SPECIAL SAFETY ADVISORY AND TRANSPORTATION COMMITTEE
A G E N D A

MAY 12, 2014 - 2:00 P.M.

CITY HALL COUNCIL CHAMBERS
15 LOOCKERMAN PLAZA
DOVER, DELAWARE

Public comments are welcomed on any item and will be permitted at appropriate times. When possible, please notify the City Clerk (736-7008 or e-mail at CityClerk@dover.de.us) should you wish to be recognized.

AGENDA ADDITIONS/DELETIONS

1. **Concerns Related to Permit Parking In Front of Wesley Pre-School and Education Building**
   (Staff recommends that the permit parking remain as currently configured)

2. **Discussion - Traffic Concerns on College Road (Request of Westminster Village)**

3. **Update - Dover High School Construction**
   (Committee action not required)

4. **Adjournment by 2:50 p.m.**

/tm
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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.

ACTION FORM

PROCEEDING: Safety Advisory and Transportation Committee
DEPARTMENT OF ORIGIN: Planning/City Manager's Office **DATE SUBMITTED**: 4/21/14
PREPARED BY: Ann Marie Townshend, AICP, City Planner
SUBJECT: Concerns Related to Permit Parking In Front of Wesley Pre-School and Education Building
REFERENCE: N/A
RELATED PROJECT: N/A
REVIEWED BY: Scott D. Koenig, P.E., City Manager
EXHIBITS: Letters from Arc of Delaware, Capital School District, and Wesley Pre-School; Map Exhibits
EXPENDITURE REQUIRED: N/A **AMOUNT BUDGETED**: N/A **FUNDING SOURCE (Dept./Page in CIP & Budget)**:
TIME TIMETABLE: N/A
RECOMMENDED ACTION: Staff recommends that the Committee recommend to City Council that the permit parking remain as currently configured.

BACKGROUND AND ANALYSIS

The Downtown Dover Partnership (DDP) acquired and renovated the property located at 22-24 W. Loockerman Street and negotiated a lease with Transcore, the State of Delaware's vendor for EZ Pass. EZ Pass opened at this location in early March. In order to accommodate EZ Pass employees' parking needs, the Downtown Dover Partnership included the guarantee of 85 parking spaces in the North Street and Bradford Street parking lots for use by EZ Pass employees. This allocation of parking permits caused the City and DDP to work together to reallocate permit, metered, and free 20 hour parking within the existing municipal lots. The municipal lots managed by the DDP. To balance the need for customer parking with employee parking, the City Manager and City Planner jointly decided to convert 13 parking spaces in what is known as "A-Street Lot" from free 2-hour parking to permit parking. Without making this change, there would be insufficient parking in the Bradford Street Lot to accommodate both employees and visitors.

A-Street Lot was utilized by City employee parking for approximately 18 months during the construction of the Dover Public Library. During this time, the City received no complaints and observed no operational issues with this allocation of parking. Prior to and since designating 13 permit spaces in this area, effective March 1, 2014, staff has continued to monitor this area and regularly observes open parking among the 2-hour spaces. There are six (6) 2-hour spaces within A-Street Lot, and another three (3) spaces on the Loockerman Street side of the landscaped island.

Tenants of the Wesley Church Education Building and the Wesley Pre-School have expressed concern with the allocation of permit parking in this area which was previously free 2-hour parking. Letters from Capital School District, Arc of Delaware, and Wesley Pre-School are attached.

There is no other municipal lot in the area that could accommodate the 13 permits. If the Committee and City Council would like to reconfigure parking in response to the concerns, staff recommends consideration of the following options:

1. Move the mailbox from the current location to the library parking lot near the post office.
2. Remove large holly trees from the landscape island to allow better access to parallel parking spaces on either side of the island. Plant landscaping that has less conflict with vegetation.
3. Move permit parking from the angled parking spaces to the parallel parking spaces on either side of the island. Some permit spaces would still be necessary in the angled parking area.

