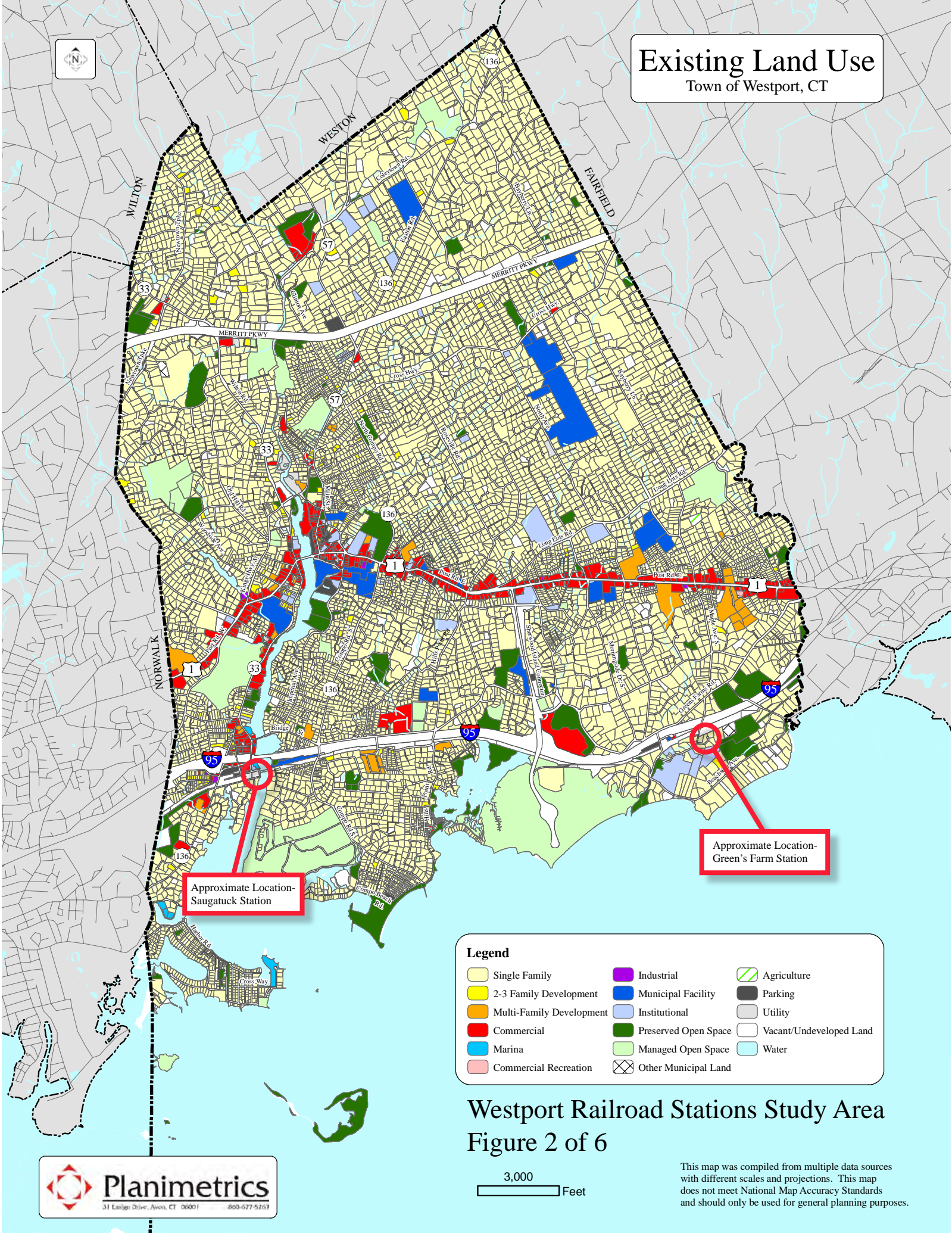
The Green's Farm Station study area partially contains Sherwood Island State Park, a Section 4(f) resource, in the southwest corner of the study area.

The Saugatuck Station study area wholly contains Saugatuck Playground, a Section 4(f) resource. Saugatuck Playground is located just to the north of the surface parking lot, at the corner of Park Street and Franklin Street.

Section 6(f) of the Land and Water Conservation Funding Act of 1965 (LWCFA) states that any lands purchased or improved with LWCFA funding may not be "converted" to another use without being replaced in kind by land of like size and value. A search of the National Park Services website: <http://waso-lwcf.ncrc.nps.gov/public/index.cfm> revealed that there are no Section 6(f) properties within either the Green's Farm Station or Saugatuck Station study areas.

# Existing Land Use

Town of Westport, CT



## Legend

- |                          |                      |                         |
|--------------------------|----------------------|-------------------------|
| Single Family            | Industrial           | Agriculture             |
| 2-3 Family Development   | Municipal Facility   | Parking                 |
| Multi-Family Development | Institutional        | Utility                 |
| Commercial               | Preserved Open Space | Vacant/Undeveloped Land |
| Marina                   | Managed Open Space   | Water                   |
| Commercial Recreation    | Other Municipal Land |                         |

Westport Railroad Stations Study Area  
Figure 2 of 6

3,000

Feet



**Planimetrics**

31 Easton Drive, Avon, CT 06001 860-677-5263

This map was compiled from multiple data sources with different scales and projections. This map does not meet National Map Accuracy Standards and should only be used for general planning purposes.





