



REGULAR MEETING – ORDINANCE COMMITTEE AGENDA

FEBRUARY 17, 2026, 7:00 PM
BY ZOOM VIRTUAL MEETING

To allow public access, anyone may access a meeting by telephone and/or Zoom, or a recording in the City of Norwalk YouTube channel. Specific instructions and links can be found at norwalkct.gov/meetings.



Members of the public may call in to participate. Callers will not be able to see the meeting participants. All participants will be muted upon entering the meeting. To speak, dial *9 on the phone and you will be called on by the host of the meeting during the public comment section. All speakers must state their name and address. Comments must be on a topic on the agenda, and are limited to three minutes. Anyone disrupting the orderly conduct of the meeting, including by using threatening, hateful, or sexually-explicit language, will be removed. Please find the information using the link above.



Members of the public who wish to provide "live comments" may also use the Zoom meeting platform. All participants will be muted upon entering the meeting. To speak, click the "raise your hand indicator" and you will be called by the host of the meeting during the public comment section. All speakers must state their name and address. Comments must be on a topic on the agenda, and are limited to three minutes. Anyone disrupting the orderly conduct of the meeting, including by using threatening, hateful, or sexually-explicit language, will be removed. Please find the information using the link above.



Members of the public who wish to provide public comment are encouraged to submit those via email in advance of the meeting. For these comments to be included into the record, they must be submitted by 12:00 p.m. the day of the meeting. Please email Brian Candela at bcandela@norwalkct.gov with the subject line "Public Comment" to provide written public comment prior to the meeting.

I. **CALL TO ORDER**

II. **ROLL CALL**

III. **PUBLIC HEARING**

- A. Discuss and vote on Chapter 33A (Complete Streets), Section 33A-8 (Exceptions)
- B. Discuss and vote on Chapter 29 (Cannabis), Section 29-6 (Enforcement; fines/citation; hearing; report)
- C. Discuss and vote on Chapter 112A (Vape Shops), Section 112A-13 (Penalties)

IV. **PUBLIC HEARING DISCUSSION**

V. **PUBLIC COMMENT**

VI. **ACCEPTANCE OF MINUTES**

- A. Discuss and Vote on minutes from the regular meeting of the ordinance committee dated January 20, 2026

VII. OLD BUSINESS

VIII. NEW BUSINESS

- A. Discuss and vote on new ordinance: City Council member being appointed as ex officio member of the Board of Estimate and Taxation
- B. Discuss and vote on new ordinance: Financial Disclosures and Impact of Ordinances

IX. DISCUSSION

X. ADJOURNMENT

Legal Notice of Public Hearing

Notice is hereby given that the City Council Ordinance Committee will hold a Public Hearing on Tuesday, February 17, 2026 at 7:00 p.m. by way of videoconference/teleconference for the purpose of discussing and voting on Chapter 33A, Complete Streets, Section 33A-8. Please check the Ordinance Committee agenda for additional details and instructions about how to attend this Public Hearing by way of videoconference/teleconference. The Ordinance Committee agenda will be posted on the City website by February 13, 2026.

§ 33A-8. Exceptions.

- A. An exception is required when a project is 1) unable to meet a requirement in the Design Guide or 2) accommodate an identified User. Exceptions shall not be required where an exemption exists.
- B. The following shall be considered reasonable and appropriate reasons for requiring an exception:
 - (1) Applying a standard would result in adverse impacts to the goals established in this chapter that significantly outweigh the benefits of the project or of accommodating a User Group.
 - (2) Adhering to the standards would result in exorbitant costs or in Transportation Projects that substantially exceed the identified existing or future benefits.
 - (3) A plan or study adopted by the City with community input after the adoption of this chapter explicitly states that a Transportation Project is not appropriate or a User Group cannot be accommodated.
 - (4) Applying a standard would result in substantial adverse impacts to the goals or objectives established in an adopted plan, study, policy, or ordinance.

The foregoing is intended by way of example and not as an exclusive list of reasonable and appropriate reasons for requiring an exception.

