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**PARKING AUTHORITY
REGULAR MEETING VIA ZOOM VIRTUAL VIDEOCONFERENCE
AND TELECONFERENCE
MAY 28, 2025**

- | | |
|--------------------|---|
| ATTENDANCE: | Matthew Seebeck, Vice Chairman
Jud Aley
Peter Fullam
Jessica Larche |
| STAFF | Bryan Lutz, Asst. Parking Director, TMP
James Travers, Director, TMP |
| OTHERS: | Rocky Legesse, LAZ Parking
Louis Henriques, LAZ Parking
Cara Hyder, LAZ Parking |

I. CALL TO ORDER

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

II. ROLL CALL

Mr. Seebeck called the roll, and those listed in the attendance were present.

A. INTRODUCTION OF COMMISSIONER JESSICA LARCHE

Mr. Seebeck welcomed Commissioner Larche as the newest member of the Parking Authority. She was sworn in last Wednesday and joins the board with a strong commitment to public service and a passion for enhancing the City of Norwalk. Her experience and fresh perspective will be valuable as the Parking Authority continues to advance the mission of providing accessible, efficient, and user-friendly parking solutions for the City of Norwalk.

III. ACCEPTANCE OF MINUTES

A. Regular Meeting: April 23, 2025

- ** MR. ALEY MOVED TO APPROVE THE MINUTES AS SUBMITTED.**
- ** MR. FULLAM SECONDED THE MOTION.**
- ** THE MOTION PASSED UNANIMOUSLY.**

IV. PUBLIC PARTICIPATION

Mr. Lutz read an email that he received from Larry and Carol Pellegrini as follows:

As you are aware, we have just received a notice that the Haviland Deck will be closed for upcoming renovations. I understand and accept that this needs to be done. I would like to bring to your attention, for consideration, the strong effect this will have on the limited parking on Washington Street and possibly the surrounding areas in SONO. With that said, I would like to recommend a temporary change to the three-hour parking time limit on our street. Can you consider changing back to the shorter parking time frame for quicker turnover of cars on the street during this time. Possible from one to two hours. I look forward to hearing back with your opinion. Thank you for your continued support.

Mr. Lutz said he reached out to her to clarify that the Haviland Deck will not be closed during the project and that parking spaces will be closed during the project but not at full closure.

V. REPORTS

A. ENGINEERING AND PROJECT REPORT

1. UPDATE: NPA 2025-01 REPAIRS AND IMPROVEMENTS AT HAVILAND PARKING DECK

Mr. Lutz provided an update and said there is an executed contract with GL Capasso, and they are looking to mobilize on the week of June 23, 2025. Continuous community outreach has been happening, which will be reinforced at the public meeting on June 5, 2025. The facility will remain open throughout the project with targeted space closures to address the repairs. Park Norwalk and the contractor will coordinate parking space closures similar to the Yankee Doodle Garage project. Permit holders will be allowed to park at the Maritime Garage during this project as an alternative area at no additional charge.

B. FINANCIAL AND OPERATING REPORT-LAZ

Mr. Lutz said he and Mr. Travers are working closely with LAZ to update the financial and operations report package presented during the RFP process. We are nearing the final product and would like to share it with the board before its implementation.

Mr. Legesse reported and said he is very excited to report that the revenue was strong in April and made \$108,000 in net income on a budget loss of \$5,700, and year to date, made \$635,000 on a budget of \$181,540, and is due to a combination of increased revenue and reduced expenses. There has been an increase in activity in the various buckets of revenue, but the major activity was transient activity. On the expense side, the major savings came from repairs and maintenance for the month.

Mr. Legesse reported on the variance report and said parking violation revenue was over budget for the month due to the revenue from the construction on West Avenue. On the expense side, snow removal was under budget, and building repairs and maintenance were also under budget due to the gate repair not yet being completed and some landscaping and electrical work that did not happen for the month.