# **Westport Railroad Stations Study**

## **Community Resources**

Green's Farm Railroad Station

Figure 3 of 6

 Site Location

 QuarterMileBuffer

 Sensitive Noise Receptor

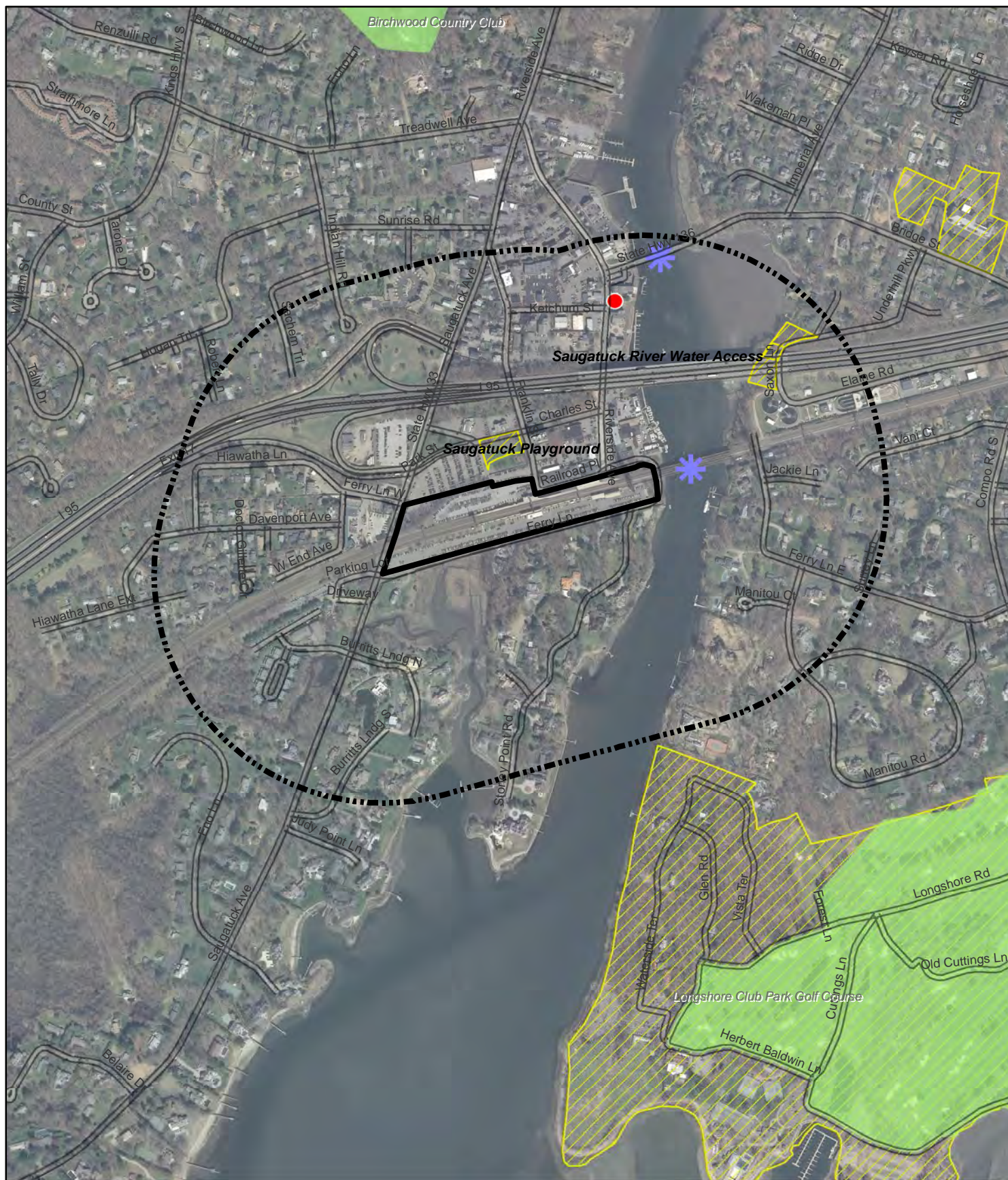
 4f Property



0 250 500 750 1,000  
Feet







## Westport Railroad Stations Study

### Community Resources


Saugatuck Railroad Station

Figure 4 of 6

 Site Location

 QuarterMileBuffer

 Fire Station

 Golf Course

 4f Property

 National Register of Historic Places



0 250 500 750 1,000  
Feet





### ***Sensitive Noise Receptors***

The Federal Highway Administration's (FHWA) Noise Abatement Criteria (NAC) documented in 23 CFR 772, *Procedures for Abatement of Highway Traffic Noise and Construction Noise* is based on Land Use Activity Categories. Land uses considered most sensitive to highway/roadway noise are designated as either Land Use Activity Category A or B.

Land Use Activity Category A includes lands on which serenity and quiet are of extraordinary significance; serve an important public need; and where the preservation of those qualities is essential if the area is to continue to serve its intended purpose. Such uses include outdoor amphitheaters, outdoor concert pavilions, and National Historic Landmarks with significant outdoor use. There are no historical landmarks within the Green's Farm Station study area. The two historical landmarks within the Saugatuck Station study area, CT Route 136 and the Amtrak bridge over the Saugatuck River, are not noise-sensitive and therefore not Category A land uses.

Land Use Activity Category B includes noise-sensitive land uses, such as picnic areas, recreation areas, playgrounds, active sports areas, parks, residences, motels, hotels, schools, churches, libraries, and hospitals facilities. For this planning study, Category B land uses were identified using existing land use maps and GIS data. Section 4(f) properties should also be considered as noise-sensitive land uses for the purpose of this evaluation. Land Use Activity Category B properties are listed below and displayed in Figures 3 and 4.

- Green Farms Academy, 35 Beachside Ave, Westport
- Sherwood Island State Park, Westport
- Saugatuck Playground, 42 Charles Street, Westport

In addition to the sites listed above, both study areas contain large amounts of residential properties, which could potentially be affected by project-related noise.

### **Natural Resources**

Natural resources are displayed in Figures 5 and 6 and described in more detail below.

#### ***Surface Water Resources***

Both study areas lie within the Outlet Saugatuck River-Frontal Long Island Sound watershed. The Green's Farm Station has one small unnamed stream running through it, in a north-south direction. This stream is listed by the Connecticut Department of Energy and Environmental Protection (CTDEEP) as a Class A surface water resource. Designated uses of Class A water bodies include potential drinking water supply, fishing, swimming, recreation, healthy aquatic habitat, industrial supply, and agricultural use. As this stream flows south into the Long Island Sound, it becomes a Class SA coastal/marine surface water resource. Designated uses of Class SA water resources include fishing, swimming, recreation, healthy marine habitat, direct shellfish consumption, and industrial supply. Within the study area there are also three small ponds north of Green's Farm Station that are all Class A surface water resources.

