



CITY OF NORWALK  
PARKING AUTHORITY  
REGULAR MEETING  
June 20, 2017

ATTENDANCE: Richard Brescia, Chairman  
Mike Harden, Vice Chairman  
Jud Aley  
Tom Vetter

STAFF: Kathryn Hebert, Administrative Services Manager  
Dilene Byrd, Secretary

OTHERS: Stathis Manousos, LAZ Parking  
Rocky Legesse, LAZ Parking  
Christine Bradley, Library Director  
Alex Knopp, Chairman Library Board of Directors

**CALL TO ORDER**

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

**PUBLIC COMMENT**

Mr. Knopp thanked the Parking Authority and said the absence of parking has been an issue at the Norwalk Library for many years, and that they only have a handful of spaces for approximately 1000 customers per day at the central branch. He said that the programs are growing in popularity but because the absence of convenient parking is an issue especially for those that use the library the most which are senior citizens and families with young children. He said that due to the support of Mayor Rilling and the leadership of the Common Council they were able to negotiate some land opportunities with the land owner behind the library and the result is a six year lease for the parking area. He said that the agreement about parking is not just about parking per say but is also about the opportunity for expansion and modernization of the library as a whole, and it has been 35 years since it has been modernized or standardized in anyway, and all the other libraries in the surrounding communities have been modernized or expanded within the last decade. He also thanked Mr. Coppola for being a key partner in the negotiations.

**1. APPROVE THE MINUTES FROM THE PARKING AUTHORITY MEETING HELD ON WEDNESDAY, MAY 16, 2017.**

- \*\* MR. ALEY MOVED TO APPROVE THE MINUTES.**
- \*\* MR. HARDEN SECONDED THE MOTION.**
- \*\* THE MOTION PASSED UNANIMOUSLY.**

**2. PRESENTATION BY MARIO COPPOLA, CORPORATION COUNSEL - AUTHORIZE THE PARKING AUTHORITY TO ACCEPT INTO ITS EXISTING PARKING FACILITY INVENTORY THE NEW OFF-STREET PARKING TO BE LOCATED ON 11 BELDEN AVENUE (ADJACENT TO THE MAIN LIBRARY) AND LEASED BY THE CITY OF NORWALK FROM 587 CONNECTICUT AVENUE., LLC. – IN ORDER TO CONSTRUCT THE NECESSARY CAPITAL IMPROVEMENT THE PARKING AUTHORITY WILL BE RESPONSIBLE FOR THE COSTS OF THE PARKING LOT IMPROVEMENTS AND TO MANAGE AND OPERATE THE SAME FOR PARKING BY THE PUBLIC AND THE LIBRARY PATRONS**

Mr. Coppola spoke about the agreement between the city of Norwalk and the property owner and said that the goal is to develop a master plan for the entire area with parking being a major component and the Parking Authority key player of this plan. He said in the agreement the deadline to close in August 2017 but made a commitment to the property owner to try and close in July. He said that following this meeting he will be meeting with the Planning Commission to review the proposed capital expenditure, and then there is a joint public hearing scheduled for June 27, 2017, at 6:00PM, and that on July 10, 2017 the Board of Estimate and Taxation to vote of the capital expenditure, and on July 11, 2017, there will be a final vote of the Common Council. Mr. Vetter said in the actual agreement it speaks about a pending lawsuit between S&E Properties regarding parking rights and asked if that has been looked into. Mr. Coppola said “yes” and it will be resolved.

Mr. Brescia said that three proposals were put together and analyzed by the Engineering Department of Public Works. Ms. Hebert spoke about the options and recommended option 1 for the parking layout and operation. Once the agreement is approved by the Common Council, and until the Parking Authority and the Department of Public Works reconstructs the parking lot, the Parking Authority will put up temporary signs that say “temporary parking for library patrons only”.

**2A. AUTHORIZE THE PARKING AUTHORITY TO ACCEPT INTO ITS EXISTING INVENTORY THE NEW OFF-STREET PARKING LOT TO BE LOCATED AT 11 BELDEN AVENUE AND LEASED BY THE CITY FROM 587 CONNECTICUT AVENUE, LLC, IN ORDER TO CONSTRUCT THE NECESSARY CAPITAL IMPROVEMENTS AND TO OPERATE THE SAME FOR PARKING BY THE PUBLIC AND LIBRARY PATRONS.**

- \*\* MR. ALEY MOVED TO APPROVE THE ITEM.**
- \*\* MR. HARDEN SECONDED THE MOTION.**
- \*\* THE MOTION PASSED UNANIMOUSLY.**

**2B. APPROVE OPTION NUMBER ONE AS RECOMMENDED BY THE DEPARTMENT OF PUBLIC WORKS.**

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

**\*\* MR. ALEY SECONDED THE MOTION.**

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

**3. AUTHORIZE THE CHAIRMAN OR THE VICE CHAIRMAN OF THE PARKING AUTHORITY TO EXECUTE AN AGREEMENT WITH WALKER CONSULTANTS FOR THE DEVELOPMENT OF A PARKING CAPACITY STUDY AND CITYWIDE STRATEGIC PARKING PLAN, FOR A SUM NOT TO EXCEED \$200,000**  
**ACCOUNT NO. 21409J-5784**

Ms. Hebert said that a staff department working group was put together to review the proposals that came in on April 21, 2017, and that six proposals were received and were narrowed down to three consultants and that they were interviewed. She discussed the interviews and said that the reason that Walker Consulting was selected was there team was a better fit and there was more synergy within the team, and one of the things that was very important to the staff department working group was that whoever is selected for the parking study needs to work with the consultants from the planning of conservation and development study consultant, as well as the consultant that is working on the updates to the Redevelopment Agency's plan for Washington Street, South Main Street, Wall Street and West Avenue. She said that the study will take at least one year to complete and they will be looking at near term, midterm and long term parking planning. Mr. Aley said that there have been a lot of parking studies done over the past five years which is also being covered in this study. Ms. Hebert said that when the RFP was sent out it was linked to all of those studies and they will use those as a benchmark, and five years is a long time and things have changed. Mr. Harden suggested eminent domain to be part of the strategic plan as an option for the good of a larger plan. Ms. Hebert said that that will be considered in the plan.

