



## **PARKING REPORT**

**Community Health Center  
675 Main Street  
Middletown, Connecticut**

Prepared for:

**Community Health Center**

**March 25, 2009**

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**Community Health Center**  
**675 Main Street**  
**Middletown, Connecticut**

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## **Introduction**

Community Health Center, Inc. (CHC) plans to relocate its existing facility on 635 Main Street to a new facility on 675 Main Street, approximately 300 feet to the north, on the site of an existing City of Middletown surface parking lot on the north side of Grand Street. The site is adjacent to the Eli Cannons building and will be separated by an alleyway. The proposed site development includes the demolition of the two adjacent residential buildings to the west of the parking area.

Tighe & Bond, Inc. has prepared this parking report based on meetings with the development team and City of Middletown representatives who requested the parking report in support of the site plan application. The objective of this report is to demonstrate the increased availability of off-street parking to support the proposed relocation of the Center through a combination of additional parking and parking management policies. Included in this report is a review of existing parking studies, new parking surveys, review of available parking, and an analysis the parking for this relocation project in addition to preparing recommendations for a parking management program.

This report presents parking plans to provide additional off-street parking for employees and patients of the CHC as well as provide additional parking for businesses in the area. It should be noted that while parking to support the relocated CHC is not required by the zoning regulations, the CHC has in good faith reviewed the existing parking conditions and determined several options to provide additional parking in the north end for both daytime and nighttime usage. As stated in previous parking studies on Main Street, the north end of Main Street is already afforded with more available parking than the rest of Main Street. In addition, it was noted in the report that there is capacity available in private parking lots in the north end.

This report provides recommendations for ensuring ample parking is provided during the daytime and night time hours with the construction of the new CHC.

## **Existing Conditions**

The CHC is currently located in four buildings in and around 635 Main Street. The total facilities size on Main Street is approximately 36,000 square feet. It has a total of 67 rented or owned parking spaces, of which 54 are designated for staff and 13 are available for patients. These parking locations and assigned spaces are as follows:

- 25 spaces are surrounding existing medical center,
- 31 permit parking spaces rented from the City of Middletown at the municipal lot north of Grand Street,
- 11 additional spaces are behind its dental building on the north side of the Green Street municipal lot

The CHC currently has 66 employees using these on-site and reserved parking spaces. In addition, while many patients to the center walk, or take public transportation they have successfully used on-street parking since 1974 along the Main Street corridor.

The existing conditions review including several observations of parking operations in the area parking lots during the day and several early and late evening observations. Based upon these observations and understanding of the CHC existing and proposed operations, a parking study area was developed to include adjacent and nearby parking facilities within a 5 minute walk from the proposed site location. This parking study area includes the existing Grand Street municipal lot, existing CHC medical lot, Liberty Square municipal parking lot, Salvation Army private lot, Green Street municipal lots and the Green Street CHC dental lots and on-street parking between the site and Washington Street along both sides of Main Street

Figure 1, Existing Parking Study Area, shows the site and parking lot locations adjacent to the proposed site.

## **Previous Parking Studies**

Tighe & Bond reviewed the 2008 City of Middletown Parking and Traffic Study for the CBD to confirm the previous surveys and recommendations for the north end provided from the 2006 and 2007 surveys conducted as well as verify the parking supply locations. While the Downtown parking study is available for reference in these efforts, that study relies upon parking survey data from April and May 2007 parking surveys as well as some older data conducted by the City in April 2006.

The 2008 parking utilization study was conducted for the Middletown Central Business District (CBD) to assess how the downtown parking network is used throughout a typical week. The CBD was divided into three sections: North; Central; and South, with Washington Street serving as the dividing street between

North and Central. Therefore, the existing and proposed Community Health Center is located in the North.

The utilization study collected data on the number of vehicles parked in all public and private on-street and off-street parking facilities accommodating at least five vehicles. These parking counts were collected during four periods representing a broad range of typical parking activity: weekday midday, weekday evening, weekend midday, and weekend evening. The study indicated that the peak parking period for the Middletown CBD—when the strain on the entire downtown parking system is at its highest—occurs during the weekday midday period (10 am to 2 pm).

According to the parking study, the parking facilities that have adequate parking are primarily private business parking lots, residential area parking, and public parking in the North End. The highest demand for the general public parking facilities are either unavailable or are not located in proximity to destinations in high demand during the weekday midday. As the new Center is in the North End, the study indicates that public parking is generally more available than in the other Downtown locations.

