PARKING AUTHORITY MINUTES

NOVEMBER 15, 2006

ATTENDANCE: Urban Mulvehill, Chairman; Burt Shatz, John Federici, Victor Cavallo

STAFF: Kathryn Hebert, DPW Administrative Service Manager; Frank DelMonaco, LAZ Parking; Hal Alvord, Public Works Director (7:40 p.m.)

OTHERS: Timothy Sheehan, Redevelopment Agency; Munro Johnson, Redevelopment Agency

CALL TO ORDER

Chairman Mulvehill called the meeting to order at 7:35 p.m.

APPROVALS/AUTHORIZATIONS

Approve the Minutes from the Parking Authority meeting held on Wednesday, October 25, 2006.

The following correction was noted:

Page 4, paragraph 7, line 2: please change “Mr. Sheehan and Mr. Johnson were present from the Parking Authority” to “Mr. Sheehan and Mr. Johnson were present from the Redevelopment Agency”

** CHAIRMAN MULVEHILL MOVED TO APPROVE THE MINUTES OF THE PARKING AUTHORITY MEETING HELD ON WEDNESDAY, OCTOBER 25, 2006 AS CORRECTED.
** THE MOTION PASSED UNANIMOUSLY.

Approve the Minutes from the Special Parking Authority meeting held on Tuesday, November 7, 2006.

The following corrections were noted:

Please add the phrase “Special Meeting” to the headers and footers of all pages.

** CHAIRMAN MULVEHILL MOVED TO APPROVE THE MINUTES OF THE PARKING AUTHORITY MEETING HELD ON TUESDAY, NOVEMBER 7, 2006 AS

CORRECTED.
** THE MOTION PASSED UNANIMOUSLY.

Technical Correction from Parking Authority approval on September 2, 2006

Original Approval:

a. Authorize the Chairman of the Parking Authority, Urban Mulvehill, or the Vice Chairman of the Parking Authority, Stephen Bentkover, to execute a Lease Agreement with the Alga Marina Restaurant, for the space inside the Maritime Garage adjacent to the Parking Lobby area, for a five year term based on the attached list of terms.

Change To:

a. Authorize the Chairman of the Parking Authority, Urban Mulvehill, or the Vice Chairman of the Parking Authority, Stephen Bentkover, to execute a Lease Agreement with Bellini LLC, for the space inside the Maritime Garage adjacent to the Parking Lobby area, for a five year term based on the attached list of terms.

Ms. Hebert explained that the contract had originally been approved for Alga Marina Restaurant, but the Legal Department had discovered the business was operating as Bellini, LLC. Ms. Hebert also noted the approval date of September 2, 2006, was actually October 25, 2006.

** CHAIRMAN MULVEHILL MOVED TO APPROVE THE ADJUSTMENT OF THE FOLLOWING AUTHORIZATION FROM:

A. AUTHORIZE THE CHAIRMAN OF THE PARKING AUTHORITY, URBAN MULVEHILL, OR THE VICE CHAIRMAN OF THE PARKING AUTHORITY, STEPHEN BENTKOVER, TO EXECUTE A LEASE AGREEMENT WITH THE ALGA MARINA RESTAURANT, FOR THE SPACE INSIDE THE MARITIME GARAGE ADJACENT TO THE PARKING LOBBY AREA, FOR A FIVE YEAR TERM BASED ON THE ATTACHED LIST OF TERMS.

CHANGE TO:

A. AUTHORIZE THE CHAIRMAN OF THE PARKING AUTHORITY, URBAN MULVEHILL, OR THE VICE CHAIRMAN OF THE PARKING AUTHORITY, STEPHEN BENTKOVER, TO EXECUTE A LEASE AGREEMENT WITH BELLINI LLC, FOR THE SPACE INSIDE THE MARITIME GARAGE ADJACENT TO THE PARKING LOBBY AREA, FOR A FIVE YEAR TERM BASED ON THE ATTACHED LIST OF TERMS.
** THE MOTION PASSED UNANIMOUSLY.

Approve the Isaac Street Municipal Parking Lot Development Project

Ms. Hebert noted that the agenda entry should read, "Approve the Isaac Street Municipal Parking Lot Development Project Option Agreement".

Mr. Johnson and Mr. Sheehan from the Redevelopment Agency were present. Mr. Johnson reviewed the project and addressed the concerns that had been expressed at a previous meeting. Mr. Johnson distributed copies of the Option Agreement to the members of the Authority. He also reminded the Authority members that he had submitted copies of a memo dated 11/07/06 from Mr. Greene, the director of Planning and Zoning, regarding the traffic study and plans for the Isaac Street area. Mr. Sheehan distributed a follow up memo for the memo dated 11/07/06 to the Authority members.

Mr. Shatz asked how high the parking structure would be. Mr. Sheehan replied that the height of the structure was a zoning issue. He stated it would be within the zoning limits. Mr. Shatz replied that this would need to be considered carefully. Mr. Sheehan reiterated that this was a zoning issue.

Chairman Mulvehill distributed copies of a memo dated 11/15/06 from himself to the Parking Authority regarding the number of cars that would be parking in the area at night when the residents of the proposed project were home. A discussion about the number of vehicles that would be overflow parking if a restaurant in the area became popular ensued. There was also a discussion about the issue of utilizing parking to increase pedestrian foot traffic by having the Yankee Doodle Garage and possibly the Mechanic Street Lot utilized for overflow parking.

Chairman Mulvehill asked what would happen with a developer if the Parking Authority decided on a policy of having free parking in the Isaac Street area after 6 p.m. to encourage customers to patronize the various restaurants in the area. Mr. Johnson replied that while this was a legitimate concern, it was much later in the planning stages than what the Redevelopment Agency was proposing.