The Saugatuck Station study area contains one small unnamed pond with a CTDEEP designation as Class A. Within this study area, the Saugatuck River changes designation, starting as a Class SA coastal/marine water resource and becomes a Class SB coastal/marine surface water resource. Designated uses of Class SB water resources include fishing, swimming, recreation, healthy marine habitat, commercial shellfish harvesting (requires purification), and industrial supply.





# **Westport Railroad Stations Study**

## **Natural Resources**

Green's Farm Railroad Station

Figure 5 of 6

- QuarterMileBuffer
- Site Location
- CoastalBoundary
- Natural Diversity Database

- 500 Year Flood Zone
- 100 Year Flood Zone
- 100 Year Flood Zone from Coastal Waves
- State and Federal Wetland
- State Wetland
- Tidal Wetland







## Figure 6 of 6

- 





### ***Wetlands***

Wetlands identified within the station areas are based on a review of CTDEEP GIS and National Resources Conservation Service (NCRS) mapping. Field reconnaissance, including detailed wetland delineation, may be required during later phases of the study to determine the exact location and extent of wetlands in both study areas.

There are several wetlands located within the Green's Farm Station study area. A tidal wetland area borders the station to the south of the railroad tracks and partially overlaps the existing station site. State and federal wetlands are also located north of Green's Farm Road as well as another that borders the railroad tracks on the south side, then continues in a southwesterly direction through the middle of the study area, partially overlapping the tidal wetland.

Within the Saugatuck Station study area, a tidal wetland is present south of the railroad tracks, edging the surface parking lot on Ferry Road and continuing south to border Burritt's Cove. Another wetland is located along the southwestern border of the study area and is bounded by Saugatuck Avenue on the east and the railroad tracks on the north.

### ***Floodplains and Stream Channel Encroachment Lines***

Both station study areas contain 100-year and 500-year flood zones. Near the Green's Farm Station, the flood zone of the Long Island Sound is located on the north and south sides of the railroad tracks; it should be noted that a portion of the surface parking lot at this station is within the 100- and 500-year flood zone.

Within the Saugatuck Station study area, the 100- and 500-year flood zones are located north of the station; a small portion of the surface parking lot in this area is located within this zone. A large 100-year floodplain associated with the Saugatuck River is located in the northeastern portion of the study area. South of the station, a 100-year flood zone is present from just south of the railroad tracks to the Saugatuck River and Burritt's Cove.

### ***Groundwater Resources***

The groundwater in the Green's Farm Station study area is designated by the CTDEEP as Class GB. A Class GB designation of groundwater states that this water is assumed to have some degradation and is not suitable for drinking without treatment. Discharges to Class GB groundwater includes domestic sewage, agriculture, water treatment, and clean water discharge.

The groundwater in the Saugatuck Station study area is designated by the CTDEEP as Class GA. Designated uses of Class GA groundwater include existing private and potential public or private supplies of water suitable for drinking without treatment. The base flow is connected to nearby surface water bodies. Discharges to Class GA groundwater are restricted to treated domestic sewage, certain agricultural wastes, and certain water treatment discharges.

### **Listed Species / Critical Habitats**

To determine the presence of rare, threatened or endangered plant and animal species and natural communities located within the study areas, FHI submitted a formal inquiry to CTDEEP's Natural Diversity Data Base (NDDDB) on May 22, 2013. A CTDEEP response dated July 2013 states:

- The wetlands just south of the Green's Farm Station site are intertidal marsh that is defined by the CTDEEP as a critical habitat. Critical habitats are significant natural community types for species of the greatest conservation need.
- There is one threatened species present in the Saugatuck Station study area: the Peregrine Falcon (*Falco peregrinus*). CTDEEP recommends that a biologist familiar with the habitat requirements of this species conduct surveys of the study area as the project moves forward.
- There are no critical habitats within the boundaries of the Saugatuck Station.

**Appendix 1** includes all correspondence to and from CTDEEP.

## **Other Environmental Considerations**

### **Hazardous Materials**

Based on the most recent CTDEEP GIS data, there is one hazardous site, the Westport Town Landfill leachate and wastewater discharge, located on the northeastern corner of the Green's Farm study area. As the study evolves and study alternatives become more defined, a more detailed assessment of potential hazardous materials and contamination risks may be recommended if study alternatives involve property acquisitions.

There are no hazardous sites located within the Saugatuck Station study area.

### **Population and Employment**

2011 U.S. Census American Community Survey (ACS) Data was used to determine the overall population, household and employment characteristics of each of the study areas; the data was collected and evaluated at the Census Tract level. **Table 1** presents the population, household, and employment data for the study area tracts, Fairfield County, and the State of Connecticut.

The Green's Farm Station study area is located in Tract 506, while the Saugatuck Station study area is located in Tract 504. The total population of each Tract is 3,211 persons and 2,446 persons, respectively, which comprises less than one percent of Fairfield County's total population. Of the total population, approximately 52 percent of the population in Tract 506 and 46 percent of the population in Tract 504 is of workforce age (18 - 64 years). The study areas have a higher percentage of population aged 65 and older (17 percent and 23.6 percent, respectively) than Fairfield County (13.5 percent) and the State of Connecticut (14.2 percent). Additionally, both study area tracts have unemployment levels that are less than those of Fairfield County and the State of Connecticut.

