PARKING AUTHORITY MINUTES

SEPTEMBER 27, 2006

ATTENDANCE: Stephen Bentkover, Vice Chair; John Federici, Burton Shatz, Victor Cavallo, Urban Mulvehill,Chairman (7:35 p.m.)

STAFF: Hal Alvord, Public Works Director, Kathryn Hebert, DPW Administrative Service Manager, Frank Del Monaco, LAZ Parking

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

CALL TO ORDER

Vice Chair Bentkover called the meeting to order at 7:28 p.m.

APPROVALS/ AUTHORIZATIONS

1. APPROVE THE MINUTES FROM THE JULY 26, 2006 MEETING.

The following corrections were noted:

Page 2, paragraph 4, line 2: please change “would be on the site of the old Smith Street.” to “would be on the site of the old Smith Street site.”

Chairman Mulvehill arrived at 7:35 p.m. and assumed the chairmanship of the meeting.

** MR. BENTKOVER MOVED THE APPROVE THE MINUTES OF THE JULY 26, 2006 MINUTES AS CORRECTED.
** THE MOTION PASSED UNANIMOUSLY.

2. APPROVE THE PROPOSED OPTION AGREEMENT BETWEEN THE CITY OF NORWALK AND THE REDEVELOPMENT AGENCY FOR THE SALE OF THE MAIN/HIGH MUNICIPAL PARKING LOT.

Mr. Sheehan introduced himself to the Parking Authority members and displayed an aerial photograph of the Wall Street area. Mr. Sheehan explained that in order to access State funds, the Redevelopment Agency needs to demonstrate control of the parcels involved in the project. By approving the Option Agreement, the Parking Authority will allow the parcel to be turned over to the Redevelopment Agency, which will in turn,

allow the parcel to be sold to the developer for the construction of a garage facility. The garage facility will be part of a 73 unit affordable housing project that will be constructed on that site. The developer has agreed to replace the current 92 public spaces in the lot with spaces in the proposed garage.

Mr. Sheehan also informed the Parking Authority that he had accompanied the Mayor on a trip to Washington, D.C., which included a federal earmark funding request in the amount of $500,00 for the repairs of the Yankee Doodle garage. He also briefly mentioned the proposed Isaac Street parking structure, which is still in the planning stages.

Mr. Bentkover expressed some strong concerns about giving up the current 92 spaces in the lot. Mr. Sheehan replied that the developer was working on acquiring the property adjacent to the High Street parking lot for construction of the North Walke project. The project will contain some townhouses, which will have their own individual parking, which will not be in the proposed garage, and include 73 units of one and two bedroom affordable housing, which will have parking in the proposed garage. The current retail space will be reduced from 16,000 square feet to 8,000 square feet for the mixed use project.

Chairman Mulvehill asked if the number of parking spaces will be in compliance with the Zoning Regulations. He stated that he was concerned that if Zoning did not approve the project, then the City would have lost the lot. Mr. Sheehan explained that the document being examined for approval was an option. If the State does not approve the project, then the option would not be exercised. Mr. Sheehan also explained that the current Zoning requires that for each one bedroom unit, there is one parking space allotted. For each two bedroom unit, 1.5 parking spaces are required. Mr. Sheehan reiterated that the Option agreement would simply formalize the City's commitment to the project.

A lengthy discussion followed regarding the number of parking spaces required by Zoning, and whether the proposed language in the option agreement would cover maintenance issues and clearly state the retention of the 91 public parking spaces. Mr. Sheehan directed the Authority member's attention to page one, paragraph 3 of the Option Agreement where it specifically states that 91 spaces would be retained for public parking. He also directed the Authority members attention to page 2, Item 6, paragraph 3, which specifically deals with the maintenance issues. Mr. Sheehan expressed his frustrations that the Parking Authority members had the lease agreement for a month along with the option of calling his office to discuss the various language contained in the agreement. He also stated that he was more than willing to have the language in the Option agreement adjusted to encompass the Parking Authority's concerns.