This study indicated that based upon surveys completed in 2006 and 2007, the Grand Street municipal parking lot was used most heavily on weeknights and weekend nights by the adjacent businesses including Eli Cannons with a minimum of 75% usage on a Friday night and 96% usage on a Saturday night.

This indicates that the Grand Street municipal parking lot was near capacity during the Friday evening period and essentially over capacity during the Saturday evening survey period.

## **Updated Parking Surveys**

Due to the age of the previous parking studies and the inclusion of new parking facilities such as the recently opened Liberty Square municipal parking lot serving the It's Only Natural store, a comprehensive parking survey was necessary to provide the latest and most accurate parking supply and demand in the north end. This data was compared to the previous data and serves as the critical element in the determining whether acceptable parking exists for this project.

Parking surveys were conducted over two days for the following parking facilities:

- Main Street at Grand Street municipal lot (project site) – 55 spaces
- Green Street municipal lot & Green Street CHC dental lot – 52 spaces
- Existing CHC medical lot – 25 spaces
- Salvation Army Lot (Private) – 37 spaces
- Liberty Square (Its Only Natural) municipal lot – 63 spaces

- On-Street Main Street from Washington Street northerly (municipal) - 117 spaces

The parking surveys were conducted on Friday, March 13 and Saturday March 14<sup>th</sup> from 10am to 2pm and from 5pm to 8pm, to determine the availability of parking spaces in these lots and on-street. These surveys involved visiting the parking lots during these hours and recording the number of vacant parking spaces. These parking lots were also surveyed during the evening at various times to ascertain the night time and peak usage of the parking lots on a Friday and Saturday night when night time usage can be in demand from the restaurants and cafes in the area. Tighe & Bond also reviewed the availability of parking in the Middlesex Corporate Center (MCC) parking garage with representatives of MCC to determine if there is any potential parking available for employees. It is understood that approximately 100 parking spaces are available for public use in the MCC garage.

Table 1 provides a summary of the parking surveys that were conducted including number of available parking spaces/capacity, and the number of empty parking spaces that were recorded during the observations.

Table 1

Existing Parking Study  
Parking Utilization

LOCATION	SPACE TYPE	CAPACITY	PEAK PARKING UTILIZATION OBSERVATIONS (# OF SPACES)			
			WEEKDAY	WEEKNIGHT	WEEKEND DAY	WEEKEND NIGHT
			(10am-2pm)	(5pm-8pm)	(10am-2pm)	(5pm-8pm)
Main Street On-Street Parking	Metered	107				
	Handicap	10				
	Total	117	71	108	87	97
Grand Street Parking Lot	General	52				
	Handicap	3				
	Total	55	39	45	33	41
Community Health Center	General	23				
	Handicap	2				
	Total	25	23	18	20	21
Green Street Municipal Lot	General	49				
	Handicap	3				
	Total	52	51	43	36	32
Liberty Square Municipal Lot	General	60				
	Handicap	3				
	Total	63	31	29	28	29
Salvation Army	General	37				
	Handicap	0				
	Total	37	7	4	12	4

Based upon the parking supply, the parking utilization of these lots during these peak hours was determined. The parking utilization is included in the Table.

These surveys provide the following parking utilization conclusions:

- On-street parking along Main Street was found to be generally available the further away from Washington Street with over 110 on-street parking spaces in this area.
- The existing CHC parking spaces are mostly utilized during the day at their respective locations. These spaces are available during peak weekend hours.
- The Liberty Square municipal parking with 63 total parking spaces was found to be 60% utilized during the Friday midday peaks and 50% utilized during the evening peak periods, indicating between 24 and 30 parking spaces are underutilized. However, it should be noted that the Liberty Square building is not fully occupied but the daytime office occupancy is not expected to impact the evening utilization data.
- As with the previous parking study, the Grand Street municipal parking lot is at capacity during the evening peak periods. The Green Street municipal parking lots are mostly full during daytime with some additional spaces available during the Friday and Saturday evening peak periods, including 11 spaces fully reserved by CHC and 10 spaces reserved by the North End Artist Cooperative.
- The Salvation Army private parking lot is rarely utilized during the day or evening. There are a minimum of 30 parking spaces potentially available on Friday with less available on Saturday evenings.