Mr. Seebeck asked what the main driver is for the savings in security services on a year-to-date basis. Mr. Legesse said it is within budget for the month, but on a year-to-date

basis, we are seeing some savings due to repairing some cameras rather than replacing them.

Mr. Legesse said the 15-minute free parking usage is being updated and has seen a 10% increase for the month compared to the prior month.

Mr. Fullam said the free 15-minute parking option is obviously being used, which is great, and asked how the merchants are reacting to this. Mr. Legesse said most merchants were unaware of the free 15-minute parking, but LAZ and city staff have been educating them. Mr. Lutz said the continued increase in usage should be a good indicator that the businesses are getting the message out to the user. Mr. Fullam noted that many tickets were issued in the West Avenue area and asked if that had anything to do with them not understanding the free 15-minute parking. Mr. Travers said a tremendous number of contractors are working in the area, so this is typical when contractors are working there. He noted that a parking plan is required from the contractors for their workers. Still, some workers often want to park close to the work site and risk getting parking tickets for their convenience, which we argue is not in the best interest of the businesses.

Mr. Henriques reported on the operations and said that LAZ sponsored Derby Day as they did last year, which was a great event. Last week, we attended the Taste of SONO event, which was outstanding.

Ms. Hyder realized she had said there would be a complete presentation last month. Still, because of the timing of adding the public forum for next week, she wanted to hold off finalizing it to be sure we have as much information as possible to provide on what we feel are the strongest recommendations to implement first. Over the past month, we have been continuing with that outreach, and one big piece of feedback we have been receiving is that there is a language barrier, and they requested that the signage and materials be in Spanish. The plan is to put together several topics they would like to get some feedback on for the public forum, which will allow them to clarify what they have been receiving on a one-to-one basis. Following the forum, she will provide a full presentation for Mr. Travers and Mr. Lutz to review and share it with the board members before the next meeting, so there is time for them to review it and prepare any questions they may have.

VI. NEW BUSINESS

A. DISCUSS AND VOTE: ACQUISITION OF PARKING METER FOR WEST AVE. DEVELOPMENTS

Mr. Lutz said the recent developments on West Avenue between Butler and Orchard Streets have been added to the on-street parking inventory. Mr. Lutz provided a map of the area. The Traffic Authority has unanimously approved the plan, which includes metered parking on West Avenue, Orchard Street, and Butler Streets and time restrictions on Quincy Street. These parking spaces now fall under the Parking Authority's management. To effectively manage this new inventory, we must purchase at least six multi-space meters from Flowbird, which would be included in the Park Mobile app. He recommends that the board approve an order of eight multi-space meters, with two as backups and spares for potential future zones.

Mr. Seebeck said the Parking Authority will be getting the lot back on the west side of West Avenue and asked if there is a thought to make that a single zone. Mr. Lutz said it is currently on a four-hour time regulation, and most contractors working in the area are permit holders. So, once all of the developments are done, there may be an opportunity to do something different for that lot, and he has been searching for opportunities for EV chargers. Mr. Aley suggested that the lot be metered. Mr. Lutz said he believes once the developments get further along, they should have an alternate plan to present to the board to see how the regulations are. Mr. Seebeck said the four-hour time regulation was put into place so that they could ensure that a certain number of parking spaces were available to the art space across the street then had expanded it to permit parking for the construction to ease some of the parking issues on the side streets where there is still residential on-street parking, but agrees that that the board should work with Mr. Lutz on future plans for the lot. Mr. Lutz said he will present some recommendations at the July meeting.

**** MR. ALEY MOVED TO APPROVE THE PURCHASE OF EIGHT MULTI-SPACE METERS FROM FLOWBIRD IN THE AMOUNT OF \$44,200.00
** THE MOTION PASSED UNANIMOUSLY.**

B. DISCUSS: PUBLIC MEETING JUNE 5TH AT 5:00 PM AT CHEESE AND BREAD, 68 WASHINGTON STREET

Mr. Lutz said a public meeting will be held at Cheese and Bread at 68 Washington Street at 5:00 PM. Laz Parking will send invites alongside AGW Partners to make this a successful event. We want to hear from the businesses so that we can tailor parking solutions to their needs and also inform them of the best practices. The idea is to hold this public meeting in different neighborhoods throughout the year.