The Arc
of Delaware

State Headquarters: 2 S. Augustine Street, Suite B | Wilmington, DE 19804
T 302 996-9400 | F 302 996-0683

Kent County: P.O. Box 562 | Dover, DE 19903
T 302 736-6140 | F 302 736-0268

April 8, 2014

City of Dover
RECEIVED
APR 11 2014
CITY MANAGER/MAYOR

City of Dover
Attn: Scott Koenig, City Manager
15 Loockerman Plaza
Dover, DE 19904

Dear Mr. Koenig,

We are writing in reference to the two hour parking that was recently changed to permit parking in front of the Wesley U.M. Church Education Building on Loockerman St.

The Arc of Delaware is a tenant in the Wesley Education Building and has been for many years. The two hour parking was used regularly by our volunteers and also by our clients. Since these parking spots were taken away it has been quite difficult for our people to find parking.

We respectfully request that you consider returning the spaces to two hour parking for the public to use.

Sincerely,

Terry Olson, Executive Director

Bill Seufert, President

cc: Rev. Amy Yarnall, Wesley U.M. Church
Mr. Dave Casto, Wesley U.M. Church

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Sean P. M. Christiansen

Superintendent of Schools
Michael D. Thomas, Ed.D.
Voice: (302) 857-4201
Fax: (302) 672-1715
Email: michael.thomas@capital.k12.de.us

CAPITAL SCHOOL DISTRICT

198 Commerce Way
Dover, DE 19904

Supervisor of Special Education
Joyce S. Denman, Ed.D.
Voice: (302) 857-4239
Fax: (302) 672-1937
Email: joyce.denman@capital.k12.de.us

Received

APR 08 2014

Planning & Inspections

Thursday, April 03, 2014

Dear City Council Members,

It has recently come to our attention that the angled parking spaces in front of the Education Building for Wesley Church are now designated as "Permit Only" parking. I don't know if this arrangement is permanently sealed, but if it is not, I would like to appeal to the previous arrangement of free and open parking.

The Kent County Community School started using space in this facility this past year for an adult education program for students with disabilities (age 18-21). These students report to their classroom in the Education Building at 7:45 and leave at the end of their instructional day at 2:45. The program runs the course of the school year from the middle of August to the middle of June. During the day the students come and go from their respective job sites and use the classroom as their "hub" of operations. These students also have additional educational services in the form of occupational therapists, speech-language pathologists, physical therapists and psychologists that all come to the Wesley site at various times during the day to provide services to their students. Generally, the specialists will come for 30 minute sessions at various times during the day depending on their schedules. They rely on these convenient parking spaces to be able to get in and out quickly so they can hold to their tight schedules and spend time providing services rather than walking to and from their cars. Parents often come to the school site to attend meetings or sign documents. They also appreciate the convenient access to the building.

It would greatly benefit these specialists as well as the students attending the program if these parking spaces were not blocked to "permit only" parking. Thank you for your consideration of this request.

Respectfully,

Joyce Denman

Joyce S. Denman, Ed.D
Supervisor of Special Services

cc: Trustees, Wesley United Methodist Church

Capital School district is an equal opportunity employer and does not discriminate or deny services on the basis of race, color, national origin, sex, handicap, and/or age. Upon request reasonable accommodations are available for qualified applicants with disabilities in all phases of application and employment process.

