

**THE PLANNING COMMITTEE
OF THE COMMON COUNCIL**

**125 East Avenue
P.O. Box 5125
Norwalk, CT 06856**

TO: MEMBERS, PLANNING COMMITTEE OF THE COMMON COUNCIL

FROM: JOHN KYDES, CHAIRMAN

DATE: SEPTEMBER 28, 2017

RE: **MEETING NOTICE**

.....
The next scheduled meeting of the Planning Committee of the Common Council will be held on **Thursday, October 5, 2017 at 7:00 pm** in Room 231 in Norwalk City Hall. Please Note the Time and Location.

**PLANNING COMMITTEE OF THE COMMON COUNCIL
REGULAR MEETING
OCTOBER 5, 2017
7:00 PM**

CALL TO ORDER

ROLL CALL

PUBLIC PARTICIPATION

I. APPROVAL OF MINUTES

- A. Approve Minutes of September 7, 2017 Regular Meeting

II. BUSINESS

A. PLANNING AND ZONING

- 1 Master Services Agreement, Traffic Consultant Peer Review
 - (a) Advance to the Common Council the Planning and Zoning Director's request to execute separate Master Services Agreements with WSP Brinckerhoff and John P. Thompson for on call professional consulting services, and authorize the Mayor to execute the contracts
2. Municipal Opt-Out: Temporary Health Care Structures
 - (a) Approval to advance the Planning and Zoning Director's request to opt out of Public Act 17-155 regarding the placement of temporary health care structures to the Common Council

B. COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

1. Approval to advance the PY42 CAPER to the Common Council with authorization for the Mayor to sign all forwarding documentation required by HUD

C. PARKING AUTHORITY PRESENTATION OF THE SCOPE OF
SERVICES FOR PARKING CAPACITY AND STRATEGIC PLAN
WITH WALKER PARKING CONSULTANTS

III. OLD BUSINESS

IV. NEW BUSINESS

ADJOURNMENT

**CITY OF NORWALK
PLANNING COMMITTEE
SEPTEMBER 7, 2017**

ATTENDANCE: John Kydes, Chair; John Igneri; Tom Livingston; Shannon O'Toole Giandurco;
Douglas Hempstead; Faye Bowman

STAFF: Timothy Sheehan, Executive Director, Tami Strauss, Director Community
Development Planning

**PUBLIC HEARING- REVIEW CDBG PROGRAM PERFORMANCE FOR
PROGRAM YEAR 42 – (JULY 1, 2016 – JUNE 30, 2017)**

No member of the public came forward.

CALL TO ORDER

Mr. Kydes called the meeting to order at 7:04 p. m. and called the Roll. A quorum was present.

PUBLIC PARTICIPATION

No member of the public came forward.

I. APPROVAL OF MINUTES

July 6, 2017

**** MR. IGNERI MOVED TO APPROVE THE JULY 6, 2017 MINUTES AS SUBMITTED.
** THE MOTION PASSED UNANIMOUSLY.**

II. BUSINESS

A. Review RFP for Master Planning Services for Library Area

Ms. Strauss stated that the Redevelopment Agency, in partnership with Planning and Zoning staff and Library officials, has developed a RFP for a Master Plan of the 16 acre Library Area. If the option agreement is exercised, the City will own nearly 10% of the acreage of the Library Area. She stated that the RFP requests responses from professional planning and urban design firms. They will be expected to prepare plans, designs, and receive appropriate municipal approvals for a form-based code of the Library Area.

Ms. Strauss stated that rather than recommending conventional zoning design guidelines, the proposed form-based Library Area plan will present a required physical form, designated appropriate form, scale and character of development. She stated the form-based code will give the City control of how the area will look and function. Mr. Sheehan stated that the area currently has a large amount of parking, which should be reduced.

Mr. Alex Knopp came forward and stated that we are happy to have the process move quickly. He stated that part of the process of the design of the library may hinge on what the consultant ends up recommending. He stated that in Stamford, a coffee shop is built into the library. Similarly, in Boston, a television station is built into the library. There are a lot of options we may want to consider.

OLD BUSINESS

A. Update on Incentive Subcommittee Recommendation Regarding Economic Distress for Census Tract 437

Mr. Sheehan stated that we were charged with finding the level of economic distress, and it warrants consideration of the subcommittee to look at the potential of an incentive. He stated that if the determination is made favorably, we would then advance to considering the structure of an incentive. Mr. Sheehan stated that the Tract 437 was looked at in terms of what issues of distress there are in relation to the current enterprise zone.

Mr. Sheehan stated that the demographics of Tract 437 were analyzed. Income and poverty levels, job markets, modes of travel and travel time, commercial market and vacancies, and blight were measured. Housing character and quality were analyzed. He stated that development potential was analyzed.

Ms. Bowman arrived to the meeting at 7:42 p. m.

Mr. Kydes stated that the area is in dire need of help. Mr. Livingston stated that incentives should be considered. Mr. Hempstead stated the City should know what it wants instead of responding to a developer coming in with a development proposal.

Mr. Sheehan stated that the subcommittee will have to be brought back together and work through what the structure of incentives could be. The subcommittee would report back to the Planning Committee on an ongoing basis.

IV. NEW BUSINESS

No items were brought forward.

ADJOURNMENT

**** MR. HEMPSTEAD MOVED TO ADJOURN.**
**** THE MOTION PASSED UNANIMOUSLY.**

The meeting was adjourned at 7:58 p. m.

Respectfully submitted,

Tom Blaney
Telesco Secretarial Services

Memorandum

September 11, 2017

To: Planning Committee, Common Council

From: Steve Kleppin, Planning & Zoning Director 

Re: Master Service Agreement, Traffic Consultant Peer Review

On March 15th, 2017, the Zoning Commission approved an amendment to the zoning regulations which allows them to hire independent, third party consultants to review various technical aspects of applications that come before the Commission.

On any application, the Commission or Board may retain an architect, engineer, landscape architect, professional land use planner, and/or other consultant to review, comment, and guide its deliberations on any application. If the Commission or Board determines that such consultant(s) are necessary, the Zoning Inspector shall obtain estimates from such consultant(s). The Zoning Inspector shall collect 150% of the estimate from the applicant which shall be held in escrow until the technical reviews are completed. Any excess amount collected over the actual cost shall be refunded to the applicant. This payment shall be considered as an integral part of the application. The failure by the applicant to make this payment shall render the application incomplete.

This amendment provides the Zoning Commission with a valuable tool when reviewing applications. Prior to this amendment, there was no mechanism within the regulations where they could require an applicant to pay for such review. Obviously, the City could retain its own consultant but that places additional strain on an already tight budget. The Commission has been fortunate of late that during their reviews of the mall application and the Village application, the applicant agreed to fund an outside peer review of traffic, even though they weren't obligated to. More recent applications could have benefited by an architectural peer review.

Three (3) immediate areas of need for outside technical assistance were identified: traffic, architectural and planning and acoustical engineering. After the amendment was adopted, a request for qualifications for on-call traffic peer review was prepared since that is the most common and often most contentious issue. The Commission is presently issuing an RFP for architectural/planning review and a separate RFP for acoustical engineering review.

Six (6) responses to the traffic peer review RFP were received. Zoning Commissioners and staff screened the proposals and conducted interviews with three (3) of the candidates. Two (2) firms: WSP Brinckerhoff and John P. Thompson were ultimately selected to serve as on-call traffic peer review consultants at the discretion of the Commission. Two consultants were chosen so we would have alternatives in case there is a conflict of interest with one of the firms or other reasons preventing either of them from assisting us within the statutory timeframe we require. In addition, staff may recommend the Commission choose 1 consultant verses another based on the scale and scope of the project, which could ultimately save the applicant time and money.

In order to have the consultants available to assist the Commission, individual Master Service Agreements are required between the city and each firm, whereby the Firm will agree to be available as needed for a project. There will be a separate Letter of Agreement administered by my office to engage a particular firm for each separate project/application, which will also detail the scope of services for that project.

I believe it is important to note that there is no cost to the city and the applicant has no choice but to comply with this requirement since this is codified in the regulations.

Common Council Actions:

1. Authorize the Mayor, Harry W. Rilling, to execute separate Master Services Agreements with WSP Brinckerhoff and John P. Thompson for on call professional consulting services to be performed on an as-needed basis related to peer traffic review. The Scope of Work will be performed pursuant to individual Letters of Agreement detailing the scope of the work for each Project. Services will be paid for by individual applicants with the Department.

2. Authorize the Director of Planning and Zoning to execute the Letters of Agreement for individual projects on an as-needed basis to authorize the work to be done.

END

Memorandum

September 28, 2017

To: Planning Committee, Common Council

From: Steve Kleppin, Planning & Zoning Director

Re: Municipal Opt-Out: Temporary Health Care Structures 

The State of Connecticut passed legislation, *Public Act 17-155*, effective October 1, 2017 regarding the placement of *temporary health care structures* on residential properties.

The Planning & Zoning staff has reviewed Public Act 17-155 and notes that it is a well-intentioned law that attempts to meet the needs of persons that require special assistance; however, the law creates a one-size-fits-all requirement that zoning permits ***shall be issued*** “by right” for any qualifying detached structure up to 500 square feet provided that it is limited to occupancy by individuals with defined healthcare needs.

Cities and towns must issue zoning permits unless they vote to “opt out”.

The law requires such units without allowing the Planning Commission, Zoning Commission and the community to assess whether the proper conditions exist for their placement. The imposition of statewide standards stands in stark contrast to current state land use law which “enables” a community to craft its own zoning regulations after thoughtful consideration. Norwalk has clearly demonstrated this ability by being one of the first communities in the state to adopt Accessory Apartment regulations in 1982.

For your convenience I have attached the following:

1. Memorandum prepared by CCAPA regarding the legislation, implementation and the opt-out process.
2. Draft zoning amendment to be considered by the Zoning Commission at their November 15th meeting.
3. Existing accessory apartment regulations.
4. Public Act 17-29, *An Act Clarifying the Continuation of Nonconforming Uses, Buildings or Structures*.

Staff is strongly recommending that the City opt-out of this requirement. Our reasons for opting out are as follows:

- Norwalk already allows accessory apartments in all residence zones which can be designed to accommodate persons with health care limitations.
- Accessory apartment units are more versatile and can be larger than temporary health care structures which are limited to 500 sq ft; accessory apartments can range up to 700 sq ft in size and can be occupied by up to 3 persons (not more than 2 adults).
- Accessory apartment units can be created within an existing single family home and can use existing utility connections (no need for new utility connections).

- The property owner may live in either the principal or the accessory unit and can lease to any tenant(s) regardless of age (not limited to relatives or the elderly as many other municipal accessory apartment regulations do).
- Temporary health care structures legislation requires that such units be permitted in all single family zones from B Residence to AAA Residence regardless of lot size. The Statute does not distinguish what type or size of unit is acceptable based on local factors such as access to utilities, parking limitations, etc.
- The Zoning Inspector would be required to permit the maximum size health care units in all zones which may not be compatible with the neighborhood or with the limits of a B Residence zoned lot of 6,250 sq. ft. (many neighborhoods have lots of only 5,000 sq. ft.).
- The new State statute includes provisions for a bond and annual permit renewal for temporary health care structures, however the staff is concerned that such structures, once installed, will not be removed after their intended purpose has expired and may be leased to persons without special health care needs.
- Ensuring compliance with the occupancy requirements will be a cumbersome and time consuming effort by staff. In addition, there are potential privacy concerns related to HIPAA.

Opting out requires a vote to opt-out by the Zoning Commission and a vote to opt-out by the Common Council. The Zoning Committee of the Commission discussed the legislation at their September 10th meeting and instructed staff to begin the process of opting out. The opt-out steps are as follows:

1. Obtain consensus from Planning Committee to proceed to the full Council.
2. Referral of the amendment to WestCog and the Planning Commission.
3. Public hearing and possible vote at the Zoning Commissions November 15th meeting.
4. Common Council discussion and action after the Zoning Commission's November 15th meeting.

There has been considerable discussion amongst CT Planner's about whether their communities would choose to opt-out or not. The vast majority of communities are taking action to opt-out. There have been a few communities that have decided to take no action because they don't feel there will be many takers for the temporary health care structures. After reviewing the matter with Corporation Counsel we are in agreement that the path outlined above is appropriate for the City.

END

NEW "Granny Pod" Temporary Health Care Structures Legislation

Regulatory Process Outlined by Statute **Eff. Oct. 1, 2017**

Individuals seeking to install a temporary health care structure must apply for a permit from the municipality in which it will be installed. As part of the permit application, applicants must:

- Provide a statement by a Connecticut-licensed physician confirming that an occupant of the structure is impaired. *Impairment is defined as needing assistance with two of five categories of daily living (see below).
- Applicants must send notice of the permit application to abutting property owners within three days of submitting the application.

Municipalities may:

- Require the structures to be accessible to emergency vehicles and connected to private water or septic systems or water, sewer, and electric utilities serving the primary residence.
- Require permittees to post a bond of up to \$50,000 to ensure compliance (i.e. removal when no longer needed).
- Submit confirmation annually that a structure is compliant (i.e. still occupied by an impaired person)
- Charge an initial permitting fee of up to \$250 and an annual re-certification fee of up to \$100; and inspect the structures, at reasonable times convenient to the caregiver, to ensure compliance;
- Revoke a permit if the permittee violates any of the bill's requirements.

Municipal Opt-Out Provision

The statute provides for municipalities to opt-out in order to prevent the installation of temporary health care structures or to allow municipalities time to develop their own framework for regulating temporary health care structures. Opting out is a two-step process: first, requiring the Planning and Zoning Commission to vote to opt-out; and then the municipality's legislative body to vote to opt-out (e.g. City Council, Board of Selectmen). The Planning and Zoning Commission action must be preceded by a public hearing. The Commission must state on the record the reasons for opting out, and publish notice of its decision in a newspaper having substantial circulation. If a municipality has previously opted-out, opting in requires either the Planning and Zoning Commission or legislative body to reverse its former action.

For More Information:

CCAPA Government Relations Co-Chairs:

Amanda Kennedy & John Guskowski, govrel@ccapa.org

Companies specializing in elder accessory housing:

Echo Cottages Ltd., Hudson Valley, NY: www.echocottages.com

MEDCottage, Blacksburg, VA: <http://www.medcottage.com>

rev. 6/14/17

Example of a "Temporary Health Care Structure"

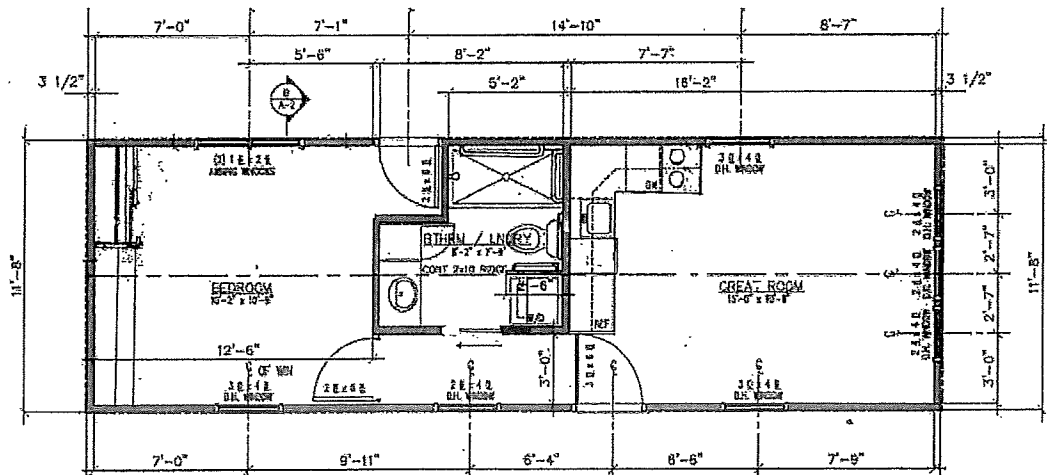
Echo Cottage Pricing and Installation



PRICING

Renting or purchasing an ECHO Cottage is easy. Our models are classified as modular housing, making financing an option for those who qualify. Take a peek at one of the many options, and see which one works best for you.

Purchase, only, and installed by a local contractor, of your choice, with guidance of an ECHO Cottage representative.	\$59,875 plus delivery and Installation
Purchase and installed by ECHO Cottages, depending on location	Price varies according to location. \$70,000, including \$10,000 allowance for installation and delivery.
Month-to-month rental program includes installation and restoration (available to select areas in New England)	\$1,300 per month. Installation and restoration varies according to site: \$9,000 – \$11,000.



Standard Installation Includes:

- Delivery, removal and storage of hitch for reuse later
- Level up in place on 6 to 8 piers to stabilize
- Anchor to the ground in 6 spots using screw type minuteman anchor
- Trench and install water line, insulate above grade to prevent freezing
- Trench and install septic/sewer line to house or septic tank
- Trench and install electric line for 100 amp electric circuit
- Install wire for cable TV, telephone and security/monitoring system
- Install skirting to hide under carriage
- Install stairs and porch or optional ramp or lift

<http://www.echocottages.com/pricing/>

AN ACT CONCERNING TEMPORARY HEALTH CARE STRUCTURES.