** MR. BENTKOVER MOVED TO APPROVE THE PROPOSED OPTION AGREEMENT BETWEEN THE CITY OF NORWALK AND THE REDEVELOPMENT AGENCY FOR THE SALE OF THE MAIN/HIGH MUNICIPAL PARKING LOT PENDING CHANGES SUGGESTED BY THE PARKING

AUTHORITY AND APPROVED BY CORPORATION COUNSEL.
** THE MOTION PASSED UNANIMOUSLY.

3. AUTHORIZE THE VICE CHAIRMAN OF THE PARKING AUTHORITY TO ACT ON BEHALF OF THE CHAIRMAN IN MATTERS OF ALL BUSINESS ACTIVITY.

It was noted that the Vice Chairman would be acting on behalf of the Parking Authority rather than just the Chairman. It was also noted that the remainder of the Authorizations should read “Chairman or Vice Chairman” on the remaining portion of the agenda.

** CHAIRMAN MULVEHILL MOVED TO APPROVE THE AUTHORIZATION OF THE VICE CHAIRMAN OF THE PARKING AUTHORITY TO ACT ON BEHALF OF THE AUTHORITY IN MATTERS OF ALL BUSINESS ACTIVITY.
** THE MOTION PASSED UNANIMOUSLY.

4. AUTHORIZE THE DIRECTOR OF PUBLIC WORKS TO ACT ON ALL PARKING AUTHORITY ADMINISTRATIVE MATTERS IN LIEU OF AN EXECUTIVE DIRECTOR AS PER THE ESTABLISHED ORDINANCE.

Chairman Mulvehill commented that the Parking Authority does not currently have an Executive Director.

** CHAIRMAN MULVEHILL MOVED TO APPROVE THE AUTHORIZATION OF THE DIRECTOR OF PUBLIC WORKS TO ACT ON ALL PARKING AUTHORITY ADMINISTRATIVE MATTERS IN LIEU OF AN EXECUTIVE DIRECTOR AS PER THE ESTABLISHED ORDINANCE.
** THE MOTION PASSED UNANIMOUSLY.

5. AUTHORIZE THE CHAIRMAN OF THE PARKING AUTHORITY, URBAN MULVEHILL, TO EXECUTE A LEASE AGREEMENT WITH VIRGIN ATLANTIC AIRWAYS, TO LEASE UP TO 40 MONTHLY PARKING PERMITS IN THE MARITIME GARAGE FOR A PERIOD OF 15 YEARS AT A RATE OF $65/MONTH PER PARKING PERMIT. AND TO PAY FOR THE USE OF UP TO 60 MONTHLY FLEXIBLE PARKING PERMITS FOR HOME WORKERS ON AN AS NEEDED BASIS.

Ms. Hebert briefly reviewed the terms of the agreement, which have not yet been drafted up by the Corporation Counsel’s office for forty parking permits and an additional 60 flexible parking permits. Mr. Bentkover noted that this would generate a monthly increase of $2,600 with the possibility of an additional $3,900 for the flexible permits. Chairman Mulvehill noted that the authorization needed to be adjusted to include the Vice Chairman.

** MR. BENTKOVER MOVED TO APPROVE THE AUTHORIZATION OF THE CHAIRMAN OF THE PARKING AUTHORITY, URBAN MULVEHILL, OR THE VICE CHAIRMAN, STEPHEN BENTKOVER, TO EXECUTE A LEASE

AGREEMENT WITH VIRGIN ATLANTIC AIRWAYS, TO LEASE UP TO 40 MONTHLY PARKING PERMITS IN THE MARITIME GARAGE FOR A PERIOD OF 15 YEARS AT A RATE OF $65/MONTH PER PARKING PERMIT. AND TO PAY FOR THE USE OF UP TO 60 MONTHLY FLEXIBLE PARKING PERMITS FOR HOME WORKERS ON AN AS NEEDED BASIS.
** THE MOTION PASSED UNANIMOUSLY.