- C. To seek an exception, an Exception Report, as defined within the Complete Streets Design Guide, documenting the reasons for an exception shall be made to Complete Streets Committee. After receiving the Exception Report, the Complete Streets Coordinator shall:
 - (1) Approve the following de-minimus exceptions, and permit the project to proceed without further review, if deviations from the standards will have no material impact on:
 - (a) The quality of the Users' experience;
 - (b) The ability of Users to meet their mobility needs; and
 - (c) The ability of the City to achieve the goals established in this chapter;
 - (2) Approve the project with changes that would bring the project into compliance with the Design Guide; or
 - (3) Determine that the project requires an exception.
- D. If the Complete Streets Coordinator determines that a project requires an exception, he or she shall forward the Exception Report to the Complete Streets Committee, which shall have 45

days to review the Exception Report and make a determination. The project shall not progress to construction until the earlier of 1) the end of the forty-five-day review period (as extended in accordance with Subsection E below), and 2) the date the Complete Streets Committee approves the project with or without modifications.

- E. Where a project is especially complex, requires substantial review, or where there are extenuating circumstances that prevent adequate review within the forty-five-day review period, the Complete Streets Committee may extend the review period for up to an additional 45 days.
- F. In evaluating an Exception Report, the Complete Streets Committee shall consider all relevant information, including public input. If the Complete Streets Committee cannot come to a unanimous conclusion regarding the exception, there must be a vote on the exception, on which the exception is either approved, approved with modifications, or disapproved, in each case by a simple majority. The determination of the Complete Streets Committee shall be made publicly available on the City's website.
- G. An applicant that is denied an exception may, within 30 days of receipt of such denial, take an appeal to the Superior Court for the Stamford/Norwalk judicial district, in accordance with Connecticut law.
- H. This chapter shall not apply to projects under construction or with final design approval on or before the effective date of this chapter. Where active projects have not yet received final design approval, the Complete Streets Coordinator shall determine on case-by-case basis whether the requirements of this chapter should be incorporated into such projects based on considerations such as, but not limited to, project schedule, available right-of-way, geometric constraints, and project funding.

Dated at Norwalk, Connecticut this 22 day of January 2026.

ATTEST: Marsha Elbourne
Marsha Elbourne, City Clerk

THE HOUR: Please publish once on Friday, February 6, 2026

PUBLIC NOTICES

Legal Notice of Public Hearing

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Dated at Norwalk, Connecticut this ____ day of January 2026.

ATTEST: _____
Marsha Elbourne, City Clerk

THE HOUR: Please publish once on Friday, February 6, 2026

Legal Notice of Public Hearing

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§ 29-6. Enforcement; fines/citation; hearing; appeals; report.

A. Fines/citations; appeals.

(1) Any Person violating any provision of this chapter may be subject to the following penalties:

(a) If it is determined that an individual has consumed Cannabis and/or Cannabis Products outdoors where consumption is not permitted by this chapter, such individual shall be subject to a fine/citation of \$50 for each violation.

(b) If it is determined that a Person permits the outdoor consumption of Cannabis and/or Cannabis Products in violation of this chapter, such Person shall be subject to a fine/citation of \$250 for each violation.

(c) Any aggrieved Person may file an appeal to the Superior Court for the Judicial District of Stamford/Norwalk within 30 days of receipt of such fine/citation.~~in accordance with Connecticut law.~~

B. The Chief of Police or their designee shall, on an annual basis or as otherwise requested by the Common Council or the Mayor, prepare and deliver a written report to the Common Council and the Mayor concerning the number of violations issued pursuant to this chapter. This written report shall include, but not be limited to, information concerning the geography and demographics of the violations issued and such other information as requested by the Common Council or the Mayor.

Dated at Norwalk, Connecticut this 22 day of January 2026.

ATTEST: 
Marsha Elbourne, City Clerk

THE HOUR: Please publish once on Friday, February 6, 2026

The Norwalk Hour

LOCAL NOTICE OF PUBLIC HEARING

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Dated at Norwalk, Connecticut this _____ day of January 2026.

