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**PARKING AUTHORITY  
REGULAR MEETING VIA ZOOM VIRTUAL VIDEOCONFERENCE  
AND TELECONFERENCE  
JUNE 22, 2022**

**ATTENDANCE:** Eric Rains, Chairman  
Jud Aley  
Matthew Seebeck  
Pamela Parkington

**STAFF**

James Emery, Assistant Parking Director, TMP; James Travers,  
Director, TMP

**OTHERS:**

Stathis Manousos, LAZ Parking  
Rocky Legesse, LAZ Parking

**CALL TO ORDER**

Mr. Rains called the meeting to order at 6:00PM.

**1. PUBLIC COMMENT- LIMITED TO THREE MINUTES EACH SPEAKER**

There were no public comments this evening.

**2. DISCUSSION AND ACTION RELATED TO MINUTES FROM THE PARKING  
AUTHORITY MEETING WEDNESDAY, MAY 25, 2022.**

**\*\* MR. ALEY MOVED TO APPROVE THE MINUTES AS SUBMITTED.**

**\*\* MR. SEEBECK SECONDED THE MOTION.**

**\*\* THE MOTION PASSED UNANIMOUSLY.**

**3. FINANCIAL AND OPERATING BUDGET**

Mr. Manousos reported on the financials and said they are strong and the recovery period from Covid has also been strong, and the revenues, expenses and fund balance are all favorable to budget.

Mr. Manousos reported on the variance report and noted that when it comes to transient parking that the recovery from Covid seems to be happening more quickly on the weekends, so it supports that leisure activity is recovering quicker than business activity and that is being seen at almost all the locations.

Mr. Emery said the on-street meter revenue is doing very well for both transactions and on street parking and both the commuter lots are what are still lagging and will need to come up with some creative ways to drive the permit and transient parkers in both railroad lots. Mr. Travers said the cap seems to be narrowing and are beginning to see some of the transient parkers back during the week. Mr. Manousos agreed but said they are not returning at a pace as quickly as the leisure activity on the weekends. Mr. Travers asked if there is increased staffing on the weekends. Mr. Manousos said the staffing levels are at an appropriate level and there have been no issues.

Mr. Emery said the expenses are down significantly compared to where they were pre-Covid.

Mr. Seebeck said in looking at the variance report this is the second month in a row that transient revenue is off by 25% and it seems like it is being made up in violations and asked if there is a communications problem or what the issue is. Mr. Manousos said there is increased activity and there is consistent enforcement. Mr. Seebeck asked if compliance with violations have increased or is there a communication issue that is driving the need for increased enforcement. Mr. Manousos said “no” and that people are paying to park but there is still some non-compliance due to the reduced enforcement during the pandemic. Mr. Rains said it would be helpful to know where the violations are coming from. Mr. Manousos said that following the meeting he will provide additional information and drill down where the violations are coming from and can include that in the report going forward. Mr. Travers added that staff has had meetings with the Wall Street group and one of the issues that had come up related to metered parking was the concerns related to the signage and will be recommending three-hour parking and simplify the signage. He said that Mr. Emery has done some outreach to the Wall Street area and will be proposing to pilot the change to see if it gets better. He said they are also looking at wrapping the pay stations, so they become more visible as well as a parking promotion.

#### **4. ENGINEERING AND PROJECT REPORT**

##### **a. Haviland Deck Leak**

Mr. Emery said there is still leak at Haviland Deck which has closed two of the parking spaces on the bottom floor in the southwest corner. He said they have had the manufacturer and installer of the waterproof membrane come to evaluate and found that there is some damage to the membrane which is covered under the warranty and will be providing a time frame of when they can perform the repair. He said staff will also be going out with the facility conditional assessments this year which has been budgeted for.

##### **b. South Norwalk Train Station Charging Stations**

Mr. Emery said the charging stations have been delivered and have located the spaces and are scheduled to be installed by the end of this week.

##### **c. Webster Lot**

Mr. Emery said when Safety Markings did the work in the lot, they had shorted us some spaces and were supposed to rectify that on Saturday but did not show up so the lead engineer for the project is reaching out to them for an updated timeframe on when they will be back but has not received an update of yet.

Mr. Emery provided an update of the landscaping and said that  $\frac{3}{4}$  of the trees have been planted but the nursery has said the remaining trees and shrubs are not ready to be transplanted but once the root systems are healthy enough to be transplanted, they will be on site to install them.

**d. South Norwalk Train Station**

Ms. Valadares reported and said they continue to work on the exterior repair at the South Norwalk Railroad Station and approximately 90% of the northwest façade has been power washed and calked. She said that approximately 50% southern helix has also been power washed and calked and are now working on some of the expansion joints. She said the contract is set to expire in August and they are on track for that. Mr. Rains asked how often this type of work occurs. Ms. Valadares said this is the first time it has been done since the station was built and the outside joints were not calked when the station was built, and the consultant has recommended calking to minimize the water that goes to the structure.