6. AUTHORIZE THE CHAIRMAN OF THE PARKING AUTHORITY, URBAN MULVEHILL TO EXECUTE AN AGREEMENT WITH ST. THOMAS THE APOSTLE PARISH FOR USE OF THE PARKING LOT BEHIND THE CHURCH SCHOOL ON EAST AVENUE FOR AN ANNUAL LEASE RATE OF $5,000.

Ms. Hebert reviewed the terms of the agreement, which have not yet been drafted up by the Corporation Counsel's office for the rental of 105 parking spaces for commuter use behind the Church School building.

** MR. BENTKOVER MOVED TO APPROVE THE AUTHORIZATION OF THE CHAIRMAN OF THE PARKING AUTHORITY, URBAN MULVEHILL, OR THE VICE CHAIRMAN, STEPHEN BENTKOVER, TO EXECUTE AN AGREEMENT WITH ST. THOMAS THE APOSTLE PARISH FOR USE OF THE PARKING LOT BEHIND THE CHURCH SCHOOL ON EAST AVENUE FOR AN ANNUAL LEASE RATE OF $5,000.
** THE MOTION PASSED UNANIMOUSLY.

7. AUTHORIZE THE DIRECTOR OF PUBLIC WORKS TO ISSUE ORDERS ON CONTRACT TO NEW ENGLAND PAVING CO., FOR PROJECT NO. 4R 2005-3, PROPOSED BITUMINOUS CONCRETE PAVEMENT REPAIR, IN CONNECTION WITH THE PAVEMENT PROJECT ON THE EASTBOUND SIDE OF THE SOUTH NORWALK RAILROAD STATION, FOR A SUM AND PAYMENT NOT TO EXCEED #22,750. ACCOUNT NO. 21409B 5727

This change order came up in the period between the July Parking Authority meeting and the September one. Due to the time constraints, approval was given by Ms. Hebert to proceed. Chairman Mulvehill commented that when he had been down there, some curbing had been installed which blocked off a large section of the area. Ms. Hebert said that she would look into this matter.

** CHAIRMAN MULVEHILL MOVED TO APPROVE THE AUTHORIZATION OF THE DIRECTOR OF PUBLIC WORKS TO ISSUE ORDERS ON CONTRACT TO NEW ENGLAND PAVING CO., FOR PROJECT NO. 4R 2005-3, PROPOSED BITUMINOUS CONCRETE PAVEMENT REPAIR, IN CONNECTION WITH THE PAVEMENT PROJECT ON THE EASTBOUND SIDE OF THE SOUTH NORWALK RAILROAD STATION, FOR A SUM AND PAYMENT NOT TO EXCEED #22,750. ACCOUNT NO. 21409B 5727
** THE MOTION PASSED UNANIMOUSLY.

8. RESOLUTION: THAT CREATIVE OUTDOOR ADVERTISING OF AMERICA, INC., WILL INSTALL STREETSCAPING WASTE CONTAINERS IN VARIOUS PARK FACILITIES FOR THE PURPOSES OF PARKING FACILITY TRASH COLLECTION AND ANY ADVERTISING REVENUES ASSOCIATED WITH THESE TRASH CONTAINERS WILL BE EARMARKED TO THE PARKING AUTHORITY AS SPECIFIED IN THE AGREEMENT WITH THE CITY OF NORWALK.

Mr. Alvord reviewed the program briefly for the Authority members and informed them that he had called three different municipalities that already have the program in place. Mr. Alvord reported that each of the three municipalities that he had called was pleased with the program, which has been in place for over four years. When concerns were expressed about graffiti, Mr. Alvord commented that the municipalities contacted had told him that the company routinely checks the containers for damage and graffiti. Many times, before the municipalities were even aware of the damage, the company was already in the process of repairing or replacing the damaged components. Mr. Bentkover expressed concern about the type of advertising that might be used. Mr. Alvord explained that the ads are for all local businesses and that there are strict guidelines regarding alcohol, tobacco or provocative materials. When asked what the City's responsibility would be in this project, Mr. Alvord replied that the City would have no responsibility at all. The containers are maintained by the company and the ads are recruited by the company.