ATTEST: _____
Marsha Elbourne, City Clerk

THE HOUR: Please publish once on Friday, February 6, 2026

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Legal Notice of Public Hearing

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§ 112A-13. Penalties for offenses. [Amended 6-24-2025]

A. Violations.

- (1) Any retailer who violates any of the provisions of this chapter shall be guilty of an infraction and subject to civil penalty fine, suspension, and/or revocation of the license. Each violation, and every day in which a violation occurs, shall constitute a separate and distinct infraction.
- (2) In the event that a violation has occurred, the City Clerk shall have 30 days from the date of the violation to issue notice of said violation via written order to the retailer. The order shall specify the section of this chapter of which the retailer is in violation and shall specify the penalty for noncompliance. Notification shall be sent by certified mail to the applicant's residence or place of business. Said notification shall be deemed complete seven days following the date of mailing.
- (3) A retailer shall be found in violation of this chapter if:
 - (a) The retailer or any salesperson sells vape products to any person under the age of 21 years.
 - (b) The retailer fails to post signage and license as required.
 - (c) The retailer fails to pay any fines imposed in accordance this chapter.
 - (d) The retailer or any salesperson sells or uses on the premises any narcotic substance or any controlled drug as defined in § 21a-242 of the Connecticut General Statutes, as amended from time to time.
 - (e) The retailer fails to maintain standards prescribed by the Connecticut Department of Public Health or the City's Health Department, or their respective successors.
 - (f) The retailer or any salesperson refuses to submit to the City Clerk any reports or make available any records required in investigating the establishment for the purpose of ensuring compliance with this chapter.
 - (g) The retailer or any salesperson fails or refuses to submit to an investigation by persons authorized by law to conduct fire, building, health, or law enforcement related inspections.
 - (h) The retailer or any salesperson violates state or local vape products sales and use laws.
 - (i) The retailer or any salesperson violates any of the provisions of this chapter, or any rules and regulations established by the City Clerk, pursuant to this chapter.
 - (j) The retailer or any salesperson furnishes or makes any misleading or false

statements or reports in relation to this chapter, including in connection with an application for an initial or renewal license or an inspection under this chapter.

- (k) Upon suspension or revocation of a license, the retailer fails to remove all vape products from the premises.

B. Penalties.

- (1) If the Chief of Police or the Director of Health find that a retailer is in violation of this chapter, it shall be punishable by a fine, suspension, and/or revocation of the license as follows:

- (a) Upon the first violation of this chapter, the Chief of Police, the Director of Health, or their respective designees, shall impose a fine of \$250 per day for each day the violation continues.
- (b) If a second, separate, violation of this ~~Chapter~~ chapter is issued within a twelve-month period following the first violation, the Chief of Police, the Director of Health, or their respective designees, shall impose a fine of \$250 per day for each day the violation continues. ~~The~~ the retailer's license shall also be suspended for six months by the City Clerk. Upon suspension of a license, all vape products shall be removed from the premises. Failure to remove shall constitute a separate violation for each and every day of noncompliance.
- (c) If a third, separate, violation of this ~~Chapter~~ chapter is issued within a twenty-four-month period following the first violation, the Chief of Police, the Director of Health, or their respective designees, shall impose a fine of \$250 per day for each day the violation continues. ~~The~~ the retailer's license shall also be revoked by the City Clerk. Upon revocation of a license, all vape products shall be removed from the premises. Failure to remove shall constitute a separate violation for each and every day of noncompliance.

- C. Upon suspension or revocation of a license, all vape products shall be removed from the premises within seven days from the date of suspension or revocation.

Dated at Norwalk, Connecticut this 22 day of January 2026.

ATTEST: Marsha Elbourne
Marsha Elbourne, City Clerk

THE HOUR: Please publish once on Friday, February 6, 2026

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- (3) A retailer shall be found in violation of this chapter if:
 - (a) The retailer or any salesperson sells vape products to any person under the age of 21 years.
 - (b) The retailer fails to post signage and license as required.
 - (c) The retailer fails to pay any fines imposed in accordance this chapter.
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 - (f) The retailer or any salesperson refuses to submit to the City Clerk any reports or make available any records required in investigating the establishment for the purpose of ensuring compliance with this chapter.
 - (g) The retailer or any salesperson fails or refuses to submit to an investigation by persons authorized by law to conduct fire, building, health, or law enforcement related inspections.
 - (h) The retailer or any salesperson violates state or local vape products sales and use laws.
 - (i) The retailer or any salesperson violates any of the provisions of this chapter, or any rules and regulations established by the City Clerk, pursuant to this chapter.
 - (j) The retailer or any salesperson furnishes or makes any misleading or false statements or reports in relation to this chapter, including in connection with an application for an initial or renewal license or an inspection under this chapter.
 - (k) Upon suspension or revocation of a license, the retailer fails to remove all vape products from the premises.

