

To: Members of the Public Parking Commission  
 Subject: Regular Meeting  
 Meeting Date: Tuesday, October 10, 2023  
 Meeting Time: 5:00 p.m.  
 Meeting Location: Room 319, City Hall

Agenda Items:

1. Call to order
2. Roll call
3. Determination of quorum
4. Public comment
5. Reports
  - a. Memo from Comptroller to PPC (attached)
  - b. Financial report (to be distributed)
6. Approval of minutes of preceding meeting
  - a. Review of minutes from the Regular Meeting on July 11, 2023 ([available on the website](#))
7. Old business
  - a. Consideration of addition of “24/7/365 Access” rates for parking lot and covered parking.

	Parking Lot		Covered Parking	
	Taxable	Non-Taxable	Taxable	Non-Taxable
Monday - Friday 7 am - 4 pm	\$ 40.00	\$ 37.61	\$ 50.00	\$ 47.01
24/7/365 Access (NEW)	\$ 70.00	\$ 65.82	\$ 85.00	\$ 79.92
Taxable rate is for entities subject to Connecticut sales & use tax.				
Non-Taxable rate is for entities exempt from Connecticut sales & use tax				
Current CT Sales Tax Rate:	6.35%			
The time-limited permit spaces will be available for free public parking after those designated times.				
No overnight parking is allowed in these time-limited permit spaces.				
The 24/7/365 Access spaces are only for permit holders. They will not be available for public parking.				

- b. Developer of 77-91 Main Street requesting parking spaces in Main Street garage for the 42 residential units. Developer wants to have dedicated spaces for its tenants but does not want to manage the permits.
    - c. Consideration of following delinquent parking ticket collection process:
      - i. Issue ticket
      - ii. Send notice within 45 days after uncollected ticket being issued
      - iii. Forward uncollected tickets to collection agency within 90 days after uncollected ticket being issued
      - iv. If tickets have not been collected within 18 months after being issued, the City shall take the accounts back from the collection agency and issue a Notice of violation and follow the assessment and judgment process in the City’s Code of Ordinances.
    - d. Discussion of displacement of parking spaces due to Reid & Hughes construction.
8. New business
  - a. Consideration of standardizing downtown street parking to 2-hours Monday – Friday from 7:00 am – 4:00 pm.
  - b. Set regular meeting schedule for calendar year 2024 for second Tuesdays of January, April, July, and October at 5:00 pm in Room 319 of City Hall.

- i. January 9, 2024
  - ii. April 9, 2024
  - iii. July 9, 2024
  - iv. October 8, 2024
9. Adjournment



JOSHUA A. POTHIER, C.P.A.  
COMPTROLLER  
Phone: (860) 823-3720  
Fax: (860) 823-3812

100 Broadway Room 105  
Norwich, CT 06360-4431  
[www.norwichct.org/finance](http://www.norwichct.org/finance)  
[jpothier@cityofnorwich.org](mailto:jpothier@cityofnorwich.org)

October 5, 2023

To: Members of the Public Parking Commission

## Memo to PPC for October 2023 Meeting

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After our July meeting, I followed up on some of the points discussed and some others. The items in **red text** are potential actions that the PPC could consider.

### Norwich Free Academy Parking

#### Idea of City Managing Street Permits for NFA Students

This idea led me to ask: "Is it customary for high school students to park on town streets during the school day?" I sent out a short set of questions to the principals of Woodstock Academy, Bacon Academy, Fitch, New London, E.O. Smith, Plainfield, Windham, and Manchester. These are the responses I've received as of the date of this memo.

School	What % of student drivers park on school property	Does school issue tags/ passes? Do they cost anything?	Any conditions on parking privileges?	Do any students park on town streets?	Other Notes
<b>Bacon Academy</b>	100%	Yes - \$100 for full year. \$50 for second semester	Privileges may be revoked for serious MV offenses	None	
<b>Woodstock Academy</b>	Not sure of the percentage, but there are 30 spaces on South Campus	Yes. No cost, but limited to 200 spaces (both on-campus and church)	Yes. Didn't specify what they are.	Some students park on town and state roads and may be towed/ ticketed if parked improperly	Most students park at a nearby church with which WA has an agreement.