SUMMARY

This bill establishes conditions under which property owners may place temporary health care structures on residential property to care for individuals with qualifying mental or physical impairments. It prohibits municipal zoning regulations from barring such structures unless the municipality follows a specified process to opt out of the bill's requirements.

Under the bill, unless a municipality opts out of the requirement, it must allow the structures as an accessory use in any single-family residential zoning district on a lot (1) zoned for single-family detached homes, (2) owned by a caregiver or "mentally or physically impaired person," and (3) used as his or her residence. The structures must comply with (1) all setback requirements, coverage limits, and maximum floor area ratio limitations applying to accessory structures in the zone as of October 1, 2017 and (2) the applicable provisions of the building, fire, and public health codes. They must be removed within 120 days after the qualifying individual no longer occupies the structure or qualifies to occupy it.

The bill establishes various requirements for the structures, including a maximum size of 500 square feet and a maximum occupancy of one qualifying occupant, and a permit approval process for individuals seeking to install one. It authorizes municipalities to oversee and enforce the bill's requirements, including allowing them to inspect the structures, at reasonable times convenient to the caregiver, to ensure compliance.

EFFECTIVE DATE: October 1, 2017

MUNICIPAL OPT OUT

The bill allows municipalities, by vote of their legislative bodies (or board of selectmen if the legislative body is a town meeting), to opt out of the bill's provisions requiring them to authorize temporary health care structures. To do so, the municipality's zoning or combined planning and zoning commission must:

1. first hold a public hearing on the proposed opt-out, subject to the standard notice and timeframes for such hearings;
2. affirmatively decide to opt out within the statutory time limit (generally within 65 days of the hearing's completion);
3. state in the record the reasons for its decision; and
4. publish notice of the decision within 15 days in a newspaper that has substantial circulation in the municipality.

REQUIREMENTS FOR TEMPORARY HEALTH CARE STRUCTURES

Qualifying Occupants, Caregivers, and Structures

The bill defines a "mentally or physically impaired person" as someone who a Connecticut-licensed physician has certified in writing as requiring assistance with two or more daily living activities, including bathing, dressing, grooming, eating, meal

preparation, shopping, housekeeping, transfers, bowel and bladder care, laundry, communication, ambulation, and self-administration of medication.

Under the bill, a caregiver is a relative, legal guardian, or health care agent responsible for the unpaid care of a mentally or physically impaired person.

Temporary health care structures are mobile residential structures in which a caregiver can provide care for the impaired person. The structures may not be placed on or attached to a permanent foundation and must be:

1. primarily assembled at a location other than the installation site,
2. have one occupant who is the mentally or physically impaired person,
3. *500 gross square feet or less, and*
4. in compliance with the applicable provisions of the State Building Code, Fire Safety Code, and Public Health Code.

Only one temporary health care structure may be installed on a lot zoned for a single-family detached home. *Municipalities may require the structures to be accessible to emergency vehicles and connected to private water or septic systems or water, sewer, and electric utilities serving the primary residence.*

The bill prohibits any signage advertising or promoting the structure on the property or structure's exterior.

Application and Approval Process

Individuals seeking to install a temporary health care structure must receive a permit from the municipality in which it will be installed. *Applicants must send notice of the permit application, by certified or registered mail, to abutting property owners no later than three business days after submitting the application.*

Municipalities may charge fees of up to \$250 for initial permits and \$100 for annual permit renewals. Municipalities are not required to hold a public hearing on permit applications. *They must approve or deny a permit within 15 business days after its submission, but they cannot deny a permit if the applicant provides proof of compliance with the bill.*

Oversight and Enforcement

The bill authorizes municipalities to:

1. require permittees to provide written evidence of compliance with the bill for as long as the structure remains on the property;
2. inspect the structures, at reasonable times convenient to the caregiver, to ensure compliance;
3. *require permittees to post a bond of up to \$50,000 to ensure compliance; and*
4. revoke a permit if the permittee violates any of the bill's requirements.

COMMITTEE ACTION

Planning and Development Committee

Joint Favorable Substitute

Yea 21 Nay 0 (03/24/2017)

#10-17R - Zoning Commission – Proposed amendments to “opt out” of temporary health care structures required by Public Act #17-155

September 27, 2017

Amend Article 80, General Regulations, to add a new Section 118-840 Prohibited uses, to read as follows:

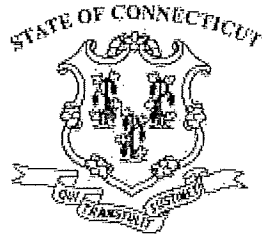
SECTION 118-840. PROHIBITED USES

- A. TEMPORARY HEALTH CARE STRUCTURES. COMMENCING FROM THE EFFECTIVE DATE OF THIS SECTION, THE CITY OF NORWALK ZONING COMMISSION AND COMMON COUNCIL HAVE VOTED TO ENACT THE “OPT OUT” PROVISIONS OF PUBLIC ACT #17-155 AND NO APPLICATIONS WILL BE ACCEPTED, CONSIDERED OR APPROVED AND NO ZONING PERMITS WILL BE ISSUED TO PERMIT THE ESTABLISHMENT OF TEMPORARY HEALTH CARE STRUCTURES WITHIN ANY ZONING DISTRICT WITHIN THE CITY OF NORWALK. FOR THE PURPOSES OF THIS SECTION TEMPORARY HEALTH CARE STRUCTURES ARE DEFINED IN PUBLIC ACT #17-155.**

ARTICLE 42, Accessory Apartments [Added effective 6-4-1982]

§ 118-420. Accessory apartments. [Amended effective 1-27-1984; 9-26-1986]

- A. Purpose and intent. The intent of this regulation is to encourage the creation of accessory apartments in existing single-family residences for the purpose of providing rental housing for the elderly, single persons and small families. This regulation is designed to ensure that, in creating an accessory apartment, the single-family character of the principal dwelling will be retained. Accessory apartments are further intended to enable the viability of Norwalk's single-family zones to be continued.
- B. Regulations. Accessory apartments shall be permitted in AAA, AA, A and B Residence Zones, subject to the following requirements:
 - (1) Accessory apartments shall be permitted in single-family dwellings which:
 - (a) Have been in existence a minimum of three (3) years.
 - (b) Are located on lots meeting the minimum lot area and width requirements of the applicable zone, except that lots in the B Residence Zone must meet one and one-fourth (1 1/4) times the minimum area requirement of the B Residence Zone.
 - (2) The owner of the property must reside on the premises.
 - (3) To the maximum extent practicable, the principal dwelling and the accessory apartment shall utilize public water and sewer. If such facilities are not available within a reasonable distance, the use of private water and septic systems shall be subject to approval by the Department of Health.
- C. Additional standards.
 - (1) An accessory apartment may extend or enlarge the principal dwelling, provided that:
 - (a) The single-family character of the dwelling is not changed.
 - (b) The lot coverage of the principal dwelling is not increased by more than one hundred fifty (150) square feet.
 - (c) A dormer does not extend in height beyond the existing roof ridge line and does not extend in depth beyond the first floor exterior wall.
 - (2) The accessory apartment shall be a minimum of four hundred (400) square feet in area but not more than seven hundred (700) square feet in area. The area of the principal dwelling shall not be reduced to less than eight hundred (800) square feet.
 - (3) An accessory apartment shall contain not more than one (1) bedroom, and occupancy shall be limited to three (3) persons, not more than two (2) of whom shall be adults.
 - (4) Three (3) off-street parking spaces shall be provided: two (2) spaces per principal dwelling and one (1) space per accessory apartment. Such parking shall be adequately drained and suitably screened from adjacent residences.
- D. Procedure for approval.
 - (1) Applications for accessory apartments shall be subject to approval solely by the Zoning Inspector.
 - (2) A certificate in the form of an affidavit which verifies that the owner continues to reside on the premises and that all other conditions met at the time of the original application remain unchanged shall be submitted to the Zoning Inspector by January 31 of each year.



Substitute Senate Bill No. 944

Public Act No. 17-39

AN ACT CLARIFYING THE CONTINUATION OF NONCONFORMING USES, BUILDINGS OR STRUCTURES.

Be it enacted by the Senate and House of Representatives in General Assembly convened:

Section 1. Subsection (a) of section 8-2 of the general statutes is repealed and the following is substituted in lieu thereof (*Effective July 1, 2017*):

(a) The zoning commission of each city, town or borough is authorized to regulate, within the limits of such municipality, the height, number of stories and size of buildings and other structures; the percentage of the area of the lot that may be occupied; the size of yards, courts and other open spaces; the density of population and the location and use of buildings, structures and land for trade, industry, residence or other purposes, including water-dependent uses, as defined in section 22a-93, and the height, size and location of advertising signs and billboards. Such bulk regulations may allow for cluster development, as defined in section 8-18. Such zoning commission may divide the municipality into districts of such number, shape and area as may be best suited to carry out the purposes of this chapter; and, within such districts, it may regulate the erection, construction, reconstruction, alteration or use of buildings or structures and the use of land. All such regulations shall be uniform for each class or kind of buildings, structures or use of land throughout each district, but the regulations in one district may differ from those in another district, and may provide that certain classes or kinds of buildings, structures or uses of land are permitted only after obtaining a special permit or special exception from a zoning commission, planning commission, combined planning and zoning commission or zoning board of appeals, whichever commission or board the regulations may, notwithstanding any special act to the contrary, designate, subject to standards set forth in the regulations and to conditions necessary to protect the public health, safety, convenience and property values. Such regulations shall be made in accordance with a comprehensive plan and in adopting such regulations the commission shall consider the plan of conservation and development prepared under section 8-23. Such regulations shall be designed to lessen congestion in the streets; to secure safety from fire, panic, flood and other dangers; to promote health and the general welfare; to provide adequate light and air; to prevent the overcrowding of land; to avoid undue concentration of population and to facilitate the adequate provision for transportation, water, sewerage, schools, parks and other public requirements. Such

regulations shall be made with reasonable consideration as to the character of the district and its peculiar suitability for particular uses and with a view to conserving the value of buildings and encouraging the most appropriate use of land throughout such municipality. Such regulations may, to the extent consistent with soil types, terrain, infrastructure capacity and the plan of conservation and development for the community, provide for cluster development, as defined in section 8-18, in residential zones. Such regulations shall also encourage the development of housing opportunities, including opportunities for multifamily dwellings, consistent with soil types, terrain and infrastructure capacity, for all residents of the municipality and the planning region in which the municipality is located, as designated by the Secretary of the Office of Policy and Management under section 16a-4a. Such regulations shall also promote housing choice and economic diversity in housing, including housing for both low and moderate income households, and shall encourage the development of housing which will meet the housing needs identified in the state's consolidated plan for housing and community development prepared pursuant to section 8-37t and in the housing component and the other components of the state plan of conservation and development prepared pursuant to section 16a-26. Zoning regulations shall be made with reasonable consideration for their impact on agriculture, as defined in subsection (q) of section 1-1. Zoning regulations may be made with reasonable consideration for the protection of historic factors and shall be made with reasonable consideration for the protection of existing and potential public surface and ground drinking water supplies. On and after July 1, 1985, the regulations shall provide that proper provision be made for soil erosion and sediment control pursuant to section 22a-329. Such regulations may also encourage energy-efficient patterns of development, the use of solar and other renewable forms of energy, and energy conservation. The regulations may also provide for incentives for developers who use passive solar energy techniques, as defined in subsection (b) of section 8-25, in planning a residential subdivision development. The incentives may include, but not be limited to, cluster development, higher density development and performance standards for roads, sidewalks and underground facilities in the subdivision. Such regulations may provide for a municipal system for the creation of development rights and the permanent transfer of such development rights, which may include a system for the variance of density limits in connection with any such transfer. Such regulations may also provide for notice requirements in addition to those required by this chapter. Such regulations may provide for conditions on operations to collect spring water or well water, as defined in section 21a-150, including the time, place and manner of such operations. No such regulations shall prohibit the operation of any family child care home or group child care home in a residential zone. No such regulations shall prohibit the use of receptacles for the storage of items designated for recycling in accordance with section 22a-241b or require that such receptacles comply with provisions for bulk or lot area, or similar provisions, except provisions for side yards, rear yards and front yards. No such regulations shall unreasonably restrict access to or the size of such receptacles for businesses, given the nature of the business and the volume of items designated for recycling in accordance with section 22a-241b, that such business produces in its normal course of business, provided nothing in this section shall be construed to prohibit such regulations from requiring the screening or buffering of such receptacles for aesthetic reasons. Such regulations shall not impose conditions and requirements on manufactured homes having as their narrowest dimension

twenty-two feet or more and built in accordance with federal manufactured home construction and safety standards or on lots containing such manufactured homes which are substantially different from conditions and requirements imposed on single-family dwellings and lots containing single-family dwellings. Such regulations shall not impose conditions and requirements on developments to be occupied by manufactured homes having as their narrowest dimension twenty-two feet or more and built in accordance with federal manufactured home construction and safety standards which are substantially different from conditions and requirements imposed on multifamily dwellings, lots containing multifamily dwellings, cluster developments or planned unit developments. Such regulations shall not prohibit the continuance of any nonconforming use, building or structure existing at the time of the adoption of such regulations. Such regulations shall not provide for the termination of any nonconforming use solely as a result of nonuse for a specified period of time without regard to the intent of the property owner to maintain that use. Such regulations shall not terminate or deem abandoned a nonconforming use, building or structure unless the property owner of such use, building or structure voluntarily discontinues such use, building or structure and such discontinuance is accompanied by an intent to not reestablish such use, building or structure. The demolition or deconstruction of a nonconforming use, building or structure shall not by itself be evidence of such property owner's intent to not reestablish such use, building or structure. Any city, town or borough which adopts the provisions of this chapter may, by vote of its legislative body, exempt municipal property from the regulations prescribed by the zoning commission of such city, town or borough; but unless it is so voted municipal property shall be subject to such regulations.

Approved June 9, 2017

OLR Bill Analysis

sSB-944 (File 374, as amended by Senate "A")*

AN ACT CLARIFYING THE CONTINUATION OF NONCONFORMING USES, BUILDINGS OR STRUCTURES.

SUMMARY

This bill clarifies existing law's protections for nonconforming uses, buildings, and structures. It specifies that municipal zoning regulations cannot terminate or deem abandoned a nonconforming use, building, or structure unless the property owner voluntarily discontinues the nonconforming use, building, or structure with the intent not to reestablish it. The bill also specifies that demolishing or deconstructing a nonconforming use, building, or structure is not, by itself, evidence of an owner's intent to abandon the use, building, or structure.

A nonconforming use is a property use that legally exists at the time a zoning restriction prohibiting or limiting it is adopted (e.g., a business in an area later zoned for single family housing). Likewise, nonconforming buildings or structures are those that do not comply with current zoning regulations concerning location (e.g., setbacks) but (1) were legal when built or (2) have been deemed protected nonconforming structures or buildings by passage of time (CGS §§ 8-2 & 8-13a). Under existing law, municipalities can prohibit property owners from reestablishing a previously abandoned nonconforming use, structure, or building, but passage of time alone does not constitute abandonment (CGS § 8-2). The courts have held that for a nonconforming use, structure, or building to be deemed abandoned, the owner must voluntarily discontinue it with intent not to reestablish it (*Caserta v. Milford Zoning Board of Appeals*, 41 Conn. App. 77 (1996)).

*Senate Amendment "A" (1) eliminates the provision in the underlying bill that established a five year deadline by which property owners must act to preserve a nonconforming use, structure, or building's protected status following demolition or deconstruction and (2) adds the provisions clarifying current law's protections for nonconforming uses, structures, and buildings.

EFFECTIVE DATE: July 1, 2017

COMMITTEE ACTION

Planning and Development Committee

Joint Favorable Substitute

Yea 18 Nay 4 (03/17/2017)

**THE PLANNING COMMITTEE
OF THE COMMON COUNCIL**

**125 East Avenue
P.O. Box 5125
Norwalk, CT 06856**

TO: MEMBERS, PLANNING COMMITTEE OF THE COMMON COUNCIL
FROM: TAMI STRAUSS, DIRECTOR OF COMMUNITY DEVELOPMENT
RE: PY42 DRAFT CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT
DATE: SEPTEMBER 21, 2017

.....

Norwalk's Consolidated Annual Performance and Evaluation Report (CAPER) is a review of the CDBG program for Program Year 42 (July 1, 2016-June 30, 2017). In keeping with the City's *Citizen Participation Plan*, the CAPER was made available for public comment for the 15 days between August 25 and September 9, 2017. On September 7, 2017 the Redevelopment Agency held a public hearing for the CAPER and the members of the Planning Committee. The Agency received no written comments and no members of the public spoke during the public hearing.

Program Beneficiaries

The City made \$894,880 in funds available for its PY42 Community Development Block Grant Program. During the PY42 year, 979 people benefited from services provided by the CDBG grants, 4 public facilities were renovated, 15 businesses received technical assistance and the environmental condition of 2.5 acres of land was assessed. Four funded programs provided a city-wide benefit.