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C. Upon suspension or revocation of a license, all vape products shall be removed from the premises within seven days from the date of suspension or revocation.

Dated at Norwalk, Connecticut this ____ day of January 2026.

ATTEST:
Marsha Elbourne, City Clerk

THE HOUR: Please publish once on Friday, February 6, 2026

**CITY OF NORWALK
ORDINANCE COMMITTEE
REGULAR MEETING MINUTES - JANUARY 20, 2026
ZOOM VIRTUAL MEETING**

ATTENDEES: Jalin Sead (Chair), Josh Goldstein (Council President), Ann Wennerstrand, Richard Dellinger, Johan Lopez, Jesse Buccolo, Colin Holston.

STAFF: Mr. Candela, Jim Travers, Chief James Walsh.

OTHERS: Nicole Ayers.

I. CALL TO ORDER

The regular meeting of the Ordinance Committee was called to order at 7:00 p.m. by Mr. Sead.

II. ROLL CALL

Mr. Sead conducted roll call, and a quorum was confirmed.

III. PUBLIC HEARING (POSSIBLE ACTION ON)

There was no public hearing scheduled.

IV. PUBLIC HEARING DISCUSSION

There was no public hearing discussion.

V. PUBLIC PARTICIPATION AND COMMENT

No public participation.

VI. ACCEPTANCE OF MINUTES

A. Regular Meeting: November 18, 2025

1. Discuss and vote to approve minutes of the regular meeting of the ordinance committee on November 18, 2025

**** MS. WENNERSTRAND MOVED TO APPROVE THE MINUTES OF THE REGULAR MEETING OF NOVEMBER 18, 2025.**

**** THE MOTION PASSED UNANIMOUSLY. THE MINUTES WERE APPROVED AS PRESENTED.**

There were no corrections, deletions, or omissions to the minutes.

VII. OLD BUSINESS

There was no old business.

VIII. NEW BUSINESS

A. Discuss and vote on Chapter 33A (Complete Streets), Section 33A-8 (Exceptions)

Mr. Candela presented the proposed amendment to Section 33A-8(G), which specifies a 30-day period for an applicant to appeal a denial of an exception to Superior Court, replacing the general reference to Connecticut state law. The change promotes administrative efficiency, provides certainty to all parties, prevents indefinite uncertainty about municipal decisions, and allows the city to proceed with projects without concern for untimely appeals.

****MR. GOLDSTEIN MOVED TO DISCUSS THE AMENDMENT TO CHAPTER 33A (COMPLETE STREETS), SECTION 33A-8 (EXCEPTIONS)**

Mr. Travers, Complete Streets Coordinator, supported the amendment as a minor clarification and fine-tuning of the exception period and appeal process. He provided a detailed overview of the Complete Streets Ordinance, explaining that Norwalk adopted the legislation and accompanying Design Manual after nearly two years of extensive public meetings, internal discussions, and consultant guidance, making it the 14th city in Connecticut to do so. The ordinance takes a holistic approach to all modes of transit, including bus service, vehicular traffic, sidewalks, bike lanes, and multi-use paths, while expanding opportunities for road design.

Mr. Travers highlighted key successes in the first year since adoption, including a record 12.3 miles of new sidewalks constructed, additional bike lanes, upgraded traffic signals for improved pedestrian mobility, ongoing discussions about funding for traffic signal optimization, a partnership with the Department of Transportation, and the longest marked bike route on any state route in Connecticut. He noted that the ordinance reflects a broader philosophy change across city departments, including Public Works, Planning and Zoning, and site plan review processes. He also mentioned interest from neighboring municipalities, such as Darien, in replicating Norwalk's successes.

Mr. Travers clarified the distinction between exemptions (technical, regulatory, or maintenance-related situations where Complete Streets improvements are not required, such as routine crack sealing that does not change curb-to-curb width or pavement) and exceptions (situations where improvements are technically feasible but may not be pursued due to factors such as prohibitive cost, lack of right-of-way requiring acquisition, or other considerations). Exceptions are reviewed by the Complete Streets Committee, which has 45 to 90 days to make a decision. Mr. Candela emphasized the importance of the 30-day appeal period for due process and project certainty.

