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**PARKING AUTHORITY
REGULAR MEETING VIA ZOOM VIRTUAL VIDEOCONFERENCE AND
TELECONFERENCE
SEPTEMBER 25, 2025**

ATTENDANCE: Eric Rains, Chairman
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; Kelly Tomlinson

I. CALL TO ORDER

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

II. ROLL CALL

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

III. ACCEPTANCE OF MINUTES

A. Special Meeting: July 24, 2025

- ** MR. SEEBECK MOVED TO APPROVE THE MINUTES AS SUBMITTED.**
- ** MS. LARCHE SECONDED THE MOTION.**
- ** THE MOTION PASSED UNANIMOUSLY.**

B. Special Meeting: August 27, 2025

- ** MR. SEEBECK MOVED TO APPROVE THE MINUTES AS SUBMITTED.**
- ** MS. LARCHE SECONDED THE MOTION.**
- ** THE MOTION PASSED UNANIMOUSLY.**

IV. PUBLIC PARTICIPATION

There was no public participation this evening.

- ** MR. SEEBECK MOVED TO SUSPEND THE RULES TO TAKE THE AGENDA OUT OF ORDER.**
- ** MR. FULLAM SECONDED THE MOTION.**
- ** THE MOTION PASSED UNANIMOUSLY.**

VI. NEW BUSINESS

- B. DISCUSS AND VOTE: NORWALK HEALTH DEPARTMENT- SUICIDE & CRISIS LIFELINE SIGNS**

Ms. Tomlinson said she is a Health Educator with the Norwalk Health Department and has submitted a letter of request to the Parking Authority to have suicide and crisis lifeline signage placed in Norwalk parking garages. She said there are signs that have been installed at the Yale parking garages. The Norwalk Health Department has received a grant from the Connecticut Department of Public Health for the CDC's comprehensive suicide prevention initiative. Over the past two years, they have been working intensively to bring in suicide prevention responses and initiatives into the city. Unfortunately, Norwalk was chosen to receive the grant due to the suicide rates, and it was not a grant that they had applied for; they had reached out to the Norwalk Health Department to partner in activities that would reduce risk factors for suicide while promoting protective factors around mental health and behavioral health. Prevention efforts that focus on protective changes of the environment, such as the installation of different signage to help promote seeking help and messages of hope, can really increase the likelihood of positive behavioral and health outcomes and have a great potential to prevent suicide, so they strongly feel that by placing lifeline signage highlights resources and messages of hope within our city's parking garages can be a positive and preventative message for those suffering from a mental health crisis as well as opening up the awareness and communication about it to reduce the stigma around seeking help.

Mr. Rains asked if the grant had been received yet. Ms. Tomlinson said, "Yes," they received it in 2022 and were just updated that it has been extended for one more year, so it will be available until August 2026.

Mr. Travers asked if there was a location that would be more beneficial. Ms. Tomlinson suggested the top floor, but she defers to the Parking Authority regarding where they believe the placement would be best, so that it doesn't interfere with visibility, etc. Mr. Rains asked that Ms. Tomlinson see where they have been placed in other parking facilities for guidance. Mr. Lutz said he could follow up with Ms. Tomlinson, as he has some contacts at the New Haven Parking Authority.

Ms. Larche asked if there would be any financial implications for the Parking Authority. Ms. Tomlinson said the Health Department has the signage and will just need to have it placed, so there would be no additional costs.

Mr. Aley asked how many signs there are. Ms. Tomlinson said she has 10 that the Parking Authority can use.

Mr. Rains said he would like some additional information about the decision-making process regarding where the signs should be placed and whether there are other groups that would want to post regarding other issues that this may raise.

Mr. Seebeck said he has had the district pleasure of working with Ms. Thomlinson on this grant and this is a very important thing for the Parking Authority to seriously consider as the request is coming from the city's health department and is backed by a grant, so does not think the Parking Authority needs to be concerned about this opening up other communication because this is a direct communication from a nationally recognized funded prevention helpline. This is a means of averting crisis and risk for others.

**** MR. ALEY MOVED TO APPROVE ACCEPTING 10 SIGNS SUICIDE & CRISIS LIFELINE SIGNS.**

**** MR. SEEBECK SECONDED THE MOTION.**

**** THE MOTION PASSED UNANIMOUSLY.**

V. REPORTS

A. ENGINEERING

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

Mr. Lutz shared photos and provided an update, stating that the project began on July 28th and is addressing many of the critical infrastructure issues. The contractor has been working diligently to restore the concrete over the past few weeks. To minimize the disruption, the project was phased to maintain partial usage of the deck. However, repairs to the entry and exit plaza required a full closure, as there was no feasible alternative allowed for partial access during that phase. There was extensive outreach to local businesses, and the majority of businesses on Washington Street preferred scheduling the closure before Labor Day. As a result, the deck was closed on August 25th and reopened on September 1st at 12:00 PM. Staff appreciated the community's cooperation and remain committed to completing this project efficiently while prioritizing safety and accessibility.