Wesley PreSchool

of

Wesley United Methodist Church

209 SOUTH STATE STREET AND THE PLAZA
DOVER, DELAWARE 19901

678-8987

City of Dover
RECEIVED
APR - 7 2014
CITY MANAGER/MAYOR

WESLEY PRE SCHOOL PLAY CARE

April 7, 2014

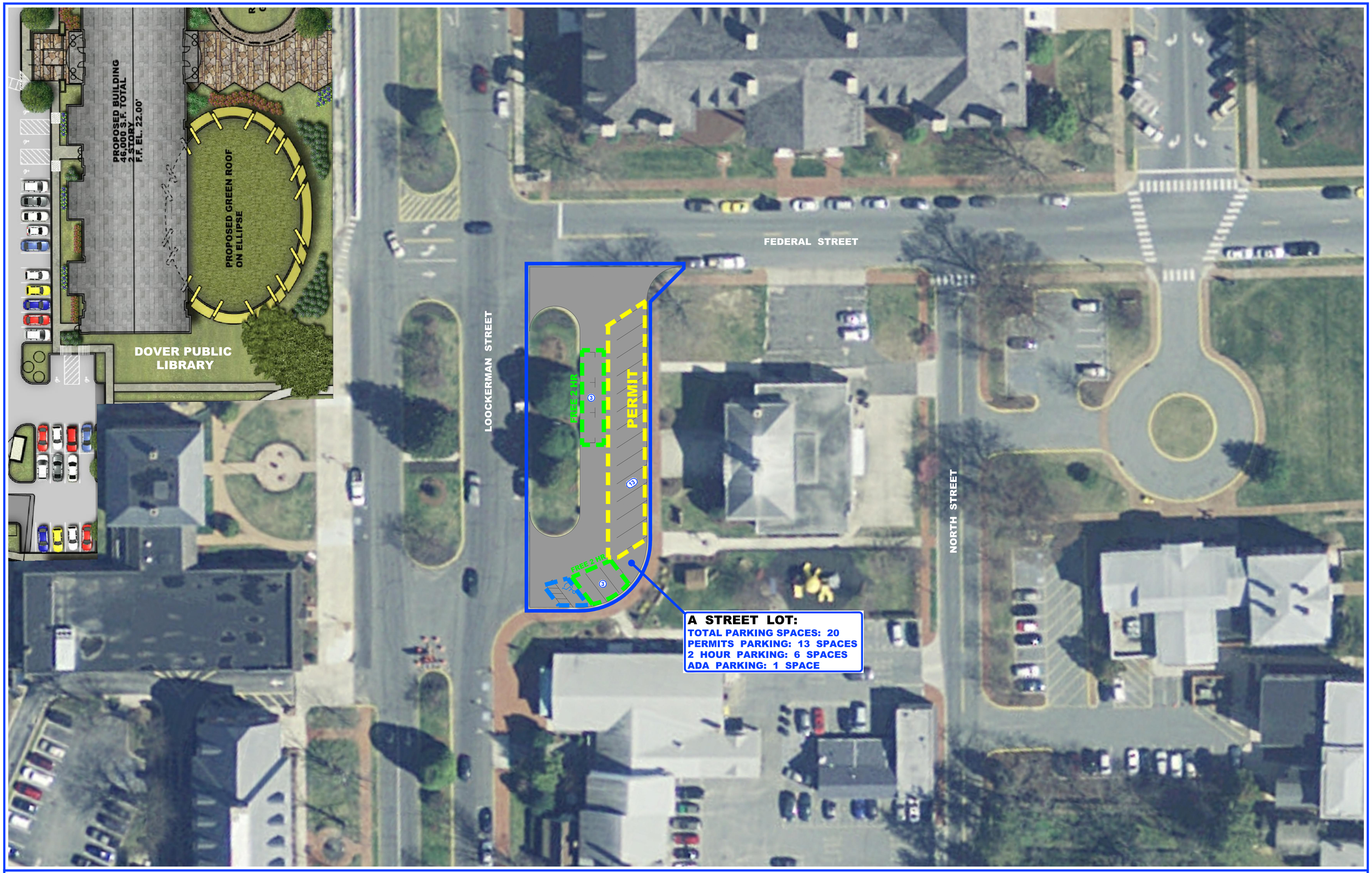
Dear Mr. Koenig:

We are experiencing a very frustrating situation due to the changes in parking regulations in front of Wesley Preschool. The former 2 hour parking which allowed for parents to park and pick up or drop off children for our school is longer available. The fact that you took away these parking spots (with no notice) is causing great trouble for our parents and staff. Why take away the parking that has been used by a school for **decades** to accommodate people who could easily walk from a city lot? This is not acceptable and a compromise should and must be reached.