**Table 1: Population, Household, and Employment Data**

	<b>Tract 504 (Saugatuck)</b>	<b>Tract 506 (Green's Farm)</b>	<b>Fairfield County</b>	<b>State of CT</b>
<b>Population Characteristics</b>				
Population	2,446	3,211	916,829	3,574,097
Male	1,087	1,584	445,601	1,739,614
Female	1,359	1,627	471,228	1,834,483
School Age (0-17)	499	885	227,019	817,015
Labor Force (18-64)	1,370	1,780	565,735	2,250,523
Elderly	577	546	124,075	506,559
% Elderly	23.6%	17.0%	13.5%	14.2%
White	2,022	3,155	685,900	2,772,410
Minority	424	56	230,929	801,687
% Minority	17.3%	1.7%	25.2%	22.4%
<b>Housing Characteristics</b>				
Occupied housing units	N/A	N/A	335,545	1,371,087
Households Without a Motor Vehicle	N/A	N/A	27,761	119,213
Percent	N/A	N/A	8.4%	8.8%
<b>Income/Poverty</b>				
Median Household Income	86,734	159,259	82,558	69,243
Below Poverty Line	3.0%	5.9%	8.3%	9.5%
<b>Employment Status</b>				
Employed	1,101	1,329	422,427	1,764,755
Unemployed	79	66	41,318	163,634
Percent	3.2%	2.1%	5.8%	8.4%

**Source: 2011 U.S. Census American Community Survey (ACS) Data**

### ***Environmental Justice***

In 1994, President Clinton issued Executive Order 12898, *Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations*. The Executive Order further amplifies Title VI by providing that “each Federal agency shall make achieving environmental justice part of its mission by identifying and addressing, as appropriate, disproportionately high and adverse human health or environmental effects of its programs, policies, and activities on minority populations and low-income populations.”

This section evaluates the presence of low income and minority populations within the study area using 2011 U.S. Census American Community Survey (ACS) five-year estimates (2007 - 2011). The purpose of this analysis is to determine where target environmental justice groups may be located so that appropriate planning can occur that will take these populations into consideration during the potential development of transportation improvements.

Based on a review of the data presented above in Table 1, there are no environmental justice populations located within either study area for the following reasons:

- Both study area tracts have lower minority populations (Tract 506 at 1.7 percent and Tract 504 at 17.3 percent) than Fairfield County (25.2 percent) and Connecticut (22.4 percent).
- The percentage of the population below the poverty level is also lower in Tracts 506 and 504 (2.96 percent and 5.93 percent, respectively), as compared to Fairfield County (8.3 percent) and Connecticut (9.5 percent).



## **Appendix 1 - CTDEEP Coordination**

DRAFT



Connecticut Department of  
Energy & Environmental Protection  
Bureau of Natural Resources  
Wildlife Division

## Request for Natural Diversity Data Base (NDDB) State Listed Species Review

Please complete this form in accordance with the instructions (DEP-INST-007) to ensure proper handling of your request.

**There are no fees associated with NDDB Reviews.**

CPPU USE ONLY

App #: \_\_\_\_\_

Doc #: \_\_\_\_\_

Check #: No fee required

Program: Natural Diversity Database  
Endangered Species

Hardcopy \_\_\_\_\_ Electronic \_\_\_\_\_

### Part I: Preliminary Screening

Before submitting this request, you must review the Natural Diversity Data Base "State and Federal Listed Species and Significant Natural Communities Maps" found on the [DEEP website](#). Follow the instructions on the map or in this form's instruction document. These maps are updated twice a year, usually in June and December.

Does your site, including all affected areas, meet the screening criteria according to the instructions:

☒ Yes ☐ No

Enter the date of the map reviewed for pre-screening: Dec. 2012

### Part II: Requester Information

*If the requester is a corporation, limited liability company, limited partnership, limited liability partnership, or a statutory trust, it must be registered with the Secretary of State. If applicable, the company name shall be stated **exactly** as it is registered with the Secretary of State. This information can be accessed at [CONCORD](#).*

*If the requester is an individual, provide the legal name (include suffix) in the following format: First Name; Middle Initial; Last Name; Suffix (Jr, Sr., II, III, etc.).*

1. Requester Company Name\*: **Fitzgerald & Halliday, Inc.**

Name: **Josh Weiss**

Address: **72 Cedar St**

City/Town: **Hartford**

State: **CT**

Zip Code: **06106**

Business Phone: **860-274-7200**

ext.

Fax:

E-mail: **jweiss@fhiplan.com**

By providing this email address you are agreeing to receive official correspondence from the department, at this electronic address, concerning this request. Please remember to check your security settings to be sure you can receive emails from "ct.gov" addresses. Also, please notify the department if your e-mail address changes.

Requester can best be described as:

☐ Business Entity ☐ Federal Agency ☐ Municipal govt. ☐ State agency ☐ Individual  
☐ Tribe ☐ Other (specify):

Acting as (Affiliation), pick one:

☐ Property owner ☒ Consultant ☐ Engineer ☐ Facility owner ☐ Applicant  
☐ Biologist ☐ Pesticide Applicator ☐ Other representative:

## Part II. Requester Information (continued)

### 2. List Primary Contact to receive Natural Diversity Data Base correspondence and inquiries, if different from requester.

Company:

Contact Person:

Title:

Mailing Address:

City/Town:

State:

Zip Code:

Business Phone:

ext.

Fax:

E-mail:

By providing this email address you are agreeing to receive official correspondence from the department, at this electronic address, concerning this request. Please remember to check your security settings to be sure you can receive emails from "ct.gov" addresses. Also, please notify the department if your e-mail address changes.

## Part III: Site Information

This request can only be completed for one site. A separate request must be filed for each additional site.

### 1. SITE NAME AND LOCATION

Site Name or Project Name: **Westport Railroad Stations Parking Management Plan**

Town(s): **Westport**

Street Address or Location Description:

**Green's Farms Railroad Station (GFRS), and Saugatuck Railroad Station (SRS)**

Size in acres, or site dimensions: **GFRS Approx. 10.8 Acres, SRS Approx. 10 Acres**

Latitude and longitude of the center of the site in decimal degrees (e.g., 41.23456 -71.68574):

Latitude: **GFRS 41.12224, SRS 41.11875**

Longitude: **GFRS -73.31511, SRS -73.37043**

Method of coordinate determination (check one):

☐ GPS    ☒ Photo interpolation using [CTECO map viewer](#)    ☐ Other (specify):

#### 2a. Describe the current land use and land cover of the site.

Green's Farms Railroad Station is currently being used as a Metro North Railroad Station. Most of the surface area around the station is open surface parking lots. Small patches of wooded areas surround the parking lots and provide a buffer from other nearby properties. A train platform and several small buildings are adjacent to the railroad tracks. Interstate 95 borders the property to the north, while a combination of tidal vegetation and residential property is located on the south side of the railroad tracks.

