



CITY OF NORWALK
PARKING AUTHORITY
REGULAR MEETING
March 22, 2017
6:00 p.m.

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

STAFF: Kathryn Hebert, Administrative Services Manager
Bruce Chimento, Director, Public Works
Vanessa Valadares, Senior Engineer
Dilene Byrd, Secretary

OTHERS: Stathis Manousos, LAZ Parking
Steve Kleppin, Director, Planning and Zoning

CALL TO ORDER

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

PUBLIC COMMENT

No one from the public attended.

COLLABORATIVE SPEAKER

Mr. Brescia said that they have invited Mr. Kleppin because he thought it would be a good idea to hear what he and his predecessors are dealing with particularly as to what is being done at the Parking Authority, and what the Parking Authority should be alluded to for the future. Mr. Kleppin discussed the ongoing projects including the POCD and the TOD, and said that the biggest challenge is to determine future parking needs related to development projects regarding current zoning requirements. He said that Planning and Zoning is reviewing requests to reduce parking zoning requirements related to development projects and the districts, but are cautious about providing enough parking. He said that The Parking

Capacity study will help with these determinations. Ms. Hebert asked if the zoning requirements will be changed based on the studies. Mr. Kleppin said that outside of the TOD zone they are not looking at anything else, and will reevaluate things after the parking study has been completed. He said that the Redevelopment agency also has three studies that they are doing and that there will most likely be parking recommendations that come out of that. Mr. Brescia discussed the parking issue that will occur in the Wall Street area. Mr. Harden asked if there are any other projects on the horizon that they should be aware of. Mr. Kleppin said Head of the Harbor North, the continuance of Waypoint and possibly High Point.

NEW BUSINESS

1. APPROVE THE MINUTES FROM THE PARKING AUTHORITY MEETING HELD ON FEBRUARY 22, 2017.

**** MR. HARDEN MOVED TO APPROVE THE MINUTES.**

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

**** MOTION PASSED UNANIMOUSLY.**

2. AUTHORIZE THE CHAIRMAN OR THE VICE CHAIRMAN TO EXECUTE A LICENSE AGREEMENT WITH CREFII-SCC, LLC. AS OWNER THE SONO SOUTH (A.K.A. 50 WASHINGTON STREET BUILDING) FOR THE USE OF A PORTION OF THE WEBSTER STREET PARKING LOT FOR THE PLACEMENT OF A DUMPSTER TO SERVE THE ADJACENT PROPERTIES. THE AREA COVERED BY THE LICENSE AGREEMENT WILL ALSO INCLUDE ONE PARKING SPACE TO ENABLE THE DUMPSTER DOOR TO BE OPENED DURING COLLECTIONS. THE LICENSE AGREEMENT SHALL BE FOR 1 YEAR, RENEWABLE FOR (2) ADDITIONAL (1) YEAR TERMS WITH THE WRITTEN CONSENT OF THE NORWALK PARKING AUTHORITY, ACTING BY ITS CHAIRMAN. THE MONTHLY RATE FOR THE PARKING SPACE RELATED TO THIS PROJECT WILL BE THE PREVAILING RESERVED RATE.

Ms. Valadares presented the plan and said that the city/parking authority team met with Mike Oz, the owner and his team of SONO 50 last week to try and resolve the beautification of Webster Lot that he had proposed to do approximately three years ago. She gave an overview of the meeting said that they are requesting the use of a portion of the Webster Lot for the placement of a dumpster to serve the adjacent properties. She said that staff had contacted City Carting and they recommended adding two compactors, and the gate that would provide access to the compactors would not work on the original drawing, so some modifications had to be done. She said that the change of the layout is very minimal and that there is no easement, but that they will be losing one parking space because of the way that the gate opens. She said that there will be a license agreement and that they will only be given the space after the landscaping and all the improvements to the dumpster area have been completed. Ms. Hebert said that a license agreement will be signed by the parties and will outline liability and responsibility. Ms. Valadares said

that she highly recommends that this gets approved because there will be no liability on the part of the Parking Authority or the City related to the dumpster and parking space area and that the parking space will also generate revenue.

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

**** MR. HARDEN SECONDED THE MOTION.**

**** MOTION PASSED UNANIMOUSLY.**

INFORMATION AND DISCUSSION

1. CHAIRMAN REPORT

Mr. Harden and Mr. Aley reported on a number of possible areas of consideration for near term parking capacity opportunities that are essentially based as close to commuter parking areas that they could find. He presented the following 10 locations:

- Wells Fargo on East Main Street.
- The Locke parking building.
- The Mason building.
- The area on East Avenue off of exit 16.
- East Avenue @ Fitch Street.
- St. Mary's Church of West Avenue.
- SNEW Generation Station.
- Henry Street.
- 80 & 90 Water Street.

