

To: Members of the Public Parking Commission
Subject: Special Meeting
Meeting Date: Monday, May 8, 2023
Meeting Time: 5:00 p.m.
Meeting Location: Room 335, City Hall

Agenda Items:

1. Call to order
2. Roll call
3. Determination of quorum
4. Reports
 - a. None at this time.
5. Approval of minutes of preceding meeting
 - a. Review of minutes from the Regular Meeting on April 11, 2023 ([available on the website](#))
6. Old business
 - a. Consideration and possible action on draft parking policies (attached).
 - b. Consideration and possible action on draft budget (attached).
 - i. Repairs and maintenance of lots and garages
 1. PPC line item – signs and striping
 2. Capital Budget - \$150,000 for garage joint repairs
 3. Capital Budget – lighting efficiency projects for Intermodal Transportation Center
 - c. Discussion of parking near Norwich Free Academy.
7. New business
8. Adjournment

Item 6.a.

POLICIES FOR PARKING PASSES, PERMITS AND VIOLATIONS

PARKING PASSES:

- DAY PASSES – Day passes can be issued for Main Street Garage for \$5 a day. These permits can be purchased at the Taxes and Revenues Office.
- LONG TERM STREET PARKING – Monthly parking passes can be issued for work vehicles outside of the Main Street Garage. Passes are issued at the same rate as in the garage. This is intended to be used for construction vehicles that do not fit within the garage. These permits can be purchased at the Taxes and Revenues Office.

PARKING PERMITS:

- RATES FOR PARKING PERMITS – The current rates for public parking areas are as follows:
Taxable - \$38/month for the lots and \$48.00/month for the garages
Nontaxable - \$35.73/month for the lots and \$45.15/month for the garages
- PRORATION OF PARKING PERMIT – When an individual is initially requesting a parking pass, the first payment will be prorated by the number of weeks remaining in the month. For example: if a customer is requesting the permit and only two weeks of the month remains the cost of that first month would be \$24 instead of the full month of \$48. This proration will not be applied at the termination of the parking permit contract.
- CANCELATION OF PARKING PERMIT - If a permit is no longer needed, it will be surrendered to the Taxes and Revenue Office by the end of the month paid for. Billing will continued until notified otherwise. No refund will be issued.
- REVOKE PERMIT – The Taxes and Revenues Office reserves the right to revoke a permit for any reason.
- REPLACEMENT OF PARKING PERMIT – If a parking permit is lost or stolen there will be a replacement issued for a fee of \$10.
- COLLECTIONS – The Taxes and Revenues Office will send out statements quarterly to permit holders who are delinquent on their payments. Permit holders who are more than three months in arrears will be forwarded to the City’s attorney or collection services company. Permit holders may work with the Taxes and Revenues Office to set up a payment plan to get current on their past due balances.

Commented [JP1]: Consider a \$2 rate increase effective 7/1/2023

- PARKING PERMIT – The Taxes and Revenues Office will issue parking permits per the number of parking spaces being used and paid for. If a permit is lost or stolen a signed form must be submitted to the Office as such and a replacement permit will be issued.

PARKING VIOLATIONS:

- PARKING VIOLATIONS – Parking tickets will double after 14 days from date of issue. Payments can be made online, in person or by mail. If mailed the postmark is taken as date received.
- GRACE PERIOD FOR PARKING VIOLATIONS – If an individual is within the vehicle or returning to the vehicle, no parking ticket will be issued by the Parking Attendant. Overtime parking area will be given an additional 15 minutes for any parking area restricted to one hour or less and an additional 30 minutes for any two hour parking area. No ticket will be issued prior to this grace period.
- TOWING OF VEHICLE – If a vehicle has five or more open tickets or a balance over \$100, the Taxes and Revenue Office reserves the right to contact a towing company to have a vehicle impounded until the parking violations are paid in full.
- PROTESTS – Protests must be filed within 48 hours of date of issue with the Taxes and Revenues Office. This process can be done in writing or online through the website for tickets issued by the City of Norwich Parking Attendant. For tickets issued by the Norwich Police Department, any protest shall be filed and responded by the Norwich Police Department.
- COLLECTIONS – The Taxes and Revenues Office will work with the Hearing Officer to send out notices of violations for delinquent tickets quarterly in the months of March, June, September and December.
- LIVING ON ROAD WITH TIMED PARKING – The Taxes and Revenues Office wants to maintain consistency with issuing and collection of parking violations for everyone who receives a parking ticket. When a ticket is issued for people who live on timed streets, below are two options for a policy –
 1. All registrations that exceed the tickets for overtime will be held responsible for the violation.

If a registration receives a parking ticket for overtime parking on the street which the owner/renter can prove residency they will not be held responsible for the violation. In the

case that the ticket would be waived our office the name on the registration would need to match the land records or signed lease.

Commented [JP2]: Which option does the PPC prefer?