Progress towards achieving ConPlan Objectives and Strategies

In the second year of the 5-year Consolidated Plan period, substantial progress was made towards meeting the five-year objectives of modernization and safety improvements of public infrastructure (154%), technical assistance to businesses (135%) and homelessness prevention (110%).

ATTACHMENT: PY42 Draft CAPER - <http://norwalkct.org/index.aspx?nid=1412>

ACTION REQUESTED: Advance the PY42 CAPER to the Common Council in order to authorize the Mayor to sign the Mayoral Certification and approve the advancement of the PY42 CAPER to HUD.



7/25/17

PARKING CAPACITY AND STRATEGIC PLAN

PRIME CONSULTANT: WALKER PARKING CONSULTANTS

SUB-CONSULTANTS:

GEDEON GRC CONSULTING

6901 JERICHO TURNPIKE, SUITE 216
SYOSSET, NY 11791

BEHAN PLANNING AND DESIGN

112 SPRING STREET, SUITE 305
SARATOGA SPRINGS, NEW YORK 12866

HR&A

99 HUDSON STREET, 3RD FLOOR
NEW YORK, NY 10013

SCOPE OF SERVICES

PHASE I - NEAR TERM

TASK A: KICKOFF AND PROJECT RESEARCH

TASK A.1: ORGANIZATIONAL MEETING – The Walker team will meet with City staff to gather preliminary input and finalize project parameters such as organizing the stakeholder process. The Walker Team will provide a Request for Information that outlines data needed to successfully complete this assignment beyond what is already available. The Norwalk Parking Authority will conduct one meeting with city staff and other consulting teams to act as a coordination meeting. This meeting will allow for the introduction of each project consulting team and work to eliminate any redundant tasks that may occur among the teams and their respective projects.

At this early stage of the project, our team will coordinate with city officials to develop a tailored Public Outreach Plan. This plan will detail the strategy for all community participation, including number of stakeholder and public meetings, press releases, poster designs, advertising methods, opinion surveys distributed to local businesses (via Chamber of Commerce, etc.), residents, (via utility bills, etc.), workshop formats and the potential for “project branding” to give the effort a recognizable identity. To ensure participation from a wide and diverse cross-section of the community, we can discuss with the city options for live web-broadcasts of meetings, and utilization of social media (Facebook pages of City agencies, etc.) to reach both younger and older audiences who may not usually attend such meetings. The Walker team will coordinate outreach (traditional and mobile communication) with the selected Marketing Company and the consultants for the citywide POCD (Stantec) and RDA area updates (RPA) branded

communication and website, including social media platforms (LinkedIn, Instagram, Twitter, Facebook, Website and Mobile Website), web based comments. Include other traditional communication methods working with the team. Discuss creating communication collateral into Spanish

TASK A.2: REVIEW AND EVALUATE EXISTING DATA – Team members will review and evaluate existing information provided (Task A.1).

TASK A.3: CONFIRM PUBLIC & PRIVATE PARKING INVENTORY – Walker personnel will conduct a detailed inventory of public and private parking within the study area to update /verify existing information and to augment it as needed. The analysis will focus on parking in the boxed areas on the Norwalk Parking Spaces map included in the RFP. We will also review parking in the study area outside the commercial/transit areas on the map, to understand residential parking issues. In addition to stall counts, inventories will include rates, time limits and other restrictions, and user group allocations as relevant. Signage or other issues that may be affecting utilization of parking areas will be noted.

TASK A.4: OCCUPANCY DATA – The City had utilization studies done in 2015. Our team will supplement existing material to account for changes since 2015 and/or to understand occupancy levels in facilities that were not included in previous counts. Counts will be conducted in morning, afternoon, and evening on a weekday (until 8 pm in the Wall Street area and 11 pm in the SONO area), and early afternoon and evening on a weekend. Additionally, we will conduct license plate surveys in a few key areas—to be selected with input from City staff—between 8 am and 6 pm in the Wall Street area and 8 am until 11 pm in the SONO area. on a weekday to identify the monopolization of vital curbside spaces by the business community.

TASK A.5: ANALYZE EXISTING PARKING DEMAND AND SUPPLY - Based upon the verification of public and private parking space inventory and peak period field surveys, the Walker team will tabulate the parking supply and demand for each block and for each sub-area of the study area, and compare these findings to the 2015 study and other data available from the City.

TASK A.6: CONDUCT STAKEHOLDER INTERVIEWS – Conduct meetings with stakeholder groups, such as the Parking Steering Committee, residents and businesses, to obtain input on their perception of the parking system. The initial meetings will be primarily information gathering sessions where participants can voice concerns and help direct our focus, but they will also be encouraged to provide direct input on graphics that demonstrate current parking, transportation and landscape approaches. Best practices from other systems may be provided for comparison. The goal is to make the meetings more than complaint sessions, by involving participants to gain their insight and build consensus in the creative process of envisioning future improvements.

Stakeholder meetings generally include smaller focus groups (*up to two days of focus group meetings held on consecutive days*) as well as one larger open forum (Public Workshop). This should be followed with an online survey that we will create, to be advertised on the City's website (new citywide planning project(s) website), to ensure that everyone has a chance to provide input regardless of their availability for meetings. A project website linked to the City's homepage can keep the public updated between meetings. Sidewalk surveys can be conducted to ensure that each group has been provided an opportunity to provide their thoughts on parking. As the City of Norwalk and Chamber of Commerce each have their own Facebook pages, this social media tool can also be utilized (linked to coordination with POCD and RDA area studies).

TASK B: IDENTIFY NEAR-TERM, TEMPORARY, AND LONG-TERM PARKING SOLUTIONS

TASK B.1: EVALUATE PARKING MANAGEMENT APPROACH – To provide recommendations on how best to provide a cohesive and unified approach to parking and transportation management within the City, our team will consider the City-wide plan for redevelopment and provide recommendations on the proper managerial model using industry “best practice” models. The model(s) identified will help promote public and private partnerships as well as identify the protocols for identifying the lead entity (NPA) that should be charged with future parking development to properly support economic redevelopment.

This task will involve an evaluation of the management structure or hierarchy, roles/responsibilities, overall responsibilities (rate setting, enforcement, technologies, etc.), and general decision making procedures. In effect, the structure of the parking organization will be evaluated for strengths and weaknesses.

To manage the demand for parking, policies will be developed that will assist City staff in meeting the goals of the Transportation Master Plan. Such recommendations will include pricing strategies that follow price versus convenience parking, surge pricing strategies, shared parking opportunities, intercept parking facilities and parking code review and recommendations. It appears that several appropriate operations and management programs are already in place to promote parking; however, this type of examination will help ensure that the current available parking inventory is fully utilized before the development of additional parking facilities is undertaken. Similar recommendations will be developed for the TDM elements.

In addition, stakeholder concerns, utilization and turnover data, and the wider objectives of the City’s transportation and land use plans will be considered. Evaluation of opportunities to improve the parking system in terms of maximizing efficiency and minimizing parking “sprawl” while providing a high level of service for transient parkers (including not only access, but clear communication) will also be identified.

This review will include:

- Location and utilization of the private supply to evaluate opportunities for shared use of these potentially underutilized resources.
- Walking distances and streetscape issues that support or hinder walkability and the perception of walkability in the downtown.
- Permit allocation – locations and rates.
- Rates, time limits and enforcement policies that support or hinder even distribution of transient and long-term parking. Investigate rate sensitivity for the various user groups.
- Approaches to commuter parking.
- Restriping of facilities to increase capacities
- Potential for on-street angled parking
- Shared use agreements (or potential for agreements)
- Technologies that may be of assistance in supporting a stream-lined and forward thinking approach to downtown parking and transportation management.
- Ways in which alternative transportation and transportation demand management practices are being supported in the City (by policy, practice, and/or urban design).
- Challenges for residential parking
- Review of parking policies related to non-profits, festival and events

These tasks will be discussed as part of the consultant team meeting held as part of task a.1 to avoid the duplication of efforts.

TASK B.2: EVALUATE ACCESS AND TRANSPORTATION/TDM POTENTIALS – This task will include TDM measures to aid in the reduction of single occupant vehicles in the commercial districts. It will also include streetscape improvements to support a “park once” milieu as well as to make peripheral parking more palatable. This work will be completed in coordination with the other consulting teams.

To support the “park once” environment the current features of the study area will also be evaluated and recommendation made to reach this goal. Traffic calming, landscape features that encourage walkability, bicycle accommodations, crosswalk design, pedestrian wayfinding and trailblazing signage, parking facility branding/logo design and recognition along with parking time limits are among some of the issues that will be examined.

TASK B.3: REVIEW/EVALUATE PLANNED AND PROGRAMMED DEVELOPMENTS – Review with City Planning and Redevelopment staff, Public Works Department, Recreation and Park Department, scenarios for near- and longer-term development in the City as identified in the Plan of Conservation Development (POCD) and the RDA area updates. Scenarios will be based on assumptions about type of development, absorption of vacant space and shift in tenant types, density changes, timelines, etc. identified in the POCD.

TASK B.4: DEVELOP PARKING MODEL – Walker will analyze the correlation between land use and parking activity to develop and calibrate a parking model that can be used to better understand the spatial relationship between parking and destinations within the core commercial study area (including but not limited to the urban core, railroad station TOD areas such as SNRR, ENRR, Rowayton, Merritt 7 and schools, recreation and parks and private parking (areas larger than 25 spaces and/or deemed to have an impact on supply)). This information will also be used to project additional parking needs in the longer term (Phase II of the study). The model will quantify parking generation rates currently but also consider changing travel patterns and the impact of TDM improvements recommended by the study. This will help inform parking supply quantification and help identify recommended changes to City code including parking minimums and maximums. This task will be completed in coordination with the other consulting teams.

TASK B.5: REVIEW/APPROVAL OF PLAN OF CONSERVATION DEVELOPMENT INFORMATION –As known, proposed and potential development projects are dependent on a variety of forces, most particularly political and economic, the Walker team will need to present the development information to City staff for review and discussion before detailed parking demand modeling and analysis is completed. The Walker team will meet with City staff to review and revise the information that has been provided to date. This work will be coordinated with each of the other consultant teams (POCD & RDA).

TASK B.6: MODEL FUTURE PARKING DEMAND - Future parking conditions will be evaluated using City staff growth estimates plus specific projects that are either being proposed, planned, or constructed. New construction that may replace existing surface parking will be factored into the future estimate of parking supply.

TASK B.7: MODEL FUTURE IMPACTS OF TDM - Using socio-demographic, employment, mode split and model coefficients data, as well as future parking demand, future developments and forecasted volumes, Gedeon will predict the magnitude and geographic distribution of potential changes in travel behavior resulting from steps taken at specific locations to manage transportation demand. We will also build on these predictions to estimate the impacts of implementing transportation demand management (TDM) strategies on travel demand within the study area. The analysis will focus on quantifying the TDM program’s potential impact on vehicle trips, mode share, and emissions. It can include strategies that modify the average pricing of parking and/or access (e.g., change in walking times from parking) as well as financial incentives for alternative modes, and alternative work schedules. Budget estimates for each scenario will be prepared in consultation with the provider.

TASK B.8: CIRCULATION, ON-STREET LOADING/UNLOADING ZONES, AND ACCESS MANAGEMENT- Studies show that approximately 30% of all city traffic is search traffic, making it the main cause of congestion: shoppers running a quick errand, suppliers (un-)loading their goods, residents arriving home after a day of work; all of them looking for a parking spot as close as possible to their destination. Gedeon will assess existing traffic circulation, loading/unloading zones, and

access to properties and propose innovative solutions to improve parking usage, thereby enhancing traffic operations and access management.

Review circulation around, and access to, public and key private off-street parking resources. Evaluate opportunities to improve access to facilities as needed to improve utilization and/or minimize conflicts. Signage will be considered as well. It should be noted that this task does not include a city-wide analysis of traffic flow and signage.

TASK B.9: IDENTIFY FUTURE PARKING IMPACTS BY SUBAREA – Using the tailored shared parking model, we will evaluate the parking impacts of development for each sector of the study area. The analysis will project transient needs, resident needs, and employee needs to help plan approaches to managing the impacts of the different user groups.

The implications of the future parking supply and related code requirements should also be carefully understood. A well-conceived parking strategy that provides viable support to land use activities must be the primary objective of a parking program to create a successful short/long range situation. These projections will establish the parking needs as a baseline from which to identify and evaluate alternative parking development options within the various sub-areas. In addition, these projections will assist in the identification of alternate parking sites, as appropriate. An estimated shortfall or surplus of parking on typical weekdays by sub-area will help isolate sectors within the area that would benefit the greatest from parking and transit ridership improvements.

TASK B.10: IMPLEMENTATION AND COST ANALYSIS – The team will provide an implementation plan and a projection of costs, both capital and operational, associated with the recommended plan as well as key alternatives as applicable. The analysis will include a projection of revenue impacts (the level of detail available from the City on revenues will determine the level of detail of the projections). Walker will project costs of parking-related improvements recommended. Our team will project costs of urban design, streetscape, transportation alternatives, and landscape recommendations.

Finally, HR&A will provide an assessment of the various options (including the option of eminent domain) available to the City to support the improvements. The RFP mentions a parking benefits district, and this is generally a recommended option, but other options will be discussed as deemed relevant.

TASK C: DRAFT RECOMMENDATIONS

TASK C.1: Create a Draft Master Plan that synthesizes all the issues that have been analyzed as part of Task B. The Plan will include:

- Parking management and policy recommendations including permit management, availability of transient parking, residential permit zones, code-required parking, incorporation of shared parking agreements. For residential zones, recommend specific zones, triggers, and process for establishing zones. For code required residential and commercial parking and shared parking, review existing zoning code and recommend specific changes (transit hubs). Analysis of shared parking agreements including types, agreement terms, and triggers.
This will include agreements between private owners as well as public-private agreements. As in-lieu fees are currently utilized, report will include discussion of approaches to in-lieu fees and local comps.
- TDM measures and associated landscape and streetscape recommendations to support (along with parking management tools) a Park Once environment in core areas and that will reduce parking demand altogether as alternatives are streamlined. Growth projections to understand whether parking system will be adequate in the near and longer-term, considering that the parking environment will change as car-sharing and autonomous vehicles replace parking traffic with drop-off traffic.
- Identify possible site for additional parking as needed. Provide an order-of-magnitude estimate of spaces that could be added and cost of construction.

- Recommendations for incorporating drop-off traffic into the urban design to accommodate car-sharing.
- Recommendations for making day-to-day management of the parking easier, including streamlining of responsibility for new facilities, as applicable.
- Financial analysis of recommended parking improvements and/or augmentation, including revenue, expenses, capital expenses.
- Economic structuring analysis of options available to support the changes. HR&A will research national best practices to generate revenue and fund public improvements through municipal parking assets, such as a Parking Benefit District (PBD) in which all or a portion of parking revenue is assigned to public improvements and/or other ongoing maintenance and operational expenses within a defined district. HR&A will also review a variety of public-private financing tools and mechanisms, or value capture mechanisms, such as Tax Increment Financing (TIF), Special Services Districts, and/or Public Land Disposition that may be appropriate to consider in certain neighborhoods or districts in the City. They will complete the analysis with a recommendation for financing tools to fund parking facilities and/or public improvements within defined neighborhoods or districts in Norwalk.
- Recommendations for locations and policies for loading and commercial delivery zone changes to support the wider goals of the plan to upgrade the parking system.
- An overall vision for the future of the parking system, weaving together parking needs and managements with the wider goals of City planning, support for transportation growth, and urban design (as part of the shared parking policies, repurpose parking facilities and on street parking to be used for community collaborations such as with the Arts Commission and creating parklets).
- Provide ideas for adaptive reuse of existing and/or future parking structures as parking demand declines.
- Develop a simple Master Plan map which graphically depicts all the above into a single attractive poster-style map. This would help to tie everything together into a coherent plan people can understand and is valuable great for public information and plan promotion purposes. If the City desires, a GIS layer can be created to add identify parking facilities and inventories to the City's system.

Present the draft plan in community/stakeholder meetings that give the community the opportunity to provide direct feedback. Format of the meetings will be determined through discussion with City staff, but we envision a process where small groups discuss various aspects of the plan and provide mark-ups and/or votes (often a "like/dislike" mark-up process).

Finally, our team will provide recommendations on current parking standards and identify what is appropriate for a small developing city like Norwalk in an effort to promote the utilization of Norwalk's mass transit.

PHASE II – LONG TERM

TASK D: LONG TERM PLANNING

Long-range forecasting is difficult in parking, given the flux that is resulting from car-sharing and autonomous vehicles. The long-range projections will temper traditional parking demand projections with the anticipated reduction in parking generation rates. This portion of the study will also look at opportunities to extend linkages between parking and other forms of transportation as multi-modal and non-parking dependent trips increase. Finally, we will provide input on planning for a flexible parking system that can adapt to decreasing demand.