## **Proposed Development**

Community Health Center, Inc. (CHC) plans to construct an approximately 43,000 square foot building at the intersection of Grand Street and Main Street within the existing 55-space, municipal parking lot at the corner of Main Street and Grand Street. This development will require the removal of two existing residential structures as well, resulting in a 29 space municipal parking lot, including 2 handicap spaces, supporting the development as a municipal parking lot.

The proposed 43,000 square foot building is not expected to generate new parking demand that CHC's current parking management policies cannot accommodate.

Based upon a review of the City of Middletown Zoning Regulations Section 40.04.15, footnote 1, the project is outside of the redevelopment zone and therefore, there are no parking requirements for the development. However, CHC has considered the availability of parking in the area for the daytime and night time uses to ensure adequate parking will be provided.

It should be noted that the CHC has 67 total parking spaces assigned to them for off-street parking, including: 31 reserved spaces in the existing 55 space municipal parking lot at Grand Street, the existing 25 spaces at the Center and 11 dedicated spaces in the Green Street municipal lot.

The CHC project will increase the available parking for employees, visitors/patients and the general public through additional off-street parking options. While the relocation of the Center will reduce the existing 55 parking spaces in the Grand Street municipal lot to 29 parking spaces, additional off-street parking will be provided.

## **Parking Demand**

The parking analysis is comprised of available parking and the parking demand for both the existing conditions and for the proposed development. The anticipated parking demand for the relocated CHC is based upon the provided building program and employees to utilize the Center and the parking generated by the existing Center.

As noted, CHC has a total of 67 parking spaces that it owns or rents. Of these, 13 are available for patients and the remainder for CHC staff (54 spaces). Based upon information provided by the CHC and observations and the parking survey, the medical surface lot adjacent to the existing CHC is heavily utilized by its employees and patients during the daytime periods. Based on this occupancy, the CHC fully utilizes all of their allocated and reserved 67 parking spaces scattered amongst the Green Street municipal parking lot, Grand Street municipal parking lot and on-site at the existing Center.

It should be noted that both the existing and relocated CHC is located in a downtown district with extensive pedestrian facilities and public transportation. A number of studies, both nationally and locally, have indicated that parking rate requirements are significantly higher than they need to be in urban environments. Parking rates are typically designed for suburban locations with little or no other parking options, therefore all parking must be contained on-site. In urban networks, by contrast, there are frequently other parking options available, including public garages, surface lots and on-street parking. In addition, other modes of transportation are frequently available, including walking, biking and public transportation. Reducing the parking requirements in urban environments also allows for more effective use of space, reduces the environmental impact of additional impervious surfaces, and improves aesthetics on Main Street. Parking lots, such as the Trolley Barn lot, moved to interior of blocks provides better appearance, contiguous storefronts, and sufficient parking. Due to the potential benefits of this project on the North End of Main Street, additional parking arrangements will be developed for a shuttle from remote parking locations if necessary that can serve the off-street parking demand in the north end from the CHC.

As part of the proposed project, additional parking will be provided to ensure sufficient parking is provided for the project as well as neighbors and businesses. With 67 allocated spaces for the CHC, an additional 45 spaces are proposed to further expand the off-street parking supporting the Center.

The proposed daytime parking is shown below.

**Table 2**  
**Daytime Parking Summary**

	<u>Existing</u>		<u>Proposed</u>	
	Public	CHC	Public	CHC
Grand Street Municipal Lot	24	31	29	-
CHC	-	25	-	25
Green Street Municipal Lot*	31	11	31	11
Trolley Barn	-	-	-	26
Middlesex Corp. Center	-	-	-	50
<b>Subtotal – CHC Parking</b>	-	<b>67</b>	-	<b>112</b>
Main Street	117	-	117	0
<b>Summary</b>	<b>172</b>	<b>67</b>	<b>177</b>	<b>112</b>
<b>Difference</b>			<b>+5</b>	<b>+45</b>

\*The Green Street municipal lots include 52 total spaces, 3 handicap, 10 reserved for the North End Artist Cooperative and 11 dedicated to CHC.

The proposed off-street parking shown above includes the Trolley Barn lot and Middlesex Corporate Center garage providing 76 additional parking spaces to support the CHC relocation, representing an increase of 45 parking spaces to support the CHC during the daytime hours.

The Proposed Parking Plan for day time is presented on Figure 2.

### Night Time Parking

Night time parking in the north end of Main Street has been increased since the 2008 Traffic and Parking Study for the CBD by the redevelopment of the Liberty Square municipal parking lot with 33 additional off-street spaces and an additional 7 on-street parking spaces in front of Liberty Square.