Mr. Lopez inquired whether the original ordinance included provisions ensuring that anecdotal, speculative, fear-based, or unsupported public comments do not outweigh technical analysis during exception evaluations. Mr. Goldstein and Mr. Candela clarified that public comment is considered in the process, but final decisions are made by the Complete Streets Committee,

comprised of the Complete Streets Coordinator, Chief of Staff, Chief of Operations and Public Works, Chief of Economic and Community Development, ADA Coordinator, Chairperson of the Planning and Zoning Commission, and Chairperson of the Bike Walk Commission (or their designees).

Ms. Wennerstrand requested further clarification on the difference between exemptions and exceptions, which Mr. Travers and Mr. Candela provided in detail.

Mr. Goldstein added that the ordinance was modeled on best practices from other municipalities and is an evolving policy that is refined through experience and amendments.

Mr. Hosten asked whether 30 days is a reasonable appeal period, if it aligns with standards in other Connecticut municipalities, and whether projects are held during appeals. Mr. Candela explained that 30 days is the default under Connecticut case law when no specific period is prescribed, balancing due process with reasonableness. Mr. Travers noted that the internal committee review process already provides significant safeguards, and additional layers could delay projects given short construction windows.

**** MR. GOLDSTEIN MOVED TO APPROVE THE AMENDMENT TO CHAPTER 33A, SECTION 33A-8 (EXCEPTIONS).
** THE MOTION PASSED UNANIMOUSLY.THE AMENDMENT WAS APPROVED.**

B. Discuss and vote on Chapter 29 (Cannabis), Section 29-6 (Enforcement; fines/citation; hearing; report)

No discussion or motion was made on this item.

VIII. NEW BUSINESS

C. Discuss and vote on Chapter 112A (Vape Shops), Section 112A-13 (Penalties)

Mr. Candela presented the proposed amendment to Section 112A-13(B), which increases the penalties for violations of the vape shop licensing ordinance. The amendment raises the fine to \$250 per day for each ongoing violation (with each 24-hour period constituting a new violation), allows continued fines for second and third violations, and provides for license suspension on a second violation and revocation on a third violation (for licensed entities). The changes aim to strengthen enforcement against non-compliant shops that are not registering or obtaining licenses, as many violators are ignoring the current penalties.

Mr. Candela explained that the ordinance was originally enacted as part of a multi-layered approach to address the proliferation of unregulated vape and smoke shops in Norwalk. The licensing requirement, including background checks through the Police Department and Mayor's Office, was intended to assist police enforcement. However, feedback from the Police Department indicates that many violating entities are not applying for licenses, rendering license

suspension or revocation ineffective. The increased daily fines are designed to create a stronger deterrent.

Mr. Sead thanked the Police Department for their ongoing enforcement efforts, noting frequent busts at vape shops and the public health risks posed by unregulated products.

Mr. Lopez asked whether the fines could be structured to gradually increase at each violation level. Mr. Candela explained that Connecticut General Statutes limit the maximum fine to \$250 per day, and lower initial fines (\$50 or \$150) are likely to be ignored. The daily fine structure allows immediate application of the maximum penalty for ongoing violations. He noted that additional enforcement mechanisms with greater impact are under discussion with the Police Department and will be brought back to the committee later.

Mr. Buccolo inquired about the timeline for evaluating the effectiveness of the amended penalties, the grace period for compliance, and any available data on the number of shops versus licensed entities. Mr. Candela stated that the initial grace period ended in September, with no further grace periods planned. New businesses must license immediately due to public health and criminal concerns.

Chief James Walsh provided data: there are 44 smoke and vape shops in Norwalk. Since enforcement began in October/November, 16 employees have been arrested for not registering and for illegal sales. Undercover operations have recovered large quantities of illegal cannabis products. He described many shops as organized criminal operations exploiting the legalization of adult-use cannabis by selling unregulated, high-dosage THC products at lower prices and in greater quantities than legal retailers. He noted hidden compartments in some shops and emphasized that misdemeanor arrests often result in limited prosecution.

Mr. Candela added that the city loses sales tax revenue from legal cannabis sales due to these illegal operations.

Mr. Sead highlighted the public health risks of unregulated products, which may contain dangerous substances, and the importance of protecting residents, especially children.

Mr. Candela emphasized that state-regulated legal cannabis retailers are heavily monitored and have strong incentives to comply, making their products the safest option.