<b>Plainfield</b>	100%	Yes. \$10 for the tag.	No	No	
<b>E.O. Smith</b>	42 spaces for 255 Seniors.	Yes. No charge.	Juniors are not allowed to drive to school.	No.	

I don't think it would be an efficient use of our limited resources to manage street parking passes for students. The City may be able to provide some more parking spaces with the other ideas below.

### **Addition of City Public Parking Spaces in the Area**

The consensus from the Norwich Public Works and Norwich Fire departments is that we cannot get any additional parking spaces on Williams Street, Sachem Street, or Washington Street because it would inhibit the ability of public safety vehicles to maneuver. However, from talking to Parking Enforcement Attendant Pablo Parrilla, students do not usually park in the existing parking spaces on Sachem Street, so by making students aware of these spaces may be effectively a gain of 20-25 parking spaces.

### **Shuttle Service from Intermodal Transportation Center**

Wayne Sheehan indicated that NFA does not have funding to provide a shuttle service to/from the ITC.

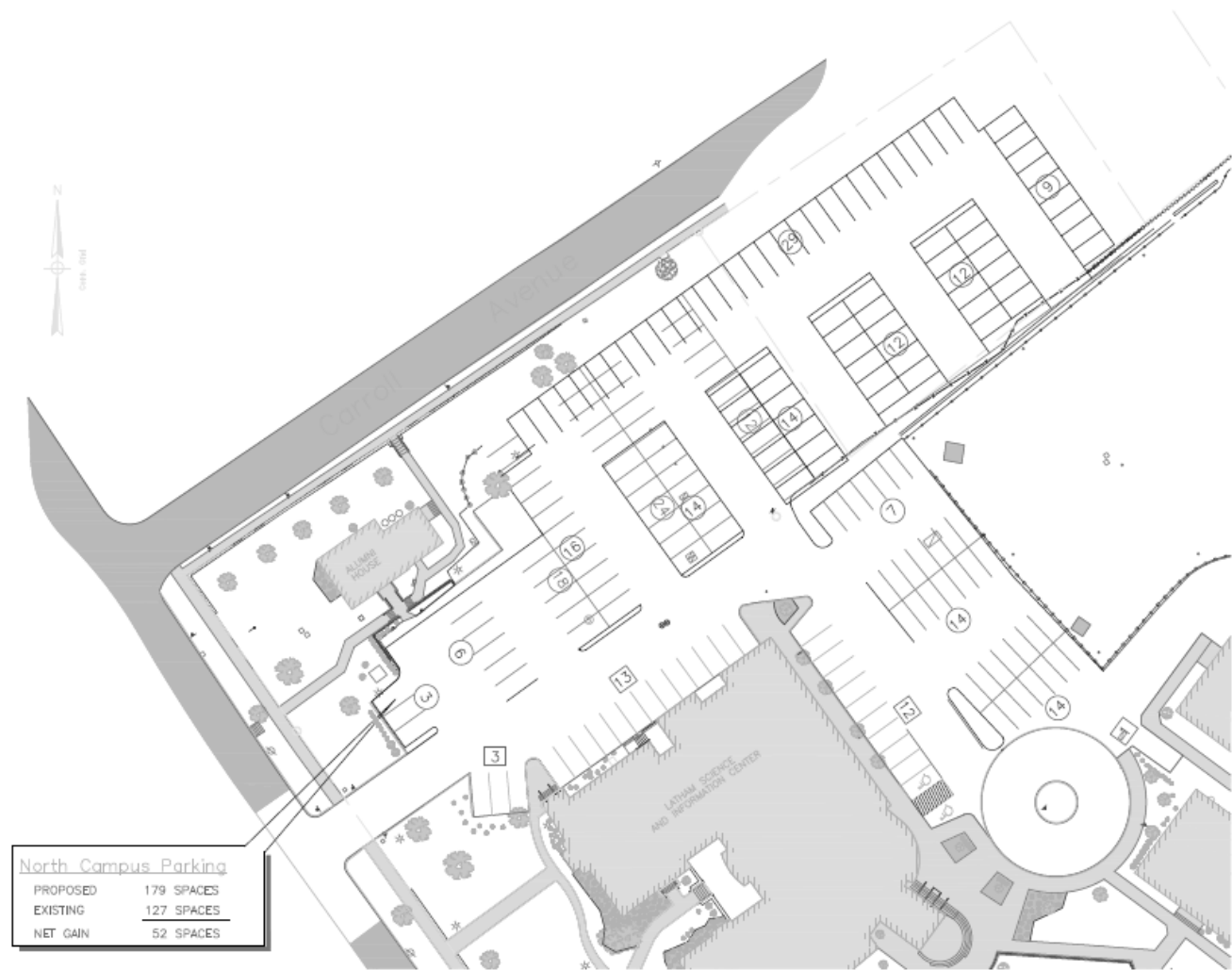
Michael Carroll from SEAT said that SEAT Bus 5 departs the ITC every hour, starting at 6 AM, and arrives near NFA around 10-15 minutes past the hour.