** CHAIRMAN MULVEHILL MOVED TO APPROVE THE RESOLUTION FOR CREATIVE OUTDOOR ADVERTISING OF AMERICA, INC., TO INSTALL STREETSCAPING WASTE CONTAINERS IN VARIOUS PARK FACILITIES FOR THE PURPOSES OF PARKING FACILITY TRASH COLLECTION AND ANY ADVERTISING REVENUES ASSOCIATED WITH THESE TRASH CONTAINERS WILL BE EARMARKED TO THE PARKING AUTHORITY AS SPECIFIED IN THE AGREEMENT WITH THE CITY OF NORWALK.
** THE MOTION PASSED UNANIMOUSLY.

DISCUSSION

9. MONTHLY FINANCIAL REPORT

Ms. Hebert reported that the permit revenues were higher in July and August of this year than revenues collected in 2005 during the same period. While this is only the first two months of the year, the increase is encouraging, however, she noted that we still need to be fiscally conservative through this FY.

10. MONTHLY OPERATION REPORT

Mr. Del Monaco reviewed his report for the Authority members. The use of the Maritime Garage was down during July and August, but Mr. Del Monaco feels that this was reflective of the decrease in events and activities at the Maritime Aquarium. The Webster

Street Lot was open during the SoNo Arts Festival and consequently, the numbers for August reflects that usage. At the South Norwalk Railroad Station, a number of vehicles were vandalized during the daylight hours recently, which were part of a city wide crime spree and not limited to the parking area alone.

11. CAPITAL PROJECTS

a. Webster Parking Lot Phase II Reconfiguration Project

Mr. Alvord reported that the project continues on. Ms. Hebert has secured sponsorship from Crown Theaters and 50 Washington Street Partnership for the Adopt-A-Spot landscaping areas in the newly reconfigured portions of the lot. There will be some asphalt capped areas, Mr. Alvord said, but those would be limited to the perimeter of the lot and are very small spaces.

b. Yankee Doodle Garage Improvement Project

Mr. Bentkover stated that he was pleased to hear that the Mayor had requested Federal earmark funds for the Yankee Doodle Garage. Ms. Hebert explained that it helped greatly to have the Redevelopment Agency involved in that project, as a simple request from the City would most likely have been rejected, but a request from the City and the Redevelopment Agency has a better chance of securing the funds.

c. SoNo Lighting Under the Bridge Project.

Mr. Alvord stated that a contractor has been chosen for the project and it should be underway soon.

12. OTHER BUSINESS

Ms. Hebert stated that Item A regarding the Crown Theater Agreement would take a significant portion of time, so she recommended that the Authority quickly review Item B. This was agreeable to all.

b. Leases

Fairfield County Bank Lease Agreement - Isaacs Parking Lot.

Ms. Hebert reported that the contract had been given to the Fairfield County Bank president for his signature.

South Norwalk Railroad Station

A lease proposal has been made for the old police substation at the South Norwalk Railroad Station by the New England Fashion Design Association. The proposal involves leasing the substation to the New England Fashion Design Association (NEFDA) for use

as a location for workshops, community outreach, fashion/design events and professional meetings and training events. NEFDA will need to fit out the interior for its programs and will pay a $2,000 month rent fee after the first six months. Chairman Mulvehill stated that Ms. Hebert should move forward with this project and the Parking Authority unanimously approved.

a. Crown Theater Agreement

Ms. Hebert reported that the Crown Theater has stated that they would like to return to their original LDA, which they believe gives their patrons free parking in perpetuity at the Webster Street Lot. There was a lengthy discussion regarding the exact wording of the original LDA, which the Parking Authority requested that Corporation Counsel give an opinion for the City. Chairman Mulvehill commented that the LDA did not state how long actually would allow free parking for movie patrons. He suggested that the City also needed to set a date for when the free parking for patrons would end.