The Green Street municipal parking lot spaces are also available for night time use, excluding 10 spaces for the North End Artist Cooperative, 42 total spaces are available at night time for public usage.

For the night time demand, the project will make available 26 spaces at the Trolley Barn parking area for public parking at night as well as 25 spaces at the existing CHC. With the Liberty Square project, the 26 Trolley Barn parking spaces proposed under this project, and the existing CHC spaces to be available at night, an additional 92 parking spaces will be available for public usage during the night time usage since the 2008 parking study surveys were conducted.

This new night time parking more than offsets the reduction of the parking at the Grand Street municipal parking lot by 26 parking spaces.

**Table 3**

#### **Night Time Parking – Public Use**

	<u>Existing</u>	<u>Proposed</u>
Grand Street municipal lot	55	29
CHC (existing parking)	-	25
Green Street municipal lots	42	42
Trolley Barn	0	26
Middlesex Corp. Center	-	-
Liberty Square municipal lot	63 (+40 since 2008)	63
<u>Main Street</u>	<u>117</u>	<u>117</u>
<b>Summary</b>	276	301 (+25)

To address the loss of 26 total parking spaces in the Grand Street municipal parking lot serving the neighbors and businesses in the area, the 51 proposed spaces in the Trolley Barn parking lot and the existing CHC spaces will be available in the evenings and on weekends to neighbors of the CHC as well as Liberty Square.

The Proposed Parking Plan for night time is presented on Figure 3.

## **Parking Management**

With the proposed development, the existing 55 space Grand Street municipal parking lot will be reduced to 29 parking spaces, with no reserved parking for employees of the Community Health Center, but the general public usage during the day time hours. It is expected that the Green Street metered municipal parking lot will be used both during the daytime by CHC patients and other North End business patrons, but some CHC patients will likely continue to use the existing CHC parking lot as CHC will offer this free parking to its patients. Visitors and patients can also use the public parking in the Grand Street municipal parking lot as well as the adjacent on-street public parking during the daytime hours as they presently do to access the existing CHC. In the evening, the Grand Street municipal lot will revert to its traditional nighttime use as the parking lot for north end businesses.

Managing employee parking off-site will be controlled by CHC as the center already has a robust parking management program in place for its current employees. This program is successful and will be expanded with the relocation including disciplinary sanctions built into the current program. This program requires new hires to sign employment acceptance forms indicating allegiance to parking management for the CHC. A copy of this employment acceptance form is included in the Appendix. This also includes providing license plate information for employee vehicles.

The CHC will continue to implement their parking management policy for off-site employee parking to ensure the proposed Grand Street municipal parking lot remains open for the public. CHC will continue to educate its employees about the parking requirements including providing parking stickers for all employees and recording employee vehicle license plates to regulate the parking of employees in off-site lots.

The parking management policy with the stickers will provide the additional 45 off-street parking spaces at the Trolley Barn and the Middlesex Corporate Center parking garage. The sticker system will allow CHC to monitor employee usage of the prescribed parking locations.

For enforcement of the municipal parking lot by City Parking Division, CHC will provide employee license plate numbers to further assist in the enforcement of no employee parking within the 29 space parking lot on a daily basis.

In addition, CHC uses video surveillance of its facilities and parking lots and can monitor parking lot operations to ensure the Grand Street parking lot remains open for public and non-employees of the Center.

## **Parking Management Recommendations**

The proposed CHC project will increase the availability of off-street parking for use by CHC as well as by neighbors during the evenings and on weekends. There will be more than 45 additional parking spaces during the day as a result of the CHC's parking management strategy. In addition, 112 total off-street parking spaces are proposed, including the 29 spaces in the Grand Street municipal lot, 26 spaces in the Trolley Barn parking lot, 50 spaces in the Middlesex Corporate Center Garage and 11 spaces in the existing Green Street municipal lots for CHC employees.

The following presents the proposed parking options under a parking management program:

### **Middlesex Corporate Center Parking Garage**

There are more than 100 public parking spaces available. The Middlesex Hospital currently uses this garage and provides shuttle service from the garage to the Hospital. CHC will use the same arrangement with an agreement with Midfield Corporation to dedicate 50 parking spaces in the garage for CHC employees. These 50 spaces will be served by a shuttle to the CHC, similar to the shuttle serving the Middlesex Hospital parkers in the garage. The garage is located midway between the Middlesex Hospital and the Community Health Center.