Mr. Goldstein noted that the ordinance uses civil enforcement to address public health and legal issues where criminal penalties have not kept pace. He supported the amendment as aligning with the original purpose of the ordinance and reflecting lessons learned from enforcement.

Ms. Ayers sought clarification on whether arrests target employees or owners. Chief Walsh explained that arrests typically involve the person making the sale (often employees aware of hidden inventory), following multi-step investigations.

Ms. Ayers asked about the age of those arrested (noting many are under 25) and whether the public could advocate for stronger state legislation. Mr. Candela suggested social media

campaigns to raise awareness of busts and promote legal retailers, and noted recent state statutory changes (October) that may allow stronger penalties for public health-endangering sales (including tobacco and vape products). He indicated these options are under review.

Ms. Ayers emphasized the need to address both clerks and owners, arguing that owners bear significant responsibility.

Mr. Goldstein and Mr. Candela clarified that the ordinance applies to the retailer/business owner/applicant, not individual employees.

Chief Walsh stressed that enforcement requires a multi-departmental approach involving Planning and Zoning, business licensing, and code enforcement, as many shops are non-compliant with multiple regulations.

Mr. Candela agreed, noting that the ordinance is one layer of a broader strategy including fines, citations, inspections, and potential landlord accountability, limited by state authority.

Mr. Sead reiterated the need for municipal action to protect residents and the importance of advocating for stronger state legislation.

Mr. Buccolo expressed support for aggressive enforcement and appreciation for the efforts of the Police Department and Mr. Candela.

Ms. Wennerstrand asked whether fines collected could be earmarked for specific purposes. Mr. Candela confirmed this had not been previously discussed but could be considered in the future.

**** MR. LOPEZ MOVED TO APPROVE THE AMENDMENT TO CHAPTER 112A, SECTION 112A-13 (PENALTIES).**

**** THE MOTION PASSED UNANIMOUSLY. THE AMENDMENT WAS APPROVED AND REFERRED TO A PUBLIC HEARING.**

D. Discuss and vote on Chapter 112A (Vape Shops), Section 112A-7 (Issuance of license)

Mr. Candela presented the proposed amendment to Section 112A-7, which adds two new grounds for automatic denial of a vape shop license: prior violation of Connecticut General Statutes § 21a-278(b)(1)(D) (illegal manufacture, distribution, sale, etc., of 1 kilogram or more of a cannabis-type substance) and § 21a-246 (unlawful possession and supply of marijuana). These additions, recommended by the Police Department, aim to prevent issuance of licenses to individuals or entities with relevant criminal histories.

Mr. Hosten inquired whether these statutes account for convictions prior to the legalization of recreational cannabis and whether expungements apply. Chief Walsh explained that under Connecticut's Clean Slate Act, marijuana-related convictions that became legal were automatically expunged. Mr. Candela confirmed this and offered to provide detailed copies of the statutes for review.

Mr. Candela noted that the fines amendment (Section 112A-13) is more time-sensitive, as most existing shops have already applied (or chosen not to), while the license issuance changes

primarily affect new applicants. He suggested providing additional information on the statutes before proceeding.

Mr. Hosten moved to table the amendment to allow further review of the statutes and their application.

**** MR. HOSTEN MOVED TO TABLE THE AMENDMENT TO CHAPTER 112A, SECTION 112A-7 (ISSUANCE OF LICENSE).
** THE MOTION PASSED (MR. LOPEZ OPPOSED). THE AMENDMENT WAS TABLED FOR FURTHER DISCUSSION AT A FUTURE MEETING.**

IX. DISCUSSION

A. Discuss the financial disclosures and impact of ordinances

Ms. Ayers presented her proposed ordinance requiring a fiscal impact statement for all new ordinances. She explained that the goal is to provide greater transparency and allow elected officials to better understand the financial implications of ordinances, including costs for enforcement, additional staffing, or restructuring. She noted that many state statutes include financial impact sections and that this practice would help the city plan responsibly.

Mr. Goldstein supported the proposal, describing it as a fiscal note summarizing potential impacts on city departments or practices, codifying what has sometimes occurred informally. Ms. Wennerstrand thanked Ms. Ayers for her work and inquired whether the proposal would quantify the administrative burden on city employees, such as additional human resources needed for enforcement or oversight. Ms. Ayers confirmed that it would cover such costs and allow long-term financial forecasting.

