

PARKING AUTHORITY MINUTES

July 24, 2002

ATTENDANCE: Urban Mulvehill, Chairman; Stephen Bentkover, Troy Jellerette, Amy Jimenez

STAFF: Kathryn Hebert, Connie Blair, Public Works

CALL TO ORDER

The Chairman opened the meeting at 8:00 p.m.

APPROVE THE MINTES OF JUNE 26, 2002

Page 2, paragraph 2, insert the following -- "The Chairman offered the observation that the lantern type lid evoked more the look of an airport control tower than a light house and suggested that something round, even more costly to build, might create more of the intended visual suggestion of a light house. He urged the design team and architect to give this some consideration."

**** MR. MULVEHILL MOVED APPROVAL OF THE JUNE 26, 2002, MINUTES WITH AN ADDITION.**

**** MOTION PASSED UNANIMOUSLY.**

DISCUSSION - MEMBER FACILITY REPORTS

Facility Tour

The Chairman considered the tour a success. Ms. Hebert stated that it was good to have the Authority view the lots. The Chairman suggested writing down each individual finding from the tour for review on a future meeting.

Mr. Bentkover stated the signage in Yankee Doodle is a problem. The person in the booth needs to be moved if there is money for that change.

The Chairman inquired if the cars take up more space than allocated by the dealers, what is the procedure.

Ms. Blair said as with Ritar Ford previously, they pay for a predetermined number of spaces. The daily count is to see if they are exceeding the number and how many actually are in the garage.

Ms. Jimenez asked about moving the gate. Ms. Blair said moving the gate is not practical because it has to be under a beam and the height on each floor changes. A van could not go through on certain levels if the gate were moved.

The Chairman asked for suggestions for signage in that garage and on the gate. Ms. Hebert and Ms. Blair stated an internal engineer did this previously and they could pull out the report.

Mr. Bentkover restated keeping the garage open one hour later on the weekend until 10:30 p.m. Mr. Bentkover said he spoke with the restaurant owners and they were in favor. It was suggested to check with other retailers in the area. The Chairman suggested asking for the input and Ms. Jimenez suggested getting their thoughts on a solution as well.

The Chairman asked the staff whether the fire department has a piece of equipment to open the gate or do they have a key. He asked that the staff confirm with both the Police and Fire Department exactly what access they have on record.

Mr. Bentkover said that there are permit and open parking spaces in the Wall Street parking lot. The desire is to have either all permit parking or the front permit parking and the rear two-hour parking.

Ms. Hebert suggested obtaining the maps from engineering department so that the Authority can add or delete items. She asked for feedback.

The Chairman asked why increase permit parking spots. Mr. Bentkover said the rear part of the lot is free parking. In Norwalk, the only permit lot is Main Street. Individuals can purchase permits to park in designated space.

The Chairman suggested contacting the Corporation Counsel to see whether the Authority has the ability to raise the rates without Council approval. Ms. Hebert said the understanding is that a rate increase would need Council approval. Ms. Jimenez noted that the rates are not necessarily changing but the spaces will be reallocated.

Mr. Jellerette said if the signage says permit parking it means people with a permit are guaranteed a spot.

Ms. Jimenez said the triangular section should remain 2-hour. The rear should be permit parking. Mr. Bentkover said in making the back leg permit parking would create an issue with the retailers and the banks. The people who are working in the building should park in Yankee Doodle which is free. Ms. Jimenez said the change needs to be fluid.

Ms. Hebert summarized that the idea is to increase the number of 2-hour parking spaces and whether people should purchase the permit for the reallocated spaces. Corporation Counsel will be consulted to see if the reallocation is possible without Common Council approval.

The Chairman agreed that moving the day workers into the garage was a good idea. Giving them a rate comparison and a choice might work. Ms. Jimenez suggested that some professional guidance might be needed. She also said that there will be a change in the future with the Marshall Street garage and the Authority may not want to spend a lot of energy on extensive changes at this time.

Ms. Hebert said there is a proposal that DPW has developed to change the parking lots and it will generate revenue.

Mr. Bentkover said the signage in the Leonard Street lot needs to be clarified. Ms. Blair stated that a time limit sign could be posted in the lot with regard to overnight parking like in South Norwalk.

Ms. Jimenez said that if a vehicle is longer than three days it should be ticketed and removed. Mr. Jellerette said that if they are taking up the spot all day, should be moved.

