



CITY OF DELAWARE CITY  
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**MINUTES  
NOTICE OF REGULAR MEETING  
DELAWARE CITY PARKING TASK FORCE  
TUESDAY, April 4, 2018 - 6:00 P.M.  
CITY COUNCIL CHAMBER  
407 CLINTON STREET**

**CALL TO ORDER – DELAWARE CITY PARKING TASK FORCE**

City Manager Houck called the meeting to order at 6:00 p.m.

**ROLL CALL**

Present were City Manager Houck, Beth Konkus, Tim Dilliplane, John Buchheit, Dale Slotter, Ryan Campor, Council Member Titus, and Police Chief Baylor.

**ACTION UPON THE MINUTES OF THE PREVIOUS MEETING**

The minutes from the January 9, 2018 meeting were accepted as written.

**INTRODUCTION/RECAP FROM LAST MEETING**

City Manager Houck opens the meeting sharing her action item list of possible priorities that she prepared for discussion purposes from the cancelled March 20, 2018 meeting.

**1. Pursue the Lot on 5<sup>th</sup> Street for Tail Parking:**

City Manager advised that she believed the opportunity is available, if we thought it a good idea to pilot the use of the lot on 5<sup>th</sup> Street for the remainder of the year (on a month to month basis) in exchange for waiving the requirements of the owner to pay lease payments of \$300 per month to the City for another property for the months of the pilot is active.

She noted this would provide the City the opportunity to see if this lot will be useful before spending money. In addition it will provide stats that would be helpful in securing grant funds for future permanent usage as a trail head lot if able to come to terms.

The Task Force members were in favor and thought it best to present it before Council ASAP in order to begin the pilot for the upcoming season. City Manager believed she could draft a lease agreement to be considered at the April meeting after discussing it with the property owner and consult the City Solicitor.

**2. Develop Wayfinding Signage to Guide Visitors to the Washington Street Lot and Trail Head Parking (if developed)**

Through the discussion it was determined the City Manager would pull the past branding study that was done, share with the Task Force and try to use aspects of it to assist with the wayfinding signs. This will continue to be discussed at future meetings before presenting to Council.

**3. Establish a Working Group of Community Members to Work to Beautify 2 or 3 Alleyways to and from Clinton Street and Washington Street.**

The alleyways will provide visitors access to the downtown areas once leaving the Washington Street parking lot as well as identifying the Trail Head. The Task Force decided to do a walking tour of the alleys and the trail head for their next meeting to discuss signage that supports the efforts of drawing trail users from the pilot lot into town. This walking meeting will also provide an opportunity to discuss locations for bike racks (again drawing pilot lot users into town) vs. using the lot and trail and bypassing the downtown area.

Signage for the trail and pilot lot was also discussed in association with wayfinding needs and using the branding aspects from the study. Mr. Dilliplane shared pictures he took along the trail.

Another issued discussed was the need for both pet waste containers and signage to it along the trail. Mr. Dilliplane's pictures showed some good options.

**4. Initiate Conversation With the Refinery on Additional Property Adjacent to the Current Washington Street Lot Being Granted to Delaware City for the Purpose of Lot Expansion**

Interest was shown in obtaining Council's support to approach the Refinery regarding an expansion to the Washington Street lot. The Task Force thought a request for funding assistance in relationship to wayfinding parking signs and signage for pilot lot and portable restrooms there should also be included. City Manager will inquire about the penalty fund status for these items.

**FINAL REMARKS**

City Manager will discuss the new situation (after the election this week) where three (3) Council Members are listed to be on the Task Force. Only two (2) were at the meeting but a decision regarding Council Member participation will need to be made. City Manager will advise what the City Solicitor recommends.

**ADJOURNMENT**

The meeting was adjourned at 6:50 p.m.

Respectfully submitted,

*Bonnie Lynn Hanna*

City Secretary