### **Trolley Barn Parking Area**

With some minor lighting upgrades to the rear parking area, 26 parking spaces will be provided in the existing rear paved parking area. These spaces will be dedicated to CHC employees during the day and general public usage during the evenings and on weekends and can be perhaps be used by Eli Cannon's patrons and other adjacent businesses.

### **Existing CHC Parking**

The existing 25 parking spaces at the existing CHC will continue to be utilized by CHC employees as well as by CHC visitors and patients. These spaces will be made available for night time public usage as well.

### **Liberty Square Municipal Parking Lot**

While these spaces are currently listed as permitted and likely dedicated to the eventual build out of the 2<sup>nd</sup> and 3<sup>rd</sup> floors of the Only Natural building, there are at least 20 parking spaces available on a regular basis during the weekday peak periods with more than half of the 63 parking spaces available during the evening and weekend peak periods for the general public. Additional signs will be provided at the Grand Street municipal parking lot and on Main Street at Liberty Square municipal parking lot to direct night

time patrons to the parking that is available. This will make the parking in Liberty Square municipal parking lot better utilized for night time users.

### **Other Recommended Parking Options**

#### Main Street Parking

Based upon the 2007 and most recent parking surveys, there is ample parking on-street in the north end during the day and at night time. This parking will continue to be available for daytime and night time users in the area of the CHC, providing a parking not necessarily immediately adjacent to the use, but within a short walk along Main Street to the destinations during the day and at night.

#### Salvation Army Parking Lot

While this is a private parking lot, it was the least utilized of the surveyed parking lots and while not specifically striped for parking, it could provide a minimum of 20 parking spaces in the future.

These above options under a comprehensive parking management program will require permission of the property owners to allow these remote parking sites to be used by the CHC.

In addition, in order to address the loss of parking during the construction at the Grand Street municipal lot, the CHC will first build the new parking lot and make 19 spots available during the construction for the neighboring businesses. This can mitigate the loss of parking during the construction period. Additionally, CHC has a pending agreement with the Trolley Barn that will provide for an additional 25 spaces during the entire construction period.

Finally, remaining parking for patrons can be found on Main Street to the south as the surveys revealed ample parking available in the north end on-street parking areas.

### **Conclusions**

This project is a relocation of an existing facility one block to the north on Main Street. This is an immaterial change in the parking demand generated by the relocation of the CHC; however the CHC is providing an increase in employee and public parking as part of the project. The existing Community Health Center is a contributor to the existing parking conditions and any change would be from the incremental change in facility's size. The facility is located in a downtown environment serviced by public transportation and sidewalks, which will serve to reduce parking demand.

The new CHC location not only provides for an additional 26 parking spaces in the Trolley Barn parking area and 50 dedicated spaces in the Middlesex Corporate Center (MCC) garage, but is located at the north end of the Main Street corridor, which was identified in the 2008 Parking and Traffic Study as having adequate

parking due to the lower demand for parking in this area when compared to the rest of Main Street. The study also indicates that parking supply, both from parking lots and on-street parking, exceeds demand in this area. The utilization of these available parking spaces may result in efficient land-use and provide additional revenue in terms of increased meter usage or parking space rentals.

However, it is recognized that the municipal parking lot will be reduced from 55 to 29 parking spaces and potentially impacting the available parking for the adjacent businesses and specifically, patrons of Eli Cannons. To address the parking demand shift from the existing CHC location and the potential parking loss, the following conclusions are provided:

1. The proposed CHC will not noticeably generate new parking demand, but a shift in the demand from the existing location.
2. The recent increase in Main Street parking at the Liberty Square municipal lot (34 in lot, 7 on-street) coupled with the 26 spaces provided by CHC at the Trolley Barn and 25 spaces to be made available at the existing CHC will offset the reduction of 26 parking spaces at the Grand Street municipal parking lot. Additional parking signs will be provided to direct patrons to Liberty Square municipal parking lot to better utilize the available night time parking and further offset the reduced parking in the Grand Street municipal parking lot.
3. The parking management program to be continued by CHC for the new location will offset the reduction of 31 CHC parking spaces in the Grand Street municipal parking lot as follows:
  - a. MCC parking garage – CHC has an agreement with Midfield corporation to rent 50 spaces for its staff at the garage
  - b. CHC will use the same valet service that Middlesex Hospital use for transporting it's staff from the MCC parking garage
  - b. Trolley Barn – 26 spaces
  - c. Existing CHC – 25 spaces
4. With these parking provisions, there will be ample parking for CHC employees off-site, patrons of neighboring businesses and residents as well as patients and visitors to the Center during the day time AND the night time hours.
5. The Community Health Center will incorporate this parking management program for employees by expanding its parking sticker system to ensure they are parking in the prescribed locations within the Trolley Barn, MCC garage, and existing CHC parking lots. The program will include management by CHC of their employees as well as within the municipal parking lot by providing employee license plate data to the Police Department for enforcement purposes.