The Chairman said a prohibition for parking 24 hours needs to be addressed going forward.

Mr. Bentkover said Isaac Street could have part of the lot be "pay and display."

Signage at Parking Authority Operated Facilities

Ms. Hebert stated that an intern would conduct an inventory of signs by lot. The map would show what lot it is and where the signs are posted now. She encouraged the Authority members to make notes on where signs should be.

DISCUSSION - PARKING FEES

Evening fees at the Webster Street Parking Lot

Ms. Jimenez stated that queuing up to park and pay to drop off passengers is not a good idea for Webster for people sending their children to the movies.

Mr. Bentkover said there will be different times for the entry to the lot and the queuing will be ongoing.

Ms. Jimenez said that possibly an engineering study might be needed to see how to go in and out of Webster Street if the lot is changed to a pay lot.

Other Parking Fees

Ms. Hebert presented the proposed changes. The meter rates are now \$.25 per 20 minutes. To change the meters would be about \$10,000. The projected additional revenue is \$170,000.

The Chairman said if the City goes to "pay and display" the \$.75 per hour would be needed to pay for the equipment. Ms. Hebert stated it would require a pilot and a specific type lot. Ms. Blair said that "pay and display" would not work on the street, only in lots.

Mr. Bentkover said that to increase to \$.75 is high; \$.50 per hour might be a little more acceptable.

Ms. Hebert reminded the Authority that the Maritime Garage will break ground in September and this Authority will be working on a plan for it. The group may not want to over extend with the changes to the parking lots at the same time as the Maritime Garage responsibility.

The Chairman agreed to a point, but stated Webster Street is ripe for change now. The bulk of the lot should be used for pay to park in order to pick up the evening revenue.

Ms. Hebert said she would speak with the Mayor and the Chairman of the Public Works Committee about any proposed parking fee changes prior to presenting them to the Public Works and then final approval by the Council.

DISCUSSION-PARKING VIOLATION OPERATION

Amnesty Program and PR for DMV Registration Stop

Ms. Hebert distributed the parking package on the amnesty program. One was run in 1993 to 1994 and proved successful.

Mr. Mulvehill said that if an old car has unpaid tickets, the City does not contact the owner, but contacts DMV. When you go to DMV to register a new car then the old tickets show up. The old car may still be on the road, but no notification has been received.

Mr. Bentkover stated that the amnesty program is a great way to introduce the new Norwalk Parking Authority.

Ms. Hebert stated that it was very successful in 1993-1994. The staff will come back to the Authority with suggestions for the proposed flyer and announcement of the amnesty program.

Ms. Hebert reviewed the budget with the members to help them understand where the revenue received is generated. The Authority asked questioned as Ms. Hebert and Ms. Blair discussed the previous and current revenue.

The Authority members discussed the current fees for violations and overtime parking. For consistency Ms. Hebert suggested in the proposal increases of \$5 and \$10 over the current fee for each ticket. There is no increase proposed in the penalties. She stated that 50 percent of the people pay the initial fines. The Chairman suggested increasing the fee

for parking on the sidewalk to \$20.00. Mr. Jellerette stated it should be different for a residential area and business. The consensus was not to separate the fine, because the fine can be imposed every hour whether urban or rural.

Ms. Hebert will add "per day" for the fine for a car that is stored that has been towed to the storage area.

DISCUSSION - AUGUST MEETING

Status of Maritime Garage/Presentation by Spinnaker

This presentation was postponed to August.

FOR INFORMATIONAL PURPOSES

Mason's Rules of Order

Status Maritime Aquarium (schedule handout)

Pay and Display System

Sample logos from other Parking Authorities

Of Interest -- Article from "Parking Professional" Magazine

Operating Budget

The information items were distributed for reading only. There was no discussion.

ACTION ON ANY DISCUSSION ITEMS LISTED HEREIN

The Chairman suggested that a letter be sent to the Maritime Aquarium stating that the Authority would be happy to keep them informed and invite them to the monthly meetings. Ms. Hebert will send a letter under the Chairman's signature.

The next meeting will be held on August 28, 2002, at 8:00 p.m. at City Hall.

The Chairman adjourned the meeting at 10:00 p.m.

Respectfully submitted,

Alvina L. Richardson Decker
Telesco Secretarial Services