There was a lengthy discussion regarding how to solve this problem and also how to deal with the fact that during the prepaid periods, the patrons resented being asked what their destination was. Suggestions regarding reducing the grace period or eliminating it entirely were discussed at length. Because of the number of take out facilities located on North Main Street, providing short term parking is a problem

RECESS

A recess was declared by Chairman Mulvehill at 10:20. The meeting reconvened at 10:25 p.m.

a. Crown Theater Agreement [Cont'd.]

** MR. BENTKOVER MOVED TO APPROVE A TWO DOLLAR FLAT RATE AFTER SIX P.M. AND A FIVE DOLLAR FLAT RATE AFTER 10 P.M. WITH PREPAID PARKING ON THURSDAY THROUGH SATURDAY EVENINGS, WITH NO GRACE PERIOD AFTER 6 P.M. AND A REDUCTION OF THE GRACE PERIOD TO FIFTEEN MINUTES BEFORE 6 P.M.
** THE MOTION FAILED WITH TWO IN FAVOR (BENTKOVER, FEDERICI) AND TWO AGAINST (MULVEHILL AND CAVALLO) AND ONE ABSTENTION (SHATZ).

** MR. CAVALLO MOVED TO APPROVE A TWO DOLLAR FLAT RATE AFTER SIX P.M. AND A FIVE DOLLAR FLAT RATE AFTER 10 P.M. WITH PREPAID PARKING ON THURSDAY THROUGH SATURDAY EVENINGS, AND A REDUCTION OF THE GRACE PERIOD TO FIFTEEN MINUTES, SUBJECT TO A PUBLIC HEARING SCHEDULED FOR THE NEXT PARKING AUTHORITY MEETING ON OCTOBER 25, 2006.
** THE MOTION PASSED UNANIMOUSLY.

Mr. Alvord said that he and Ms. Hebert would contact the Crown Theater and inform them of the changes.

c. Liberty Square Update

Ms. Hebert stated that she still needs to meet with the residents of Liberty Square.

d. Proposed Revenue Enhancements

Ms. Hebert directed the members attention to the document in their packet, which listed the current fines for Parking Violations and a listing of the proposed increases. Chairman Mulvehill instructed Ms. Hebert to include these increases in the public hearing that will be scheduled for the next Parking Authority Meeting.

e. Operational Changes

This issue was discussed earlier in the meeting.

f. Proposed Capital Improvement Projects

Ms. Hebert stated that as part of the Capital Improvement Budget, a request will be included for Phase 3 & 4 of Webster Street Parking Lot. This includes the trash receptacles and a third lane on Martin Luther King. The Budget Development process will be starting next month.

g. Other

There was no other additional business.
OTHER

13. Action on any item discussed herein.

There was no additional discussion of the items.

14. PUBLIC WORKS OPEN HOUSE - Saturday, September 30, 2006

Mr. Alvord quickly reviewed the details for the upcoming Public Works Open House. He stated that at 9:15 a.m. there would be an unveiling of a new street sign on South Smith Street, which is where, the Public Works Center is located. This has been designated by the Common Council as the Donald E. Scott Memorial Drive. Mr. Scott was an Public Works employee for forty years, who retired in March , 2004. He passed away in September of 2004.

15. Next Parking Authority Meeting: Wednesday, October 25, 2006.

ADJOURNMENT

** MR. BENTKOVER MOVED TO ADJOURN
** THE MOTION PASSED UNANIMOUSLY.

The meeting adjourned at 11:05 p.m.

Respectfully submitted

Sharon L. Soltes
Telesco Secretarial Service