**5. NEW BUSINESS**

**a. Discuss and Vote- East Norwalk Train Station Parking Plan Approval.**

Mr. Emery said this is a need that arose after the plan was signed off on and put in place between the city and Spinnaker who is the developer of the mixed-use area at the East Norwalk Railroad Station. He said he has been working with Spinnaker and have come to an agreement and presented it to the Parking Authority for their review. He said in area A the hours of operations will be 24/7 and resident permit overflow will be allowed from 6:00PM to 6:00AM. He said that Spinnaker is hopeful that the Parking Authority will conduct all of the enforcement in all of their lots and that enforcement revenue would come back to the Parking Authority and the hourly payment revenue would go into their own separate Park Mobile account, but the transaction information will be pushed to our enforcement system for enforcement purposes. He reviewed the rate structure and said the first and second hour are .50 cents/ hour and the third hour, and fourth hour will be \$3.50 cents which totals \$8.00 for a four-hour period and once that is reached it will automatically be extended to 6:00AM the next morning and will have the ability to add in \$8.00 increments only for multiple days.

Mr. Aley asked if this will be Park Mobile only or if there will also be paystations. Mr. Emery said it will be Park Mobile only.

Ms. Parkington asked if there will be signage for the different areas. Mr. Emery said “yes” and once approved the signage will be installed for each of the areas.

Mr. Emery said area B operates the same way as area A and the only difference is there will be some signs for future resident parking and five 20-minute maximum spaces for the pizza restaurant that will be there. Ms. Parkington asked how many spaces there are for the future residents and 20-minute maximum parking. Mr. Emery said they have not yet decided on how many spaces but the last time he spoke with them they were considering three for each.

Mr. Emery said area C will only be for the Pooch Hotel parking and 11 spaces will be dedicated to them 24/7 and will enforce those spaces on behalf of Spinnaker.

Mr. Emery said areas D and E will be paid parking spaces and resident permit overflow 24/7. Ms. Parkington asked since there is currently no fee to park for the Station House restaurant how they feel about the paid parking. Mr. Emery said that Spinnaker has been in conversations with them because the lots are on their property.

Mr. Emery said in area F is broken out for plowing purposes and area G will be for permit parking only from 6:00AM to 9:00AM and after 9:00AM will be paid parking and train permit parking and the rates are consistent with the rest of the lots and the enforcement, permit and transient revenue will all go the Parking Authority.

Mr. Emery said area H and area I will also act the same but there is more flexibility and permit, and paid parking is available 24/7 in both of the lots but are allowing an employee permit program from 11:00AM- 12:00AM as well as the resident permit overflow from 6:00PM to 6:00AM. The employee permits will only be offered to specific businesses in the area and there will be a fee of \$25 and will be verified on a monthly basis by LAZ Parking.

Mr. Emery said that area J is blocked off and are owned by The Station House restaurant. Ms. Parkington asked if the Station House will be monitoring their own spaces. Mr. Emery said “yes” and that he will check with Spinnaker to see where their conversations have gone, and he will also reach out to them directly to be sure they are in the loop.

Mr. Emery said that areas K and L are travel spaces and will be split 50/50 between the Parking Authority and Spinnaker when it comes to the plow allocation.

Mr. Alely asked if there will be flexibility if needed. Mr. Emery said “yes” it is all flexible and can be adjusted as needed. Mr. Travers said the only thing that is not flexible is Spinnaker’s requirement of 50 parking spaces for residents to use for parking.

Mr. Rains responded to the request by Ms. Cece to table the item and said the fact that the agreement was made years ago that there would be an arrangement doesn’t warrant tabling the item tonight now that there is a plan, and the Parking Authority has the ability to make modifications. He asked Mr. Emery what the value is of moving forward tonight versus not. Mr. Emery said there are a lot of benefits and currently the area is just chaos and there is no signage and in his weekly facilities assessments the lot is packed and are doing the users of this area a disservice by not providing managed parking. Mr. Rains said he sees value in moving this plan forward and asked if there will be a transition period to make people aware of the change. Mr. Emery said for at least one week curtesy citation’s will be given out and enforcement will not begin until the signs have been installed and the transition period will also not begin until the signs have been installed. Mr. Travers suggested contacting DPW and have a VMS sign installed highlighting the change to a paid parking lot. Ms. Parkington also suggested posting the notification to the city’s Facebook page and she will share it. She also said this is the most logical plan and the closest to the original plan that came to the city and to the Third Taxing District and sees no reason to hold it up.

**\*\* MR. ALEY MOVED TO APPROVE THE PLAN AS PRESENTED TONIGHT BY CITY STAFF.**

**\*\* MR. SEEBECK SECONDED THE MOTION.**

**\*\* THE MOTION PASSED UNANIMOUSLY.**

**b. Discuss and Vote- Unifying the citation value for “Expired Meter” across the city.**

- **CURRENT- \$8.00 at East Norwalk Train Station**
- **PROPOSED- Increase to \$25.00 which will match the rest of Norwalk**

Mr. Emery said the expired metered citations is only \$8.00 in this lot and every other area that the Parking Authority manages the fee is \$25 and as part of a good managed parking program unification and standardization is very important. Mr. Seebeck suggested this be made consistent with the timing of the phased in paid parking at the East Norwalk lot that was just approved. Mr. Emery said if this is approved this will not be implemented until the enforcement begins in the lot following the installation of signs and the transition period. Mr. Seebeck suggested including a note during the transition period that the city is moving to a unified fee for expired meters. Mr. Travers suggested also including this as part of the Facebook post.