### **Renting Parking Spaces from Nearby Places of Worship for Students**

Wayne Sheehan indicated that NFA does not have funding to rent spaces for students. It does appear that NFA owns some land on Carroll Avenue which could be used for additional parking, but that would also come at an additional cost.

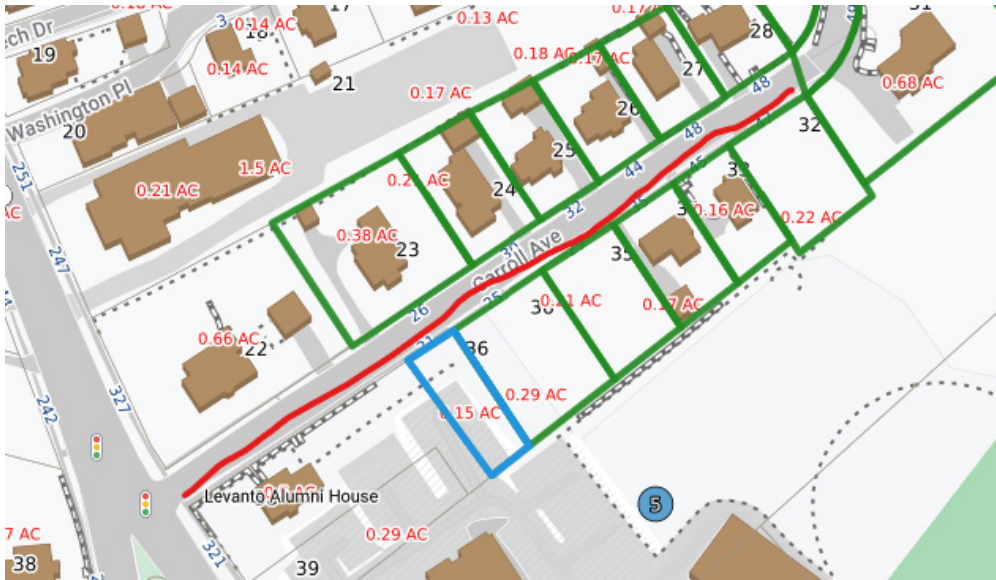
### **Addition to NFA Student/Staff Parking Lot**

Public Works Engineer Brian Long provided a sketch of how NFA could add approximately 52 spaces to its North Campus Parking area. Brian estimates that it would cost NFA approximately \$60,000. Wayne Sheehan said that multiple NFA athletic teams currently use this as a practice field, so they would not be interested in using this for additional parking at this time.



