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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
FEBRUARY 26, 2025**

- ATTENDANCE:**

Eric Rains, Chairman
Jud Aley
Peter Fullam
- STAFF**

Bryan Lutz, Asst. Parking Director, TMP
- OTHERS:**

Rocky Legesse, LAZ Parking

I. CALL TO ORDER

Mr. Rains called the meeting to order at 6:08 PM.

II. ROLL CALL

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

IV. PUBLIC PARTICIPATION

There were no public comments this evening.

V. REPORTS

A. ENGINEERING AN PROJECT REPORT

1. NPA 2024-02 AESTHETIC ENHANCEMENTS AT THE YDG

Mr. Lutz provided an update on the aesthetic enhancements at the Yankee Doodle Garage and said, as a reminder, the project was rebid last December and received only one bid. After analyzing that bid, they are not recommending moving forward with that party but instead are proposing a phased approach to the project. Currently, they are collaborating with THA, the design and architectural team, to prepare the project for that phased approach. The THA team is preparing documents for painting, which they plan on doing as phase I and phase II will address the project's metalwork and lighting aspects. Once the documents are finalized, they can proceed with the bidding process again. He will update the commission as the project progresses. Mr. Rains asked if there was a target timeline. Mr. Lutz said that THA informed him that the painting should only take over a week to finish, and if that is the case, he can have the other work out to bid before the next meeting.

2. NP 2025-01 REPAIRS AND IMPROVEMENTS AT HAVILAND PARKING DECK

Mr. Lutz provided an update on the repairs and improvements at the Haviland Parking Deck. He said the project went out to bid earlier this month, and the bid opening took place on Monday. They received four bids, which they are assessing and will present their recommendations next month.

B. FINANCIAL AND OPERATING REPORT-LAZ

Mr. Legesse reported on the financial and operating report and said January was very successful. Total revenue exceeded the budget by 3%, and total expenses came under budget by 12%, resulting in a positive \$54,000 fund balance on a budgeted loss of \$31,000 for the month.

Mr. Legesse said the transient parking was over budget for the month, and the leading performers were the South Norwalk Train Station and East Norwalk Train Station parking facilities. The loss at the Maritime Garage, Haviland Deck, and North Water Street lot offset the gain at these two facilities. He said the Wall Street facilities, which include the Wall Street lot, the Main Street lot, and the Yankee Doodle Garage, all overperformed.

Mr. Legesse said the monthly meter revenue was slightly over budget and noticed increased activity in all city areas. Still, the outperformers were the West Avenue and SONO areas. Monthly revenue was also over budget, and the major performers were the South Norwalk Garage, the Yankee Doodle Garage, and the Webster Lot. The YMCA lot was also overperforming, but did not receive the revenue for January and February for the usage of the parking lot until today. Still, it will be reported in next month's revenue. Parking violations are also over budget for the month due to the aged balance collection coupled with increased citation activity in the areas that have seen increased activity, mainly Haviland Street, Webster Lot, and the East Norwalk Railroad, which is managed and owned by Spinnaker. Expenses for the month were under budget, and the major savings came from building repairs and maintenance, operating expenses, snow removal, and security services. He emphasized that the savings from the building repairs and maintenance will be used for the overhead gate repairs at the South Norwalk and Maritime Garage.

Mr. Legesse reported on the variances, which included operating expenses, building repairs and maintenance, snow removal, service contracts, security services, and vehicle expenses. All were under budget except for the vehicle expenses.

Mr. Legesse reported on the operations report and noted that on-street activity increased in January even compared to prior years and mainly comes from the SONO and West Avenue areas. He said they also see increased activity in Pay-by-Cell, mainly in SONO's off-street and on-street facilities.

VII. OLD BUSINESS

A. UPDATE: SNRR RESTROOM RENOVATION

Mr. Lutz provided an update on the South Norwalk Railroad Station renovation. He said there was a delay due to an ADA compliance issue, but it has been rectified, and the facilities have been open for just over a week. Mr. Lutz shared before-and-after photos.