2. SONO PROGRAMS

Ms. Hebert presented the marketing and event concept for the SONO area in an effort to help activate the area and draw more people to the district. She said that the Parking Authority approved \$100,000 this fiscal year for parking programs, and that this project is to provide the management and sustainability to help market and activate the SoNo area which has been lacking and is necessary to be successful. She said that this type of program will require someone who has the business relationships and sponsorship experience as well as the event planning and management to implement the program, and that the Parking Authority would provide some seed money at the beginning as a financial partner with business participants and sponsorship, and that the goal is to ensure sustainability in a couple to a few years where the program can be self managing, and that if it works in the SONO area then it can be used as a model for the Wall and West Avenue districts. She said that the Redevelopment

Agency and the Parks and Recreation will be doing some improvements to the park area at 50 Washington Street and part of that will be to activate the park with events once the improvements have been completed, and the marketing and event type of program would tie activities at the park. She said that she met and received quotes from a few potential people and that she and Mr. Brescia met with Linda Cavanaugh, owner of MaxEx PR whose business focuses on hospitality, tourism and the restaurant industry and she had put together a program for SONO similar to what we are looking for approximately a year and half ago, but it fell short because all the necessary funding was not there to successfully implement the program. Mr. Brescia said that she can be the hands on management type person for this process. Mr. Harden said that every year the Parking Authority gives back to the community through this fund and that he does not want to lose that. Mr. Brescia said that it is being invested in this program so that it has a future. Ms. Hebert said that the proposal will be presented at the next Parking Authority meeting for approval and if approved she would like to implement events starting in June.

3. CAPACITY STUDY

Ms. Hebert reported and said that the special capital appropriation of \$200,000 from the fee in lieu of parking account was approved by the Common Council on March 20, 2017 for the capacity study an strategic parking plan citywide, and that the RFP was sent out to the public and that the City of Norwalk's purchasing department is managing the process. She said that the RFP has been posted on the city and the Parking Authority websites as well as professional parking and planning websites, and that the proposals are due back on April 21, 2017, and that the three to four top proposers will be interviewed and will ultimately select a firm for the agreement with the Parking Authority.

Mr. Brescia said that the Head of the Harbor developers will be sent the comments from the Parking Authority regarding the Main Street lot.

4. PARKING PROGRAMS

Mr. Brescia said that there is a plan in place for the alleyway and the park surrounding the SONO 50 building and the Webster Lot.

Mr. Harden suggested overhead lighting that's contiguous from Water Street to the Maritime Garage as a wayfinding project.

5. FINANCIAL REPORT

Mr. Manousos reported and said that revenue is up over 7% over budget, and year to date it is up almost 10% compared to the same period last year, and it is due to the rate increases, extended hours of operation and increased activity. He said that all locations as well as on street parking show increased revenues except for Maritime Garage and the East Norwalk Railroad Station. He said that the Maritime Garage revenues are lower due to the decrease in the rate; however, the transient activity has increased 4%, and that East Norwalk Railroad Station is related to a decrease in parking capacity. He reported on the expenses and said that overall they are favorable to budget and are down 4% year to date and are up slightly compared to the same time last year. Ms. Hebert said that the high fund balance is due to the fact that there are outstanding spring maintenance, customer service software system, snow and parking

program line item expenses that have not been paid out yet. She said that these will be paid and/or encumbered into the new fiscal year which will draw down the final fund balance. Mr. Brescia said that the Parking Authority needs to rethink the budget for next year to develop a budget that is more in line with actual expenses and revenues.

6. ACTIVITY REPORT

Mr. Brescia said that despite the rate increases, for the 8 months following the increases, visitor transactions increased by 22,000.

7. OPERATING REPORT

Mr. Manousos reported and said citation issuance and collection have shown some signs of stabilizing, and that the pay by cell activity continues to increase, and that the year to date activity is up is over 100% and that revenue is up over 90% compared to last year. He said that the average pay by cell transaction in the off street locations transaction in February was almost \$6.00 and for on street the average pay by cell transaction was \$2.82.

Mr. Manousos gave an update and a preview of the new customer service program and said that they have requested that the company come to the meeting next month to give a presentation.

8. CAPITAL PROJECT REPORT

Ms. Valadares reported on the status of the capital budget projects and said that the elevator at the Yankee Doodle Garage is to be inspected and functional by April. She said that that the garage will be power washed and are hoping to start in mid April, and that the outside lighting project lights are ordered and that the goal is to have them installed by mid to late May. She said that the cupula repair at the South Norwalk Railroad Station went out to bid and that it will be completed this spring.

Ms. Valadares said the East Norwalk Railroad Station temporary lot at Fitch Street will be closed to parkers and will be improved with completion in April and then open to commuters by May. There was discussion regarding liability and Mr. Brescia asked if there will be a fence around the lot after the construction is complete. Ms. Valadares said that is not currently in the plan but that she would look into that. Ms. Hebert said that they will sell permits specifically for this lot only and will treat it separate from the other East Norwalk Railroad Station lots, and the reason is due to when the State needs to take the lot for equipment staging for the East Avenue Bridge it will be more manageable to communicate to those parkers only.

Ms. Valadares said that there will be work on the Stroffolino Bridge in May and that it is a State project and she told them they cannot use the North Water Street lot because that is one of the busiest lots, and if they want to park there because it's convenient then they will have to pay either at the pay station or using

pay by cell. She said there will be a few nights where the bridge will be open, and the State will be sending her the schedule once they receive it from their contractor.

Ms. Valadares said that this year's capital monies were put to good use and that she will be putting together a spreadsheet to show the capital budget project budget and completions.

7. OTHER BUSINESS

No discussion

8. ADJOURNMENT

**** MR. ALEY MOVED TO ADJOURN**

**** MOTION PASSED UNANIMOUSLY**

The meeting adjourned at 8:10PM

**NEXT PARKING AUTHORITY MEETING: WEDNESDAY, APRIL 26, 2017,
MARITIME GARAGE, PARKING AUTHORITY OFFICES, 11 NORTH WATER
STREET, 6:00 P.M.**