TASK D.1: Using the model developed in Task B and with input from the other consulting teams, develop long-range projections for parking under potential build-out scenarios provided by the City. We will also identify trends in selected comparable cities.

One objective of this phase is to compare future parking demand in the area and compare it with the existing public and private parking supply. Another objective is to estimate the future impacts of TDM programs and services on vehicle trips, mode share, and emissions.

TASK D.2: Create a plan for long-term solidification of a cooperative approach to building and operating parking in Norwalk, such that parking is not overbuilt and not overly complex to navigate. This task will extend work done in previous phases on private and public-private agreements, codifying approaches to maximize efficiency throughout the system.

TASK D.3: Create a complete trip plan linking transportation management and parking system - Most municipalities treat parking as a necessary utility without a comprehensive link to transportation, including the road network and transit system. Our approach will involve the development, management and financial stability of the parking assets while factoring the complementary transportation system, including trips, TDM and access options. Using existing conditions assessment data with forecasted models from previous phases, our overall goal in creating a complete trip plan is to propose a parking and transportation system that will deliver a consistently positive user experience, ensure the continued vitality of the city, and create a parking system which is fiscally sound and operationally efficient.

TASK D.4: Provide recommendations on financing options and public-private partnerships to advance the goals of the City, residents, and the private sector including the use of eminent domain.

TASK D.5: Meet with City staff to review Phase 2 findings. Incorporate feedback.

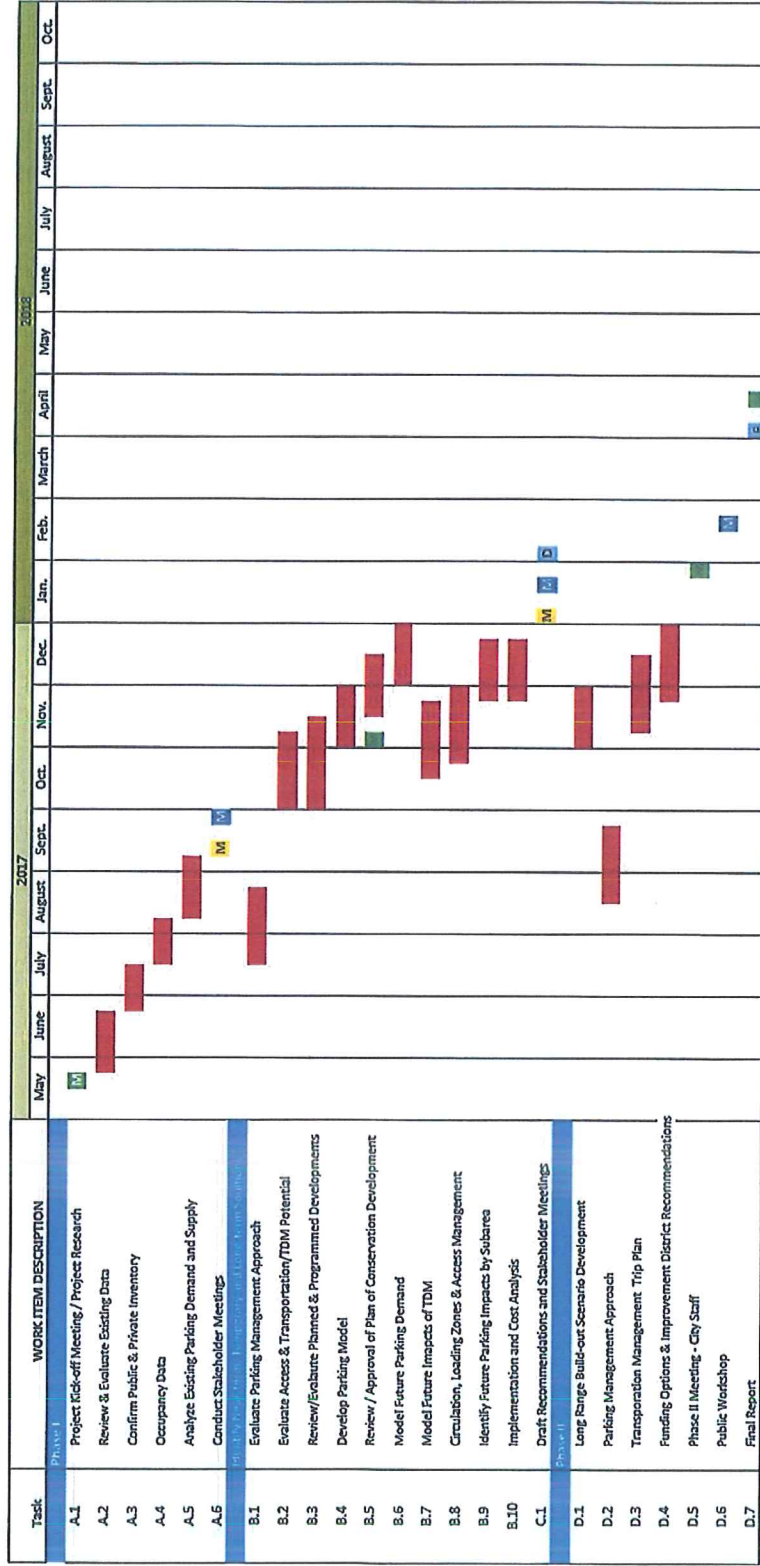
TASK D.6: Meet with stakeholders to present the long-term plan. Incorporate feedback.

TASK D.7: Issue a final report including the Phase 1 report and the revised Phase 2 report.

PAYMENT & PERFORMANCE

Walker's project manager will provide monthly detailed progress reports to the Norwalk Parking Authority Director identifying the work completed each month. Payments by the City of Norwalk will be made on a monthly basis based on percentage of work completed each month. Invoices submitted by Walker Parking Consultants for payment each month will show detailed tasks completed (narrative, dollar and %) and out of pocket expenses.

City of Norwalk
Downtown Parking Capacity & Strategic Plan
Anticipated Project Schedule



- M Public Workshop Meeting
- I Internal Project Meeting
- M Stakeholder Meeting
- D Draft Report Submission

PARKING AUTHORITY MINUTES

JUNE 20, 2017

CONTRACT APPROVAL PAGE THREE



CITY OF NORWALK
PARKING AUTHORITY
REGULAR MEETING
June 20, 2017

ATTENDANCE: Richard Brescia, Chairman
Mike Harden, Vice Chairman
Jud Aley
Tom Vetter

STAFF: Kathryn Hebert, Administrative Services Manager
Dilene Byrd, Secretary

OTHERS: Stathis Manousos, LAZ Parking
Rocky Legesse, LAZ Parking
Christine Bradley, Library Director
Alex Knopp, Chairman Library Board of Directors

CALL TO ORDER

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

PUBLIC COMMENT

Mr. Knopp thanked the Parking Authority and said the absence of parking has been an issue at the Norwalk Library for many years, and that they only have a handful of spaces for approximately 1000 customers per day at the central branch. He said that the programs are growing in popularity but because the absence of convenient parking is an issue especially for those that use the library the most which are senior citizens and families with young children. He said that due to the support of Mayor Rilling and the leadership of the Common Council they were able to negotiate some land opportunities with the land owner behind the library and the result is a six year lease for the parking area. He said that the agreement about parking is not just about parking per say but is also about the opportunity for expansion and modernization of the library as a whole, and it has been 35 years since it has been modernized or standardized in anyway, and all the other libraries in the surrounding communities have been modernized or expanded within the last decade. He also thanked Mr. Coppola for being a key partner in the negotiations.

**1. APPROVE THE MINUTES FROM THE PARKING AUTHORITY MEETING HELD ON
WEDNESDAY, MAY 16, 2017.**

- ** MR. ALEY MOVED TO APPROVE THE MINUTES.**
- ** MR. HARDEN SECONDED THE MOTION.**
- ** THE MOTION PASSED UNANIMOUSLY.**

**2. PRESENTATION BY MARIO COPPOLA, CORPORATION COUNSEL -
AUTHORIZE THE PARKING AUTHORITY TO ACCEPT INTO ITS EXISTING
PARKING FACILITY INVENTORY THE NEW OFF-STREET PARKING TO BE
LOCATED ON 11 BELDEN AVENUE (ADJACENT TO THE MAIN LIBRARY) AND
LEASED BY THE CITY OF NORWALK FROM 587 CONNECTICUT AVENUE., LLC.
- IN ORDER TO CONSTRUCT THE NECESSARY CAPITAL IMPROVEMENT THE
PARKING AUTHORITY WILL BE RESPONSIBLE FOR THE COSTS OF THE
PARKING LOT IMPROVEMENTS AND TO MANAGE AND OPERATE THE SAME
FOR PARKING BY THE PUBLIC AND THE LIBRARY PATRONS**

Mr. Coppola spoke about the agreement between the city of Norwalk and the property owner and said that the goal is to develop a master plan for the entire area with parking being a major component and the Parking Authority key player of this plan. He said in the agreement the deadline to close in August 2017 but made a commitment to the property owner to try and close in July. He said that following this meeting he will be meeting with the Planning Commission to review the proposed capital expenditure, and then there is a joint public hearing scheduled for June 27, 2017, at 6:00PM, and that on July 10, 2017 the Board of Estimate and Taxation to vote of the capital expenditure, and on July 11, 2017, there will be a final vote of the Common Council. Mr. Vetter said in the actual agreement it speaks about a pending lawsuit between S&E Properties regarding parking rights and asked if that has been looked into. Mr. Coppola said "yes" and it will be resolved.

Mr. Brescia said that three proposals were put together and analyzed by the Engineering Department of Public Works. Ms. Hebert spoke about the options and recommended option 1 for the parking layout and operation. Once the agreement is approved by the Common Council, and until the Parking Authority and the Department of Public Works reconstructs the parking lot, the Parking Authority will put up temporary signs that say "temporary parking for library patrons only".

**2A. AUTHORIZE THE PARKING AUTHORITY TO ACCEPT INTO ITS EXISTING
INVENTORY THE NEW OFF-STREET PARKING LOT TO BE LOCATED AT 11 BELDEN
AVENUE AND LEASED BY THE CITY FROM 587 CONNECTICUT AVENUE, LLC, IN
ORDER TO CONSTRUCT THE NECESSARY CAPITAL IMPROVEMENTS AND TO
OPERATE THE SAME FOR PARKING BY THE PUBLIC AND LIBRARY PATRONS.**

- ** MR. ALEY MOVED TO APPROVE THE ITEM.**
- ** MR. HARDEN SECONDED THE MOTION.**
- ** THE MOTION PASSED UNANIMOUSLY.**

2B. APPROVE OPTION NUMBER ONE AS RECOMMENDED BY THE DEPARTMENT OF PUBLIC WORKS.

**** MR. HARDEN MOVED TO APPROVE THE ITEM.**

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

**** THE MOTION PASSED UNANIMOUSLY.**

3. AUTHORIZE THE CHAIRMAN OR THE VICE CHAIRMAN OF THE PARKING AUTHORITY TO EXECUTE AN AGREEMENT WITH WALKER CONSULTANTS FOR THE DEVELOPMENT OF A PARKING CAPACITY STUDY AND CITYWIDE STRATEGIC PARKING PLAN, FOR A SUM NOT TO EXCEED \$200,000 ACCOUNT NO. 21409J-5784

Ms. Hebert said that a staff department working group was put together to review the proposals that came in on April 21, 2017, and that six proposals were received and were narrowed down to three consultants and that they were interviewed. She discussed the interviews and said that the reason that Walker Consulting was selected was their team was a better fit and there was more synergy within the team, and one of the things that was very important to the staff department working group was that whoever is selected for the parking study needs to work with the consultants from the planning of conservation and development study consultant, as well as the consultant that is working on the updates to the Redevelopment Agency's plan for Washington Street, South Main Street, Wall Street and West Avenue. She said that the study will take at least one year to complete and they will be looking at near term, midterm and long term parking planning. Mr. Aley said that there have been a lot of parking studies done over the past five years which is also being covered in this study. Ms. Hebert said that when the RFP was sent out it was linked to all of those studies and they will use those as a benchmark, and five years is a long time and things have changed. Mr. Harden suggested eminent domain to be part of the strategic plan as an option for the good of a larger plan. Ms. Hebert said that that will be considered in the plan.

**** MR. HARDEN MOVED TO APPROVE THE ITEM.**

**** MR. VETTER SECONDED THE MOTION.**

**** THE MOTION PASSED UNANIMOUSLY.**

INFORMATION AND DISCUSSION

1. Chairman Report

Mr. Brescia reported and said that they will continue to look at near term and long term solutions for some of the parking problems.

2. Marking Plan

Mr. Brescia reported and said that he and Ms. Hebert met with small working group representing the Wall and SONO districts for the marketing plan. Ms. Hebert provided an update and said that MaxExPR will be sending draft plan first week of July and expect the next meeting to show the plan to the group third week of July.

3. Financial, Activity and Operating Reports

Mr. Manousos reported and said that revenues are up 1% from prior month and 7% year to date, and expenses are up 35% for May and 3% year to date and is driven by the accrued expenses specifically for building repair and maintenance, and that an additional \$311,000 was spent on building repair maintenance year to date, and he expects that line item to be approximately \$1 million dollars by the end of the fiscal year, which is a significant increase of what is typically budgeted. Some of the increased repair and maintenance expenses are related to the costs associated with the East Norwalk Railroad Station temporary and the estimate for the library parking lot reconstruction. He said that transient activity is up 22.5% compared to last May, and permit activity is up over 2% and that 77% of revenue was collected through credit cards for May compared to 66% last year. He said that the Pay by Cell is up 90% activity revenue attributed to Pay by Cell up 80%. He said year to date transient activity is up almost 19% at all locations with the exception of Webster Lot and the South Norwalk Railroad Station due to the reopening of the Stamford Transportation Center.

4. On Street Customer Courtesy Program

Mr. Manousos discussed the Customer Courtesy Program and said that when a Parking Enforcement Officer sees an expired meter that rather than issuing a parking ticket they will leave a customer courtesy card along with a warning ticket. Mr. Legesse distributed the card.

5. Capital Project Report

Haviland Deck

Ms. Hebert said that the project has been completed and that the new LED lights have been installed and that a \$6,800 incentive rebate was received from SNEW

Yankee Doodle Garage

Ms. Hebert said that the installation of the elevator has been completed, and that the lighting project will begin on Monday and will be completed in July and she expects to do a press conference in the fall.

South Norwalk Railroad Station

Ms. Hebert said that the cupola project will be completed in July.

East Avenue Temporary Commuter Parking Lot

Ms. Hebert said that the project has been completed. Mr. Legesse said that it is working well but that there are still empty spaces. Mr. Brescia asked if the lot can be used on the weekends for transient parkers. Mr. Legesse said "yes". Mr. Brescia suggested that be included in the language on the signage.

6. Liberty Square

Ms. Hebert reported and said that Public works will maintain until the lot is folded under the Parking Authority inventory into paid parking.

7. Other Business

Mr. Manousos recommended that they perform an analysis of the parking violation operation. Mr. Harden asked if there is a map of the areas that the Parking Authority is responsible for and the hotspots. There was discussion ensued and it was decided that staff will work with GIS Analyst to create a map.

Mr. Brescia requested that a count hour by hour at the South Norwalk Railroad Station garage and lots after 6:00PM and on weekends. He also requested the total number of parking spaces at each facility be added to the report for the facilities where monthly permits are sold.

Mr. Hebert said that Mr. Harden would like to offer something to the Oyster Festival on behalf of the Parking Authority, and she had suggested that a discount be offered through Pay by Cell and not only would it benefit the attendees of the festival, but also the Parking Authority so that people will download the app. For future use.

**** MR. HARDEN MOVED TO SUSPEND THE RULES**

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

**** THE MOTION PASSED UNANIMOUSLY.**

**** MR. VETTER MOVED TO OFFER THE SEAPORT ASSOCIATION A \$2 DISCOUNT DURING THE OYSTER FESTIVAL THROUGH THE PAY BY CELL APP AND A \$2 DISCOUNT AT THE MARITIME GARAGE WITH PROOF OF PAYMENT.**

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

**** THE MOTION PASSED UNANIMOUSLY.**

Mr. Harden discussed the implementation of the ticket discount of \$5.00 if paid within 24 hours at the office, and said that it will begin on July 1, 2017.

Mr. Aley asked the status of doing a pilot/test program changing the on- street hours of operation in SONO from 8:00AM – 9:00AM on Washington Street and South and North Main Streets on the test program that he had recommended. There was discussion ensued and it was decided that since a grace period is already implemented for five to ten minutes that further evaluation is needed and the expenses to make any changes, and that research should also be done in other communities.