NORTH



**GRAND STREET MUNICIPAL LOT**

- 52 SPACES (31 CHC)
- 3 HANDICAPPED

**GREEN STREET MUNICIPAL LOTS**

- 28 PUBLIC SPACES
- 11 CHC SPACES
- 10 NEAC SPACES
- 3 HANDICAPPED

**COMMUNITY HEALTH CENTER**

- 23 SPACES
- 2 HANDICAPPED

**LIBERTY SQUARE MUNICIPAL LOT**

- 60 SPACES
- 3 HANDICAPPED

**SALVATION ARMY**

- 37 SPACES

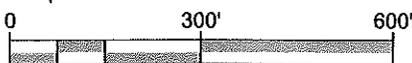
**MAIN STREET ON-STREET PARKING (TYP.)**

- 107 SPACES
- 10 HANDICAPPED

**EXISTING CHC PARKING = 67 SPACES**

- COMMUNITY HEALTH CENTER PARKING
- MUNICIPAL PARKING
- PRIVATE RESERVED PARKING

Graphic Scale



MAP REFERENCE:  
TOPOGRAPHY MAP OF THE CITY OF MIDDLETOWN, CT SHOWING  
DRAINAGE SYSTEMS AND INLAND WETLANDS SUPERIMPOSED

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Scale:

1" = 300'

Job No.

27-0161

Date:

03/19/2009

Date:

Revision:

Drawn By:

DFV

**Community Health Center**

Middletown, Connecticut

**Existing Parking  
Study Area**

Sheet No:

**Fig. 1**

Tighe & Bond, Inc. - J:\A\A\0161-CHC\Drawings\0\_Currcut\Sheet\PARC-FIG.dwg - Layout Name: FIG.1 - Plotted by: DFV - Plotted on: Mar 28, 2009 - 1:51pm

NORTH



GRAND STREET MUNICIPAL LOT  
- 27 SPACES  
- 2 HANDICAPPED

TROLLEY BARN  
- 26 SPACES

GREEN STREET MUNICIPAL LOTS  
- 11 SPACES

COMMUNITY HEALTH CENTER  
- 23 SPACES  
- 2 HANDICAPPED

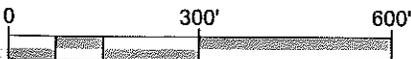
MAIN STREET ON-STREET PARKING (TYP.)  
- 107 SPACES  
- 10 HANDICAPPED

MIDDLESEX CORPORATE CENTER  
- 50 SPACES

TOTAL CHC PARKING = 112 SPACES

-  - COMMUNITY HEALTH CENTER PARKING
-  - MUNICIPAL PARKING
-  - PRIVATE RESERVED PARKING

Graphic Scale



MAP REFERENCE:  
TOPOGRAPHY MAP OF THE CITY OF MIDDLETOWN, CT SHOWING  
DRAINAGE SYSTEMS AND INLAND WETLANDS SUPERIMPOSED

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DFV

## Community Health Center

Middletown, Connecticut

# Proposed Parking Plan - Daytime

Sheet No:

# Fig. 2

Tighe & Bond, Inc. - 11/18/2011 - CHC - Streets - 27-0161 - 2009-2-10-09



**Middletown, Connecticut  
Parking Study  
Friday 3-13-09**

<u>Empty Spaces</u>				
Salvation Army Lot		Fri 10 AM	4	
		Fri 11 AM	7	
		Fri 12 PM	4	
		Fri 1 PM	5	
<b>***TOTAL PARKED VEHICLES***</b>				
		Fri 5 PM	4	
		Fri 6 PM	0	
		Fri 7 PM	3	
It's Only Natural	Permit Parkers	Fri 10 AM	29	
		Fri 11 AM	27	
		Fri 12 PM	27	
		Fri 1 PM	30	
			Fri 5 PM	29
			Fri 6 PM	30
			Fri 7 PM	27
	Others	Fri 10 AM	3	
		Fri 11 AM	10	
		Fri 12 PM	9	
		Fri 1 PM	10	
			Fri 5 PM	9
		Fri 6 PM	8	
		Fri 7 PM	7	
Existing CHC		Fri 10 AM	2	
		Fri 11 AM	7	
		Fri 12 PM	7	
		Fri 1 PM	6	
			Fri 5 PM	7
			Fri 6 PM	13
		Fri 7 PM	14	

