

**CITY OF NORWALK  
PLANNING COMMITTEE  
ZOOM MEETING  
AUGUST 5, 2021**

**ATTENDANCE:** John Kydes, Chair; Tom Keegan; Lisa Shanahan; George Tsiranides; Darlene Young (7:40)

**STAFF:** Sabrina Church

**OTHER:** Jessica Casey; James Travers; Mike Harden; Tom Livingston; David Heuvelman; Garrett Bolella; Michael Yeosock

**CALL TO ORDER**

Chairman Kydes called the meeting to order at 7:00 P.M. There was a quorum present.

**ROLL CALL**

Chairman Kydes gave a roll call of those present.

**PUBLIC PARTICIPATION**

No members of the public wished to speak at this time.

Chairman Kydes said that they had received several emails and letters. Anyone that wants to read them can do so by going onto the City's website and looking for the Planning Committee. All those letters will be accessible to all. And those are in regard to the Rowayton sidewalks.

**I. ADMINISTRATION**

**A. APPROVAL OF THE MINUTES OF JULY 1, 2021 MEETING.**

**\*\* COMMISSIONER LIVINGSTON MOTIONED TO APPROVE THE MINUTES OF JULY 1, 2021 AS SUBMITTED.**

**\*\* THE MOTION PASSED UNANIMOUSLY.**

*Chairman Kydes said they would handle the Discussion on Citywide Parking first.*

**C. PARKING AUTHORITY**

**1. DISCUSSION ON CITYWIDE PARKING.**

Mr. Harden came forward to discuss this item.

Chairman Kydes asked how the courtesy card handouts were being received by the public.

Mr. Harden said it was being received well. He reviewed the process for the Commission. Three years ago, there were no positive comments coming into the Parking Authority. In an attempt to improve their image, they devised the courtesy card system. It allows the constables to give courtesy tickets instead of real money tickets as warnings for people who have gone over their meter. The tickets are for an additional 20 minutes after which the person needs to have moved their car, refilled the meter, or will get a real-money ticket. The courtesy cards worked 95% of the time. They have received a large amount of positive feedback over social media regarding the system. This system may be implemented in other cities.

Mr. Harden reviewed how the system works for the Commission. It's completely anonymous. The manager picks one or two days a week and gives certain amount of these courtesy cards to certain number of constables for their shift and then sends them out. The courtesy program has avoided up to \$500,000 in real money tickets issued. It is a savings to civilians who would have paid between 25 and \$60 for a ticket. This has encouraged people to use the in-place parking systems. Due to COVID-19 the entire system was shut down for a short time due to expense.

Chairman Kydes asked about a recent video showing a large number of tickets that had been issued on a street.

Mr. Harden said that all of those tickets were zero tickets meant to inform people that enforcement was about to begin again. They have not yet started live ticketing. They do not want the public to take advantage of the system however.

Chairman Kydes asked about the grace period that was allowed. He asked if there was still an active grace period and how long it was.

Mr. Harden said there was a 15-minute grace period. He explained how it worked to the Commission.

Chairman Kydes asked about the appeal process and asked if there was a way to make it better.

Mr. Harden said that the number of incorrect tickets was under 1. Tickets that are done by mistake such as incorrect plate number entry happen all the time. However, the ticket can be taken to the Maritime Office and quickly corrected and forgiven. There is no way to do this online currently and they are looking for a way to innovate this.

Mr. Heuvelman asked if they had any metrics on the percentage of people that are using the park mobile app, as opposed to using the actual terminals or stations.

Mr. Harden said he didn't have the numbers but it was a lot and grows every day up to 40% for the app system. It also varies wildly by location.

Mr. Heuvelman also asked if the constables were using all the courtesy tickets in a shift.

Mr. Harden said that they were and were happy about doing so since it meant less conflict with parkers and that they were making people happy.

Commissioner Livingston asked how the constables decide who to give them to.

Mr. Harden said that when a constable gets a packet of those tickets during their shift it was basically their ticket book for their shift.

Commissioner Livingston asked if they kept records of who had received the tickets.