8. **Next Parking Authority Meeting: Wednesday, July 26, 2017, Maritime Garage, Parking Authority Offices, 11 North Water Street, 6:00PM.**

ADJOURNMENT

**** MR. VETTER MOVED TO ADJOURN
** MR. HARDEN SECONDED THE MOTION.
** MOTION PASSED UNANIMOUSLY**

The meeting adjourned at 6:55PM

**THE PLANNING COMMITTEE
OF THE COMMON COUNCIL**

**125 East Avenue
P.O. Box 5125
Norwalk, CT 06856**

TO: MEMBERS, PLANNING COMMITTEE OF THE COMMON COUNCIL

FROM: JOHN KYDES, CHAIRMAN

DATE: SEPTEMBER 28, 2017

RE: **MEETING NOTICE**

.....
The next scheduled meeting of the Planning Committee of the Common Council will be held on **Thursday, October 5, 2017 at 7:00 pm** in Room 231 in Norwalk City Hall. Please Note the Time and Location.

**PLANNING COMMITTEE OF THE COMMON COUNCIL
REGULAR MEETING
OCTOBER 5, 2017
7:00 PM**

CALL TO ORDER

ROLL CALL

PUBLIC PARTICIPATION

I. APPROVAL OF MINUTES

- A. Approve Minutes of September 7, 2017 Regular Meeting

II. BUSINESS

A. PLANNING AND ZONING

- 1 Master Services Agreement, Traffic Consultant Peer Review
 - (a) Advance to the Common Council the Planning and Zoning Director's request to execute separate Master Services Agreements with WSP Brinckerhoff and John P. Thompson for on call professional consulting services, and authorize the Mayor to execute the contracts
2. Municipal Opt-Out: Temporary Health Care Structures
 - (a) Approval to advance the Planning and Zoning Director's request to opt out of Public Act 17-155 regarding the placement of temporary health care structures to the Common Council

B. COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

1. Approval to advance the PY42 CAPER to the Common Council with authorization for the Mayor to sign all forwarding documentation required by HUD

C. PARKING AUTHORITY PRESENTATION OF THE SCOPE OF
SERVICES FOR PARKING CAPACITY AND STRATEGIC PLAN
WITH WALKER PARKING CONSULTANTS

III. OLD BUSINESS

IV. NEW BUSINESS

ADJOURNMENT

**CITY OF NORWALK
PLANNING COMMITTEE
SEPTEMBER 7, 2017**

ATTENDANCE: John Kydes, Chair; John Igneri; Tom Livingston; Shannon O'Toole Giandurco;
Douglas Hempstead; Faye Bowman

STAFF: Timothy Sheehan, Executive Director, Tami Strauss, Director Community
Development Planning

**PUBLIC HEARING- REVIEW CDBG PROGRAM PERFORMANCE FOR
PROGRAM YEAR 42 – (JULY 1, 2016 – JUNE 30, 2017)**

No member of the public came forward.

CALL TO ORDER

Mr. Kydes called the meeting to order at 7:04 p. m. and called the Roll. A quorum was present.

PUBLIC PARTICIPATION

No member of the public came forward.

I. APPROVAL OF MINUTES

July 6, 2017

**** MR. IGNERI MOVED TO APPROVE THE JULY 6, 2017 MINUTES AS SUBMITTED.
** THE MOTION PASSED UNANIMOUSLY.**

II. BUSINESS

A. Review RFP for Master Planning Services for Library Area

Ms. Strauss stated that the Redevelopment Agency, in partnership with Planning and Zoning staff and Library officials, has developed a RFP for a Master Plan of the 16 acre Library Area. If the option agreement is exercised, the City will own nearly 10% of the acreage of the Library Area. She stated that the RFP requests responses from professional planning and urban design firms. They will be expected to prepare plans, designs, and receive appropriate municipal approvals for a form-based code of the Library Area.

Ms. Strauss stated that rather than recommending conventional zoning design guidelines, the proposed form-based Library Area plan will present a required physical form, designated appropriate form, scale and character of development. She stated the form-based code will give the City control of how the area will look and function. Mr. Sheehan stated that the area currently has a large amount of parking, which should be reduced.

Mr. Alex Knopp came forward and stated that we are happy to have the process move quickly. He stated that part of the process of the design of the library may hinge on what the consultant ends up recommending. He stated that in Stamford, a coffee shop is built into the library. Similarly, in Boston, a television station is built into the library. There are a lot of options we may want to consider.

OLD BUSINESS

A. Update on Incentive Subcommittee Recommendation Regarding Economic Distress for Census Tract 437

Mr. Sheehan stated that we were charged with finding the level of economic distress, and it warrants consideration of the subcommittee to look at the potential of an incentive. He stated that if the determination is made favorably, we would then advance to considering the structure of an incentive. Mr. Sheehan stated that the Tract 437 was looked at in terms of what issues of distress there are in relation to the current enterprise zone.

Mr. Sheehan stated that the demographics of Tract 437 were analyzed. Income and poverty levels, job markets, modes of travel and travel time, commercial market and vacancies, and blight were measured. Housing character and quality were analyzed. He stated that development potential was analyzed.

Ms. Bowman arrived to the meeting at 7:42 p. m.

Mr. Kydes stated that the area is in dire need of help. Mr. Livingston stated that incentives should be considered. Mr. Hempstead stated the City should know what it wants instead of responding to a developer coming in with a development proposal.

Mr. Sheehan stated that the subcommittee will have to be brought back together and work through what the structure of incentives could be. The subcommittee would report back to the Planning Committee on an ongoing basis.

IV. NEW BUSINESS

No items were brought forward.

ADJOURNMENT

**** MR. HEMPSTEAD MOVED TO ADJOURN.**
**** THE MOTION PASSED UNANIMOUSLY.**

The meeting was adjourned at 7:58 p. m.

Respectfully submitted,

Tom Blaney
Telesco Secretarial Services

Memorandum

September 11, 2017

To: Planning Committee, Common Council

From: Steve Kleppin, Planning & Zoning Director 

Re: Master Service Agreement, Traffic Consultant Peer Review

On March 15th, 2017, the Zoning Commission approved an amendment to the zoning regulations which allows them to hire independent, third party consultants to review various technical aspects of applications that come before the Commission.

On any application, the Commission or Board may retain an architect, engineer, landscape architect, professional land use planner, and/or other consultant to review, comment, and guide its deliberations on any application. If the Commission or Board determines that such consultant(s) are necessary, the Zoning Inspector shall obtain estimates from such consultant(s). The Zoning Inspector shall collect 150% of the estimate from the applicant which shall be held in escrow until the technical reviews are completed. Any excess amount collected over the actual cost shall be refunded to the applicant. This payment shall be considered as an integral part of the application. The failure by the applicant to make this payment shall render the application incomplete.

This amendment provides the Zoning Commission with a valuable tool when reviewing applications. Prior to this amendment, there was no mechanism within the regulations where they could require an applicant to pay for such review. Obviously, the City could retain its own consultant but that places additional strain on an already tight budget. The Commission has been fortunate of late that during their reviews of the mall application and the Village application, the applicant agreed to fund an outside peer review of traffic, even though they weren't obligated to. More recent applications could have benefited by an architectural peer review.

Three (3) immediate areas of need for outside technical assistance were identified: traffic, architectural and planning and acoustical engineering. After the amendment was adopted, a request for qualifications for on-call traffic peer review was prepared since that is the most common and often most contentious issue. The Commission is presently issuing an RFP for architectural/planning review and a separate RFP for acoustical engineering review.

Six (6) responses to the traffic peer review RFP were received. Zoning Commissioners and staff screened the proposals and conducted interviews with three (3) of the candidates. Two (2) firms: WSP Brinckerhoff and John P. Thompson were ultimately selected to serve as on-call traffic peer review consultants at the discretion of the Commission. Two consultants were chosen so we would have alternatives in case there is a conflict of interest with one of the firms or other reasons preventing either of them from assisting us within the statutory timeframe we require. In addition, staff may recommend the Commission choose 1 consultant verses another based on the scale and scope of the project, which could ultimately save the applicant time and money.

In order to have the consultants available to assist the Commission, individual Master Service Agreements are required between the city and each firm, whereby the Firm will agree to be available as needed for a project. There will be a separate Letter of Agreement administered by my office to engage a particular firm for each separate project/application, which will also detail the scope of services for that project.

I believe it is important to note that there is no cost to the city and the applicant has no choice but to comply with this requirement since this is codified in the regulations.

Common Council Actions:

1. Authorize the Mayor, Harry W. Rilling, to execute separate Master Services Agreements with WSP Brinckerhoff and John P. Thompson for on call professional consulting services to be performed on an as-needed basis related to peer traffic review. The Scope of Work will be performed pursuant to individual Letters of Agreement detailing the scope of the work for each Project. Services will be paid for by individual applicants with the Department.

2. Authorize the Director of Planning and Zoning to execute the Letters of Agreement for individual projects on an as-needed basis to authorize the work to be done.

END

Memorandum

September 28, 2017

To: Planning Committee, Common Council

From: Steve Kleppin, Planning & Zoning Director

Re: Municipal Opt-Out: Temporary Health Care Structures 

The State of Connecticut passed legislation, *Public Act 17-155*, effective October 1, 2017 regarding the placement of *temporary health care structures* on residential properties.

The Planning & Zoning staff has reviewed Public Act 17-155 and notes that it is a well-intentioned law that attempts to meet the needs of persons that require special assistance; however, the law creates a one-size-fits-all requirement that zoning permits ***shall be issued*** “by right” for any qualifying detached structure up to 500 square feet provided that it is limited to occupancy by individuals with defined healthcare needs.

Cities and towns must issue zoning permits unless they vote to “opt out”.

The law requires such units without allowing the Planning Commission, Zoning Commission and the community to assess whether the proper conditions exist for their placement. The imposition of statewide standards stands in stark contrast to current state land use law which “enables” a community to craft its own zoning regulations after thoughtful consideration. Norwalk has clearly demonstrated this ability by being one of the first communities in the state to adopt Accessory Apartment regulations in 1982.

For your convenience I have attached the following:

1. Memorandum prepared by CCAPA regarding the legislation, implementation and the opt-out process.
2. Draft zoning amendment to be considered by the Zoning Commission at their November 15th meeting.
3. Existing accessory apartment regulations.
4. Public Act 17-29, *An Act Clarifying the Continuation of Nonconforming Uses, Buildings or Structures*.

Staff is strongly recommending that the City opt-out of this requirement. Our reasons for opting out are as follows:

- Norwalk already allows accessory apartments in all residence zones which can be designed to accommodate persons with health care limitations.
- Accessory apartment units are more versatile and can be larger than temporary health care structures which are limited to 500 sq ft; accessory apartments can range up to 700 sq ft in size and can be occupied by up to 3 persons (not more than 2 adults).
- Accessory apartment units can be created within an existing single family home and can use existing utility connections (no need for new utility connections).

- The property owner may live in either the principal or the accessory unit and can lease to any tenant(s) regardless of age (not limited to relatives or the elderly as many other municipal accessory apartment regulations do).
- Temporary health care structures legislation requires that such units be permitted in all single family zones from B Residence to AAA Residence regardless of lot size. The Statute does not distinguish what type or size of unit is acceptable based on local factors such as access to utilities, parking limitations, etc.
- The Zoning Inspector would be required to permit the maximum size health care units in all zones which may not be compatible with the neighborhood or with the limits of a B Residence zoned lot of 6,250 sq. ft. (many neighborhoods have lots of only 5,000 sq. ft.).
- The new State statute includes provisions for a bond and annual permit renewal for temporary health care structures, however the staff is concerned that such structures, once installed, will not be removed after their intended purpose has expired and may be leased to persons without special health care needs.
- Ensuring compliance with the occupancy requirements will be a cumbersome and time consuming effort by staff. In addition, there are potential privacy concerns related to HIPAA.

Opting out requires a vote to opt-out by the Zoning Commission and a vote to opt-out by the Common Council. The Zoning Committee of the Commission discussed the legislation at their September 10th meeting and instructed staff to begin the process of opting out. The opt-out steps are as follows:

1. Obtain consensus from Planning Committee to proceed to the full Council.
2. Referral of the amendment to WestCog and the Planning Commission.
3. Public hearing and possible vote at the Zoning Commissions November 15th meeting.
4. Common Council discussion and action after the Zoning Commission's November 15th meeting.

There has been considerable discussion amongst CT Planner's about whether their communities would choose to opt-out or not. The vast majority of communities are taking action to opt-out. There have been a few communities that have decided to take no action because they don't feel there will be many takers for the temporary health care structures. After reviewing the matter with Corporation Counsel we are in agreement that the path outlined above is appropriate for the City.

END

NEW "Granny Pod" Temporary Health Care Structures Legislation

Regulatory Process Outlined by Statute **Eff. Oct. 1, 2017**

Individuals seeking to install a temporary health care structure must apply for a permit from the municipality in which it will be installed. As part of the permit application, applicants must:

- Provide a statement by a Connecticut-licensed physician confirming that an occupant of the structure is impaired. *Impairment is defined as needing assistance with two of five categories of daily living (see below).
- Applicants must send notice of the permit application to abutting property owners within three days of submitting the application.

Municipalities may:

- Require the structures to be accessible to emergency vehicles and connected to private water or septic systems or water, sewer, and electric utilities serving the primary residence.
- Require permittees to post a bond of up to \$50,000 to ensure compliance (i.e. removal when no longer needed).
- Submit confirmation annually that a structure is compliant (i.e. still occupied by an impaired person)
- Charge an initial permitting fee of up to \$250 and an annual re-certification fee of up to \$100; and inspect the structures, at reasonable times convenient to the caregiver, to ensure compliance;
- Revoke a permit if the permittee violates any of the bill's requirements.

Municipal Opt-Out Provision

The statute provides for municipalities to opt-out in order to prevent the installation of temporary health care structures or to allow municipalities time to develop their own framework for regulating temporary health care structures. Opting out is a two-step process: first, requiring the Planning and Zoning Commission to vote to opt-out; and then the municipality's legislative body to vote to opt-out (e.g. City Council, Board of Selectmen). The Planning and Zoning Commission action must be preceded by a public hearing. The Commission must state on the record the reasons for opting out, and publish notice of its decision in a newspaper having substantial circulation. If a municipality has previously opted-out, opting in requires either the Planning and Zoning Commission or legislative body to reverse its former action.

For More Information:

CCAPA Government Relations Co-Chairs:

Amanda Kennedy & John Guskowski, govrel@ccapa.org

Companies specializing in elder accessory housing:

Echo Cottages Ltd., Hudson Valley, NY: www.echocottages.com

MEDCottage, Blacksburg, VA: <http://www.medcottage.com>

rev. 6/14/17

Example of a "Temporary Health Care Structure"

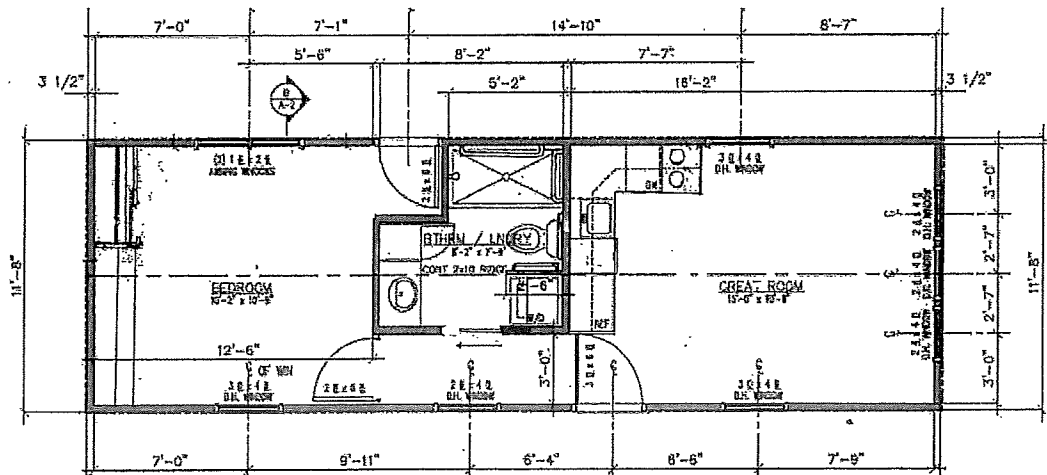
Echo Cottage Pricing and Installation



PRICING

Renting or purchasing an ECHO Cottage is easy. Our models are classified as modular housing, making financing an option for those who qualify. Take a peek at one of the many options, and see which one works best for you.

Purchase, only, and installed by a local contractor, of your choice, with guidance of an ECHO Cottage representative.	\$59,875 plus delivery and Installation
Purchase and installed by ECHO Cottages, depending on location	Price varies according to location. \$70,000, including \$10,000 allowance for installation and delivery.
Month-to-month rental program includes installation and restoration (available to select areas in New England)	\$1,300 per month. Installation and restoration varies according to site: \$9,000 – \$11,000.



Standard Installation Includes:

- Delivery, removal and storage of hitch for reuse later
- Level up in place on 6 to 8 piers to stabilize
- Anchor to the ground in 6 spots using screw type minuteman anchor
- Trench and install water line, insulate above grade to prevent freezing
- Trench and install septic/sewer line to house or septic tank
- Trench and install electric line for 100 amp electric circuit
- Install wire for cable TV, telephone and security/monitoring system
- Install skirting to hide under carriage
- Install stairs and porch or optional ramp or lift

<http://www.echocottages.com/pricing/>

AN ACT CONCERNING TEMPORARY HEALTH CARE STRUCTURES.