Mr. Hosten asked who typically prepares financial impact analyses and to what extent they are expected to be accurate. Mr. Candela explained that in past cases (e.g., tree ordinance, leaf blower ordinance, Complete Streets), departments were consulted multiple times to assess capacity and needs. He noted that some ordinances had no fiscal impact, while others involved detailed discussions with staff.

Mr. Lopez shared his experience with the vape shop ordinance, where multiple departments were consulted on enforcement capacity. He inquired whether such a requirement would typically be established by charter rather than ordinance. Mr. Candela responded that it could be done by either method.

Committee members agreed to continue working on the proposal, with Ms. Ayers noting that the draft would benefit from refinement.

X. ADJOURNMENT

**** MR. LOPEZ MOVED TO ADJOURN THE MEETING.
** THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at approximately 8:22 pm.

**Respectfully Submitted,
Courtney Baldwin,
Recording Secretary**

New Draft Ordinance

Pursuant to Charter section 7-2(A)(1)(c), the City Council is hereby authorized to designate one of its members to represent it as an ex officio, non-voting member on the Board of Estimate and Taxation. The City Council member shall be entitled to participate in all proceedings of the Board of Estimate and Taxation. The President of the City Council shall appoint this member subject to approval by a Majority Vote of the City Council. No City Council member can serve after the expiration of their term of office. This ordinance shall be effective ten days from its passage.

PROPOSED ORDINANCE

Chapter XX

FISCAL IMPACT STATEMENTS

[HISTORY: Adopted by the City of Norwalk Common Council on _____.]

§ XX-1. Purpose.

The purpose of this chapter is to promote responsible fiscal planning and transparency in the City of Norwalk. By allowing Fiscal Impact Statements to be prepared when appropriate, the Common Council seeks to make informed decisions regarding the City's budget, spending, and use of public funds.

§ XX-2. Definitions.

FISCAL IMPACT STATEMENT — A written estimate of the financial effect—either cost or savings—of a proposed local law, ordinance, or resolution on the City's budget.

LEGISLATIVE ACTION — Any local law, ordinance, or resolution proposed before the Common Council.

§ XX-3. Fiscal Impact Statements; when required.

A. A Fiscal Impact Statement may be prepared for any proposed legislative action that is expected to result in a significant increase or decrease in City spending, savings, or reallocation of existing funds.

B. A Fiscal Impact Statement shall be prepared if any of the following occur:

1. The sponsoring department or Common Council member determines it is necessary;
2. A member of the Common Council formally requests one; or
3. The City's Chief Financial Officer or their designee determines that the proposed legislation may have a material fiscal effect on the City's budget.

§ XX-4. Preparation and Review.

A. When a Fiscal Impact Statement is to be prepared, it shall be completed by the sponsoring department or Common Council member.

B. Any Common Council member may request that a City department assist in preparing a Fiscal Impact Statement. The department head shall comply with such a request.

C. The City's Chief Financial Officer or their designee shall review all Fiscal Impact Statements submitted. They may verify, amend, or request additional information to clarify the fiscal effects.

D. If the Chief Financial Officer or designee amends a Fiscal Impact Statement, written notice shall be provided to the Common Council no later than 12:00 p.m. on the day before the Council meeting at which the legislation will be considered.

§ XX-5. Contents of Fiscal Impact Statement.

A Fiscal Impact Statement shall include, as applicable:

1. The estimated financial impact on the City over a five-year period;
2. The source(s) of funding or budget account(s) affected; and
3. Whether the impact is immediate or contingent upon future actions or appropriations.

§ XX-5.1. Submission and Use.

All Fiscal Impact Statements shall be submitted as supporting documentation to the Common Council along with the proposed ordinance, resolution, or local law. The purpose of the Fiscal Impact Statement is to provide a formal structure for estimating potential financial impact and to inform the Council's deliberations. The Fiscal Impact Statement shall not be considered binding, and its inclusion does not obligate the City to appropriate funding or otherwise act upon the contents of the statement.

§ XX-6. Effect of Inaccuracy.

Any mistake or inaccuracy in a Fiscal Impact Statement shall not affect the validity of the legislative action to which it is attached.

§ XX-7. When effective.

This chapter shall take effect upon adoption by the Common Council and filing in accordance with the City Charter and applicable law