Mr. Harden said that, yes, the license plate gets logged into the system.

Chairman Kydes asked if there was a log for repeat offenders.

Mr. Harden said he wasn't sure but didn't think that was the case.

Chairman Kydes asked a question regarding the rates and if they changed based on the number of available slots.

Mr. Harden said he had never experienced that. Further discussion followed regarding the protocol for parking spaces.

## **II. NEW BUSINESS**

### **A. BUSINESS DEVELOPMENT & TOURISM**

#### **1. AUTHORIZE THE MAYOR, HARRY W. RILLING TO SIGN ANY AND ALL DOCUMENTS NECESSARY TO EXTEND THE AGREEMENT BY AND BETWEEN THE CITY OF NORWALK, NORWALK PARKING AUTHORITY, AND DORENBURG GROUP, LLC D/B/A/DORNENBURG, KALLENBACH ADVERTISING DATED DECEMBER 10, 2020 FOR MARKETING/COMMUNICATION SERVICES, PROJECT NO. 4029, FOR A PERIOD OF 1 YEAR IN AN AMOUNT NOT TO EXCEED \$100,000 PAYABLE UNDER NORWALK PARKING AUTHORITY.**

Ms. Church came forward to discuss this item. Two meetings prior they reviewed some of the KPIs and the work that has been underway towards the Visit Norwalk Initiative. They had two contracts approved one is in conjunction with the City and the Parking Authority for economic development initiatives. The Parking Authority has already approved the expense in its budget and has approved to extend the contract. They like to have the City as a party in case funding changes in the future and to make sure they have some oversight on the project itself. The second contract is strictly for Visit Norwalk to build a website, do the social media, and do outreach. The DKA is involved in both of those requests for proposals. There is about \$50,000 left in that account to still pay them for the rest of the contract year for the other contract.

Ms. Casey said that DKA actually redid the Visit Norwalk website and it launched recently.

Chairman Kydes asked how much traffic they were getting per day on the website. Ms. Church responded that they were getting appx. 100 unique ISP's a day and were able to grow their social media presence. She further reviewed the details about their plans for advertisement.

*Darlene Young joined at 7:10 P.M.*

- \*\* COMMISSIONER SHANAHAH MOTIONED TO APPROVE THE ITEM AS SUBMITTED.**
- \*\* COMMISSIONER KEEGAN SECONDED THE MOTION.**
- \*\* THE MOTION PASSED UNANIMOUSLY.**

**B. TRANSPORTATION, PARKING, & MOBILITY**

**1. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE AN AGREEMENT BETWEEN THE CITY OF NORWALK AND VANESSA HANGEN BRUSTLIN, INC. (VHB, INC.) FOR THE ROWAYTON AVENUE SIDEWALK CONCEPT AND DESIGN FOR AN AMOUNT NOT TO EXCEED \$50,000.00. ACCOUNTS: 0921 3750 5777 C0774, 0922 3750 5777 C0774; ROWAYTON AVE SIDEWALKS**

- \*\* COMMISSIONER SHANAHAH MOTIONED TO APPROVE THE ITEM AS SUBMITTED**
- \*\* COMMISSIONER LIVINGSTON SECONDED THE MOTION.**

Mr. Travers came forward to discuss this item. He said he had received multiple calls from residents of Rowayton asking him to come down and talk about sidewalks. The residents are anxious to have the plans executed. A meeting had been held with appx. 60 people in attendance largely in support of sidewalks. He then reviewed the proposed plans for development.

Chairman Kydes asked if there was an estimate of cost.

Mr. Travers said that they did not have one at this time. It will be ready in advance of next year's budget cycle.

Chairman Kydes asked what the turnaround time on the design, conceptual, and engineering work was.

Mr. Travers said it would take longer because they would require a lot of review and concurrence from D.O.T. and he wasn't sure how long that would take. They do not have a timeline.

Commissioner Livingston said this was a really important issue for the residents of Rowayton. He had received a lot of positive feedback about the project. He commended Mr. Travers for following through with the project.

Commissioner Shanahan also voiced her approval for the project. She noted how the sidewalks were very narrow and needed to be widened.