SUMMARY

This bill establishes conditions under which property owners may place temporary health care structures on residential property to care for individuals with qualifying mental or physical impairments. It prohibits municipal zoning regulations from barring such structures unless the municipality follows a specified process to opt out of the bill's requirements.

Under the bill, unless a municipality opts out of the requirement, it must allow the structures as an accessory use in any single-family residential zoning district on a lot (1) zoned for single-family detached homes, (2) owned by a caregiver or "mentally or physically impaired person," and (3) used as his or her residence. The structures must comply with (1) all setback requirements, coverage limits, and maximum floor area ratio limitations applying to accessory structures in the zone as of October 1, 2017 and (2) the applicable provisions of the building, fire, and public health codes. They must be removed within 120 days after the qualifying individual no longer occupies the structure or qualifies to occupy it.

The bill establishes various requirements for the structures, including a maximum size of 500 square feet and a maximum occupancy of one qualifying occupant, and a permit approval process for individuals seeking to install one. It authorizes municipalities to oversee and enforce the bill's requirements, including allowing them to inspect the structures, at reasonable times convenient to the caregiver, to ensure compliance.

EFFECTIVE DATE: October 1, 2017

MUNICIPAL OPT OUT

The bill allows municipalities, by vote of their legislative bodies (or board of selectmen if the legislative body is a town meeting), to opt out of the bill's provisions requiring them to authorize temporary health care structures. To do so, the municipality's zoning or combined planning and zoning commission must:

1. first hold a public hearing on the proposed opt-out, subject to the standard notice and timeframes for such hearings;
2. affirmatively decide to opt out within the statutory time limit (generally within 65 days of the hearing's completion);
3. state in the record the reasons for its decision; and
4. publish notice of the decision within 15 days in a newspaper that has substantial circulation in the municipality.

REQUIREMENTS FOR TEMPORARY HEALTH CARE STRUCTURES

Qualifying Occupants, Caregivers, and Structures

The bill defines a "mentally or physically impaired person" as someone who a Connecticut-licensed physician has certified in writing as requiring assistance with two or more daily living activities, including bathing, dressing, grooming, eating, meal

preparation, shopping, housekeeping, transfers, bowel and bladder care, laundry, communication, ambulation, and self-administration of medication.

Under the bill, a caregiver is a relative, legal guardian, or health care agent responsible for the unpaid care of a mentally or physically impaired person.

Temporary health care structures are mobile residential structures in which a caregiver can provide care for the impaired person. The structures may not be placed on or attached to a permanent foundation and must be:

1. primarily assembled at a location other than the installation site,
2. have one occupant who is the mentally or physically impaired person,
3. *500 gross square feet or less, and*
4. in compliance with the applicable provisions of the State Building Code, Fire Safety Code, and Public Health Code.

Only one temporary health care structure may be installed on a lot zoned for a single-family detached home. *Municipalities may require the structures to be accessible to emergency vehicles and connected to private water or septic systems or water, sewer, and electric utilities serving the primary residence.*

The bill prohibits any signage advertising or promoting the structure on the property or structure's exterior.

Application and Approval Process

Individuals seeking to install a temporary health care structure must receive a permit from the municipality in which it will be installed. *Applicants must send notice of the permit application, by certified or registered mail, to abutting property owners no later than three business days after submitting the application.*

Municipalities may charge fees of up to \$250 for initial permits and \$100 for annual permit renewals. Municipalities are not required to hold a public hearing on permit applications. *They must approve or deny a permit within 15 business days after its submission, but they cannot deny a permit if the applicant provides proof of compliance with the bill.*

Oversight and Enforcement

The bill authorizes municipalities to:

1. require permittees to provide written evidence of compliance with the bill for as long as the structure remains on the property;
2. inspect the structures, at reasonable times convenient to the caregiver, to ensure compliance;
3. *require permittees to post a bond of up to \$50,000 to ensure compliance; and*
4. revoke a permit if the permittee violates any of the bill's requirements.

COMMITTEE ACTION

Planning and Development Committee

Joint Favorable Substitute

Yea 21 Nay 0 (03/24/2017)

#10-17R - Zoning Commission – Proposed amendments to “opt out” of temporary health care structures required by Public Act #17-155

September 27, 2017

Amend Article 80, General Regulations, to add a new Section 118-840 Prohibited uses, to read as follows:

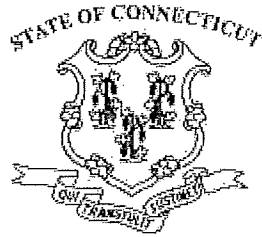
SECTION 118-840. PROHIBITED USES

- A. TEMPORARY HEALTH CARE STRUCTURES. COMMENCING FROM THE EFFECTIVE DATE OF THIS SECTION, THE CITY OF NORWALK ZONING COMMISSION AND COMMON COUNCIL HAVE VOTED TO ENACT THE “OPT OUT” PROVISIONS OF PUBLIC ACT #17-155 AND NO APPLICATIONS WILL BE ACCEPTED, CONSIDERED OR APPROVED AND NO ZONING PERMITS WILL BE ISSUED TO PERMIT THE ESTABLISHMENT OF TEMPORARY HEALTH CARE STRUCTURES WITHIN ANY ZONING DISTRICT WITHIN THE CITY OF NORWALK. FOR THE PURPOSES OF THIS SECTION TEMPORARY HEALTH CARE STRUCTURES ARE DEFINED IN PUBLIC ACT #17-155.**

ARTICLE 42, Accessory Apartments [Added effective 6-4-1982]

§ 118-420. Accessory apartments. [Amended effective 1-27-1984; 9-26-1986]

- A. Purpose and intent. The intent of this regulation is to encourage the creation of accessory apartments in existing single-family residences for the purpose of providing rental housing for the elderly, single persons and small families. This regulation is designed to ensure that, in creating an accessory apartment, the single-family character of the principal dwelling will be retained. Accessory apartments are further intended to enable the viability of Norwalk's single-family zones to be continued.
- B. Regulations. Accessory apartments shall be permitted in AAA, AA, A and B Residence Zones, subject to the following requirements:
 - (1) Accessory apartments shall be permitted in single-family dwellings which:
 - (a) Have been in existence a minimum of three (3) years.
 - (b) Are located on lots meeting the minimum lot area and width requirements of the applicable zone, except that lots in the B Residence Zone must meet one and one-fourth (1 1/4) times the minimum area requirement of the B Residence Zone.
 - (2) The owner of the property must reside on the premises.
 - (3) To the maximum extent practicable, the principal dwelling and the accessory apartment shall utilize public water and sewer. If such facilities are not available within a reasonable distance, the use of private water and septic systems shall be subject to approval by the Department of Health.
- C. Additional standards.
 - (1) An accessory apartment may extend or enlarge the principal dwelling, provided that:
 - (a) The single-family character of the dwelling is not changed.
 - (b) The lot coverage of the principal dwelling is not increased by more than one hundred fifty (150) square feet.
 - (c) A dormer does not extend in height beyond the existing roof ridge line and does not extend in depth beyond the first floor exterior wall.
 - (2) The accessory apartment shall be a minimum of four hundred (400) square feet in area but not more than seven hundred (700) square feet in area. The area of the principal dwelling shall not be reduced to less than eight hundred (800) square feet.
 - (3) An accessory apartment shall contain not more than one (1) bedroom, and occupancy shall be limited to three (3) persons, not more than two (2) of whom shall be adults.
 - (4) Three (3) off-street parking spaces shall be provided: two (2) spaces per principal dwelling and one (1) space per accessory apartment. Such parking shall be adequately drained and suitably screened from adjacent residences.
- D. Procedure for approval.
 - (1) Applications for accessory apartments shall be subject to approval solely by the Zoning Inspector.
 - (2) A certificate in the form of an affidavit which verifies that the owner continues to reside on the premises and that all other conditions met at the time of the original application remain unchanged shall be submitted to the Zoning Inspector by January 31 of each year.



Substitute Senate Bill No. 944

Public Act No. 17-39

AN ACT CLARIFYING THE CONTINUATION OF NONCONFORMING USES, BUILDINGS OR STRUCTURES.

Be it enacted by the Senate and House of Representatives in General Assembly convened:

Section 1. Subsection (a) of section 8-2 of the general statutes is repealed and the following is substituted in lieu thereof (*Effective July 1, 2017*):

(a) The zoning commission of each city, town or borough is authorized to regulate, within the limits of such municipality, the height, number of stories and size of buildings and other structures; the percentage of the area of the lot that may be occupied; the size of yards, courts and other open spaces; the density of population and the location and use of buildings, structures and land for trade, industry, residence or other purposes, including water-dependent uses, as defined in section 22a-93, and the height, size and location of advertising signs and billboards. Such bulk regulations may allow for cluster development, as defined in section 8-18. Such zoning commission may divide the municipality into districts of such number, shape and area as may be best suited to carry out the purposes of this chapter; and, within such districts, it may regulate the erection, construction, reconstruction, alteration or use of buildings or structures and the use of land. All such regulations shall be uniform for each class or kind of buildings, structures or use of land throughout each district, but the regulations in one district may differ from those in another district, and may provide that certain classes or kinds of buildings, structures or uses of land are permitted only after obtaining a special permit or special exception from a zoning commission, planning commission, combined planning and zoning commission or zoning board of appeals, whichever commission or board the regulations may, notwithstanding any special act to the contrary, designate, subject to standards set forth in the regulations and to conditions necessary to protect the public health, safety, convenience and property values. Such regulations shall be made in accordance with a comprehensive plan and in adopting such regulations the commission shall consider the plan of conservation and development prepared under section 8-23. Such regulations shall be designed to lessen congestion in the streets; to secure safety from fire, panic, flood and other dangers; to promote health and the general welfare; to provide adequate light and air; to prevent the overcrowding of land; to avoid undue concentration of population and to facilitate the adequate provision for transportation, water, sewerage, schools, parks and other public requirements. Such

regulations shall be made with reasonable consideration as to the character of the district and its peculiar suitability for particular uses and with a view to conserving the value of buildings and encouraging the most appropriate use of land throughout such municipality. Such regulations may, to the extent consistent with soil types, terrain, infrastructure capacity and the plan of conservation and development for the community, provide for cluster development, as defined in section 8-18, in residential zones. Such regulations shall also encourage the development of housing opportunities, including opportunities for multifamily dwellings, consistent with soil types, terrain and infrastructure capacity, for all residents of the municipality and the planning region in which the municipality is located, as designated by the Secretary of the Office of Policy and Management under section 16a-4a. Such regulations shall also promote housing choice and economic diversity in housing, including housing for both low and moderate income households, and shall encourage the development of housing which will meet the housing needs identified in the state's consolidated plan for housing and community development prepared pursuant to section 8-37t and in the housing component and the other components of the state plan of conservation and development prepared pursuant to section 16a-26. Zoning regulations shall be made with reasonable consideration for their impact on agriculture, as defined in subsection (q) of section 1-1. Zoning regulations may be made with reasonable consideration for the protection of historic factors and shall be made with reasonable consideration for the protection of existing and potential public surface and ground drinking water supplies. On and after July 1, 1985, the regulations shall provide that proper provision be made for soil erosion and sediment control pursuant to section 22a-329. Such regulations may also encourage energy-efficient patterns of development, the use of solar and other renewable forms of energy, and energy conservation. The regulations may also provide for incentives for developers who use passive solar energy techniques, as defined in subsection (b) of section 8-25, in planning a residential subdivision development. The incentives may include, but not be limited to, cluster development, higher density development and performance standards for roads, sidewalks and underground facilities in the subdivision. Such regulations may provide for a municipal system for the creation of development rights and the permanent transfer of such development rights, which may include a system for the variance of density limits in connection with any such transfer. Such regulations may also provide for notice requirements in addition to those required by this chapter. Such regulations may provide for conditions on operations to collect spring water or well water, as defined in section 21a-150, including the time, place and manner of such operations. No such regulations shall prohibit the operation of any family child care home or group child care home in a residential zone. No such regulations shall prohibit the use of receptacles for the storage of items designated for recycling in accordance with section 22a-241b or require that such receptacles comply with provisions for bulk or lot area, or similar provisions, except provisions for side yards, rear yards and front yards. No such regulations shall unreasonably restrict access to or the size of such receptacles for businesses, given the nature of the business and the volume of items designated for recycling in accordance with section 22a-241b, that such business produces in its normal course of business, provided nothing in this section shall be construed to prohibit such regulations from requiring the screening or buffering of such receptacles for aesthetic reasons. Such regulations shall not impose conditions and requirements on manufactured homes having as their narrowest dimension

twenty-two feet or more and built in accordance with federal manufactured home construction and safety standards or on lots containing such manufactured homes which are substantially different from conditions and requirements imposed on single-family dwellings and lots containing single-family dwellings. Such regulations shall not impose conditions and requirements on developments to be occupied by manufactured homes having as their narrowest dimension twenty-two feet or more and built in accordance with federal manufactured home construction and safety standards which are substantially different from conditions and requirements imposed on multifamily dwellings, lots containing multifamily dwellings, cluster developments or planned unit developments. Such regulations shall not prohibit the continuance of any nonconforming use, building or structure existing at the time of the adoption of such regulations. Such regulations shall not provide for the termination of any nonconforming use solely as a result of nonuse for a specified period of time without regard to the intent of the property owner to maintain that use. Such regulations shall not terminate or deem abandoned a nonconforming use, building or structure unless the property owner of such use, building or structure voluntarily discontinues such use, building or structure and such discontinuance is accompanied by an intent to not reestablish such use, building or structure. The demolition or deconstruction of a nonconforming use, building or structure shall not by itself be evidence of such property owner's intent to not reestablish such use, building or structure. Any city, town or borough which adopts the provisions of this chapter may, by vote of its legislative body, exempt municipal property from the regulations prescribed by the zoning commission of such city, town or borough; but unless it is so voted municipal property shall be subject to such regulations.

Approved June 9, 2017

OLR Bill Analysis

sSB-944 (File 374, as amended by Senate "A")*

AN ACT CLARIFYING THE CONTINUATION OF NONCONFORMING USES, BUILDINGS OR STRUCTURES.

SUMMARY

This bill clarifies existing law's protections for nonconforming uses, buildings, and structures. It specifies that municipal zoning regulations cannot terminate or deem abandoned a nonconforming use, building, or structure unless the property owner voluntarily discontinues the nonconforming use, building, or structure with the intent not to reestablish it. The bill also specifies that demolishing or deconstructing a nonconforming use, building, or structure is not, by itself, evidence of an owner's intent to abandon the use, building, or structure.

A nonconforming use is a property use that legally exists at the time a zoning restriction prohibiting or limiting it is adopted (e.g., a business in an area later zoned for single family housing). Likewise, nonconforming buildings or structures are those that do not comply with current zoning regulations concerning location (e.g., setbacks) but (1) were legal when built or (2) have been deemed protected nonconforming structures or buildings by passage of time (CGS §§ 8-2 & 8-13a). Under existing law, municipalities can prohibit property owners from reestablishing a previously abandoned nonconforming use, structure, or building, but passage of time alone does not constitute abandonment (CGS § 8-2). The courts have held that for a nonconforming use, structure, or building to be deemed abandoned, the owner must voluntarily discontinue it with intent not to reestablish it (*Caserta v. Milford Zoning Board of Appeals*, 41 Conn. App. 77 (1996)).

*Senate Amendment "A" (1) eliminates the provision in the underlying bill that established a five year deadline by which property owners must act to preserve a nonconforming use, structure, or building's protected status following demolition or deconstruction and (2) adds the provisions clarifying current law's protections for nonconforming uses, structures, and buildings.

EFFECTIVE DATE: July 1, 2017

COMMITTEE ACTION

Planning and Development Committee

Joint Favorable Substitute

Yea 18 Nay 4 (03/17/2017)

**THE PLANNING COMMITTEE
OF THE COMMON COUNCIL**

**125 East Avenue
P.O. Box 5125
Norwalk, CT 06856**

TO: MEMBERS, PLANNING COMMITTEE OF THE COMMON COUNCIL
FROM: TAMI STRAUSS, DIRECTOR OF COMMUNITY DEVELOPMENT
RE: PY42 DRAFT CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT
DATE: SEPTEMBER 21, 2017

.....

Norwalk's Consolidated Annual Performance and Evaluation Report (CAPER) is a review of the CDBG program for Program Year 42 (July 1, 2016-June 30, 2017). In keeping with the City's *Citizen Participation Plan*, the CAPER was made available for public comment for the 15 days between August 25 and September 9, 2017. On September 7, 2017 the Redevelopment Agency held a public hearing for the CAPER and the members of the Planning Committee. The Agency received no written comments and no members of the public spoke during the public hearing.

Program Beneficiaries

The City made \$894,880 in funds available for its PY42 Community Development Block Grant Program. During the PY42 year, 979 people benefited from services provided by the CDBG grants, 4 public facilities were renovated, 15 businesses received technical assistance and the environmental condition of 2.5 acres of land was assessed. Four funded programs provided a city-wide benefit.