<u>Empty Spaces</u>				
City Lot	Permit Parkers	Fri 10 AM	9	
		Fri 11 AM	11	
		Fri 12 PM	13	
		Fri 1 PM	13	
			Fri 5 PM	10
			Fri 6 PM	4
			Fri 7 PM	4
	Others	Fri 10 AM	10	
Fri 11 AM		8		
Fri 12 PM		3		
Fri 1 PM		8		
		Fri 5 PM	0	
		Fri 6 PM	4	
		Fri 7 PM	4	
Green Lots	Permit Parkers	Fri 10 AM	0	
		Fri 11 AM	0	
		Fri 12 PM	0	
		Fri 1 PM	0	
			Fri 5 PM	4
			Fri 6 PM	1
			Fri 7 PM	9
	Others	Fri 10 AM	3	
		Fri 11 AM	1	
		Fri 12 PM	4	
		Fri 1 PM	2	
		Fri 5 PM	5	
		Fri 6 PM	13	
		Fri 7 PM	9	
Main Street Spaces		Fri 10 AM	46	
		Fri 11 AM	51	
		Fri 12 PM	38	
		Fri 1 PM	54	
			Fri 5 PM	28
			Fri 6 PM	18
		Fri 7 PM	9	

**PARKING MANAGEMENT/EMPLOYEE  
AGREEMENT**

## **Community Health Center Policy**

### **Employee Parking**

Community Health Center provides all employees with off-street parking areas near their assigned work locations. In order to ensure adequate public parking in community areas near CHC sites, each employee is required to park in areas authorized by CHC between the hours of 8 am and 6 pm on weekdays. CHC provides each employee at the time of hire with information about authorized parking areas, associated procedures, and CHC stickers for the employee's vehicles.

Each employee is required to provide license plate information to CHC at the time of hire for any commuting vehicle that the employee parks during hours that CHC is open. Employees are also required to provide new or updated license plate information to the CHC Human Resources department prior to parking cars with new or updated license plates in CHC-authorized parking areas.

Some CHC sites may assign employees to park in specific lots or parking spaces of authorized parking areas. Each employee is responsible for parking in the lot or spaces to which s/he is assigned. Each employee is also responsible for ensuring that a CHC parking sticker is displayed in the proper location of any vehicle parked in CHC-authorized parking area at all times.

In Middletown, CHC has designated these authorized parking areas:

- Middlesex Corporate Center
- Green Street lot
- Trolley Barn lot
- CHC lot at 635 Main Street

CHC employees who work at Middletown sites are prohibited by company policy and municipal regulation from parking in any municipal lots or parking spaces, including the Grand Street parking lot, from 8:00 am to 6:00 pm on weekdays, so that the public and CHC patients have sufficient parking availability. CHC provides employee vehicle license plate information to the Middletown Parking authority to assist in enforcement of Middletown parking regulations and CHC parking policy.

CHC will actively monitor employee compliance with the company's parking policy through parking audits, video surveillance and management review. Failure to comply with any aspect of this policy will result in disciplinary action up to and including termination, and may also result in municipal fines.

*Community Health Center, Inc.*

## Employee Parking

### Registration and Policy Acknowledgement Form

**Employee name** \_\_\_\_\_

**Vehicle #1**

State \_\_\_\_\_

License Number \_\_\_\_\_

**Vehicle #2**

State \_\_\_\_\_

License Number \_\_\_\_\_

**Vehicle #3**

State \_\_\_\_\_

License Number \_\_\_\_\_

**Parking sticker number** \_\_\_\_\_

I have read and understand CHC's parking policy. I agree to comply with all the provisions of this policy. I understand that compliance with this policy is a condition of employment, and that failure to comply with this policy will result in disciplinary action up to and including termination.

\_\_\_\_\_  
**Employee signature**

\_\_\_\_\_  
**Date**