

**DELAWARE CITY
DOWNTOWN DEVELOPMENT DISTRICT TASK FORCE
MEETING SUMMARY - SEPTEMBER 27, 2017**



Task Force Members in attendance:

Adam Poplas	Code Enforcer, City of Delaware City
Carol Houck	City Manager, City of Delaware City
Chester Bluck	Property Owner / Out of town resident
David Baylor	Chief of Police
David Turley	Historic Preservation Commission
Jeffrey Randol	Ft DuPont Preservation & Redevelopment Assoc, Director
Jill Snow	Planning Commission
John Buchheit	Business Owner
Linda Price	Resident
Lisa Lindsey	Community Relations Delaware City Refinery
Tim Konkus	Delaware City Marina / Delaware City Main Street, President

Consultants:

AECOM: Chris Rogers (Project Manager), Ryan Mawhinney, Jessica Molina

Meeting Summary:

Carol welcomed the meeting attendees, thanked them for their participation, and started introductions. Chris presented an overview of the Downtown Development District (DDD) program including the Neighborhood Building Blocks Funding, the DDD Act, current designated Districts and the application requirements. The Task Force had many questions about the State grant including the financial incentives and the eligibility requirements. Chris also presented an overview of the project including the study area, the district boundary and plan requirements, as well as the overall project scope, schedules and roles.

Jessica and Ryan led discussion on the existing conditions of the study area.- The existing conditions were grouped into the following topics: Demographics and Housing; Economic; Land Use, Zoning, Vacancies; Environment, Downtown Character, Crime Incidents and Code Violations; Programs and Partners. The Task Force offered feedback and detail throughout the discussion. David Turley discussed the role of the Historic Preservation Commission, including guidelines, approach and current challenges. Carol provided an overview of an upcoming parking study in light of increasing parking demands. Regarding crime incidents and code violations, additional data/information needs to be collected. Chief Baylor stated that the Police Department will provide data to inform and support the process. AECOM will also coordinate Adam to obtain information on code violations. Tim provided an overview of Delaware City Main Street's mission and current activities. He also provided an overview of the vision of being a "1820's seaport" city and described the Main Street Four Point Approach for

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transformation progress (Economic Vitality, Design Promotion, and Organization). Lisa provided a few examples of the Delaware City Refinery charitable contributions. The Task Force also added to the list of organizations currently involved with economic and community wellbeing.

Chris presented three options for the District Boundary and led discussion to select the most appropriate option based on the existing conditions and areas that would benefit the most. The attached map is the selected boundary. This boundary option was selected based on the following rationale:

- Optimizes properties along Route 9 (most through traffic) and properties in the historic district
- Builds upon the City's strength of having one of the largest historic districts in the State
- Property owners in the historic district would significantly benefit as they could combine the DDD's 20% grant for improvement costs and existing State incentives for historic preservation
- Incentivizing improvements in the historic district would better achieve the vision of preserving/enhancing a "1820's seaport" city
- Potential to decrease the most residential vacancies
- It is noted that data needs to be collected regarding crime incidents and code violations, which could influence the final boundary. AECOM will update the Task Force.

Chris led discussion on the next steps in the planning process, including an overview of the next meetings. Ryan and Chris requested that the Task Force complete the Opinion Survey to test the survey questions and offer feedback/suggestions for improvement. Carol concluded the meeting and thanked everyone for their participation.

Next Steps:

- Task Force to email the completed survey as well as comments/feedback to ryan.mawhinney@aecom.com, or hand deliver to Town Hall by the end of business day on Friday, October 6th.
- AECOM will finalize the Survey based on Task Force comments and coordinate with Town staff to distribute Opinion Survey citywide. The survey will be distributed in paper and digital formats (surveymonkey.com).
- AECOM will prepare existing conditions narrative and maps per comments received by the Task Force and Opinion Survey results.
- The next Task Force meeting will be in November 28th or 29th. At this meeting, AECOM will present the results of the Survey and will facilitate discussion to identify goals and objectives of the downtown development plan. The determined date and formal agenda are forthcoming.