Sincerely,

Deborah DuBreuil

Deborah DuBreuil, Director
Wesley Preschool & Play Care

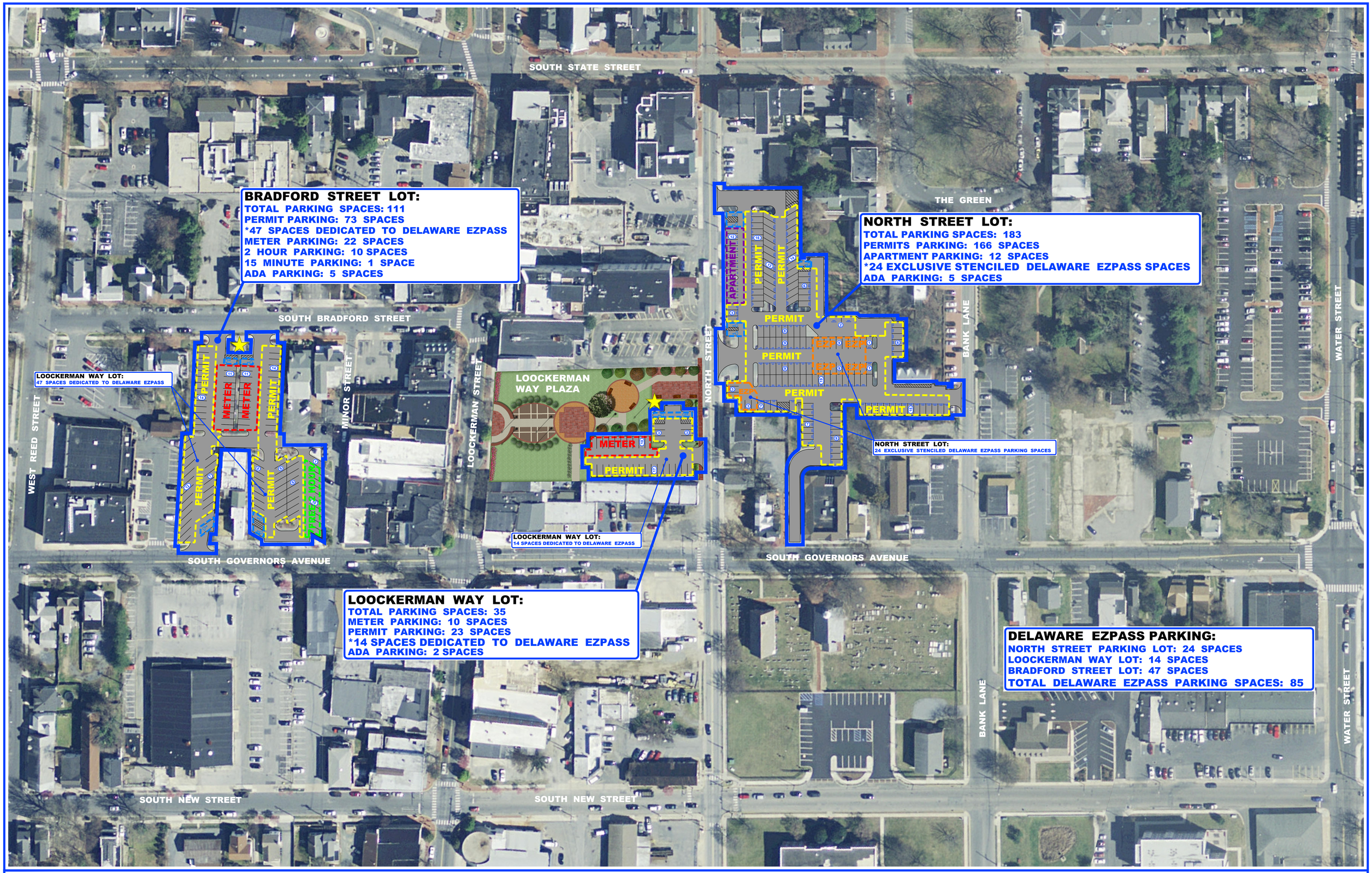


PUBLIC PARKING PLAN - A STREET LOT

FEBRUARY 2014

PARKING PERMITS CAN BE PURCHASED AT THE CITY OF DOVER, DEPARTMENT OF PLANNING AND INSPECTIONS LOCATED IN CITY HALL AT 15 LOOCKERMAN WAY.

***A LIMITED NUMBER OF PERMITS ARE AVAILABLE AND THE CITY OF DOVER CAN NOT GUARANTEE THE AVAILABILITY OF PARKING PERMITS FOR ANY CITY LOTS.**



DELAWARE EZPASS LEASE EXHIBIT

FEBRUARY 19, 2014

NORTH

★ PARKING METER KIOSK LOCATION

PARKING PERMITS CAN BE PURCHASED AT THE CITY OF DOVER, DEPARTMENT OF PLANNING AND INSPECTIONS LOCATED IN CITY HALL AT 15 LOOCKERMAN WAY.

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