B. UPDATE: ON-STREET 15 MINUTE FREE ROLL OUT

Mr. Lutz provided an update on the on-street 15 minutes free roll out and said, as stated at the last meeting, they have successfully launched the 15-minute free option citywide and did a full core press on the outreach, so the public was aware. The staff went out in force handing out posters and flyers to the local businesses in anticipation of the change. There was also a successful social media post on the front page of the Norwalk Hour, which over 32,000 people saw, and there was much traffic on the website. An email blast also went out to 147 users, 150 were delivered, and 36% opened the email. He said it was a good campaign and could be done again in the future if needed.

Mr. Alej joined the meeting at 6:25 PM.

III. ACCEPTANCE OF MINUTES

A. REGULAR MEETING: JANUARY 22, 2025

**** MR. FULLAM MOVED TO APPROVE THE MINUTES AS SUBMITTED.**

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

**** THE MOTION PASSED UNANIMOUSLY.**

VI. NEW BUSINESS

A. DISCUSS AND VOTE: POTENTIAL SNRR RETAIL TENANT

Mr. Lutz said they have been going through potential tenants for space at the South Norwalk Railroad Station and Adrien Herado of Taco's Please LLC is interested in leasing the space and is a Norwalk resident and currently operates the Taco Guy restaurant and food truck on Wall Street and is looking to start an authentic taco spot called Carnitas Michoacan that space to serve commuters in the neighborhood. He said there is also another party interested in space. Still, they recommend Adrien's proposal as he is a local resident with a successful restaurant, and his vision of the space is exciting.

Mr. Aley asked what food the other party was interested in serving. Mr. Lutz provided background information on the other party. He said they currently operate Brick Oven on Main Street in Bridgeport and wanted to add a brick oven to the space and have a pizzeria.

Mr. Lutz provided an overview of renting city space and said that once the Parking Authority approves it, it must go to the Land Use and Building Management Committee to vote for a public hearing. If that is successful, it will go to the Planning & Zoning Committee for a referral and then to the Common Council for approval.

**** MR. ALEY MOVED TO APPROVE TO START THE PROCESS TO LEASE THE RESTAURANT SPACE AT THE SONO TRAIN STATION ON THE NEW HAVEN BOUND SIDE TO CARNITAS MICHOACAN.**

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

**** THE MOTION PASSED UNANIMOUSLY.**

B. DISCUSS AND VOTE: CONDITIONS ASSESSMENT PROCEDURES

Mr. Lutz said parking garages are vital infrastructures that require regular condition assessments to ensure safety, functionality, and longevity. A comprehensive assessment typically involves a detailed inspection of structural elements, mechanical systems, and safety features. The findings from these assessments are documented in a report highlighting immediate repairs needed and recommending maintenance schedules by addressing issues proactively, as assessments help to extend the lifespan of parking garages to ensure they remain safe and functional for users. Our last assessment was done in 2022, and we recommend a procedure that makes these assessments part of the standard operating procedures that the authority follows. If approved, he will bring a proposal that outlines best practices and operational costs to the next meeting for a vote. He said he uses the 2022 assessment extensively when doing projects.

Mr. Rains asked how often a condition assessment is typically done. Mr. Lutz said that based on his initial research, every other year should be sufficient, but there should be some flexibility in case a severe problem is identified in one of the years.

Mr. Aley asked if another vendor besides Desmond Associates was under consideration. Mr. Lutz said “yes” and that he has also reached out to THA and is looking for a reliable third firm to rely on. However, Desmond is a highly reputable structural firm for parking garages.

**** MR. FULLAM MOVED TO APPROVE TO HAVE MR. LUTZ PROCEED WITH RECOMMENDATIONS ON AN ANNUAL OR SEMI-ANNUAL BASIS OR HOW HE SEES FIT.**

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

**** THE MOTION PASSED UNANIMOUSLY.**

VIII. ADJOURNMENT

**** MR. FULLAM MOVED TO ADJOURN.**

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

**** THE MOTION PASSED UNANIMOUSLY.**

The meeting was adjourned at 6:42 PM.

Respectfully submitted,

Dilene Byrd