- \*\* THE MOTION PASSED UNANIMOUSLY.**

**2. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE AN AGREEMENT BETWEEN THE CITY OF NORWALK AND VANESSA HANGEN BRUSTLIN, INC. (VHB, INC.) FOR THE HUNT STREET / WITCH LANE SIDEWALK FEASIBILITY FOR AN AMOUNT NOT TO EXCEED \$27,000.00. ACCOUNT NO. 0921 3750 5777 C0775**

- \*\* COMMISSIONER SHANAHAH MOTIONED TO APPROVE THIS ITEM.**

**\*\* COMMISSIONER LIVINGSTON SECONDED THE MOTION.**

Mr. Travers came forward to discuss this item. This is the second contract for discussion. The road is narrow and they needed to assess the challenges that exist there. This will include the concept design using older funds that are allocated for this. This will be taking a survey for understanding the city's public right away, the geometric curves of the road, the horizontal curves in the road, where the best place for a sidewalk would be, and to understand the costs associated with them.

**\*\* THE MOTION PASSED UNANIMOUSLY.**

**3. AUTHORIZE THE CHIEF OF OPERATIONS AND PUBLIC WORKS TO EXECUTE ORDERS ON THE CONTRACT WITH TITAN ENTERPRISES, INC. FOR PROJECT TMP 2020-1 ADA 125 EAST AVENUE, NORWALK, CT 06851 · TELEPHONE 203-854-7948 ACCESS AND SIDEWALK REPLACEMENT AT CITY HALL AND THE HEALTH DEPARTMENT FOR A SUM NOT TO EXCEED \$30,000.00. ACCOUNT NO. 09 22 4037 5777 C0777**

Mr. Yeosock came forward to discuss this item. On Calf Pasture Beach there is a short stretch on the eastern side where there's a missing section of sidewalk. They want to install that sidewalk this this year and complete that section. They already have a contractor.

Mr. Travers suggested that the item is not for Calf Pasture Beach as the application was for City Hall and the Health Department. He suggested that this was due to a copy error because they were using the same contractor.

**\*\*CHAIRMAN KYDES PROPOSED AN AMENDMENT TO READ "ACCESS TO SIDEWALK REPLACEMENT AT CALF PASTURE BEACH."**

**\*\* THE MOTION PASSED UNANIMOUSLY.**

**\*\* CHAIRMAN KYDES MOTIONED TO APPROVE THE ITEM AS AMENDED.**

**\*\* THE MOTION PASSED UNANIMOUSLY.**

**4. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE AN AGREEMENT WITH STANTEC, INC. FOR CONSTRUCTION INSPECTION SERVICES FOR STATE PROJECT 102-350 NORWALK RIVER VALLEY TRAIL – PHASE 2 FOR AN AMOUNT NOT TO EXCEED \$20,000 (SOLE SOURCE). ACCOUNT NO. 09 22 4037 5777 C0777**

**\*\* COMMISSIONER KEEGAN MOTIONED TO APPROVE THIS ITEM.**

Mr. Yeosock came forward to discuss this item. Currently they're under construction with the North Valley Trail. There is some engineering services that they do not have the technical ability to handle. They want to hire StanTec to assist them in this endeavor.

Chairman Kydes asked if there would be assistance from other cities using the trail or if it was up to Norwalk to pay.

Mr. Yeosock said it was solely on Norwalk.

Commissioner Livingston asked about their experience with StanTec on the problem.

Mr. Yeosock said StanTec had been fine and had a good record.

**\*\* THE MOTION PASSED UNANIMOUSLY.**

**III. OLD BUSINESS**

**ADJOURNMENT**

**\*\* COMMISSIONER SHANAHAN MOTIONED TO ADJOURN.**

**\*\* COMMISSIONER LIVINGSTON SECONDED THE MOTION.**

**\*\* THE MOTION PASSED UNANIMOUSLY.**

*The meeting adjourned at 7:52 P.M.*

Respectfully Submitted,  
Ian A. Soltes  
Telesco Secretarial Services