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

**\*\* MR. VETTER SECONDED THE MOTION.**

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

**INFORMATION AND DISCUSSION**

**1. Chairman Report**

Mr. Brescia reported and said that they will continue to look at near term and long term solutions for some of the parking problems.

**2. Marking Plan**

Mr. Brescia reported and said that he and Ms. Hebert met with small working group representing the Wall and SONO districts for the marketing plan. Ms. Hebert provided an update and said that MaxExPR will be sending draft plan first week of July and expect the next meeting to show the plan to the group third week of July.

**3. Financial, Activity and Operating Reports**

Mr. Manousos reported and said that revenues are up 1% from prior month and 7% year to date, and expenses are up 35% for May and 3% year to date and is driven by the accrued expenses specifically for building repair and maintenance, and that an additional \$311,000 was spent on building repair maintenance year to date, and he expects that line item to be approximately \$1 million dollars by the end of the fiscal year, which is a significant increase of what is typically budgeted. Some of the increased repair and maintenance expenses are related to the costs associated with the East Norwalk Railroad Station temporary and the estimate for the library parking lot reconstruction. He said that transient activity is up 22.5% compared to last May, and permit activity is up over 2% and that 77% of revenue was collected through credit cards for May compared to 66% last year. He said that the Pay by Cell is up 90% activity revenue attributed to Pay by Cell up 80%. He said year to date transient activity is up almost 19% at all locations with the exception of Webster Lot and the South Norwalk Railroad Station due to the reopening of the Stamford Transportation Center.

**4. On Street Customer Courtesy Program**

Mr. Manousos discussed the Customer Courtesy Program and said that when a Parking Enforcement Officer sees an expired meter that rather than issuing a parking ticket they will leave a customer courtesy card along with a warning ticket. Mr. Legesse distributed the card.

**5. Capital Project Report**

**Haviland Deck**

Ms. Hebert said that the project has been completed and that the new LED lights have been installed and that a \$6,800 incentive rebate was received from SNEW

**Yankee Doodle Garage**

Ms. Hebert said that the installation of the elevator has been completed, and that the lighting project will begin on Monday and will be completed in July and she expects to do a press conference in the fall.

**South Norwalk Railroad Station**

Ms. Hebert said that the cupola project will be completed in July.

## **East Avenue Temporary Commuter Parking Lot**

Ms. Hebert said that the project has been completed. Mr. Legesse said that it is working well but that there are still empty spaces. Mr. Brescia asked if the lot can be used on the weekends for transient parkers. Mr. Legesse said “yes”. Mr. Brescia suggested that be included in the language on the signage.

### **6. Liberty Square**

Ms. Hebert reported and said that Public works will maintain until the lot is folded under the Parking Authority inventory into paid parking.

### **7. Other Business**

Mr. Manousos recommended that they perform an analysis of the parking violation operation. Mr. Harden asked if there is a map of the areas that the Parking Authority is responsible for and the hotspots. There was discussion ensued and it was decided that staff will work with GIS Analyst to create a map.

Mr. Brescia requested that a count hour by hour at the South Norwalk Railroad Station garage and lots after 6:00PM and on weekends. He also requested the total number of parking spaces at each facility be added to the report for the facilities where monthly permits are sold.

Mr. Hebert said that Mr. Harden would like to offer something to the Oyster Festival on behalf of the Parking Authority, and she had suggested that a discount be offered through Pay by Cell and not only would it benefit the attendees of the festival, but also the Parking Authority so that people will download the app. For future use.

**\*\* MR. HARDEN MOVED TO SUSPEND THE RULES**

**\*\* MR. ALEY SECONDED THE MOTION.**

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

**\*\* MR. VETTER MOVED TO OFFER THE SEAPORT ASSOCIATION A \$2 DISCOUNT DURING THE OYSTER FESTIVAL THROUGH THE PAY BY CELL APP AND A \$2 DISCOUNT AT THE MARITIME GARAGE WITH PROOF OF PAYMENT.**

**\*\* MR. ALEY SECONDED THE MOTION.**

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

Mr. Harden discussed the implementation of the ticket discount of \$5.00 if paid within 24 hours at the office, and said that it will begin on July 1, 2017.

Mr. Aley asked the status of doing a pilot/test program changing the on- street hours of operation in SONO from 8:00AM – 9:00AM on Washington Street and South and North Main Streets on the test program that he had recommended. There was discussion ensued and it was decided that since a grace period is already implemented for five to ten minutes that further evaluation is needed and the expenses to make any changes, and that research should also be done in other communities.

8. **Next Parking Authority Meeting: Wednesday, July 26, 2017, Maritime Garage, Parking Authority Offices, 11 North Water Street, 6:00PM.**

**ADJOURNMENT**

**\*\* MR. VETTER MOVED TO ADJOURN  
\*\* MR. HARDEN SECONDED THE MOTION.  
\*\* MOTION PASSED UNANIMOUSLY**

The meeting adjourned at 6:55PM