The Saugatuck Railroad Station is currently being used as a Metro North Railroad Station located approximately 100 feet west of the Saugatuck River. Most of the property is comprised of open surface parking lots. Platforms are located on both the northern and southern sides of the railroad tracks. South of the station, a combination of tidal vegetation and residential property bound the

property. Saugatuck Ave (Rte. 136), runs north/south along the western border of the railroad station. Industrial and commercial uses dominate the northern properties abutting the station.

b. Check all that apply and enter the size in acres or % of area in the space after each checked category.

☐ Industrial/Commercial \_\_\_\_\_

☐ Residential \_\_\_\_\_

☐ Forest \_\_\_\_\_

☐ Wetland \_\_\_\_\_

☐ Field/grassland \_\_\_\_\_

☐ Agricultural \_\_\_\_\_

☐ Water \_\_\_\_\_

☐ Utility Right-of-way \_\_\_\_\_

☐ Transportation Right-of-way \_\_\_\_\_

☐ Other (specify): \_\_\_\_\_

**PLEASE SEE ATTACHED SHEET**

## Part IV: Project Information

### 1. PROJECT TYPE:

Choose Project Type: Management Plan , If other describe: \_\_\_\_\_

2. Is the subject activity limited to the maintenance, repair, or improvement of an existing structure within the existing footprint? ☐ Yes ☒ No If yes, explain.

3. Give a detailed description of the activity which is the subject of this request and describe the methods and equipment that will be used.

At the current time, this project is at a planning level stage with no percise level of activity as alternatives are being considered. The purpose of this request is to identify potential concerns regarding rare and endangered species and other NEPA/CEPA implications to potential future activities which may be planned at the site locations.

4. Provide a contact for questions about the project details if different from Part II primary contact.

Name:

Phone:

E-mail:

## Part V: Request Type and Associated Application Type

Check *one* box from either Group 1 or Group 2, indicating the appropriate category for this request.

**Group 1.** If you check one of these boxes, fill out Parts I – VII of this form and submit the required attachments A and B.

- ☐ Preliminary screening was negative but an NDDB review is still requested
- ☐ Request regards a municipally regulated or unregulated activity (no state permit/certificate needed)
- ☒ Request regards a preliminary site assessment or project feasibility study
- ☐ Request relates to land acquisition or protection
- ☐ Request is associated with a *renewal* of an existing permit, with no modifications

**Group 2.** If you check one of these boxes, fill out Parts I – VII of this form and submit required attachments A, B, and C.

- ☐ Request is associated with a *new* state or federal permit application
- ☐ Request is associated with modification of an existing permit
- ☐ Request is associated with a permit enforcement action
- ☐ Request regards site management or planning, requiring detailed species recommendations
- ☐ Request regards a state funded project, state agency activity, or CEPA request

If you are filing this request as part of a state or federal permit application enter the application information below.

Permitting Agency and Application Name: \_\_\_\_\_

State DEEP Application Number, if known: \_\_\_\_\_

State DEEP Enforcement Action Number, if known: \_\_\_\_\_

State DEEP Permit Analyst/Engineer, if known: \_\_\_\_\_

Is this request related to a previously submitted NDDB request? ☐ Yes ☒ No

Enter the previous NDDB Request Number(s), if known: \_\_\_\_\_

## Part VI: Supporting Documents

Check each attachment submitted as verification that *all* applicable attachments have been supplied with this request form. Label each attachment as indicated in this part (e.g., Attachment A, etc.) and be sure to include the requester's name, site name and the date. **Please note that Attachments A and B are required for all requesters.** Attachment C (DEP-APP-007C) is supplied at the end of this form.

<input checked="" type="checkbox"/> Attachment A:	<b>Overview Map:</b> an 8 1/2" X 11" print/copy of the relevant portion of a USGS Topographic Quadrangle Map clearly indicating the exact location of the site.
<input checked="" type="checkbox"/> Attachment B:	<b>Detailed Site Map:</b> fine scaled map showing site boundary details on aerial imagery with relevant landmarks labeled. (Site boundaries in GIS [ESRI ArcView shapefile, in NAD83, State Plane, feet] format can be substituted for detailed maps, see instruction document)
<input type="checkbox"/> Attachment C:	<b>Supplemental Information, Group 2 requirement (attached, DEP-APP-007C)</b> <input type="checkbox"/> Section i: Supplemental Site Information and supporting documents <input type="checkbox"/> Section ii: Supplemental Project Information and supporting documents

## Part VII: Requester Certification

The requester *and* the individual(s) responsible for actually preparing the request must sign this part. A request will be considered incomplete unless all required signatures are provided.

"I have personally examined and am familiar with the information submitted in this document and all attachments thereto, and I certify that based on reasonable investigation, including my inquiry of the individuals responsible for obtaining the information, the submitted information is true, accurate and complete to the best of my knowledge and belief."	
Signature of Requester	Date
<b>Josh Weiss</b>	<b>Planner</b>
Name of Requester (print or type)	Title (if applicable)
Signature of Preparer (if different than above)	Date
Name of Preparer (print or type)	Title (if applicable)

Note: Please submit the completed Request Form and all Supporting Documents to:

CENTRAL PERMIT PROCESSING UNIT  
DEPARTMENT OF ENERGY & ENVIRONMENTAL PROTECTION  
79 ELM STREET  
HARTFORD, CT 06106-5127

Or email request to: [dep.nddbrequest@ct.gov](mailto:dep.nddbrequest@ct.gov)



# Attachment C: Supplemental Information, Group 2 requirement

## Section i: Supplemental Site Information

### 1. Existing Conditions

Describe all natural and man-made features including wetlands, watercourses, fish and wildlife habitat, floodplains and any existing structures potentially affected by the subject activity. Such features should be depicted and labeled on the site plan that must be submitted. Photographs of current site conditions may be helpful to reviewers.