C. DISCUSS AND VOTE: 2026 PROJECTS

In the upcoming fiscal year, we will continue to enhance the customer experience through critical infrastructure improvements. Due to some unforeseen challenges, we were unable

to complete the replacement of the overhead gates at the South Norwalk Train Station and the Maritime Garage. To address this, he respectfully requests that the commission approve accruing \$215,000 from the current fiscal year's budget to fund this project in fiscal year 2025-26. The proposal estimates the cost of approximately \$200,000, with an additional \$15,000 for potential contingencies. To ensure fiscal responsibility, we propose accruing \$215,000 from the April fund balance, which is currently at \$635,865, with May and June still remaining.

**** MR. ALEY MOVED TO APPROVE MOVING THE APPROVED FUNDS IN THE AMOUNT OF \$215,000 FOR THE OVERHEAD GATES AT THE SOUTH NORWALK RAILROAD STATION FROM FISCAL YEAR 2025 TO 2026.**

**** MR. FULLAM SECONDED THE MOTION.**

**** THE MOTION PASSED UNANIMOUSLY.**

VII. OLD BUSINESS

A. UPDATE: CHAPTER 73A PARKING ORDINANCE CHANGE

Mr. Lutz said the ordinance for the Parking Authority has been updated and adopted by the Common Council. The updated ordinance reflects minor amendments such as updating the non-voting member from the Director of DPW to the Director of TMP, reflecting the city's current organizational structure. Some minor clarifications also emphasize ongoing compliance with future Freedom of Information Act amendments. He noted the addition of a new subsection that grants explicit authority to enforce city parking regulations and receive revenue from parking violations under Connecticut General Statute, sections 51 to 56A as amended. This strengthens the Norwalk Parking Authority's role in managing parking compliance and allows the authority to manage a residential parking program effectively. Previously, the Parking Authority could only enforce regulated areas. This opens the authority to be able to enforce citywide, to help police when they receive calls over parking concerns that we could easily handle, but importantly, to get a parking program up and running, there needs to be enforcement, and this will allow them to do that.

Mr. Aley said he has heard various residents request that the NPA implement a residential permit program, so he thinks it's a step in the right direction. Mr. Seebeck agreed and said he believes it is a worthwhile pursuit and looks forward to seeing what the staff presents.

B. DISCUSS: REGULATION UPDATE- "15-MIN. FREE OPTION

Mr. Lutz said the board recently instructed staff to find multiple avenues to get the free 15-minute option out; since then, we have run social ads and found a mobile solution that would work with the on-street meter functionality. He said that staff have found a solution to give mobile users a free 15-minute free transaction. Similar to Park Mobile, this will allow users to select the 15-minute free option, give users notifications when the

transaction is about to expire, and provide options to extend their stay. We are also working with the Snyder Group to get the free 15-minute social campaign blitz in action. The Park Norwalk on-street sign will replace the Park Mobile green sign, which allows mobile users that free 15-minute option and ads. These initiatives will be live in the upcoming month.

Mr. Aley asked if the app for the free 15-minute parking is a stand-alone app or if it integrates into Park Mobile. Mr. Lutz said it is separate from Park Mobile, but an app is not necessary; a QR code goes directly to the rates, but Park Mobile can be used in conjunction with this.

Mr. Lutz said next month's meeting, which will be on June 25, 2025, will be held in a hybrid format with an in-person option in the community room in the Yanke Doodle Garage.

VIII. ADJOURNMENT

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

**** MR. FULLAM SECONDED THE MOTION.**

**** THE MOTION PASSED UNANIMOUSLY.**

The meeting was adjourned at 7:05 PM.

Respectfully submitted,
Dilene Byrd