Chairman Mulvehill then expressed concerns about the language regarding comparable structured public parking as stated on page 2 of the Option Agreement under point 6, paragraph 3. He stated that he would like some mechanism to review the parking fees in the future.

Mr. Shatz asked what the plans were regarding the Yankee Doodle Garage and Mr. Sheehan replied that the Yankee Doodle Garage was included in the Redevelopment's plans for the area.

Chairman Mulvehill expressed concerns about the use of public parking spaces that may be taken up by the new Fats, Oils & Grease State Requirements (FOG). Ms. Hebert said that the FOGs will have to be contained inside the restaurants, so the containers will not be an issue outside. Chairman Mulvehill then asked if provisions had been made for the placement of dumpsters. He was concerned that the dumpsters not occupy any of the public parking spaces. Mr. Sheehan replied that it was too early to consider this. Chairman Mulvehill stated that dumpsters had become a problem at the Webster Street

Lot. Mr. Sheehan asked Ms. Hebert how many spaces those dumpsters occupied. Ms. Hebert said that she thought it was about 10 spaces. Mr. Sheehan said that he would make a point of incorporating the planning for dumpsters within the project without using the allocated number of parking spaces for the public.

** CHAIRMAN MULVEHILL MOVED TO ADD THE APPROVAL OF THE PARKING AUTHORITY TO THE ISAAC STREET MUNICIPAL PARKING LOT DEVELOPMENT PROJECT OPTION AGREEMENT BETWEEN THE CITY OF NORWALK AND THE REDEVELOPMENT AGENCY.
** THE MOTION PASSED UNANIMOUSLY.

DISCUSSION

There was a quick discussion on the condition of the paving in the Haviland Street Lot. Mr. Shatz noted that there were a number of large holes in the upper decking. Mr. Alvord explained the asphalt patching is being pulled up by vehicles. Mr. Shatz suggested concrete patching. Mr. Alvord will look into it.

Monthly Financial Report

Ms. Hebert quickly reviewed the Financial Report. She said that the current positive cash is a good sign and hopes to place some of that money into a Capital Reserve Account for future repairs and projects.

Monthly Operation Report

Mr. DelMonaco stated that there has been an increase in parking at the Webster Street Lot since the rates were lowered. Mr. Federici passed around a recent news release that state that the Crown Theaters had been sold to a new company. The recent agreement between the Theaters and the City remains.

There was also a discussion regarding the Maritime Garage and the expected use by the Maritime Aquarium. The Aquarium attendance numbers have been decreasing over the last year. Concerns expressed by the Aquarium staff regarding the lease agreement between Virgin Atlantic and the Garage has been addressed. Mr. DelMonaco stated that he was not concerned that there would be a problem in terms of providing enough parking for the Aquarium visitors at the Garage.

Mr. DelMonaco also announced that a new Parking Enforcement Officer would be starting on November 20th.

A new pigeon deterrent system has been installed in the SONO train station garage. This involves recordings of hawk cries. It appears to be effective.

CAPITAL PROJECTS

Webster Parking Lot Phase II Reconfiguration Project

Ms. Hebert reported that this was almost completed. The only thing that remains to be done is the numbering of the reserved spots.

Yankee Doodle Garage Improvement Project

Ms. Hebert reported that the work on the stairwell towers and the roof has begun.

SoNo Lighting Under the Bridge Project

Ms. Hebert stated that the bonds are now in and the work will begin sometime after November 20th.

Old Police Lot

Ms. Hebert stated that the curbing had been taken down and there are now twenty more parking spaces around the triangle area. There was a discussion about using the area as a cab passenger loading lane. It was mentioned that many of the cabs use the lot as a dispatch center between calls. There may be a need for enforcement in the future,. This will be discussed with the owners of the cab company.

OTHER BUSINESS

Crown Theater Agreement

The agreement is still in progress.

Leases

St. Thomas Church School – ENRR Station

Some discussion is underway regarding the maintenance of the lot and the limit of the City's liability.

Virgin Atlantic Airways – Maritime Garage

The contract has not yet been signed.

New England Fashion and Design Association – SNRR Station

The contract has not yet been signed.

Proposed Operating Budget – Fiscal Year 2007-08

Ms. Hebert gave a quick overview of the proposed Operating Budget for the coming year. She reminded everyone that it would be a topic of discussion for the December meeting and that a public hearing needs to be scheduled no later than January 2007. Ms. Hebert distributed an updated spreadsheet for the Parking Authority members. There was a discussion about the allocation of some funds for legal expenses. Mr. Alvord commented that the Parking Authority needs a shorter turn around time on for opinions and contracts.

Ms. Hebert reviewed the reasons for creating a Capital Reserve account. Mr. Alvord explained that if the money was put into the Fund Reserve, it requires the approval of the BET, the Finance Board and the Common Council for use on any project.

Mr. Cavallo asked about the insurance issue. Mr. Alvord reviewed that situation with him.

Proposed Capital Improvement Projects – Fiscal Year 2007-08

Ms. Hebert stated that the tentative proposed projects for the upcoming year are the SONO Railroad Station Garage; the Webster Street Parking Lot Phase III project, the Yankee Doodle Garage, and the repair of the Maritime Garage doors. These projects will be set in priority order during the budget process.

Other

Next Parking Authority meeting: Wednesday, December 20, 2006/7:30 p.m., Public Works Conference Room

ADJOURNMENT

** CHAIRMAN MULVEHILL MOVED TO ADJOURN.
** THE MOTION PASSED UNANIMOUSLY.

The meeting adjourned at 9:40 p.m.

Respectfully submitted,

Sharon L. Soltes
Telesco Secretarial Services