- ☐ **Site Photographs (optional) attached**
- ☐ **Site Plan/sketch of existing conditions attached**

### 2. Biological Surveys

Has a biologist visited the site and conducted a biological survey to determine the presence of any endangered, threatened or special concern species ☐ Yes ☐ No

If yes, complete the following questions and submit any reports of biological surveys, documentation of the biologist's qualifications, and any NDDDB survey forms.

Biologist(s) name:

Habitat and/or species targeted by survey:

Dates when surveys were conducted:

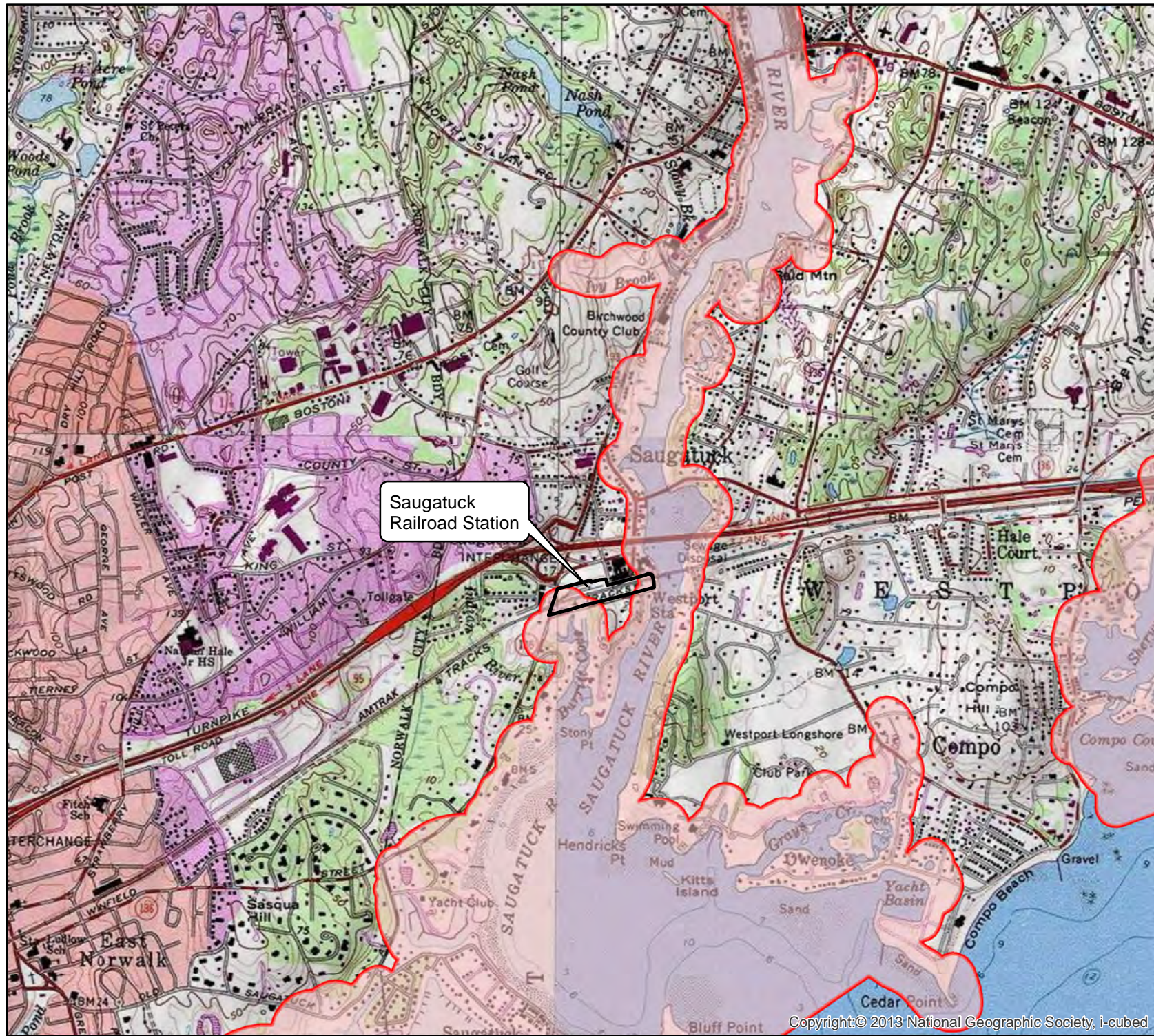
- ☐ **Reports of biological surveys attached**
- ☐ **Documentation of biologist's qualifications attached**
- ☐ **[NDDDB Survey forms](#) for any listed species observations attached**

## Section ii: Supplemental Project Information

1. Provide a schedule for all phases of the project including the year, the month and/or season that the proposed activity will be initiated and the duration of the activity.
2. Describe and quantify the proposed changes to existing conditions and describe any on-site or off-site impacts. In addition, provide an annotated site plan detailing the areas of impact and proposed changes to existing conditions.