### Time-Limited Spaces on Carroll Avenue and McKinley Avenue Extension

Removing the time limits to the parking spaces on the side of Carroll Avenue abutting NFA’s campus (see red line below) could yield 15-20 student parking spaces. NFA owns many of the parcels on that side of the road. Carroll Avenue is a narrow dead-end street with a cul-de-sac.



McKinley Avenue Extension is surrounded by residents on both sides of the street, however it is a wide street. If time restrictions were removed on the side of the street closest to NFA, it could yield an additional 15-20 spaces for students.



The PPC could consider removing the time limits on Carroll Avenue and/ or McKinley Avenue Extension.

## Signs, Markings, and Parking Map

We're going to work with the Public Works, Planning, and Public Utilities departments to mount clear and consistent parking signs and create maps (likely with GIS) of public parking in NFA/Chelsea Parade area once final decisions about any changes in parking in this area.

## Downtown Parking

I would like to first acknowledge that former NCDC President Jason Vincent prepared a very thorough "Parking Report" of the downtown in 2020. Jason was a very bright and enthusiastic individual and he made many keen observations and recommendations in this report – some of which are weaved into the items below.

## Long-Term Leases

The PPC has a few long-term leases for parking in the downtown, summarized below:

ArtSpace – 35 Chestnut Street LLC has a lease for 90 spaces in four different lots which started in 1999 and runs through February 20 2081. 35 Chestnut Street LLC pays the PPC \$1,980 per month for a total of \$23,760 per year for these spaces. This is an average of \$22 per month per parking space.

State of Connecticut - Market Street Garage – The State of Connecticut has a lease for 100 spaces in this garage which runs through July 30, 2031. The State pays the PPC \$500 per month for a total of \$6,000 per year for these spaces. This is an average of \$5 per month per parking space.

State of Connecticut – Broadway – The State of Connecticut had a lease for 15 unassigned parking spaces in the Chestnut Street Parking Lot from April 1988 through March 1990 for \$375 per month for a total of \$4,500 per year for these spaces. This was an average of \$25 per month per space. It does not appear that this lease was extended, although several State employees (CHRO, Veteran's Affairs, Probate, Probation) park in street spaces near City Hall as well as the Chestnut Street lot, the Broadway Parking Deck and upper Broadway lot and the PPC has not been receiving any lease revenue for these spaces. We are continuing to research these arrangements.

Nassi Connecticut Realty – Nassi Connecticut Realty LLC has a lease for 37 spaces in the Market Street Garage and 150 spaces in the Viaduct Parking Lot which started in 2019 and runs until April 2024. Nassi's lease with the State of Connecticut ends 8/17/2025. Nassi pays \$7,106 per month for a total of \$85,272 per year for these spaces. This is an average of \$38 per month per parking space.

Long-term leases have some advantages and disadvantages which can be managed by structuring the lease document. They are a good way to provide enough parking for downtown businesses and government offices and a good way to provide the PPC with some level of certainty with annual revenues. However, they often give exclusive use of parking spaces to employees for more time during the week for which the employees would reasonably use them and the leases often don't have an escalation clause that allows the PPC to collect higher levels of rent as the PPC's costs rise. As the above long-term leases near the end of their terms, I advise the PPC to negotiate new leases that take into consideration the total parking needs of the downtown and inflation.

## **Downtown Street Parking**

There are currently an assortment of time restrictions downtown. Most spaces are two-hour, but there are some one-hour and some 20-minute. Also, the timeframe for the time-restrictions varies (i.e. 7 am – 4 pm and 8 am – 5 pm) **Do you think it makes sense to ask the PPC to change all of the time-restricted spaces to two-hour time limit from M-F, 7 am – 4 pm so that it is easier for drivers to understand and easier for Pablo to enforce? Or, at least all of the one-hour and two-hour could be standardized to two-hour M-F, 7 am – 4 pm and the other shorter time-restricted spaces could be standardized to 30 minutes M-F, 7 am – 4 pm.**