Progress towards achieving ConPlan Objectives and Strategies

In the second year of the 5-year Consolidated Plan period, substantial progress was made towards meeting the five-year objectives of modernization and safety improvements of public infrastructure (154%), technical assistance to businesses (135%) and homelessness prevention (110%).

ATTACHMENT: PY42 Draft CAPER - <http://norwalkct.org/index.aspx?nid=1412>

ACTION REQUESTED: Advance the PY42 CAPER to the Common Council in order to authorize the Mayor to sign the Mayoral Certification and approve the advancement of the PY42 CAPER to HUD.



7/25/17

PARKING CAPACITY AND STRATEGIC PLAN

PRIME CONSULTANT: WALKER PARKING CONSULTANTS

SUB-CONSULTANTS:

GEDEON GRC CONSULTING

6901 JERICHO TURNPIKE, SUITE 216
SYOSSET, NY 11791

BEHAN PLANNING AND DESIGN

112 SPRING STREET, SUITE 305
SARATOGA SPRINGS, NEW YORK 12866

HR&A

99 HUDSON STREET, 3RD FLOOR
NEW YORK, NY 10013

SCOPE OF SERVICES

PHASE I - NEAR TERM

TASK A: KICKOFF AND PROJECT RESEARCH

TASK A.1: ORGANIZATIONAL MEETING – The Walker team will meet with City staff to gather preliminary input and finalize project parameters such as organizing the stakeholder process. The Walker Team will provide a Request for Information that outlines data needed to successfully complete this assignment beyond what is already available. The Norwalk Parking Authority will conduct one meeting with city staff and other consulting teams to act as a coordination meeting. This meeting will allow for the introduction of each project consulting team and work to eliminate any redundant tasks that may occur among the teams and their respective projects.

At this early stage of the project, our team will coordinate with city officials to develop a tailored Public Outreach Plan. This plan will detail the strategy for all community participation, including number of stakeholder and public meetings, press releases, poster designs, advertising methods, opinion surveys distributed to local businesses (via Chamber of Commerce, etc.), residents, (via utility bills, etc.), workshop formats and the potential for “project branding” to give the effort a recognizable identity. To ensure participation from a wide and diverse cross-section of the community, we can discuss with the city options for live web-broadcasts of meetings, and utilization of social media (Facebook pages of City agencies, etc.) to reach both younger and older audiences who may not usually attend such meetings. The Walker team will coordinate outreach (traditional and mobile communication) with the selected Marketing Company and the consultants for the citywide POCD (Stantec) and RDA area updates (RPA) branded

communication and website, including social media platforms (LinkedIn, Instagram, Twitter, Facebook, Website and Mobile Website), web based comments. Include other traditional communication methods working with the team. Discuss creating communication collateral into Spanish

TASK A.2: REVIEW AND EVALUATE EXISTING DATA – Team members will review and evaluate existing information provided (Task A.1).

TASK A.3: CONFIRM PUBLIC & PRIVATE PARKING INVENTORY – Walker personnel will conduct a detailed inventory of public and private parking within the study area to update /verify existing information and to augment it as needed. The analysis will focus on parking in the boxed areas on the Norwalk Parking Spaces map included in the RFP. We will also review parking in the study area outside the commercial/transit areas on the map, to understand residential parking issues. In addition to stall counts, inventories will include rates, time limits and other restrictions, and user group allocations as relevant. Signage or other issues that may be affecting utilization of parking areas will be noted.

TASK A.4: OCCUPANCY DATA – The City had utilization studies done in 2015. Our team will supplement existing material to account for changes since 2015 and/or to understand occupancy levels in facilities that were not included in previous counts. Counts will be conducted in morning, afternoon, and evening on a weekday (until 8 pm in the Wall Street area and 11 pm in the SONO area), and early afternoon and evening on a weekend. Additionally, we will conduct license plate surveys in a few key areas—to be selected with input from City staff—between 8 am and 6 pm in the Wall Street area and 8 am until 11 pm in the SONO area. on a weekday to identify the monopolization of vital curbside spaces by the business community.

TASK A.5: ANALYZE EXISTING PARKING DEMAND AND SUPPLY - Based upon the verification of public and private parking space inventory and peak period field surveys, the Walker team will tabulate the parking supply and demand for each block and for each sub-area of the study area, and compare these findings to the 2015 study and other data available from the City.

TASK A.6: CONDUCT STAKEHOLDER INTERVIEWS – Conduct meetings with stakeholder groups, such as the Parking Steering Committee, residents and businesses, to obtain input on their perception of the parking system. The initial meetings will be primarily information gathering sessions where participants can voice concerns and help direct our focus, but they will also be encouraged to provide direct input on graphics that demonstrate current parking, transportation and landscape approaches. Best practices from other systems may be provided for comparison. The goal is to make the meetings more than complaint sessions, by involving participants to gain their insight and build consensus in the creative process of envisioning future improvements.

Stakeholder meetings generally include smaller focus groups (*up to two days of focus group meetings held on consecutive days*) as well as one larger open forum (Public Workshop). This should be followed with an online survey that we will create, to be advertised on the City's website (new citywide planning project(s) website), to ensure that everyone has a chance to provide input regardless of their availability for meetings. A project website linked to the City's homepage can keep the public updated between meetings. Sidewalk surveys can be conducted to ensure that each group has been provided an opportunity to provide their thoughts on parking. As the City of Norwalk and Chamber of Commerce each have their own Facebook pages, this social media tool can also be utilized (linked to coordination with POCD and RDA area studies).

TASK B: IDENTIFY NEAR-TERM, TEMPORARY, AND LONG-TERM PARKING SOLUTIONS

TASK B.1: EVALUATE PARKING MANAGEMENT APPROACH – To provide recommendations on how best to provide a cohesive and unified approach to parking and transportation management within the City, our team will consider the City-wide plan for redevelopment and provide recommendations on the proper managerial model using industry “best practice” models. The model(s) identified will help promote public and private partnerships as well as identify the protocols for identifying the lead entity (NPA) that should be charged with future parking development to properly support economic redevelopment.

This task will involve an evaluation of the management structure or hierarchy, roles/responsibilities, overall responsibilities (rate setting, enforcement, technologies, etc.), and general decision making procedures. In effect, the structure of the parking organization will be evaluated for strengths and weaknesses.

To manage the demand for parking, policies will be developed that will assist City staff in meeting the goals of the Transportation Master Plan. Such recommendations will include pricing strategies that follow price versus convenience parking, surge pricing strategies, shared parking opportunities, intercept parking facilities and parking code review and recommendations. It appears that several appropriate operations and management programs are already in place to promote parking; however, this type of examination will help ensure that the current available parking inventory is fully utilized before the development of additional parking facilities is undertaken. Similar recommendations will be developed for the TDM elements.

In addition, stakeholder concerns, utilization and turnover data, and the wider objectives of the City’s transportation and land use plans will be considered. Evaluation of opportunities to improve the parking system in terms of maximizing efficiency and minimizing parking “sprawl” while providing a high level of service for transient parkers (including not only access, but clear communication) will also be identified.

This review will include:

- Location and utilization of the private supply to evaluate opportunities for shared use of these potentially underutilized resources.
- Walking distances and streetscape issues that support or hinder walkability and the perception of walkability in the downtown.
- Permit allocation – locations and rates.
- Rates, time limits and enforcement policies that support or hinder even distribution of transient and long-term parking. Investigate rate sensitivity for the various user groups.
- Approaches to commuter parking.
- Restriping of facilities to increase capacities
- Potential for on-street angled parking
- Shared use agreements (or potential for agreements)
- Technologies that may be of assistance in supporting a stream-lined and forward thinking approach to downtown parking and transportation management.
- Ways in which alternative transportation and transportation demand management practices are being supported in the City (by policy, practice, and/or urban design).
- Challenges for residential parking
- Review of parking policies related to non-profits, festival and events

These tasks will be discussed as part of the consultant team meeting held as part of task a.1 to avoid the duplication of efforts.

TASK B.2: EVALUATE ACCESS AND TRANSPORTATION/TDM POTENTIALS – This task will include TDM measures to aid in the reduction of single occupant vehicles in the commercial districts. It will also include streetscape improvements to support a “park once” milieu as well as to make peripheral parking more palatable. This work will be completed in coordination with the other consulting teams.

To support the “park once” environment the current features of the study area will also be evaluated and recommendation made to reach this goal. Traffic calming, landscape features that encourage walkability, bicycle accommodations, crosswalk design, pedestrian wayfinding and trailblazing signage, parking facility branding/logo design and recognition along with parking time limits are among some of the issues that will be examined.

TASK B.3: REVIEW/EVALUATE PLANNED AND PROGRAMMED DEVELOPMENTS – Review with City Planning and Redevelopment staff, Public Works Department, Recreation and Park Department, scenarios for near- and longer-term development in the City as identified in the Plan of Conservation Development (POCD) and the RDA area updates. Scenarios will be based on assumptions about type of development, absorption of vacant space and shift in tenant types, density changes, timelines, etc. identified in the POCD.

TASK B.4: DEVELOP PARKING MODEL – Walker will analyze the correlation between land use and parking activity to develop and calibrate a parking model that can be used to better understand the spatial relationship between parking and destinations within the core commercial study area (including but not limited to the urban core, railroad station TOD areas such as SNRR, ENRR, Rowayton, Merritt 7 and schools, recreation and parks and private parking (areas larger than 25 spaces and/or deemed to have an impact on supply)). This information will also be used to project additional parking needs in the longer term (Phase II of the study). The model will quantify parking generation rates currently but also consider changing travel patterns and the impact of TDM improvements recommended by the study. This will help inform parking supply quantification and help identify recommended changes to City code including parking minimums and maximums. This task will be completed in coordination with the other consulting teams.

TASK B.5: REVIEW/APPROVAL OF PLAN OF CONSERVATION DEVELOPMENT INFORMATION –As known, proposed and potential development projects are dependent on a variety of forces, most particularly political and economic, the Walker team will need to present the development information to City staff for review and discussion before detailed parking demand modeling and analysis is completed. The Walker team will meet with City staff to review and revise the information that has been provided to date. This work will be coordinated with each of the other consultant teams (POCD & RDA).

TASK B.6: MODEL FUTURE PARKING DEMAND - Future parking conditions will be evaluated using City staff growth estimates plus specific projects that are either being proposed, planned, or constructed. New construction that may replace existing surface parking will be factored into the future estimate of parking supply.

TASK B.7: MODEL FUTURE IMPACTS OF TDM - Using socio-demographic, employment, mode split and model coefficients data, as well as future parking demand, future developments and forecasted volumes, Gedeon will predict the magnitude and geographic distribution of potential changes in travel behavior resulting from steps taken at specific locations to manage transportation demand. We will also build on these predictions to estimate the impacts of implementing transportation demand management (TDM) strategies on travel demand within the study area. The analysis will focus on quantifying the TDM program’s potential impact on vehicle trips, mode share, and emissions. It can include strategies that modify the average pricing of parking and/or access (e.g., change in walking times from parking) as well as financial incentives for alternative modes, and alternative work schedules. Budget estimates for each scenario will be prepared in consultation with the provider.

TASK B.8: CIRCULATION, ON-STREET LOADING/UNLOADING ZONES, AND ACCESS MANAGEMENT- Studies show that approximately 30% of all city traffic is search traffic, making it the main cause of congestion: shoppers running a quick errand, suppliers (un-)loading their goods, residents arriving home after a day of work; all of them looking for a parking spot as close as possible to their destination. Gedeon will assess existing traffic circulation, loading/unloading zones, and

access to properties and propose innovative solutions to improve parking usage, thereby enhancing traffic operations and access management.

Review circulation around, and access to, public and key private off-street parking resources. Evaluate opportunities to improve access to facilities as needed to improve utilization and/or minimize conflicts. Signage will be considered as well. It should be noted that this task does not include a city-wide analysis of traffic flow and signage.

TASK B.9: IDENTIFY FUTURE PARKING IMPACTS BY SUBAREA – Using the tailored shared parking model, we will evaluate the parking impacts of development for each sector of the study area. The analysis will project transient needs, resident needs, and employee needs to help plan approaches to managing the impacts of the different user groups.

The implications of the future parking supply and related code requirements should also be carefully understood. A well-conceived parking strategy that provides viable support to land use activities must be the primary objective of a parking program to create a successful short/long range situation. These projections will establish the parking needs as a baseline from which to identify and evaluate alternative parking development options within the various sub-areas. In addition, these projections will assist in the identification of alternate parking sites, as appropriate. An estimated shortfall or surplus of parking on typical weekdays by sub-area will help isolate sectors within the area that would benefit the greatest from parking and transit ridership improvements.

TASK B.10: IMPLEMENTATION AND COST ANALYSIS – The team will provide an implementation plan and a projection of costs, both capital and operational, associated with the recommended plan as well as key alternatives as applicable. The analysis will include a projection of revenue impacts (the level of detail available from the City on revenues will determine the level of detail of the projections). Walker will project costs of parking-related improvements recommended. Our team will project costs of urban design, streetscape, transportation alternatives, and landscape recommendations.

Finally, HR&A will provide an assessment of the various options (including the option of eminent domain) available to the City to support the improvements. The RFP mentions a parking benefits district, and this is generally a recommended option, but other options will be discussed as deemed relevant.

TASK C: DRAFT RECOMMENDATIONS

TASK C.1: Create a Draft Master Plan that synthesizes all the issues that have been analyzed as part of Task B. The Plan will include:

- Parking management and policy recommendations including permit management, availability of transient parking, residential permit zones, code-required parking, incorporation of shared parking agreements. For residential zones, recommend specific zones, triggers, and process for establishing zones. For code required residential and commercial parking and shared parking, review existing zoning code and recommend specific changes (transit hubs). Analysis of shared parking agreements including types, agreement terms, and triggers.
This will include agreements between private owners as well as public-private agreements. As in-lieu fees are currently utilized, report will include discussion of approaches to in-lieu fees and local comps.
- TDM measures and associated landscape and streetscape recommendations to support (along with parking management tools) a Park Once environment in core areas and that will reduce parking demand altogether as alternatives are streamlined. Growth projections to understand whether parking system will be adequate in the near and longer-term, considering that the parking environment will change as car-sharing and autonomous vehicles replace parking traffic with drop-off traffic.
- Identify possible site for additional parking as needed. Provide an order-of-magnitude estimate of spaces that could be added and cost of construction.

- Recommendations for incorporating drop-off traffic into the urban design to accommodate car-sharing.
- Recommendations for making day-to-day management of the parking easier, including streamlining of responsibility for new facilities, as applicable.
- Financial analysis of recommended parking improvements and/or augmentation, including revenue, expenses, capital expenses.
- Economic structuring analysis of options available to support the changes. HR&A will research national best practices to generate revenue and fund public improvements through municipal parking assets, such as a Parking Benefit District (PBD) in which all or a portion of parking revenue is assigned to public improvements and/or other ongoing maintenance and operational expenses within a defined district. HR&A will also review a variety of public-private financing tools and mechanisms, or value capture mechanisms, such as Tax Increment Financing (TIF), Special Services Districts, and/or Public Land Disposition that may be appropriate to consider in certain neighborhoods or districts in the City. They will complete the analysis with a recommendation for financing tools to fund parking facilities and/or public improvements within defined neighborhoods or districts in Norwalk.
- Recommendations for locations and policies for loading and commercial delivery zone changes to support the wider goals of the plan to upgrade the parking system.
- An overall vision for the future of the parking system, weaving together parking needs and managements with the wider goals of City planning, support for transportation growth, and urban design (as part of the shared parking policies, repurpose parking facilities and on street parking to be used for community collaborations such as with the Arts Commission and creating parklets).
- Provide ideas for adaptive reuse of existing and/or future parking structures as parking demand declines.
- Develop a simple Master Plan map which graphically depicts all the above into a single attractive poster-style map. This would help to tie everything together into a coherent plan people can understand and is valuable great for public information and plan promotion purposes. If the City desires, a GIS layer can be created to add identify parking facilities and inventories to the City's system.

Present the draft plan in community/stakeholder meetings that give the community the opportunity to provide direct feedback. Format of the meetings will be determined through discussion with City staff, but we envision a process where small groups discuss various aspects of the plan and provide mark-ups and/or votes (often a "like/dislike" mark-up process).

Finally, our team will provide recommendations on current parking standards and identify what is appropriate for a small developing city like Norwalk in an effort to promote the utilization of Norwalk's mass transit.

PHASE II – LONG TERM

TASK D: LONG TERM PLANNING

Long-range forecasting is difficult in parking, given the flux that is resulting from car-sharing and autonomous vehicles. The long-range projections will temper traditional parking demand projections with the anticipated reduction in parking generation rates. This portion of the study will also look at opportunities to extend linkages between parking and other forms of transportations as multi-modal and non-parking dependent trips increase. Finally, we will provide input on planning for a flexible parking system that can adapt to decreasing demand.