- ☐ **Annotated Site Plan attached**





## Saugatuck Railroad Station

Westport, CT

Natural Diversity Database  
Attachment A

### Legend

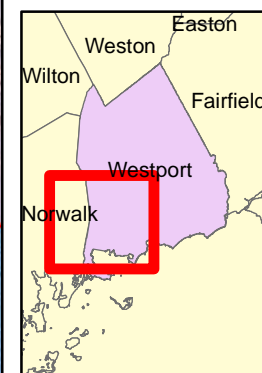
 Natural Diversity Database 12/2012

 Railroad Station Parcel

USGS Quadrangle  
Westport, Sherwood Point

1:24,000

0 500 1,000 2,000  
Feet



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Original in Color - FHI - 5/22/2013







**Green's Farms  
Railroad Station**

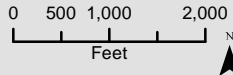
Westport, CT

Natural Diversity  
Database  
Attachment A

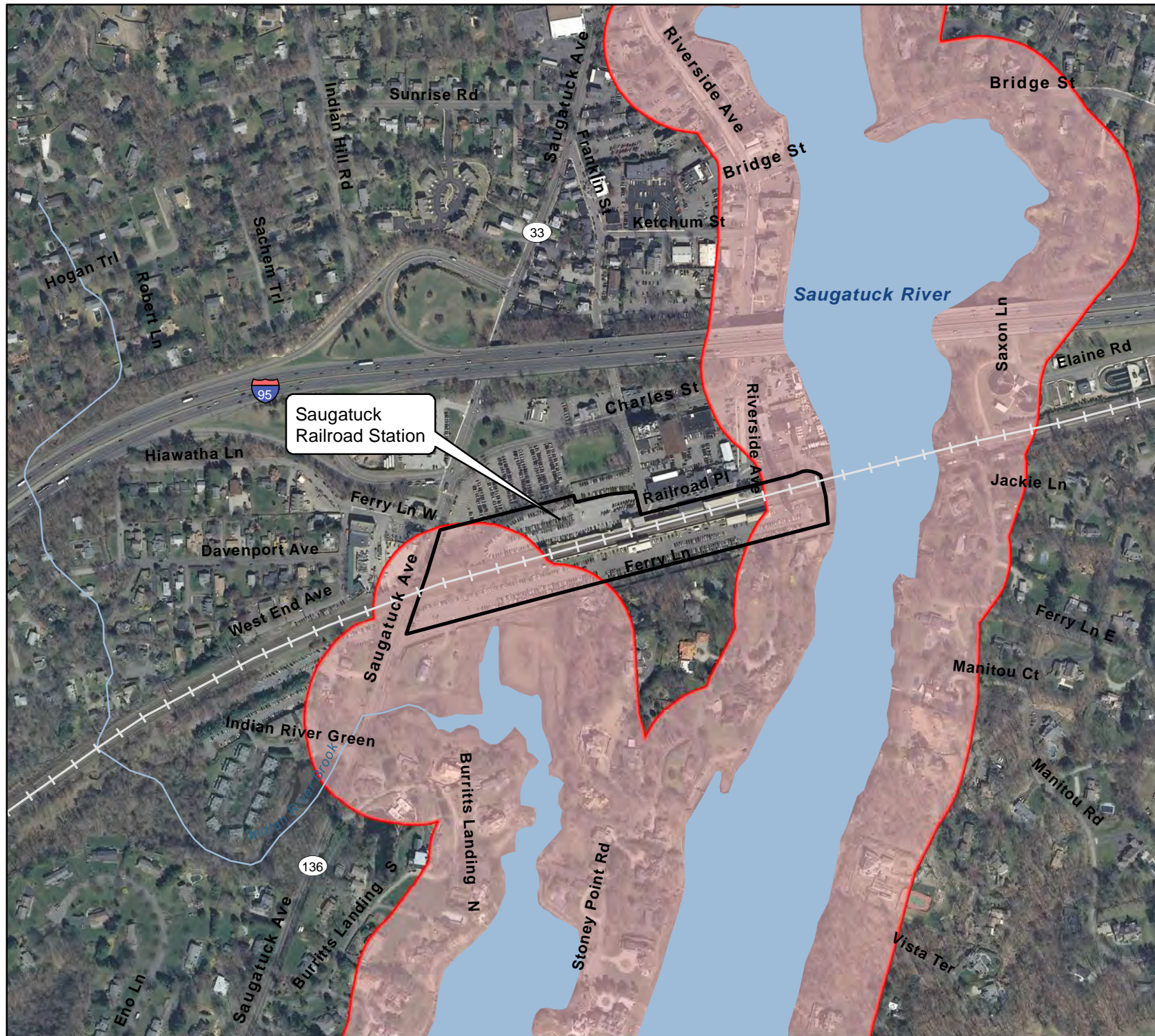
**Legend**

-  Natural Diversity Database 12/2012
-  Railroad Station Parcel

USGS Quadrangle  
Westport, Sherwood Point  
1:24,000









## Saugatuck Railroad Station

Westport, CT

Natural Diversity  
Database  
Attachment B

### Legend

 Natural Diversity  
Database 12/2012

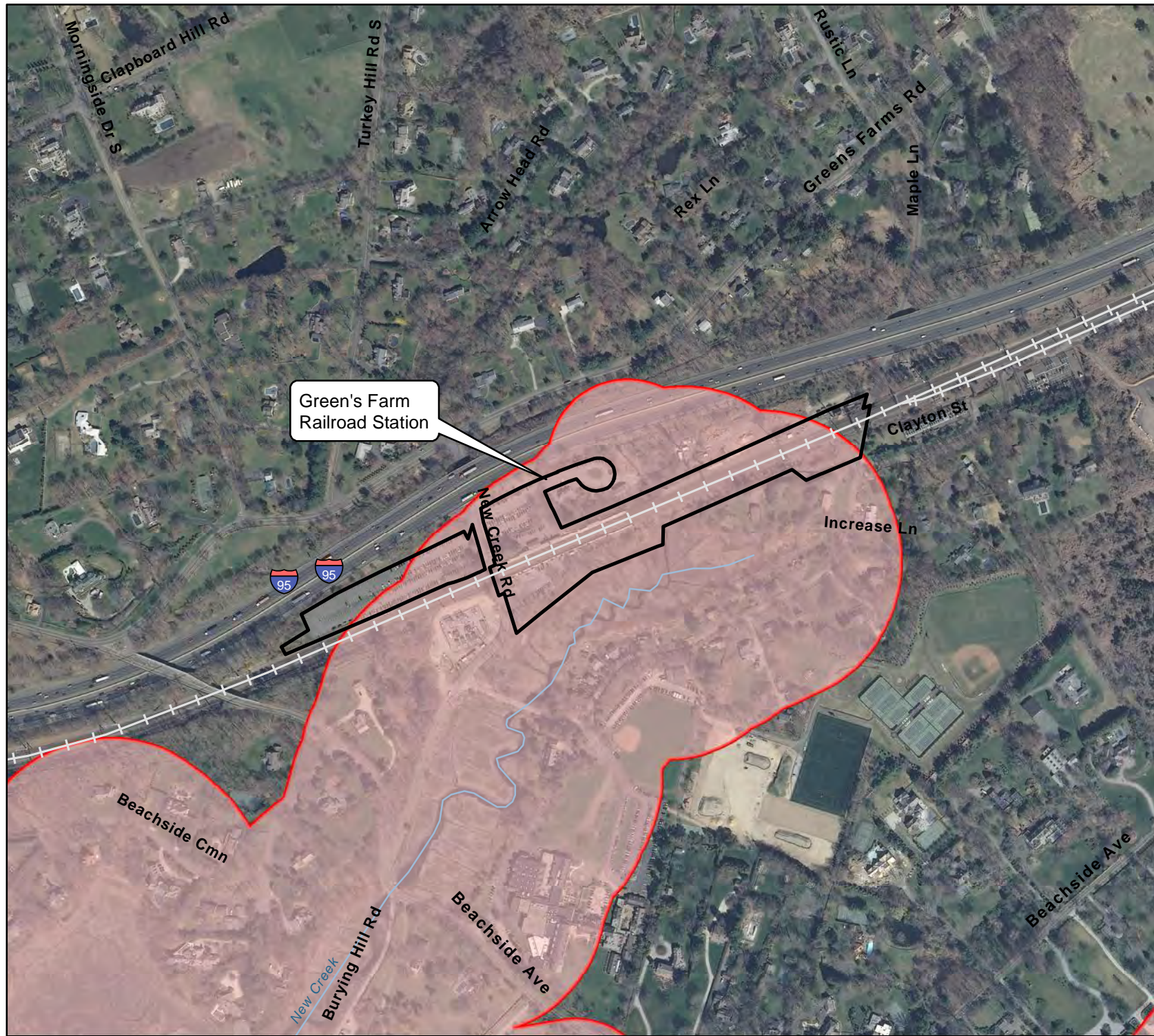
 Railroad Station  
Parcel

USGS Quadrangle  
Westport, Sherwood Point

1:6,000








## Green's Farms Railroad Station

Westport, CT

Natural Diversity  
Database  
Attachment B

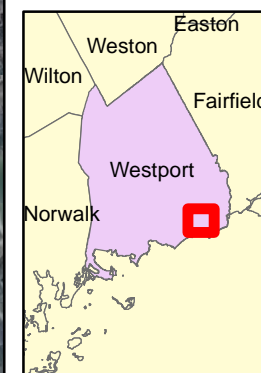
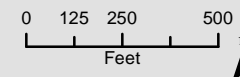
### Legend

 Natural Diversity  
Database 12/2012

 Railroad Station  
Parcel

USGS Quadrangle  
Westport, Sherwood Point

1:6,000







Connecticut Department of  
**ENERGY &  
ENVIRONMENTAL  
PROTECTION**

Bureau of Natural Resources  
Wildlife Division  
Natural History Survey – Natural Diversity Data Base

July 29, 2013

Mr. Josh Weiss  
Fitzgerald & Halliday, Inc.  
72 Cedar Street  
Hartford, CT 06106  
jweiss@fhiplan.com

Regarding: Westport Railroad Stations Parking Management Plan, Westport, CT  
Natural Diversity Data Base 201303110

Dear Mr. Weiss:

In response to your request for a Natural Diversity Data Base (NDDB) Review of State Listed Species for the Westport Railroad Stations Parking Management Plan in Westport, CT, our records indicate the following extant populations of species on or within the vicinity of the site:

Peregrine Falcon (*Falco peregrinus*) Protection Status: Threatened Species

A pair of peregrine falcons is known to nest north of the Saugatuck Railroad Station. Considering that the pair has been successful in fledging chicks from this site it is probable they will continue to nest in this location. In the unlikely scenario that peregrine falcons do nest within 600 feet of the site, work should be halted during the breeding season (April 1<sup>st</sup> – July 30<sup>th</sup>).

