



PARKING & SAFETY COMMITTEE MEETING

Tuesday, May 1, 2018 8am
CENDEL Foundation Building
Agenda

Welcome & Introductions

Safety

- a. Dover Police Update (**Lt. K. Kober or DPD Representative**)

Work Plan Update

- a. Image improvement for parking Downtown (JNHS)
- b. Wayfinding Update
 - i. Grant update (JNHS)
- c. Lot Management (Jeb/Staff.)
 - Update on the North Street Lot (JNHS/Phil)
 - Update on the Lot Clean up (JNHS/Tina)
- d. Parking Study Implementation (JNHS)

Proposed Parking Policy discussion

- a. Verbiage for Parking meter signage.
- b. Discussion about Permit signs i.e. Towing
- c. LED Lighting with HELP Initiative (Tina)
- d. Electric Vehicle charging project (Tina)

Member Comments

Public Comments

Adjournment

Next Meeting Date – Tuesday June 5, 2018 8am

THE AGENDA ITEMS AS LISTED MAY NOT BE CONSIDERED IN SEQUENCE. THIS AGENDA IS SUBJECT TO CHANGE TO INCLUDE THE ADDITION OR THE DELETION OF ITEMS, INCLUDING EXECUTIVE SESSIONS.

Parking Committee Mission Statement

Will work to develop parking in the downtown Dover area and provide oversight of the parking lots owned and/or managed by the Corporation, and will coordinate safety and security issues with downtown merchants, residents, and local law enforcement agencies.

Parking and Safety Committee Meeting

Tuesday, April 3, 2018

8:00 AM

Cendel Building

Summary Minutes

Committee Members Present:

Jonathan Street, Becker Morgan, Chair

Jed Hatfield, Colonial Parking

Dave Hugg, City of Dover

Fred Neil, Dover City Council

Tammy Lima, E-Z Pass

Thomas G. Smith, The Delaware Store

DDP Staff Present:

Tina Bradbury, Operations Manager

Maureen Feeney Roser, Interim Executive Director

Chairman Street called the meeting to order at 8:00 AM.

There were no additions to the agenda, and minutes of the previous committee meeting were not reviewed.

Mr. Street then led a discussion on the Parking Study following its presentation to City Council. The committee determined that it would like to implement some of the recommendations, which would be relatively easy to implement, while the discussion of a more long-term solution to increasing parking inventory takes place. Ms. Feeney Roser volunteered to review the study and come back to the May meeting with a list of “low hanging fruit” recommendations which the committee can pursue with relative ease.

Regarding lighting, Mr. Street reported that Mr. Adam Jones was looking into getting permission to fly a drone in downtown Dover at night to show the dark spots which might benefit from additional lighting. Because Dover is in controlled air space, permission to fly the drone is somewhat complicated, but the effort continues. In the meantime, the committee discussed potential lighting improvements and perhaps working with the Design Committee to include some aesthetic/landscaping improvements as well to make parking lots and Minor and State Street alleys more pleasing to pedestrian traffic. At this time, Ms. Lima presented the results of her conversations with EZ pass employees about permit parking concerns. Safety was the main concern particularly with evening hours. Lighting may also help in this regard. Mr. Hugg suggested that the committee discuss the placement of parking permits before the next round of permits are issued – so customer parking could be opened up.

In this regard, Mr. Smith suggested a parking map. Ms. Feeney Roser discussed the tourists’ map and guide the Marketing and Promotion committee was working on as a potential opportunity. Mr. Smith was concerned about timing of the map and guide and felt we should have something sooner rather than later. Mr. Hatfield offered to share a tri-fold map of parking options which had been worked on some time ago as a starting point for discussion.

Next Mr. Street informed the committee that the Parking and Safety Committee's application for \$23,100 in a NBBF grant to help implement the parking study's recommendations for wayfinding directional/parking signage was awarded. Staff will follow up on the grant requirements. Mr. Neil suggested contacting Street Sense and the Kent County Tourism Corporation about their efforts to get people to downtown, and suggested that there may already be a template for the signage. In addition, regarding signage, the committee discussed the opportunity to strategically place signage on the street itself. Ms. Feeney Roser had previously offered reaching out to Newark, which had place signage on the street to try to find out more about how it was approved and implemented – she will reach out again.

There was also specific discussion about the minor street lot and the need for better signage regarding the operation of meters. Mr. Street had design a potential sticker for use on the multi-space meters to address the issue and will shared with the committee for comments. He will consolidate those comments and share sticker verbiage. Mr. Hatfield suggested the stickers may not be necessary and we should look to the equipment to see if it can accommodate the verbiage, once decided.

Next the committee unanimously approved Mr. Street's recommendation that Mr. Smith be elected as Vice Chair. Mr. Smith agreed to serve.

The next Committee meeting will be Tuesday May 1, 2018 and will include discussion on the above items as well as the committee's work plan and the work plan.

There were no public comments – and no further business was discussed.

The committee meeting adjourned at 10 AM.

Respectfully Submitted:

Maureen Feeney Roser
DDP Interim Executive Director