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Members of the public who wish to provide public comment are encouraged to submit those via e-mail in advance of the meeting. For these comments to be read into the record, they should be submitted at least three hours in advance of the meeting start time. Please email Brian Lutz blutz@norwalkct.gov to provide written comment prior to the meeting.

**PARKING AUTHORITY
REGULAR MEETING VIA ZOOM VIRTUAL VIDEOCONFERENCE AND
TELECONFERENCE
AUGUST 27, 2025**

- ATTENDANCE:** Matthew Seebeck, Vice Chairman
Jud Aley
Peter Fullam
- STAFF** Bryan Lutz, Asst. Parking Director, TMP
- OTHERS:** Rocky Legesse, LAZ Parking

I. CALL TO ORDER

Mr. Seebeck called the meeting to order at 6:05 PM.

II. ROLL CALL

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

III. ACCEPTANCE OF MINUTES

A. Regular Meeting: July 24, 2025

The approval of the minutes was tabled due to a lack of a quorum.

IV. PUBLIC PARTICIPATION

There was no public participation this evening.

V. REPORTS

A. DISCUSS: PROPOSED RESIDENTIAL PARKING PROGRAM ORDINANCE

Mr. Lutz said the need for a Residential Parking Permit Program has been a recurring topic among residents for over ten years. The proposed Residential Parking Program ordinance addresses a critical issue in Norwalk's densely populated areas, where motor vehicles, congestion, and long-term parking by non-residents have strained the residential parking ability. The ordinance is outlined in the agenda packet and will empower Park Norwalk to develop and implement a Residential Parking Program (RPP) to mitigate these challenges. The ordinance follows a state legislative change that allows the Parking Authority to effectively address residential parking needs. The proposed ordinance guideline section empowers the Norwalk Parking Authority to take a leading role in establishing and managing the RPP. Under this framework, the Parking Authority is tasked with developing comprehensive guidelines and standards that outline the program's process, procedures, criteria, goals, roles, and requirements. These guidelines can be amended as needed to adapt to changing circumstances, ensuring the program's long-term effectiveness. To promote transparency and community involvement, the initial guidelines must undergo a 30-day public comment period followed by a public hearing before the Parking Authority. This process allows residents, stakeholders, and board members to provide input, fostering a collaborative approach to program design. Once approved, the guidelines will be made publicly accessible on the City of Norwalk's website, at the Parking Authority Office, and through the Traffic, Mobility, and Parking Office, ensuring widespread access for all interested parties. This section positions the Parking Authority as an essential entity for creating a fair, efficient, and resident-focused RPP that aligns with the broader ordinance goals by reducing congestion and prioritizing local parking access.

Mr. Lutz stated that he and Mr. Travers will present recommendations to the Parking Authority at the next meeting to further guide the development of the program's alignment and ensure alignment with community needs and the Parking Authority's objectives.

Mr. Seebeck asked if the Ordinance Committee had made a specification or recommendation on a timeline to complete this initial process. Mr. Lutz said "Yes," and the goal is to schedule a public hearing at their October meeting. Mr. Seebeck asked if the Ordinance Committee had requested a timeline from the Parking Authority for the initial proposal. Mr. Lutz said, "No," but he would like the Parking Authority to push for this to be done before the spring of next year.

Mr. Aley and Mr. Fullam agreed that the RPP is long overdue and is a good idea for the residents.

Mr. Lutz said that after the Parking Authority has had a chance to review the RPP, if there are any concerns, they should email them to him so that he can bring those concerns to the attention of the Ordinance Committee.

Mr. Seebeck said he believes the Parking Authority is in support of working through this, but asked what this would do to the contract with LAZ Parking. Mr. Lutz said he is unsure but will look into it to see if it affects the current contract and whether they can continue to function under it. Mr. Seebeck stated that whatever the issue is, it should not hinder the Parking Authority's continued support for this program. Mr. Legesse said he does not think this will be an added responsibility for LAZ, aside from the need for additional staff. However, contractually, this will not affect the partnership with the Parking Authority. Mr. Seebeck suggested that Mr. Lutz review the scope and ensure that Corporation Council, as well as the team at City Hall, are involved if any changes are needed to protect both the Parking Authority and the contractor.

B. DISCUSS AND VOTE: TACOS 203 (SNRR TENANT) LEASE REQUEST

Mr. Lutz said Adrian Hurtado, who is the newest tenant, is requesting an additional rent-free month. In the initial agreement, he was given three months' rent free for his build-out, but he was unable to complete it in that time period. The major delay was caused by a lack of a gas line into the space. Lobster Craft had used exterior propane tanks, which were eliminated with the upcoming streetscape project.

Mr. Aley asked what the monthly rent cost was. Mr. Legesse said \$1,830.

Mr. Seebeck asked if there is a full gas line to the space now. Mr. Lutz said, "Yes," and explained that there is an existing line at the south end of the station, which he needed to pipe through to his space. Mr. Aley asked if he had paid for bringing the gas line into his space. Mr. Lutz said "No". Mr. Aley suggested splitting the difference.

Mr. Seebeck asked if this request had been made by the tenant. Mr. Lutz stated that during the leasing process, it was understood that the propane tanks would be present for Mr. Hurtado. However, with the elimination of the propane tanks, he required gas to be brought into the space to operate the kitchen. Mr. Seebeck stated that the lease was not amended to change the terms, and, independent of their real estate contract, they agreed to modify the method of determining the utility as part of the delivery condition. Mr. Lutz said, "Yes," that is safe to say. Mr. Aley stated that the delay was not the tenant's fault. Mr. Lutz said "No," and it held up his inspection. Mr. Aley said that because the propane tanks were pulled out, which created this situation, he would be inclined to give him the extra month rent-free. Mr. Fullam said he agrees with Mr. Aley.

**** MR. FULLAM MOVED TO APPROVE GRANTING ONE ADDITIONAL RENT-FREE MONTH IN THE AMOUNT OF \$1,830 DUE TO THE REMOVAL OF THE EXISTING PROPANE TANKS AND TO RUN A NEW GAS LINE.**

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

**** THE MOTION PASSED UNANIMOUSLY.**

Mr. Lutz said a ribbon-cutting ceremony will be held tomorrow at 3:00 PM at the New Haven-bound side of the train station, in front of his restaurant.

VI. ADJOURNMENT

**** MR. ALLEY MOVED TO ADJOURN.**

**** MS. FULLAM SECONDED THE MOTION.**

**** THE MOTION PASSED UNANIMOUSLY.**

The meeting was adjourned at 6:30 PM.

Respectfully submitted,
Dilene Byrd