A portion of the area south of the Green's Farms Railroad Station is recognized as being a unique biological natural community which provides important habitat for many plants and animals. Incursions into these natural communities will affect not only plant and wildlife species, but also the ecological value of this area. To prevent impacts to the brackish intertidal marsh, equipment and construction materials should be maintained and stored on current impervious surfaces, and erosion and sedimentation controls should be utilized during construction. Best management practices should always be implemented and maintained during the entire course of the project as outlined in the NDDB application.

The Natural Diversity Data Base includes all information regarding critical biological resources available to us at the time of the request. This information is a compilation of data collected over the years by the Department of Energy and Environmental Protection's Natural History Survey and cooperating units of DEEP, private conservation groups and the scientific community. This information is not necessarily the result of comprehensive or site-specific field investigations. Consultations with the Data Base should not be substituted for on-site surveys required for



environmental assessments. Current research projects and new contributors continue to identify additional populations of species and locations of habitats of concern, as well as, enhance existing data. Such new information is incorporated into the Data Base as it becomes available. If the project is not implemented within 12 months, then another Natural Diversity Data Base review should be requested for up-to-date information.

Please be advised that this is a preliminary review and not a final determination. A more detailed review may be conducted as part of any subsequent environmental permit applications submitted to DEEP for the proposed site.

Thank you for consulting the Natural Diversity Data Base. If you have any additional questions, please feel free to contact me at [Elaine.Hinsch@po.state.ct.us](mailto:Elaine.Hinsch@po.state.ct.us).

Sincerely,

/s/

Elaine Hinsch  
Program Specialist II  
Wildlife Division