

Downtown Dover Partnership

Parking Committee Meeting  
February 2, 2009 – City Hall Caucus Room - 8:00 AM

MINUTES

Attendance: Darleen Aragon, Dave Affolder, Ron Poliquin, Tom Smith, Mayor Carleton Carey  
Staff: Bill Neaton, Ed Perez, Janelle Cornwell, Kathy Divver, Peggy Teal, Beverly Jackson  
Guests: Steven Barnes, Donna Threlfall

Minutes

Mr. Affolder moved and Mr. Poliquin seconded the motion that the minutes of the December 2, 2008 meeting be approved. The motion was unanimously carried.

Mr. Poliquin moved and Mr. Affolder seconded the motion that the minutes of the January 6, 2009 meeting be approved. The motion was unanimously carried.

Financial Reports

Mr. Smith reviewed the Coin Report and the Parking Permit reports. Ms. Aragon noted that she received positive feedback from her customers regarding the free parking in the Bradford Street lot during the month of December. Mr. Smith and Mr. Neaton responded that the free parking would be offered again during the 2009 Holiday Shopping Season.

Mr. Smith also noted an increase in income for the Water Street lot as a result of the construction projects in that area.

Vendor Guidelines

- A) Mr. Poliquin reported on the meeting to develop guidelines for selecting vendors interested in using the designated spaces in the City Hall Parking Lot adjacent to the Post Office. The recommendation is to request a Business Plan, information about the applicant's previous business experience, time commitment for the lease and any other factors the committee may consider helpful in deciding between two or more applicants.

Mr. Neaton asked about the timeframe. Mr. Smith stated that in the past, vendors were asked to sign a one year lease for two parking spaces at a cost of \$75/month. Most recently, the spaces have been rented on a month to month basis. Mr. Neaton suggested a one year lease paid in advance. After discussion by the committee, Mr. Affolder recommended the vendor be asked to sign a one year lease but only require payment of six months in advance.

Mr. Poliquin noted that a six month lease payment is reasonable and also gives the vendor an option to forgo the balance of the lease.

Mr. Barnes asked if the lessee would be given an opportunity to renew after the first six months with the stipulation that if the fee is not paid for the second six months within 30 days, the lease is voided.

Mr. Smith stated that we need to advertise that applications are being accepted for the vendor space. Mr. Neaton agreed that an ad would be placed so that the committee can make a decision at its' March 2, 2009 meeting.

Mr. Barnes noted that he has a city business license and has received all the approvals from the board of health to operate his hot dog cart.

Mr. Affolder moved that the vendor space be leased for one year at a rent of \$75 per month with the requirement that the rent be prepaid for six months. Ms. Aragon seconded the motion and it was carried unanimously.

#### Downtown Dover Partnership

Mr. Neaton reported that all Partnership Committees are to have completed work plans by the end of February. The next Partnership Board meeting will be held on February 5, 2009.

#### Annual Parking Permits

Mr. Smith introduced Peggy Teal, Assistant Finance Director who introduced Kathy Divver, Customer Service Manager. The purpose of their visit was to discuss possible changes to the billing or collection process for the annual parking permits.

Ms. Teal noted that annual permits cost \$240 and or paid either in a lump sum or \$60 per quarter. Ms. Divver stated that if a permit is delinquent and not returned, customer service has no mechanism for cancelling the permit. Ms. Teal said this is what resulted in the recent request to the Partnership to write-off over \$2000 in permit fees. She requested the Parking Committee provide Customer Service with a formal procedure for enforcement of the permit fees.

Mr. Smith will arrange a meeting with Parking Enforcement, Customer Service and Finance to discuss best approach for monitoring/identifying delinquent permits.

#### Security Issues

Mr. Smith read a letter he sent to Councilman Tim Slavin on January 21, 2009 regarding downtown security issues for consideration by the Legislative and Finance Committee of the City Council. Mr. Smith stated he would be attending the February 9<sup>th</sup> meeting of that committee to follow-up on his letter.

Mr. Perez shared the results of the Merchant Survey regarding Foot Patrols on Lookerman Street. Forty-one (41) merchants received the survey and thirty-five (35) completed surveys were returned. The majority of respondents noted the hours from 12 Noon to 7:00 PM on Thursday, Friday and Saturday were prime hours for the foot patrol. Monday through Wednesday from 3 PM to 7:00 PM was another requested patrol period. There was a significant desire for police presence between 5 PM and 7 PM.

Mr. Poliquin noted that there seem to be two different issues – one being law enforcement, given the request for late night policing and the second is quality of life, coverage during the prime shopping hours. Mr. Affolder stated that safety is a perception issue and that there needs to be some coverage provided during daytime hours.

Lot Inspections

No report

Preserve America Designation – City of Dover

Mr. Smith reported that Elaine Brenchley of the First State Heritage Park was successful in gaining the Preserve America Designation for the City. This designation allows the City to apply for grant funding related to way-finding and tourist signage. He noted that Ms. Brenchley had received funding for signage related to specific sites and that the Parking Committee would not be able to piggyback on those signage projects.

Mr. Affolder reported that DELDOT has T&E funding for signage. Mr. Smith and Mr. Perez will explore this potential funding source for downtown.

The meeting was adjourned at 9:07 AM.