Mr. Travers said that Mr. Lutz, along with LAZ staff, did an amazing job with the outreach to the businesses to find the closure time, while it is impossible to find a date that the deck could be closed that satisfies everyone, and had someone who was vocal about the closure, but reiterated that the closure was not due to painting but was for concrete repairs which if where not done the deck would fall down. The fact that these types of repairs are being found confirms the condition surveys that were conducted, as they identified the problem. This will ensure that the parking deck can withstand the test of time.

2. UPDATE: NPA2024-02 AESTHETIC ENHANCEMENTS AT YANKEE DOODLE GARAGE (PAINTING & SELECTIVE DEMO)

Mr. Lutz provided an update, stating that the contract with Gilberto and Sons has been fully executed. The project is scheduled to commence next week, and community outreach efforts have already begun. They will discuss the next phase of this project as well as the concrete repairs that will begin shortly.

Mr. Rains asked if this phase would be done by the December holidays. Mr. Lutz said he will know more when he meets with the contractor tomorrow.

Mr. Travers said he stood in for Mr. Lutz at the last Wall Street community meeting, and it was fairly well attended. He provided them with updates to the Wall Street project as well as Mr. Lutz's update regarding the garage. The local community is interested and appreciative of the financial contributions to the facilities in their neighborhood.

B. FINANCIAL AND OPERATING REPORT-LAZ

Mr. Legesse reported and said parking revenue was under budget by 6% for the month and 4.6% year to date. The underperformers primarily came from the SONO locations, specifically the Maritime Garage, Haviland Deck, and Webster Lot. On the positive side, the revenue generated from the decline in transient activity was offset by savings on expenses, resulting in a net operating fund balance that exceeded the budget for both the month and year-to-date.

Mr. Legesse stated that parking violations are under budget for the month and year to date, primarily due to increased compliance in the SONO, Wall Street, and West Avenue areas, as well as a decline in construction activity in the West Avenue area.

Mr. Legesse reported on the variance report and stated that there were variances for payroll and related expenses, building repair and maintenance, snow removal, utility expenses, and equipment expenses, all of which were under budget. Mr. Lutz said the vehicles will be purchased in the next couple of weeks.

Mr. Legesse reported on the free 15-minute parking usage and stated that there has been a 3% increase from July, as well as a 26% increase over the past six months, indicating a positive trend in usage across all on-street parking spaces.

Mr. Lutz said they were contacted by some high school seniors from Mamaroneck High School regarding the free 15-minute operation. They were working on a project examining the effects of this initiative in a city and noted that Norwalk is the only city

offering it, which is leading others to explore whether they can implement it in their own cities.

Mr. Rains asked if Park Mobile could provide reports on the usage of the app by zone. Mr. Legesse said, “Yes,” that it can be tracked by the Park Mobile report.

VI. NEW BUSINESS

A. DISCUSS: CHAIRMAN’S LETTER TO THE EDITOR

Mr. Rains said he sent the letter that he, Mr. Lutz, and Mr. Travers had written to the members of the Parking Authority, which was also submitted to the Norwalk Hour and Nancy on Norwalk, and asked the committee for their thoughts.

Mr. Lutz stated that TMP produces an end-of-the-year report and suggested that the Parking Authority create a similar report to be sent to the public, published on an annual basis at a high level, to keep people informed about the Park Norwalk business.

Mr. Travers said it is important to remember that the Parking Authority has an obligation to let people know what they are doing and has done a fairly good job on getting the word out to local parts of the community where the work is affected, and has spoken on a number of occasions about getting additional specific resources to discuss marketing and suggested hiring someone to do direct outreach and assist with social media ad’s. Mr. Rains agreed and said that sending a letter annually makes a lot of sense. He said that consistent messaging directly related to Park Norwalk would go a long way in getting the message out and would be worth discussing, using some of the money that the Parking Authority has allocated for efforts like this. Mr. Travers suggested including a standing item on the agenda regarding public relations and outreach for that month.

VII. OLD BUSINESS

A. UPDATE: SNRR LEASE (TACOS 203 GRAND OPENING)

Mr. Rains said the grand opening was well attended.

B. UPDATE: PROPOSED RESIDENTIAL PARKING PROGRAM ORDINANCE

Mr. Lutz provided an update, stating that the Ordinance Committee of the Common Council will hold a public meeting on October 21st at 7:00 PM to discuss the Residential Parking Program Ordinance.

VIII. ADJOURNMENT

- ** MR. SEEBECK MOVED TO ADJOURN.**
- ** MS. LANCHE SECONDED THE MOTION.**
- ** THE MOTION PASSED UNANIMOUSLY.**

The meeting was adjourned at 6:55 PM.

Respectfully submitted,
Dilene Byrd