TASK D.1: Using the model developed in Task B and with input from the other consulting teams, develop long-range projections for parking under potential build-out scenarios provided by the City. We will also identify trends in selected comparable cities.

One objective of this phase is to compare future parking demand in the area and compare it with the existing public and private parking supply. Another objective is to estimate the future impacts of TDM programs and services on vehicle trips, mode share, and emissions.

TASK D.2: Create a plan for long-term solidification of a cooperative approach to building and operating parking in Norwalk, such that parking is not overbuilt and not overly complex to navigate. This task will extend work done in previous phases on private and public-private agreements, codifying approaches to maximize efficiency throughout the system.

TASK D.3: Create a complete trip plan linking transportation management and parking system - Most municipalities treat parking as a necessary utility without a comprehensive link to transportation, including the road network and transit system. Our approach will involve the development, management and financial stability of the parking assets while factoring the complementary transportation system, including trips, TDM and access options. Using existing conditions assessment data with forecasted models from previous phases, our overall goal in creating a complete trip plan is to propose a parking and transportation system that will deliver a consistently positive user experience, ensure the continued vitality of the city, and create a parking system which is fiscally sound and operationally efficient.

TASK D.4: Provide recommendations on financing options and public-private partnerships to advance the goals of the City, residents, and the private sector including the use of eminent domain.

TASK D.5: Meet with City staff to review Phase 2 findings. Incorporate feedback.

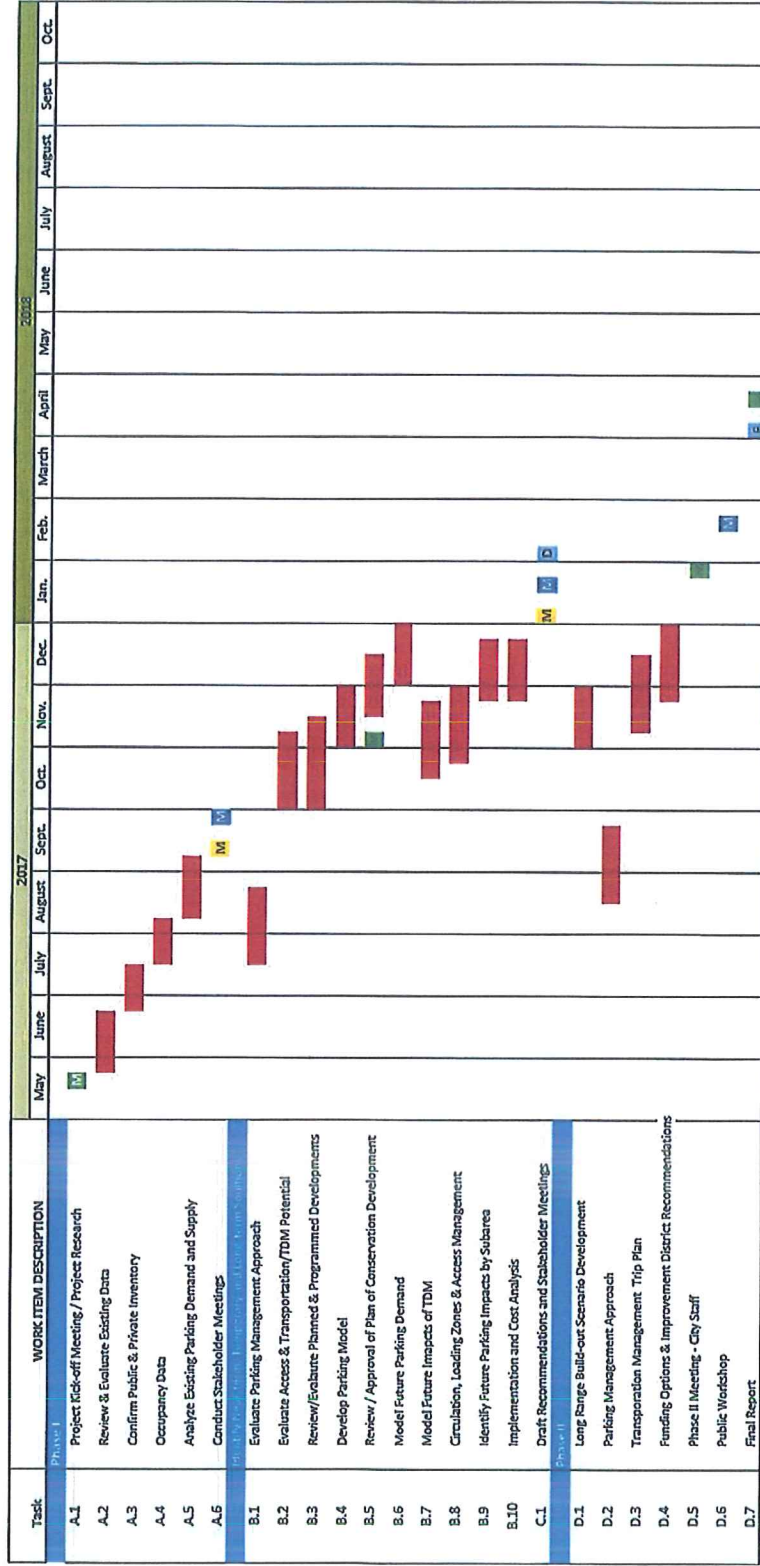
TASK D.6: Meet with stakeholders to present the long-term plan. Incorporate feedback.

TASK D.7: Issue a final report including the Phase 1 report and the revised Phase 2 report.

PAYMENT & PERFORMANCE

Walker's project manager will provide monthly detailed progress reports to the Norwalk Parking Authority Director identifying the work completed each month. Payments by the City of Norwalk will be made on a monthly basis based on percentage of work completed each month. Invoices submitted by Walker Parking Consultants for payment each month will show detailed tasks completed (narrative, dollar and %) and out of pocket expenses.

City of Norwalk
Downtown Parking Capacity & Strategic Plan
Anticipated Project Schedule



- M Public Workshop Meeting
- I Internal Project Meeting
- M Stakeholder Meeting
- D Draft Report Submission

PARKING AUTHORITY MINUTES

JUNE 20, 2017

CONTRACT APPROVAL PAGE THREE



CITY OF NORWALK
PARKING AUTHORITY
REGULAR MEETING
June 20, 2017

ATTENDANCE: Richard Brescia, Chairman
Mike Harden, Vice Chairman
Jud Aley
Tom Vetter

STAFF: Kathryn Hebert, Administrative Services Manager
Dilene Byrd, Secretary

OTHERS: Stathis Manousos, LAZ Parking
Rocky Legesse, LAZ Parking
Christine Bradley, Library Director
Alex Knopp, Chairman Library Board of Directors

CALL TO ORDER

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

PUBLIC COMMENT

Mr. Knopp thanked the Parking Authority and said the absence of parking has been an issue at the Norwalk Library for many years, and that they only have a handful of spaces for approximately 1000 customers per day at the central branch. He said that the programs are growing in popularity but because the absence of convenient parking is an issue especially for those that use the library the most which are senior citizens and families with young children. He said that due to the support of Mayor Rilling and the leadership of the Common Council they were able to negotiate some land opportunities with the land owner behind the library and the result is a six year lease for the parking area. He said that the agreement about parking is not just about parking per say but is also about the opportunity for expansion and modernization of the library as a whole, and it has been 35 years since it has been modernized or standardized in anyway, and all the other libraries in the surrounding communities have been modernized or expanded within the last decade. He also thanked Mr. Coppola for being a key partner in the negotiations.

**1. APPROVE THE MINUTES FROM THE PARKING AUTHORITY MEETING HELD ON
WEDNESDAY, MAY 16, 2017.**

- ** MR. ALEY MOVED TO APPROVE THE MINUTES.**
- ** MR. HARDEN SECONDED THE MOTION.**
- ** THE MOTION PASSED UNANIMOUSLY.**

**2. PRESENTATION BY MARIO COPPOLA, CORPORATION COUNSEL -
AUTHORIZE THE PARKING AUTHORITY TO ACCEPT INTO ITS EXISTING
PARKING FACILITY INVENTORY THE NEW OFF-STREET PARKING TO BE
LOCATED ON 11 BELDEN AVENUE (ADJACENT TO THE MAIN LIBRARY) AND
LEASED BY THE CITY OF NORWALK FROM 587 CONNECTICUT AVENUE., LLC.
- IN ORDER TO CONSTRUCT THE NECESSARY CAPITAL IMPROVEMENT THE
PARKING AUTHORITY WILL BE RESPONSIBLE FOR THE COSTS OF THE
PARKING LOT IMPROVEMENTS AND TO MANAGE AND OPERATE THE SAME
FOR PARKING BY THE PUBLIC AND THE LIBRARY PATRONS**

Mr. Coppola spoke about the agreement between the city of Norwalk and the property owner and said that the goal is to develop a master plan for the entire area with parking being a major component and the Parking Authority key player of this plan. He said in the agreement the deadline to close in August 2017 but made a commitment to the property owner to try and close in July. He said that following this meeting he will be meeting with the Planning Commission to review the proposed capital expenditure, and then there is a joint public hearing scheduled for June 27, 2017, at 6:00PM, and that on July 10, 2017 the Board of Estimate and Taxation to vote of the capital expenditure, and on July 11, 2017, there will be a final vote of the Common Council. Mr. Vetter said in the actual agreement it speaks about a pending lawsuit between S&E Properties regarding parking rights and asked if that has been looked into. Mr. Coppola said "yes" and it will be resolved.

Mr. Brescia said that three proposals were put together and analyzed by the Engineering Department of Public Works. Ms. Hebert spoke about the options and recommended option 1 for the parking layout and operation. Once the agreement is approved by the Common Council, and until the Parking Authority and the Department of Public Works reconstructs the parking lot, the Parking Authority will put up temporary signs that say "temporary parking for library patrons only".

**2A. AUTHORIZE THE PARKING AUTHORITY TO ACCEPT INTO ITS EXISTING
INVENTORY THE NEW OFF-STREET PARKING LOT TO BE LOCATED AT 11 BELDEN
AVENUE AND LEASED BY THE CITY FROM 587 CONNECTICUT AVENUE, LLC, IN
ORDER TO CONSTRUCT THE NECESSARY CAPITAL IMPROVEMENTS AND TO
OPERATE THE SAME FOR PARKING BY THE PUBLIC AND LIBRARY PATRONS.**

- ** MR. ALEY MOVED TO APPROVE THE ITEM.**
- ** MR. HARDEN SECONDED THE MOTION.**
- ** THE MOTION PASSED UNANIMOUSLY.**

2B. APPROVE OPTION NUMBER ONE AS RECOMMENDED BY THE DEPARTMENT OF PUBLIC WORKS.

**** MR. HARDEN MOVED TO APPROVE THE ITEM.**

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

**** THE MOTION PASSED UNANIMOUSLY.**

3. AUTHORIZE THE CHAIRMAN OR THE VICE CHAIRMAN OF THE PARKING AUTHORITY TO EXECUTE AN AGREEMENT WITH WALKER CONSULTANTS FOR THE DEVELOPMENT OF A PARKING CAPACITY STUDY AND CITYWIDE STRATEGIC PARKING PLAN, FOR A SUM NOT TO EXCEED \$200,000
ACCOUNT NO. 21409J-5784

Ms. Hebert said that a staff department working group was put together to review the proposals that came in on April 21, 2017, and that six proposals were received and were narrowed down to three consultants and that they were interviewed. She discussed the interviews and said that the reason that Walker Consulting was selected was their team was a better fit and there was more synergy within the team, and one of the things that was very important to the staff department working group was that whoever is selected for the parking study needs to work with the consultants from the planning of conservation and development study consultant, as well as the consultant that is working on the updates to the Redevelopment Agency's plan for Washington Street, South Main Street, Wall Street and West Avenue. She said that the study will take at least one year to complete and they will be looking at near term, midterm and long term parking planning. Mr. Aley said that there have been a lot of parking studies done over the past five years which is also being covered in this study. Ms. Hebert said that when the RFP was sent out it was linked to all of those studies and they will use those as a benchmark, and five years is a long time and things have changed. Mr. Harden suggested eminent domain to be part of the strategic plan as an option for the good of a larger plan. Ms. Hebert said that that will be considered in the plan.

**** MR. HARDEN MOVED TO APPROVE THE ITEM.**

**** MR. VETTER SECONDED THE MOTION.**

**** THE MOTION PASSED UNANIMOUSLY.**

INFORMATION AND DISCUSSION

1. Chairman Report

Mr. Brescia reported and said that they will continue to look at near term and long term solutions for some of the parking problems.

2. Marking Plan

Mr. Brescia reported and said that he and Ms. Hebert met with small working group representing the Wall and SONO districts for the marketing plan. Ms. Hebert provided an update and said that MaxExPR will be sending draft plan first week of July and expect the next meeting to show the plan to the group third week of July.

3. Financial, Activity and Operating Reports

Mr. Manousos reported and said that revenues are up 1% from prior month and 7% year to date, and expenses are up 35% for May and 3% year to date and is driven by the accrued expenses specifically for building repair and maintenance, and that an additional \$311,000 was spent on building repair maintenance year to date, and he expects that line item to be approximately \$1 million dollars by the end of the fiscal year, which is a significant increase of what is typically budgeted. Some of the increased repair and maintenance expenses are related to the costs associated with the East Norwalk Railroad Station temporary and the estimate for the library parking lot reconstruction. He said that transient activity is up 22.5% compared to last May, and permit activity is up over 2% and that 77% of revenue was collected through credit cards for May compared to 66% last year. He said that the Pay by Cell is up 90% activity revenue attributed to Pay by Cell up 80%. He said year to date transient activity is up almost 19% at all locations with the exception of Webster Lot and the South Norwalk Railroad Station due to the reopening of the Stamford Transportation Center.

4. On Street Customer Courtesy Program

Mr. Manousos discussed the Customer Courtesy Program and said that when a Parking Enforcement Officer sees an expired meter that rather than issuing a parking ticket they will leave a customer courtesy card along with a warning ticket. Mr. Legesse distributed the card.

5. Capital Project Report

Haviland Deck

Ms. Hebert said that the project has been completed and that the new LED lights have been installed and that a \$6,800 incentive rebate was received from SNEW

Yankee Doodle Garage

Ms. Hebert said that the installation of the elevator has been completed, and that the lighting project will begin on Monday and will be completed in July and she expects to do a press conference in the fall.

South Norwalk Railroad Station

Ms. Hebert said that the cupola project will be completed in July.

East Avenue Temporary Commuter Parking Lot

Ms. Hebert said that the project has been completed. Mr. Legesse said that it is working well but that there are still empty spaces. Mr. Brescia asked if the lot can be used on the weekends for transient parkers. Mr. Legesse said "yes". Mr. Brescia suggested that be included in the language on the signage.

6. Liberty Square

Ms. Hebert reported and said that Public works will maintain until the lot is folded under the Parking Authority inventory into paid parking.

7. Other Business

Mr. Manousos recommended that they perform an analysis of the parking violation operation. Mr. Harden asked if there is a map of the areas that the Parking Authority is responsible for and the hotspots. There was discussion ensued and it was decided that staff will work with GIS Analyst to create a map.

Mr. Brescia requested that a count hour by hour at the South Norwalk Railroad Station garage and lots after 6:00PM and on weekends. He also requested the total number of parking spaces at each facility be added to the report for the facilities where monthly permits are sold.

Mr. Hebert said that Mr. Harden would like to offer something to the Oyster Festival on behalf of the Parking Authority, and she had suggested that a discount be offered through Pay by Cell and not only would it benefit the attendees of the festival, but also the Parking Authority so that people will download the app. For future use.

**** MR. HARDEN MOVED TO SUSPEND THE RULES**

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

**** THE MOTION PASSED UNANIMOUSLY.**

**** MR. VETTER MOVED TO OFFER THE SEAPORT ASSOCIATION A \$2 DISCOUNT DURING THE OYSTER FESTIVAL THROUGH THE PAY BY CELL APP AND A \$2 DISCOUNT AT THE MARITIME GARAGE WITH PROOF OF PAYMENT.**

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

**** THE MOTION PASSED UNANIMOUSLY.**

Mr. Harden discussed the implementation of the ticket discount of \$5.00 if paid within 24 hours at the office, and said that it will begin on July 1, 2017.

Mr. Aley asked the status of doing a pilot/test program changing the on- street hours of operation in SONO from 8:00AM – 9:00AM on Washington Street and South and North Main Streets on the test program that he had recommended. There was discussion ensued and it was decided that since a grace period is already implemented for five to ten minutes that further evaluation is needed and the expenses to make any changes, and that research should also be done in other communities.

8. **Next Parking Authority Meeting: Wednesday, July 26, 2017, Maritime Garage, Parking Authority Offices, 11 North Water Street, 6:00PM.**

ADJOURNMENT

**** MR. VETTER MOVED TO ADJOURN
** MR. HARDEN SECONDED THE MOTION.
** MOTION PASSED UNANIMOUSLY**

The meeting adjourned at 6:55PM