**\*\*MR. SEEBECK MOVED TO APPROVE TO UNIFY EXPIRED METERED CITATION VALUE TO INCLUDE \$25 AT THE EAST NORWALK TRAIN STATION LOT FOLLOWING THE GRACE PERIOD.**

**\*\* MS. PARKINGTON SECONDED THE MOTION**

**\*\* THE MOTION PASSED UNANIMOUSLY.**

**c. Discuss and Vote- 50 Washington parking plan in the Webster Lot**

Mr. Emery said he has been in discussions with Mr. Oz on how to better support the current parking situation at 50 Washington Street for his needs. He said currently 40 reserved parking spaces are sold to him but a lot of the time the spaces are empty and wanted to find a way to better utilize the spaces. He presented the creation of a pooling system where customers under the pooling system would need to pre-register for parking on a daily basis without increasing the 40 parking spaces that are allocated to them.

**\*\* MR. ALEY MOVED TO APPROVE THE ITEM.**

**\*\* MR. SEEBECK SECONDED THE MOTION.**

**\*\*THE MOTION PASSED UNANIMOUSLY.**

**d. Discuss and Vote- Trial request to simplify the parking rules in the Wall Street area.**

- **CURRENT- 2- Hour max until 6PM then 3-hour max until 9pm**
- **PROPOSED- 3-hour max stay until 9PM.**

Mr. Emery said currently in the Wall Street area there is a two-hour maximum parking limit until 6:00PM and a three-hour maximum from 6:00PM- 9:00PM and the constant feedback that staff gets is signage and parking confusion and want to simplify the process. He said there was a parking meeting held with the Wall Street community members at the end of last month and one of the suggestions was to simplify the regulations and he thinks it's a great idea and will allow us to simplify the time space to a three-hour period for all the locations in the area, and if successful discuss implementing it in all the locations across the city. He also said that LAZ staff is in the process of doing a complete sign inventory of the Wall Street area to prepare for this. Mr. Rains

asked if this is in direct response to the meeting that was held with the Wall Street community member. Mr. Emery said “yes” and stemmed from the citation hearings that he had attended. Mr. Aley said he had a conversation with Mr. Fullam and he does not like the idea and that the restaurant patrons and employees would be taking up all of the spaces. He went on to say that he has seen the two- and three-hour combination in many cities around the county and he would need to speak with more business owners in the area before voting to approve it. Mr. Travers said he does not believe there will be a maximum amount of people parking for three hours because we don’t event get the maximum amount of people parking for two hours and the average parking time is slightly less than one hour on Wall Street today. Mr. Emery said the average transaction in that area is .88 hours. Mr. Aley asked if there are any other municipalities that offer the two options. Mr. Travers said he believes New Haven is the only other municipality that offers it and it is not successful.

**\*\* MR. ALEY MOVED TO TABLE THE ITEM.**

**\*\* MS. PARKINGTON SECONDED THE ITEM.**

**\*\* THE MOTION PASSED UNANIMOUSLY.**

## **6. OLD BUSINESS**

### **a. Enforcement Changes**

Mr. Emery said a three-week trial change has been implemented to some of the enforcement routes and hours of operation in the Wall Street area to try and see if we can continue to provide proper enforcement while mitigating the perceptions of being over enforced. He presented the analysis of the trial change and said almost across the all the locations with the exception of one there has been a percentage decrease in citations that have been issued, but there is not a drastic difference for the expired meter citations which points back to compliance and need to do a better job of incentivizing people to pay the meters to help mitigate that situation. He said the only outlier that they see is the overtime parking and he will be reviewing the data. Mr. Rains asked how this data will be tracked moving forward. Mr. Emery said it will be expanded on to see the trends. He said moving forward he would also like to track the trends pre Covid to the changes that have been made.

### **b. Yankee Doodle Garage Façade**

Mr. Emery said on June 28, 2022, at 6:00PM the designer will be on site at the Yankee Doodle Garage to do a presentation for the Wall Steet Community and answer any questions they may have and encouraged the members of the Parking Authority to attend. Ms. Parkington asked that staff send out a reminder to the members of the Parking Authority.

### **c. Wall Street redesign kick off update**

Mr. Travers said that last week the Wall Steet redesign kick off meeting was held at the Wall Street Theater and could not have been a more fantastic event and there were four stations for community input for Wall Street and received a lot of feedback and look forward to more community meetings and advancing the design.

**7. MOTION TO ADJOURN**

**\*\* MS. PARKINGTON MOVED TO ADJOURN.**

**\*\* MR. SEEBECK SECONDED THE MOTION.**

**\*\* THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 7:55PM.

Respectfully submitted,

Dilene Byrd